



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, September 23, 2020**
Meeting Time: **7:00 pm**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**
- 8. CITIZEN'S FORUM**

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.

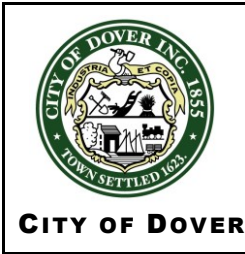
Email correspondence must be directed to CityCouncil-All@dover.nh.gov, Voicemails must be left at (603) 516-6338, and written letters or correspondence must be directed to City of Dover, ATTN: City Council, 288 Central Avenue, Dover, NH 03820.

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. September 9, 2020**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**

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

- 1. APPROVAL OF TREE CUTTING ON OLD GARRISON ROAD**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, September 23, 2020**
Meeting Time: **7:00 pm**

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. **PARADE – Dover Knights of Columbus Council #807**
- 2. **RAFFLE – First Parish Church**

- 3. **OFFICE SUPPLY AND CONSUMABLE ITEMS PURCHASED THROUGH W.B. MASON**
SPONSORED BY MAYOR CARRIER BY REQUEST

- 4. **B21013 SEGREGATION AND RECYCLING OF CONSTRUCTION AND DEMOLITION DEBRIS**
SPONSORED BY MAYOR CARRIER BY REQUEST

- 5. **APPROVAL OF LEASE AGREEMENT WITH COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC. (C.A.S.A.)**
SPONSORED BY MAYOR CARRIER BY REQUEST

- 6. **APPROVAL OF LEASE AMENDMENT FOR REACH FOR THE TOP THERAPY SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST

- 7. **ACCEPTANCE OF EASEMENT FROM OWNER OF TAX MAP 15, LOT 15-1 (108 RUTLAND STREET)**
SPONSORED BY MAYOR CARRIER BY REQUEST

- 8. **SUR CONSTRUCTION ADDITIONAL SCOPE OF WORK FOR CONDUIT INSTALLATION FISHER STREET TO RUTLAND STREET/CENTRAL AVENUE**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

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



CITY OF DOVER

CITY COUNCIL - AGENDA

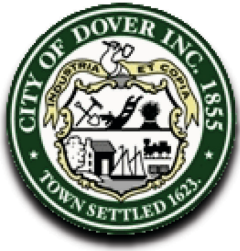
Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, September 23, 2020**
Meeting Time: **7:00 pm**

B. RESOLUTIONS

- 1. B14074 PROFESSIONAL ENGINEERING SERVICES FOR WATER SYSTEM
FACILITY UPGRADES PHASE II ADDITIONAL SCOPE OF WORK #13
SPONSORED BY MAYOR CARRIER BY REQUEST**

C. ORDINANCES IN 1ST READING

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



CITY MANAGER'S REPORT



September 23, 2020

Reporting on: August 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



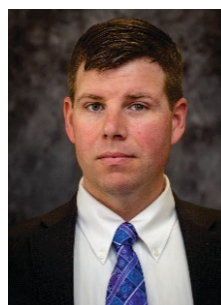
Daniel Lynch
Finance Director



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.”

Drought Impact on Water Supplies

In response to continued drought conditions, the City Manager, upon consultation with Community Services staff, instituted mandatory water use restrictions that went into effect on August 21, 2020. The area has been running well below normal precipitation levels, and the US Drought Monitor concluded that the area was classified as being in a severe drought since August 18, moderate drought since June 23, and abnormally dry since June 2. Upon the classification reaching severe drought status, the NH Department of Environmental Services reached out to all public water systems and strongly recommend that mandatory use restrictions be implemented. The City's institution of mandatory use restrictions followed up on an earlier alert where residents were urged to voluntarily conserve water. Requests for voluntary conservation had been in place for over a week before the switch to mandatory restrictions.

Both the request for voluntary use restrictions, and then the jump to mandatory use restrictions, had a significant impact on the City's water production volumes. Per the graph below, before any conservation went into effect, the City was pumping about 2.73 million gallons per day (MGD). Once voluntary reductions were requested, usage dropped about 300,000 gallons per day. When mandatory restrictions went into effect, usage dropped to 1.97 MGD, which reflected a daily reduction in pumping of over 750,000 gallons per day. The significant use reductions helped alleviate strain on the water supply aquifers. Fortunately, two new production wells went into operation this past winter. They are located adjacent to Willand Pond, and were brought back into service after being discontinued in the mid 1960's. With bringing the wells back online, a dedicated water transmission main had to be installed to connect the well supplies to the Lowell Avenue Water Treatment Plant, where the water could be treated for iron and manganese removal.

With the new Willand Pond wells online, residents were concerned about the potential impact on the pond water levels. Gretchen Young responded with a neighborhood, remote video conference to share information and provide an update. This occurred on Thursday, August 27.

Water supplies have been strained, because the highly productive Pudding Hill Aquifer has remained off line, as the Griffin and Ireland Wells have been decommissioned due to water contamination, and the DPH-1 well supply is voluntarily being shut off and limited to avoid any possible contamination issues. To address contamination issues moving forward, the City is in the process of constructing a new aquifer recharge facility that will replenish the aquifer and also provide a hydraulic barrier to prevent the further spread of contamination. Construction work is currently ongoing and the recharge facility will be ready for use in 2021.

Lastly, design of a new, state-of-the-art water treatment facility is ongoing, with hopes that construction may break ground in the spring of 2021. This will provide enhanced treatment to ensure removal of any possible contamination.

During the month of August, 2020, 11 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

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

SIU detectives investigated five unattended deaths in Dover during August 2020.

In August 2020, SIU detectives conducted a narcotics investigation in Dover that resulted in the arrest of 3 residents and the recovery of a stolen firearm.

In August 2020, SIU detectives conducted a missing person investigation of a Dover juvenile. The child was found in Baltimore, MD.

In August 2020, SIU detectives investigated the murder of a 46-year-old Dover resident. The suspect, known to the victim, was also deceased when located. The investigation remains ongoing.

In August 2020, an SIU investigation ended with the arrest of a Dover man for a felony level charge of failing to register as a sex offender.

Sergeant Tarmey participated in several oral board interviews with prospective new hires throughout the month of August. Additionally, Sergeant Tarmey assisted in qualifying a newly hired officer at the rifle and pistol range prior to their assignment at PSTC for the upcoming academy class.

Sergeant Tarmey and Officer Collis were assigned to monitor an ongoing issue on First Street regarding certain residents leaving trash on or near the street. The city had received several complaints from nearby residents about the lack of proper trash disposal. Sergeant Tarmey and Officer Collis met with the residents along with members of other city departments to try to solve the ongoing problem. During the month of August, improvements were made by the residents in taking care of the trash properly. 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.

In the month of August, and the recently created "Downtown Liaison Officer" position was filled by Officer Martuscello. Officer Martuscello reports directly to Sergeant Tarmey daily and her position will fill the void left by the Mounted Patrol. Although Officer Martuscello started her role as the Downtown Liaison Officer on August 10, she managed to make/handle nearly 200 community contacts/calls for service. She also was able to make 2 arrests. Officer Martuscello's positive attitude and willingness to work have been noteworthy in her first 20 days in the position.

Throughout the month of August, the police 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 August, Sergeant Tarmey and 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, along with Chief Breault, Lt Dolleman, SRO (School Resource/Liaison Officer) Dunne and SRO Glowacki met with Dover SAU Superintendent Harbron regarding the upcoming school year. Moving forward, SROs Dunne and Glowacki will be assigned to Patrol until “in-person learning” is implemented in the SAU. Currently the plan to the district is to have students attend remotely from home.

Sergeant Tarmey is the designated point of contact for non-emergency assistance to the school department.

Animal Control - August

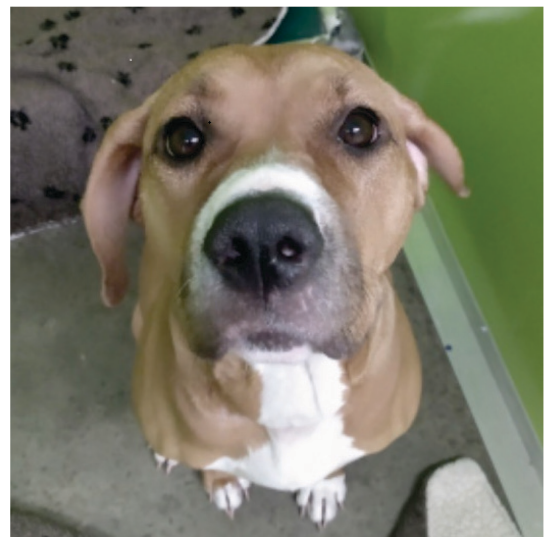
Total animal calls for service:	67
Handled by Officers/Dispatch:	42
Handled by Animal Control Officer:	25



Breakdown of Animal Calls:	
Found / Loose Animals	21
Animal Bites	05
Welfare Checks	18
Misc / Other	23

The Animal Control Officer received 62 voicemail messages and followed up on 7 reports originally handled by officers.

One call involved a Pitbull mix named Doris found on Portland Avenue who was reunited with her owner.



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

Facility	August Number of individuals
Wentworth Douglass Hospital	174
Dover ER	30
Non Transports/Sign offs/Refusal of Care	75
Frisbie Memorial Hospital	02
Portsmouth Regional Hospital	12
Brigham and Woman's Hospital (MA)	0
Boston Children's Hospital (MA)	0
Maine Medical (ME)	0
York Hospital (ME)	0
Exeter Hospital	0
Total:	293

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:	174
Priority 2:	128
Priority 3:	622
Priority 4:	752
Priority 5:	1,234

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 August 2020, the Dover Police Department responded to thirty-eight emergency incidents and arrived on scene in less than six minutes to 68% of those calls (38 calls, 12 in six minutes or more).

DISPATCH COMMUNICATIONS AUGUST	
Radio Transmissions	13,512
Phone Calls	7,378
911 Calls Received	429
Lobby Customers	179
Police Alarms Received	84
Police Alarms Cancelled Prior to Arrival	14
Fire & Medical Alarms	66
Other Alarms	4

Inspection Services in August with a total count for 614 inspections conducted and 72 permits issued. Here is the Inspection Services activity breakdown for August:

Inspections & Permits	
Life Safety Inspections	68
Business Inspections	12
Sprinkler / Alarm Inspections	54
Building Inspections	263
Electrical Inspections	69
Plumbing / Mechanical Inspections	78
Blasting Inspections	00
Health Inspections	59
School / Daycare Inspections	11
Oil Burner Inspections	00
Woodstove / Fireplace Inspections	00
Building Permits	61
Blasting Permits	00
Certificate of Occupancy Permits	11

For the month of August, Officer Collis continued to do the majority of his patrols on the bicycle. He also started working with Officer Martuscello, who was assigned to be the Downtown Liaison Officer. Officer Collis continued to patrol the parks, Community Trail, and other areas on the bicycle, while also continuing to visit and interact with people in all of these places.

Officer Collis continued to monitor various camp site locations. At these sites, Officer Collis ensured that the individuals staying there knew of, and were connected with, the various groups and programs that offered assistance in Dover. Officer Collis also worked with the individuals to try to keep the areas that they were in clean and safe.

Officer Collis also took various 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 August, Dover Police Officers encountered 87 separate homeless individuals. He also continued to maintain and update a log of all arrests for the LEAD program.

Officer Cooper took Officer Martuscello to Waldron Towers, Central Towers and St. John's to familiarize her with the buildings, to include the community centers, and to introduce her to the residents. Several of the residents at St. John's had already seen Officer Martuscello in the downtown area and were happy to have the opportunity to speak with her.

On 08/26/2020, Officers Cooper and Collis attended a luncheon at Covered Bridge Manor. Danielle Holt, the resident services coordinator, e-mailed Officer Cooper and advised that the residents were requesting she attend. The lunch, which included proper social distancing, provided the opportunity for questions and concerns; though there were few. Officer Cooper was also able to follow-up with a resident who had an issue earlier in the month. Although another officer handled the call for service, he immediately notified Officer Cooper and Officer Cooper was familiar with the resident and was able to provide input. The resident was pleased to be able to talk about the incident with Officer Cooper.

A Whittier Falls resident complained about children playing on the basketball courts during the late evening hours. On 08/24/2020, Officer Cooper met with Director Allan Krans about the issue. Officer Cooper then coordinated for officers to do evening checks of the courts. Six checks were completed during the following seven days. Each time, there was no activity at the location.

Officer Martuscello began her assignment as the Downtown Liaison Officer on August 10th. A majority of her time was spent patrolling the Downtown on bicycle.

During her patrols, Officer Martuscello made a point to make connections with local community members and those visiting Dover. This included biking with kids at the skate park, having conversations with people enjoying outdoor dining, and visiting many businesses in the area to introduce herself and explain her new role.

Officer Martuscello's first call in her new assignment was a Burglary at a downtown business. She handled the initial call, processed the crime scene for several hours, and spent several days completing follow-up in an attempt to identify the suspect.

Officer Martuscello addressed several issues with panhandlers in the downtown area by encouraging businesses to report disturbances as well as speaking to the panhandlers directly to identify underlying issues. She also worked with Community Action Partnership of Strafford County and the City of Dover Welfare to assist a number of people experiencing homelessness get connected to services and shelter.

Officer Martuscello also investigated a theft from the Public Library. She immediately identified the suspect from her numerous contacts with them in her assignment. The suspect confessed and was arrested.

In total, Officer Martuscello responded to 48 calls for service in the downtown. These calls ranged from questions and concerns, to reports of crimes, to active disturbances. Prior to her assignment, these would have been calls assigned to patrol officers, thus freeing up those officer to respond to emergency calls.

Parking Manager Bill Simons contacted a local church whose accessible parking spaces needed some corrections to be in compliance with ADA regulations. They were provided the ADA guidelines and were offered technical assistance if needed for the next time they paint the spaces.

The Parking Bureau continued to post streets and parking lots to assist Community Services during line painting, storm drain clean out and other road repairs.

The Parking Bureau has been notified that district court house and the Children's Museum will be reopening the day after Labor Day.

During the month of August, the Dover Police Department responded to 1,676 calls for service throughout the city. In addition, officers made 958 traffic stops and initiated 276 non-enforcement related contacts with the community. The total number of incidents handled by the police department for August, 2020 was 2,910

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.
- On August 4, 2020, the City's Emergency Operations Center (EOC) was activated and staffed by police and fire personnel due to a short but severe storm.

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

Sergeant Speidel fulfilled Planning Board Technical Review Committee responsibilities on August 6 and 13 through plan review for various site plans pending application to the Dover Planning Board and meeting participation. These included a commercial project on Littleworth Road and staff consultation regarding various other ongoing projects.

Sergeant Speidel performed 4 child passenger seat inspections during the month of August. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sergeant Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

This included 2 seat checks performed on the evening of August 19 in partnership with Wentworth-Douglass Hospital. This program has resumed after a pandemic-related hiatus. Sergeant Speidel partners on a monthly basis with trained staff of the WDH Women and Children's Center to provide a full evening of appointment opportunities. Expectant parents and other caregivers can book appointments for safety inspections of their child seat installation in their vehicles, generally on the third Wednesday of the month in the WDH parking garage.

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

Stark Avenue	Portland Avenue
Rutland Street	Tolend Road
Middle Road	County Farm Cross Road
Arch Street	Bellamy Road

On August 10, 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 upper Sixth Street, Old Rochester Road, Watson Road and French Cross Road.

Dover Police performed a total of 27 personnel-hours of impaired driving enforcement patrols – funded with a grant from the NH Office of Highway Safety – during the month of August. This included participation in a regional saturation patrol in cooperation with the New Hampshire State Police and other agencies from Strafford County on Saturday, August 22. The combined efforts of the DWI saturation patrol resulted in a total of 129 traffic stops, ten (10) arrests and 25 citations including 6 DWI related incidents.

On August 24, Sergeant Speidel joined staff from the Planning and Engineering Departments at the regular meeting of the Transportation Advisory Commission. Sergeant Speidel prepared the meeting agenda and related materials and helped coordinate correspondence with citizens with interest in agenda items. Sergeant Speidel also coordinated staff preparation and follow-up of the committee recommendations.

The Traffic Bureau helped coordinate or provided equipment to facilitate temporary parking restrictions, road closures, or provided other traffic control resources for the following activities during the month of August:

Horne Street closure for water main work, week of August 10-14

Funeral procession escort and traffic control, August 12-13

Radio communications work at Exit 7 for City traffic signal project, August 13

Road toll fundraiser for Pope Memorial Humane Society, August 15

Stark Avenue utility pole crash/road closure, August 30

Utility survey work for lower Central Avenue corridor project, August 24-28

Greek Festival-to-go in Library/McConnell Center lot, August 30

WDH Seacoast Cancer Center “Survivors Walk” event, August 31

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 August 11th and August 25th, as members of the Strafford County Regional Tactical Operations Unit (SCRTOU), Officer Brown and K9 Barco participated in the two monthly training evolutions. The focus of these trainings was firearms and woodland operations utilizing the K9.

On August 10th Officer Brown and K9 Barco conducted a K9 demonstration at Tri-Star Gymnastics during their summer camp. Officer Brown spoke with the campers, introducing them to the Dover Police K9 program and K9 Barco.

August saw Fire & Rescue responding to 507 calls for service, an average of over 16 calls per 24-hour period. 29 of the calls for service were for fires, 293 were for medical emergencies, 40 were for other hazardous situations requiring emergent intervention (natural gas leak or energized power line down, for example), 85 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 our 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.

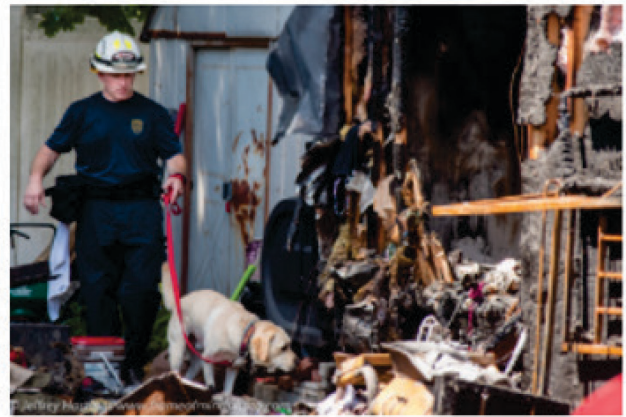
In the month of August, there were 86 times when 2 calls were going on simultaneously, and 104 times when 3 or more calls were going on at the same time.

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 August, a Chief Officer was summoned to respond with the duty shift to 22 emergency calls. 20 of these calls occurred either after regular business hours or on the weekend.



a.



b.



c.



d.

Pictured above: a) Side “A” (front) of the fire building, b) State Fire Marshal Office Investigator Rosman and K9 working the investigation, c) State Fire Marshal Office Investigator Clark conversing with DF&R Fire Investigation team members Division Chief Chabot and Lieutenant Plante, d) Side “B” of the burn building showing the entire side of the structure has burned away.

At 0825 hours on August 12th, Dover Fire & Rescue received a call for a structure fire located at 14 Polly Ann Park. Arriving companies found a fully involved mobile home fire with exposed structures on both sides, with fire already extending to the structure on the left. DF&R transported two patients to WDH, one with life threatening injuries and one with non-life threatening injuries. The structures exposed on both sides, multiple patients being transported by both DF&R ambulances and very hot summer temperatures resulted in this fire being labor intensive. The fire went to two alarms to compensate for these challenges. Command staff requested the State Fire Marshall Office to assist in the cause and origin investigation because of the severity of injuries the occupant of the involved structure had sustained. The occupant was subsequently air lifted to Mass General Hospital.

This call is an excellent example of the “sequence of tasks” that must be performed by the arriving members to a structure fire, and it emphasizes the importance of an appropriate level staffing, including many of the challenges that simultaneous calls puts on an organization of our size. These tasks can be performed in one of two ways. With appropriate staffing, they can be performed simultaneously. That is, an injured citizen can be treated immediately by Dover Fire Paramedic/Firefighters, while the fire is suppressed *at the same time*. The other option, that being tasks are performed *sequentially*, would mean that the highest priority (in this case the injured citizen) would be dealt with, while the fire would continue to grow unabated until additional crews arrive. In this emergency, arriving crews were met with the immediate *high priority* tasks of life safety with two individuals, fire extinguishment at the initial residence, and the spread of fire to two neighboring residences. When a structure fire occurs, all assigned members of a shift are immediately tasked with high priority responsibilities. Had a simultaneous call been occurring at the time this fire occurred, and anywhere from two to five (or more) members were assigned to that call, the outcome could have been very different. Although mutual aid support is a key component of any multi-company operation, the response time of those mutual aid fire or Emergency Medical Services mutual aid departments would not have allowed for the rapid mitigation of multiple emergencies that occurred at this fire.

On August 18th, Dover Fire & Rescue (DF&R) responded with Engine 2, Forestry 1 and Car 2 to the town of Berwick to provide mutual aid for a third alarm forest fire. On August 13th, Forestry 1 and Car 2 also responded to Somersworth to provide mutual aid for a forest fire.



(Left) Forestry 1 on scene in Berwick. (Center) Lt. Croteau operating a hand line during over-haul. (Right) Dover Fire personnel in Rehab after the fire was declared under control. At most fire scenes, a Rehabilitation area will be established, where firefighters are able to hydrate as necessary, cool off and typically have their vital signs monitored to ensure they are not experiencing any unseen medical or physiological responses to the temperature and physical extreme conditions that are typically experienced at these emergencies.

Division Chief Chabot and crew members from Truck 1 providing mutual aid at a structure fire on Fernald Lane in Rochester.



On August 6th at 2051 hours, DF&R responded to a hazardous materials and emergency medical incident at 90 Glenwood Ave. The violent chemical reaction was created by mixing Hypochlorite, Cyanuric Acid and hot water in the kitchen. The incident precipitated the response of the regional Haz-Mat team.



(Left) The Haz-Mat incident at 90 Glenwood Ave. (Right) Seacoast Chief Fire Officers Association, (Seacoast Technical Assistance Response Team) and Haz-Mat 1.

On August 10th, DF&R Truck 1 and Car 1 provided station coverage for the City of Somersworth while Somersworth FD was committed at a building fire.

On August 11th, DF&R Engine 1 provided station coverage for the town of Berwick while Berwick FD was committed to a structure fire in Lebanon.

On August 12th, DF&R Engine 1 and Ambulance 1 responded to an outside fire on Central Ave. to find a 25'x35' fenced area with an outbuilding on fire which extended into the surrounding trees. The incident was the third outdoor fire in the area in recent days. DF&R and DPD (Dover Police Department) collaborated in identifying if these fires were related and to mitigate the problem.

On August 21st, DF&R Truck 1 and Car 3 responded to a third alarm structure fire in Somersworth at a car dealership on Rt. 108. In the pictures below shows Dover's "Truck 1" ladder truck and other communities to help stop the spreading of the fire, to do overhaul and find hot spots in the multiple roof structures at Hilltop Chevrolet. Because of the type of building this was a long and hot night for the crews.



The Facilities, Grounds and Cemeteries Division handled 97 service calls and 169 work orders in August. The interments of 8 sets of ashes were performed in Pine Hill Cemetery, as well as 4 full burials. Two markers were installed and the base was formed for the bronze marker donated by the Daughters of the American Revolution (DAR), honoring notable resident Susan Sawyer as a Daughter of the American Revolution. A ceremony will be held for the dedication by the DAR at a date yet to be determined.

Forty-seven work orders were addressed pertaining to buildings. Mulch was delivered to various locations as volunteers from the Library worked on the landscaping around the building and others worked at the Community Trail trailhead on Chestnut Street. Leaking faucets were addressed at the indoor pool and also in Pine Hill Cemetery. Spigots at the Library and South Side Fire Station received attention and two toilet issues were resolved. Several complaints regarding condensate lines dripping were investigated during a recent hot spell were taken care of as well. Radiators were painted and some bricks were replaced in the front plaza at City Hall. Custodians at City Hall continue to sanitize common areas on a regular basis and work to keep the building looking sharp.

Three keys were issued and four requests for deliveries of supplies six for moving of items were resolved. Furniture no longer in use by the Fire Department was moved to different locations for use by another department. Elevator and fire extinguisher inspections were conducted as they are each month.

Facilities & Grounds responded to 101 work orders for various issues. Nineteen work orders involved trees, trimming, pruning or removing hanging limbs. Ten requests to pick up fallen limbs were responded to, as wind storms with little rain came through this area in August. Two chain saws were replaced, as the ones in use were approximately twenty years old and frequently used.

Watering of newly planted trees and whiskey barrels continued through this month, as storms that came through brought little or no rain at all. Graffiti was addressed on 9 occasions, again under the Chest Street Memorial Bridge, on signs and in several areas in Henry Law Park. The picnic tables are frequent targets, making the park space less family friendly when there is vulgar or inappropriate comments of graffiti on the tables or sidewalks. The Rotary Pavilion stage, another spot frequently graffitied and abused was repainted and the seating area was pressure washed for an event held there in the middle of the month.

The soccer field at Shaw's Lane was laid out and marked for soccer season, sprinkler heads were marked for aeration of fields and public area by PJC organics, the turf maintenance contractor this year.

Brush was cut back around the Garrison School fields and Sullivan Drive ball field. Infields were rototilled and smoothed for play to resume, fields were prepped for games. Brush was also cut

back around the multipurpose field at Long Hill Park. The daily mowing of parks, playgrounds and public turf areas was ongoing.

The iron railroad bridge across Broadway claimed another victim and the warning lights needed to be straightened. Two red and 2 green traffic signal lenses were replaced and 7 other complaints were investigated.

Another round of curb line weed control was completed by 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 requires more frequent applications and it has been noted that while the weeds do turn brown, they green up again or leave brown dead weeds that look as unsightly as the green weeds.

Four work orders requested new signs to be installed, as well as seven signs needing to be replaced. Two posts were replaced, two signs were created and one sign was removed. Illegally posted signs were removed. Signs at the Central Avenue end of Fourth Street were replaced or added to assist with the changed traffic flow pattern on the Chestnut Street end where the new apartment building is located.

Again we would like to acknowledge the work done through the Adopt A Spot program under the guidance of Deb Clough, who continues to be an invaluable resource working with our division to beautify the downtown area and other locations throughout the City.

The Utilities Division have been spending a lot of their time at the new Facilities, Grounds & Cemetery site. They've been busy installing water, sewer and drainage. Staff has been assisting the contractor with the foundation work as well as excavation and backfilling.



New F&G site



Horne Street pipe installation

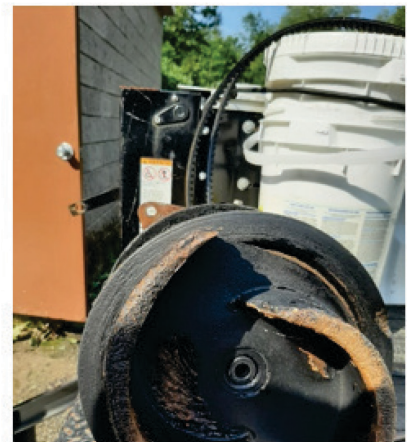
A City of Dover contractor, along with city staff, began working on the installation of a new water main on Horne Street, between Ash Street and Hough Street. The intent is to install 1,000 feet this year and the remainder will be installed next year. The first section will be from Hough Street to Berry Brook Court. The water main has already been installed. The pressure test and the bacteria test have been completed. The property tie ins will be completed during the month of September.

All of the standby units were exercised. Annual station checks have begun for each of the pump stations. The Cocheco Street Pump Station is nearing 90% completion. All systems have been installed. The contractor is in the process of installing the pump connections and electrical components. The bypass is still in place while work is being done. The city is in the process of rebuilding pumps, at the Mast Road facility, one at a time. All new pumps were installed at the Boston Harbor Pump Station. The reconstruction of the Varney Brook Pump Station is ongoing.

Utility crews responded to a sewer backup in the area of 1 Redden Street. The Stormwater Division discovered it while conducting drainage work. They found a very large root ball in the sewer main. This sewer main had been root treated a previously and had it seemed that the roots had died off.

During the months of August, the meter crew conducted 96 stopped meter appointments, 53 final reading appointments and 18 meter swap out appointments.

During the month of August, 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. Although street sweeping operations have been



Rotating assembly for the Mast Road pump changeout.



Changeout of pumps at Boston Harbor Pump Station

completed, crews returned downtown and to other trouble-spot areas as needed.

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.

A new drainage system and catch basin were installed on Redden Street to alleviate a water problem in the area. Crews began working on the upgrade to the George Street drainage system. The upgrade is necessary to control winter icing.

Catch basin cleaning has been ongoing. As part of this annual project, one-half of the basins within the city are cleaned one year and the other half the next, on a rotating basis. Catch basin repairs have also been conducted as needed. Crews repaired catch basins on Hampshire Circle, East Street, Mount Vernon Street and in front of 792 Central Avenue.

At the Dover Public Library, August library circulation totaled 18,193 items. (7,497 adult + 5,549 children's print items; plus 5,200 items downloaded including 3,644 audiobooks & eBooks, 1,368 Hoopla streaming music, movies, and books, and 188 eMagazines).

96 new library patrons registered in August at the Dover Public Library. Total active cardholders is now 13,688.

The Library's Book Pick-Up (no contact) service continues to be popular with 159 appointments in August.

Museum passes at the library were borrowed 8 times as museums are slowly opening their doors.

Outreach efforts via our 2 Little Free Libraries continue to be popular with 144 books added in August.

The Library offered 5 in-person programs at the library during August with 76 patrons attending. The most popular program has been Monday Movies on the Lawn. The library also hosted 9 virtual programs and 54 people attending.

12 patrons took advantage of the Hand Picked Books service. Library staff pick books for their readers based on a series of questions they answer.

Still, the library staff is not handling the execution of U.S. passports at this time.

Library staff at the circulation desks filled 2,199 patron hold requests.

36 new patrons registered for downloadable audiobooks/ eBooks (total = 5,474) and 25 registered for Hoopla (total = 1,749).

Internet and PC uses by the public totaled 741 on library workstations, plus another 2,454 via Wi-Fi.

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

There were no meetings or tutoring sessions hosted in the library's Lecture Hall, Trustees Room, or Learning Center.

6,622 people visited the library during August, an average of 255 per day (open 26 days). The Library will have expanded hours after Labor Day to include Monday & Tuesday nights until 8:00 pm and Saturdays from 9 to 5.

The library's 3D printer printed 0 objects as it was in the shop for repairs

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

12 August programs were attended by 130 people. These included:

2 Read to a Librarian 8; 1 Learn to Zoom Class 3; 1 Virtual Cookbook Club 4; and 1 Pizza and Pages Teen Book Group 3; 1 D & D kids 2; 1 Zombie Escape Room 3; 1 Michael Ward program 19; 1 Transform a T-shirt 4; 1 Knitting Group 5; and 3 Movies on the Lawn 67.

104 Washington Street has received a certificate of occupancy for all five floors and Sassy Biscuit is also open for business.

The 10 Fourth Street mixed use project has received a Certificate of Occupancy for the dwelling units with new residents occupying the structure and Doug's Hoagies is open for business.

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

Stonewall Kitchen's 81000 sq ft. addition continues on Stonewall Drive with permit issued for interior automatic racking.

The Princeton Way, 24 unit apartment building has received a Certificate of Occupancy with new residents occupying the structure.

The 45 Pointe Place four story mixed use structure is weather tight with interior mechanical system roughed in with drywall being installed throughout.

Inspection Services has currently 37 approved restaurants with outdoor seating.

The construction of a two story apartment building continues at Settlement Drive and Strawberry Drive and are in the finishing stages.

The 15 and 21 Third Street two - four story mixed use structures have received Certificates of Occupancy and are in the process of having new residents occupy.

Inspection Services continues to adapted to the challenging environment of providing services with Covid -19 virus. The health officer position remains at the increased 40 hours/ wk during.

The five story mixed use structure at 200 First Street is generally weathertight with mechanical systems installed and drywall in progress.

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.

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, 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.

Office of Information Technology, including Police IT staff, managed 279 IT support requests in August 2020. The majority of IT support requests handled in the Police Department. Client – Issue was the most common IT support request type.

Total Permits Issued: August 2020

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-240	TRANSOM PROPERTIES, LLC	16	PIERCE STREET	CONVERT BUSINESS USE STRUCTURE T C		4	3500	375000	3775
20-290	STALK RESTAURANT	3	HALE STREET	INSTALL A TEMP SCAFFOLDING ALONG C		9	113A0	2000	0
20-301	WINCHESTER ARMS	51	NEW ROCHESTER ROAD	WINDOW REPLCMNT MULTI-FAMLY D C		40	18CO	31185	336
20-305	SEACOAST CHARTER SCHOOL	171	WATSON ROAD	INSTALL AN EGRESS DOOR	C	E	3300	3120	56
20-334	PURDY INDUSTRIES INC	655	CENTRAL AVENUE	DEMOLISH & FILL INGROUND POOL	C	27	22500	9500	125
20-345	COCHECHO COUNTRY CLUB I	145	GULF ROAD	ERECT A EVENT TENT	C	N	1500	1000	35
18-581	GLEASON	5	HAWTHORN ROAD	INSTALL REPLACEMENT SLIDER	R	17	13700	2600	55
19-315	HERON BAY PARTENER	76 78	CIELO DRIVE	CONST. A 2 FAMLY DWLLNG W/ATT. GA R		H	76-98	340000	3425
19-316	HERON BAY PARTNERS	80 82	CIELO DRIVE	CONST. A 2 FAMLY DWLLNG W/ATT. 2 C R		H	80-82	340000	8425
19-329	STF DEVELOPMENT	38	FOREST STREET	UNIT 1 & 2, CONST. A 2 FAMLY DWLLNG R		24	2A1	250000	2525
20-001	FIRST STREET AT GARRISON L	206	FIRST STREET	INSTLL FOUNDTN FOR 3 UNIT APRTMNT R		6	310	20000	225
20-063	FIRST STREET AT GARRISON L	210	FIRST STREET	INSTLL FOUNDN FOR 2 UNIT APRTMNT R		6	310	15000	175
20-100	MAYRAND	44	ASH STREET	INSTALL WINDOW REPLACEMENTS	R	30	100	22086	245
20-108	BERTOLINI	121	EMERALD LANE	PERFORM ALT./RENO. OF TWO BATHRM R		F	15240	82601	855
20-206	BROWN	26	SADDLE TRAIL DRIVE	CONVERT. OPEN PORCH INTO HABITAB R		N	811	70000	725
20-211	SHANNON	123	SPUR ROAD	ADD A 2ND FLR BATHRM OVER EXISTI R		L	2800	136000	1385
20-272	THOMAS	5	STOCKLAN CIRCLE	CONST. A REAR DECK	R	G	24J10	7500	105
20-276	HAWKINS	2	EMMET ROAD	INSTALL A ROOFTOP SOLAR PANEL PV R		17	65D0	22000	245
20-282	HERD	201	TOLEND ROAD	CONST. A POLE MOUNT SOLAR PV ARR R		E	4700	24000	265
20-285	VAN SLYKE	5	AUSTIN DRIVE	REPLACE FRONT STEPS AND LANDING R		I	80P0	600	35
20-289	FRIBERG	9	OAK HILL DRIVE	REMOVE DECK & RECONSTRUCT NEW R		36	25C0	6000	85
20-291	NICHOLAS	24 26	HAM STREET	CONST. AN FIRE EGRESS, REPLACE RUB R		27	10600	20000	225

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-292	READEL	25	TOPAZ DRIVE	UNITS 1 & 2, CONST. A 2 FAMILY DWLG	R	G	96	400000	4025
20-296	MARTIN & MARLENE MCKEN	75	SADDLE TRAIL DRIVE	CONST. A SFD W/2 CAR ATTCHED GARG	R	N	814	1700000	17025
20-297	ZOUAK	10	BACK ROAD	CONST. A TWO CAR ATT. GARAGE	R	21	2652C	30000	325
20-299	MCPHEE	165	MOUNT VERNON STREET	CONST. A MUDROOM	R	29	3300	7000	95
20-300	NGUYEN	25	HILL STREET	CONST. A REAR DECK	R	27	16200	3600	65
20-302	NEWTON	71	STARK AVENUE	PERFORM INT. RENOV. OF KITCHEN	R	17	4500	39000	415
20-303	NORMAN	71	BAY VIEW ROAD	CREATE HABITBLE AREA IN BASEMNT	R	J	22A0	50000	525
20-306	DEAN	5	MOUNT PLEASANT STREET	CONVERT BEDRM TO A BATHRN	R	21	2610	8000	105
20-308	BELLIVEAU	7	COTTONWOOD DRIVE	INSTALL A GUNITE INGROUND SWIMMI	R	B	4140	37000	395
20-312	38LITTLEWORTH ROAD, LLC	2	LANCASTER STREET	CONST. A SFD W.ATT. ONE CAR GARAG	R	19	73-1	197500	2000
20-314	PONCHAK	18	REYNERS BROOK DRIVE	EXPAND EXISTING DECK 8'	R	A	47190	6000	85
20-316	NICHOLS	15	SHAWNEE LANE	CONST. A SHED	R	A	14A1	8181	105
20-317	BLOUGH	413	MIDDLE ROAD	CONST. A SFD W/ATT. 2 CAR GARGE W/	R	M	7200	200000	2025
20-318	MEBERT	254	DOVER POINT ROAD	REMOVE & REPLACE REAR DECK	R	L	9600	15500	185
20-319	LOWRY	41	CORDEIRO DRIVE	REPAIR FIRE DAMGE IN 2 CAR GARGE	R	A	361F	58000	605
20-321	CARTIER	54	HORNE STREET	INSTALL REPLACEMENT WINDOWS	R	35	2800	7000	95
20-325	RUSSELL JONES	23	WHITTIER STREET	INSTALL A GUNITE INGROUND SWIMMI	R	E	7210	32000	345
20-328	DAVIS	48	FORDS LANDING DRIVE	REPLACEMENT OF 1 PATIO DOOR	R	I	3B48	4438	75
20-329	CLARK	32	GLENWOOD AVENUE	INSTALL REPLACEMENT OF 1 WINDOW	R	36	12-0	10254	135
20-332	BECKER	140	TOLEND ROAD	EXPAND DECK	R	F	2-2	40000	125
20-333	LAWTON AMILY TRUST	630	CENTRAL AVENUE	PERFORM PORCH REPAIRS AS NEEDED	R	30	13000	10000	125
20-335	MICHAEL CLAUS	169	EMERALD LANE	ENCLOSE REAR DECK AS PORCH & CON	R	F	15120	60000	625
20-336	CHURCHILL	40	BELANGER DRIVE	CONVERT. 3RD FLR ATTIC TO HABITAB	R	L	4580	30000	325
20-338	WINWARD	4	HILL STREET	CONST. A SECOND FLOOR BATHROOM	R	27	20600	10000	125
20-340	JEREMIAH DICKINON	1	HULL AVENUE	REPLACE REAR SCREENED PORCH	R	35	4600	30000	325

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-342	JENKINS	41	GLEN HILL ROAD	REPLACEMENT OF 7 WINDOWS	R	C	21FO	17868	205
20-344	STRAFFORD COUNTY, RAY BO	274	COUNTY FARM ROAD	REPLACE SHED BATHROOM AT CHILDR	R	C-3	C404	6000	85
20-346	HAPPY MOUNTAIN HOLDINGS	283	MIDDLE ROAD	CONST. A SFD W/2 CAR ATT. GARGE W/	R	M01	01100	325000	3275
20-350	BRYANT	42	PICARD LANE	CONST. AN ADDITIONAL GARAGE BAY	R	A	1970	42395	445
20-352	RUTLAND	208	LOCUST STREET	CONST. AN ACCESIBLE BATHRM IN AN	R	15	11100	6000	85
20-353	SMITH	57	BACK RIVER ROAD	REPLACE 5 WINDOWS, NO STRUCTURA	R	I	6100	7847	105
20-355	BLOUGH	413	MIDDLE ROAD	DEMOLISH A SFD & REMOVE DEBRIS	R	M	7200	5000	75
20-360	WHITNEY SCOTT	11	TOPAZ DRIVE	CONST. SFD W/2 CAR ATT. GARGE & UN	R	G	11	230000	2325
20-363	CONNELL	24	BENJAMINS WAY	CONST. RAILING & INSTALL POST TO SU	R	I	4780	8000	105
20-364	AVEDISIAN	42	HILL STREET	CREATE FIRST FLOOR HALF BATHRM	R	27	11800	4000	65
20-366	WOODWARD	133	GROVE STREET	REPLACEMENT OF 12 WINDOWS AND 1	R	29	8000	23000	255
20-367	COUTURE	10	STRAFFORD ROAD	REPLACE 5 WINDOWS AND 1 ENTRY DO	R	D	9R0	6000	85
20-369	HYSON	324	TOLEND ROAD	1 REPLACEMENT ENTRY DOOR	R	F	11E0	4000	65
20-375	BEHUN	161	EMERALD LANE	INSTALL ROOFTOP SOLAR PANEL PV A	R	F	15150	25000	275

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
----------	-------------------	----------	--------	-------------	------	-----	-----	--------------------	-----

Total Permits Issued: 61

Total Construction Value: \$5,483,775.00

Total Fees Collected: \$61,057.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	5	Change of Use	0
Commercial Renovations	0	Commercial	2
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	4	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	1
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	9
Single Family Dwelling	5	Single Family Dwellings	5
Renovations Dwelling Unit	42	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	1		
Accessory Dwelling Unit	0		
Total			11

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 Pointe 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
Soujourner	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	7/31/2020	2/25/2020	Site	P19-05	8	9.10.11	7/31/2025	G	0.8
Total: Mixed Use			253	0	253									2.9
Multi-Family:														
Pointe Place Phase V	North Pointe 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									12.3
Subdivisions:														
Robert Baldwin	144 Mast Road	H	4	0	4	7/28/2020	6/23/2020	7/30/2020	P20-35	I	30	7/28/2025	G	1.4
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	2	2	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	9	0	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	16	0	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	4	5	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	30	2	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	10	0	7/23/2019	4/9/2019	7/30/2019	P19-20	G	35E	7/23/2024	G	3.5
TDAC	Beaumont (146 Dover Pt)	H	11	7	4	1/8/2019	8/28/2018	Site	P18-14	M	61	1/8/2024	G	3.9
Total: Subdivisions			209	141	68									3.5
Elderly:														
Arbor Woods	Cielo Dr	H	72	64	8	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			72	64	8									
TOTAL APPROVED UNITS			606	237	369									

2. Product & Process Outcomes

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

Regarding the Coalition for Youth, much of the spring and summer has been spent developing a social norming campaign that highlights Youth Risk Behavior Survey data and the fact that the majority of students don't misuse prescription drugs, alcohol, marijuana or e-cigarettes. Two former Dover Youth to Youth students developed the graphics and they held a focus group and conducted a survey of students through survey monkey. The campaign received lots of positive feedback and some suggested changes were made.

A series of posters, banners, rack cards and floor decals have been distributed. Parent and teacher discussion guides were created as well. The Coalition is finalizing social media posts that will be launched with the campaign and an ambassador program where student leaders will be trained on the campaign's key messages.

The Coalition has also partnered with Dover High School to include materials in back to school packets and hold an advisory session with students discussing the campaign. They have put the middle school campaign on hold until students return to the building since they are a harder audience to reach through social media.

The Dover Teen Center calendar for August 2020 continued to be limited to brief drop-ins and online contacts. Some program highlights

for the month of August 2020 included, but were not limited to the following:

TC Discord Chat Room

Discord is a popular chat platform used for “gamers”, and since there are many TC participants that are into that, the Dover Teen Center formed a private group called “TC Chatterbox” so Steve Pappajohn 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 TC 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 informed our youth participants and some are taking advantage of this opportunity.

TC Family Outreach

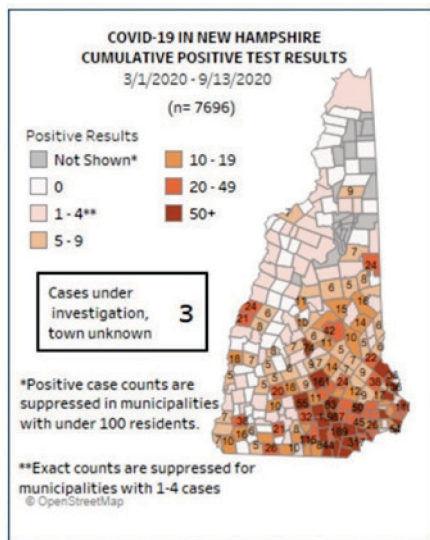
Email blasts to all the parents/guardians of registered youth participants were made in early April and again in early May, and Steve Pappajohn has heard back from about a dozen families. Ongoing connections and sharing continued throughout the month.

The center's new Fall 2020 plan, which includes a focus on Academic and Social/Emotional support through a “study block” format, will

welcome (6-8) youth participants in each block. During those blocks, they can get 1:1 assistance/mentoring with the Teen Center undergraduate intern staff.

The Community Service program tracked (0) participant in the month of August 2020. A total of (0) hours of community service work completed with (0) participant finishing allocated hours.

The Diversion Committee did not meet in August 2020.



On a weekly basis, the Emergency Management Director (EMD) continued to meet with staff from the State Emergency Operations Center and Emergency Management Departments throughout to State, in the continued effort to jointly meet the challenges of the COVID-19 pandemic, and ensure consistency in interpretation and enforcement of the various guidance and Emergency Orders that come down through the Governor's Office.

State of New Hampshire Governor's Office for Emergency Relief and Recovery

Also, administrative staff continue to work with the Deputy Finance Director in the City's unified application of the various State and Federal grant resources, to ensure that the City is taking maximum advantage of the resources that have been made available to communities responding to the COVID-19 pandemic.



The committee tasked with updating the department's reclassification and promotional Standard Operating Guideline concluded months of collaboration. Deputy Chief McShane worked with fire administration and members from both fire unions over a period of approximately eight months, in person and through video conferencing to develop a reclassification and promotional process that is reflective of the modern-day fire and emergency services. The U.S. Fire Administration's National Professional Development Model was used as a tool to guide the committee to develop career paths that will in part, achieve employee preparedness while simultaneously meeting recognized professional development benchmarks.



Dover Fire & Rescue completed its annual apparatus pump testing on Friday August 21st. This is an annual certification that is a requirement for all fire departments to obtain in

order to meet their Insurance Services Office (ISO) rating. At each evaluation period (generally every 5 years), as part of the rigorous ISO review, departments must produce records indicating an annual certified pump testing process for all of its fire apparatus. This year, all pumps met or exceeded the testing requirements. This is a result of DF&R's rigorous vehicle maintenance program, and the preventative maintenance and repair skills of its in-house apparatus mechanic.

Twice in the month of August, the Fire Chief/Emergency Management Director met with the Dover School District Medical Advisory Council. This council, formed at the request of Superintendent Harbron, is tasked with providing guidance to the Dover School Board in their continuing efforts to make educated decisions in providing a safe back-to-school environment for all students, teachers and staff within the Dover School District. Comprised of local medical professionals, school administrative staff, Public Health officials and Emergency Management, the Council takes Federal and State guidance and combines it with local data relative to the COVID-19 situation, to try and provide the most accurate, up-to-date information it can to the Dover School Board.

On August 28, the Fire Chief and the Police Chief met to review the School Department's Emergency Operations Plans for each public school facility within the City. Mandated by the State of NH, these plans ensure that the School Department has proactively looked at facilities and staffing, to ensure that the myriad of emergencies that could be expected throughout the course of the year have planning and personnel in place to assist and coordinate response to those emergencies. The Fire and Police Chiefs review the school plans,

to ensure it aligns with response factors and expectations of local emergency management personnel.

The Fire Chief, City Building Official, and the City Facilities Project Manager met several times in the month of August to finalize several Inspection Services-related items that remain as part of the Dover High School construction project. A presentation was made at the Joint Building Committee meeting that finalized the plans and necessary funds required to bring about the completion of the inspection process.

On August 12th Dover Fire's South End Station hosted the NH National Guard in a coordinated event with the NH Department of Health and Human Services. DF&R members assisted with the distribution of Personal Protective Equipment (PPE) and Covid-19 related protective supplies to county municipalities for the purpose of increasing voter protection against the transmission of Covid-19. Unfortunately, this scheduled event occurred simultaneously with the structure fire at 14 Polly Ann Park. However, DF&R was able to continue with its mission of assisting the NH National Guard by utilizing off-duty personnel who were recalled because of the fire.

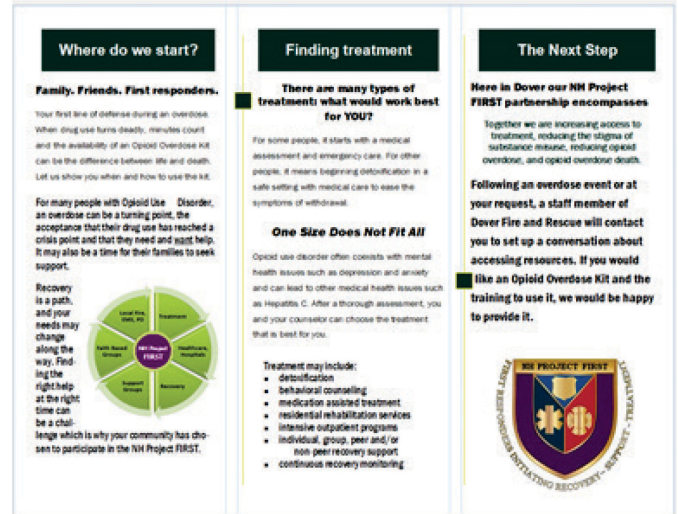
Dover Fire command staff, off duty personnel including the department's Honor Guard provided support services for the family of John M. Gregoire Sr., Dover Fire Assistant Chief (ret.), Deputy State Fire Marshal (ret.) during Chief Gregoire's services.



The South End station also hosted municipal leaders from the Towns of Newmarket and Durham, joined by elected officials and US Census Bureau staff to recognize the City of Dover as the community with the highest percentage of US Census forms returned as of August 1st.

This was the second installment of a 10-year tradition where the leaders of the two communities with the least amount of Census returns had to wash the fire truck of the leading community. Given the existing drought conditions, the washing activity was curtailed and instead some minor wheel detailing was performed by the Town Managers of Newmarket and Durham.

All DF&R vehicles now have two Project First Leave-Behind kits on them. These kits include Narcan, PPE, and information intended to help individuals and their affected families when dealing with an opioid related health crisis. Delayed by COVID-19, it has been a 10 month process to get this grant from the state implemented. As shown in the attached photos, DF&R created a tri-fold flier to help patients, families and/or friends to seek support for opioid use.



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

The STEAM and basketball mini-camps have wrapped up. Tennis in the Parks in conjunction with the USTA continued on Fridays and wrapped up on August 28th. A Shape up with Lisa class at 50% capacity on Tuesday and Thursday early mornings was offered – afternoon classes will resume in September. Rec continued working with the youth leagues on who would be resuming in the fall and their return to play protocols due to the Covid Pandemic. The Basketball court was closed the week of August 24th to be refinished.

Both pool facilities continue to run smoothly. The Jenny Thompson Pool hit maximum capacity for recreation swim multiple days this month due to the warmer weather. Swim teams are continuing to practice outside include Seacoast Swim Association, SOLO, and Great Bay Masters. On August 15th, Seacoast Swim



Association was able to host a swim meet at the Jenny Thompson Pool. The meet ran smoothly and they were able to follow all protocols for COVID-19. With Arena Camp concluding on August 14th, pool staff was able to rent the camp pool space to camp Tri-Star for two weeks. The Outdoor Pool is closing for the season on Monday September 7th. The Indoor Pool facility continues to be utilized for Lap Swim during the day by reservations only. In the middle of the month, staff was able to bring back Scuba classes. The Indoor Pool underwent a schedule change and had been closed on weekends. The weekend closures run from August 22-September 12th due to staffing. The Indoor Pool schedule will be changing after Labor Day. The changes reflect the addition of Recreation Swim, Hydrofitness and Swim Team practice. As summer transitions to fall, there are some staffing shortages but there are lifeguard applicants and staff is onboarding new employees daily. The hope is to have many gaps covered by the second week of September.

August at the Dover Arena is a busy time as Summer Horizon, the arena's mini-camp, is wrapping up and with the hosting of several hockey camps. Summer COED League wrapped up its playoffs and is gearing up for the upcoming fall Season. The Over 45 Summer League also wrapped up its season and are gearing up for the fall season with very high interest. The month of September brings Dover Youth Hockey and the start of Fall Programs. There were 164 Adult and Youth Stick Practice participants.

The Senior Center started with a soft opening for appointment only coffee hours. Spanish and German classes were available thru Zoom. Educational/Travel Zooms were available from Senior Learning Network. Pickleball is steady as

usual. The Senior Center coordinator is working on ideas for some social distancing activities for September.

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 increased and the operator is considering expanding the number of days they are open.

Planning and Community Development staff worked to develop zoning amendments to update the code to be consistent with the recommendations of General Code. In July these amendments were approved by the City Council. Staff is now working with General Code to update the code books and to create the new Zoning Map. All is expected to be complete in the month of October.

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". Over 700 reports have been added to the City's web site, including land use regulations dating back to 1948.

Planning staff continued to perform a task by task review of all 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). Each staff person focused on not only their area, but all areas to identify steps that can be assigned to an individual person.

Office of Information Technology ensured updated, accurate ward / voting location available on online map in advance of September 8th election.

Planning staff developed a Frequently Asked Questions sheet for the web. This document will be installed on the City's web page as a resource for those looking to complete development activities in Dover. Questions run from "What's my zone?" to "what project is happening down the street from me?"

City Planner Bird met with the Conservation Commission on August 10th to review one new application. City Planner Bird and the vice chair of the Conservation Commission attended the August 12th City Council meeting to present the Forest Management Plan for City-owned parcels near the Tolend Road Landfill.

Office of Information Technology continues to support Fire & Rescue Department's excellent work in moving to tablet-based daily and weekly vehicle checks.

Office of Information Technology is continuing installation of customer traffic counters for the Recreation Department in order to maintain safe facility occupancy levels.

3. Leadership & Governance Outcomes

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

On 08/27/2020, Dover Youth to Youth students conducted a one hour online training session for the National Prevention Network Conference. The students' topic was: *Their Deceit, Our Message: Taking on the Alcohol Industry*. Over 160 attendees at the conference attended the workshop session delivered by 4 experienced student members of our program. Dover Youth to Youth also had a virtual exhibit table during the 2-day conference.

Screenshot of a Dover Youth to Youth member conducting a presentation at the National Prevention Network Conference.



Youth to Youth member Elsa Rogers was invited to be a guest on the Mike Pomp Show on WTSN on August 3rd. Elsa was recently selected by the Campaign for Tobacco Free Kids to serve as an Ambassador between that national organization for New Hampshire. Elsa has been going through an extensive training program online run by the Campaign to prepare her for her duties.

Youth to Youth intern Grace Roy completed a script for a radio PSA that the students can record in the future. The radio spot reinforces the current "In Our Schools" campaign.

Grace Roy also worked with Y2Y students to design and record a short video describing the Youth to Youth program. Grace Roy and Dana Mitchell also recorded a 10 minute video describing the Youth Empowerment Toolkit. The videos are intended to be used for our (virtual) exhibit table at the National Prevention Network Conference last month but will also be used in other applications such as attaching them to our web site.

In August, as the COVID-19 pandemic continued to subside locally and in New Hampshire, the city's daily updates were reduced to occasional releases across all media. Online COVID-19 resources on the city's website, including Dover Cares, continue to be updated on a regular basis.

Media Services produced several video updates about the School District's ongoing work to prepare for the new 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 continued to see significant viewership in August.

Media Services in August 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 46 email newsletters and alerts in August, 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 51 press releases and numerous updates to the website and social media in August.

Public information campaigns included drought and water conservation awareness and restrictions. Media Services created media and public information alerting the public first to voluntary water conservation measures, and later in August, mandatory water restrictions. In addition to distributing information across all media platforms, Media Services created accompanying material for distribution, including postcards sent to all water users, letters distributed during Household Hazardous Waste Cleanup Day, and other materials.

In August, DNTV-22 televised live, rebroadcast and made available online 17 public meetings and 2 special events. These special events included the Census Challenge, for which Dover was recognized for the highest Census participation rate among three competing communities.

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.

Through the shared Dovertnet Library System, the Dover Public Library borrowed 0 titles from the schools and lent 4 items to the schools.

Through the statewide collaborative NHAIS system, Dover Public Library's Interlibrary Loan desk sent 4 volumes to other libraries and borrowed 0 from other libraries for Dover's patrons.

The library has 4,555 subscribers to its two monthly e-newsletters.

Library staff posted 176 items to its various social media platforms in August. Total social media platform followers is 12,706.

The Dover Public Library has 4,072 Facebook followers, 1,195 Pinterest followers, 1,813 Instagram followers, 62 TikTok followers, and 1,009 Twitter followers.

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 promoted the Dover Community Trail through the Facebook fan page for the trail (with 2,057 likes and 2,174 followers).

edge-web/p/kiosk?guid=930a747d-7550-4af6-8469-d2dde2c2f188

The Steering Committee for the Community Facilities & Utilities Chapter of the Master Plan met with Planning staff and the project consultant, Resilience Planning & Design, on August 11th to review materials prepared by the consultant. Planning staff and Community Services Facilities Project Manager held an on-line meeting on August 19th with the consultants to review various materials.

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 staff and Media Services staff discussed the information in place regarding the two solar panel projects and how that information can be best communicated to the public. Currently, there are two dash boards available. The goal is to combine the information into one web page within the City's own web site. The DHS dashboard is at <https://monitoringpublic.solaredge.com/solar-edge-web/p/kiosk?guid=7794dba3-75c1-4496-92e1-3935ce4f8cb0> The Indoor Pool information is at <https://monitoringpublic.solaredge.com/solar>

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
Finance	8/21/2020	ROBERT HALF INTERNATIONAL, INC.	\$9,792.00
Finance	8/4/2020	INTERWARE DEVELOPMENT CO INC	\$13,128.05
Finance	8/18/2020	EVERSOURCE ENERGY	\$58,755.00
Finance	8/18/2020	EVERSOURCE ENERGY	\$73,100.00
Finance	8/18/2020	EVERSOURCE ENERGY	\$127,622.52
Info Tech	8/11/2020	FIRSTLIGHT	\$10,884.17
Info Tech	8/27/2020	DELL MARKETING L.P.	\$19,895.18
Community Services	8/25/2020	EJ PRESCOTT, INC	\$5,732.00
Community Services	8/19/2020	WASTE MANAGEMENT OF NEW HAMPSHIRE, INC.	\$6,000.00
Community Services	8/11/2020	CITY OF DOVER-WATER~SEWER DEPT.	\$6,026.21
Community Services	8/11/2020	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$6,482.76
Community Services	8/6/2020	TED BERRY CO., INC.	\$7,875.00
Community Services	8/6/2020	GC/AAA FENCES, CO., INC.	\$11,900.00
Community Services	8/19/2020	MACKINNON & SONS EXCAVATING, LLC	\$15,000.00
Community Services	8/27/2020	MACKINNON & SONS EXCAVATING, LLC	\$20,000.00
Community Services	8/27/2020	MACKINNON & SONS EXCAVATING, LLC	\$30,000.00
Community Services	8/25/2020	TRI-STATE SEALCOATING & PAVING, INC.	\$33,294.00
Community Services	8/12/2020	MACKINNON & SONS EXCAVATING, LLC	\$35,000.00
Community Services	8/6/2020	PESCHEL CONSULTING, LLC	\$50,000.00
Community Services	8/26/2020	WASTE MANAGEMENT OF NEW HAMPSHIRE, INC.	\$679,000.00
Executive	8/6/2020	GENERAL CODE, LLC	\$7,000.00
Executive	8/13/2020	AQUALAW, PLC	\$9,500.00
Executive	8/6/2020	COAST	\$286,093.00
Fire and Rescue	8/21/2020	EMERGENCY EDUCATION CONSULTANTS, LLC.	\$11,684.40
Police	8/3/2020	IRVING OIL MARKETING, INC.	\$5,430.89
Police	8/19/2020	TRACKER PRODUCTS, LLC	\$9,300.00
Police	8/26/2020	2 WAY COMMUNICATIONS SERVICE, INC.	\$27,564.00
Police	8/10/2020	PARKEON	\$46,980.00
Public Library	8/11/2020	PARK STREET FOUNDATION	\$9,249.00
Public Library	8/11/2020	BYWATER SOLUTIONS, LLC	\$11,000.00

Recreation	8/3/2020	RE VISION IMPACT FUND 2 LLC	\$7,000.00
Recreation	8/26/2020	PLUMBMMASTER, INC.	\$13,704.00
Recreation	8/27/2020	MACKINNON & SONS EXCAVATING, LLC	\$19,070.00

BIDS

Department	Bid #	Bid Date	Description
Community Services	B21002	08/11/2020	Construction of Catch Basin & Wet Well Cleanings Treatment Facilities
Community Services	B21014	08/14/2020	Guardrail Repairs
Community Services	B21013	08/18/2020	Segregation/Recycling of Construction Debris
Planning	B21003	08/11/2020	Solar Power Purchase Agreement for City Facilities
Recreation	B21012	08/11/2020	Eight Bi-Level Water Fountains with Bottle Filling Station

Fire department administration met with the Director of Strategic Planning to review upcoming projects in the Capital Improvement Plan. Both funding and timelines were reviewed in the light of current Department Operations, to ensure that both planning and funding were in line with the current needs of the department.

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. Projects were submitted and reviewed for connections to the Master Plan and prior projects.

The Assistant City Manager and Finance Director attended the first of two Downtown TIF meeting on August 4th. At the meeting the TIF Advisory Committee reviewed and adopted the Fiscal Report for FY20.

The Assistant City Manager completed the required Impact Fee report. This annual report lists what projects in FY20 used Impact Fees and from what development the fees were derived.

Over the past ten years, the City has received funding from New Hampshire Housing Finance Authority to look at zoning and housing in Dover. Part of the grants is a requirement to perform

reporting on successes and outcomes of the work. This reporting was completed in August, for the previous fiscal year.

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 surveyor to finalize the waterfront subdivision plan to be able to seek Planning Board approval in September. City Planner Bird had a conference call on August 17th with Gary Bannon and staff from the NH Department of Natural and Cultural Resources to review the creation of the waterfront park lot as it relates to the LWCF grant close out. City Planner Bird attended a CWDAC Phase 2 Concept Plan Sub-committee meeting on August 20th to discuss grading plan options and the concept plan issues.

Staff, the New Hampshire Department of Transportation staff, and SUR construction had a kick off meeting for the Community Trail work, for phase III. Work will begin September 8 and is slated to be complete around Thanksgiving.

For phase IV, Planning Staff received the notice to proceed with the engineering study for Phase IV of the trail which would add a trail in Bellamy Park connecting the schools to Route 155 behind some multi-family housing developments. The Council authorized the contract for Fuss and Oneil to design the trail in this area. Staff will review concept plans in September.

Staff also worked with Northeast Color to develop options for their day of service. Similar to 2021, the company wishes to perform its day of service on the Community Trail. They are looking at painting murals on the Silver Street underpass, cleaning debris and garbage and doing trail maintenance on September 25.

The Conservation Funding Project is tied to the funding received through the Transfer of Development Rights Program. Currently, over \$1,100,000 has been invoiced with over \$900,000 received on those invoices.

Office of Information Technology working with Finance Department to support new Office of Media Services accounts and retire old accounts.

Office of Information Technology is in the testing phase of offering online payment for utility and miscellaneous billing payment online

City of Dover

Revenues of Major Funds August 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	502,893	2,224,003	2.0%	\$ 91,980,174	\$ -	\$ 91,980,174	(97.6)%
Licenses & Permits	6,784,924	606,006	1,140,520	17.0	5,644,404	-	5,644,404	83.2
Intergovernmental	2,334,380	100	181,074	8.0	2,153,306	-	2,153,306	92.2
Charges for Services	4,435,373	334,613	622,246	14.0	3,813,127	(40,449)	3,853,576	86.9
Miscellaneous Revenue	809,440	43,614	122,266	15.0	687,174	(5,982)	693,156	85.6
Education	16,603,800	25,000	59,177	0.0	16,544,623	-	16,544,623	99.6
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	1,512,225	4,349,285	3.0%	\$ 121,431,756	\$ (46,431)	\$ 121,478,187	96.6%
3213 Parking Activity Fund								
Licenses & Permits	\$ 210,000	12,992	43,451	21.0%	166,549	\$ -	\$ 166,549	79.3%
Parking Income	891,351	47,130	95,278	11.0%	796,073	-	796,073	89.3%
Parking Fines	205,000	9,365	20,340	10.0%	184,660	-	184,660	90.1%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 1,306,351	69,487	159,069	12.0%	\$ 1,147,282	\$ -	\$ 1,147,282	87.8%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 12,666	-	-	0.0%	\$ 12,666	\$ -	\$ 12,666	100.0%
Charges for Services	1,746,315	97,691	279,104	16.0%	1,467,211	-	1,467,211	84.0%
Miscellaneous Revenue	0	552	678	0.0	(678)	-	(678)	0.0
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3320 Residential Solid Waste	\$ 1,758,981	98,243	279,782	16.0%	\$ 1,479,199	\$ -	\$ 1,479,199	84.1%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 734,830	57,755	115,839	16.0%	\$ 618,991	\$ -	\$ 618,991	84.2%
Operating Transfers In	131,604	9,753	19,505	15.0	112,099	-	112,099	85.2
Sub-total : 3381 McConnell Center	\$ 866,434	67,507	135,345	16.0%	\$ 731,089	\$ -	\$ 731,089	84.4%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	4,156	15,859	4.0%	\$ 414,561	\$ -	\$ 414,561	96.3%
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	4,156	15,859	3.0%	\$ 446,061	\$ -	\$ 446,061	96.6%
5300 Water Fund								
Intergovernmental	\$ 2,500	-	-	0.0%	\$ 2,500	\$ -	\$ 2,500	100.0%
Charges for Services	5,799,106	584,562	825,234	0.1	\$ 4,973,872	-	4,973,872	85.8
Miscellaneous Revenue	70,500	10,470	26,372	37.0	44,128	-	44,128	62.6
Sub-total : 5300 Water Fund	\$ 5,872,106	595,031	851,606	15.0%	\$ 5,020,500	\$ -	\$ 5,020,500	85.5%
5320 Sewer Fund								
Intergovernmental	\$ 30,187	-	-	0.0%	\$ 30,187	\$ -	\$ 30,187	100.0%
Charges for Services	8,055,342	761,461	1,134,626	14.0	6,920,716	-	6,920,716	85.9
Miscellaneous Revenue	57,000	9,849	23,054	40.0	33,946	-	33,946	59.6
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	\$ 8,663,521	771,309	1,157,680	13.0%	\$ 7,505,841	\$ -	\$ 7,505,841	86.6%
6100 Dovemet Fund								
Charges for Services	\$ 1,479,265	87,842	175,683	12.0%	\$ 1,303,582	\$ -	\$ 1,303,582	88.1%
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	175,683	12.0%	\$ 1,328,582	\$ -	\$ 1,328,582	88.3%
Total : REVENUES	\$ 146,214,619	3,205,800	7,124,309	5.0%	\$ 139,090,310	\$ (46,431)	\$ 139,136,741	95.2%

City of Dover

Expenditures of Major Funds

August 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	\$ 10,313	\$ 22,578	5.0%	\$ 459,031	\$ 313,199	\$ 145,832	30.3%
Executive	1,828,923	93,144	217,717	12.0	1,611,206	755,589	855,618	46.8
Finance	2,182,771	159,563	406,107	19.0	1,776,664	1,173,643	603,021	27.6
Planning	809,229	52,977	151,381	19.0	657,848	426,619	231,229	28.6
Misc General Government	855,525	(6,434)	90,631	11.0	764,894	109,545	655,349	76.6
Police	9,870,581	641,060	1,734,071	18.0	8,136,510	4,733,108	3,403,402	34.5
Fire & Rescue	9,957,320	724,336	1,777,819	18.0	8,179,501	4,426,712	3,752,788	37.7
Community Service Public Works	8,574,018	293,139	720,399	8.0	7,853,619	2,512,875	5,340,744	62.3
Recreation	2,526,883	170,297	384,666	15.0	2,142,217	934,115	1,208,102	47.8
Public Library	1,562,013	104,354	237,921	15.0	1,324,092	804,636	519,456	33.3
Public Welfare	805,767	19,987	42,007	5.0	763,760	100,810	662,950	82.3
Debt Service	6,208,772	1,702	1,702	0.0	6,207,070	35,716	6,171,354	99.4
Other Financing Sources/Uses	3,714,003	136,123	272,247	7.0	3,441,756	-	3,441,756	92.7
School	66,811,056	1,889,398	2,826,597	4.0	63,984,459	49,721,018	14,263,441	21.3
Intergovernmental	9,592,571	-	-	0.0	9,592,571	-	9,592,571	100.0
Sub-total : 1000 General Fund	\$ 125,781,041	\$ 4,289,959	\$ 8,885,843	7.1%	\$ 116,895,198	\$ 66,047,585	\$ 50,847,613	40.4%
3213 Parking Activity Fund								
Police	\$ 1,306,351	\$ 38,540	\$ 97,118	7.0%	\$ 1,209,233	\$ 330,550	\$ 878,683	67.3%
Sub-total : 3213 Parking Activity Fund	\$ 1,306,351	\$ 38,540	\$ 97,118	7.4%	\$ 1,209,233	\$ 330,550	\$ 878,683	67.3%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,827,982	\$ 20,963	\$ 60,202	3.0%	\$ 1,767,780	\$ 1,710,048	\$ 57,731	3.2%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,827,982	\$ 20,963	\$ 60,202	3.3%	\$ 1,767,780	\$ 1,710,048	\$ 57,731	3.2%
3381 McConnell Center Fund								
Recreation	\$ 866,434	\$ 25,114	\$ 61,684	7.0%	\$ 804,750	\$ 225,133	\$ 579,617	66.9%
Sub-total : 3381 McConnell Center Fund	\$ 866,434	\$ 25,114	\$ 61,684	7.1%	\$ 804,750	\$ 225,133	\$ 579,617	66.9%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 11,971	\$ 26,828	6.0%	\$ 435,092	\$ 2,274	\$ 432,818	93.7%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 11,971	\$ 26,828	5.8%	\$ 435,092	\$ 2,274	\$ 432,818	93.7%
5300 Water Fund								
Community Service Public Works	\$ 6,115,593	\$ 366,320	\$ 770,232	13.0%	\$ 5,345,360	\$ 1,112,005	\$ 4,233,356	69.2%
Sub-total : 5300 Water Fund	\$ 6,115,593	\$ 366,320	\$ 770,232	12.6%	\$ 5,345,360	\$ 1,112,005	\$ 4,233,356	69.2%
5320 Sewer Fund								
Community Service Public Works	\$ 8,840,505	\$ 311,932	\$ 890,022	10.0%	\$ 7,950,482	\$ 2,169,744	\$ 5,780,739	65.4%
Sub-total : 5320 Sewer Fund	\$ 8,840,505	\$ 311,932	\$ 890,022	10.1%	\$ 7,950,482	\$ 2,169,744	\$ 5,780,739	65.4%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,834,280	\$ 84,472	\$ 165,551	9.0%	\$ 1,668,729	\$ 730,571	\$ 938,158	51.1%
Sub-total : 6100 Dovernet Fund	\$ 1,834,280	\$ 84,472	\$ 165,551	9.0%	\$ 1,668,729	\$ 730,571	\$ 938,158	51.1%
Total : EXPENDITURES	\$ 147,034,105	\$ 5,149,270	\$ 10,957,482	7.5%	\$ 136,076,623	\$ 72,327,910	\$ 63,748,714	43.4%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) August 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	20,456	60,937	5.1	1,146,713	0	1,146,713	95.0
Expenditures	994,263	63,026	138,419	13.9	855,844	414,614	441,230	44.4
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>(42,570)</u>	<u>(77,481)</u>	<u>(9)</u>	<u>77,481</u>	<u>(414,614)</u>	<u>492,096</u>	<u>(149)</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 – September 2020

Employee Name	Division	Years of Service
Beaulieu, Carey R	Police	38
Tremblay, Carolyn	Library	35
Flanagan, David B	FG	32
Dalton, Lisa C	Police	31
Maxfield, James H	Fire	26
Berry, Lisa M	Recreation	23
Bessette, Colleen E	Executive	22
McNulty, Patrick K	Recreation	21
Hilton, Warren E	Public Works	20
Pettingill, Scott D	Police	20
Meyers, Kathleen B	Executive	18
Treadwell, Cynthia L	Finance	16
Nadeau, Mark R	Police	11
Mitrushi, Alexander K	Police	8
Simmons, Patrick S	Fire	8
Fontaine, Lauren E	Finance	7
Young, Gretchen A	Public Works	6
Carpenter, David A	Planning	5
Mitchell, Casey S	CS WWTP	5
Moran, Kelly A	Library	5
Michael, Cory A	Recreation	4
Neenan, Ryan W	FG	4
DiOrio, Anthony M	Public Works	2
Chambers, Jordan C	Public Works	1

AUGUST SEPARATIONS: 4

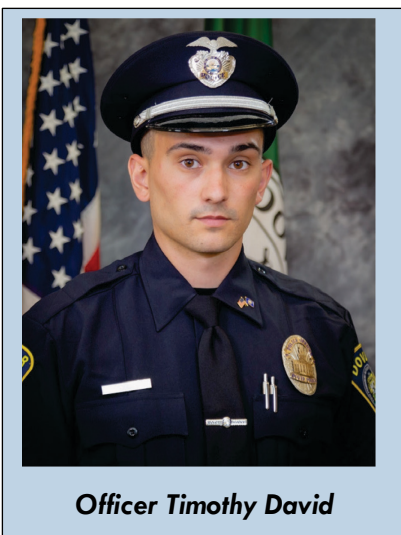
- 2 Community Services
- 1 Police Department
- 1 Recreation Department

AUGUST NEW HIRES: 9

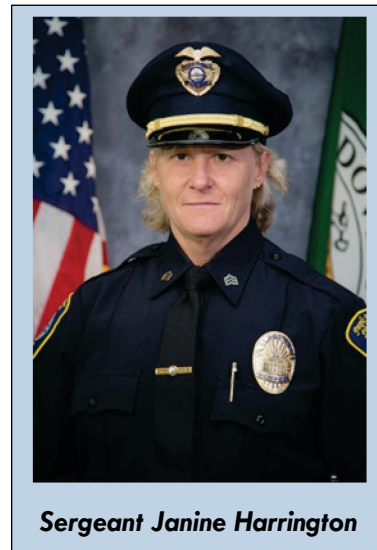
- 2 Community Services Department
- 2 Executive Department
- 1 Public Library
- 1 Police Department
- 3 Recreation Department

Gretchen Young has accepted a promotion to serve in the City's newly created position of Environmental Projects Manager. She had previously been the Assistant City Engineer where, among other things, she became very involved in the City's stormwater management program. She will continue to develop and adapt that program as well as take on additional environmental compliance related projects and programs for the City. The City had been contracting for outside consulting services, and felt it was in the best long-term interest, both technically and financially, to assume those duties with an in-house staff person. We are excited to have Gretchen continue to serve the city in her new role.

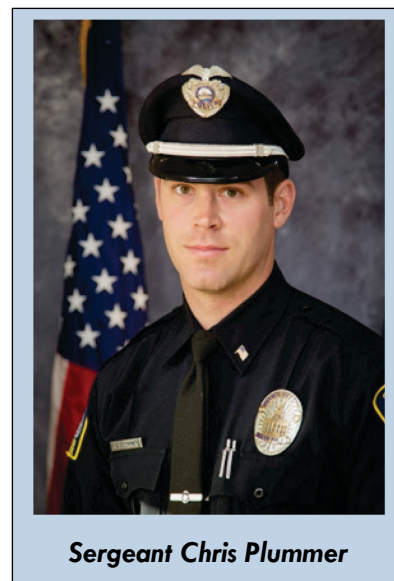
On 8/17/2020, Officer Timothy David began his career with the Dover Police Department. He was sworn in on August 28, Officer Timothy David was sworn in and he began the police academy on Monday, August 31, 2020.



On August 28, 2020, Sergeant Janine Harrington retired after 21 years with the police department.



Also on August 28, 2020, Officer Christopher Plummer was promoted to the rank of Sergeant.



On August 5th and 6th Chief Breault attended a Fair and Impartial Police Training Program for Command & Community at UNH. The program

applies the modern science of bias to leading fair and impartial policing organizations.

From August 17-21, 2020, Sergeants Alex Mitrushi & Greg Turner, Officers Juel Cooper, Chris Plummer, Oake Carlson, Dennis Elbert & David Collis attended Crisis Intervention Training. This week long course, hosted by the Dover Police Department, had two purposes. The first was to better prepare the trainees to interact with and deal with subjects suffering from a major mental health crisis. The second purpose was to help train officers to become peer support personnel for other officers dealing with crisis situations and the after effects. The training offered a variety of speakers, to include speakers that have experienced, first hand, a variety of mental health issues. Some of the speakers shared their personal interaction with police officers and some offered suggestions on how to handle different mental health diagnoses. The class was presented by NAMI and NH State Police and consisted of classroom instruction and scenario based exercises.

On August 21, 2020, Officers Brynn Dunne and Nick Glowacki attended Successful Conflict Control for Law Enforcement. This one day class focused on how officers can avoid allowing emotions to dictate the decisions they make. Other topics covered were officer responsibility to self and others; recognizing and understanding risk; implicit bias/blind spots; decision making, along with case studies.

From August 23-28, 2020, Detective Adam Gaudreault attended Digital Evidence Investigations (Due to COVID-19 this class was conducted by Webinar). The training provides

first responders/investigators a working knowledge in the identification, extrapolation and analysis of digital evidence obtained from computers and other electronic devices: cellphones, GPS units, and tablets; as well as hands-on training with forensic analysis tools, legal issues, and report generation techniques.

On August 26, 2020, Sergeants Matt Travaglini & John Tarmey, Detective Matt Harnish, and Officer Dan Gebers attended Firearms Instructor Re-certification. This re-certification is required every two years in order to stay a firearms instructor.

Sergeant Matt Travaglini completed the below courses/training via the FBI Virtual Academy:

8/05/20	Crisis Communications
8/11/20	Crisis Awareness
8/12/20	Organizational Culture & Change
8/13/20	Communication Workshop – Case Study Mosque Shootings
8/17/20	Perception: Intent vs Impact
8/18/20	Communications Workshop – Case Study London Bridge Attack

Sergeant Alex Mitrushi completed the below courses/training via the FBI Virtual Academy:

8/05/20	Writing Refresher Series – Tips on Resume Writing
8/26/20	DISC & Emotional Intelligence: Making the Connection

"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.

While fire department personnel are still building the foundation for the Saba Learning platform, they have started to push training out to the department members through Saba. Their goal is to use Saba Learning as the means to assign and have available all administrative and online training content. By using Saba and some other software provided, personnel are able to create very specific training content for equipment or tasks as needed. They are using videos that we have recorded, online video content, PowerPoint, existing Standard Operating Guidelines, etc. and combining them to create training content that is tailored to department specific needs.

On August 6th, Lieutenant Shawn Croteau and Division Chief Craig Chabot attended a site visit to Gilford, NH's Fire Department training building. This training facility is constructed of a series of Con-Ex shipping containers that have been configured to mimic the layout of a multi-story single family home. Most of the construction for this facility was done by the Gilford Fire Department members. Because the fire department members constructed the majority of this facility, there was a significant reduction in project cost and provided the opportunity to incorporate additional training components such as stand pipe props, sprinkler

props, roof ventilation/ construction simulations, etc.

The use of this training facility is not limited to fire department use. Local police, regional special response teams and mutual aid departments also conduct training scenarios to maintain a high level of technical proficiency.



Training Building

Dover Public Library staff members attended the following webinars: Ancestry Library Edition: Introduction to Collections and Grappling with Unconscious Bias in the Library Setting.

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 City Attorney is attending weekly legal calls with the NHMA and all communities to discuss ongoing Covid-19 legal issues.

6. Sustainability-Focused Outcomes

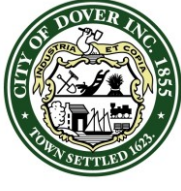
“DEVELOP STRATEGIES AND IMPLEMENT PROGRAMS THAT ENCOURAGE THE EFFICIENT USE AND PRESERVATION OF NATURAL RESOURCES BY MUNICIPAL SERVICES AND THROUGHOUT THE COMMUNITY.”

City Planner Bird met with the Open Lands Committee on August 13th to review land conservation efforts.

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 was released in August with responses due in early September.

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.

Fire Administration met with City Finance staff and staff from Affinity Lighting to review agreements and scope of work related to a lighting retro-fit at all 3 fire stations. Approved at the 8/12 City Council Meeting, this project will provide significant energy savings while improving the lighting at all Fire Facilities. In addition, the updated LED technology will provide for a more consistent and reliable source of lighting, especially in the apparatus bays where replacement outdated fluorescent bulbs has required the coordination and scheduling of Facilities and Grounds personnel and equipment in order to safely reach the lighting fixtures located in the high ceilings of the station bays. Finally, as part of the station lighting evaluation process, a condition of low lighting and difficult visibility at the South End station was observed and plans were made to improve with updated lighting. This will solve a long-term safety issue where apparatus drivers experienced poor visibility during certain parts of the day as they backed into the station when returning from a call.

 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, September 9, 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, September 9, 2020	Meeting Time:	7:00 pm
CITY COUNCIL - MINUTES											
Meeting Type:	Regular Meeting										
Meeting Location:	City Hall, Council Conference Room										
Meeting Date:	Wednesday, September 9, 2020										
Meeting Time:	7:00 pm										

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Cullen led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Muffett-Lipinski.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Ciotti moved to approve the Agenda; seconded by Councilor O'Connor.
Roll Call Vote: 8/0.

7. PUBLIC HEARINGS

A. CHAPTER 141 – VEHICLES AND TRAFFIC: SCHEDULES B, C, I, L. SPONSORED BY MAYOR CARRIER BY REQUEST

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

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.

Paul McManus, 5 Arrowbrook Road: He spoke in support of keeping the holiday named Columbus Day.

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

 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, September 9, 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, September 9, 2020	Meeting Time:	7:00 pm
CITY COUNCIL - MINUTES											
Meeting Type:	Regular Meeting										
Meeting Location:	City Hall, Council Conference Room										
Meeting Date:	Wednesday, September 9, 2020										
Meeting Time:	7:00 pm										

9. CITY MANAGER'S REPORT

Assistant City Manager Parker said City Manager Joyal submitted his report in writing. He discussed work being completed in the City.

City Clerk Mistretta gave an overview of the September 8, 2020 NH Primary Election to the Council.

City Attorney Wyatt discussed Right to Know requests.

Community Services Director gave an overview of the Broadway Culvert project.

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

Roll Call Vote: 8/0.

10. APPROVAL OF MINUTES

A. August 26, 2020

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

Roll Call Vote: 8/0.

11. MAYOR'S REPORT

Mayor Carrier attended the Daughters of the American Revolution event on September 1, 2020.

He read a letter from Ms. Mercurio who donated \$1,000 to the Dover Beautification project in Dover.

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

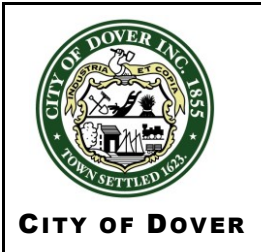
Roll Call Vote: 8/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 141 – VEHICLES AND TRAFFIC: SCHEDULES B, C, I, L. SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor O'Connor.
Assistant City Manager Parker gave an overview of the Ordinance to the Council.
Community Services Director Storer answered questions regarding the Ordinance.
Roll Call Vote: 8/0.



CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, September 9, 2020**
Meeting Time: **7:00 pm**

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

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. B20044 TRUST FUND INVESTMENT ADVISORY SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. AWARD OF MAINTENANCE AGREEMENT TO SOUTHWORTH-MILTON, INC. FOR CATERPILLAR GENERATORS**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. APPROVAL OF EASEMENT – 21 NUTE ROAD (MAP L, LOT 11)**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

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

Deputy Mayor Ciotti moved for the adoption of the Consent Calendar; seconded by Councilor O'Connor.

Roll Call Vote. 8/0.

Councilor Williams gave an overview of the City Council / School Board Collaborative Committee report to the Council.

Deputy Mayor Ciotti moved to accept the City Council / School Board Collaborative Committee report; seconded by Councilor O'Connor.

Roll Call Vote: 8/0.

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY COUNCIL - MINUTES</th></tr> <tr> <td>Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>City Hall, Council Conference Room</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, September 9, 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, September 9, 2020	Meeting Time:	7:00 pm
CITY COUNCIL - MINUTES											
Meeting Type:	Regular Meeting										
Meeting Location:	City Hall, Council Conference Room										
Meeting Date:	Wednesday, September 9, 2020										
Meeting Time:	7:00 pm										

Mayor Carrier gave an overview of the Tri-City Homelessness Task Force report to the Council. Deputy Mayor Ciotti moved to accept the Tri-City Homelessness Task Force report; seconded by Councilor Manley.
Roll Call Vote: 8/0.

Mayor Carrier gave an overview of the Joint Building Committee – Dover high School and Regional Career Technical Center report to the Council. Deputy Mayor Ciotti moved to accept the Joint Building Committee – Dover high School and Regional Career Technical Center report; seconded by Councilor Shanahan.
Roll Call Vote: 8/0.

Councilor Shanahan gave an overview of the COAST report to the Council. Deputy Mayor Ciotti moved to accept the COAST report; seconded by Councilor Shanahan.
Roll Call Vote: 8/0.

B. RESOLUTIONS

1. 2021-2022 NEW HAMPSHIRE MUNICIPAL ASSOCIATION LEGISLATIVE POLICY CONFERENCE SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Shanahan. Councilor Shanahan gave an overview of the pending NH Legislative actions to the Council.
Roll Call Vote: 8/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

A. Letter from Carole Mercurio, dated August 31, 2020.

Councilor Williams moved to place correspondence on file; seconded by Deputy Mayor Ciotti.
Roll Call Vote: 8/0.

15. COUNCIL MATTERS OF INTEREST

Councilor Thibodeaux warned the Council and citizens to be careful driving or walking in the dense morning fog.

Councilor O'Connor thanked the City Clerk and Election workers for a great job with the NH Primary.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Conference Room Meeting Date: Wednesday, September 9, 2020 Meeting Time: 7:00 pm
---	--

Mayor Carrier gave his respect to the Knights of Columbus.
Councilor O'Connor said the City didn't abolish Columbus Day.

16. ADJOURN

Councilor O'Connor moved to adjourn; seconded by Councilor Manley.
Roll Call Vote: 8/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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#: 12.C.1.

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

Resolution Re: Approval of Tree Cutting on Old Garrison Road

DOCUMENT HISTORY:

First Reading Date:

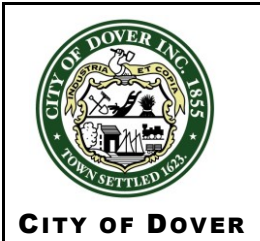
Public Hearing Date:

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#: 12.C.1.

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#: 12.C.1.

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

Resolution Re: Approval of Tree Cutting on Old Garrison Road

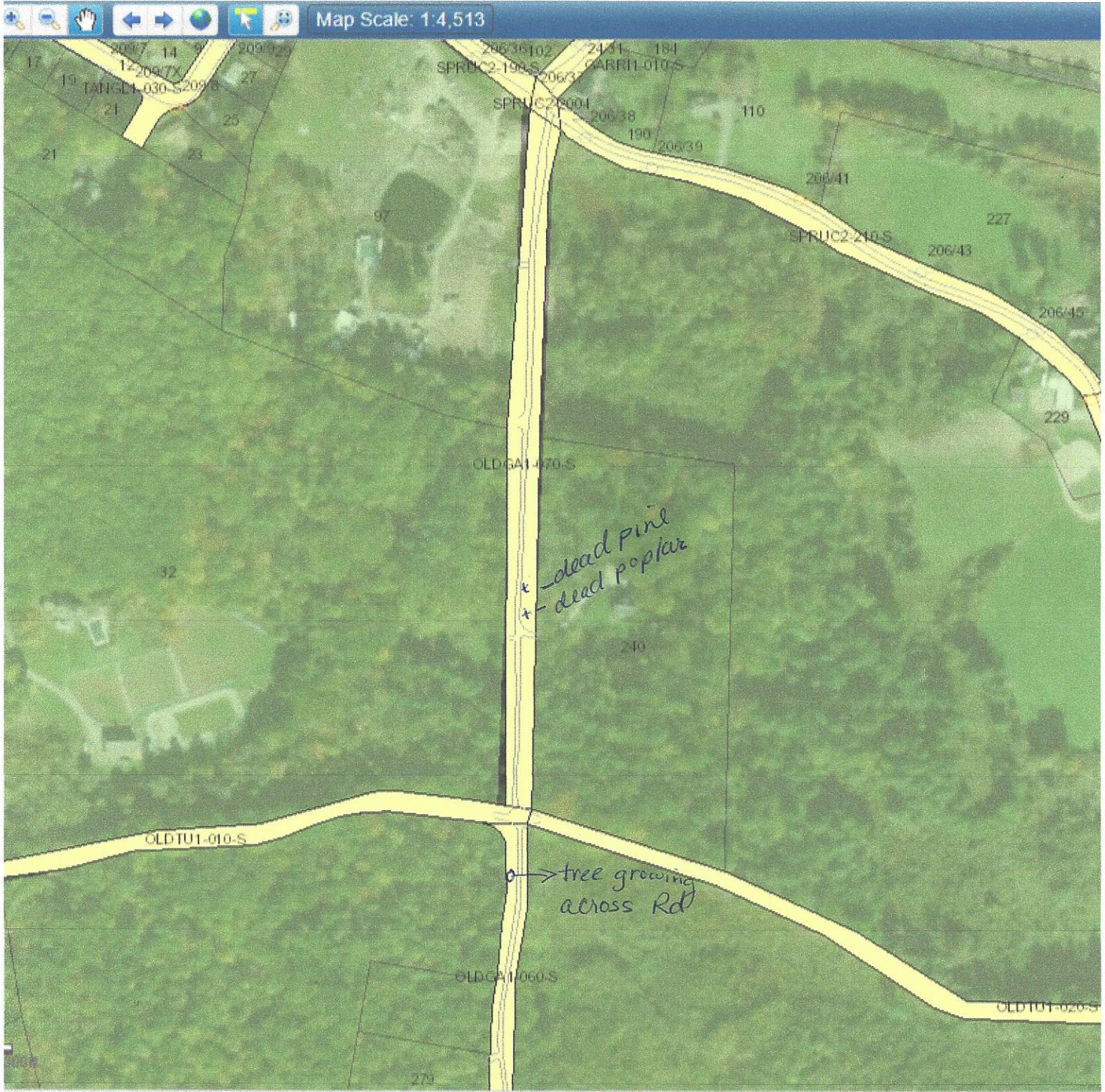
damage or removal of trees, or the tearing down or destruction of stone walls, or portions thereof, except with the prior written consent of the planning board, or any other official municipal body designated by the meeting to implement the provisions of this subdivision, after a public hearing duly 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.





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

Check (☒) the type of application:

PARADE** ☒ , ROAD TOLL*** _____

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

Organization Name: DOVER KNIGHTS OF COLUMBUS COUNCIL # 807

Federal Tax ID number for Organization: _____

Check (☒) Nature of Organization:

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

Name/Description of Event (if applicable): LIFE CHAIN: PRO-LIFE: PROTEST AGAINST ABORTION

Contact Person: PAUL K. McMANUS Day Time Telephone: (603) 953-4260

Address: 5 ARROWBROOK RD. DOVER, NH 03820 Email: SUPERBUZZ@COMCAST.NET

Date of Event: OCT. 4 2020 Specific Time: 1:30- 3PM

Location of Event (if parade, attach course description or map): SIDEWALK IN FRONT OF ST. JOSEPH CH.
150 CENTRAL AVE DOVER NH BOTH SIDES OF ROAD.

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

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

Police Department Parade Route Approval Signature: _____

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

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

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL per the provisions of RSA 287:4, RSA 31:91 and/or RSA 286 and I agree to abide by the same.

SIGNATURE OF APPLICANT: Paul K. McManus DATE: 9/10/20

(duly authorized)

PRINTED NAME: PAUL K. McMANUS

Licensing Board Approval: [Signature] Date: 9/10/2020



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: First Parish Church

Federal Tax ID number for Organization: 02-0240160

Check (☒) Nature of Organization:

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

(Describe) Church Holiday Fair - to be held via Zoom on line

Contact Person: Diane Fiske Day Time Telephone: 603-767-0668

Address: 73 Bellamy Rd, Dover Email nonnagolfer@comcast.net

Purpose of Permit: Quilt Raffle

Date of Event: Nov 14, 2020 Specific Time: 9-3 pick up for goods purchased

Location of Event: 218 Central Avenue on line

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

Prize (s) To Be Awarded: Quilt

Cost of Ticket: \$1 or 5 for 5 Date of Drawing: Nov. 14

Place of Drawing: First Parish Church - 218 Central Ave

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

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

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

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

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

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: Diane J. Fiske DATE: 9/10/20

(duly authorized)

PRINTED NAME: Diane J. Fiske

Licensing Board Approval [Signature] Date: 9/11/20



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2020.09.23 – 147**
Resolution Re: Office Supply and Consumable Items Purchased through
W.B. Mason

WHEREAS: The City of Dover in collaboration with the State of NH and several other NH communities combined office supply and consumable item expenditures and formed a co-operative purchasing request under NH State Bid#1978-17 for a three-year contract from July 22, 2017 to July 21, 2020. Four bids were received with the low bid from W.B. Mason of Manchester, NH; and

WHEREAS: In July 2020, the State waived competitive bidding for the purchase of office supply and consumable items and approved a two-year contract with the incumbent W.B. Mason using the same provisions of NH State Bid#1978-17 through July 21, 2022; and

WHEREAS: It is the recommendation to award the new State of NH Contract #8002725 to W.B. Mason. The City anticipates expenditures to exceed \$25,000 threshold, thereby requiring council approval.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders as-needed to W.B. Mason of Manchester, NH for office supply and consumable items at rates provided in conjunction with State of NH Contract #8002725. 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.4611.xxxxx.xx	Office Supplies	112,482	83,027
xxxx.1.xxx.xxxxx.4612.xxxxx.xx	Operating Supplies	827,737	530,027

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.3.

Resolution Number: **R – 2020.09.23 – 147**

Resolution Re: Office Supply and Consumable Items Purchased through
W.B. Mason

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2020.09.23 – 147**
Resolution Re: Office Supply and Consumable Items Purchased through
W.B. Mason

RESOLUTION BACKGROUND MATERIAL:

The City of Dover in collaboration with the State of NH and several other NH communities combined office supply and consumable item expenditures and formed a co-operative purchasing request under NH State Bid#1978-17 for a three-year contract from July 22, 2017 to July 21, 2020. In July 2020, the State waived competitive bidding for the purchase of office supply and consumable items and approved a two-year contract with the incumbent W.B. Mason using the same provisions of NH State Bid#1978-17 through July 21, 2022. Along with the State of NH, participating communities include Dover, Concord, Keene, Manchester, Laconia, and Nashua. Through the original bid solicitation, vendors were asked to provide unit pricing on commonly purchased items as well as tier pricing discounts. As the City currently utilizes W.B. Mason, it will simply be a matter of the vendor setting the rate/discount structure to the City's account.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	By the State of NH	Number of Responses:	4
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	7/21/2022	Estimated Delivery:	As-Needed
Recommended Award to:	W.B. Mason	Fund:	Various
Other Approvals Required:	State of NH award, approved 7/22/2020	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

[B21021 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2020.09.23 – 148**

Resolution Re: **B21013 Segregation and Recycling of Construction and Demolition Debris**

WHEREAS: A sealed Request for Bid #B21013 was requested and received for the Segregation and Recycling of Construction and Demolition Debris on September 9, 2020 at 2:00 p.m. The City also requested pricing for stump and tree waste recycling services should the need arise; and

WHEREAS: Responses were received from two vendors, one of which declined to submit a bid due to not offering these types of services. The second bid response was reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services; and

WHEREAS: It is the recommendation to accept the proposal submitted by Wheelabrator Holdco 1 Inc. in the amount of \$85.00 per ton for construction and demolition debris for year one with the option to extend at a 3.5% price increase for two additional one-year terms. In addition, the proposal provided rates for stump removal at \$40.00 per ton and tree waste removal at \$40.00 per ton for services as needed.

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 Wheelabrator Holdco 1 Inc. of Portsmouth, NH for the segregation and recycling of construction and demolition debris given per ton rates provided in conjunction with bid #B21013. 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
1000.1.300.43240.4421.00000.00	Waste Disposal Services	141,586.00	115,543.00

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.4.

Resolution Number: **R – 2020.09.23 – 148**

Resolution Re: **B21013 Segregation and Recycling of Construction and Demolition Debris**

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2020.09.23 – 148**
Resolution Re: **B21013 Segregation and Recycling of Construction and Demolition Debris**

RESOLUTION BACKGROUND MATERIAL:

The City has moved away from sending construction and demolition debris waste to landfills, but rather toward recycling as much of this material as possible. The City generates approximately 900 tons of debris annually and has two dumpsters that it will fill and haul to Wheelabrator Holdco 1 Inc. at their facility located in Eliot, ME for segregation and recycling. Wheelabrator is a large, national corporation and they recently bought the operations and facilities that were formerly Aggregate Recycling Corporation (ARC), which had served as the City's current and previous vendor for disposal of construction debris.

Bid Information:

A Sealed Request for Bid #B21013 was issued and received for the segregation and recycling of construction and demolition debris on September 9, 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 Mailed:	77	Number of Responses:	2
Warranty:	None	Terms:	Net 30, FOB Dover
Work Bonded:	N/A	Contract:	Yes
Prices will hold for:	One year, 10/31/2021	Estimated Delivery:	As needed
Recommended Award to:	Wheelabrator Holdco 1 Inc.	Fund:	Operating Fund, Waste Disposal Svs.
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

[B21013 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2020.09.23 – 149**

Resolution Re: **Approval of Lease Agreement with Court Appointed
Special Advocates of New Hampshire, Inc. (C.A.S.A.)**

WHEREAS: Court Appointed Special Advocates of New Hampshire, Inc. d/b/a C.A.S.A. (“C.A.S.A.”) is an existing non-profit tenant at the McConnell Center in Room 303; and

WHEREAS: That C.A.S.A. and the City would like to renew the Lease between the City and C.A.S.A.; and

WHEREAS: That the renewal Lease between C.A.S.A. and the City would be for five (5) years.

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

The City Manager is authorized to negotiate, finalize, and sign a new, five-year Lease Agreement to C.A.S.A. for Room 303 in the McConnell Center on terms acceptable to both parties.

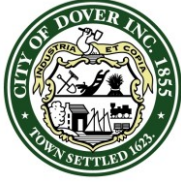
AUTHORIZATION

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.5. Resolution Number: R – 2020.09.23 – 149 Resolution Re: Approval of Lease Agreement with Court Appointed Special Advocates of New Hampshire, Inc. (C.A.S.A.)
---	---

DOCUMENT HISTORY:

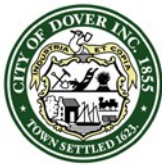
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See attached current draft of C.A.S.A. Lease Agreement. C.A.S.A. is a New Hampshire nonprofit organization. C.A.S.A. is established for general charitable purposes and focuses on assisting the New Hampshire Court System by helping children who are victims of abuse or neglect.



CITY OF DOVER

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

LEASE AGREEMENT

THIS LEASE AGREEMENT made this ____ day of _____, 2020, by and between **COURT APPOINTED SPECIAL ADVOCATES OF NEW HAMPSHIRE, INC. d/b/a C.A.S.A.** of P.O. Box 1327, Manchester, New Hampshire 03820, a non-profit corporation, (hereinafter referred to as “LESSEE”), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire 03820 (hereinafter referred to as “LESSOR”).

WITNESSETH:

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

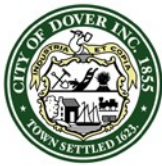
1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City’s McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain 839 square feet and more particularly identified as room 303 (the “Space”).

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

The term of LESSEE’s Lease Agreement shall be for five (5) years beginning on July 1, 2020 and ending on June 30, 2025.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the 1st of a month, that month’s rent shall be prorated based on the number of days in the month. The first year’s rent charges are based upon space allocation of 839 square feet and calculated using the following components:



CITY OF DOVER

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

C.A.S.A. 839 Sq ft

Component	Rate	Annual	Monthly
Fixed Rent	\$6.50	\$ 5,453.50	\$ 454.46
Capital Reserve	\$0.40	\$ 335.60	\$ 27.97
Utilities (*)	\$7.45	\$ 6,250.55	\$ 520.88
Other as agreed	0	0	0
Total Rent Assessment	\$14.35	\$12,039.65	\$1,003.30

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

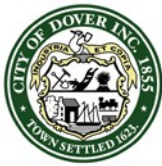
2. Operations and Maintenance.

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

3. Condition of Premises.

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

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



CITY OF DOVER

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

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

4. Access to Premises.

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

5. Unavoidable Casualty and Eminent Domain.

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

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

6. Use.

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

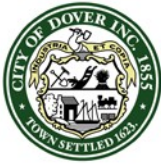
7. Subletting and Assignment.

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

8. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease Agreement including, but not limited to, termination for failure of the LESSEE to perform as required hereunder, there remains personal property of the LESSEE in the Space, the LESSOR is

McConnell Center Lease with C.A.S.A.



CITY OF DOVER

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

authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

9. Default/Early Termination.

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

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

10. Indemnification.

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

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

11. Insurance.

General liability/casualty and property insurance shall continue to be maintained on the subject property by the LESSOR. LESSEE shall procure and maintain in force, at its expense,



CITY OF DOVER

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

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

12. Liens and Encumbrances.

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

13. Parties Bound.

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

14. Notice.

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

15. Modification of Lease Agreement.

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

16. Section Headings.

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

17. Severability.

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

18. Laws Governing.

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

19. Security Deposit.

Upon execution of this Lease Agreement, LESSEE deposits with LESSOR \$0 as security for the performance by LESSEE of the terms of this Lease Agreement to be returned to LESSEE, with interest, following the full and faithful performance by LESSEE of this Lease Agreement. In the event of damage to the Space caused by LESSEE or LESSEE's agents or visitors, LESSOR may use funds from the deposit to repair, but is not limited to this fund and LESSEE remains liable.

20. Merger.

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

22. Taxes.

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

23. Immunity

Nothing within this Lease Agreement is intended to benefit or create an obligation to a third-party. Nothing within this Lease Agreement shall be deemed to constitute a waiver of any existing immunity of the City of Dover, which immunities are hereby reserved to the City of

Dover. This covenant shall survive the termination of this Lease Agreement’s conclusion.

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

COURT APPOINTED SPECIAL
ADVOCATES OF NEW HAMPSHIRE, INC.
d/b/a C.A.S.A., LESSEE

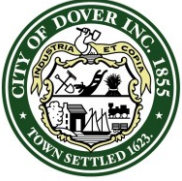
Witness
Sign and Print

Duly Authorized
Sign and Print

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

Witness
Sign and Print

Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2020.09.23 – 150**

Resolution Re: Approval of Lease Amendment for Reach for the Top Therapy Services

WHEREAS: Reach for the Top Therapy Services is an existing tenant in Rooms 328, 330, 331, 332 and 333 at the McConnell Center; and

WHEREAS: That Reach for the Top Therapy Services and the City would like to amend the current lease dated September 1, 2020 between the City and Reach for the Top Therapy Services so that Reach for the Top Therapy Services can rent additional space at the McConnell Center, namely Room 302A which adds 345 square feet to their current Lease for a total of 4,422 square feet.

WHEREAS: The amendment is intended to take effect October 1, 2020.

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

The City Manager is authorized to sign an Amendment to the September 1, 2020 Lease Agreement with Reach for the Top Therapy Services for rental of Room 302A at the McConnell Center.

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.6.

Resolution Number: **R – 2020.09.23 – 150**

Resolution Re: Approval of Lease Amendment for Reach for the Top Therapy Services

DOCUMENT HISTORY:

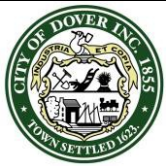
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor 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:

See attached draft of First Amendment to Lease Agreement dated September 1, 2020.



CITY OF DOVER

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

FIRST AMENDMENT TO LEASE AGREEMENT DATED SEPTEMBER 1, 2020

THIS FIRST AMENDMENT TO LEASE AGREEMENT made this ____ day of _____, 2020 amends the Lease Agreement entered into on the 1st day of September, 2020, by and between **REACH FOR THE TOP THERAPY SERVICES**, a non-profit organization, of 61 Locust Street, Dover, New Hampshire 03820 (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 LESSEE and LESSOR are parties to a Lease Agreement dated September 1, 2020;

WHEREAS, due to early termination of a lease by another tenant, an opportunity has arisen for the LESSEE to add additional space to the Lease Agreement, namely Room 302A in the McConnell Center;

WHEREAS, the parties both desire to amend the Lease Agreement to include Room 302A as part thereof;

NOW THEREFORE, for good and valuable consideration, the receipt of which the parties acknowledge, the parties hereby agree to amend Section 1 of the Lease Agreement entitled "Descriptions and Term" as follows:

1. By deleting and replacing the first paragraph in Section 1 of the Lease Agreement with the following:

That the LESSOR does hereby demise and lease to the LESSEE the space within the City's McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain approximately 4,422 square feet and more particularly identified as Rooms 302A, 328, 330, 331, 332 and 333 (the "Space").

2. By deleting and replacing the rent component table within Section 1 (located at the top of page 2 of the Lease Agreement) with the following:

REACH FOR THE TOP THERAPY SERVICES 4,422 Sq Ft

<u>Component</u>	<u>Rate</u>	<u>Annual</u>	<u>Subsidy</u>	<u>Monthly</u>
Fixed Rent	\$6.50	\$28,743.00		\$2,395.25
Capital Reserve	\$0.40	\$1,768.80		\$147.40
Utilities (*)	\$7.45	\$32,943.90		\$2,745.33
Other as agreed	0	0		0
Total Rent Assessment	\$14.35	\$63,455.70		\$5,287.98

3. All other provisions of the Lease Agreement to remain in effect and unchanged.
4. This amendment shall take effect October 1, 2020.

IN WITNESS WHEREOF, the parties have hereunto executed this Amendment to Lease Agreement dated _____, 2020 on the date set forth above.

REACH FOR THE TOP THERAPY
SERVICES

By: _____

Duly Authorized

Print:

THE CITY OF DOVER, NEW HAMPSHIRE

By: _____

J. Michael Joyal, Jr., City Manager



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2020.09.23 – 151**

Resolution Re: Acceptance of Easement from Owner of Tax Map 15, Lot 15-1 (108 Rutland St)

WHEREAS: In relation to other planned work, the City of Dover's Community Services Department has planned to update an existing drainage line that traverses Tax Map 15, Lot 15-1 (108 Rutland St.); and

WHEREAS: City staff believe the City already holds a prescriptive easement for this line, but in any event would like to formalize same in an easement conveyance of record in the Strafford County Registry of Deeds before commencing the work; and

WHEREAS: The owner of Tax Map 15, Lot 15-1 has agreed to convey and formalize a recorded drainage easement to the City in connection with the planned work.

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

The City Manager is hereby authorized to negotiate, finalize, sign, acquire, and accept a formal drainage easement from the owner of Tax Map 15, Lot 15-1 (M. Kathleen Gitschier), and to take any necessary steps to record said deed at the Strafford County Registry of Deeds.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2020.09.23 – 151**

Resolution Re: Acceptance of Easement from Owner of Tax Map 15, Lot 15-1 (108 Rutland St)

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

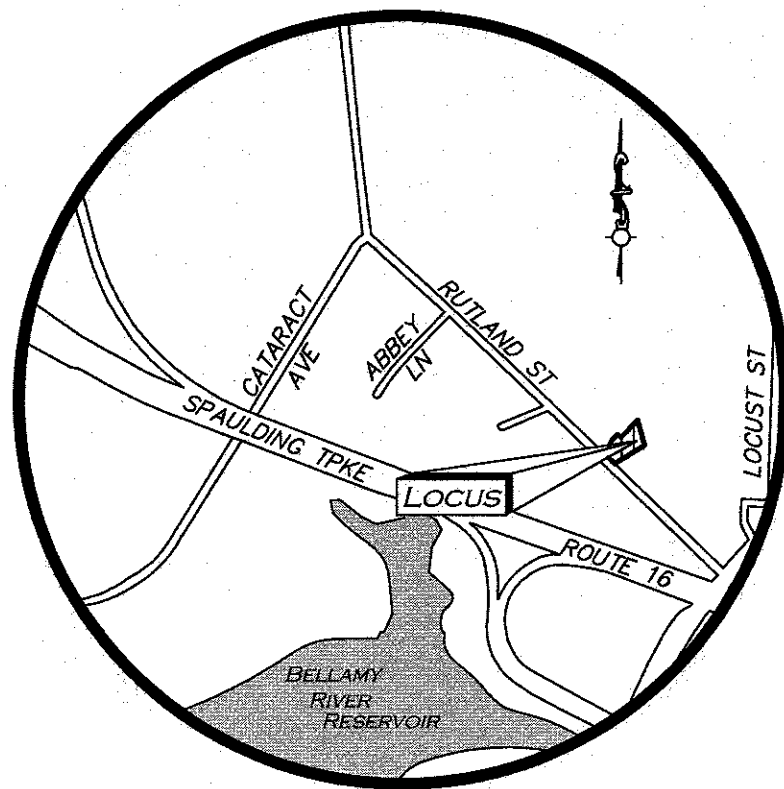
Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

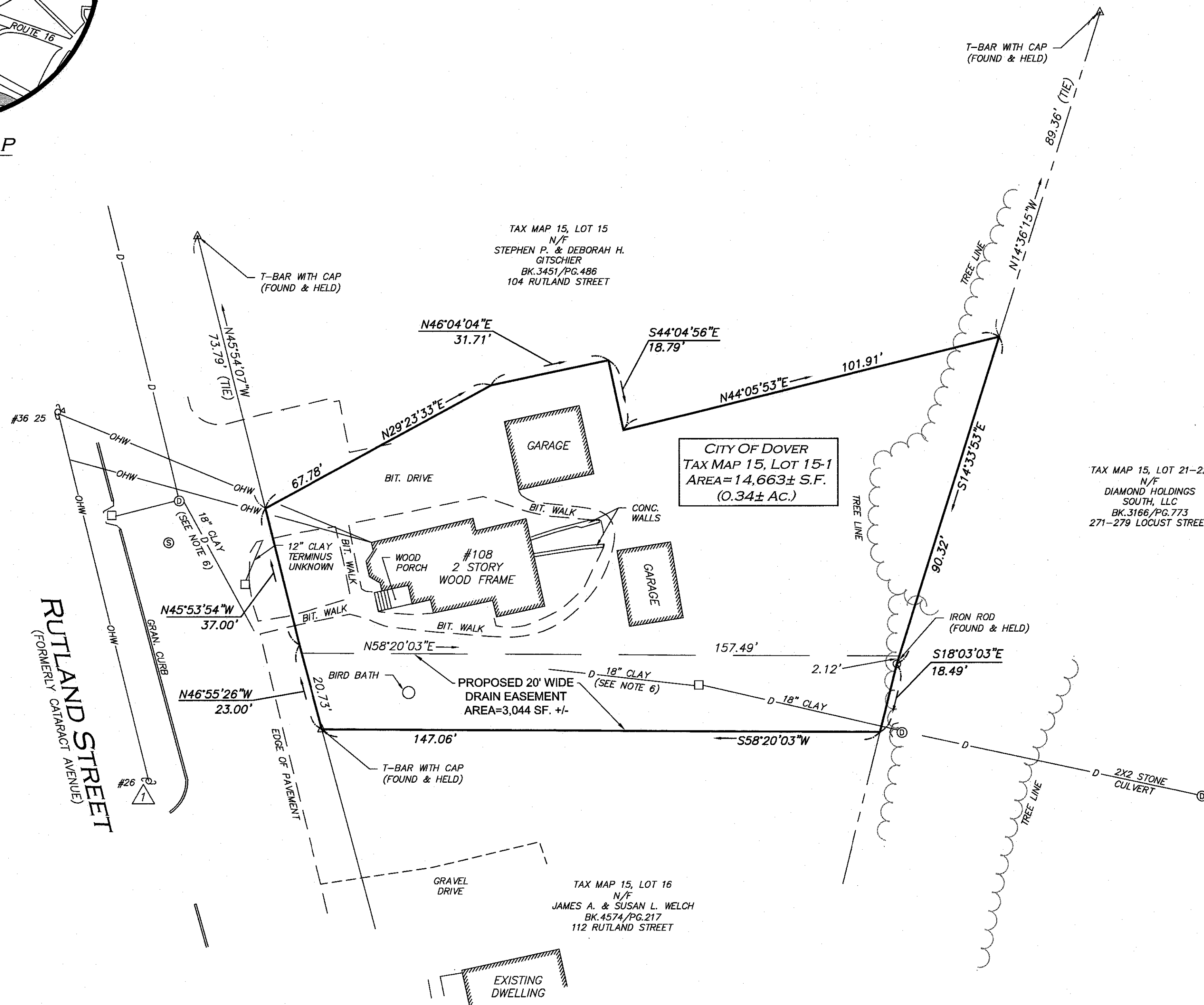
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large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

RESOLUTION BACKGROUND MATERIAL:

See attached easement plan stamped and dated September 17, 2020.



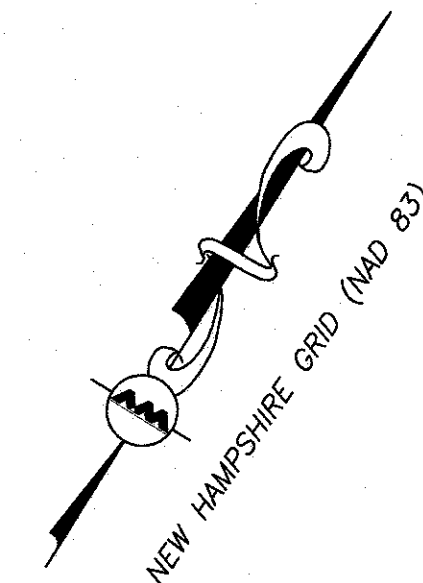
LOCUS MAP
(NOT TO SCALE)



BENCHMARK SUMMARY		
TBM #	DESCRIPTION	ELEV.
1	SPIKE SET IN UTILITY POLE #26	69.12

UTILITY STATEMENT

THE UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. ALLEN & MAJOR ASSOCIATES, INC. (A&M) MAKES NO GUARANTEE THAT THE UTILITIES SHOWN HEREON COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. A&M FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED. A&M HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.



LEGEND

IRON ROD (IR)	o
T-BAR	△
DRAIN MANHOLE (DMH)	⊙
SEWER MANHOLE (SMH)	⊙
CATCH BASIN (CB)	□
UTILITY POLE	⊙
UTILITY POLE W/LIGHT	⊙
FLARED END SECTION	⌒
BUILDING	▭
TREE LINE	~~~~~
EDGE OF PAVEMENT	----
EDGE OF GRAVEL	----
CURB	=====
DRAIN LINE	-D-
OVERHEAD WIRES	-OHW-
POLYVINYL CHLORIDE PIPE	PVC
INVERT	INV.
ELEVATION	ELEV.
BITUMINOUS	BIT.
CONCRETE	CONC.
GRANITE	GRAN.
NOW OR FORMERLY	N/F
BOOK	BK.
PAGE	PG.

LOCUS REFERENCES

-CITY OF DOVER TAX MAP 15, LOT 15-1
-S.C.R.D. BOOK 2353, PAGE 326
-PLAN ENTITLED, "MINOR SUBDIVISION PLAN OF LAND CATARACT AVE. DOVER, N.H. FOR HERMAN A. & CATHERINE GITSCHIER", SCALE 1"=20', DATED MAY 2001, PREPARED BY NORWAY PLAINS ASSOCIATES, INC. AND ON FILE AT THE S.C.R.D. AS PLAN 62-70.

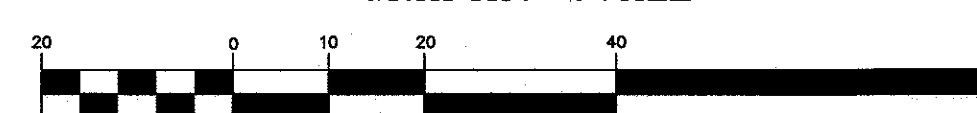
PLAN REFERENCE

-PLAN ENTITLED, "SITE DEVELOPMENT PLANS 279 LOCUS STREET DOVER, NEW HAMPSHIRE SHET NO. SP-2", SCALE 1"=20', DATED FEBRUARY 22, 2008, LAST REVISED JUNE 25, 2008, PREPARED BY TRITECH ENGINEERING CORPORATION AND ON FILE WITH THE CITY OF DOVER ENGINEERING DEPARTMENT.

NOTES

- NORTH ARROW IS BASED ON NEW HAMPSHIRE GRID COORDINATE SYSTEM (NAD 83).
- BOOK/PAGE AND PLAN REFERENCES ARE TAKEN FROM STRAFFORD COUNTY REGISTRY OF DEEDS IN DOVER, NH.
- VERTICAL DATUM IS NAVD 88 ESTABLISHED USING RTK GPS OBSERVATION.
- CONTOUR INTERVAL IS ONE FOOT (1').
- TAX MAP 15, LOTS 15 & 15-1 ARE SUBJECT TO A CROSS EASEMENT AGREEMENT.
- PIPE DIRECTION INDICATES THAT THERE MAY BE A BURIED OR PAVED OVER STRUCTURE THAT WAS UNABLE TO BE FOUND IN THE FIELD.

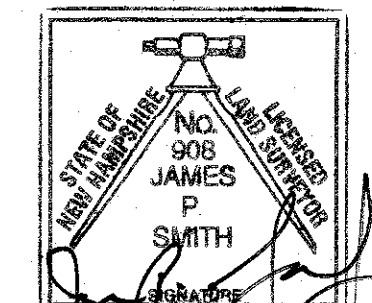
GRAPHIC SCALE



R:\PROJECTS\2730-01\SURVEY\DRAWINGS\CURRENT\5-2730-01-BNDY.DWG
FB# NH-15

"I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN. THIS PLAN IS THE RESULT OF AN ACTUAL FIELD SURVEY MADE ON THE GROUND DURING AUGUST 28 - AUGUST 29, 2020 AND HAS A MAXIMUM ERROR OF CLOSURE OF ONE PART IN TEN THOUSAND ON ALL PROPERTY LINES WITHIN AND BORDERING THE SUBJECT PROPERTY."

ALLEN & MAJOR ASSOCIATES, INC.



JAMES P. SMITH NH LLS #908
DATE 9-17-2020

REV	DATE	DESCRIPTION
-----	------	-------------

APPLICANT/OWNER:

CITY OF DOVER, NH
288 CENTRAL AVENUE
DOVER, NH 03820-4169

HERMAN A. GITSCHIER
M. CATHERINE GITSCHIER
M. KATHLEEN GITSCHIER
108 RUTLAND STREET
DOVER, NH 03820-4169

PROJECT:

TAX MAP 15, LOT 15-1
"RUTLAND EASEMENT"
DOVER, NH

PROJECT NO.	2730-01	DATE:	9/17/20
-------------	---------	-------	---------

SCALE:	1" = 20'	DWG. NAME:	S-2730-01-EC
--------	----------	------------	--------------

DRAFTED BY:	AJR	CHECKED BY:	JPS
-------------	-----	-------------	-----

PREPARED BY:



ALLEN & MAJOR ASSOCIATES, INC.
civil engineering • land surveying
environmental consulting • landscape architecture
www.allenmajor.com

400 HARVEY ROAD
MANCHESTER, NH 03103
TEL: (603) 627-5500
FAX: (603) 627-5501

WOBURN, MA • LAKEVILLE, MA • MANCHESTER, NH

THIS DRAWING HAS BEEN PREPARED IN DIGITAL FORMAT. CLIENT/CUSTOMER REPRESENTATIVE OR CONSULTANTS MAY BE PROVIDED COPIES OF DRAWINGS AND SPECIFICATIONS FOR HIS/HER INFORMATION AND/OR SPECIFIC USE ON THIS PROJECT. DUE TO THE POTENTIAL THAT THE PROVIDED INFORMATION MAY BE MODIFIED UNINTENTIONALLY OR OTHERWISE, ALLEN & MAJOR ASSOCIATES, INC. MAY REMOVE ALL INDICATION OF THE DOCUMENT'S AUTHORITY ON THE DIGITAL MEDIA. PRINTED REPRESENTATIONS OR PORTABLE DOCUMENT FORMAT OF THE DRAWINGS AND SPECIFICATIONS ISSUED SHALL BE THE ONLY RECORD COPIES OF ALLEN & MAJOR ASSOCIATES, INC.'S WORK PRODUCT.

DRAWING TITLE:	SHEET No.
----------------	-----------

EASEMENT PLAN
1

Copyright © 2020 Allen & Major Associates, Inc.
All Rights Reserved



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2020.09.23 – 152**
Resolution Re: SUR Construction Additional Scope of Work for Conduit
Installation Fisher Street to Rutland St./Central Ave.

WHEREAS: A Sealed Request for Bid #B19065 (AKA B20061) was issued and received for construction services for the Dover Community Trail Phase III project on May 6, 2020 at 2:30 pm. Three bid responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. S.U.R. Construction, Inc. was awarded Phase III in the amount of \$575,390.00 on August 12, 2020 via council resolution [R-2020.08.12-131](#); and

WHEREAS: An Additional Scope of Work was requested by the City to S.U.R. Construction, Inc. to install two 4” conduit lines down the Community Trail between Fisher Street and Rutland Street/Central Avenue at an estimated amount of \$100,000.00; and

WHEREAS: The City seeks to improve communication connectivity between all City and School facilities, also creating a need for conduit to create a connection from Fisher Street to Rutland Street/Central Avenue.

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 S.U.R. Construction, Inc. of Rochester, NH in an amount not to exceed \$100,000.00 for the installation of conduit lines down the Community Trail between Fisher Street and Rutland Street/Central Avenue. 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
1000.1.190.41991.4840.00000.00	Misc Gen Govt - Contingency	284,298	166,142

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.8.

Resolution Number: **R – 2020.09.23 – 152**
Resolution Re: SUR Construction Additional Scope of Work for Conduit
Installation Fisher Street to Rutland St./Central Ave.

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 – 2020.09.23 – 152**
Resolution Re: SUR Construction Additional Scope of Work for Conduit
Installation Fisher Street to Rutland St./Central Ave.

RESOLUTION BACKGROUND MATERIAL:

A Sealed Request for Bid #B19065 (AKA B20061) was issued and received for construction services for the Dover Community Trail Phase III project on May 6, 2020 at 2:30 pm. Three bid responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. S.U.R. Construction, Inc. was awarded Phase III in the amount of \$575,390.00 on August 12, 2020 via council resolution [R-2020.08.12-131](#).

Additional Scope of Work #1 is being requested for the installation of two 4” conduit lines down the Community Trail between Fisher Street and Rutland Street/Central Avenue in the amount of \$100,000.00.

Owning dark fiber puts the City in a strong position for cost savings for both current telecommunication services, as well as increased services over time. After the installation of conduit and fiber from City Hall / McConnell to South End Fire / School campus, it is anticipated that the City would see a return on this investment in seven years.

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:	322	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	2020
Recommended Award to:	S.U.R. Construction, Inc.	Fund:	Operating Budget, Contingency (SOW#1)
Other Approvals Required:	Yes, NHDOT, approval rec'd 7/1/20	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

[B19065 \(AKA B20061\) Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.09.23 – 153**

Resolution Re: B14074 Phase II - Professional Engineering Services for Water Systems Facility Upgrades Additional Scope of Work #13

WHEREAS: A sealed Request for Qualifications (RFQ) B14074 was issued and received for Professional Engineering Services for Water Systems Facility Upgrades on July 9, 2014 at 11:00 am. Four firms replied and interviews were conducted on August 3, 2014 with representatives from all four firms. The evaluating committee recommended award to Underwood Engineers of Portsmouth, NH as the top ranked firm for this project; and

WHEREAS: The City has re-issued the Request for Proposal ([Bid #B20036](#)) for Main Street & Washington Street Water Improvements. Underwood Engineers has provided an Additional Scope of Work #13 in the amount of \$191,100.00 for the construction phase, which includes construction administration, resident project representative services, record drawings and geotechnical and soil testing, just as they had for the design phase for this project approved via council resolution [R-2017.11.08-158](#); and

WHEREAS: To be eligible for State of NH funding through the Drinking Water State Revolving Fund, the City followed the RFQ guidelines set by the state for professional engineering services.

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

The Purchasing Agent is hereby authorized to issue a purchase order for Additional Scope of Work #13 to Underwood Engineers of Portsmouth, NH for Construction Phase Engineering Services for the Main Street and Washington Street Water Improvements in the amount not to exceed \$191,100.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03550.17	Water Systems Facilities Upgrades	7,381,871	3,414,824

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.09.23 – 153**

Resolution Re: B14074 Phase II - Professional Engineering Services for Water
Systems Facility Upgrades Additional Scope of Work #13

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.1.

Resolution Number: **R – 2020.09.23 – 153**

Resolution Re: B14074 Phase II - Professional Engineering Services for Water Systems Facility Upgrades Additional Scope of Work #13

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested the submission of Statements of Qualifications from full service engineering firms to provide services for water system facilities upgrades including, but not limited to, eight wells and three water treatment facilities. Underwood Engineers was selected via council approval for Phase I on November 12, 2014 and awarded Phase II in the amount of \$350,300.00 on October 26, 2016 via council resolution [R-2016.10.26-142](#).

Additional Scope of Work #1 adding \$4,700 Temporary PFSA Treatment and \$7,300 conceptual permanent treatment considerations Additional Scope of Work #1 total \$12,000 was approved via council resolution [R-2017.08.09-093](#). New total contract \$362,300.00.

Additional Scope of Work #2 adding \$210,900 additional services at Rochester Road and Bellamy was approved via council resolution [R-2017.08.09-093](#). New total contract \$573,200.00.

Additional Scope of Work #3 adding \$82,100 additional services for Somersworth Interconnection was approved via council resolution [R-2017.08.09-093](#). New total Contract \$655,300.00.

Additional Scope of Work #4 adding \$94,948 for design services for Main Street and Washington Street was approved via council resolution [R-2017.11.08-158](#). New total contract \$750,248.00.

Additional Scope of Work #5 adding \$894,000 additional services for Contract I Water Transmission Main and Contract III Willand Pond, Smith/Cummins Wells and Somersworth Interconnection was approved via council resolution [R-2019.01.09-006](#). New total contract \$1,644,248.00.

Additional Scope of Work #6 adding \$18,400 for Portsmouth-Dover Water Interconnection. New total contract \$1,662,648.00.

Additional Scope of Work #7 adding \$9,400 additional services for Raw Water Transmission Main and Smith and Cummings and Willand Pond facility improvements. New total contract \$1,672,048.00.

Additional Scope of Work #8 adding \$43,700 for engineering survey and preliminary design phase engineering services for Central Avenue North Water Improvements was approved via council resolution [R-2020.05.13-074](#). New contract total \$1,715,748.00.

Additional Scope of Work #9 adding \$108,200 for engineering services, including survey, design, subsurface (borings & probes), permitting and bidding services for Littleworth Road Water Improvements was approved via council resolution [R-2020.05.13-074](#). New contract total \$1,823,948.00.

Additional Scope of Work #10 adding \$240,000 for construction administration, resident project representative services, startup services, preparation of an operational and maintenance manual, record drawings, SRF and Trust Fund administration and compliance, and special services for water facilities improvements [Phase II Contract IV – Bellamy Recharge Facility \(Bid #B20039\)](#) was approved via council resolution [R-2020.06.24-114](#). New contract total \$2,063,948.00.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.09.23 – 153**

Resolution Re: B14074 Phase II - Professional Engineering Services for Water Systems Facility Upgrades Additional Scope of Work #13

Additional Scope of Work #11 adding \$10,000 for a Water Storage Tank Evaluation of the Garrison Hill Tank was approved via council resolution [R-2020.06.24-114](#). New contract total \$2,073,948.00.

Additional Scope of Work #12 adding \$37,000 for preliminary design services at French Cross Road Water Treatment Plan and Hughes Well was approved via council resolution [R-2020.06.24-114](#). New contract total \$2,110,948.00.

Additional Scope of Work #13 is being requested for professional engineering services for the construction phase, which includes construction administration, resident project representative services, record drawings and geotechnical and soil testing for Main Street and Washington Street Water Improvements in the amount of \$191,100. New contract total \$2,302,048.00.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	206	Number of Responses:	4
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:	Underwood Engineers	Fund:	CIP Water
Other Approvals Required:	State NH if using DWSRF	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

[B14074 Bid Documents and Vendor List](#)