

 CITY OF DOVER	CITY COUNCIL - AGENDA <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>City Hall, Council Conference Room</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, August 26, 2020</td></tr> <tr> <td>Meeting Time:</td><td>7:00 pm</td></tr> </table>	Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Conference Room	Meeting Date:	Wednesday, August 26, 2020	Meeting Time:	7:00 pm
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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 97, SECTION 1 – LICENSING BOARD

SPONSORED BY MAYOR CARRIER BY REQUEST

B. CHAPTER 9: BOARD, COMMISSIONS AND COMMITTEES, SECTION 1

SPONSORED BY MAYOR CARRIER BY REQUEST

C. CHAPTER 125: STREETS AND SIDEWALKS, SECTION 9

SPONSORED BY MAYOR CARRIER BY REQUEST

8. CITIZEN'S FORUM

Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

Email correspondence must be directed to CityCouncil-All@dover.nh.gov, Voicemails must be left at (603) 516-6338, and written letters or correspondence must be directed to City of Dover, ATTN: City Council, 288 Central Avenue, Dover, NH 03820.

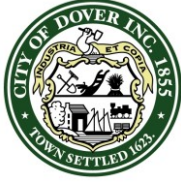
Correspondence that does not state the individual's name and Dover address shall not be placed on file with the Council public meeting record.

9. CITY MANAGER'S REPORT

10. APPROVAL OF MINUTES

A. August 12, 2020

11. MAYOR'S REPORT

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12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

- 1. CHAPTER 9: BOARD, COMMISSIONS AND COMMITTEES, SECTION 1**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. CHAPTER 125: STREETS AND SIDEWALKS, SECTION 9**
SPONSORED BY MAYOR CARRIER BY REQUEST

B. ORDINANCES IN THE 3RD READING

- 1. CHAPTER 97, SECTION 1 – LICENSING BOARD**
SPONSORED BY MAYOR CARRIER BY REQUEST

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. RAFFLE – Pope Memorial Humane Society – Cocheco Valley**
- 2. RAFFLE – Greater Dover Chamber of Commerce**
- 3. RAFFLE – St. Mary Academy**
- 4. B19088 HOUSEHOLD HAZARDOUS WASTE COLLECTIONS – CONTRACT EXTENSION TO MXI ENVIRONMENTAL SERVICES, LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 5. B20063 PROFESSIONAL CONSULTING SERVICES FOR COMMUNITY FACILITIES AND UTILITIES CHAPTER OF MASTER PLAN - RESILIENCE PLANNING & DESIGN LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 6. B21007 BROADWAY SOIL LOADING, TRANSPORTATION AND DISPOSAL**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 7. DATA MANAGEMENT INC. - TIMECLOCK PLUS APPLICATION**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 8. VEHICLE REPLACEMENT PARTS AND SUPPLIES - STATE OF NH CONTRACT WITH FISHER AUTO PARTS & SANEL NAPA**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - AGENDA

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- 9. EGGI ADDITIONAL SCOPE OF WORK - SUSTAINABLE YIELD ASSESSMENT OF THE HUGHES PRODUCTION WELL**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 10. REAFFIRMATION AND REAUTHORIZATION OF BUILDING PERMIT FOR 2 LANCASTER STREET**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 11. APPROVAL OF TREE CUTTING ON OLD GARRISON ROAD**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 12. APPROVAL OF FIRST AMENDMENT TO LEASE AGREEMENT BETWEEN CITY OF DOVER AND BREAKIN CHAINS DISC GOLF SUPPLIES, LLC DATED MAY 28, 2019**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

- 1. DECLARING THE SECOND MONDAY IN OCTOBER AS INDIGENOUS PEOPLE'S DAY IN THE CITY OF DOVER**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. B21001 ROCK SALT & SOLAR SALT COOPERATIVE PURCHASE**
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

- 1. CHAPTER 141 – VEHICLES AND TRAFFIC: SCHEDULES B, C, I, L. (TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 9, 2020.)**
SPONSORED BY MAYOR CARRIER BY REQUEST



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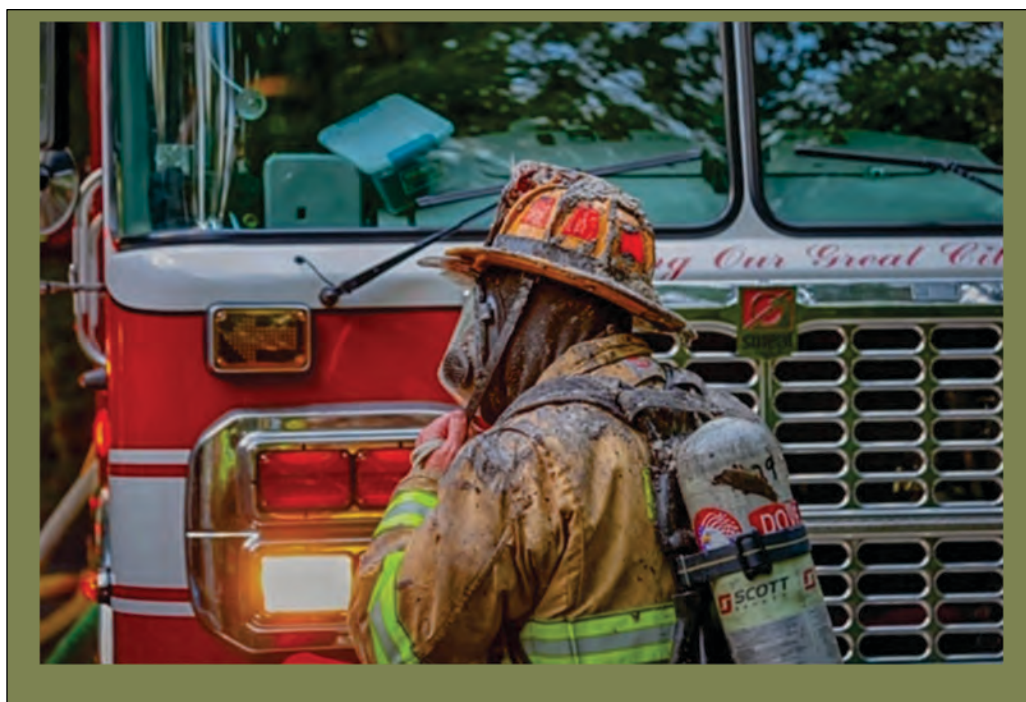
14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



CITY MANAGER'S REPORT



The Fire Department responded to a building fire at 41 Cordeiro Drive on July 3rd

August 26, 2020

Reporting on: July 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



William Breault
Police Chief



Susan Daudelin
Human Resources
Director



Annie Dove
Information Technology
Director



Susan Gaston
Acting Public Welfare
Director



Michael Gillis
Media Services
Director



Paul Haas
Fire Chief, EOC
Director



Denise LaFrance
Public Library
Director



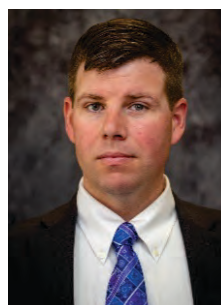
Daniel Lynch
Finance Director



Christopher Parker
Assistant City Manager,
Planning Director



John Storer
Community Services
Director



Joshua Wyatt
City Attorney

1. Customer Focused Outcomes

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

Assistant City Planner Piekut addressed enforcement concerns regarding wetland protection district violations, the keeping of farm animals, and motor vehicle junkyards and junkyards, commercial uses in residential zones, illegal signage, subdivision approval violations, and fence violations, and continued to assist customers with zoning inquiries, determinations, potential variance requests, and small development consultations.

In response to the COVID -19 outbreak, Planning and Community Development staff spent time in July looking at ways to remotely address customer needs. These changes include electronic plan presentation to customers who visit the office. A computer terminal and monitor has been set up which allows staff to walk a customer through a plan with no contact.

July saw Fire & Rescue responding to 542 calls for service, an average of over 15 calls per 24-hour period. 18 of the calls for service were for fires, 346 were for medical emergencies, 9 were for other hazardous situations requiring emergent intervention (natural gas leak or energized power line down, for example), 104 were either false or good intent in nature, with the remaining being for non-emergent requests.

Simultaneous calls - these are emergency calls that occur in an overlapping timeframe. If crews are committed on one emergency call, and another call comes in before the first one has been mitigated, it can create a situation where resources become limited, and crews need to respond to an incident outside of their response district, thus lengthening response times. With the exception of multi-company incidents such as a structure fire, Dover Fire staffing generally allows for 2 calls to be handled simultaneously without reduction in service delivery. 3 calls can generally be handled, depending on the number of crews that are committed to each call, and the location of the simultaneous calls.

In the month of July, there were 97 times when 2 calls were going on simultaneously, and 89 times when 3 or more calls were going on at the same time.

In addition to the number of emergency and other assistance calls handled by the shift in the course of the month, the Chief Officers provide Command Coverage, 24/7 throughout the year. This Command Coverage ensures that a Chief Officer will be available to assume responsibilities “outside the building” during a fire or other major emergency, while emergency crews are committed inside the building. The Command responsibilities include maintaining accountability of all personnel on scene, maintaining situational awareness of the development of the situation from an exterior vantage point, managing on scene and additional resources as needed to mitigate the emergency, and providing for an overall additional layer of safety and awareness. While performing as an Incident Commander, the Chief Officer is also responsible to assure city-wide emergency services are maintained through the coordination of recalling off-duty personnel and utilizing mutual aid fire and EMS agencies. During “regular” working hours, there is always a Chief Officer(s) available to respond with the duty shift to emergencies that typically warrant this additional layer of supervision.

In addition to calls during the regular weekday, at least one Chief Officer is always available to respond from home or from within the City at the time the alarm is received.

In the month of July, a Chief Officer was summoned to respond with the duty shift to 11 emergency calls. 8 of these calls occurred either after regular business hours or on the weekend.

On July 14th at 10:50 am Engine 2 crew was called to the scene of a building fire in Berwick Maine. Engine 2 crew provided Rapid Intervention Team (RIT) for the firefighters at this building fire. RIT is a team of two or more firefighters dedicated solely to the search and rescue of other firefighters in distress. When a fire company is designated the Rapid Intervention Team, the team has no other operational assignment during any incident. Their sole responsibility to develop an understanding of the structure, hazards, interior and exterior operations, operational assignments and locations of all companies on the fire ground, available resources, and preplanning rescues tactics & methods for various scene specific scenarios. Multiple alarm fires may require multiple Rapid Intervention Teams. Engine 2 cleared the fire scene at 4:40 pm.

BUILDING FIRE, BERWICK, ME



The Fire Department responded to a building fire at 41 Cordeiro Drive on July 3rd. Mutual aid was requested from surrounding communities and a special call was made for tankers as a water supply due to this location being outside the City's hydrant district. A rural water supply plan was established but not needed because Initial crews knocked the fire down quickly, containing the fire to just the garage.



During the month of July, 2020, 11 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 July 2020, SIU detectives and Crime Scene Unit(CSU) officers continued to investigate a jewelry store robbery that took place in Dover in October 2019. The case remains under investigation, but significant progress has been made.

During the month of July 2020. SIU detectives conducted follow-up investigations on two separate domestic violence cases where patrol officers had conducted the initial investigation and made arrests. The cases involved a Dover man charged with multiple misdemeanors for assaulting his wife and child, and a Dover woman charged with a felony for stabbing her boyfriend.

SIU detectives and CSU officers investigated two unattended deaths in Dover during July 2020.

SIU detectives conducted two background investigations on police officer candidates during July 2020.

During the month of July many of the regular duties of the CREU were paused due to the COVID-19 pandemic.

The majority of Sergeant Tarmey's time in the month of June/July was spent dismantling the stables where the DPD Mounted Patrol had been housed. With the mounted unit being officially disbanded in June, Sergeant Tarmey was tasked with cleaning and organizing the building at 75 Cocheco St, so it could be relinquished back to Eversource. Sergeant Tarmey coordinated with several different city departments to not only dispose of discarded items, but to also prepare any applicable city property for auction. Once the items applicable items were auctioned. Sergeant Tarmey worked with the buyers to claim their property at the facility.

Sergeant Tarmey participated in several oral board interviews with prospective new hires throughout the month of July. Additionally, Sergeant Tarmey met with a newly hired dispatcher and the department's new prosecutor to discuss/explain the role of the CREU within the department.

Sergeant Tarmey and Officer Collis were assigned to monitor a public event held on Friday, July 3rd at Henry Law Park. The event was a success and no police intervention was required.

Throughout the month of July, the department received several requests for "parades" related to the COVID-19 pandemic. The "parades" have become a popular event nationwide for first responders to participate in at the public's request. Sergeant Tarmey was the main point of contact to get these parades scheduled and staffed.

In July, Sergeant Tarmey, Officer Collis spent several days monitoring areas in the city where past and present homeless encampments were located. Sergeant Tarmey and Officer Collis will continue to check the known areas of the city to ensure that those areas remain clean. This will be accomplished by utilizing the department's mountain bikes in and around the downtown area.

Sergeant Tarmey and Officer Collis also have been working closely with Community Services regarding an ongoing issue with trash being left curbside at 25 First Street. Sergeant Tarmey and Officer Collis have made several efforts weekly to work with the tenants to ensure compliance. Additionally, the property owner has been notified via certified mail regarding several other city ordinance violations that need to be remedied. This is an ongoing project that will be monitored by the CREU on a weekly basis.



Officer Nick Glowacki

Officer Pike was assigned to patrol in the Field Operations Division during the month of July until July 24th which was his retirement date. Officer Nick Glowacki was chosen to be the new Dover High School Liaison Officer. Nick's experience and friendly personality make him a great fit for the position.

For the month of July, Officer Collis continued to spend the majority of his time riding the bicycle. By doing this he continued to be able to patrol less trafficked areas, including the Community Trail, Joe Parks Riverwalk, Henry Law Park, and the Park Street Park. In each of these locations, as well as many others around the city, Officer Collis would stop and chat with the people there. He spoke with everyone from business owners and employees, to people visiting the city, to people just outside for a walk.

Officer Collis also spent a large amount of time in the month of July working with the residents of 23 and 25 First Street. The City had received numerous complaints of ongoing issues at this building, including issues with the trash bags they were leaving out. Officer Collis spoke with each resident and explained to them the City's trash procedures and what they needed to do in order to be in compliance and to ensure that their residences remained clean. Officer Collis then spent several mornings during the month monitoring the situation to try to find a solution and identify issues.

Officer Collis also continued to take calls directly from city employees and local businesses. These calls ranged from questions and concerns to reports of crimes. This not only made it easier for the callers to make contact with an officer, but also freed up dispatch and patrol officers for emergency calls.

Officer Collis also continued to monitor calls for service involving the homeless population. In the month of July, Dover police officers encountered 97 separate homeless individuals. He also continued to maintain and update a log of all arrests for the LEAD program.

During the month, there were a large amount of disturbance calls at Whittier Falls and on Union Court. At Whittier Falls, there were numerous noise complaints. The noise was often said to be in the area of the police substation. On multiple occasions, an officer would respond to the area and was unable to locate the exact location, or the music had stopped. Officer Cooper was aware of a resident who lived near the substation and knew that she was mostly deaf. The resident was playing her music too loud, and it generated at least four calls within a two day span. Officer Cooper spoke with the resident and reminded her that the music level needed to be reasonable at all times.

There were seven calls for service regarding a resident at Union Court. The resident was experiencing mental health issues and was not taking her prescribed medications. Due to her state of mind, she was causing disturbances with several other residents. Officer Cooper was able to contact the woman's daughter and the daughter was able to talk her into going to the hospital for a psychological evaluation. This ensured her safety and quelled the issue with the neighbors.

Each month, Officer Cooper reviews all of the DHA calls for service and often suggests people to be banned from the property. This continues to be a joint effort with DHA staff and helps to keep the community safe. Nine DHA bans were initiated over the month due to a variety of reasons.

Officer Cooper assisted Dover Fire & Rescue, and Whittier Falls staff, with coordinating testing for COVID. It provided Officer Cooper the opportunity to meet with a large amount of residents at each of the elderly sites.

Officer Molly Martuscello was chosen to be the new Downtown Liaison Officer. She begins her duties on August 10, 2020. Officer Martuscello will serve as a departmental liaison with the business community, downtown residents, and those served by the business community. She will be responsible for problem solving and addressing the needs of the business/downtown community in a multi-faceted approach. This approach



**Officer
Molly Martuscello**

includes implementing aggressive preventative patrol, follow up investigations, crime prevention education programs, crime watch, and other related activities. Officer Martuscello will respond to police calls for service and conduct follow up investigations within the downtown area and community trail. Molly's experience, abilities and high energy personality make her well suited for the position.

Parking activity has returned to approximately 63% of pre-COVID times by the end of July. This is expected to increase if state regulations allow more restaurant and bar capacity and the Children's Museum reopens. Activity had gone down as much as 93% during the deepest periods in March and April. Permit sales had stayed near 100% during the entire time as the need for downtown residential parking stayed consistent and even rose.

The Parking Bureau again assisted in posting numerous streets and parking lots to allow Community Services to sweep and/or paint traffic or parking lines.



Officer Cooper assists at a COVID testing site at Waldron Towers

Parking Manager Bill Simons worked closely with Community Services staff to make a recommendation to the Parking Commission for several adjustments to the Winter Parking Ban. Adding several streets to a one-side restriction from December 1 to April 1 will allow the city to continue with the storm-based program. The recommendations will be before the City Council in early fall for implementation in December. Property owners of the affected streets will be notified of any meetings related to the recommendations.

The Parking Bureau has selected Beth Hawthorne for the Downtown Parking Maintenance position. She had started with the bureau as a parking enforcement officer in March of 2015. Beth will be concentrating on improving the overall look of the downtown, while keeping the parking areas and garage in tip top shape. She will also handle most meter related issues, thus allowing the parking officers to provide consistent coverage downtown.

Parking Manager Bill Simons worked with the developers of the Third Street and Fourth Street projects, City Planner and Community Services to help finalize parking plans for each of the projects.

During the month of July, the Dover Police Department responded to 1,800 calls for service throughout the City. In addition, officers made 1,022 traffic stops and initiated 335 non-enforcement related contacts with the community. The total number of incidents handled by the police department for July, 2020 was 3,157.

Supplemental Field Operations Activity:

- Conducted checks of the Community Trail.
- Conducted daily checks of the Transportation Center.
- Conducted daily checks of City parks.
- Conducted daily checks of the parking garage as a result of concerns of vagrancy and criminal mischief.
- Conduct daily checks of the McConnell Center / Library parking area.
- Conducted frequent checks of areas known to be inhabited by the local homeless population.

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

Animal Control - July

Total animal calls for service:	93
Handled by Officers/Dispatch:	67
Handled by Animal Control Officer:	26



Breakdown of Animal Calls:	
Found / Loose Animals	32
Animal Bites	11
Welfare Checks	16
Misc / Other	34

The Animal Control Officer received 53 voicemail messages and followed up on 13 reports originally handled by officers. One call involved 13 abandoned pigeons which were transferred to the NHSPCA.

The Animal Control Officer also handled 11 dog/cat quarantine orders which stemmed from bite incidents.



Abandoned pigeons

Below is a summary of Emergency Medical transports, listed by the receiving facility that the patient was transported to:

Facility	July Number of individuals
Wentworth Douglass Hospital	190
Dover ER	40
Non Transports/Sign offs/Refusal of Care	107
Frisbie Memorial Hospital	01
Portsmouth Regional Hospital	07
Brigham and Woman's Hospital (MA)	0
Boston Children's Hospital (MA)	0
Maine Medical (ME)	0
York Hospital (ME)	0
Exeter Hospital	01
Total:	346

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: 189

Priority 2: 98

Priority 3: 710
Priority 4: 803
Priority 5: 1,357

Each month, Captain Gould reviews all of the Priority 1 calls received and determines which involved police emergencies to determine how many had a police response time that was 6 minutes or less. During the month of June 2020, the Dover Police Department responded to eighteen emergency incidents and arrived on scene in less than six minutes to 78% of those calls (18 calls, 4 in six minutes or more).

DISPATCH COMMUNICATIONS	
JULY	
Radio Transmissions	13,911
Phone Calls	7,894
911 Calls Received	486
Lobby Customers	167
Police Alarms Received	75
Police Alarms Cancelled Prior to Arrival	10
Fire & Medical Alarms	85
Other Alarms	0

Inspection Services in July with a total count for 569 inspections conducted and 61 permits issued. Here is the Inspection Services activity breakdown for July:

Inspections & Permits	
Life Safety Inspections	75
Business Inspections	08
Sprinkler / Alarm Inspections	73
Building Inspections	148
Electrical Inspections	78
Plumbing / Mechanical Inspections	86
Blasting Inspections	00
Health Inspections	94
School / Daycare Inspections	07
Oil Burner Inspections	00
Woodstove / Fireplace Inspections	00
Building Permits	44
Blasting Permits	00
Certificate of Occupancy Permits	17

The new Broadview Veterinary Clinic on Knox Marsh Road is nearing substantial completion and should be completed very soon.

104 Washington Street has received authorization to occupy the dwelling units on the third, fourth and fifth floors as work continues on the first and second floor.

The 10 Fourth Street mixed use project dwelling units are nearly complete with first floor fit up in progress.

The former McIntosh College building on Cataract continues with substantial interior renovations including an elevator.

Stonewall Kitchen 81000 square foot addition continues on Stonewall Drive with permit issued for interior automated racking.

Princeton Properties 24 unit apartment building is in the process of completing the drywall stage of the project.

Work continues toward a weather tight shell at the new four story mixed use structure on Pointe Place.

The construction of a two story apartment building continues at Settlement Drive and is in the finish stage.

The two - four story mixed use structures in the Third Street lot are at substantial completion with 15 Third Street having residents.

Inspection Services continues to adapt to the challenges of providing services with Covid -19 virus. The health officer position has been increased to 40 hours per week during this pandemic.

Approximately 40 temporary outdoor seating applications were reviewed and approved. Restaurant field inspections continue through the pandemic.

The five story building on First Street is working toward a weather tight shell with mechanical systems being installed.

In July, library circulation totaled 17,419 items. (6,917 adult + 5,333 children's print items; plus 5,169 items downloaded including 3,635 audiobooks & eBooks, 1,405 Hoopla streaming music, movies, and books, and 129 eMagazines).

64 new library patrons registered; total active cardholders 13,785. 3 of these new patrons were non-resident Dover workers or students (now 823 in that category).

The Library's Book Pick-Up (no contact) service continues to be popular with 230 appointments in July.

Library museum passes were borrowed 4 times.

Outreach efforts via the 2 Little Free Libraries continue to be popular with 285 books added in July.

The Library did not offer any in-person programs at the library during July.

The library hosted 9 virtual programs with 48 people attending.

The library executed 0 U.S. passports in July.

The circulation desks filled 2,579 patron hold requests.

38 new patrons registered for downloadable audiobooks/ eBooks (total = 5,438) and 20 registered for Hoopla (total = 1,724).

Internet and PC uses by the public totaled 601 on library workstations, plus another 2,765 via Wi-Fi, plus 1 Chromebook loan.

The library's website statistics showed 31,926 page views by 7,532 users in 15,941 sessions.

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

5,847 people visited the library during July, an average of 140 per day (open 24 days). The Library expanded hours to include Monday nights until 8:30pm (started July 13) and Saturdays from 9 to 1 (started July 18).

The library's 3D printer printed 856 objects, many of them COVID related such as face shields and mask extenders.

The Library is hosting virtual programs via Ring Central for storytimes, a new virtual cookbook club, Read to a Librarian sessions, Pizza & Pages for the teen book group, and an at home Creation Station.

Sergeant Speidel fulfilled Planning Board Technical Review Committee responsibilities on July 2 and 9 through plan review for various site plans pending application to the Dover Planning Board and meeting participation. These included a commercial redevelopment on Broadway and mixed use development on Pointe Place.

Four (4) child passenger seat inspections were performed during the month of July. The Wentworth-Douglass Hospital May monthly seat check event was not held due to coronavirus concerns.

The 104 Washington Street (Orpheum Apartments) project involved frequent street excavations for utility work and resetting of curb lines. With the completion of that project, the City completed a mill and overlay of the streets in this immediate area (Locust, Chestnut and Washington Streets). During the weeks of July 1 and July 6, Sergeant Speidel worked closely with Community Services staff and the City's paving contractor to arrange for traffic detours or intersection traffic control where applicable.

During the week of July 20-24, Sergeant Speidel worked closely with NHDOT officials and State's contractor to coordinate the traffic impacts related to the US Route 4 / Bunker Creek bridge closure. This particular phase of the bridge reconstruction involved a 24/7 closure of the roadway for nearly a week. Because of its proximity to Dover, Route 108 had to absorb nearly 100% of the diverted traffic. Sergeant Speidel helped coordinate a plan for traffic control at key intersections during morning and evening peak commute times, and also set up a local detour to supplement the State's official detour to help spread out the traffic. The Dover Police and Fire Departments assisted the Durham Police and Fire Departments under a temporary mutual aid agreement to provide emergency services to certain Durham properties east of Bunker Creek.

In the month of July, the Speed Alert radar awareness trailer was deployed in the following locations:

Spur Road	Watson Road
Mast Road	Spruce Lane
Sixth Street	Stark Avenue
Piscataqua Road	Durham Road

During the month of July, the NH Department of Health and Human Services and the State Emergency Operations Center continued the 90-day contract with a local hotel to temporarily house individuals who are either homeless or who face special challenges and who have either been exposed to or contracted the coronavirus. The program was operated by Community Partners with assistance from other social service organizations, and supported by the Dover Police Department through a 24-hour continuous security detail. The program ended on July 24.

On July 2, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. The date was selected by the NH Office of Highway Safety. Extra traffic patrols were performed during evening commuting hours 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 Old Rochester Road, Indian Brook Drive, Tolend Road and Washington Street.

Officer Levin performed nearly 100 man-hours of speed enforcement directed patrols during the month of July. Emphasis was placed in several locations where documented citizen concerns or enforcement data suggests that problems exist: upper Sixth Street, Old Rochester Road, Middle Road, Piscataqua Road, Tolend Road, Watson Road and French Cross Road. Officer Levin conducted a total of 231 traffic stops during the month of July - primarily for speed violations.

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 July 14th and July 28th as members of the Strafford County Regional Tactical Operations Unit (SCRTOU), Officer Brown and K9 Barco participated in the two monthly training sessions. The focus of these trainings was firearms and scenario based training of barricaded subjects utilizing the K9.

There were no K9 callouts for the month of July.

The Facilities, Grounds and Cemeteries Division handled 88 service calls and 143 work orders in July. The interments of seven sets of ashes were performed in Pine Hill Cemetery. Six markers were installed on individual graves and one bronze marker, donated by the Daughters of the American Revolution honoring notable resident Susan Sawyer as a Daughter of the American Revolution was delivered to be set after a foundation is created for it. Employees filled in some sunken graves so the areas could be smoothed over, loamed and reseeded.

Twenty-eight work orders were addressed pertaining to buildings. The biggest challenge this month seemed to be heavy rains and torrential downpours causing leaks at the Library when the roof drains could not handle the volume of water in such a short period of time. These two drains were ultimately replaced by Skyline Roofing, as well as multiple punctures on the rubber roof being patched. These punctures seem to be caused by the slates coming from the old roof, which is scheduled for replacement in the next few years. Plugged toilet complaints in the ADA accessible bathroom there continue to be a problem as the sewer drain is very old and not in good condition. An old underground tank was removed from in front of the Children's Museum in the area of where the new outdoor platform is being located.

Two keys were issued and seven requests for deliveries or moving of items were processed. Liberty Mutual donated some furniture no longer used and the Fire Department assisted in procuring some for City use. Facilities & Grounds employees assisted in moving the furniture from the Pease Trade Port to facilities in Dover. Elevator and fire extinguisher inspections were conducted as they are each month.

One custodian will be present during the day to make rounds sanitizing the common spaces, door handles, handrails, refilling sanitizer stations, sanitizing the restrooms at intervals throughout the day, while continuing to carry out some of the normal duties completed after hours, at City Hall. Volunteer Joan Kula, who has adopted the mulched beds around City Hall has added gorgeous color to the front of the building using annuals planted among the bushes she had planted last year. Further plantings are intended during more seasonable weather to add some depth and height in the form of trees which will accent the front of the building. Be sure to greet Joan if you see her working in the area!

In addition to preventive maintenance work, there were 2 work orders addressing specific issues requiring repair or attention. Work on HVAC preventive maintenance was ongoing by both City employees and Siemens technicians.

Facilities & Grounds responded to 45 work orders for various issues. Mulch was requested at the Transportation Station, Library and Police Station, to be spread by volunteers and spear headed by Deb Clough. Deb is working with the Adopt A Spot program and area garden clubs or residents who have been working to keep the various areas well cared for and beautiful.

Watering continued through this month, on several occasions as some weeks saw either torrential downpours or no rain at all. The new trees planted on Central Avenue continued to be watered, as were the whiskey barrels and a few trees in other locations. Graffiti was addressed on two occasions under the Chest Street Memorial Bridge. Our thanks to the police who have stepped up their presence on the River walk and to Beth Fischer who is vigilant about trying to cover or clear it away quickly. Her assistance is very much appreciated by Facilities & Grounds staff.

Two new trees were planted in addition to the ones on Central Avenue. One honey locust donated by resident Doug DeDe was planted on Locust St and a tree donated by the Friends of Jimmy Marmen was planted on the lawn of the Chapel in Pine Hill Cemetery, along with a granite marker. Both of these donations are appreciated greatly.

Eversource continues to pursue tree trimming or removal of problematic trees, looking to remove several trees with issues in the Back River Road, Garrison Road area. A diseased tree was removed on Fisher Street, while twenty-three requests for pruning were received and are in the process of being resolved throughout the City.

The daily mowing of parks, playgrounds and public turf areas was ongoing. Overlook Park was attended to in that the phragmite that grows into the park and playground equipment was dug out and removed and new mulch was spread in the area. Further treatment to inhibit the growth will likely be required. The area behind the fence at the Sullivan Drive ball field was knocked down using the brush cutter to make it easier for the mowing contract to get in behind the outfield fence. The island behind the Brick House in Orchard Street parking lot also received attention, as it had become quite overgrown.

Hornets and bees, not honey bees, made their presence known in multiple locations and had to be treated so park users do not get stung.

Curb line weed control is being contracted through Municipal Pest Management, who is using Finalsan, in place of Round-Up, to manage the weeds along the granite curbing on main streets and roadways. This product may require more applications, but the hope is to reduce the use of glyphosate products wherever possible. Of note is the fact that while the weeds do turn brown, they green up again or leave brown dead weeds that look as unsightly as the green weeds.

PJC Organics continues with turf treatment this year, as the City moves to reduce the use of synthetic products for weed control and fertilization of the turf on athletic fields. As PJC Organics is more product oriented than application oriented, they are working with sub-contractors for the application of the products. The program focuses more on the organic health of the soil and application of grass seed than synthetic chemicals to promote growth of grass and inhibit the growth of weeds.

Three traffic light complaints were received. One pedestrian crossing light was replaced on Oak Street and the mast for a school zone light located on Central Avenue was replaced. The other complaint involved timing at one location but no technical problems were identified.

Eight work orders related to new signs being posted, as well as eight being replaced were addressed. Illegally posted signs were removed. A request to post three Adopt A Spot signs was created and the signs were posted. Signs were rearranged as the Fourth Street traffic pattern had changed and missing signs were replaced on Mechanic Street.

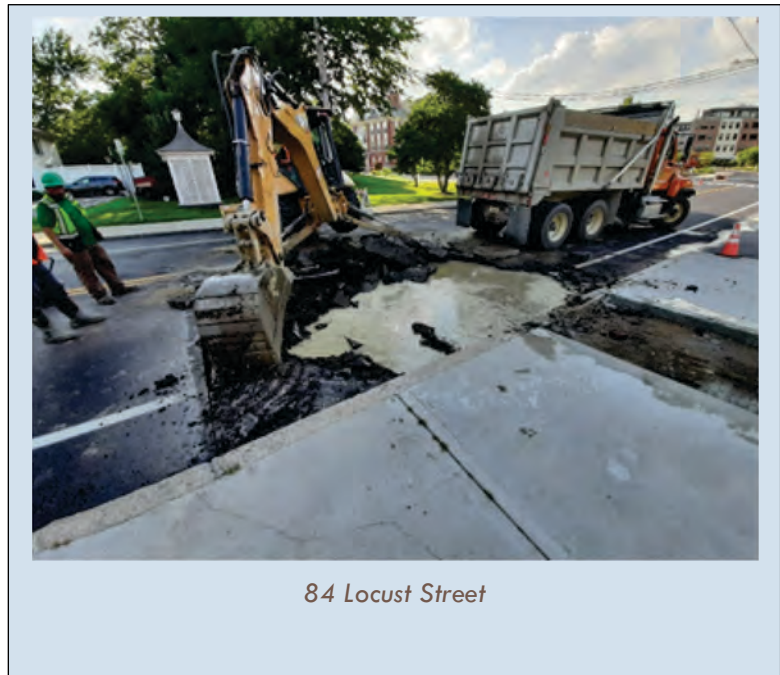
Facilities & Grounds crews continue to sanitize vehicles and equipment due to the COVID 19 virus. They are still doing their part to limit contact wherever possible when out performing their duties.

Flags were lowered in honor of John Robert Lewis, a civil rights leader and politician who served in the US House of representatives from 1987 until his death on July 17, 2020, from cancer. Congressman Roberts served Georgia's 5th congressional district.

The Utilities Division spent a bulk of the month of July working at the new Facilities, Grounds and Cemetery site. Crews have been busy installing all of the water, sewer and drainage lines. Crews have been working with a City of Dover contractor on excavating and backfilling for the building foundation,

During the month of July, the Utilities Division experienced four water breaks. There were two water breaks on Horne Street between Hough Street and Ash Street. There was a water break on Cross Street. These were all on the city side. The last break occurred in front of 84 Locust Street. This was a result of an old iron service line that had ruptured.

Crews also repaired a leak on a 6" Asbestos Water Main. The main is located in an easement off of Hampshire Circle.



During the months of July, the meter crew conducted 78 stopped meter appointments, 38 backflow appointments and 53 final reading appointments.

During the month of July, the Highway Division continued to patch potholes throughout the city as needed. Dirt roads were graded on Old Garrison Road, Bay View Road, Spruce Lane Ext, McKone Lane, Boston Harbor Road, South Watson Lane and Cold Springs Road. Crews continued street sweeping in the downtown area as well as various problem roads throughout the city.

City crews continue to work in the sand pit, located behind the Public Works Department, prepping materials for upcoming road projects. Employees continue to mix gravels and screen sand so that it will be ready and available as needed. Roadside mowing, brush cutting and brush chipping operations are ongoing.

Several drainage repairs were conducted. A collapsed drain line on Mount Vernon Street was excavated and repaired.

Crews removed and replaced the culvert on Progress Drive. Over time, the metal culvert had deteriorated causing it to rot out.

The block structures holding the frame of the catch basins had crumbled and needed to be replaced. Crews repaired the catch basins at the North End Fire Station, 796 Central Avenue, 62 Hampshire Circle and on Fairway Drive.

Total Permits Issued: July 2020

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-284	CANNEY BROOK ESC.	130	MIDDLE ROAD	DEMO HOME, BARN & GARAGE	R	K	6	8000	105
20-239	CARTELLI BAR & GRILL	96	NEW ROCHESTER ROAD	PERFORM INT. RENO. FOR NEW RESTAU C		40	21C0	40000	425
20-254	DOVER LODGE OF ELKS 184	282	DURHAM ROAD	ERECT A EVENT TENT	C	I	122O	1000	35
20-265	CTY OF DOVER	9 11	BROADWAY	PERFORM INT. IMPRVMENTS TO 1ST FLR C		3	5600	6400	0
20-280	COCHECO MILLS HOLDINGS	100	MAIN STREET	REPLACE ANTENNAS ON EXISTING STR C		3	6300	27500	305
20-286	COCHECHO COUNTRY CLUB	145	GULF ROAD	INSTALL A TEMP. 20' X 30' POLE EVENT C		N	1500	1000	35
20-288	CITY OF DOVER	6	WASHINGTON STREET	CREATE AN OUTDOOR PATIO	C	23	1500	75000	0
20-233	6-8 ATKINSON STREET, LLC	6 8	ATKINSON STREET	CONVERT MIXED USE STRUCTURE INT C/R		I	2200	178500	1810
19-544	HEETER	15	BROWNING DRIVE	CREATE HABITABLE AREA ABOVE GAR R		21	9500	18500	210
20-139	WHITE	9	MCKENNA STREET	INSTALL A PATIO DOOR & WINDOW	R	I	1A0	6253	95
20-201	PARKS	9	SAINT ANDREWS CIRCLE	REPLACE DECK WITH A SUNROOM ADD R			45	85000	875
20-202	CARRIER	19	BALDWIN WAY	CONST. A REAR ADD. FOR A BEDRM &	R	L	4080	65000	675
20-203	REED	262	GULF ROAD	INSTALL A REPLACEMENT GUNITE SWI R		N	8A5	41280	435
20-212	SYMINGTON	3	MCKENNA STREET	REAR DECK EXPANSION & STAIRS	R	I	1H0	1000	35
20-237	RICHARDSON	12	GLADIOLA WAY	CONST. A DECK	R	A	2810	5700	83
20-242	CHAPIN	112	GROVE STREET	INSTALL REPLACEMENT WINDOWS (NO R		30	3800	14000	165
20-243	GREENWOOD	38	MAPLE STREET	INSTALL 2 REPLACEMENT WINDOWS	R	30	1700	2000	45
20-244	GERDA	15	LIKA DRIVE	INSTALL A ROOF MOUNTED SOLAR PV R		E	4510	34750	375
20-245	MCLAUGHLIN	5	SHAWNEE LANE	INSTALL 3 REPLACEMENT WINDOWS	R	A	13T0	9900	124
20-246	BAIRSTOW	130	GARRISON ROAD	INSTALL AN ABOVE GROUND SWIMMIN R		J	250	13000	155
20-249	CARBONE	46	CATARACT AVENUE	REMOVED AND REPLCE 1 FRON WINDOW R		14	10C0	3190	55
20-250	BRODERICK	26	NYE LANE	INSTALL AN ABOVE GROUND POOL	R	E	4960	6000	85

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-251	TURMELLE	45	CIELO DRIVE	PERFORM INT. RENO. & ALT. TO SFD	R	H	4045	440000	4425
20-252	KELLY	7	MIDDLEBROOK ROAD	INSTALL A ROOF MOUNTED SOLAR PA	R	K	4300	15500	180
20-255	BROWN	4 6	AVON AVENUE	DEMO A 2 FAMILY STRUCTURE & REM	R	33	6000	10000	125
20-256	DICHIARA	163	MOUNT VERNON STREET	INSTALL REPLACEMENT WINDOWS	R	29	3400	6044	85
20-257	SCHWARTZ	26 1/2	BELLAMY ROAD	REPLACEMENT OF SKYLIGHT & REROO	R	H	14D0	10000	125
20-258	PELLETIER	32	POLLY ANN TRAILER PARK	CONST. A 12' X 5' 2" DECK	R	M	47C32	2100	46
20-259	PETERMAN FAMILY TRUST	119	COURT STREET	KITCHEN REMODEL, REPLACE DOORS	R	19	1A0	30000	325
20-260	RUTLAND	208	LOCUST STREET	CONST. A 12' X 20' SHED (ART STUDIO)	R	15	4100	12000	145
20-262	MILLIKEN	24	COTTONWOOD DRIVE	INSTALL A ROOFTOP SOLAR PANEL PV	R	B	4200	20067	226
20-263	AUBREY	10	ASH STREET	CONST. A 10 X 12 PT DECK	R	30	15502	6000	85
20-264	COX	189	DOVER POINT ROAD	REPLACE EXISTING DECK	R	L	83A0	2500	55
20-267	LANDRY	86	LITTLEWORTH ROAD	REPLACEMENT OF 10 WINDOWS AND 1	R	F	4800	35571	385
20-268	MCKENNEY	11	NILES STREET	INSTALL AN ABOVE GROUND SWIMMIN	R	20	800	6000	85
20-269	MURPHY	38	MOUNT VERNON STREET	REPLACE DECK BOARDS & NEW STEPS	R	30	10300	3000	55
20-271	GALANTE	246	GULF ROAD	CONST. A 14 X 20 DETACHED SHED	R	N	8A3	10900	135
20-274	COONS	3	ANGLE STREET	UNIT A, RENOV. ONE UNIT IN A 4 UNIT	R	9	10100	10000	125
20-277	VOGEL, II	6	SIERRA HILL DRIVE	EXPAND DECK	R	K	19-3	2900	55
20-279	FEDERER	30	GEORGE STREET	REPAIRS AND NEW WINDOWS, NEW VIN	R	23	3000	26000	275
20-281	YAU	2	BARRY STREET	INSTALL A ROOFTOP SOLAR PANEL PV	R	D	7600	8693	115
20-287	JACKSON	252	LONG HILL ROAD	CONST. REAR DECK ADD. & REPLACE D	R	A	5180	39000	415
20-294	WINCHESER ARMS LLC	51	NEW ROCHESTER ROAD	RENO. 24 DWELLING UNITS, NEW KITCH	R	40	18C0	375841	3784
20-322	CARTER	250	WASHINGTON STREET	REMOVE FRONT STEPS & RECONSTRUC	R	10	125	9900	124

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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Total Permits Issued: 44

Total Construction Value: \$1,724,989.00

Total Fees Collected: \$17,502.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	0	Change of Use	0
Commercial Renovations	7	Commercial	5
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	2
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	6
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	86
Single Family Dwelling	5	Single Family Dwellings	4
Renovations Dwelling Unit	35	Accessory Dwelling Unit	2
Demo. of a Dwelling Unit	2		
Accessory Dwelling Unit	0		
		Total	17

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**
Mixed Use														
Chinburg	1 Washington	A	36	0	36	6/11/2020	5/26/2020	Site	P17-46A	23	14	6/11/2025	H	1.1
Pointe Place Phase V	North Poite Drive	A	84	0	84		7/28/2020	Site	P20-32	K	19		G	2.5
Fakhoury	12 Preble Street	A	12	0	12		7/28/2020	Site	P19-11A	4	76		H	0.4
Soujourn	66 Third Street	A	10	0	10	7/2/2020	1/29/2020	Site	P19-61	31	7	7/2/2025	H	0.3
Salty Sea	52 Old Rochester Rd	A	15	0	15	1/9/2018	12/12/2017	Site	P17-74	40	25	1/9/2023	H	0.5
Old Courthouse	First Street	A	71	0	71	2/25/2020	5/28/2019	Site	P19-16A	6	20	2/25/2025	H	2.1
Little Bay Marina	421 Dover Point Road	A	25	0	25		2/25/2020	Site	P19-05	8	9,10,11, 12		G	0.8
Total: Mixed Use			253	0	253									
Multi-Family:														
Pointe Place Phase V	North Poite Drive	C	30	0	30		7/28/2020	Site	P20-32	K	19		G	0.9
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
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
Total: Multi-family			72	32	40									
Subdivisions:														
Robert Baldwin	144 Mast Road	H	3	0	3	7/28/2020	6/23/2020		P20-35	I	30	7/28/2025	G	1.1
DRVP Development LLC	Cataract Ave	H	10	0	10		2/25/2020		P19-80	14	10-G		W	3.5
RV Paolini Construction, LLC	Cottage Park Drive	M	5	2	3	6/18/2019	12/11/2018	Site	P18-45	M	6	6/18/2024	G	1.8
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
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	6	3	1/9/2018	6/13/2017	3/6/2018	P17-18	G	9	1/9/2023	W	3.2
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
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	Lundy Point	H	10	8	2	7/23/2019	4/9/2019	7/30/2019	P19-20	G	35E	7/23/2024	G	3.5
TDK	Beaumont (146 Dover Pt)	H	11	6	5	1/8/2019	8/28/2018	Site	P18-14	M	61	1/8/2024	G	3.9
Total: Subdivisions			208	132	76									
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			605	228	377									

2. Product & Process Outcomes

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

Community Development Planner Carpenter continued with activities related to the CDBG funded CARES Business Assistance Loan Program. Planning staff continued to work with business owners and with finance staff to identify the best ways to receive payment of loan principal electronically. Furthermore, staff, with HUD's guidance adopted an option to allow for 10% forgiveness of the loan if the remaining 90% (\$4,500) is paid off in full prior to October. A quarter of all loan recipients has shown interest in this option.

Planning and Community Development staff met with several developers regarding conceptual reviews. After the quarantines associated with the COVID -19 outbreak began, staff developed means to meet online and over the phone with Surveyors, Engineers and developers.

Community Development Planner Carpenter prepared information necessary for the review and adoption of the Substantial Amendment to the FFY19 Action Plan, FFY20 Action Plan and the FFY20-24 Consolidated Plan.

In May, the renovations at the Transportation Center to host Bubby's Delicatessen were completed. With the increased activity the Transportation Center saw in July Bubby's has increased its hours and seen a positive impact on its business. Beginning in August the number of days the Center is open will increase as well.

Community Development Planner Carpenter performed required environmental reviews for certain CDBG funded projects.

Planning and Community Development staff worked to develop zoning amendments to update the code to be consistent with the recommendations of General Code. These amendments were posted in February by the Planning Board and are the land use zoning the City is operating under. These amendments need a public hearing. Due to the COVID-19 outbreak, the Planning Board expanded its public hearings to include four over the course of the spring, and amendments were ratified July 22. Assistant City Planner Piekut is completing an updated official Zoning Map to reflect the changes.

Planning and Community Services staff worked with the owners of parcels on Littleworth Road and Crosby 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. An analysis was run to ID the locations of students and to document which streets host children and how many units there are on each street.

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 outside counsel is in response to recent legislative changes regarding telecommunications facilities within municipal rights of way. In July, Planning staff continued to work with Community Services and Legal staff to compare the existing telecommunications ordinance with the proposed language and considered amendments to the existing ordinance.

Planning and Community Development staff reviewed and updated applications online to ensure that they incorporated all of the changes that resulted from the adoption of the Code per the transition to General Code, and reflected changes to fees adopted by the City Council as part of the operating budget.

Planning and Community Development staff developed a plan to scan all previous adopted and approved land use records. These include Planning Board, Zoning Board and staff approved plans and permits. In the previous fiscal year, staff migrated these files into a consolidated organization system, by map and lot. This fiscal year, staff is working to scan the documents into the digital filing system "Treeno". Once in the system they can be reviewed by stakeholders and will be incorporated into the electronic permit and review software.

The Assistant City Manager attended a meeting to discuss the 2010 results of the efforts to look at funding strategies to support stormwater management. This meeting will lead to a potential partnership with NH DES to review

opportunities today. The Community Services department will be leading this effort.

Planning, Inspections and Community Services staff met to review options for allowing long term use of parking areas for outdoor seating for restaurants. Included in this is the ability to create structures within the right of way.

Planning and Legal staff continued to work with the owner of 33 New Rochester Road to resolve an issue with a lot merger action that the Council took in March. Staff was ultimately able to work out an arrangement with the owner to meet owner's needs, yet protect the community's interest. This will be accomplished through a subdivision the Planning Board can review.

Planning staff has begun reviewing processes under its jurisdiction to identify the elements that will be incorporated into the online permit software that the City Council awarded a bid on earlier in 2020. There are 21 processes the Planning and Community Development department oversees. The processes range from simple (issuing home occupation permits) to complex (Site Plan Review).

The Steering Committee for the update to the Community Facilities & Utilities Chapter of the Master Plan was appointed by the Planning Board and the project consultant, Resilience Planning & Design, began to prepare materials to prepare for an August 11th meeting. Planning staff met with Community Services Facilities Project Manager on July 28th to review a list of City-owned buildings and facilities.

Assistant City Planner Piekut continued to participate in virtual board meetings for Dover Main Street. The group's annual 5K race, postponed from March 14th, is being converted to a virtual race in the fall. It is anticipated that the Halloween Trick or Treat will be converted to a virtual Halloween celebration, as will winter holiday events. Dover restaurants were surveyed for interest in a modified Dover Restaurant Week, but few expressed a willingness to participate. Instead of hosting the annual event, the group intends to assist restaurants by highlighting their current offerings.

Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Committee in its pursuit of developing the City's River Street parcel. City Planner Bird worked with the consultants from GZA to submit the Remedial Action Plan for the site to DES on July 1st. City Planner Bird had a conference call with DES staff on July 6th to discuss the Brownfields grant program and the submittal of the City's Remedial Action Plan. City Planner Bird had a conference call on July 21st with the project manager from Horsley Witten to review the status of the existing contract. City Planner Bird had a conference call on July 28th with Horsley Witten staff, DES Wetlands staff and Army Corps of Engineers staff to discuss the mitigation requirements associated with the Wetlands Permit and had a follow-up call with Horsley Witten staff on July 30th. City Planner Bird attended a CWDAC Phase 2 Concept Plan Sub-committee meeting on July 29th to discuss grading plan options and the concept plan issues.

The City Council approved the award of bid for the installation of the Wayfinding signs in April. Since that time, staff has worked with the designer and installer to craft the signage and

to look at expanding the product deliverables to include Park identification signs.

Planning and Community Development staff worked with Strafford Regional Planning Commission staff to review potential projects for inclusion in the State's Ten Year Transportation Plan. These projects include pedestrian improvements downtown, bicycle improvements on arterials.

City Planner Bird met with the Conservation Commission on July 13th to review three new applications, approve the expenditure from the Conservation Fund for the mowing of the Cassily fields and approve letters of support for two DES grant applications.

Recreation Department's fitness center was open at 50% capacity. Cardio rooms are limited to 4 patrons at a time, weight rooms are limited to 7 patrons at a time. The basketball court saw a great deal of use. Basketball camp was held for 2 sessions once a week for grades 5-8. STEAM camp also began and will continue into August with a limit of 8 kids ages 6-12. Shape up with Lisa classes resumed on Tuesdays and Thursdays at half capacity in the dance studio.

Both pool facilities are up and running smoothly. The Dover Indoor Pool is being utilized for lap swim only with reservations. Staff added space to each time slot by splitting the dive well. There are now 2 patrons for each block in that space. Pool staff is bringing back Scuba rentals in August. The pool is full most days all day with reservations. The Jenny Thompson pool is being utilized for Seacoast Swim Association Monday through Saturday mornings. There is lap swim available midday and evenings by reservations. Swim teams

share the pool every evening Monday through Friday. Great Bay Masters returned to the pool this month with practices 4 times per week. Recreation swim was added outdoors Monday through Friday from 12:30-3:30pm. Saturdays there is recreation swim from 11:30-5:00pm. No reservations are required but capacity is limited to 40 patrons. Recreation continues to stay ahead of a short staffing issue as the divisions head into August. Staff ran a full lifeguarding course July 6-10, certifying 10 new lifeguards and recertifying 7 lifeguards. From that course, the pool has 2 interested candidates for employment this fall and 6 for summer 2021. They are running another full course with 10 candidates August 3-7.

July at the Dover Arena has been a busy time as the arena opened to limited programs and hockey camps. The NH CDC Guidelines relaxed for hockey just in time for the Holt Rink to go back in. Summer Horizons, the mini-camp out of the Foster Rink, has taken the place of Camp Kool. All summer programs are full and the drop-in programs are averaging high attendance weekly as well. The month of August at the arena means summer programs will be wrapping up. Playoffs for the COED league will begin and registrations for the fall programs will begin. Ice Kings Summer hockey camp will return for another week. Summer Horizons finishes its great summer on the 14th. Adult and Youth Stick Practice: 119 participants

The Facility remains closed but the Senior Program Coordinator worked on outreach to the Senior Center members and sent out many activities that were enjoyed by participants at home.

The Skatepark on River Street. will have to be moved for the Waterfront Development Project.

The first reviews of concept plans for the new location at Guppey Park were done this month. Artisan/Pillar Skatepark Design was selected as the vendor to design and build the Skatepark and they developed several concept plans for review. The most advantageous plan will be refined and price estimates created so further decision making can happen. The Paddlesports Dock was used extensively by Kayakers and the Great Bay Rowing Club since it was installed this summer.

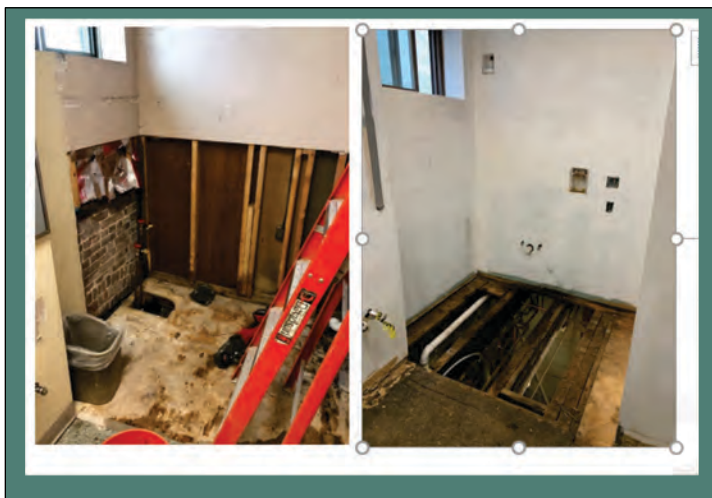
The Guppey Park Softball Field project continued and the field and surrounding areas are being landscaped and prepared for use. The lighting and fence installation has been completed and the lights are being tied into the controller and are just waiting for the Eversource connection to be completed.

A project to increase the traffic safety at the North End Fire Station was completed in the month of July. The Fire Department, In conjunction with Liberty Mutual, Dover Community Services, Eversource and Lewis Tree Service, cleared brush, trees, stumps and ground cover adjacent the north parking lot along Sixth Street. As a result, responding emergency apparatus drivers have a larger field of view of the oncoming traffic when pulling out onto Sixth Street. Motorists are also able to see responding apparatus sooner providing more reaction time.



Personnel assigned to Central Station began a long overdue renovation of the bathroom on the apparatus floor. Although Central Station is slated for an overall station renovation/upgrade in FY25, the bathroom at Central, which also serves as a utility room supporting the cleaning needs of equipment and apparatus has been long neglected. In an effort to provide a mid-term upgrade to bring the bathroom up to a more acceptable standard, station members recognized the need to find an affordable option to provide this upgrade to an important, historical municipal facility. With department support through the purchasing of materials, department members supplied their own time and skills to bring this project to fruition. Several members ordered and picked up the needed materials on their days off, and all are currently finding time during regular work schedules to perform activities like hanging sheetrock, sanding, painting, installing tile flooring, cabinets & counter tops, etc. The efforts provided by DF&R employees, in combination with licensed plumbing and electrical contractors, has provided a much-needed improvement to City infrastructure at minimal cost to the City.

OLD:



NEW:



On July 27th, 28th and 31st, the Fire Department assisted the Water Division with locating and testing roof drains on down town buildings using the Tower Ladder Truck 1. The purpose of this was to identify any roof drains that might be tied directly into the sewer system and in turn, take the necessary means to tie the drains into the storm water disposal system properly. Using Truck 1 to assist with this endeavor also provided a training and vehicle check off opportunity for Firefighter/ Paramedic Rob Downs and Firefighter/ Paramedic Matt McLean. The Fire Department does not often have the opportunity to deploy a ladder truck to many down town roof tops in a training situation.





As part of a newly hired employee's orientation, Dover Fire and Dispatch have partnered to host one-another's newly hired employee as an observer to provide him/her with insight into the importance in understanding how the fire department, police department and dispatch center work together. Dover Fire hosted two newly hired dispatchers for an all-day ride-along.

In July, 9 library programs were virtually attended by 48 people. These included:

3 Mother Goose on the Loose Storytimes 25; 4 Miss Tina's YouTube Storytime 50; 4 Read to a Librarian 14; 1 Learn to Zoom Class 5; 1 Virtual Cookbook Club 4; and 1 Pizza and Pages Teen Book Group 5.

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.

The Dover Coalition for Youth is a major contributing member of the Addiction Taskforce which is working to connect organizations and individuals to a variety of services during the pandemic. The group applied for a grant to purchase cell phones that can be distributed to individuals without technology access to connect to substance use disorder services. The group is also exploring ways to provide training during COVID. The annual summit that would typically take place in the fall has been postponed and they are looking at a series of virtual trainings. The group hopes to host an in person summit in the spring.

The Coalition has been working with the Strafford County Public Health Network to develop a comprehensive resource guide of substance use disorder services. The guide will include everything from prevention through various forms of treatment and assist in helping individuals and service providers navigate the system.

As schools are announcing their reopening plans, staff have been working with advisors to

determine their ability and capacity to run a Granite Youth Alliance team this coming school year. This includes looking at alternative activities and structures to support schools and students utilizing remote learning.

The Dover Teen Center calendar for July 2020 continued to have that much different feel, like it has during our program shutdown, as we've been closed to physical presence of youth participants at the Teen Center.

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

Teen Center Discord Chat Room

Discord is a popular chat platform used for "gamers", and since there are so many teen center participants that are into that, the center opened up a private group called "TC Chatterbox", so staff can have daily contact with those that join, post information on community resources and just simply be connected.

Music Enrichment w/Jordan Elias (The Sonatina Center)

Jordan has worked with teen center participants consistently over the past 2+ years, and during the stay at home period, he continues to offer a FREE music enrichment hour, every Thursday. Steve Pappajohn has spread that out to the center's youth participants and are hopeful that they're taking advantage of this opportunity.

Teen Center Family Outreach

Email blasts to all the parents/guardians of registered youth participants were made in early April and again in early May, and staff

heard back from about a dozen families. Ongoing connections and sharing continued throughout the month. Many are waiting to hear what our plan will be for the fall 2020 school year. Staff hope to have that plan developed over the next couple weeks, so they can educate all families with what the teen center's protocols will be.

The Community Service program tracked (1) participant in the month of July 2020. A total of (2) hours of community service work completed with (1) participant finishing allocated hours.

The Diversion Committee met via Zoom conference call on July 15, 2020. As of that date, our case breakdown is as follows:

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

3. Leadership & Governance Outcomes

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

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

The Department of Planning and Community Development mailed 45 letters to new homeowners in the month of July. 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 2,057 likes and 2,174 followers).

The Assistant City Manager held two sessions for local professional land use agents (engineers, surveyors, lawyers) to learn about the zoning amendments the City adopted this summer. The sessions included an overview of the zoning map changes, the Transfer of Development Rights, and changes to the alternative energy code.

Planning and Community Development staff continues to work on a stakeholder engagement manual. This manual will review ways staff can interact with stakeholders on projects, and in the general course of processing plans and implementing Master Plan recommendations. The manual will be developed to work with efforts of other departments and the Media Services office

to ensure that staff are industry leaders in outreach and education.

The Assistant City Manager narrated the PlanNH Awards presentation. PlanNH is a non-profit organization that seeks to promote the built environment in NH and how it can be a positive aspect on New Hampshire's environment and social and cultural landscape. The Assistant Manager has served on the jury for the awards for almost ten years and was asked to narrate the presentation, which will be available online, as there will be no formal gathering this year.

The Assistant City Manager worked with the NH Office of Strategic Initiatives to develop three topics for presentation at the annual planning and zoning conference to be held in mid fall. The Assistant Manager will speak on Master Plan development, the role of the Planning Board and an open ended session titled "Ask the Planner."

At the end of February, Media Services began to share basic awareness information about the COVID-19 coronavirus. This included PSAs about the status of the virus and information about protection from the virus, and a web page on the city's website dedication to information about the virus. By the second week of March, with New Hampshire on the verge of a state of emergency, Media Services significantly increased public communications about the virus and the city's response. Public awareness efforts included the creation and distribution of a daily email update about COVID-19, which included safety information, the status of city operations, resources for businesses and updates from city and school officials; the creation of additional

online resources, including three dedicated COVID-19 web pages and DoverCARES; multiple, daily updates across the city's social media pages; video PSAs with updates from local officials, as well as general safety PSAs; and media releases.

In July, Media Services continued to distribute COVID-19 updates on a regular basis, across all platforms. By the middle of July, the distribution of the daily COVID-19 newsletter was reduced to an occasional basis, as needed. The newsletter continues to be sent, with a focus on local updates about city services and the schools. Seventeen newsletters were sent in July.

Media Services produced several video updates about the School District's ongoing work to prepare for the next school year. This included information from school officials and the superintendent about progress, as well as the broadcast of additional School Board meetings and workshops. Live streaming of School Board meetings saw a significant increase in viewership in July.

Media Services in July worked to refine in-person meetings for public bodies.

Media Services in July continued to design and produce COVID-19 signage for all city facilities and public locations, as well as ongoing design work to redesign and implement new, standardized signage across all public facilities.

Media Services in July distributed several news releases and public information across numerous platforms for other city matters, including ongoing projects and special announcements.

Media Services prepared and distributed 75 email newsletters and alerts in July, including the COVID-19 updates, weekly editions of Dover Download and numerous special announcements, as well as new project newsletters. These newsletters are designed to help communicate a wide variety of information to the public, of general interest and

for specific projects and topics, and to instill the city's commitment to community stewardship.

Media Services distributed 61 press releases and numerous updates to the website and social media in July.

In July, DNTV-22 televised live, rebroadcast and made available online 15 public meetings and 1 special event. In addition, Media Services processed archival audio for all televised meetings, as well as additional audio for several boards and commissions, which is available via the city's archive of meetings and meeting minutes. This level of transparency in local governance adheres to the city's commitment to accountability to the public it serves.

Assistant Chief Spainhower was asked to be a part of the Saint Mary Academy reopening taskforce. The taskforce is made up of 16 people will all levels of education, medical and building construction back ground. This taskforce had three sub groups; building, medical and education. The committee met a few times a week to come up with a 14 page document for reopening and on-line learning.

Dover Fire & Rescue apparatus participated in a "Make a Wish" parade for a local family.

Lead by Captain Brown, Dover Fire & Rescue was one of the first municipal fire departments to establish a mobile Covid-19 testing program. This program was established to test Dover Housing Authority residents at each of the DHA residential facilities. The development of this program included obtaining a Mobile Integrated Health (MIH) license from the State of NH Bureau of Emergency Medical Services. Again, Dover Fire & Rescue was one of the first municipal fire & rescue departments in the state to obtain a MIH license. Fire & Rescue personnel tested 124 Dover citizens.

On July 1st, Deputy Chief Craig Chabot assisted the Rochester Fire Department with a promotional process within their department. These promotional processes' are comprised of various stations that are evaluated on certain criteria. To aid in providing a fair and unbiased testing process, area departments rely on assistance from outside agencies and neighboring departments for evaluators.

The library has 4,451 subscribers to its two monthly e-newsletters.

Library staff posted 258 items to its various social media platforms in July. Total social media platform followers = 8,484

The library 4,378 Facebook followers, 1,195 Pinterest followers, 1,784 Instagram followers, 55 TikTok followers, and 1,008 Twitter followers.

The library blog was viewed 215 times in July.

July marks the official start of the new school year for Youth to Youth activities. Normal July activities have been canceled – including the week long summer Youth Advocacy training program for incoming 6th graders, the Adult Adviser Training Program, and in-person attendance at the Eastern States Youth to Youth Conference. Dover Youth to Youth remained active during the month however, conducting a wide range of on-line and virtual training. This included a web presentation for the Eastern States Conference, three Dover Y2Y Youth Advocacy webinars, two web trainings for prevention groups from Pomona, CA, and a 6-hour training program for youth advocates from Plymouth, NH.

On July 14 and 16, five students from Dover Youth to Youth provided a two-part webinar on Implementing a Youth Empowerment Program. The training was primarily for adults involved in starting a program like Dover's or those who want to expand the reach of an existing program. Over 80 attendees from all over the US tuned in for the training.

On July 28th four members of Youth to Youth delivered the 3rd webinar for this new school year

in the Y2Y National Webinar Series. This topic was how to prepare students to teach the Samantha Skunk Program. Thirty individuals from around the US registered for this session.

Dover Youth to Youth completed a training program for youth advocates in Plymouth, NH designed to train them to teach Dover's lesson plan on Public Speaking. The goal is to have their youth advocacy program able to provide the training to the remainder of their members and new members in the future. Seven students from Plymouth received 3 two-hour sessions.

On July 24th Y2Y University member Grace Roy and Dana Mitchell presented a 1-hour session on *Pop Culture Influences on Underage Drinking* to 23 prevention professionals attending the Eastern States Conference (normally held in Rhode Island but held virtually this year).

The youth advocacy program in Pomona, CA asked for assistance from Dover with the development of their students and the administration of their program. On July 20th, Dover Y2Y met online with 10 Pomona youth advocates and presented information on different types of advocacy projects they could take on. After that Dover had them try learning two of Dover's radio PSAs. On July 29th Youth to Youth students met with 18 adult advisers from Pomona. They were provided with info on the principles of youth empowerment, ideas for activities and instruction on how to use the Youth to Youth Toolkit to support their program.

On July 30th members of Youth to Youth met online with middle school members of a youth drug prevention group in Keene, NH. These students are young advocates that work out of the Keene YMCA. The Dover students showed them some examples of projects that they do as well as some public speaking exercises that Dover uses.

After a four-year effort involving many current and graduated members of Dover Youth to Youth, in July the governor signed the bill into law that would make the age to purchase tobacco 21 years old. During this long process, Dover Y2Y

students testified before the state legislature 4 times, proposed and passed a tobacco 21 city ordinance in Dover, assisted Newmarket Y2Y in passing an ordinance there, distributed signage to local businesses, and assisted other NH communities exploring tobacco 21 legislation – several of whom went on to pass local laws. The passage of state legislation makes NH consistent with recently passed federal tobacco 21 law and makes enforcement in the state easier and consistent.

Dover Youth to Youth student members and staff continue to be a resource for youth empowerment activities in NH and throughout the US. The program's resources, training materials and experienced student trainers are helping many other communities. This month this assistance has included Youth to Youth providing their Youth Empowerment Toolkits to drug prevention programs in Levittown on Long Island and in Pomona, CA.

4. Financial & Benchmark Outcomes

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

PURCHASE ORDERS – OVER \$5,000

DAC	PO Date	Vendor Name	Amount
City Clerk Tax	07/06/2020	SEACOAST MEDIA GROUP	\$5,000.00
City Clerk Tax	07/06/2020	CITY OF DOVER-GENERAL FUND	\$7,952.00
City Clerk Tax	07/06/2020	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$10,585.30
City Clerk Tax	07/06/2020	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$12,525.00
City Clerk Tax	07/01/2020	UNITED STATES POST OFFICE-CMRS	\$54,000.00
City Finance Office	07/31/2020	CONWAY OFFICE PRODUCTS	\$5,390.00
City Finance Office	07/01/2020	SEACOAST MEDIA GROUP	\$6,025.00
City Finance Office	07/01/2020	C & W FACILITY SERVICES, INC.	\$7,005.76
City Finance Office	07/01/2020	MS GOVERN	\$37,979.44
City Finance Office	07/06/2020	TYLER TECHNOLOGIES, INC.	\$46,464.28
City Finance Office	07/15/2020	MELANSON HEATH & CO, PC	\$65,000.00
City Finance Office	07/06/2020	UNITIL NH	\$74,636.00
City Finance Office	07/06/2020	SPRAGUE OPERATING RESOUCES, LLC.	\$99,411.00
City Finance Office	07/01/2020	CORCORAN CONSULTING ASSOCIATES, INC	\$168,300.00
City Finance Office	07/07/2020	EVERSOURCE ENERGY	\$392,207.60
City Finance Office	07/06/2020	PRIMEX-P/C GROUP	\$456,075.00
City Finance Office	07/07/2020	EVERSOURCE ENERGY	\$689,638.32
Info Tech	07/01/2020	APPLIED GEOGRAPHICS INC	\$5,000.00
Info Tech	07/05/2020	PERCUSSION SOFTWARE, INC.	\$6,583.99
Info Tech	07/29/2020	FIRSTLIGHT	\$10,912.85
Info Tech	07/21/2020	VERIZON WIRELESS	\$20,759.00
Info Tech	07/06/2020	COMCAST	\$24,371.58
Info Tech	07/21/2020	VERIZON WIRELESS	\$39,775.00
Community Services	07/06/2020	DF RICHARD, INC.	\$5,234.46
Community Services	07/15/2020	EJ PRESCOTT, INC	\$6,074.85
Community Services	07/06/2020	HACH COMPANY	\$6,924.00
Community Services	07/06/2020	CORE & MAIN LP	\$7,415.07
Community Services	07/15/2020	STATE OF NH-DES AIR RESOURCES DIVISION	\$7,500.00
Community Services	07/06/2020	NORTHEAST ELECTRICAL DISTRIBUTORS	\$8,627.48
Community Services	07/08/2020	FASTENAL COMPANY	\$9,000.00

DAC	PO Date	Vendor Name	Amount
Community Services	07/22/2020	HARCROS CHEMICALS, INC	\$11,469.00
Community Services	07/31/2020	WILLIAMSON ELECTRICAL CO., INC.	\$12,091.00
Community Services	07/15/2020	F.W. WEBB	\$12,225.00
Community Services	07/06/2020	F.W. WEBB	\$12,540.00
Community Services	07/06/2020	F.W. WEBB	\$13,257.00
Community Services	07/06/2020	DUKES ROOT CONTROL, INC.	\$15,454.00
Community Services	07/08/2020	DENNISON LUBRICANTS, INC.	\$16,551.40
Community Services	07/17/2020	STILES COMPANY INC.	\$17,400.00
Community Services	07/08/2020	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$17,840.00
Community Services	07/15/2020	CINTAS CORPORATION #2	\$22,963.94
Community Services	07/17/2020	F.W. WEBB	\$25,710.00
Community Services	07/22/2020	TRI-STATE SEALCOATING & PAVING, INC.	\$25,901.00
Community Services	07/15/2020	BORDEN & REMINGTON CORP.	\$26,040.00
Community Services	07/06/2020	DF RICHARD, INC.	\$26,903.80
Community Services	07/21/2020	HEG,INC. / HAFNERS	\$30,427.80
Community Services	07/22/2020	COYNE CHEMICAL	\$39,074.28
Community Services	07/01/2020	URBAN TREE SERVICE	\$45,000.00
Community Services	07/15/2020	HEG,INC. / HAFNERS	\$51,675.00
Community Services	07/15/2020	SOLENIS, LLC.	\$53,430.00
Community Services	07/01/2020	PJC & COMPANY ECOLOGICAL LAND CARE, INC.	\$64,070.00
Community Services	07/01/2020	EASTERN PIPE SERVICES, LLC.	\$75,999.00
Community Services	07/06/2020	CES, INC.	\$93,200.00
Community Services	07/09/2020	STILES COMPANY INC.	\$275,000.00
Community Services	07/21/2020	RESOURCE MANAGEMENT INC	\$368,010.00
Community Services	07/29/2020	WASTE MANAGEMENT OF NEW HAMPSHIRE, INC.	\$1,418,646.00
Executive	07/06/2020	PRIMEX-P/C GROUP	\$368,071.62
Fire and Rescue	07/29/2020	SEACOAST CHIEF FIRE OFFICERS MUTUAL AID	\$10,216.47
Fire and Rescue	07/22/2020	STRYKER MEDICAL	\$11,002.83
Fire and Rescue	07/15/2020	QUICK MED CLAIMS, LLC.	\$45,000.01
Planning	07/01/2020	BODY RITUALS WELLNESS & SPA	\$5,000.00
Planning	07/01/2020	SEACOAST MEDIA GROUP	\$12,500.00
Planning	07/01/2020	STRAFFORD REGIONAL PLANNING COMM	\$21,727.51
Police	07/08/2020	K9 KAOS, LLC	\$6,500.00
Police	07/07/2020	COLOSSUS, INC.	\$10,013.59
Police	07/27/2020	MOTOROLA SOLUTIONS, INC.	\$15,055.00
Police	07/27/2020	2 WAY COMMUNICATIONS SERVICE, INC.	\$15,779.82
Police	07/31/2020	SHI INTERNATIONAL CORP	\$71,583.60
Public Library	07/28/2020	BUDGET BUSINESS MACHINES	\$7,112.88
Public Library	07/28/2020	BAKER & TAYLOR, INC.	\$80,000.00
Recreation	07/02/2020	FILLION ASSOCIATES	\$5,481.00
Recreation	07/28/2020	CITY OF DOVER-WATER~SEWER DEPT.	\$12,895.20
Recreation	07/14/2020	FILLION ASSOCIATES	\$17,265.60

DAC	PO Date	Vendor Name	Amount
Tax Assessment	07/09/2020	TYLER TECHNOLOGIES, INC.	\$11,075.00
Tax Assessment	07/08/2020	CORCORAN CONSULTING ASSOCIATES, INC	\$167,890.00

BIDS

Department	Bid #	Bid Date	Description
Community Services	Q21-002	07/10/2020	Highway Signs and Posts
Community Services	B21008	07/14/2020	Fence at Orchard Street
Community Services	B21005	07/01/2020	Wet Well Cleaning Services
Community Services	21007	07/10/2020	Broadway Soil Loading, Transportation & Disposal
Community Services	Q21-001	07/10/2020	Non-Fibered Asphalt Emulsion Damproofing

The Assistant City Manager began preparation for the FY22 Capital Improvement's Program. This six year look at Dover's infrastructure needs involves reviewing existing proposed projects, as well as reviewing the Master Plan to identify areas where the City can continue to invest in the communities assets.

Passport application processing fees provide a continuing source of revenue for the library. Due to Covid-19, passport application services have been put on hold until further notice.

City of Dover

Revenues of Major Funds

July 31, 2020

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 94,204,177	1,721,110	1,721,110	2.0%	\$ 92,483,067	\$ -	\$ 92,483,067	(98.2)%
Licenses & Permits	6,784,924	534,514	534,514	8.0	6,250,410	-	6,250,410	92.1
Intergovernmental	2,334,380	180,974	180,974	8.0	2,153,406	-	2,153,406	92.2
Charges for Services	4,435,373	248,573	248,573	6.0	4,186,800	(45,000)	4,231,800	95.4
Miscellaneous Revenue	809,440	39,270	39,270	5.0	770,170	(7,952)	778,122	96.1
Education	16,603,800	5,296	5,296	0.0	16,598,504	-	16,598,504	100.0
Operating Transfers In	439,047	-	-	0.0	439,047	-	439,047	100.0
Other Financing Sources	169,900	-	-	0.0	169,900	-	169,900	100.0
Sub-total : 1000 General Fund	\$ 125,781,041	2,729,738	2,729,738	2.0%	\$ 123,051,303	\$ (52,952)	\$ 123,104,255	97.9%
3213 Parking Activity Fund								
Licenses & Permits	\$ 210,000	30,459	30,459	15.0%	179,541	\$ -	\$ 179,541	85.5%
Parking Income	891,351	48,149	48,149	5.0%	843,202	-	843,202	94.6%
Parking Fines	205,000	10,975	10,975	5.0%	194,025	-	194,025	94.6%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 1,306,351	89,583	89,583	7.0%	\$ 1,216,768	\$ -	\$ 1,216,768	93.1%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 12,666	-	-	0.0%	\$ 12,666	\$ -	\$ 12,666	100.0%
Charges for Services	1,746,315	181,412	181,412	10.0%	1,564,903	-	1,564,903	89.6%
Miscellaneous Revenue	0	126	126	0.0	(126)	-	(126)	0.0
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3320 Residential Solid Waste	\$ 1,758,981	181,539	181,539	10.0%	\$ 1,577,442	\$ -	\$ 1,577,442	89.7%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 734,830	58,085	58,085	8.0%	\$ 676,745	\$ -	\$ 676,745	92.1%
Operating Transfers In	131,604	9,753	9,753	7.0	121,851	-	121,851	92.6
Sub-total : 3381 McConnell Center	\$ 866,434	67,837	67,837	8.0%	\$ 798,597	\$ -	\$ 798,597	92.2%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	11,703	11,703	3.0%	\$ 418,717	\$ -	\$ 418,717	97.3%
Miscellaneous Revenue	11,500	-	-	0.0	\$ 11,500	-	11,500	100.0
Operating Transfers In	20,000	-	-	0.0	20,000	-	20,000	100.0
Other Financing Sources	-	-	-	0.0	0	-	0	0.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	11,703	11,703	3.0%	\$ 450,217	\$ -	\$ 450,217	97.5%
5300 Water Fund								
Intergovernmental	\$ 2,500	-	-	0.0%	\$ 2,500	\$ -	\$ 2,500	100.0%
Charges for Services	5,799,106	240,672	240,672	0.0	\$ 5,558,434	-	5,558,434	95.8
Miscellaneous Revenue	70,500	15,902	15,902	23.0	54,598	-	54,598	77.4
Sub-total : 5300 Water Fund	\$ 5,872,106	256,574	256,574	4.0%	\$ 5,615,532	\$ -	\$ 5,615,532	95.6%
5320 Sewer Fund								
Intergovernmental	\$ 30,187	-	-	0.0%	\$ 30,187	\$ -	\$ 30,187	100.0%
Charges for Services	8,055,342	373,166	373,166	5.0	7,682,176	-	7,682,176	95.4
Miscellaneous Revenue	57,000	13,205	13,205	23.0	43,795	-	43,795	76.8
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	\$ 8,663,521	386,371	386,371	4.0%	\$ 8,277,150	\$ -	\$ 8,277,150	95.5%
6100 Dovemet Fund								
Charges for Services	\$ 1,479,265	87,842	87,842	6.0%	\$ 1,391,423	\$ -	\$ 1,391,423	94.1%
Miscellaneous Revenue	25,000	-	-	0.0	\$ 25,000	-	25,000	100.0
Operating Transfers In	-	-	-	0.0	0	-	0	0.0
Other Financing Sources	-	-	-	0.0	0	-	0	#DIV/0!
Sub-total : 6100 Dovemet Fund	\$ 1,504,265	87,842	87,842	6.0%	\$ 1,416,423	\$ -	\$ 1,416,423	94.2%
Total : REVENUES	\$ 146,214,619	3,811,186	3,811,186	3.0%	\$ 142,403,433	\$ (52,952)	\$ 142,456,385	97.4%

City of Dover

Expenditures of Major Funds

July 31, 2020

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 481,609	\$ 12,264	\$ 12,264	3.0%	\$ 469,345	\$ 27,442	\$ 441,903	91.8%
Executive	1,828,923	124,573	124,573	7.0	1,704,350	733,905	970,446	53.1
Finance	2,182,771	246,544	246,544	11.0	1,936,227	1,274,214	662,013	30.3
Planning	809,229	98,404	98,404	12.0	710,825	472,222	238,603	29.5
Misc General Government	855,525	97,065	97,065	11.0	758,460	114,984	643,476	75.2
Police	9,870,581	1,090,124	1,090,124	11.0	8,780,458	5,278,453	3,502,005	35.5
Fire & Rescue	9,957,320	1,052,967	1,052,967	11.0	8,904,353	4,850,376	4,053,977	40.7
Community Service Public Works	8,574,018	411,450	411,450	5.0	8,162,568	2,520,417	5,642,150	65.8
Recreation	2,526,883	214,369	214,369	8.0	2,312,514	985,101	1,327,413	52.5
Public Library	1,562,013	133,568	133,568	9.0	1,428,445	840,520	587,926	37.6
Public Welfare	805,767	25,218	25,218	3.0	780,549	107,302	673,247	83.6
Debt Service	6,208,772	-	-	0.0	6,208,772	23,726	6,185,046	99.6
Other Financing Sources/Uses	3,714,003	136,123	136,123	4.0	3,577,880	-	3,577,880	96.3
School	66,811,056	937,199	937,199	1.0	65,873,857	48,171,821	17,702,037	26.5
Intergovernmental	9,592,571	-	-	0.0	9,592,571	-	9,592,571	100.0
Sub-total : 1000 General Fund	\$ 125,781,041	\$ 4,579,869	\$ 4,579,869	3.6%	\$ 121,201,172	\$ 65,400,481	\$ 55,800,691	44.4%
3213 Parking Activity Fund								
Police	\$ 1,306,351	\$ 58,578	\$ 58,578	4.0%	\$ 1,247,773	\$ 309,072	\$ 938,701	71.9%
Sub-total : 3213 Parking Activity Fund	\$ 1,306,351	\$ 58,578	\$ 58,578	4.5%	\$ 1,247,773	\$ 309,072	\$ 938,701	71.9%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,827,982	\$ 28,706	\$ 28,706	2.0%	\$ 1,799,276	\$ 1,048,497	\$ 750,779	41.1%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,827,982	\$ 28,706	\$ 28,706	1.6%	\$ 1,799,276	\$ 1,048,497	\$ 750,779	41.1%
3381 McConnell Center Fund								
Recreation	\$ 866,434	\$ 36,570	\$ 36,570	4.0%	\$ 829,864	\$ 226,676	\$ 603,188	69.6%
Sub-total : 3381 McConnell Center Fund	\$ 866,434	\$ 36,570	\$ 36,570	4.2%	\$ 829,864	\$ 226,676	\$ 603,188	69.6%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 14,857	\$ 14,857	3.0%	\$ 447,063	\$ 7,970	\$ 439,093	95.1%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 14,857	\$ 14,857	3.2%	\$ 447,063	\$ 7,970	\$ 439,093	95.1%
5300 Water Fund								
Community Service Public Works	\$ 6,115,593	\$ 401,713	\$ 401,713	7.0%	\$ 5,713,880	\$ 1,263,238	\$ 4,450,642	72.8%
Sub-total : 5300 Water Fund	\$ 6,115,593	\$ 401,713	\$ 401,713	6.6%	\$ 5,713,880	\$ 1,263,238	\$ 4,450,642	72.8%
5320 Sewer Fund								
Community Service Public Works	\$ 8,840,505	\$ 577,324	\$ 577,324	7.0%	\$ 8,263,181	\$ 2,204,193	\$ 6,058,987	68.5%
Sub-total : 5320 Sewer Fund	\$ 8,840,505	\$ 577,324	\$ 577,324	6.5%	\$ 8,263,181	\$ 2,204,193	\$ 6,058,987	68.5%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,834,280	\$ 81,079	\$ 81,079	4.0%	\$ 1,753,200	\$ 790,540	\$ 962,660	52.5%
Sub-total : 6100 Dovernet Fund	\$ 1,834,280	\$ 81,079	\$ 81,079	4.4%	\$ 1,753,200	\$ 790,540	\$ 962,660	52.5%
Total : EXPENDITURES	\$ 147,034,105	\$ 5,778,697	\$ 5,778,697	3.9%	\$ 141,255,408	\$ 71,250,667	\$ 70,004,741	47.6%

City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,207,650	40,482	40,482	3.4	1,167,168	0	1,167,168	96.6
Expenditures	994,263	75,393	75,393	7.6	918,870	447,125	471,745	47.4
Debt Service								
Principal	205,000	0	0	-	205,000	0	205,000	100.0
Interest	8,388	0	0	-	8,388	0	8,388	100.0
	<u>(0)</u>	<u>(34,911)</u>	<u>(34,911)</u>	<u>(4)</u>	<u>34,911</u>	<u>(447,125)</u>	<u>482,036</u>	<u>(151)</u>

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 – August 2020

Employee Name	Division	Years of Service
Chapman, Thomas F	Public Works	43
Wilson, Michael T	FG	37
Diesel, Sandra E	Library	33
Flanagan, Lois E	FG	33
Dews, P. Alan	Public Works	28
Cormier, Todd A	Public Works	26
Hanna, E. David	Fire	26
Golding, David J	Fire	22
Hager, Stacey A	Public Works	22
Parker, Christopher G	Planning	22
Simmons, Libby M	Finance	20
Tarmey, John A	Police	18
Dwyer, Stephen R	Police	17
Levin, Paul R	Police	17
Cleary, Emily A	Police	16
Colonna, Mark W	FG	16
Croteau, Shawn A	Fire	16
Nelson, Anne N	Library	16
Heaphy Moisan, Meghan M	FG	15
Nunan, Kimberly J	Finance	15
Rano, Joanne M	Library	15
Dunne, Brynn L	Police	13
Dube, Michelle M	Fire	12
Grass, Ryan J	Public Works	12
Pine, Timothy	Executive	12
Cooper, Juel K	Police	10
Donovan, Jaimie S	Fire	10
Collis, David J	Police	9
Labonte, Julie M	Finance	9
Thrasher, Margaret R	Library	9
Brown, Matthew F	Police	7
Courter, Andrew P	Police	6
Thunstrom, Stephen L	Fire	6
Colarusso, Anthony A	Fire	5
Glidden, Keegan C	Public Works	5
Nelson, Jeffrey T	Fire	5
Nicoll, Jason R	Fire	5
Ryan, Michael E	Fire	5

Couch, Alison E	Police	4
Gaston, Susan	Public Welfare	4
Kintz, Laura A	Police	4
Martuscello, Molly	Police	3
Volpe, Michael D	Police	3
Kondrup, Killian T	Police	2
O'Neil, Derek T	Police	2
Gibbons, Christopher R	Police	1
Sobel, Adin M	Police	1

JULY SEPARATIONS: 6

- 1 Community Services
- 1 Fire & Rescue
- 1 Public Library
- 3 Police Department

Assistant City Planner Piekut is participating in the Urban Sustainability Directors Network's Equity Foundations Training, a professional development program for incorporating a racial equity lens into sustainability in local government.

The pool of workforce candidates who are interested in a career in public safety has changed significantly over recent years. There are a variety of factors that have contributed to these changes, resulting in municipalities being challenged in attracting qualified candidates. Preceding a recent hiring process in July, Dover Fire & Rescue focused efforts in developing a recruitment campaign that was more appealing to modern-day workforce candidates. The initial phase of this recruitment campaign proved to be rather successful, nearly doubling the number of applications received as compared to departments of similar make-up in this region. Although the first phase in the recruitment campaign realized a significant increase in the percentage of applicants, the proportion of *qualified* applicants as well as the proportion of *highly desirable* applicants

JULY NEW HIRES: 1

- 1 Police Department

remained proportionately low. DF&R is continuing its efforts to increase recruitment of highly desirable candidates through developing the next phases of the department's recruitment program.

Firefighter Candidate Oral Board Interviews and Assessment Center

Dover Fire is recognized throughout the state for having a stringent process to establish a list of eligible candidates for hire. Although designing, organizing and administering the Firefighter Candidate Eligibility Assessment Process is complex, time consuming and labor intensive. It is reflective of the department's commitment to assuring staff select the right candidate to represent the department and the City. Two days of interviews were conducted by an oral board panel consisting of a chief officer, a representative from the Firefighter's union, Local 1312 and a representative from the Fire Officer's union, Local 2909. Both Union members volunteered two days of their time to interview 16 candidates. Following the interviews, 10 candidates were selected to move forward in the process to participate in the *Assessment Center*. The *Assessment*

Center is a full day event where the candidates perform job functions in six different stations where they are assessed for competency in job-related knowledge, skills and abilities. The individual stations within the Assessment Center are: Fire Ground Skills, Ladders: ground & roof ladders as well as an aerial climb to assess the candidate for acrophobia, small engine, power, pneumatic and hand tool knowledge, Written Communications, Emergency Medical Services, and Public Speaking. The labor intensive nature of administering the Assessment Center is well worth its value. The entire on-duty crew helps to facilitate the needs of the day and off-duty personnel volunteer their time to proctor the assessment stations. Overall, approximately 25 off-duty personnel are involved in the process resulting in over 180 hours of volunteered time.

Firefighter Candidate ascending Truck 1's aerial ladder set 100' at a 70 degree angle while on belay during the acrophobia assessment:



"Company level" training continued among the 4 shifts, in an effort to maintain a stable group of qualified operators of the various pieces of

high-tech apparatus in use with Fire and Rescue. Company Level training is typically initiated by the company officers on a particular shift, as they work to manage the needs of their personnel and balance call volume, community service activities, department-wide training, training of probationary firefighters and other needs, with that of the needs of their shift as a whole. Typically July and August are a little more staggered in consistency with this type of training, as firefighters and officers take summer vacations, etc. Even so, in the month of July, the following members achieved certification in fire department apparatus:

Rob Downs-Truck 1, Matt McLean-Truck 1, Chris Donnelly-Ladder 3, Cody Nason-Engine 5, Anthony Colarusso-Engine 9

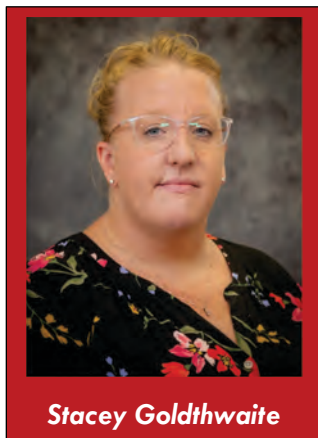
Library staff members attended the following webinars: Special Collections Symposium for Smaller Libraries, A Novel Form: Graphic Novels Part I, Library Grants: Funding Options in Challenging Times, Visual Merchandising for Public Libraries, Whose Turn is it Anyway? Online Board Gaming and Libraries, Teen Interactions, Socially Distant Teen Programming, Beyond Storytime: the Care and Feeding of Teens at Your Library.

In June, Executive Assistant Colleen Bessette successfully took part in the following web classes: Claim Investigation, Claim Statements, Claim Basics, Insurance Fraud Awareness, Delivering Quality Service, Ethics at Work and the Art of Listening.

On July 24th, Officers Edward Pike and Patrick Kilbreth retired. Both officers had at least 20 years of experience and held a variety of assignments, on patrol and as well as in investigations.



On July 6, 2020, Dispatcher Stacy Goldthwaite began her career with the police department as a Public Safety Dispatcher. Dispatcher Goldthwaite, who lives in Rochester, is a graduate of Plymouth State University and most recently worked in the Oncology Department at Wentworth Douglass Hospital. Stacy's education and background make her a very well suited for the position of dispatcher.



On July 14-16, 2020, Dispatcher Erin Driscoll attended SPOTS certification training. This training is mandatory for all newly hired

dispatchers in order to use/run the SPOTS system.

On July 16, 2020, Sergeant Mark Nadeau, Sergeant Janine Harrington, and Officer Paul Levin attended Intoxilyzer 9000 re-certification. This certification is required every calendar year in order to conduct breathalyzer tests.

On July 17, 2020, members of the Crime Scene Unit (Tim Burt, Adam Gaudreault, Paul Levin, Molly Martuscello, & Jenna Donais) attended training on Death Investigations. The training consisted of manners and causes of death, investigation reminders, legal notifications, autopsies, bodies of evidence, and case examples.

On July 28 – 31, 2020, Detective Bryon Lynch attended Investigative Interview/Advanced Interrogation training in Nashua, NH. The training consisted of interview and interrogation preparation, distinction between a non-confrontational interview and interrogation, proper room arrangement, factors affecting the subject's behavior and assessing the credibility of the information provided by a victim, witness or subject during and investigative interview.

Vicki Harris participated in the Youth to Youth International Virtual Summer Training Adult Track on July 22-24th.

Vicki Harris participated in a 2 part SBIRT (Screening, Brief Intervention and Referral to Treatment) and Tobacco webinar on June 29th and July 8th. The series provided information on how schools and community organizations can utilize SBIRT to support vaping interventions.

Vicki Harris participated in the NH Prevention Community of Practice Training on July 8th.

Vicki Harris participated in the We Are All Human – Diversity, Equity and Inclusion training hosted by the facilitating organization for the NH Recovery Community Centers.

In addition to the above training and webinars, some of the sworn supervisors participated in online training offered by the FBI National Academy. They are as follows:

Sergeant Mitrushi attended Public Speaking Refreshers Series (7/27/2020): This 1-hour course is designed to help you become a more articulate, confident, and persuasive communicator. Topics we will cover include: - Planning and organizing your presentation - Using audiovisual aids effectively -Increasing your confidence

Sergeant Mitrushi attended Communications Workshop - Best Practices in Social Media for LE (7/23/2020): Social media is an integral part of the communication connection between your agency and the public, but doing it a lot doesn't mean it's connected to mission efficacy. Learn the best practices in daily operations and in crisis using your social media platforms.

Sergeant Mitrushi and Sergeant Travaglini attended Emotional Intelligence: What is It? Why Should I Care? (7/20/2020): In this one-hour interactive overview we will examine the real-life, practical meaning of emotional intelligence and why it matters to us. We will learn some new ways to look at our strengths and areas for improvement, either at work or at home. We will reflect on how we can all use

emotional intelligence for continuous improvement & to inspire those around us.

Sergeant Mitrushi attended Press Conference Preparation (7/15/2020): This one-hour training is a mix of the leadership perspective of creating control out of press chaos as well as practical guidance for the PIO. Topics covered will include: -How to reduce distractions in a press conference. -Capturing professional looking/sounding live video for your social media accounts. -Setting up a room for an indoor presser. -Where to hold an outdoor briefing. -Limiting questions to maximize effectiveness. There is no pre-reading or other preparation. Just tune in and be prepared to type or make audible comments to add to the discussion.

Sergeant Mitrushi attended Happiness, Life Satisfaction, and What It Means to Flourish (7/15/2020): This webinar will introduce and expand on Martin Seligman's 5 aspects of well-being, positive emotion, engagement, meaning, achievement, and positive relationships. Included will be discussions about the fact that most people chase only positive emotion, while neglecting the other four. The instructor will offer suggestions for activities to practice building all five and incorporating them into our lives.

Sergeant Mitrushi attended Controlling the Narrative (7/9/2020): This one-hour training for law enforcement leaders explores the clear choice between merely offering the public factual information about an incident and purpose-driven messaging designed to make people think, feel and act to support the law enforcement mission. Topics covered will include: -The top five questions to ask yourself before briefing the media. -Why cops need to consider the emotions of the public. -How to stick to your message plan when reports try to

take you down rabbit trails. -The Message Targets: a model for what to say in any situation. There is no pre-reading or other preparation. Just tune in and be prepared to type or make audio comments to add to the discussion.

Sergeant Mitrushi attended Crisis Communications (7/8/2020): These specialized courses are designed to empower the First Responder, who may be confronted with a person who has demonstrated hostile, non-compliant and crisis driven behavior. These courses will focus on providing Agents, Officers and call-takers with the ability to assess the incident, develop de-escalation strategies and utilize proven communications techniques to de-escalate the unwanted behavior. This course is taught at the FBI Academy and is consistent with the National Crisis Negotiation Associations guidelines. -De-escalation Techniques for First Responders -Active Listening Skills for First Responders

Sergeant Travaglini attended Emotional Intelligence Workshop - How Emotions Impact Decision Making (07/28/2020): This course discusses the effect the emotions have on your ability to make decisions, as well as having the self-awareness to recognize those emotions. Ultimately, the student is presented with ways to self-monitor and regulate themselves in stressful times, thereby allowing for better decision making.

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 participated in an online meeting of the Coastal Adaptation Workgroup on July 23rd to review the King Tide Citizen Project and other business.

Assistant City Planner Piekut worked with Finance and Community Services staff and the Energy Commission to prepare a Request for Proposals for additional solar arrays on City properties, particularly three priority sites: the new Facilities, Grounds, and Cemeteries Building, the Dover Transportation Center, and the Wastewater Treatment Facility. The RFP will be released in early August with anticipation of a bid award in early fall.

Planning staff worked with Community Services Department staff and with Strafford Regional Planning staff to support their respective applications to the NH Coastal Resilience Municipal Planning Grant program.

 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 Conference Room</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, August 12, 2020</td></tr> <tr> <td>Meeting Time:</td><td>7:00 pm</td></tr> </table>	CITY COUNCIL - MINUTES		Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Conference Room	Meeting Date:	Wednesday, August 12, 2020	Meeting Time:	7:00 pm
CITY COUNCIL - MINUTES											
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Meeting Time:	7:00 pm										

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Muffett-Lipinski led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. PROCLAMATIONS/AWARDS

Mayor Carrier read a proclamation for Michael Romps, Garrison Elementary School Teacher.

Mayor Carrier presented a proclamation to Kushal Sia Singh.

6. APPROVAL OF AGENDA

Councilor Shanahan motioned to move Item 13.A.5. up on the Agenda to follow the Public Hearings; seconded by Councilor Manley.

Roll Call Vote: 9/0.

7. PUBLIC HEARINGS

A. CHAPTER 97, SECTION 1 – LICENSING BOARD

SPONSORED BY MAYOR CARRIER BY REQUEST

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

B. CHAPTER 170 – ZONING – SECTIONS 8 AND 12

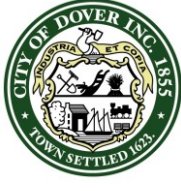
SPONSORED BY DEPUTY MAYOR CIOTTI AS PLANNING BOARD REPRESENTATIVE

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

C. RESCISSION, REVOCATION, AND WITHDRAWAL OF LOT RESTORATION FOR 33 NEW ROCHESTER ROAD

SPONSORED BY MAYOR CARRIER BY REQUEST

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

 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 Conference Room</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, August 12, 2020</td></tr> <tr> <td>Meeting Time:</td><td>7:00 pm</td></tr> </table>	CITY COUNCIL - MINUTES		Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Conference Room	Meeting Date:	Wednesday, August 12, 2020	Meeting Time:	7:00 pm
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13.A.5.

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor O'Connor.
Dover Rotary Club President Gregg Dowty gave an overview of the donation to the Council.
Roll Call Vote: 9/0.

8. CITIZEN'S FORUM

Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

Email correspondence must be directed to CityCouncil-All@dover.nh.gov, Voicemails must be left at (603) 516-6338, and written letters or correspondence must be directed to City of Dover, ATTN: City Council, 288 Central Avenue, Dover, NH 03820.

Correspondence that does not state the individual's name and Dover address shall not be placed on file with the Council public meeting record.

Gil Tolley, 31C Dover Street: He spoke about the need for a mask mandate.

Linda Moore, 15 Westwood Circle: She spoke about the mask mandate just causing stress.

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.

He introduced Dr. Maurice Olivier, Project Director, to present for the Age-Friendly Communities Project.

Dr. Maurice Olivier gave an overview of the project to the Council.

City Manager Joyal talked about the need for water conservation as the area is seeing drought conditions.

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

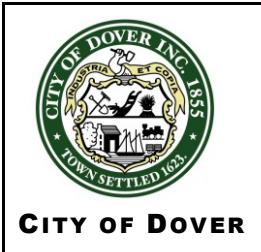
Roll Call Vote: 9/0.

10. APPROVAL OF MINUTES

A. July 22, 2020 - Regular Meeting

B. August 5, 2020 – Workshop Session

Deputy Mayor Ciotti moved to approve the Minutes; seconded by Councilor Muffett-Lipinski.
Roll Call Vote: 9/0.



CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, August 12, 2020**
Meeting Time: **7:00 pm**

11. MAYOR'S REPORT

Mayor Carrier discussed the meetings and events he attended: Dover Business and Industrial Development Authority meeting, Governmental Affairs meeting.

Deputy Mayor Ciotti spoke about the upcoming Appointments Committee and interviewing candidates for the ad-hoc committee to eliminate racial inequities.

Mayor Carrier discussed the ribbon cuttings he attended: Broadview Animal Hospital, Atkin Academy, and at the Greater Dover Chamber of Commerce - Virtual Health Coach Coco.

Mayor Carrier wished Councilor Muffett-Lipinski a happy birthday.

He started a discussion about locations available in the City to provide space for daycare.

City Clerk Mistretta gave an overview of the process for Absentee Ballots for the upcoming elections.

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

Roll Call Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 97, SECTION 1 – LICENSING BOARD SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved to substitute as a whole; seconded by Councilor Muffett-Lipinski.

Roll Call Vote: 9/0.

City Attorney Wyatt gave an overview of the changes to the Ordinance to the Council.

Councilor Shanahan moved to refer to a second public hearing to be held on August 26, 2020; seconded by Deputy Mayor Ciotti.

Roll Call Vote: 9/0.

2. CHAPTER 170 – ZONING – SECTIONS 8 AND 12 SPONSORED BY DEPUTY MAYOR CIOTTI AS PLANNING BOARD REPRESENTATIVE

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Muffett-Lipinski.

Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, August 12, 2020**
Meeting Time: **7:00 pm**

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. RESCISSION, REVOCATION, AND WITHDRAWAL OF LOT RESTORATION FOR 33 NEW ROCHESTER ROAD SPONSORED BY MAYOR CARRIER BY REQUEST

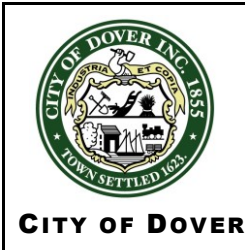
Councilor Shanahan moved to table the Resolution; seconded by Deputy Mayor Ciotti.
Roll Call Vote: 9/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. RAFFLE – Pope Memorial Humane Society – Cocheco Valley**
- 2. B12040 CONTINUATION OF EXISTING AGREEMENT FOR MISCELLANEOUS
WORK BOOTS/FOOTWEAR WITH RED'S SHOE BARN
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 3. EMERGENCY SERVICE REPAIR OF SECONDARY CLARIFIER #1 AT
WASTEWATER TREATMENT FACILITY (WWTF) SPONSORED BY MAYOR
CARRIER BY REQUEST**
- 4. AFFINITY LED LIGHTING UPGRADES (B15021) AT THE THREE FIRE STATIONS
AND EVERSOURCE LIGHTING INCENTIVES
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 5. AUTHORIZING CITY MANAGER TO ACCEPT DONATION OF BICYCLE RACKS
FROM ROTARY
SPONSORED BY MAYOR CARRIER BY REQUEST**

Moved up on the Agenda to following Public Hearings.



CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, August 12, 2020**
Meeting Time: **7:00 pm**

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. City Council / School Board Collaborative Committee
22. Joint Building Committee – Dover High School and Regional Career Technical Center
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 Manley.

Mayor Carrier asked the Council if they wanted any items pulled for further discussion.

Committee Reports were pulled.

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

Roll Call Vote: 9/0.

City Planner Steve Bird started a discussion regarding the Conservation Commission's Forest Stewardship Plan. He introduced Mr. Timothy Nolin to the Council.

Mr. Nolin gave an overview of the Forest Stewardship Plan with the Council.

Deputy Mayor Ciotti moved to accept the Conservation Commission Report; seconded by Councilor Williams thanks the people for their presentation to the Council.

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

Roll Call Vote: 9/0

Councilor Muffett-Lipinski gave an overview of the School Board Report to the Council.

Deputy Mayor Ciotti moved to accept the School Board Report; seconded by Councilor Shanahan.

Roll Call Vote: 9/0.

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 Shanahan.

Roll Call Vote: 9/0.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Conference Room Meeting Date: Wednesday, August 12, 2020 Meeting Time: 7:00 pm
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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 Manley.

Roll Call Vote: 9/0.

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 Manley.

Roll Call Vote: 9/0.

Councilor Manley gave an overview of the Downtown Dover TIF Advisory Board Report to the Council.

Deputy Mayor Ciotti moved to accept the Downtown Dover TIF Advisory Board Report; seconded by Councilor Manley.

Roll Call Vote: 9/0.

B. RESOLUTIONS

1. ENSURING PUBLIC AWARENESS ABOUT THE IMPORTANCE OF WEARING FACE COVERINGS AND REQUESTING ALL THOSE ABLE TO WEAR FACE COVERINGS IN PUBLIC

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Shanahan.

Councilor Cullen discussed a friendly amendment to include an expiration date. He moved to add to the first Now, Therefore: "...until the State of Emergency is lifted."; seconded by Councilor O'Connor.

Deputy Mayor Ciotti moved for the adoption of the amended Resolution; seconded by Councilor Manley.

Roll Call Vote: 9/0.

2. FORMATION OF AD HOC COMMITTEE TO STUDY STORMWATER AND FLOOD RESILIENCE FUNDING

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved to substitute as a whole; seconded by Councilor Manley.

Roll Call Vote: 9/0.

Deputy Mayor Ciotti moved for the adoption of the substituted Resolution; seconded by Councilor Shanahan.

Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, August 12, 2020**
Meeting Time: **7:00 pm**

3. COMMUNITY TRAIL PHASE III CONSTRUCTION **SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor O'Connor.
Roll Call Vote: 9/0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 9: BOARD, COMMISSIONS AND COMMITTEES, SECTION 1 **(TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 26, 2020.)** **SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved to refer to a public hearing on August 26, 2020; seconded by Councilor Manley.
Roll Call Vote: 8/0. Councilor Thibodeaux's virtual connection was briefly interrupted.

2. CHAPTER 125: STREETS AND SIDEWALKS, SECTION 9 **(TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 26, 2020.)** **SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved to refer to a public hearing on August 26, 2020; seconded by Councilor O'Connor.
Roll Call Vote: 9/0.

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Williams started a discussion regarding the draft of the upcoming Indigenous Peoples Day resolution.

Councilor Cullen talked about Dover Baseball.

16. ADJOURN

Councilor O'Connor moved to adjourn; seconded by Councilor Muffett-Lipinski.
Roll Call Vote: 9/0.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.1. Ordinance Number: O – 2020.08.12 – 010 Ordinance Title: Boards, Commissions and Committees Chapter: 9 Section: 1 Establishment; general provisions 26 Licensing Board 27 Ethics Commission
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The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 9 Boards, Commissions and Committees, Section 1, Establishment; general provisions, to include references to the City’s Licensing Board and Ethics Commission, as well add new sections 26 and 27 to Chapter 9 clarify the other provisions of the City’s Code and Charter applicable to those bodies.

2. AMENDMENT

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

§ 9-1 Establishment; general provisions.

A. There shall be the following boards, commissions and committees in the City of Dover:
[Amended 2-12-2020 by Ord. No. 2020.01.08-001]

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2020.08.12 – 010**
Ordinance Title: Boards, Commissions and Committees
Chapter: 9
Section: 1 Establishment; general provisions
26 Licensing Board
27 Ethics Commission

- (13) Transportation Advisory Commission.
- (14) [Repealed]
- (15) Dover Business and Industrial Development Authority.
- (16) McConnell Center Advisory Committee.
- (17) Parking Commission.
- (18) Conservation Commission.
- (19) Dover Pools Advisory Committee.
- (20) Dover Housing Authority.
- (21) Energy Commission.
- (22) Downtown Dover Tax Increment Finance Advisory Board.
- (23) Waterfront Tax Increment Finance Advisory Board.
- (24) Heritage Commission.
- (25) Licensing Board.
- (26) Ethics Commission.

3. AMENDMENT

Chapter 9 entitled “Boards, Commissions and Committees” is hereby amended by adding Section 9-26 “Licensing Board” and Section 9-27, “Ethics Commission” as follows:

§9-26 Licensing Board.

The membership and duties of the Licensing Board shall be as provided in Chapter 97, Licensing, of the Code of the City of Dover.

§9-27 Ethics Commission.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2020.08.12 – 010**
Ordinance Title: Boards, Commissions and Committees
Chapter: 9
Section: 1 Establishment; general provisions
26 Licensing Board
27 Ethics Commission

The membership and duties of the Ethics Commission shall be as provided in §C11-5 of the City Charter.

4. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.1. Ordinance Number: O – 2020.08.12 – 010 Ordinance Title: Boards, Commissions and Committees Chapter: 9 Section: 1 Establishment; general provisions 26 Licensing Board 27 Ethics Commission
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DOCUMENT HISTORY:

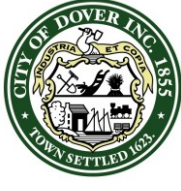
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor 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.		

ORDINANCE BACKGROUND MATERIAL:

This ordinance is intended to update the City’s list of existing boards and commissions in Chapter 9 by including a reference to the City’s existing Licensing Board (established in Chapter 97 of the City’s Code) and the City’s existing Ethics Commission (established by the City’s Charter).

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.2. Ordinance Number: O – 2020.08.12 – 011 Ordinance Title: Streets and Sidewalks Chapter: 125 Section: 9 Permit Required to Obstruct Public Road or Sidewalk
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The City of Dover Ordains:

1. **PURPOSE**

The purpose of this ordinance is to amend Chapter 125 Streets and Sidewalks, Section 9, Permit Required to Obstruct Public Road or Sidewalk, in order to align same with amendments to Chapter 97 of even or near even date with this ordinance.

2. **AMENDMENT**

Chapter 125 entitled “Streets and Sidewalks” is hereby amended by revising Section 125-9 “Permit Required to Obstruct Public Road or Sidewalk” as follows:

§ 125-9 Permit required to obstruct public road or sidewalk.

No person shall obstruct a public road or sidewalk without a permit from the Community Services Department. All applications for a permit to obstruct a public road or sidewalk shall include, for each application, the fee listed in the annual Schedule of Fees adopted by the City Council.

Notwithstanding the foregoing, licenses or permits pursuant to RSA 31:100 (entitled “Street Fairs”) and RSA 286:2 (entitled “Theatricals; Parades; Meetings”)~~block parties, parades, and road toll permits~~ may be issued by the Licensing Board~~City Council, upon the recommendation of the Police Department, subject to~~ in accordance with Chapter 97, Licensing, of the Code of the City of Dover.

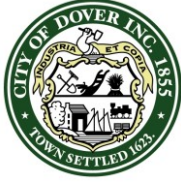
3. **TAKES EFFECT**

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:	Mayor Robert Carrier By request
Approved as to Legal Form and Compliance:	Joshua M. Wyatt City Attorney		
Recorded by:	Susan Mistretta City Clerk		

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.2. Ordinance Number: O – 2020.08.12 – 011 Ordinance Title: Streets and Sidewalks Chapter: 125 Section: 9 Permit Required to Obstruct Public Road or Sidewalk
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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor 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:

This ordinance relates to separate textual amendments being presented in an ordinance amending Chapter 97 of the City’s Code, which sets forth the authority and duties of the City’s Licensing Board. The overall intent is to update the City’s Code to clarify the role and authority of the Licensing Board throughout the Code.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.B.1.

Ordinance Number: **O – 2020.07.22_– 009**
Ordinance Title: Licensing
Chapter: 97
Section: 1 Board established
6 Street Fairs, Soliciting Funds, Raffles, Peddlers and Vendors
7 Appeal to City Council
8 City Manager Reports

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 97-1 Board established.

2. AMENDMENT

Chapter 97 entitled “Licensing” is hereby amended by revising Section 1. Board established as follows:

§ 97-1 Board established.
[Amended 2-12-2020 by Ord. No. 2020.01.08-001]

A Licensing Board for the City of Dover is hereby constituted under the provisions of RSA 286:3 as well as other functions stated in this chapter, to consist of the City Manager, Mayor, Chief of Police, and such other person as shall be appointed by the City Council, and all licenses issued by said Board shall be in accordance with the applicable provisions of RSA chapter 286, RSA chapter 31, RSA chapter 287-A, and/or Chapter 109, Peddlers and Vendors, of the Code of the City of Dover.

3. AMENDMENT

Chapter 97 entitled “Licensing” is hereby amended by adding a new Section 6, Street Fairs, Soliciting Funds, Raffles, Peddlers and Vendors, as follows:

§ 97-6 Street Fairs, Soliciting Funds, Raffles, Peddlers and Vendors

The Licensing Board shall have authority in the first instance to consider and, if appropriate, issue licenses or permits pursuant to RSA 31:100 (entitled “Street Fairs”), RSA 31:91 (entitled “Soliciting Funds”), RSA chapter 287-A (entitled “Raffles”), and/or Chapter 109, Peddlers and Vendors, of the Code of the City of Dover, as applicable.

4. AMENDMENT

Chapter 97 entitled “Licensing” is hereby amended by adding a new Section 7, Appeal to City Council, as follows:

§ 97-7 Appeal to City Council

With the exception of licenses issued pursuant to RSA chapter 286:3, for which the Licensing Board shall issue a final decision, any person aggrieved by any other action of the Licensing Board may appeal to the City Council for de novo review within thirty days of the Licensing Board’s decision or notice of decision if issued in writing, whichever is later. Such appeal shall be submitted to the City



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.B.1.

Ordinance Number: **O – 2020.07.22_– 009**
Ordinance Title: Licensing
Chapter: 97
Section: 1 Board established
6 Street Fairs, Soliciting Funds, Raffles, Peddlers and Vendors
7 Appeal to City Council
8 City Manager Reports

Clerk and shall state the date of the Licensing Board's action appealed and a brief description of the basis for the appeal and issues presented.

5. AMENDMENT

Chapter 97 entitled "Licensing" is hereby amended by adding a new Section 8, City Manager Reports, as follows:

§ 97-8 City Manager Reports

The City Manager or designee shall, on a monthly basis, keep the City Council informed of licenses or permits issued pursuant to this Chapter and other activity by the Licensing Board.

6. TAKES EFFECT

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

REQUIRES 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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.B.1.

Ordinance Number: **O – 2020.07.22_– 009**
Ordinance Title: Licensing
Chapter: 97
Section: 1 Board established
6 Street Fairs, Soliciting Funds, Raffles, Peddlers and Vendors
7 Appeal to City Council
8 City Manager Reports

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 - ORDINANCE

Agenda Item#: 12.B.1.

Ordinance Number: **O – 2020.07.22_– 009**
Ordinance Title: Licensing
Chapter: 97
Section: 1 Board established
6 Street Fairs, Soliciting Funds, Raffles, Peddlers and Vendors
7 Appeal to City Council
8 City Manager Reports

ORDINANCE BACKGROUND MATERIAL:

This ordinance is intended to clarify the membership of the City’s Licensing Board and that Board’s authority to issue permits and licenses.

The Licensing Board has been historically constituted pursuant to [RSA chapter 286](#) for consideration of permits issued pursuant to that statute. While RSA 286:3 provides for “the mayor of such city” to be a member of the Licensing Board, the City’s Charter and applicable law both provide that the City Manager exercises powers and authority prescribed by law for mayors of cities. *See* Dover Charter §§ C3-3, C5-5; *see also* RSA 49-C:16.

The Licensing Board also performs other functions as already provided in Chapter 97 and Chapter 109. The remaining textual changes within this ordinance are intended to formally empower the Licensing Board to issue other, similar licenses, as well as consolidate and clarify the Licensing Board’s authority. The City Council retains ultimate control over these other matters (apart from RSA chapter 286 duties) by way of de novo appeal given to the applicant. The City Council will also remain informed about such licenses by way of periodic reports from the City Manager. Delegation of these matters to the Licensing Board is intended to clarify and streamline the application process.



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(✓) the type of application:

RAFFLE* ☒, TAG* ☐, BLOCK PARTY** ☐

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

Organization Name: Pope Memorial Humane Society Cochecho Valley
Federal Tax ID number for Organization: 22-2561784

Check (✓) Nature of Organization:

Religious ☐, Educational ☐, Charitable ☒, Civic ☐, Sports ☐, Veterans ☐, Fraternal or Political ☐, Other ☐
(Describe) provide food & shelter for animals

Contact Person: Deborah Shelton Day Time Telephone: 603-749-5322 ext. 106

Address: 221 County Farm Rd Dover Email: dshelton@popehumanevalley.org

Purpose of Permit: 50/50 Raffle at a Comedy Night event. 2 shows 6pm & 8:30 pm.

Date of Event: Sept. 12, 2020 Specific Time: Sept. 12 at noon at shelter

Location of Event: Dover Elks drawing will be Monday at noon at shelter

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

Prize (s) To Be Awarded: 50% of the cash raised from sale of tickets

Cost of Ticket: \$1 for 1.85 hrs Date of Drawing: Sept. 14 at noon

Place of Drawing: At the shelter on Sept. 14 at noon

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

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

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

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

Block Party Location (attach map if more than one street is affected): _____

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: Deborah D. Shelton DATE: 8/4/2020

(duly authorized)

PRINTED NAME: Deborah Shelton

Licensing Board Approval [Signature] Date: 8/5/2020



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

RAFFLE* ☒, TAG* ☐, BLOCK PARTY** ☐,

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

Organization Name: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: 02-0127246

Check (✓) Nature of Organization:

Religious ☐, Educational ☐, Charitable ☐, Civic ☐, Sports ☐, Veterans ☐, Fraternal or Pol
(Describe) _____

Contact Person: Morgan Faustino Day Time Telephone: (603) 742-2211

Address: 550 Central Avenue Dover Email events@dovernham.org

Purpose of Permit: 50-50 raffle for the virtual Apple Harvest

Date of Event: October 2020 Specific Time: _____

Location of Event: virtual

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

Prize (s) To Be Awarded: 50-50 raffle

Cost of Ticket: \$ 10 Date of Drawing: 10/31/20

Place of Drawing: chamber / virtual

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

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

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

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

Block Party Location (attach map if more than one street is affected): _____

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: [Signature]

DATE: 8/13/20

(duly authorized)

PRINTED NAME: Morgan Faustino

Licensing Board Approval [Signature]

DATE: 8/14/2020



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

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

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

Organization Name: Saint Mary Academy

Federal Tax ID number for Organization: _____

Check (☒) Nature of Organization:

Religious _____, Educational ☒, Charitable _____, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
(Describe) PreK - 8th grade school

Contact Person: Beth Evans Day Time Telephone: 800-930-1478

Address: 222 Central Ave Email bevens@stmaryacademy.org

Purpose of Permit: Cash calendar

Date of Event: Sept. 9, - Oct. 9. Specific Time: _____

Location of Event: Saint Mary Academy

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

Prize (s) To Be Awarded: Cash

Cost of Ticket: \$10.00 Date of Drawing: OCT. 9, 2020

Place of Drawing: Saint Mary Academy

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

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

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

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

Block Party Location (attach map if more than one street is affected): _____

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: Beth Evans DATE: 8/7/20

(duly authorized)

PRINTED NAME: Beth Evans

Licensing Board Approval [Signature] Date: 8/14/2020



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2020.08.26 – 132**

Resolution Re: B19088 Household Hazardous Waste Collections – Contract
Extension to MXI Environmental Services, LLC

WHEREAS: A Sealed Request for Bid #B19088 was solicited and received for household hazardous waste collection services on June 26, 2019 at 2:00 pm; and

WHEREAS: Two firms responded with unit price quotes for different chemicals that the City anticipates will be collected for the project in its entirety with the low bid meeting specifications submitted by MXI Environmental Services, LLC of Langhorne, PA; and

WHEREAS: MXI Environmental Services, LLC was awarded the contract for services in August 2019 as approved by Council resolution [R-2019.07.10-113](#). MXI Environmental Services, LLC has agreed to a one-year contract extension at the same rates as provided in August 2019. The estimated annual expenditure may exceed the \$25,000.00 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 MXI Environmental Services, LLC for household hazardous waste collection services given rates provided in conjunction with Bid #B19088. 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
3320.1.300.43230.4421.000000	Waste Management Disposal Services	684,405	33,405

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2020.08.26 – 132**

Resolution Re: B19088 Household Hazardous Waste Collections – Contract
Extension to MXI Environmental Services, LLC

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 – 2020.08.26 – 132**

Resolution Re: B19088 Household Hazardous Waste Collections – Contract
Extension to MXI Environmental Services, LLC

RESOLUTION BACKGROUND MATERIAL:

A Sealed Request for Bid #B19088 was solicited and received for household hazardous waste collection services on June 26, 2019 at 2:00 pm. MXI Environmental Services, LLC was awarded the contract for services in August 2019 as approved by Council resolution [R-2019.07.10-113](#). MXI Environmental Services, LLC has agreed to a one-year contract extension at the same rates as provided in 2019. The vendor will operate collection activities at the site on Saturday, August 22, 2020 from 8:30 am to 12:30 pm. All collected waste, equipment and related materials resulting from the operation of this collection will be removed from the site no later than 7:00 pm of the day of the collection.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	124	Number of Responses:	2
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	8/22/2020
Recommended Award to:	MXI Environmental Services, LLC	Fund:	Recycling Collections
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2020.08.26 – 133**
Resolution Re: B20063 Professional Consulting Services for Community Facilities and Utilities Chapter of Master Plan - Resilience Planning & Design LLC

WHEREAS: A Sealed Request for Proposal #B20063 was issued and received for Professional Consulting Services for the Community Facilities and Utilities Chapter of the Master Plan on April 29, 2020 at 3:00 pm; and

WHEREAS: One response was received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. Resilience Planning & Design LLC was selected for this project in the amount of \$24,985.00; and

WHEREAS: Following discussions with the steering committee and staff, the City received an additional scope of work for further site visits, project coordination and administration, as well as final analysis and synthesis of the building inventory data for inclusion in the final chapter in the amount of \$14,110.00, thereby exceeding the threshold of \$25,000.00 and requiring Council approval. It is the recommendation to award the additional scope of work in the amount not to exceed \$14,110.00 for a total project cost of \$39,095.00.

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

The Purchasing Agent is hereby authorized to issue a Change Order to Resilience Planning & Design LLC of Plymouth, NH for an additional scope of work at rates provided in conjunction with Bid #B20063. 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
1000.1.180.41910.4339.00000.00	Planning - Consulting Services	25,000.00	25,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2020.08.26 – 133**
Resolution Re: B20063 Professional Consulting Services for Community
Facilities and Utilities Chapter of Master Plan - Resilience
Planning & Design LLC

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor 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.5.

Resolution Number: **R – 2020.08.26 – 133**
Resolution Re: B20063 Professional Consulting Services for Community Facilities and Utilities Chapter of Master Plan - Resilience Planning & Design LLC

RESOLUTION BACKGROUND MATERIAL:

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

The Master Plan currently includes a Community Facilities and Utilities chapter from 2009. Elements of this chapter may be included in the new document; however, this task is drafting a replacement document, which will incorporate new topic areas, and will interplay with the Stewardship of Resources, Climate Adaptation and Land Use Analysis chapters.

Scope of Work #1 is being requested for additional site visits, project coordination and administration, as well as final analysis and synthesis of the building inventory data for inclusion in the final chapter in the amount of \$14,110.00. The additional scope of work came from discussions with the steering committee and staff. New contract total \$39,095.00.

Bid Information:

A Sealed Request for Proposal #B20063 was issued and received for Professional Consulting Services for the Community Facilities and Utilities Chapter of the Master Plan on April 29, 2020 at 3:00 pm.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	188	Number of Responses:	1
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	As needed
Recommended Award to:	Resilience Planning & Design LLC	Fund:	Operating
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Bid Documents and Vendor Lists



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2020.08.26 – 134**
Resolution Re: B21007 Broadway Soil Loading, Transportation and Disposal

WHEREAS: A Sealed Request for Bid #B21007 was issued and received for the loading, transporting and disposing of contaminated soil generated during excavation activities associated with the installation of a new stormwater culvert at Broadway in Dover, NH on August 4, 2020 at 2:00 pm; and

WHEREAS: Two bid responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. The low bid meeting specifications was submitted by NRC East Environmental Services, Inc. in the amount of \$81,600.00; and

WHEREAS: It is the recommendation to proceed with a contract in the amount of \$81,600.00 to NRC East Environmental Services, Inc.

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 NRC East Environmental Services, Inc. of Salisbury, MA for the loading, transporting and disposing of contaminated soil at Broadway in Dover at rates provided in conjunction with Bid #B21007. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4020.1.300.43121.4751.03176.20	Roadways	1,320,000.00	342,692.94

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2020.08.26 – 134**
Resolution Re: B21007 Broadway Soil Loading, Transportation and Disposal

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.6.

Resolution Number: **R – 2020.08.26 – 134**
Resolution Re: B21007 Broadway Soil Loading, Transportation and Disposal

RESOLUTION BACKGROUND MATERIAL:

The project consists of loading, transporting, and disposing contaminated soil generated during previous excavation activities associated with the installation of a new stormwater culvert at Broadway in Dover, New Hampshire. Approximately 1,800 tons of soil requires loading, transportation, and disposal at the Dover Landing Dredge/Cocheco River Management Dredge Cell facility. Approximately 200 tons of hazardous soil requires loading, transportation, and disposal at an approved disposal/treatment facility.

Bid Information:

A Sealed Request for Bid #B21007 was issued and received for the loading, transporting and disposing of contaminated soil generated during excavation activities associated with the installation of a new stormwater culvert at Broadway in Dover, NH on August 4, 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:	502	Number of Responses:	2
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	2020
Recommended Award to:	NRC East Environmental Services, Inc.	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B21007 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7

Resolution Number: **R – 2020.08.26 – 135**

Resolution Re: Data Management Inc. – TimeClock Plus Application

WHEREAS: In 2016, the City requested and received three written quotes via Q16-030 to pilot an automated time tracking and leave request application for the Community Services department. Data Management, Inc. was selected for their TimeClock Plus application and has continued to provide the lowest annual average cost over the past four years; and

WHEREAS: As the result of a successful pilot program, TimeClock Plus had been extended to six additional departments during fiscal years 2018 and 2019 with the two last departments to be added in fiscal year 2021; and

WHEREAS: The City is seeking approval to award additional licenses, advanced scheduling, mobile application services and migrate to a cloud-based platform at an estimated initial cost of \$9,045.00 in year one with an annual cloud-based license cost of \$5,850.00 in years two and three. After year three, annual cost is estimated at \$11,700.00. The City will also evaluate the value of TimeClock Plus's additional services to automate shift scheduling and extend to field operations using a mobile application. The total aggregate project cost from 2016 to present is approximately \$27,955.00 which exceeds the \$25,000.00 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 Data Management, Inc. for the purchase of remaining licenses, migration to cloud and annual maintenance renewal through years two and three. 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
6100.1.550.49200.4341.09100.00	Technical Services	89,675.00	82,300.50

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.7

Resolution Number: **R – 2020.08.26 – 135**

Resolution Re: Data Management Inc. – TimeClock Plus Application

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.7

Resolution Number: **R – 2020.08.26 – 135**

Resolution Re: Data Management Inc. – TimeClock Plus Application

RESOLUTION BACKGROUND MATERIAL:

In 2016, the City of Dover requested and received pricing from three vendors, Data Management, Kronos and Veritime, to pilot an automated time tracking and leave request application in our Community Services department. The lowest annual average cost over a five year period was received from Data Management Inc for their TimeClock Plus application. A purchase order was provided to TimeClock Plus in June 2016. The Community Services department migrated from a more manual process to automated time clock entry and leave request management in November 2016.

TimeClock Plus allows an employee to clock in and out of their shift using a wall-mounted proximity clock and their employee ID number or badge. Alternatively, they can clock in using a web browser on a municipal system. TimeClock Plus allows the employee to select the job role to be completed during their shift, be it typical work or responding to an after-hours call. By empowering employees to enter this information and supervisors to review and sign-off on time sheets electronically, the Community Services payroll administrator quickly found weekly payroll processing to be both more accurate and more efficient. Weekly payroll processing has been reduced from a full day of work to 3 – 4 hours of time. In addition, snow storm cost reporting that was previously a manual process taking days can now be completed in minutes. Empowering employees to enter their time based on job performed has decreased out of position errors, increased accuracy and allows supervisors to review and correct time entered more efficiently. Additional benefits for the employees are entering hours while following social distance guidelines, easier access for time entry record review and receipt of messages during the clock-in /cock-out process.

TimeClock Plus allows for batch export of weekly hours into our payroll system as well as batch import of current leave. Supervisors can review employee's current leave amounts prior to approving a leave request. Supervisors can also review a calendar of all employees' leave to ensure proper coverage. Our payroll administrator has noted fewer leave request submission issues along with the more efficient time entry, review and balancing processes. Also noted is greater insight into departments' weekly processing status which allows for better support of department payroll operations.

As the result of a successful pilot program, TimeClock Plus has been extended and six (6) departments are actively using this application for time entry and leave request management. The purchase of final licensing for Police and Recreation departments remain. Additionally, we will pilot use of Advanced Scheduler and Mobile services to seek greater efficiencies in our shift scheduling and coverage work.

Data Management is also moving to a cloud-only model therefore migration to a cloud environment must also be planned for. As part of this process, we did reach out to our payroll application vendor, Infinite Visions for their current time clock entry application recommendation. Since 2016, they now own a competing product, ExecuTime. The application was found to be similar to TimeClock Plus and significantly more expensive.

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7

Resolution Number: **R – 2020.08.26 – 135**

Resolution Re: Data Management Inc. – TimeClock Plus Application

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	N/A	Number of Responses:	3 quotes obtained in 2016
Warranty:	Per Manufacturer	Terms:	Net 15, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	3 years	Estimated Delivery:	As needed
Recommended Award to:	Data Management, Inc.	Fund:	Fund 6100 DoverNet
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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2020.08.26 – 136**

Resolution Re: Vehicle Replacement Parts and Supplies - State of NH
Contract with Fisher Auto Parts & Sanel NAPA

WHEREAS: There are several State of New Hampshire contract pricing schedules available for municipal use with various vendors that represent different vehicle replacement parts and supplies. Fisher Auto Parts and Sanel NAPA of Dover, NH are such vendors with whom the City does a significant amount of business; and

WHEREAS: Fisher Auto Parts offers a discount off their private list of between 40-70% and Sanel NAPA offers a discount structure of 45%-58%. The City has been very pleased with the availability and quality of parts, service and pricing structure offered by these vendors; and

WHEREAS: The discounted pricing schedule for Fisher Auto Parts and Sanel NAPA is through March 31, 2023, it seems to be financially prudent for the City to take advantage of this discounted pricing; and

WHEREAS: Per 5-29B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing through the State of New Hampshire or at State bid prices.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to Fisher Auto Parts and Sanel NAPA for miscellaneous vehicle replacement parts and supplies at discounted rates. 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
xxxx.1.xxx.xxxxx.4654.xxxxx.xx	Maint Supplies Vehides	\$321,476.00	\$320,116.65

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2020.08.26 – 136**
Resolution Re: Vehicle Replacement Parts and Supplies - State of NH
Contract with Fisher Auto Parts & Sanel NAPA

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.8.

Resolution Number: **R – 2020.08.26 – 136**
Resolution Re: Vehicle Replacement Parts and Supplies - State of NH
Contract with Fisher Auto Parts & Sanel NAPA

RESOLUTION BACKGROUND MATERIAL:

There are several State of New Hampshire contract pricing schedules available for municipal use with various vendors that represent different automotive parts and supplies. Fisher Auto Parts and Sanel NAPA of Dover, NH are such vendors with the State of NH and with whom the City does a significant amount of business. Fisher Auto Parts offers a discount off their private list of between 40-70% and Sanel NAPA offers a discount structure of 45%-58%. The City has been very pleased with the availability and quality of parts, service and pricing structure offered by both Fisher Auto Parts and Sanel NAPA and wishes to continue with their current discounted pricing schedules. The pricing and terms and conditions are extended to non-profits, counties, cities, towns, schools, colleges and universities, but does not lock them into only purchasing from Fisher Auto Parts or Sanel NAPA. Total expenditures for FY2020 were approximately \$75,000.00.

Per 5-29B Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing through the State of New Hampshire or at State bid prices. As the estimated expense may exceed the \$25,000.00 threshold, Council approval is required.

PURCHASING INFORMATION:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes/State of NH
Prices will hold for:	Through 3/31/2023	Estimated Delivery:	As needed
Recommended Award to:	Fisher Auto Parts and Sanel NAPA	Fund:	Various
Other Approvals Required:	State of NH – approved 4/1/20-3/31/23	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2020.08.26 – 137**
Resolution Re: EGGI Additional Scope of Work – Sustainable Yield
Assessment of the Hughes Production Well

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

WHEREAS: EGGI has provided a scope of work for an assessment of the potential sustainable yield of the Hughes Production Well which will include a detailed review of all work performed to date since the construction of the well, including pump tests, well development efforts, hydrogeologic reports, surficial geological mapping, groundwater recharge assessments, and water quality data to create a groundwater model that uses such hydrogeological data to simulate the pumping of both wells simultaneously and independently; and

WHEREAS: Dover Purchasing Code 5-33H, the competitive bid procedure may be waived by a majority vote of the City Council.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Emery and Garrett Groundwater Investigations LLC for the sustainable yield assessment of the Hughes Production Well in the amount of \$58,600.00. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendors, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03571.16	Water Exploration	17,675.29	17,675.29
5300.1.300.43320.4757.03571.17	Water Exploration	97,704.76	97,704.76

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.9.

Resolution Number: **R – 2020.08.26 – 137**
Resolution Re: EGGI Additional Scope of Work – Sustainable Yield
Assessment of the Hughes Production Well

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.9.

Resolution Number: **R – 2020.08.26 – 137**
Resolution Re: EGGI Additional Scope of Work – Sustainable Yield
Assessment of the Hughes Production Well

RESOLUTION BACKGROUND MATERIAL:

As part of the ongoing Water Facilities Improvements Master Plan, one of the long-term, Phase 3 recommendations was to evaluate upgrades at Hughes Well to keep it as a viable water supply alternative. Hughes Well is used on a relatively limited basis, as the water has higher levels of naturally occurring iron and manganese, that should be removed if used for an extended duration. Options for iron & manganese treatment include a stand-alone treatment system on site, or the possible installation of a transmission main to connect to the treatment plant at French Cross Road.

Before investing in additional improvements to the well station, pumping equipment, or treatment equipment, the long-term viability of the aquifer should be confirmed to determine long term “safe-yield” and verify hydraulic connections to Barbados Pond.

Task Description	Estimated Cost
Task 1 – Review of all Hydrogeologic Work Performed to Date – including data from Barbados Pond, Pikes gravel extraction area, and all available data from the Hughes and Bouchard Wells since construction.	\$18,750.00
Task 2 – Conduct Groundwater Modeling	\$39,850.00
Estimated Cost	\$58,600.00

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	As needed
Recommended Award	Emery & Garrett Groundwater Investigations LLC	Fund:	Fund 5300 - Water
Previously Worked for City:	Yes	Reason for Council Approval:	5-33H Waive Bidding



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2020.08.26 – 138**

Resolution Re: Reaffirmation and Reauthorization of Building Permit for 2 Lancaster Street

WHEREAS: Pursuant to Resolution [2019.04.10-048](#), the City Council authorized lot restoration for property located at 10 South Watson Lane, Dover, resulting in a restored lot at what is now 2 Lancaster Street (Tax Map 19, Lot 73-1);

WHEREAS: In the same resolution, the City Council also authorized the issuance of a building permit on the restored lot (provided other requirements of law are satisfied), which approval is required by statute given the restored lot was on a private road;

WHEREAS: On August 25, 2020, the Planning Board has now reviewed and commented on the request for a building permit, having no comment on same;

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

In accordance with R-2019-04.10-048 and pursuant to RSA 674:41, I(d(1), the City Council re-affirms and re-authorizes the erection of buildings on the restored lot on Lancaster Street (Tax Map 19, Lot 73-1) and the issuance of a building permit, provided all other requirements of law have been satisfied, including the specified statutory conditions in RSA 674:41, I(d).

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.10.

Resolution Number: **R – 2020.08.26 – 138**

Resolution Re: Reaffirmation and Reauthorization of Building Permit for 2 Lancaster Street

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 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.		

RESOLUTION BACKGROUND MATERIAL:

The City Council originally authorized the issuance of this building permit in April 2019. Recently, the City's Building Official received the building permit application for the restored lot (now on Lancaster Street) and, upon reviewing it, observed that City Council's approval sequentially should, by statute, come after the Planning Board's opportunity for review and comment. *See* RSA 674:41, I(d). This resolution is therefore merely intended to re-affirm the City Council's prior determination now that the City's Planning Board has now had that opportunity for review and comment.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2020.08.26 – 139**

Resolution Re: Approval of Tree Cutting on Old Garrison Road

- WHEREAS: John Brough, who resides at and owns 240 Old Garrison Road (Map J-5-0-0), has contacted the City for permission to remove two dead trees along his property;
- WHEREAS: Jeff White, as a Trustee of the White Family 1995 Trust, has also requested permission to remove a leaning tree that is growing along the Trust's property on Old Garrison Road (Map J-12-0-0) at an angle over Old Garrison Road;
- WHEREAS: All three trees appear to be located within the Old Garrison Right of Way;
- WHEREAS: Old Garrison is designated a scenic road in the City of Dover, *see* Dover Code 170-28.4(B);
- WHEREAS: The Community Services Director (who also serves as the City Arborist) has determined that the aforementioned trees are each unsafe within the meaning of Dover Code 170-28.4(C)(1).

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

The City Manager is authorized to provide the City Council's written consent to removal of the two dead trees located along 240 Old Garrison Road (Map J-5-0-0) and the leaning tree along Old Garrison Road (Map J-12-0-0), provided there is also permission of all persons who own or have an interest in the trees, and further provided any other applicable requirements of law have been met.

REQUIRES A PUBLIC HEARING AFTER PRIOR NOTICE BY TWO NEWSPAPER PRINTINGS, THE SECOND OF WHICH MUST OCCUR AT LEAST SEVEN DAYS PRIOR TO THE PUBLIC HEARING (AS REQUIRED BY DOVER CODE 117-2 AND RSA 231:158, II)

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.11.

Resolution Number: **R – 2020.08.26 – 139**

Resolution Re: Approval of Tree Cutting on Old Garrison Road

DOCUMENT HISTORY:

First Reading Date:

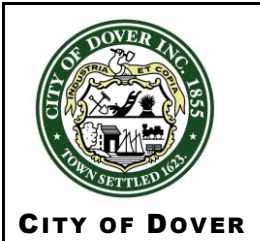
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2020.08.26 – 139**

Resolution Re: Approval of Tree Cutting on Old Garrison Road

RESOLUTION BACKGROUND MATERIAL:

Attached is a map provided by Mr. Brough and Mr. White showing the approximate location of the three trees on Old Garrison Road. The property owner reports that the leaning tree has been struck by commercial trucks in the past causing damage. In the event City approvals are required, the City Arborist (Community Services Director) has approved the removals and this resolution is now being submitted out of an abundance of caution. The requests potentially implicate Dover Code 170-28.4, Dover Code 117-2 and RSA 231:158, the relevant portions of each are reproduced below for reference:

170-28.4. Scenic Road Overlay District

...

C. Buffer Requirements. Within the Scenic Road Overlay District, the natural vegetative buffer, existing at the time of the adoption of this section, shall be maintained and preserved in its natural state, except as provided below:

(1) The removal of damaged, diseased or unsafe vegetation is permitted within the overlay district upon the approval of the City Arborist.

(2) The clearing of vegetation necessary for the construction of a driveway for access to a LOT is permitted. Such driveway shall be designed to minimize the amount of clearing of vegetation necessary.

(3) The clearing of vegetation for agricultural uses, as defined by RSA 21:34 is permitted.

D. Compliance with Other Requirements. Nothing in this section shall relieve the property owner from complying with the provisions of, Chapter 143, Scenic Roads.

§ 117-2Effect of designation.

Upon a road being designated as a scenic road as previously provided, any repair, maintenance, reconstruction or paving work done with respect thereto shall not involve or include the cutting or removal of trees or the tearing down or destruction of stone walls or portions thereof, except with the prior written consent of the City Council, after a public hearing duly advertised as to time, date, place and purpose, two times in a newspaper of general circulation in the area, the last publication to occur at least seven days prior to such hearing as provided and set forth in RSA 231:158.

231:158 Effect of Designation as Scenic Roads. –

I. As used in this subdivision, "tree" means any woody plant which has a circumference of 15 inches or more at a point 4 feet from the ground.

II. Upon a road being designated as a scenic road as provided in RSA 231:157, any repair, maintenance, reconstruction, or paving work done with respect thereto by the state or municipality, or any action taken by any utility or other person acting to erect, install or maintain poles, conduits, cables, wires, pipes or other structures pursuant to RSA 231:159-189 shall not involve the cutting,



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2020.08.26 – 139**

Resolution Re: Approval of Tree Cutting on Old Garrison Road

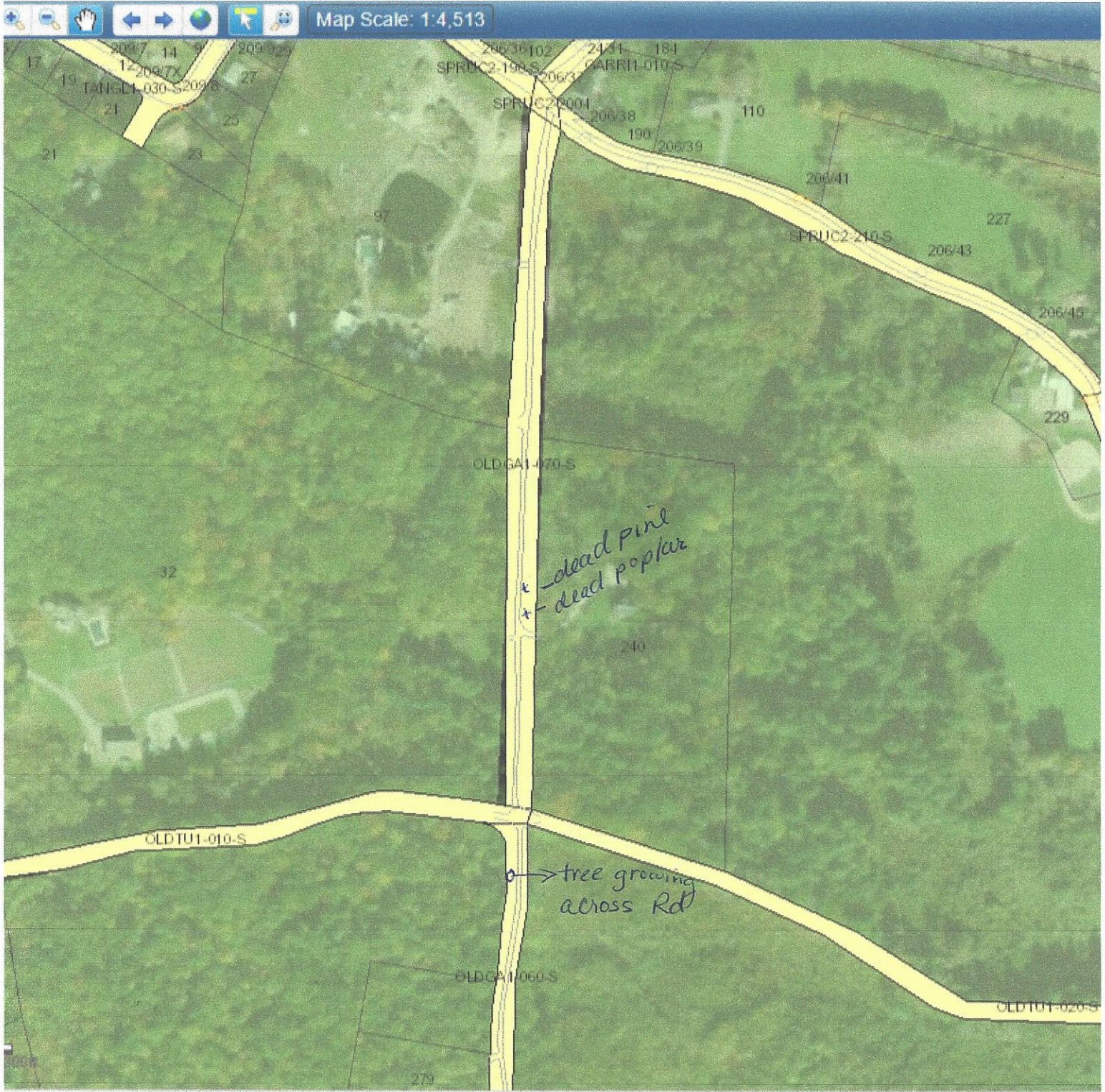
damage or removal of trees, or the tearing down or destruction of stone walls, or portions thereof, except with the prior written consent of the planning board, or any other official municipal body designated by the meeting to implement the provisions of this subdivision, after a public hearing duly advertised as to time, date, place and purpose, 2 times in a newspaper of general circulation in the area, the last publication to occur at least 7 days prior to such hearing, provided, however, that a road agent or his designee may, without such hearing, but only with the written permission of the selectmen, remove trees or portions of trees which have been declared a public nuisance pursuant to RSA 231:145 and 231:146, when such trees or portions of such trees pose an imminent threat to safety or property, and provided, further, that a public utility when involved in the emergency restoration of service, may without such hearing or permission of the selectmen, perform such work as is necessary for the prompt restoration of utility service which has been interrupted by facility damage and when requested, shall thereafter inform the selectmen of the nature of the emergency and the work performed, in such manner as the selectmen may require.

...

IV. Designation of a road as a scenic road shall not affect the rights of any landowner with respect to work on his own property, except to the extent that trees have been acquired by the municipality as shade or ornamental trees pursuant to RSA 231:139-156, and except that RSA 472:6 limits the removal or alteration of boundary markers including stone walls.

...

Source. RSA 253:18. 1971, 455:1. 1973, 586:2. 1981, 87:1. 1983, 122:2. 1991, 134:3, 4. 1992, 160:2, eff. July 5, 1992.





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2020.08.26 – 140**

Resolution Re: Approval of First Amendment to Lease Agreement
between City of Dover and Breakin Chains Disc Golf
Supplies, LLC dated May 28, 2019

WHEREAS: The City of Dover and Breakin Chains Disc Golf Supplies, LLC (“Breakin Chains”) are parties to a Lease Agreement dated May 28, 2019 for certain property at 32 Knox Marsh Road, Dover, New Hampshire (“Lease Agreement”);

WHEREAS: Breakin Chains has requested to amend the Lease Agreement to provide Breakin Chains with a right of first refusal to be the exclusive vendor selling products at, sponsoring, and providing prizes for organized disc golf tournaments at nearby Bellamy Park Disc Golf Course;

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

The City Manager is authorized to negotiate, finalize, and sign a First Amendment to Lease Agreement dated May 28, 2019 between the City of Dover and Breakin Chains Disc Golf Supplies, LLC including the requested rights and such related provisions as may be necessary or advisable.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.12.	
Resolution Number: R – 2020.08.26 – 140 Resolution Re: Approval of First Amendment to Lease Agreement between City of Dover and Breakin Chains Disc Golf Supplies, LLC dated May 28, 2019		

DOCUMENT HISTORY:

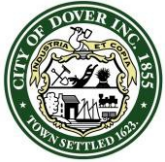
First Reading Date: Approved Date:	Public Hearing Date: Effective Date:
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DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

A draft of the First Amendment is attached. The tenant leased this space due to its proximity to the Bellamy Park Disc Golf Course. Providing the requested rights to the tenant would help ensure a successful, mutually beneficial relationship. City staff have also ensured that the proposed amendment is in keeping with the “public recreation” purposes for which Bellamy Park was conveyed to the City by the State of New Hampshire by two deeds in the 1940s.



CITY OF DOVER

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

FIRST AMENDMENT TO LEASE AGREEMENT

THIS FIRST AMENDMENT TO LEASE AGREEMENT made this ____ day of _____, 2020 amends the Lease Agreement entered into on the 28th day of May, 2019 by and between **BREAKIN CHAINS DISC GOLF SUPPLIES, LLC**, a New Hampshire Limited Liability Company, of 373 South Willow Street D 1-7, Manchester, New Hampshire 03103 (hereinafter referred as LESSEE) and the **CITY OF DOVER**, New Hampshire of 288 Central Avenue, Dover, New Hampshire 03820 (hereinafter referred to as LESSOR).

WHEREAS, the parties entered into a Lease Agreement dated as of the 28th day of May, 2019 for certain property at 32 Knox Marsh Road, Dover, New Hampshire ("Lease Agreement");

WHEREAS, the parties have discussed and agreed to amend the Lease Agreement to provide the LESSEE with certain rights related to organized disc golf tournaments at Bellamy Park Disc Golf Course in the City of Dover for the remainder of the Lease Agreement term;

NOW THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereby agree to amend the Lease Agreement to add Section 7.5 as follows:

7.5 With respect to any other formal, organized disc golf tournaments authorized at Bellamy Park Disc Golf Course by the LESSOR (other than those contemplated in Article 7.4 above), LESSEE shall have the right, but not the obligation, to be the exclusive vendor selling products at and/or providing prizes or similar sponsorship for such tournaments. If LESSEE declines or fails to exercise such right, then any other person or vendor may sell products at or sponsor such tournaments. LESSEE shall not exercise its rights set forth in this subparagraph unreasonably or in a way that inhibits public recreation.

All other provisions of the Lease Agreement to remain unchanged.

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

BREAKIN CHAINS DISC GOLF
SUPPLIES, LLC

By: _____
William Bruce, Its Manager
Duly Authorized

THE CITY OF DOVER, NEW HAMPSHIRE

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020-08.26 - 141**

Resolution Re: Declaring the Second Monday in October as Indigenous People's Day in the City of Dover

- WHEREAS: The City of Dover recognizes that for over 13,000 years or perhaps longer, indigenous people have lived on the land that would later become known as the Americas; and
- WHEREAS: The Native Americans that call themselves the Abenaki, part of the Wabanaki peoples, inhabited what is now known as New Hampshire for thousands of years before English settlers arrived in the 1620s; and
- WHEREAS: The City of Dover acknowledges that Dover is built upon the traditional and ancestral homelands and villages of the indigenous people of this region; and
- WHEREAS: In many instances the indigenous people of what is now the Americas have been and continue to be subjected to brutal, unjust, and violent treatment; and
- WHEREAS: The City of Dover desires to celebrate the culture and values of indigenous people, and to reflect upon the historical offenses against and ongoing struggles of indigenous people; and
- WHEREAS: The City of Dover is a welcoming community that embraces all people and their inherent inalienable right to life, liberty, and the pursuit of happiness.

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

The City of Dover declares the Second Monday in October as Indigenous People's Day within the City of Dover.

AND, FURTHER BE IT RESOLVED THAT:

Indigenous People's Day in the City of Dover is intended to be a time to reflect on and learn about the history and contributions of all indigenous people.

AND, FURTHER BE IT RESOLVED THAT:

The City of Dover encourages the State of New Hampshire to consider similar action and measures.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020-08.26 - 141**
Resolution Re: Declaring the Second Monday in October as Indigenous People's Day in the City of Dover

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
Councilor Dennis Shanahan
Councilor Lindsey Williams

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:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020-08.26 - 141**
Resolution Re: Declaring the Second Monday in October as Indigenous People's Day in the City of Dover

RESOLUTION BACKGROUND MATERIAL:

Pursuant to federal law ([5 U.S.C. § 6103](#)) and state law ([RSA 288:1](#)), the second Monday in October is currently designated "Columbus Day." At least ten states and numerous municipalities and school districts across the country have replaced Columbus Day with Indigenous People's Day. Neighboring Vermont and Maine have already replaced Columbus Day with Indigenous People's Day. The State of New Hampshire has seen discussion around changing the name of this holiday to Indigenous People's Day, most recently by way of bills in 2020 ([HB 221](#)) and 2018 ([HB 1604](#)). In New Hampshire, three other municipalities (Durham in 2017, Hopkinton in 2019, and Keene in 2020) have acted to make this change while awaiting state level decisions. On July 13, 2020, Dover's School Department voted unanimously to approve such a resolution.

While Columbus Day remains a part of state and federal law, there is no prohibition on declaring a local holiday of a different name coincident with Columbus Day. Accordingly, the intent of this resolution is to overlay a new local holiday known as Indigenous People's Day on the same day as Columbus Day. Indigenous People's Day was first proposed in 1977 by a delegation of Native Nations at the United Nations sponsored International Conference on Discrimination Against Indigenous Populations in the Americas. The new, local holiday declared by this resolution would be ceremonial in nature and meant to refocus the attention toward better recognizing the past and present day experiences of Indigenous People and expanding educational opportunities and community dialog and understanding.

Christopher Columbus is regarded by many historians as the person who initiated not only European enslavement and brutal mistreatment of native people, but also the African slave trade that followed the decimation of location populations in the Americas. The City of Dover's organizational mission statement underscores the goal of being a welcoming community: "To provide affordable, high quality municipal services and responsive accessible local governance ensuring all persons the opportunity to enjoy contributing to and being a part of the Dover community." In addition, the community vision set out in the Visioning Chapter of the Master Plan (Vision 2023) outlines the vision for our community as we approach the 400th anniversary of European settlement in Dover. By resolution passed June 24, 2020 ([R-2020.06.24-100](#)), the City Council condemned and denounced racism and re-affirmed the City of Dover's commitment to an inclusive and understanding community free of any relics of systemic racism. This new resolution aims to build on those previous commitments and foster greater education and awareness of this country's often whitewashed history and origin story.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2020.08.26 – 142**

Resolution Re: B21001 Rock Salt & Solar Salt Cooperative Purchase

WHEREAS: A Sealed Request for Proposal 18-20 was issued and received by the City of Concord for Rock Salt and Solar Salt on July 17, 2020 at 2:00 pm; and

WHEREAS: In an effort to obtain better pricing and quality of product and delivery service, the RFP was a cooperative endeavor with several other municipalities as outlined in the background section of this resolution. At the time of this resolution creation, it was the consensus of most of the municipalities participating to award to Morton Salt, Inc. It is the recommendation of the City to Dover to award to Morton Salt, Inc at the rate of \$48.65 per ton for delivered rock/solar salt and \$48.50 per ton for picked up rock/solar salt at the Portsmouth plant.

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 Morton Salt, Inc. of Chicago, IL for rock/solar salt delivered or picked up at the given rates provided in conjunction with Bid #B21001. The City Manager, or designee, is hereby authorized to finalize contract language with the vendor, consistent with the Purchase Order authorized herein, for the City Manager's signature.

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.43125.4612.00000	Snow removal - operating supplies	256,357	256,357

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.B.2.

Resolution Number: **R – 2020.08.26 – 142**

Resolution Re: B21001 Rock Salt & Solar Salt Cooperative Purchase

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.B.2.

Resolution Number: **R – 2020.08.26 – 142**

Resolution Re: B21001 Rock Salt & Solar Salt Cooperative Purchase

RESOLUTION BACKGROUND MATERIAL:

A Sealed Request for Proposal 18-20 was issued and received by the City of Concord for Road Salt and Solar Salt and included the municipalities noted below.

City of Concord

City of Laconia

City of Somersworth

City of Dover

City of Lebanon

City of Keene

City of Rochester

Bid Information:

A Sealed Request for Proposal 18-20 was issued and received by the City of Concord for Road and Solar Salt on July 17, 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.

City staff will work with the City of Concord and the vendor to finalize the terms of the contract following City Council approval.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	N/A	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	June 30, 2021	Estimated Delivery:	As needed
Recommended Award to:	Morton Salt, Inc.	Fund:	Operating – Snow Removal
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](#)



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2020.08.26 - 012**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: 41-Schedule B
42-Schedule C
48-Schedule I
51-Schedule L

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to enact various amendments to the City's Vehicle and Traffic Code in the interest of improving the administration, enforcement, and availability of parking for the benefit of the public.

2. AMENDMENT

Chapter 141 entitled "Vehicles and Traffic" is hereby amended by revising Section 41, Schedule B: Prohibited Turns at Intersections, as follows:

a. THE FOLLOWING ARE REPEALED:

§ 141-41 **Schedule B: Prohibited Turns at Intersections.**

In accordance with § 141-7, it shall be unlawful for the driver of any motor vehicle to make a left-hand turn at the following intersections:

Street	Direction of Travel/Intersection
Angle Street	When emerging from Angle Street onto Central Avenue between the hours of 7:00 a.m. and 7:00 p.m.
Boston Harbor Road	South at the intersection of north on ramp to Spaulding Turnpike (near Motor Vehicle Substation)
Central Avenue	South at the intersection of Central Avenue with Broadway
Chestnut Street	North at the intersection with Washington Street
Chestnut Street	South at the intersection with Third Street
Church Street	When emerging from Church Street onto Central Avenue between the hours of 7:00 a.m. and 7:00 p.m.
Third Street	East at the intersection with Central Avenue

3. AMENDMENT

Chapter 141 entitled "Vehicles and Traffic" is hereby amended by revising Section 42, Schedule C: Stop Intersections, as follows:

a. THE FOLLOWING ARE ADDED:

§ 141-42 **Schedule C: Stop Intersections.**

In accordance with § 141-8, the following streets are designated as full stop street intersections:

Stop Sign on	At Intersection of:
Abbott Street	Central Avenue
Abbott Street	Mount Vernon Street
Academy Street	Church Street



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2020.08.26 - 012**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: 41-Schedule B
42-Schedule C
48-Schedule I
51-Schedule L

Stop Sign on

Adelle Drive
Alder Lane
Allan Street
Alumni Drive
Alumni Drive
Amy Lane
Angle Street
Apache Street
Applevale Drive
Arch Street
Ash Street
Ash Street
Ash Street
Ash Street
Ash Street (4-way)
Atkinson Street
Atkinson Street
Atkinson Street
Atlantic Avenue
Auburn Street
Augusta Way
Austin Drive
Ayers Lane
Back Road
Baker Street
Beech Road
Beech Road
Belanger Drive
Belknap Street
Belknap Street
Belknap Street
Bellamy Road
Benjamin Way
Beverly Lane
Birchwood Place **[Added 4-25-2018 by Ord. No. 2018.04.11-003]**
Boxwood Lane
Brickyard Drive
Browning Drive
Cailey Anna Lane
Canney Lane

At Intersection of:

Durham Road
Wilbrod Avenue
Old Rochester Road
Bellamy Road
Durham Road
Sixth Street
Central Avenue
Old Rochester Road
Middlebrook Road
Washington Street
Central Avenue
Grove Street
Horne Street
Mt. Vernon Street
Maple Street
St. Thomas Street
Silver Street
Washington Street
Portland Avenue
New Rochester Road
Middle Road
Garrison Road
Royer Lane
Henry Law Avenue
East Concord Street
Longmeadow Road
Stark Avenue
Dover Point Road
Fisher Street
Silver Street
Washington Street
Durham Road
Danielle Lane
Bellamy Road
Central Avenue

Cottonwood Drive
Isaac Lucas Drive
Tennyson Avenue
Corbin Drive
Overlook Drive



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2020.08.26 - 012**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: 41-Schedule B
42-Schedule C
48-Schedule I
51-Schedule L

Stop Sign on

Canney Lane
Cataract Avenue
Cataract Avenue
Chandler Way
Chapel Street
Charles Street
Cherrywood Drive
Chestnut Street
Chestnut Street (4-way)
Church Street
Church Street
Clearwater Drive
Clifford Street
Clifford Street [Added 1-28-2015 by Ord. No. 2015.01.14-001]
Cobble Hill Drive
Cochecho Street
Columbus Avenue
Columbus Avenue
Conifer Commons
Constitution Way
Corbin Drive
Cordeiro Drive
Cornerstone Drive
Cottonwood Drive
Country Club Drive
County Farm Cross Road
County Farm Cross Road
County Farm Road
County Farm Road
Court Street
Crescent Avenue
Crestview Drive [Added 12-26-2016 by Ord. No. 2016.10.12-013]
Crosby Road
Cushing Street
Cushing Street
Danielle Lane
Danielle Lane
Dean Drive
Deborah Lane

At Intersection of:

Quaker Lane
Bellamy Road
Rutland Street
Knox Marsh Road
Portland Avenue
Central Avenue
Sixth Street
Central Avenue
Sixth Street
Central Avenue
Locust Street
Spur Road
Rutland Street
Towle Avenue

Elmview Circle
Rogers Street
Littleworth Road
Tolend Road
Glenwood Avenue
Dover Point Road
Mast Road
Varney Road
County Farm Cross Road
Wildewood Drive
Gulf Road
County Farm Road
Sixth Street
County Farm Cross Road
Sixth Street
Central Avenue
Horne Street
Glenwood Avenue

Littleworth Road
Silver Street
Washington Street
Mathes Hill Drive
Spruce Lane
Tolend Road
Spur Road



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

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Stop Sign on

Digby Lane
Dover Neck Road
Dover Point Road (northbound)
Drew Road
Dover Street
Dover Street
Dunn's Bridge Lane
Durrell Street
East Street
East Concord Street
East Concord Street
East Watson Street
Ela Street
Elliott Park
Elm Street
Elm Street
Elmview Circle
Emerald Lane [Added 12-9-2015 by Ord. No. 2015.10.28-02]
Essex Street
Essex Street
Everett Street
Evergreen Valley Drive
Ezras Way
Fairway Drive
Fayette Street
Fieldstone Drive
Fifth Street
Fifth Street
Fifth Street [Added 8-27-2014 by Ord. No. 2014.08.13-16]
Fisher Street
Fisher Street
Florence Street [Added 3-27-2019 by Ord. No. 2019.03.13-005]
Florence Street [Added 3-27-2019 by Ord. No. 2019.03.13-005]
Florence Street
Forest Street
Forest Street
Fourth Street

At Intersection of:

Back River Road
Middle Road
Route 4
Back River Road
East Street
Park Street
Durham Road
St. John Street
New York Street
Ham Street
Hill Street
Court Street
Pearl Street
Stark Avenue
Silver Street
Summer Street
Court Street
Susannah's Crossing

Forest Street
Portland Avenue
Ham Street
Sullivan Drive
Littleworth Road
Gulf Road
Green Street
Long Hill Road
Central Avenue
Chestnut Street
Grove Street

Locust Street
Rutland Street
Broadway

Oak Street

Pearl Street
Essex Street
Hancock Street
Central Avenue



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Stop Sign on

Fourth Street
Fourth Street **[Added 12-9-2015 by Ord. No. 2015.10.28-025]**
Fourth Street
Foxtail Ridge
Franklin Plaza
French Cross Road
Garrison Road
George Street
Gerrish Road
Glen Hill Road **[Added 4-23-2014 by Ord. No. 2014.04.09-006]**
Glencrest Avenue
Glenwood Avenue
Governor Sawyer Lane
Grady's Lane
Grandview Drive
Green Street
Grove Street
Grove Street
Grove Street
Grove Street
Grove Street (northerly and southerly)
Hale Street
Hale Street
Ham Street
Ham Street
Ham Street
Hampshire Circle
Hancock Street
Hancock Street
Hanson Street **[Added 4-25-2018 by Ord. No. 2018.04.11-003]**
Hanson Street
Harlans Way
Hawthorne Road
Henry Law Avenue
Hill Street
Hill Street
Homestead Lane

At Intersection of:

Chestnut Street
Grove Street

Washington Street
Sixth Street
Central Avenue
Tolend Road
Back River Road
Henry Law Avenue
Old Dover Point Road
Tolend Road

Horne Street
Sixth Street
Stark Avenue
Mast Road
Littleworth Road
Washington Street
Ash Street
Third Street
Fifth Street
Fourth Street
Hough Street
Sixth Street
Central Avenue
Locust Street
Broadway
Central Avenue
Park Street
Whittier Street
Forest Street
Portland Avenue
Central Avenue

Henry Law Avenue
Mast Road
Stark Avenue
George Street
Broadway
Central Avenue
Dover Point Road



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Stop Sign on

Horne Street
Horne Street
Horne Street
Hough Street
Hough Street
Hough Street
Hough Street
Hough Street
Hubbard Road
Hubbard Road
Industrial Park Drive
Ironwood Lane
Ironwood Lane
Isaac Lucas Circle
Ivans Lane
Karens Way
Keating Avenue
Kent Avenue
Kent Avenue
Kirkland Street
Kirkland Street
Landing Way
Leathers Lane
Leighton Road
Lexington Street
Lexington Street
Locust Street
Long Hill Road
Long Hill Road
Longmeadow Road
Lowell Avenue
Maple Street
Maple Street
Maple Street
Martin Lane
Mast Road
Mast Road
Mathes Hill Drive
Mathes Hill Drive
Mechanic Street
Merry Street **[Added 12-26-2016 by Ord. No.**

At Intersection of:

Glenwood Avenue
Hough Street
Sixth Street
Central Avenue
Grove Street
Horne Street
Maple Street
Mt. Vernon Street
Hawthorne Road
Middle Road
Littleworth Road
Cherrywood Drive
Cottonwood Drive
Middle Road
Dover Point Road
Cordeiro Drive
Renaud Avenue
Newport Road
Applevale Drive and Middlebrook Road
Central Avenue
Locust Street
Dover Point Road
Back River Road
Dover Point Road
Silver Street
Washington Street
Washington Street
Old Rochester Road
Sixth Street
Woodland Road
Central Avenue
Ash Street
Hough Street
Sixth Street
Henry Law Avenue
Back River Road
Spruce Lane
Danielle Lane (south)
Mast Road
Chapel Street
Central Avenue



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Stop Sign on

2016.10.12-013]

Merry Street
Middle Road
Middle Road
Middlebrook Road
Milk Street
Mineral Park Drive
Mohawk Drive
Morningside Drive (southerly)
Mt. Vernon Street
Mt. Vernon Street
Mt. Vernon Street
Mt. Vernon Street (4-way)
Mulligan Drive
Mulligan Drive
Nelson Street
Newport Road
Newport Road
Newton Street
New Bellamy Lane
New Bellamy Lane
New York Street
Niles Street
Northam Drive
Northway Circle
Oak Street
Old Dover Point Road
Old Littleworth Road
Olde Madbury Lane
Old Rochester Road
Old Rochester Road
Old Stage Road
Orchard Street
Overlook Drive
Park Street
Park Street **[Added 3-27-2019 by Ord. No. 2019.03.13-005]**
Park Street
Park Street
Parker Street
Parker Street

At Intersection of:

Ridge Street
Back Road
Dover Point Road
Stark Avenue
Central Avenue
Pleasant View Circle
Shawnee Lane
River Dale Avenue
Hough Street
Lowell Avenue
Sixth Street
Ash Street
Back Road
Samuel Hanson Avenue
Atkinson Street
Middlebrook Road
Hawthorne Road
New Rochester Road
Dover Point Road
Spur Road
Broadway
Henry Law Avenue
Glenwood Avenue
Plaza Drive
Atlantic Avenue
Dover Point Road
Littleworth Road
Knox Marsh Road
Indian Brook Drive
Long Hill Road
Littleworth Road
Central Avenue
Tuttle Lane
Ham Street
Hill Street

New York Street
Oak Street
Rutland Street
Woodman Park Drive



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Stop Sign on

Pearson Drive
Penny Lane
Philip Street
Philip Street
Pierce Street
Pierce Street
Pinecrest Lane
Pineview Drive
Plaza Drive
Pleasant View Circle
Pointe Place **[Added 3-27-2019 by Ord. No. 2019.03.13-005]**
Pondview Drive
Portland Avenue
Production Drive
Progress Drive
Quail Drive
Quaker Lane
Redden Street
Renaud Avenue
Reservoir Street
Reyner's Brook Drive
Richmond Street
Ridge Street
River Street
Riverside Drive
Roberta Drive
Roberts Road
Rogers Street
Roosevelt Avenue
Roosevelt Avenue
Rutland Street
Rutland Street
St. John Street
St. John Street
St. Thomas Street (westerly)
St. Thomas Street (westerly)
St. Thomas Street (westerly)
Salem Avenue
Samuel Hanson Avenue
Sandpiper Drive

At Intersection of:

Dover Point Road
Henry Law Avenue
Long Hill Road
Old Rochester Road
Broadway
Central Avenue
Weeks Lane
Dover Point Road
Glenwood Avenue
Whittier Street
Julia Drive and Teresa Drive

Mast Road
Main Street
Sixth Street
Knox Marsh Road
Sixth Street
Tuttle Lane
Horne Street
Shamrock Lane
Mt. Vernon Street
Sixth Street
Washington Street
Driveway of 833 Central Avenue
Henry Law Avenue
Dover Point Road
Dover Point Road
Dover Point Road
Portland Avenue
Horne Street
Mt. Vernon Street
Central Avenue
Silver Street
Broadway
Chapel Street
Atkinson Street
Belknap Street
Locust Street
Applevale Drive
Back Road
Watson Road



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Stop Sign on

School Street
Seaborne Drive
Second Street
Shamrock Lane
Shawnee Lane
Shaw's Lane
Sixth Street
Sixth Street (4-way)
South Pine Street
South Watson Lane
South Watson Lane
Southwood Drive
Spring Street
Spring Street
Spruce Lane (easterly and westerly)
Spur Road **[Added 4-1-1992 by Ord. No. 04-92]**
Station Drive
Strafford Road
Sullivan Drive
Summer Street
Summer Street **[Added 3-27-2019 by Ord. No. 2019.03.13-005]**
Summer Street
Sumner Drive
Sunnybrooke Drive
Sunset Drive
Susannah's Crossing **[Added 12-9-2015 by Ord. No. 2015.10.28-026]**
Sylvan Drive
Tennyson Avenue
Tennyson Avenue
Third Street
Third Street
Third Street (westerly)
Thornwood Drive **[Added 3-27-2019 by Ord. No. 2019.03.13-005]**
Three Rivers Farm Road
Towle Avenue
Towne Drive
Trakey Street
Trakey Street

At Intersection of:

Main Street
Garrison Road
Chestnut Street
Renaud Avenue
Old Rochester Road
Garrison Road
Central Avenue
Chestnut Street
Central Avenue
East Watson Street
Stark Avenue
Mast Road
Central Avenue
Locust Street
Back River Road
Gerrish Road
Sixth Street
Old Rochester Road
Old Rochester Road
Central Avenue
Elm Street

Locust Street
Knox Marsh Road
Mast Road
Bellamy Road
Emerald Lane

Durham Road
Court Street
Henry Law Avenue
Chestnut Street
Grove Street
Chestnut Street
Julia Drive and Teresa Drive

Gulf Road
Clifford Street
Henry Law Avenue
Central Avenue
Locust Street



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Stop Sign on

Tuttle Lane
Tuttle Lane
Union Street
Upper Factory Road [Added 4-23-2014 by Ord. No. 2014.04.09-007]

Wallace Drive
Washington Street [Added 12-26-2016 by Ord. No. 2016.10.12-013]

Watson Road
Watson Road
Wentworth Douglass Hospital Driveway
Wentworth Douglass Hospital ER Entrance
Wentworth Terrace
Westgate Drive
Westwood Circle
Whittier Street
Whittier Street
Wilbrod Avenue
Wildewood Drive
Wildewood Drive
Willand Avenue
Willand Avenue
Williams Street
Willow Street
Wingate Lane
Winston Avenue
Winston Avenue
Woodland Road
Woodman Park Drive
Young Street

At Intersection of:

Dover Point Road
Middle Road
Court Street
Tolend Road
Columbus Avenue
Arch Street
County Farm Road
Tolend Road
Old Rollinsford Road
Central Avenue
Hilton Park Drive
Knox Marsh Road
Littleworth Road
Glenwood Avenue
Tolend Road
Glenwood Avenue
Cottonwood Drive
Sixth Street
New Rochester Road
Old Rochester Road
Henry Law Avenue
Tolend Road
Back River Road
Applevale Drive
Applevale Drive and Middlebrook Road
Stark Avenue
Clifford Street
Main Street

4. AMENDMENT

Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Section 48, “Schedule I: No Parking at Any Time”, as follows:

§ 141-48 Schedule I: No Parking at Any Time.

In accordance with the provisions of § 141-17, it shall be unlawful for the owner of any vehicle or any persons having custody or control of any vehicle to park it or permit it to be parked in the following locations within the City of Dover, and any vehicle found to be in violation of the aforementioned provisions may be towed by the direction of the Police Department and the expense of such towing borne by the owner of the vehicle:



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Street	Side	Location
Abbey Lane	Southerly	From the intersection with Rutland Street easterly to the end of said Abbey Lane
Abbott Street	Southerly	From the intersection with Central Avenue westerly to the intersection with Mount Vernon Street
Academy Street	Both	Northerly for a distance of 100 feet starting at the intersection of Church Street
Alumni Drive	Both	From the intersection with Bellamy Road easterly to the intersection of Durham Road
Angle Street	Northerly	From Academy Street to Central Avenue
Arch Street	Both	From the intersection with Silver Street northerly to the intersection of West Concord Street
Ash Street	Southerly	From intersection with Central Avenue westerly to the parking lot entrance in the rear of No. 678 Central Avenue
Atkinson Street	Easterly	From the intersection with Washington Street southerly to the intersection with Silver Street
Ayers Lane	Both	Entire length
Baker Street	Southerly	From the intersection of East Concord Street easterly for a distance of 300 feet
<u>Baker Street</u>	<u>Northerly</u>	<u>From the intersection with East Concord Street, easterly to the intersection with Broadway, between December 1 and April 1</u>
<u>Belknap Street</u>	<u>Easterly</u>	<u>From the intersection with Silver Street, southerly to the intersection with Fisher Street, between December 1 and April 1</u>
Belknap Street	Easterly	From the intersection with Washington Street to the intersection with St. Thomas Street
Belknap Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Westerly	From the intersection with Silver Street northerly to the intersection with Washington Street, between December 1 and April 1
Bellamy Road	Easterly	From Alumni Drive southerly for a



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Street	Side	Location
Bellamy Road	Easterly	distance of 440 feet From the intersection with Cataract Avenue southerly to Alumni Drive
Bellamy Road	Westerly	From the Bellamy River Bridge southerly to 200 feet beyond Lisa Beth Drive
Boyle Street	Northerly	From Court street Easterly for a distance of 200 feet
Brick Road [Added 12-9-2015 by Ord. No. 2015.10.28-027]	Northerly	From the intersection of Central Avenue easterly for a distance of 100 feet
Broadway	Easterly	From the PSNH Pole No. 114/25 (a point across from Florence Street) northerly to the intersection with Oak Street
Canney Lane	Northerly	Entire length
Central Avenue	Both	From the intersection with Back River Road easterly to the intersection with Stark Avenue
Central Avenue	Easterly	From the intersection with Ham Street northerly for a distance of 35 feet
Central Avenue	Easterly	From the intersection with Pierce Street northerly to the driveway of 547 Central Avenue (formerly Seacoast Savings Bank)
Central Avenue	Easterly	From the intersection with Indian Brook Drive southerly to the PSNH pole number 1/71
Central Avenue	Easterly	From the intersection with South Pine Street Southerly to the PSNH pole number 1/147
Central Avenue	Easterly	From the PS Pole No. 1/1305 to the island of PS Pole No. 1/130A
Central Avenue	Easterly	From the south property line of 633 Central Avenue to the driveway of 655 Central Avenue
Central Avenue	Easterly	From the southerly driveway of 189 Central Avenue northerly to the intersection with George Street
Central Avenue	Easterly	From Washington Street north for a distance of 320 feet.



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Street	Side	Location
Central Avenue	Westerly	From Church Street to Silver Street, except during Sunday Religious Services at the First Parish Church
Central Avenue	Westerly	From the driveway to 146 Central Avenue southerly to a point 30 feet south of intersection with Trakey Street
Central Avenue	Westerly	From the intersection with Indian Brook Drive southerly to the intersection with Reservoir Street
Chapel Street	Both	From the intersection with Portland Avenue westerly to St. John Street
Chapel Street	Northerly	From the intersection with Main Street easterly to St. John Street
Charles Street [Added 4-23-2014 by Ord. No. 2014.04.09-005]	Northerly	From Central Avenue easterly for a distance of 150 feet
Charles Street [Added 4-23-2014 by Ord. No. 2014.04.09-005]	Southerly	From Central Avenue easterly for a distance of 240 feet
<u>Charles Street</u>	<u>Southerly</u>	<u>From Mill Street Westerly for a distance of 70 feet</u>
Chestnut Street	Both	From the intersection with Washington Street northerly to the intersection with Third Street
Chestnut Street	Both	From the intersection with Washington Street southerly to the intersection with St. Thomas Street
Chestnut Street	Westerly	From the intersection with Fourth Street northerly for 50 feet
Church Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Locust Street, except for school buses and parents picking up or discharging students or during church services at the First Parish Congregational Church. When both student pick-up/discharge and church services occur at the same time, school buses alone shall take precedence
Clifford Street	Northerly	From the intersection with Towle Avenue easterly for a distance of 30 feet



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Street	Side	Location
Court Street	Northerly	From Central Avenue to Boyle Street
Court Street	Northerly	From the intersection with Union Street easterly for a distance of 110 feet
Court Street	Southerly	From the intersection with Central Avenue to the intersection with Union Street
Court Street	Southerly	From South Pine Street westerly for a distance of 100 feet
Cushing Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Easterly	The entire length, between December 1 and April 1
Dover Street	Northerly	From the easterly corner of the property at 18-20 Dover Street, westerly for a distance of 135 feet, from 7:00 a.m. to 5:00 p.m. Monday through Friday
Durham Road	Both	From the intersection of Back River Road to the intersection of Mast Road
Durrell Street	Northerly and westerly	The entire length from St. John's Street to Winter Street
East Watson Street	Both	From the intersection with Central Avenue easterly to the intersection with South Watson Lane
<u>Elm Street</u>	<u>Westerly</u>	<u>From the intersection with Silver Street, southerly to the intersection with Fisher Street, between December 1 and April 1</u>
Essex Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Southwesterly	From the intersection with Portland Avenue northwesterly to the dead end, between December 1 and April 1
<u>Everett Street</u>	<u>Westerly</u>	<u>From the intersection with Baker Street, southerly to the intersection with Ham Street, between December 1 and April 1</u>
Ezra's Way	Easterly	Entire length
Fern Court	Westerly	From the intersection with Folsom Street, northerly, and then westerly to the dead end
Fifth Street	Northerly	From the intersection with Central Avenue westerly to Chestnut Street,
Fifth Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Northerly	From the intersection with Chestnut Street westerly to the intersection with Grove Street, between December 1 and April 1



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Street	Side	Location
<u>Fifth Street</u>	<u>Southerly</u>	<u>From the intersection with Grove Street, westerly to the intersection with Tammany Park, between December 1 and April 1</u>
First Street [Amended 9-3-2014 by Ord. No. 2014.08.13-014]	Northerly	From the westerly driveway of 1 First Street easterly to the intersection with Central Avenue
Folsom Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Southerly	The entire length, between December 1 and April 1
Forest Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Northwesterly	The entire length, between December 1 and April 1
Fourth Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Northerly <u>Southerly</u>	From the intersection with Chestnut Street westerly to the intersection with Grove Street, between December 1 and April 1
Fourth Street	Southerly	From the intersection with Chestnut Street westerly for a distance of 100 feet
Fourth Street	Southerly	From the intersection with Chestnut Street easterly to Public Service Pole No. 53/1A
Fourth Street	Southerly	From the Cochecho River bridge easterly to the intersection of Frances Drive, a distance of 250 feet
Garrison Road	Southerly	From the intersection with Shadow Drive easterly to the intersection with Meridian Drive
George Street [Added 10-26-2016 by Ord. No. 2016.10.12-013]	Northwesterly	From the intersection with Sonnett Street to the intersection with Henry Law Avenue, except where individual parking spaces are marked by the City
George Street	Southeasterly	From the northeast corner of the property line of 233 Central Avenue northeasterly to the intersection with Sonnett Street
Greenfield Drive	Northerly	From the intersection with Garrison Road easterly to the northwest corner of Greenfield Drive traffic circle
Ham Street [Added 3-27-2019 by Ord. No. 2019.03.13-005]	Northerly	From Central Avenue to Park Street



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Street	Side	Location
Hampshire Circle	Northerly	From the southerly intersection with Whittier Street continuing around on that side of Hampshire Circle to the northerly intersection with Whittier Street
<u>Hamilton Street</u>	<u>Northerly</u>	<u>From the intersection with Elm Street, westerly to the intersection with Belknap Street, between December 1 and April 1</u>
Hancock Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Southwesterly	The entire length, between December 1 and April 1
Hanson Street [Added 4-25-2018 by Ord. No. 2018.04.11-003]	Both	Entire length
Henry Law Avenue	Easterly	From the Maglaras Park entrance road to Browning Drive
Henry Law Avenue	Westerly	From the intersection of Browning Drive northerly for a distance of 75 feet
Henry Law Avenue	Westerly	From the intersection of George Street southerly to a point directly across from Towne Drive
Henry Law Avenue	Westerly	From the intersection with Williams Street southerly to the intersection with George Street
<u>High Ridge Drive</u>	<u>Southerly</u>	<u>From the intersection with Floral Avenue easterly to the dead end, between December 1 and April 1</u>
Horne Street	Westerly	From the intersection with Glencrest Avenue southerly to the driveway of 68 Horne Street
Industrial Park Drive [Added 5-23-2018 by Ord. No. 2018.05.09-004; amended 3-27-2019 by Ord. No. 2019.03.13-005]	Easterly then southerly (inside of curve)	From the westernmost driveway from 89 Industrial Park Drive (Eversource Pole No. 305/12B) northerly, then easterly to the driveway of 115 Industrial Park Drive (Eversource Pole No. 305/15BS), from November 1 to April 1
Ivan's Lane	North	Entire length
Kirkland Street	Southerly	
Lexington Street [Added 11-13-	Easterly	The entire length, between December 1



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Street	Side	Location
2019 by Ord. No. 2019.10.23-013]		and April 1
Lincoln Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Northerly Southerly	<u>From the intersection with Chestnut Street, westerly to the intersection with Grove Street. The entire length, between December 1 and April 1</u>
Lisa Beth Drive		
Locust Street	Easterly	From the intersection with Silver Street southerly to the intersection with Central Avenue
Locust Street	Easterly	From the intersection with St. Thomas Street southerly to the intersection with Silver Street
Long Hill Road	Both	From the intersection with New Rochester Road (Route 108) westerly to the intersection with Old Rochester Road (Route 16B)
Main Street	Easterly	From the intersection with Washington Street northerly to the intersection with Chapel Street
Mechanic Street	Both	From intersection of School Street northerly to the intersection of Chapel Street
Mill Street	Both	From a point 370 feet from Central Avenue easterly for a distance of 700 feet
Mineral Park Drive	Northerly	From the intersection with Washington Street to the intersection with Pleasant View Circle
Morin Street	Both	From the intersection with Central Avenue, westerly to PSNH Pole No. 1/18B
Nelson Street	Southerly	From the intersection with Atkinson Street westerly to the intersection with Belknap Street
Nelson Street	Southerly	From the intersection with Locust Street westerly to the intersection with Atkinson Street, between December 1 and April 1



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Street	Side	Location
New York Street	Both	From the intersection with Broadway to the intersection with East Street
New York Street	Southerly	From the intersection with Central Avenue easterly to the Public Service Pole 111/12
Old English Village Road	Southerly	From the intersection with Central Avenue easterly to the Rollinsford Town Line
Old Garrison Road	Both	Along the entire 510 foot frontage of Tax Map J, Lot 10-6, owned by State of New Hampshire Fish and Game Department
Old Rollinsford Road	Both	From the intersection with Central Avenue to the Wentworth Douglass Hospital
Orchard Street	Both	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Orchard Street Lot service road	Both	Entire length from its intersection with Orchard Street northerly, then westerly to its exit to Orchard Street Lot
Overlook Drive	Westerly	Entire length
Park Street Park Parking Lot [Added 4-12-2017 by Ord. No. 2017.03.22-004]		No parking during the hours of 8:30 p.m. to 7:00 a.m. during the period of April 1 through September 30 and during the hours of 7:00 p.m. to 7:00 a.m. during the period of October 1 through March 31
Paul Street	Easterly	From the intersection with Henry Law Avenue, to the intersection with Wallingford Street
Pierce Street	Both	Entire length
Plaza Drive	Easterly	From the intersection with Glenwood Avenue northerly to the intersection with Northway Circle
<u>Plaza Drive</u>	<u>Easterly</u>	<u>From the intersection with Northway Circle, northerly to the end of the Street, between December 1 and April 1</u>
Pleasant View Circle	Westerly	From the intersection with Washington Street northerly to the intersection with Whittier Street



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Street	Side	Location
Portland Avenue	Easterly	From the north boundary of 161 Portland Avenue southerly to the north boundary of 149 Portland Avenue
Portland Avenue	Northerly	From PSNH pole 119/3A to the entrance of the Portland Avenue Parking Lot
Portland Avenue	Northerly	From the intersection with Chapel Street to the entrance with Portland Avenue parking lot
Portland Avenue	Southerly	The intersection with Chapel Street easterly and westerly for a distance of 100 feet
Portland Avenue [Amended 12-9-2015 by Ord. No. 2015.10.28-028]	Westerly	From the intersection of Oak Street southerly for a distance of 600 feet
Preble Street	Southerly	From the intersection with Central Avenue easterly then southerly along the westerly side to the intersection with Pierce Street
Quaker Lane	Westerly	Entire length
<u>Richmond Street</u>	<u>Westerly</u>	<u>Entire length</u>
River Street	Easterly	From the intersection with Henry Law Avenue northerly for a distance of 130 feet
River Street	Westerly	From the intersection with Henry Law northerly to Washington Street
Rogers Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Southwesterly	The entire length, between December 1 and April 1
Rogers Street	Westerly	From the intersection with Cochecho Street northerly for a distance of 400 feet
Royer Lane	Both	Entire length
Sandpiper Drive	Southerly	From the intersection with Watson Road to the cul-de-sac
School Street	Southerly	From the westerly entrance to the School Street Parking Lot easterly to the intersection with Mechanic Street
Shaw's Lane	Easterly	Entire length from Garrison Road to Tideview Drive
Silver Street [Amended 12-26-	North	From the intersection with Central



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Street	Side	Location
2016 by Ord. No. 2016.10.12-013]		Avenue westerly to the intersection with Knox Marsh Road
Silver Street [Amended 12-26-2016 by Ord. No. 2016.10.12-013]	South	From the intersection with Central Avenue westerly to the intersection with Knox Marsh Road
Smith Well Road	Westerly	From Glenwood Avenue to Barry Street
Sonnet Street	Both	From the intersection with George Street easterly to the intersection with Hanson Street
South Pine Street	North	From the intersection with Central Avenue easterly and northerly to the intersection with Court Street
South Pine Street	Southerly	From the intersection with Central Avenue easterly and northerly to the intersection with Court Street excluding the area between public service pole 150/4 easterly to public service pole 150/7A
Spring Street	Northerly	From Central Avenue to Locust Street
St. John Street	Easterly	From the intersection with Broadway southerly to the intersection with Chapel Street
St. Thomas Street	Both	From the intersection with Chestnut Street westerly to the property line between 25 and 33 St. Thomas Street except for vehicles whose driver or passenger is conducting business at the NH Circuit Court between the hours of 8 am and 5 pm, Monday through Friday.
St. Thomas Street	Southerly	The angled spaces between the McConnell Center and Atkinson Street except for vehicles whose driver or passenger is conducting business at the NH Circuit Court between the hours of 8 am and 5 pm, Monday through Friday.
<u>St. Thomas Street</u>	<u>Northerly</u>	<u>From the intersection with Atkinson Street, westerly to intersection with Belknap Street, between December 1 and April 1.</u>
<u>St. Thomas Street</u>	<u>Northerly</u>	<u>Two spaces in front of 33/35 St.</u>



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Street	Side	Location
		<u>Thomas Street, between December 1 and April 1</u>
Summer Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Southerly	From the intersection with Central Avenue westerly to the intersection with Belknap Street, between December 1 and April 1
Susannah's Crossing	Southerly	Entire length of publicly accepted portion of the street
Third Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Third Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Northerly Southerly	From the intersection with Chestnut Street westerly to the intersection with Grove Street, between December 1 and April 1
Third Street	Northerly	From the driveway of 33 Third Street westerly for 15 feet
Towle Avenue	Easterly	From the intersection with Clifford Street northerly for a distance of 30 feet
Towle Avenue	Westerly	From the intersection with Clifford Street northerly for a distance of 30 feet
Twombly Street	Northerly and easterly	From the intersection with Preble Street easterly and southerly to the intersection with Pierce Street
Union Street	Westerly	From the intersection with Court Street northerly to the intersection with Federal Street
Washington Street	Easterly	Between the intersection with Pleasant View Circle northerly to the intersection with Mineral Park Drive
Washington Street	Southerly	From the intersection with Locust Street westerly for a distance of 56 feet
Washington Street	Southerly	From the easterly most driveway of 150 Washington Street to Atkinson Street
Washington Street	Westerly	From the intersection of Morrison Lane northerly for a distance of 150 feet
<u>West Concord Street</u>	<u>Northerly</u>	<u>From the intersection with Lexington Street, westerly to the intersection with Arch Street, between December 1 and April 1</u>
Whittier Street	Both	From the intersection with Mineral Park



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Street	Side	Location
		Drive northerly to the Whittier Street Bridge
Wildewood Lane	Both	From the intersection of Cottonwood Drive to the beginning of the cul-de-sac
Wildewood Lane	Northeasterly	From Sixth Street to Cottonwood Drive
Williams Street	Both	From the intersection with Central Avenue easterly to the intersection with Henry Law Avenue
Winter Street	Both	From the intersection with St. John Street easterly to the intersection with Durrell Street
Winter Street (formerly Cedar Street)	Northerly	From the intersection with Durrell Street easterly to the dead end
Young Street	Northerly	From the intersection with Main Street and Portland Avenue easterly to the Cochecho River
Young Street	Southerly	From the intersection of Main Street easterly to the Cochecho River, between December 1 and April 1

5. AMENDMENT

Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Section 51 Schedule L: “Parking Meter Zones”, as follows:

Street	Location
(Reserved)	
§ 141-51 Schedule L: Parking Meter Zones. [Added 4-22-2015 by Ord. No. 2015.04.22-012]	
Metered Parking Garage	Location
Orchard Street Parking Garage [Amended 12-26-2016 by Ord. No. 2016.10.12-013; 11-14-2018 by Ord. No. 2018.10.24-011; 5-22-2019 by Ord. No. 2019.05.08-009]	Parking spaces on levels 1 and 2 within the parking structure which is south of Orchard Street, between Chestnut Street and Central Avenue, not including the 3 posted Police Station visitor spaces on the first floor of the parking garage unless otherwise posted
Metered Parking Lot	Location
Belknap Lot	320 Central Avenue and 18 Locust Street; southerly of Washington Street between Central Avenue and Locust Street
Fourth Street Parking Lot [Added 4-12-2017 by Ord. No. 2017.03.22-004]	East of Chestnut Street, south of Fourth Street and west of the railroad tracks. All spaces except as otherwise posted



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Henry Law Avenue Recreation Parking Lot - Henry Law 6 Henry Law Avenue, easterly and then northerly Avenue **[Added 4-12-2017 by Ord. No. 2017.03.22-004]** of Henry Law Avenue

Locust Street Lot **[Added 12-9-2015 by Ord. No. 2015.10.28-029; repealed 5-23-2018 by Ord. No. 2018.05.09-004]**

Orchard Street Lot **[Amended 8-24-2015 by Ord. No. 2015.07.08-016; 12-9-2015 by Ord. No. 2015.10.28-029; 5-25-2016 by Ord. No. 2016.05.11-007]**

North of Orchard Street southerly of the Cochecho River between Central Avenue and Chestnut Street not including 2 posted spaces in the northeast corner of the lot, 2 posted spaces in front of 40 Chestnut Street (Cochecho Park Apartments) that are free 15 minute limit spaces, and 2 posted Police Station visitor spaces in front of 40 Chestnut Street (Cochecho Park Apartments) 31 River Street easterly of the Cochecho River and north of Henry Law Avenue

River Street Lot

Third Street Lot **[Amended 8-24-2015 by Ord. No. 2015.07.08-016]**

North of Third Street southerly of the railroad tracks between Chestnut Street and Central Avenue

Transportation Center Lot **[Amended 8-24-2015 by Ord. No. 2015.07.08-016]** 33 Chestnut Street westerly of Chestnut Street between First Street and Third Street

Metered On-Street Parking Spaces	Side	Location
Atkinson Street	Westerly	From the intersection with Washington Street, southerly to the intersection with St. Thomas Street
Broadway [Added 12-26-2016 by Ord. No. 2016.10.12-013; amended 5-22-2019 by Ord. No. 2019.05.08-009]	Southerly	From the intersection with Central Avenue easterly to the intersection of St. John Street
Central Avenue [Amended 10-11-2017 by Ord. No. 2017.09.27]	Easterly	From the intersection with Fourth Street southerly to the intersection with Kirkland Street
Central Avenue [Added 10-11-2017 by Ord. No. 2017.09.27]	Westerly	From the intersection with Fourth Street southerly to the driveway between 236 and 240 Central Avenue
Chapel Street [Amended 8-24-2015 by Ord. No. 2015.07.08-016]	Southerly	From the intersection with Central Avenue easterly to the driveway on the west side of 15 Chapel Street
Chestnut Street [Amended 8-24-2015 by Ord. No. 2015.07.08-016]	Easterly	From the intersection with Fourth Street northerly to the intersection with Fifth Street
First Street	Northerly	From the westerly edge of 1 First Street westerly to the intersection with



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First Street	Southerly	Chestnut Street From the intersection with Central Avenue westerly to the end of public parking at the rear of 432 Central Avenue
Fourth Street	Both	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Hale Street	Both	From the intersection with Central Avenue westerly to the intersection with Locust Street
Henry Law Avenue	Easterly	From the intersection with Washington Street southerly to George Street
Kirkland Street [Added 10-11-2017 by Ord. No. 2017.09.27]	Northerly	From the intersection with Central Avenue westerly to the intersection with Academy Street
Locust Street [Amended 10-11-2017 by Ord. No. 2017.09.27]	Both	From the intersection with Hale Street northerly to the intersection with Washington Street, unless otherwise posted
Main Street	Westerly	From the intersection with Washington Street northerly to the intersection with School Street
River Street	Easterly	From the intersection with Henry Law Avenue northerly to the intersection with Washington Street
St. John Street [Added 5-22-2019 by Ord. No. 2019.05.08-009]	Westerly	From the intersection of Broadway southerly to the intersection with Chapel Street
School Street	Both	Both sides from the intersection with Main Street easterly to the intersection with Mechanic Street
Second Street	Both	Both sides from the intersection with Chestnut Street easterly to the intersection with Central Avenue
St. Thomas Street	Both	Both sides from the intersection with Central Avenue westerly to the intersections with Locust Street
Third Street	Southerly	Southerly side from the intersection with Chestnut Street easterly to the intersection with Central Avenue



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Washington Street

Both

Both sides from intersection of
Chestnut Street easterly to the
intersection of River Street

TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk

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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor 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.		



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ORDINANCE BACKGROUND MATERIAL:

This ordinance enacts recent recommendations of the Parking Commissions, the Transportation Advisory Commission (“TAC”), or in some instances City staff. An overview of each amendment is provided below.

Overview of Amendments to Schedule B:

- **Boston Harbor Road:** With the progression of the Newington-Dover Spaulding Turnpike project and recent reconfiguration of the Exit 6 interchange, Boston Harbor Road no longer has a direct on-ramp near the Motor Vehicle Substation. The revision is proposed and is editorial in nature because this intersection no longer exists.
- **Chestnut Street:** This revision was previously recommended by the TAC, conditioned upon intersection reconfiguration related to the 104 Washington Street (Orpheum Apartments) project. This development resulted in a widening of the northerly approach of Chestnut Street to Washington Street, which now accommodates a dedicated northbound left turn lane that is incorporated into the traffic signal phasing.

Overview of Amendments to Schedule C:

- **Salem Avenue, Winston Avenue (two instances), Kent Avenue (two instances), and Newport Road:** The TAC endorsed these amendments after consideration of resident concerns regarding the absence of stop signs throughout this neighborhood. In particular, this revision will clarify the right-of-way rule at the four-way intersection of Kent, Winston, Applevale, and Middlebrook where no stop signs are present and it is unclear which is the “through” roadway. This revision will add a total of seven (7) new stop signs in this neighborhood (Salem Avenue intersects with Applevale at each end).

Overview of Amendments to Schedule I:

- **Baker Street, Belknap Street, Elm Street, Everett Street, Fifth Street, Hamilton Street, Plaza Drive, St. Thomas Street (two instances), West Concord Street, Fourth Street, Lincoln Street, Third Street:** After the transition to a storm-based Winter Parking Ban, Community Services discovered that certain streets were too thin to allow for plowing and the passage of emergency vehicles. Accordingly, these additions/changes were identified this past winter season by Community Services as needing to be added or amended.
- **Charles Street:** This amendment is recommended by staff. It formalizes a restriction that has historically been in place with a yellow line across from the City’s sewer pump station, which maintains sight distance for this intersection where the two streets intersect at an acute angle and allows for traffic passage to be maintained while City staff perform maintenance at the Charles Street sewer pump station.
- **Lisa Beth Drive:** This amendment is editorial in nature. There is no regulation in place and no need to show the street in an incomplete row in the schedule.
- **Richmond Street:** This revision was endorsed by the TAC after consideration of resident concerns regarding the street width and emergency vehicle access. Richmond Street averages only 25’6” in



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width. By comparison, Atkinson Street has an average width of 31'6" yet is already restricted on one side. The fire hydrant servicing this neighborhood is on the westerly side of Richmond Street.

Overview of Amendments to Schedule L:

- Atkinson Street: This amendment has been requested by tenants and management of the McConnell Center in order to create turnover parking on the northerly side of the building. The Parking Commission voted at its July 2020 meeting to include the section of Atkinson Street from Washington Street to St. Thomas Street to the metered parking program. Much of the pressure was due to the Court System and nearby bank enforcing their private property rights as the Orpheum Apartments opened up.