



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 25, 2023**
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**
 - A. AUTHORIZATION TO ACCEPT AND EXPEND ASSISTANCE TO FIREFIGHTERS GRANT
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
SPONSORED BY MAYOR CARRIER BY REQUEST**
 - B. AUTHORIZATION OF ANNUAL APPRAISAL OF REAL ESTATE FOR FISCAL YEAR 2024 (TAX YEAR 2023) (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)
(TO BE REFERRED TO A SECOND PUBLIC HEARING TO BE HELD ON FEBRUARY 22, 2023, WITH COUNCIL VOTE TO OCCUR ON MARCH 8, 2023.)
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 8. PUBLIC 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.
- 9. CITY MANAGER'S REPORT**
 - A. January 25, 2022 Report**
 - B. Presentation of Annual Comprehensive Financial Report (ACFR) by Independent Auditors**
- 10. APPROVAL OF MINUTES**
 - A. January 11, 2023 – Workshop Session**
 - B. January 11, 2023 – Regular Meeting**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2nd READING**
 - B. ORDINANCES IN THE 3RD READING**
 - 1. CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 8
(TO BE REMOVED FROM THE TABLE)
SPONSORED BY MAYOR CARRIER BY REQUEST**



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C. RESOLUTIONS

1. **AUTHORIZATION TO ACCEPT AND EXPEND ASSISTANCE TO FIREFIGHTERS GRANT**
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
SPONSORED BY MAYOR CARRIER BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B23001 PURCHASE OF FIRE / EMS, PUBLIC SAFETY EQUIPMENT – FIRE TECH & SAFETY – MASS STATE CONTRACT BID PSE01**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B23001 PURCHASE OF FIRE / EMS, PUBLIC SAFETY EQUIPMENT – BERGERON PROTECTIVE CLOTHING – MASS STATE CONTRACT BID PSE01**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B23037 AWARD OF BID FOR CRITICAL FLOOD RISK INFRASTRUCTURE GRANT FOR STORMWATER & FLOOD RESILIENCE UTILITY PROJECT**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **B23038 SURVEYING SERVICES AS NEEDED**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **B23042 BOBCAT T450 VS – SOURCEWELL CONTRACT**
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **PROFESSIONAL SUPPORT SERVICES FOR SCADA SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM WOODARD CURRAN**
SPONSORED BY MAYOR CARRIER BY REQUEST
7. **APPROVAL OF LIBRARY BOARD OF TRUSTEES' OPERATING RULES**
SPONSORED BY MAYOR CARRIER BY REQUEST
8. **APPROVAL OF LONG HILL ROAD TOWER LEASE AGREEMENT WITH COUNTY OF STRAFFORD C/O STRAFFORD COUNTY SHERIFF'S DEPARTMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST
9. **AMENDING CITY OF DOVER'S DESIGNATED REPRESENTATIVES TO COMMUNITY POWER COALITION OF NEW HAMPSHIRE**
SPONSORED BY MAYOR CARRIER BY REQUEST
10. **APPROVAL OF AMENDMENTS TO ARTICLE XVI OF THE COMMUNITY POWER COALITION OF NEW HAMPSHIRE JOINT POWERS AGREEMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST



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COMMITTEE REPORTS

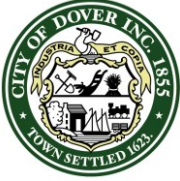
1. School Board (Muffett-Lipinski)
2. Planning Board (Cullen)
3. Appointments Committee (Williams)
4. Arena Commission (Hackett)
5. Arts Commission (Nemeth)
6. Board of Health (Thibodeaux)
7. Collaborative City Council and School Board (M-Lipinski)
8. Conservation Commission (Williams)
9. Downtown TIF Advisory Board (Hinkel)
10. Energy Commission (Thibodeaux)
11. **Graffiti Management Ad Hoc Committee (Nemeth)**
12. **Heritage Commission (Nemeth)**
13. **Legislative Liaison (Shanahan)**
14. **Library Board of Trustees (Thibodeaux)**
15. **McConnell Center Advisory Committee (Thibodeaux)**
16. **Ordinance Committee (Shanahan)**
17. **Parking Commission (Hinkel)**
18. **Pool Advisory Committee (Hackett)**
19. **Racial Equity and Inclusion Ad-Hoc Committee (Nemeth)**
20. **Recreation Advisory Board (Shanahan)**
21. Solid Waste Advisory Commission (Muffett-Lipinski)
22. Transportation Advisory Commission (Williams)
23. Waterfront TIF Advisory Board (Shanahan)
24. Joint Building Committee – DHS (Carrier)
25. COAST (Shanahan)
26. Cochecho Waterfront Development Advisory Committee (Carrier)
27. Dover Main Street (Carrier)
28. Strafford Regional Planning Commission (Williams)
29. Government Affairs (Carrier)

B. RESOLUTIONS

1. **APPROVAL OF ELECTRICAL AGGREGATION PLAN FOR THE CITY OF DOVER PURSUANT TO RSA CHAPTER 53-E**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **READOPTING THE PROVISIONS OF RSA 72:28 STANDARD AND OPTIONAL VETERANS' TAX CREDIT AND RSA 72:28-S ALL VETERANS' PROPERTY TAX CREDIT**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **AUTHORIZATION TO ACCEPT AND EXPEND ANONYMOUS DONATION (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)**
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 8, 2023.)
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2023.01.11 – 006**

Resolution Re: Authorization of Annual Appraisal of Real Estate for Fiscal Year 2024 (Tax Year 2023)

- WHEREAS: New Hampshire statutes require real estate assessments (appraisals) be reasonably proportional each year, pursuant to RSA 75:8; and
- WHEREAS: The level of assessments and uniformity are set by the State's Assessing Standards Board; and
- WHEREAS: The State requires that assessments be between 90% and 110% of market value at least once in every five years, pursuant to RSA 75:8-a and State Assessing Standards Board; and
- WHEREAS: It has been the practice of the City to ensure compliance to this standard every year, in an effort to avoid extraordinary changes in assessments and resulting tax bills; and
- WHEREAS: Since 1998, the practice of the City has been to conduct annual appraisals of real estate to follow market trends to ensure proportionality; and

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

In accordance with New Hampshire RSA 75:8-b *Annual Appraisal; Municipalities Over 10,000*, an annual appraisal of real estate within the City of Dover for Fiscal Year 2024 (Tax Year 2023) is hereby authorized.

This Resolution requires two public hearings. Resolution to be referred to a public hearing on Wednesday January 25th, 2023 and a second public hearing on Wednesday February 22nd, 2023. City Council vote to occur on Wednesday March 8th, 2023.

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

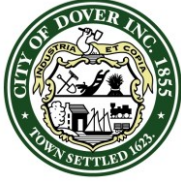


Agenda Item#: 7.B.
Public Hearing Only

Resolution Re:	Authorization of Annual Appraisal of Real Estate for Fiscal Year 2024 (Tax Year 2023)
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First Reading Date: 01/11/2023	Public Hearing Date: 01/25/2023
	02/08/2023
Approved Date:	Effective Date:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance	does	does not pass.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 7.B. Public Hearing Only Resolution Number: R - 2023.01.11 – 006 Resolution Re: Authorization of Annual Appraisal of Real Estate for Fiscal Year 2024 (Tax Year 2023)
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RESOLUTION BACKGROUND MATERIAL:

In accordance with NH RSA 75:8-b *Annual Appraisal; Municipalities Over 10,000*, except when assessing real estate under NH RSA 75:8-a, any municipality with a population over 10,000 intending to appraise real estate annually at market value, shall authorize such annual appraisal by a majority vote of the governing body (City Council).

In Dover, the assessing practice has been to fully analyze and reassess all sections and classification of properties on an annual basis in order to keep all assessments proportional and within a market level of 90% to 110%.

For the past several years, the City has maintained assessments within the range of 92% to 98% of market value.

Each year, by the beginning of March, the City Assessing Office has reviewed sales data for properties within the City that have sold in the prior 6 months to determine if the market trends demonstrate a change in value.

For FY24/TY23 the City currently anticipates an increase to market values over FY23/TY22 assessments. To maintain market level and proportionality the City foresees that an update to assessments will be necessary. In the event the ratio studies to be completed in March 2023 determine that a full-market update is not necessary, then a City wide update to assessments will not be implemented.

City Manager's Report

Reporting On:

October 2022, November 2022 & December 2022



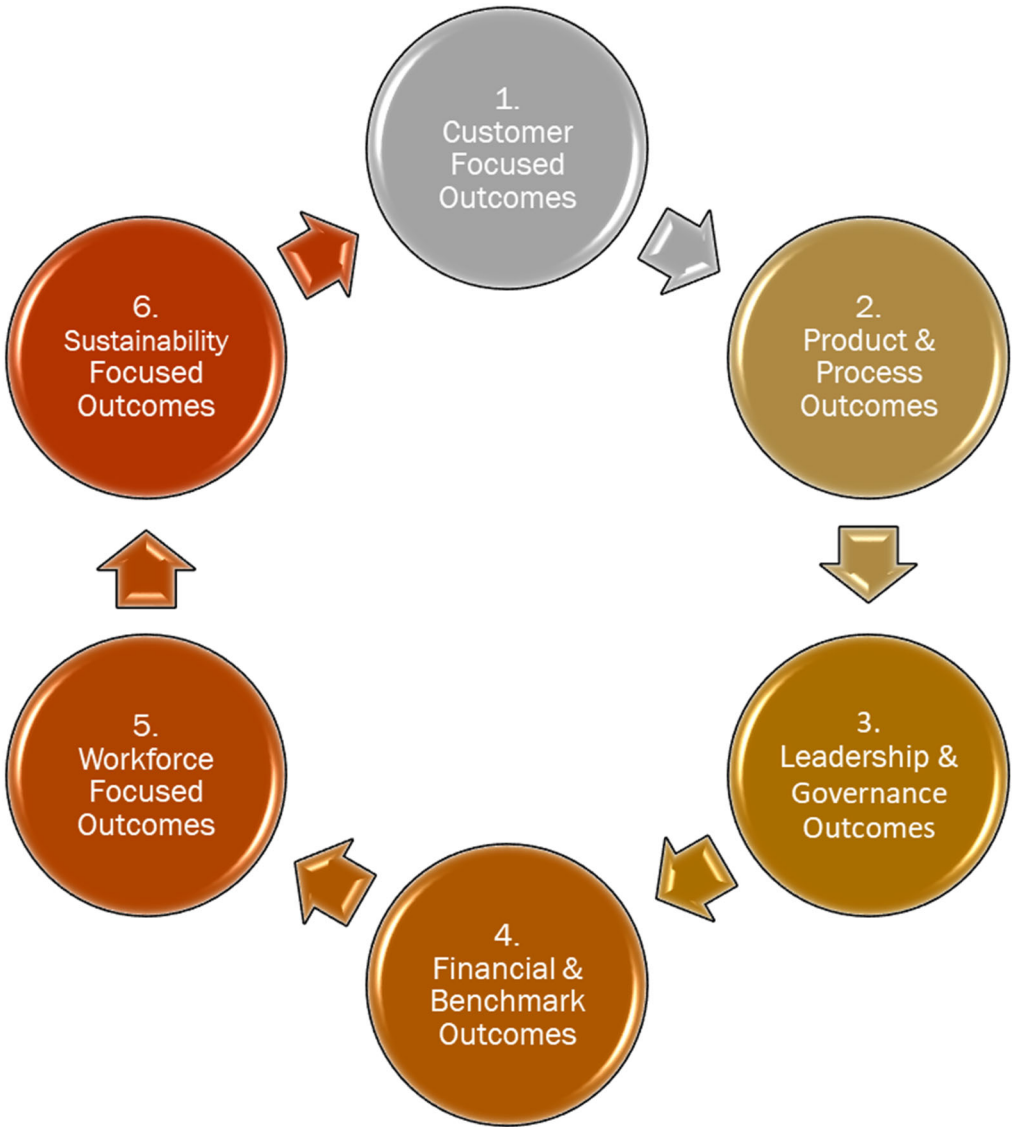
Waldron Court
by Michael Gillis

JANUARY 25, 2023

By:
J. Michael Joyal, Jr.
City Manager



The City Manager’s Report is a collaboration of City department updates provided each month to update the City Council and general public on the intricate workings of the City of Dover. The updates are broken out by department reflecting the six categories of intended outcomes relating back to the City of Dover’s strategic management framework which you will find below.



The department updates are then highlighted at the end of the report to show how these updates fit into supporting the seven 2022 – 2023 City Council Goals below:

Goal #1
Inclusive & Welcoming City

- Strengthen our Community by supporting all Dover residents, including those that are under represented or marginalized.

Goal #2
Volunteer Engagement

- Ensure that Board, Committee & Commission members are valued and are part of the community's governance.

Goal #3
Develop Waterfront

- Support the Waterfront Development, per the Land Development Agreement.

Goal #4
Collaboratively Create a City Budget

- Ensure that the City's budget process evolves to better serve the community.

Goal #5
Resident Engagement

- Improve communication through multiple channels with feedback loops for improvement from all.

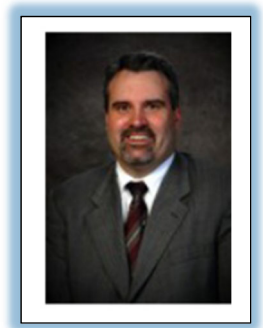
Goal #6
Resilient City

- Ensure the City's social, built and natural infrastructure is designed to evolve and support community needs.

Goal #7
Diverse & Attainable City

- Support a Dover that is welcoming to all no matter socio economic background.

City of Dover's Municipal Leadership Team



City Manager
J. Michael Joyal, Jr.



David Balian
Public Welfare
Director



Gary Bannon
Recreation Director



Donna Benton
Planning & CDBG
Director



William Breault
Police Chief



Susan Daudelin
Human Resources
Director



Annie Dove
Information
Technology Director



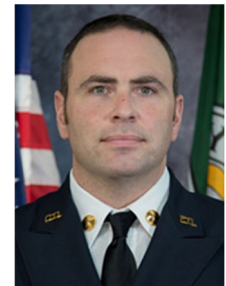
Michael Gillis
Media Services
Director



Denise LaFrance
Public Library
Director



Daniel Lynch
Finance Director



Michael McShane
Fire & Rescue Chief,
Emergency Mgmt
Director



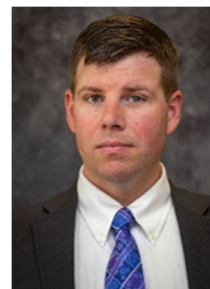
Susan Mistretta
City Clerk Tax
Collector



Christopher Parker
Deputy City Manager



John Storer
Community Services
Director



Joshua Wyatt
City Attorney

Community Services Department

Water Production

For the month of October, the City's water system saw a decrease in production from 1.9 MGD to average 1.8 MGD (million gallons per day). The water ban which was enacted late in August is helping to keep the water usage down. The Smith well, Cummings well, Bouchard well, Campbell Well and Calderwood well are all on line while Hughes well is on standby mode. The repairs to the Willand Pond well 1 and 2 have been completed and will back in service once the raw water line to the water treatment plant at Lowell Ave has been cleaned through a process called "pigging". This is done by sending a foam "pig" that scrapes and cleans the inside of the raw water main from deposits of iron and manganese. In some cases, several passes have to be conducted in order to receive the best results. The "pig" will enter and exit through special wye's that were added during the construction on the raw water main. The Utilities crew repaired a leak on Crosby Road that was found from a crew conducting leak detection. The leak was on a tapping saddle that extended down Crosby Road and had to be completely removed and replaced. During the repair, there was a great opportunity to add a new hydrant and gate for future construction of the Littleworth Road water main replacement. The Utilities and Wells crew closed 89 work orders and 13 service requests.



Crosby Road, Water Main

For the month of November, the City's water system saw a decrease in production from 1.8 MGD to average 1.7 MGD (million gallons per day). The water ban was terminated on November 29th by the City manager. The Smith well, Cummings well, Bouchard well, Willand Pond well 1 and 2. Campbell Well and Calderwood well are all on line while Hughes well is on standby mode. Thankfully no major water main breaks or service leaks occurred during the month. Hydrant pumping was completed and now all City hydrants are winterized. The Utilities crew closed 88 work orders and 13 service requests.

For the month of December, the City's water system remained on average of 1.7 MGD using, Cummings well, Bouchard well, Willand Pond well 1 and 2. Smith and Cummings wells are resting due to the low water usage. In their stead, crews are using Willand Pond well 1 and 2 since crews cleaned the raw line in November. There was 1 service issue reported on the homeowner's side which was repaired using a contractor by the homeowner. A relatively severe wind storm late in the month knocked out power to all of the wells that were in operation but no loss in production was noted due to all of the well buildings and treatment plants having back-up generators. Power was restored to the buildings in the next day following the event. The Utilities crew closed 79 work orders and 13 service requests.

Sewer Pump Stations and Collection

In October, pump station crews continued to complete quarterly pump maintenance at all 23 lift stations. Crews closed 98 work orders and 5 service requests. The pump station crews are continuing with their pump maintenance as well as prepping for the upgrades to the main pumping facility on River Street. The collection street crew has been working on cleaning areas known as trouble spots to help prevent backups. The Utilities Street crew worked to replace a broken sewer service as part of the Grove Street rehabilitation project that will be kicking off in the spring.

Pump station crews continued to complete quarterly pump maintenance at all 23 lift stations in November. Crews closed 101 work orders and 9 service requests. The Utilities Street crew was called to help clean a line in Rollinsford that was causing a backup. There was also a sewer over flow on Mast Road and Mathis Hill. This was caused from debris in the line which then caused the manhole to overflow. Unfortunately, the City's Jet truck was being repaired and the crew had to call for aid from Rochester. Rochester, along with City crew members, worked quickly to resolve the issue which also had to be reported to the State as an SSO (Sanitary Sewer Overflow). On a positive note, no homeowners reported any backups into their homes as the sewer main was relatively deep. Once the City's jet truck returned to service all the lines were cleaned and inspected to make sure the backup would not reoccur.



Crew working to clear a sewer manhole in Rollinsford

December saw pump station crews continuing to complete pump maintenance at all 23 lift stations. Crews closed 98 work orders and 3 service requests. The sewer siphon on Fourth Street was found to be backed up and needed to be cleaned which crews accomplished quickly. No overflow was noted due to the siphon having a backup line in case of such an event. The pump stations crew dealt with several power outages during the wind storm. The most notable outage was to the main pump station located at River Street which receives the majority of the City's sewer and the pumps it to the wastewater treatment plant. Due to the amount of rain which causes I & I (inflow and infiltration), this is caused in part by roof gutters that are attached to the sewer system and water leaking in around manhole covers, River Street pump station was pumping sewer by using the large 600 HP pump #4 instead of the two smaller 100 HP pumps #2 and #3. The power supplied to the building on several occasions went off and on abruptly which caused one the VFDs (variable frequency drive) for pump #4 to fault which could not be corrected. At that time the City went on standby generator as a precaution until the storm and the power grid stabilized and started to run the station on the back up 600 HP pump #1. The damage to the VFD is being assessed to see what repairs need to be made in January.



Siphon being cleaned



Cause of water leak on resident side of service

Streets & Stormwater

During the month of October, the Streets Division was kept busy prepping for winter storm operations such as new plow routes and truck training with current and new employees, and the washing of all trucks and sanding equipment.

There were several rain storms which required the crew to clear debris and pick up fallen trees and branches throughout the city. They cleared numerous catch basins that were clogged and flooding from the stormy weather. They also picked up leaves from the downtown area. The crew hauled catch basin debris from the dredge cell storage area to the Wastewater Treatment Plant.

The crew filled pot holes as needed throughout the City of Dover. The road barricades that were being used for downtown outdoor seating at various locations were picked up. The grading of numerous dirt roads was also completed. Crews had to break apart a beaver dam to prevent the flooding of Crosby Road.

Management set up and provided CDL training in house for employees. Staff loaned the yard at 25 Tanglewood to close out the work from the drain project.

Mackinnon replaced the catch basin and pipe located at 26 Elliot Park and then was paved by Tri-State. The overlaying of the sidewalk on Cataract Street was also finalized.

The crew raised the drain manhole located on Atlantic Avenue.

The drainage on Broadway near Reds Shoe Barn was worked on by SUR, then the City did the cleanup as well as Tri-State finishing with the paving.

During the month of November, the Streets Division was kept busy prepping for winter storm operations such as holding our annual snow plow meeting for current and new employees. Training for plow trucks and clearing of sidewalks for winter operations was conducted.

Crews filled tanks with a brine solution to pretreat the roads, and graded dirt roads in preparation for winter events. The docks from the river were removed for the season for the Recreation Department.

Staff posted sign boards throughout the city with winter ban info. They put out grade stakes downtown to help guide the tractors to prevent any damage of the sidewalks.

The crew prepped Ox Bow Lane for the winter season and will be finishing the project next spring. They also finished their road side mowing list for this year.

Staff cleared numerous catch basins during several rain events this month. The City finished overseeing the catch basin cleaning and crack sealing operations as well as the repair of the catch basins on Portland Avenue and Elliot Circle.

Leaves were picked up from the downtown area and other areas throughout the City during a three-week sweeping of leaves.

The crew filled and repaired numerous potholes in various areas throughout the City.

The site work for the drain upgrade above the Reds Shoe Barn lot located on Broadway was finished and completed.

The crew installed sonar tubes and poured cement for pedestrian lights on Durham Road.

They also finished loaming several areas needed from this year's paving jobs.

During the month of December, the Streets Division saw its first winter storm. Crews had their first sand/salt operation late on 12/11 into the early morning on 12/12.

As part of preparation for the winter season, staff also conducted winter snow plow training, setting up various stations in the storage area. Employees broke off into small groups to learn about plow trucks, the controls and settings needed to operate.

A few days later crews had their first full on plowing operation. A storm predicted to be rain, ended up starting as snow. Dover picked up around 2 inches of snow in the morning, except on the far end of the city where it was all rain. All locations went to all rain for the afternoon, which resulted in some flooding in spots. Around the evening commute it went back to snow and continued all night and into mid- morning the next day. Clean up was done by mid to late afternoon. The combination of the cold temperatures and wet roads turned the roads to ice and a salt/sand operation was back under way overnight into early the next morning.

The crew also dealt with a fairly significant wind/rain storm, which ended with rapidly falling temperatures and snow showers which resulted in icing. Numerous trees/branches came down during the storm, some completely blocking the road while others partially blocked roadways. The day was spent keeping the roadways passable. It took the crew a couple days to clean up all the fallen debris that was in or on the edge of the road.

The crew also cleaned up an area underneath the overhang to the children's museum. Trees and brush were cleared out. The area underneath the overhang was prepared for crushed stone, crews added stone the length of the overhang and a rip rap swale out to the edge of the parking lot.



Loader with clam attachment



Children's Museum, before



Children's Museum, after

Facilities, Grounds & Cemeteries

Facilities, Grounds and Cemeteries employees addressed 75 service calls and 169 work orders in the **month of October**. They conducted 7 ash interments and 3 full burials throughout the month. Two markers were set on graves in the cemetery and foundations were poured for 9 monuments.

Facilities, Grounds and Cemeteries addressed 19 work orders pertaining to miscellaneous outside issue such as: shutting down the remainder of the seasonal water services, the soccer field at Shaw's Lane continued to be lined weekly and mowing and trimming of the cemeteries and 65 public turf areas was still ongoing. Two reports of graffiti were investigated, any offensive graffiti was covered over if it couldn't be removed. New flags were put up at Immigrant's Park.

New artwork in the form of two large decorative metal cubes was installed on the Community Trail at Fisher St. These cubes were created at Bedrock Gardens in Lee, New Hampshire and approved by the Arts Commission for installation. Historical markers around the area were removed and stored for the winter. Silicon caulking is inserted into the bolt holes in the sidewalk to make it easier to remove and reinstall the markers in the spring.

Apple Harvest Day was Saturday October 1st. Some employees worked on Apple Harvest Day, assisting during the day and cleaning up afterward. This event was very well attended. Picnic tables were put away for the winter after Apple Harvest Day.

There were seven traffic signal issues reported in October. This figure is much lower than in past months. Green and yellow traffic signal balls were replaced at different locations. One street light issue was reported and one décor light was fixed in the downtown area. Eighteen work orders pertaining to sign issues were resolved, some replacing old or faded signs, replacing missing signs and replacing sign posts.

Twenty tree issues or concerns were responded to, with a few limbs being removed and several downed trees being removed after the intense wind storm on October 14th. A critter had eaten away at a crab apple tree that has graced the Orchard Street Riverwalk for many years and the tree needed to be taken down.

Work orders pertaining to buildings numbered forty. Another thirty-one work orders pertained to preventive maintenance on HVAC systems and were handled under a contract with Siemens. Other minor HVAC issues were reported and addressed, leaking faucets were replaced and several toilet issues were resolved. Nine deliveries of supplies were made and five keys issued. The annual fire alarm inspections were completed by the contractor under Minuteman Security Technologies, as well as our own employee inspections.

Employees addressed three requests to move items – including five bikes, one very heavy filing cabinet and moving tables to the Library for a book sale. Fifty roof slates that had been removed from the Library earlier this year were delivered to the Library to be sold as memorabilia.

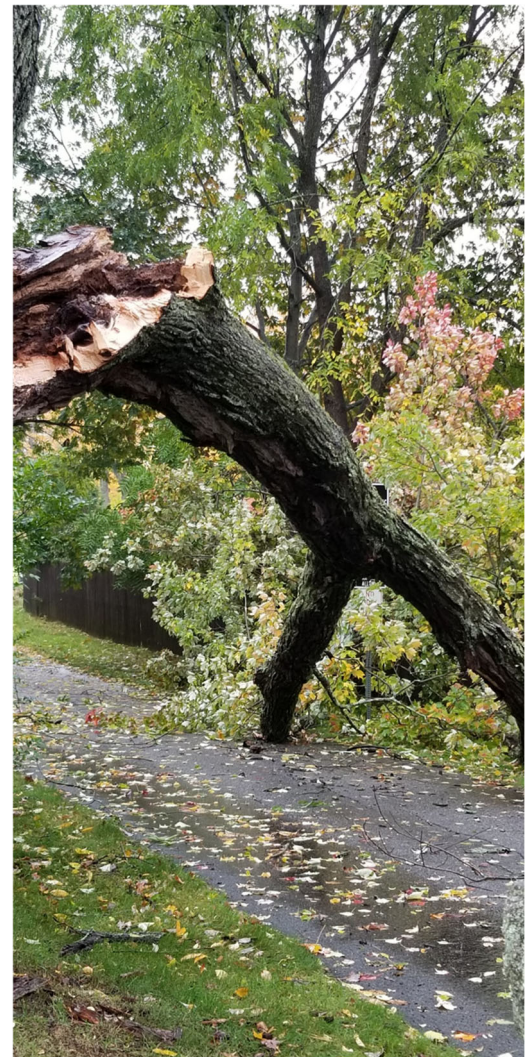
Work was completed on the City Hall elevator system in September, so areas on walls were patched and costs for repairing the flooring were obtained. Our own monthly elevator and fire extinguisher inspections were completed. Several door issues were addressed, lock cylinders or lock sets were swapped out or repaired at City Hall and the McConnell Center.

The restoration of the City Hall clock tower began early in September and is progressing rapidly. This project is being handled by Careno Construction. The gilding on the dome tower was applied after the dome was properly prepared. Strategies for removal and abatement of the lead-based paint on the tower are being arranged and will be carried out in November.

Governor Chris Sununu directed flags on all public buildings and grounds in the State of New Hampshire to fly at half-staff on October 20, 2022 in observance of National Fallen Fire Fighters Memorial Service.

On October 20, 2022, Governor Sununu ordered all state flags to half mast for New Hampshire's longest serving police chief, Chief Edward Garone, who served as police chief in Derry for half a century. The Governor noted, "his half a century of leadership to his community is extraordinary and unprecedented." And also "the legacy he leaves behind will benefit Derry and New Hampshire for generations to come."

Facilities, Grounds and Cemeteries employees addressed 64 service calls and 123 work orders **in the month of November**. They conducted 8 ash interments and 3 full burials throughout the month. Four markers were set on graves in the cemetery. A bench donated by the Burrows family for the space in front of the columbarium had sustained damage and needed to be replaced. This damage was noted on April of 2021 and the bench finally arrived



Tree fell at the entrance to cemetery off Court Street during October 14th wind storm.

and was installed early in the month. The delay had to do with the fact the bench came from China and supply issues due to COVID.

On November 7th, the voting polls were set up for the mid-term elections and were removed from the six wards and put back into storage at the end of Election Day on November 8th. Lighting issues seemed to be more prevalent this month, with several buildings experiencing issues that needed attention. The stairwell by the Indoor Pool, the portico at the entrance to Public Works, lighting outside the Library and miscellaneous indoor lighting complaints were resolved. Minor plumbing issues were addressed, clocks were set back, elevator certificates were installed – these usually arrive two months after the actual inspections.

Tables were delivered to the Library for the book sale and were collected and returned to City Hall after the sale. Ten keys were issued, four deliveries of supplies were completed and the custodians spent approximately 312 hours on the care of City Hall this November.

Replacement of the City Hall elevator atrium flooring was completed and looks great.

At the end of the month, the garland was moved to City Hall from the 145 Court St building so the Fire Department could hang it on the columns for the holiday season. This is usually done on the Friday after Thanksgiving. Our thanks to the Fire Department for tackling this task every year.

Facilities, Grounds and Cemeteries addressed 56 work orders pertaining to miscellaneous outside issue such as: shutting down the concession stand at Shaw's Lane, lined the soccer field at Shaw's Lane twice, leaf collection and pick up in Pine Hill Cemetery, some park clean up, changing seasonal banners on poles at the transportation station, picking up, cleaning out and storing the whiskey barrels for the winter, planting 400 tulip bulbs in the upper square flag pole island, taking down tennis nets and applying for Dig Safe certificates for three solar powered speed limit signs and one set of flashing beacons for the pedestrian crossing by the high school on Durham Road to be installed.

Students from the Portsmouth Christian Academy came on Friday, the 18th to assist in cleaning leaves from the Rotary Pavilion stage area and picking up down limbs or leaf collection in the Veterans Circle area of Pine Hill Cemetery. About twenty students participated, for four hours each and their help was appreciated by the Facilities & Grounds crew.

The flag pole at the Rotary Plaza was pulled and put into storage on the 18th and the Christmas tree in was put into place on the 22nd, with Urban Tree / Savatree moving the tree from the Fourth St residence to the Plaza.

There were fourteen traffic signal issues reported in November. Many included lights going to flash, possibly due to power bumps during high winds that were present on several days this month. One red lens was replaced and two motor vehicle impacted signals at different locations. School zone lights were checked to be sure the timing was correct due to the end of Daylight Savings Time on November 6th.

Twenty work orders pertaining to sign issues were resolved, with the pedestrian island signs at Central Ave and Fifth Street being struck again twice in two weeks. Other work orders addressed replacing sign posts that had been pulled out of the ground, seemed to be a number of these over the last weeks, or replacing signs on posts, replacing missing street signs and replacing two sign posts.

Six tree issues or complaints were responded to, with a few limbs being removed and people questioning whether or not a tree was cared for by the City. There were a few strong wind storms that came through, bringing limbs down, but no trees came down this month.

Sand barrels were put out at various buildings and Facilities & Grounds will have one employee coming in at 5 am to check and be sure walkways to municipal buildings are sanded if needed. On days where this is not necessary, there are other tasks performed such as inventorying street lights that are out or cleaning of the Facilities Grounds & Cemetery facility and storage areas.

Facilities, Grounds and Cemeteries employees addressed 85 service calls and 140 work orders in the month of December. They conducted 1 ash interment and 4 full burials throughout the month. One marker was set on a grave in the cemetery. Leaf pick up was finished as best as it could be with December weather and two large leaders that fell from trees during the windstorm of December 23, were picked up and removed to recycling.

Facilities, Grounds and Cemeteries addressed 19 work orders pertaining to miscellaneous outside issue such as: finishing up leaf collection and parks clean up, moving picnic tables to our facilities for repairs, painting bollards that protect foundations for pedestrian crossing signals.

Fourteen service calls regarding tree complaints came in cutting up and removing downed trees in parks from two significant wind events, the worst being on December 23rd. Trees had come down in Guppy, Applevale, and Long Hill parks, as well as two trees needing attention on the Community Trail.

The rope in the upper square flag pole was replaced with a lift from the Fire Department, generators were put out with the message boards to charge the batteries in them, a trench was dug at the Library for an outlet they wish to install for outside story time. Garrison Hill tower suffered graffiti that needed to be covered up, as did some traffic boxes.

There were nineteen traffic signal issues reported in November. A few included lights going to flash, possibly due to power bumps during high winds that were present on several days this month. Four red lenses, 1 yellow and 2 green were replaced and four pedestrian crossing light issues were resolved. The traffic signal at Central and Oak was damaged during a snow storm and Electric Light came out to make replace the pole and equipment.

Twenty-six work orders pertaining to sign issues were resolved, with the pedestrian island signs at Central Ave and Fifth Street being struck again, twice in two weeks, the same as in November. Eight posts needed to be replaced. Other work orders addressed replacing missing or damaged signs.

Thirty-nine building related service calls were received, filters were changed in five municipal buildings, bicycles were moved from the Police Department to storage for auction on two occasions and multiple items were moved to recycling. Three work orders were for moving items and eight more were for delivery of supplies. Four keys were issued and several were turned in. Our own monthly elevator and fire extinguisher inspections were completed. Five paper towel holders in City Hall bathrooms were replaced due to damage. This is a first and quite unusual occurrence.

The auditorium was set up for the city employee holiday Luncheon on December 21st and the auditorium was cleaned up on the 24th. On December 31st Facilities & Grounds employee Matt Rabideau served as the maintenance attendant for the New Years Eve celebration kicking off the City of Dover 400th Anniversary calendar of events.

Flags were lowered for Pearl Harbor Day on December 7th, the 81st anniversary of the attack on Pearl Harbor. This is in remembrance of “a date that will live in infamy”, a day of tragedy, sacrifice and heroism that united our nation.

<i>Facilities, Grounds & Cemetery Division</i>	<i>Burials Ash</i>	<i>Burials Full</i>	<i>Service Calls</i>	<i>Work Orders</i>
<i>October 2021</i>	9	2	84	177
<i>November 2021</i>	8	3	62	113
<i>December 2021</i>	1	1	85	128
<i>January 2022</i>	1	4	80	121
<i>February 2022</i>	0	1	58	102
<i>March 2022</i>	2	1	88	135
<i>April 2022</i>	2	3	85	144
<i>May 2022</i>	5	3	94	191
<i>June 2022</i>	6	2	95	154
<i>July 2022</i>	7	4	88	148
<i>August 2022</i>	10	1	101	175
<i>September 2022</i>	05	0	81	162
<i>October 2022</i>	7	3	75	169
<i>November 2022</i>	8	3	64	123
<i>December 2022</i>	1	4	85	140

Administration:

Another recognition for the City of Dover and Raymond Vermette:

★ Huber Technology Equipment Helps Dover Blaze a New Trail in Material Recycling

A New Hampshire city blazes a trail with a sweepings cleaning system, enabling reuse of traction sand that keeps streets safe for winter drivers. To view the article:

<https://www.tpomag.com/editorial/2023/01/huber-technology-equipment-helps-dover-blaze-a-new-trail-in-material-recycling>

The following staff development took place during October, November and December:

Christian Gaudette, Truck Driver and Cameron Whitehouse, Truck Driver, attended the Chainsaw safety & Maintenance class presented by the University of New Hampshire. This course was held in Durham, NH.

Alan Mandigo, Pump Station Operator II, Fulton Mountain, Pump Station Operator I, and Brian Landry, Heavy Equipment Operator I, attended both the Workplace Safety: LOTO, HazComs & Emergency Safety Showers & Eyewash Station and Pumps: Application, Selection & Maintenance presented by Northeast Water & Wastewater Training Associates, Inc. Both courses were held in Franklin, NH.

Amelia DeGrace, Assistant City Engineer and Jillian Semprini, Assistant City Engineer attended the Webinar Safer Intersections for Pedestrians and Bicyclists, presented by National Academies of Sciences, Engineering, and Medicine.

Jamie Stevens, Working Foreman, attended the Webinar Small Systems aren't Small Potatoes, presented by Granite State Rural Water Association.

Amelia DeGrace, Assistant City Engineer, Michael Nadeau, Superintendent of Utilities and Michael Banester, Working Foreman attended the Asset Management Workshop: Demystifying Asset Management presented by New Hampshire Department of Environmental Services. This course was held in Pembroke, NH.

Amelia DeGrace, Assistant City Engineer, Michael Nadeau, Superintendent of Utilities, Michael Banester, Working Foreman, and William Boulanger attended the PACP/LACP/MACP Training, (Pipeline, Lateral & Manhole Assessment Certification Programs) presented by Wright-Pierce. This was a 3-day course held in Bedford, NH.

Bill Purpura, Inventory Coordinator, attended the Backflow, Cross Connection & Meter Change-Out presented by Granite State Rural Water Association. This course was held in Franklin, NH.

Executive Department

Office of the City Manager

During the months of October, November and December, the City Manager held two Department Head meetings per month. Department Head meetings entail all department heads gathering to discuss what is going on in each of their departments and it is a time where conversations can take place across departments. It is a great way for departments to get organized together and get input on City Manager expectations.

Also during these months, a Coordinating meeting took place each month. Coordinating meetings take place once a month in the City Manager's Office so that the City Manager, Community Services Director, City Engineer, Planning Director and the Deputy City Manager, on behalf of Business Development, can collaborate on various projects.

The City Manager's Assistant (CMA) worked with all divisions to finalize the 2022 city wide metrics. Once done, the year end metrics are then added to the annual comparative metric table for the City Manager.

It is that time of the year for the CMA to review budgets in the Executive Department, other than Information Technology, and prepare them to be submitted for City Manager review. The CMA set up budget review meetings for all Department Heads to meet with the City Manager, Deputy City Manager, Finance Director and Deputy Finance Director to go over each of their budget requests.

The City Manager's Assistant processed 15 Worker's Compensation Claims and continued to monitor and update all open claims throughout these months. This includes following up on the claims with the departments as to why such claims occurred so the CMA can take this information to the City's Joint Loss Management Committee for review each quarter.

The CMA gathered information from various departments and processed fifteen job postings, monitored new position and/or new hire physicals, and background/motor vehicle checks for 20 employees. This ensures all employees and/or applicants were able to move on in the hiring process.

The CMA worked with Department Heads on working up the Proposed FY2024 Organizational Charts. She is currently reviewing with Human Resources before finalizing the document.

The City Manager's Office is working with New Hampshire Municipal Association on pulling together a legislative session for state representatives and councils from Dover and Rochester. This session will be held on January 18, 2023 in the City Hall Auditorium.

Office of Human Resources

Employment Anniversaries with the City of Dover November 2022

Employee Name	Department / Division	Number of Years
Brown, Troy T	Fire	24
Conway, Richard P Jr	Recreation	24
Tsouramanis, Jean M	Executive	22
Seawards, Robert E	Public Works	21
Trefethen, Krista S	Recreation	20
Mitchell, Dana C	Police	19
Wingren, Diana L	Police	19
Mandigo, Alan R	Public Works	18
Myers, Jennifer J	Police	18
Roberts, James F	Recreation	17
Mistretta, Susan M	Finance	16
Lockhardt, Aimee K H	Library	10
Openo, Mai N	Library	7
Worden, Clarence W Jr	Fire	7
Sullivan, Kevin M	Public Works	6
Grace, Richard W	Public Works	4
Banester, Michael S	Public Works	3
Perez, Jennifer R	Executive	2
Ward, John A JR	Public Works	2
Dwyer, Allison J	Executive	1

Employment Anniversaries with the City of Dover December 2022

Employee Name	Department / Division	Number of Years
Simons, William C	Police	36
Breault, William M	Police	24
Dolleman, Brant M	Police	24
Truax, Dean C	Public Works	22
Ferullo, Michael W	Fire	20
Nadeau, Michael P	Public Works	18
Gray, Marilyn C	Library	11
Kilday, Michael J	Fire	8
Blonigen, Rachel	Planning	7
Anderson, David R	Police	5
Cummings, Jacob R	Public Works	4
Houde, Dale J	CS WWTP	4
Balian, David C	Public Welfare	2
Cummings, Ann M	Police	2
Cusick, Carmenrose	Police	2
Demers, Jonathan C	Fire	2
Madsen, Brendan D	Police	2
Malsbury, Tyler C	Police	2
Ballou, Robert W	Recreation	1
Coffin, Felicia L	Police	1
Sanderson, Eric S	FG	1

**Employment Anniversaries with the City of Dover
January 2023**

Employee Name	Department / Division	Number of Years
Bannon, Gary S	Recreation	33
Keefe, Timothy J	Police	23
Plante, Marc A	Fire	22
Michaud, Matthew L	Fire	14
Peters, David	Executive	12
Plummer, Christopher R	Police	12
Falconer, Patricia M	Library	7
Lepage, Marcel J	Recreation	6
Abbott, Thomas R	Fire	5
Duffy, Quinn R	Fire	5
Scarponi, Michael R	Library	5
Couturier, Christopher L	Fire	4
Perron, Daniel R	Recreation	4
Friedman, Erika B	Recreation	3
Hardwick, Emmett T	Library	3
Gorman, Bradley E	Fire	2
Adams, Josiah S	Library	1
Gerrish, Andrew J	FG	1
Kypfer, Natasha M	Planning	1
Semprini, Jillian A	Public Works	1
Watkins, Jacob R	Police	1

October Employment Separations = 09		October Employment Hires = 07	
09	Community Services Department	01	Community Services Department
01	Finance Department	01	Executive Department
01	Planning Department	01	Finance Department
		02	Police Department
		02	Recreation Department

November Employment Separations = 04		November Employment Hires = 09	
01	Fire Department	03	Community Services Department
03	Recreation Department	01	Executive Department
		01	Public Library
		04	Recreation Department

December Employment Separations = 04		December Employment Hires = 06	
03	Community Services Department	01	Community Services Department
01	Police Department	02	Finance Department
		02	Police Department
		01	Recreation Department

Office of Information Technology

Police cruisers utilize updated method to report geolocation. New communications method provides more reliable reporting of Police cruiser location. Starting in July 2022, Fire & Rescue iPads report geolocation using iOS app. Reporting is dependent on application running on iPad. We have requested product enhancement from vendor to remove this.

Migration to RingCentral for desktop phone and most fax service is complete. RingCentral network testing will be completed once network upgrade is completed.

Configured "Certification" module in EnerGov to record contractors' State of NH trade licenses. Select permit applications cannot be submitted or permits issued without having a contractor with valid license included with request.

Multi-factor authentication services renewed through end of ARPA funding period. Licensing expanded to cover all full time employees.

Met with TRC to review design, workflow and fees for Outside Dining permit. Former Outside Seating Health License has been retired.

Met with CS Fleet Services, 2-Way and CompassCom to review request of automated vehicle ODP2 port metric reporting.

Asset Management created work orders for all issues found during recent catch basin cleaning work, closing the loop on outstanding items.

IT Director is part of an NH Primex recorded webinar on finding your cybersecurity baseline. NH municipality has reached out for more information.

Asset Management Administrator is part of VUEWorks webinar on integration of utility pole light asset information into GIS. Galveston, TX has reached out for more information.

The volume of customers completing payments online for Inspection Services permits continues to be remarkable. Providing this online option increases convenience and saves a trip to the Office of Inspection Services to complete payment.

Office of Media Services

From October to December, Media Services produced a wide variety of programming and communications, including PSAs and special announcements on winter parking bans, several ongoing or upcoming major projects, and holiday events.

In October and November, Media Services launched a new online initiative, Indigenous Dover, which provides information about the indigenous people of what is now called Dover. The new website, which can be reached at bit.ly/nativedover, includes information about the history of the area's indigenous peoples, special events and programming, and additional resources. The page was created with the help of a New Hampshire Humanities Council grant. The launch of the page also coincided with several events that focused on indigenous history and recognition, including the raising of the Cowasuck Band of the Pennacook-Abenaki People flag at City Hall in October, and the unveiling of a land acknowledgement plaque in November. The bronze plaques are being installed at city facilities.

In November, Media Services helped coordinate and produce a Veterans Day ceremony, held at the Dover Veterans Park.

Media Services produced 15 episodes of the Dover Download podcast in October, November and December. The podcast, which began in June, has seen the number of listeners grow each month, and is reaching all demographics.

In November, Media Services produced an informational video about community power. The video included Energy Commission Chair Bill Baber and the city's Resilience Manager, Jackson Kaspari, who reviewed the proposal to introduce community power to Dover.

In November and December, Media Services provided several holiday-related productions. These included a special broadcast of the annual Holiday Parade in November; and previews and coverage of various Chamber of Commerce and Dover Main Street events.

In October, Media Services began work on a series of oral history videos for Dover's 400th anniversary. The videos are being produced by Dover400 and involved dozens of notable figures in Dover. The series is expected to launch in February 2023.

From October through December, Media Services distributed numerous media releases, special alerts, social media coverage and video PSAs related to weather, including extreme cold weather and the opening of the extreme cold weather warming center on Willand Drive in Somersworth. Additional information distributed across all media platforms is intended to help residents prepare for and be safe during difficult weather. Media Services continued to encourage residents to sign up for alerts in anticipation of bad weather.

Media Services prepared and distributed 209 email newsletters and alerts during these three months, including 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 more than 200 press releases and numerous updates to the website and social media in October, November and December.

Among this distribution of public information includes ongoing assistance to Dover's public schools with news releases, newsletters, community announcements and updates.

Finance Department

City Clerk Tax Collection

There have been two new hires in the City Clerk Tax Collection Office.



Jeannine Dunne

Esina Navarro has been hired as an Account Clerk. Esina is originally from Massachusetts, and attended Montserrat College of Art. She has worked in Dover for over a decade and was very happy to stay working in this city.

Jeannine Dunne has been hired as the Deputy Tax Collector. Jeannine moved to Newmarket from Dublin, NH, where she was the elected Town Clerk / Tax Collector for close to 15 years after being the Deputy for two years. She grew up in the South Shore area of Massachusetts and has two grown sons.



Esina Navarro

Purchasing

Purchase Orders over \$5,000: October 2022

Department/Division	PO Date	Vendor	Amount
Finance Office	10/13/2022	HENRY SCHEIN INC	\$5,002.20
Finance Office	10/17/2022	KARL STORZ ENDOSCOPY-AMERICA, INC.	\$17,804.38
Finance Office	10/3/2022	TYLER TECHNOLOGIES, INC.	\$56,072.28
Finance Office	10/12/2022	RINGCENTRAL, INC.	\$8,015.90
Finance Office	10/4/2022	CONSOLIDATED COMMUNICATIONS, INC	\$9,442.00
Finance Office	10/12/2022	FIRSTLIGHT	\$16,244.10
Finance Office	10/27/2022	RED RIVER COMPUTER CO, INC	\$45,650.50
Finance Office	10/27/2022	RED RIVER COMPUTER CO, INC	\$120,115.98
Community Services	10/7/2022	MARY A. HEBBARD	\$5,000.00
Community Services	10/18/2022	STILES COMPANY INC.	\$5,200.00
Community Services	10/3/2022	OTIS ELEVATOR COMPANY	\$5,240.00
Community Services	10/4/2022	SHANNON CHEMICAL CORPORATION	\$7,884.00
Community Services	10/4/2022	GC/AAA FENCES, CO., INC.	\$7,968.00
Community Services	10/7/2022	FERGUSON WATERWORKS	\$8,571.98
Community Services	10/13/2022	SHEA CONCRETE PRODUCTS	\$8,713.79
Community Services	10/18/2022	TI-SALES, INC.	\$9,023.70
Community Services	10/9/2022	JOHN HOADLEY AND SONS, INC.	\$10,080.00
Community Services	10/12/2022	JB ROOFING SYSTEMS, LLC.	\$21,763.00
Community Services	10/4/2022	SEALCOATING, INC	\$49,998.19
Community Services	10/13/2022	UNDERWOOD ENGINEERS, INC.	\$50,000.00
Community Services	10/12/2022	WRIGHT-PIERCE	\$100,000.00
Planning	10/24/2022	HAVEN VIOLENCE PREVENTION & SUPPORT	\$5,570.00
Planning	10/24/2022	AIDS RESPONSE OF SEACOAST	\$6,570.00
Planning	10/24/2022	HOMELESS CENTER FOR STRAFFORD COUNTY	\$7,570.00

Planning	10/24/2022	CROSS ROADS HOUSE, INC.	\$9,570.00
Planning	10/24/2022	MY FRIENDS PLACE-CDBG GRANTS/SUBSIDYS	\$10,570.00
Planning	10/24/2022	COMMUNITY ACTION PARTNERSHIP	\$27,000.00
Planning	10/4/2022	STATE OF NH-DES-WETLAND BUREAU	\$158,586.72
Police	10/31/2022	CARDINAL TRACKING, INC.	\$5,185.30
Police	10/27/2022	GLACIER COMPUTER, LLC.	\$7,220.00
Police	10/5/2022	USIQ, INC.	\$15,635.32

Purchase Orders over \$5,000: November 2022

Department/Division	PO Date	Vendor	Amount
Finance Office	11/14/2022	DONATO'S LANDCARE, LLC.	\$9,100.00
Finance Office	11/8/2022	FIFTH ASSET, INC. DBA DEBTBOOK	\$10,000.00
Finance Office	11/8/2022	STRAFFORD COUNTY COMMISSIONERS	\$50,000.00
Info Technology	11/17/2022	DOCUPHASE, LLC	\$6,129.90
Info Technology	11/14/2022	RINGCENTRAL, INC.	\$8,222.14
Info Technology	11/3/2022	SHI INTERNATIONAL CORP	\$11,216.00
Info Technology	11/3/2022	DELL MARKETING L.P.	\$12,039.50
Info Technology	11/3/2022	DELL MARKETING L.P.	\$29,866.62
Community Services	11/7/2022	SCHERBON CONSOLIDATED, INC.	\$5,229.03
Community Services	11/3/2022	VULCAN INDUSTRIES, INC.	\$5,439.72
Community Services	11/1/2022	D.M. BURNS SECURITY, INC	\$5,575.00
Community Services	11/3/2022	BRIAN W. WHITE	\$7,500.00
Community Services	11/29/2022	VERMONT RECSURFACING & FENCING	\$10,850.00
Community Services	11/22/2022	NORTHEAST ELECTRICAL	\$15,751.00
Community Services	11/21/2022	UNITED CONSTRUCTION & FORESTRY, LLC	\$24,475.00
Executive	11/17/2022	PRIMEX-P/C GROUP	\$5,156.00
Executive	11/17/2022	WENTWORTH-DOUGLAS HOSPITAL/MASS	\$8,000.00
Executive	11/8/2022	MITCHELL MUNICIPAL GROUP, P.A.	\$15,000.00
Police	11/9/2022	MARTINEAU ELECTRIC, INC.	\$5,275.00
Police	11/14/2022	MOTOROLA SOLUTIONS	\$11,394.00
Police	11/17/2022	TASER INTERNATIONAL, INC.	\$16,025.14
Public Library	11/14/2022	CITIZENS BANK-CREDIT CARD PAYMENT	\$9,975.00
Recreation	11/29/2022	JB ROOFING SYSTEMS, LLC.	\$6,551.00
Recreation	11/7/2022	MARTINEAU ELECTRIC, INC.	\$6,675.00
Recreation	11/17/2022	UNIFIED BUILDING GROUP, CORP.	\$6,853.94
Recreation	11/21/2022	WETECH	\$7,400.00
Recreation	11/3/2022	CITY OF DOVER-WATER~SEWER DEPT.	\$8,721.74
Recreation	11/8/2022	CITY OF DOVER-WATER~SEWER DEPT.	\$9,441.93
Recreation	11/3/2022	CITY OF DOVER-WATER~SEWER DEPT.	\$12,537.69
Recreation	11/3/2022	CITY OF DOVER-WATER~SEWER DEPT.	\$23,084.31
Recreation	11/3/2022	CITY OF DOVER-WATER~SEWER DEPT.	\$27,903.15

Purchase Orders over \$5,000: December 2022

Department/Division	PO Date	Vendor	Amount
InfoTechnology	12/20/2022	DATA MANAGEMENT, INC.	\$8,627.52
InfoTechnology	12/20/2022	CONSOLIDATED COMMUNICATIONS,INC	\$16,591.00
Community Services	12/14/2022	ABSOLUTE RESOURCE ASSOCIATES, LLC	\$5,880.00
Community Services	12/24/2022	2-WAY COMMUNICATIONS/NE VEHICLE	\$6,361.00
Community Services	12/5/2022	DLT SOLUTIONS, LLC	\$7,920.62
Community Services	12/29/2022	FERGUSON WATERWORKS	\$14,498.82
Community Services	12/16/2022	AERZEN USA CORPORATION	\$115,497.00
Executive	12/29/2022	DICKINSON DEVELOPEMENT CORP.	\$15,000.00
Fire and Rescue	12/24/2022	NEW ENGLAND MARINE & INDUSTRIAL, INC.	\$5,033.00
Fire and Rescue	12/6/2022	ZOLL MEDICAL CORPORATION	\$19,289.45
Public Welfare	12/4/2022	COMMUNITY ACTION PARTNERSHIP	\$11,500.00
Recreation	12/5/2022	MACKINNON & SONS EXCAVATING, LLC	\$19,940.00

Bid Solicitation: October 2022

Department	Bid #	Bid Date	Description
Community Services	B23-028	10/4/2022	Hydraulic Cylinder, Value, Pump Motor Repair for Equipment
Community Services	Q23-011	10/5/2022	Tshirts for Community Services
Community Services	Q23-014	10/14/2022	Winter Basketball T-Shirt
Community Services	B23-031	10/18/2022	Chestnut Street Bridge
Community Services	B23-027	10/19/2022	Guardrail Repairs
Community Services	B23-033	10/25/2022	Screened Sand for Winter Sanding As Needed
Community Services	B23-023	10/26/2022	Portland Ave Retaining Wall and Sidewalk
Community Services	B23-026	10/27/2022	Feasability Study
Executive	Q23-012	10/4/2022	Employee Holiday Luncheon
Planning	B23-032	10/19/2022	Professional Consulting Services - Impact Fee Methodologies
Recreation	B23-030	10/6/2022	McConnell Center Stair Tread

Bid Solicitation: November 2022

Department	Bid #	Bid Date	Description
Community Services	Q23-016	11/4/2022	Manual Snow Removal
Community Services	B23-039	11/10/2022	High Performance Cold and/or Hot Patch
Community Services	B23-037	11/27/2022	Dev of a Stormwater and Flood Resilience Utility
Community Services	B23-009	11/7/2022	Purchase of Office Furniture for F&G
Executive	B23-024	11/3/2022	Architectural Design Services Waterfront Park Building
Planning	Q23-015	11/10/2022	Conservation Easement Appraisal for Blackwater Road
Recreation	Q23-009	11/17/2022	Zamboni Blade Sharpening

Bid Solicitation: December 2022

Department	Bid #	Bid Date	Description
Community Services	B23-038	12/8/2022	Surveying Services as Needed
Community Services	B23-035	12/15/2022	Traffic Signal Repairs/Maintenance
Community Services	B21048-RFP23-002	12/28/2022	On Call Traffic Signal Management Services

In October 2022, Deputy Finance Director, Ann Legere, completed the 2022 NH Government Accounting Certificate Program. The Program consists of 12 accounting classes taken place from April 2022 through October 2022 and requires attendance in all classes as well as the NHGFOA Conference.

On 11/15/2022 Assessing Clerk Robina Parise attended the Religious, Educational, and Charitable Exemptions mini course in Windham, NH sponsored by the NH Department of Revenue Administration. The course went over the NH State Statutes, and detailed the qualifications and assessing standards regarding these properties.

Beth Eaton, Bookkeeper in Water & Sewer Billing, recently completed a virtual training session on EnerGov. This is the new system that shows building permits so they can calculate the Investment Fees.

In December Deputy Finance Director, Ann Legere attended the (GFOA) Government Finance Officers Association for Federal Grant Updates in San Antonio Texas. During the Annual Federal Grants Monument update, Ann learned about current developments and recent changes, including updates affecting the Uniform Grants Guidance. This training will assist in staying in compliance with grant management requirements.

The City's Annual Comprehensive Financial Report for FY2021 has been awarded the national GFOA's Certificate of Achievement for Excellence in Financial Reporting.

Fire & Rescue

Calls for Service / Activity Statistics

October saw Fire & Rescue responding to **603** calls for service, an average of over **19** calls per 24-hour period in each day of the month. Through our National Fire Incident Management Reporting System, these calls are generally broken down into Fires, Medical Emergencies, Hazardous Conditions (gas leaks; power lines down; etc), False Calls (good intent) and Non-Emergent requests. In the current COVID-19 pandemic, Dover Fire has reduced its' personnel exposure through a reduced amount of non-emergency service calls.

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. Except for 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 October, there were 167 times when 2 calls were going on simultaneously, and 86 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 over 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 October, a Chief Officer was summoned to respond with the duty shift to 15 emergency calls. 9 of these calls occurred either after regular business hours or on the weekend.

Fire & Rescue Calls for Service:	Month	Number of Calls	Simultaneous 2 calls	Simultaneous 3/+ calls
Fires, Medical Emergencies, Hazardous Conditions, False Calls and Non-Emergent requests.	October 2021	591	163	58
	November 2021	553	160	69
	December 2021	550	154	52
	January 2022	591	179	65
	February 2022	463	125	47
	March 2022	546	142	63
	April 2022	514	147	57
	May 2022	617	200	101
	June 2022	566	173	62
	July 2022	566	168	50
	August 2022	604	181	76
	September 2022	603	160	57
	October 2022	603	167	86

Fire & Rescue	Month	Ambulance Given	Ambulance Received	Fire Given	Fire Received
Mutual Aid Given and Received	October 2021	14	16	04	02
	November 2021	09	16	06	02
	December 2021	19	11	08	02
	January 2022	13	24	07	01
	February 2022	18	09	02	03
	March 2022	20	14	02	00
	April 2022	18	17	07	00
	May 2022	14	13	10	02
	June 2022	18	21	02	01
	July 2022	28	09	02	00
	August 2022	19	25	01	01
	September 2022				
	October 2022		Data Unavailable		
	November 2022				
	December 2022				

This month, the Fire Department has assisted Partner EMS Services with Mutual Aid responses to their service areas. The different service areas were:

<i>Municipality Assisted</i>	<i>EMS Service</i>
<i>Barrington</i>	Barrington Fire
<i>Durham</i>	McGregor EMS
<i>Rochester</i>	Frisbie EMS
<i>Rollinsford</i>	York Ambulance
<i>Somersworth</i>	Stewart's Ambulance
<i>South Berwick</i>	York Ambulance

Below is a summary of Emergency Medical transports, listed by the receiving facility that the patient was transported to in the month of October, 2022.

Facility	State	# of individuals
Wentworth Douglass Hospital	NH	269
Free Standing ER – Dover (HCA)	NH	21
Frisbie Memorial Hospital	NH	03
Portsmouth Regional Hospital	NH	10
Mass General Hospital	MA	01
Brigham and Woman's Hospital	MA	00
Boston Children's Hospital	MA	00
Maine Medical	ME	00
York Hospital	ME	00
Exeter Hospital	NH	00
Elliot Hospital	NH	00
Total Transports		304
Non Transports/Sign offs/Refusal of Care		153

Inspection Services in October had a total count of 432 inspections conducted and 50 permits issued. Here is the Inspection Services activity breakdown:

Inspections & Permits	
Life Safety Inspections	25
Business Inspections	22
Sprinkler / Alarm Inspections	42
Building Inspections	110
Electrical Inspections	84
Plumbing / Mechanical Inspections	69
Blasting Inspections	00
Health/Housing Standards Inspections	54
School / Daycare Inspections	26
Oil Burner Inspections	00
Woodstove / Fireplace Inspections	00
Building Permits	48
Blasting Permits	00
Certificate of Occupancy Permits	02

General updates

On October 30th at approximately midnight, Engine 1, Ambulance 1, Engine 2, Ambulance 2, Ladder 3, Ambulance 3, and Chief 2 responded for a reported structure fire at 10 Second St. (the old court house). Engine 2 was first on scene and reported the fire did not involve the court house and the fire was in the alley. The alley connects First St. to Second St. between the National Block (Market Square Jewelers through Oriental Delight, on Central Ave.) and 10 Second St.

Items burning in the alley were extinguished with water supplied from Engine 2. It was then discovered there was an electrical fire involving the bank of electrical meters on the exterior wall of the National Block. Engine 2 suppressed the electrical fire with chemical extinguishers, keeping the fire from extending into the structure. Fire companies then discovered the high voltage electrical supply to the building was fueling an underground fire which compromised building's electrical distribution system resulting in two small basement fires. Fire companies searched each unit in the block, evacuating the residents on the second floor and scoured each unit in the entire block for fires. A first alarm assignment was requested which recalled off-duty Dover Fire personnel, requested mutual aid assistance, and a special request for an additional Dover Chief Officer was requested.

The three phase underground electrical fires caused multiple explosions each in two separate subterranean man-holes. The risk hazards associated with this incident necessitated the need to shut-down power to much of the downtown, approximately 700 Eversource customers. By the next morning power was restored to the downtown except for the National Block.

This event was exceptionally dangerous, posing massive electrical hazards, explosions, toxic smoke, and structural fire hazards. The array and extent of hazards present at this incident held the potential for a historic event. Chief McShane would like to commend the actions of the Dover Fire companies who responded this incident, and would like to recognize the following agencies for their contribution in this multi-agency response: Dover Police & Dover Police & Fire Dispatch, Dover Community Services, Unitil, Eversource, Rochester Fire Department, Durham Fire Department, Somersworth Fire Department, Newmarket Fire Department, Rollinsford Fire Department, Newington Fire Department, Berwick Fire Department, NH Department of Safety Emergency Services & Communications (9-1-1), Strafford County Dispatch Center, Seacoast Chief Officers Mutual Aid District.



Photograph from First St. of the lower man-hole during one of the explosions from the underground high voltage electrical fire.



Photograph from First St. of the lower man-hole just after one of the explosions. Note the 1 lb. cast iron man-hole cover returning from orbit.

October 4th & 5th, Division Chief Irwin and Division Chief Golding attended a Pro-Board-certified Incident Safety Officer course, conducted by the Fire Department Safety Officer Association. This course was hosted by the Hampton Fire Department and attended by representatives from several departments throughout New Hampshire, Massachusetts, and Maine.

Dover Fire & Rescue personnel assisted Rochester Fire Department on October 12th with their NH Homeland Security and Emergency Management Radiological Emergency Preparedness Reception Center training. Both cities function as radiological decontamination reception communities in the event of a Seabrook Station emergency.

Deputy Chief Chabot met with administrators from Webex on two occasions during the month of October to facilitate the integration of Webex telecommunication products into the inter-station teleconferencing system. Deputy Chief

Chabot has been tasked with managing the integration of Information Technologies into the department's operational and administrative functions.

Deputy Chief Chabot met with administrators from CSI in continued effort to integrate the CAD/RMS into Dover Fire & Rescue's operational and administrative functions. These meetings occur weekly where stakeholders discuss software development and implementation.

Deputy Chief Chabot also participated in numerous meetings related to the operations of BDA communications repeater in the South End of the City, Ring Central overhead paging in the stations, and mobile device management. Monthly EMS training was conducted from September 26th to the 31st, covering all four shifts. The topic, presented by Wentworth Douglass Hospital, was Paramedic Inter-Facility Transfers (PIFT). This is an annual refresher for personnel, to maintain compliance with the Bureau of Emergency Medical Services. The Department provides back-up emergency ALS transfer service for both Wentworth Douglass Hospital and the Dover Free Standing Emergency Room, when private ambulance services are unable to provide an ambulance for critical patients. The Department continues to provide on shift EMS education to keep up with current trends and industry standards as well as meet recertification requirements of the National Registry of EMTs.

On October 1st, Dover Fire & Rescue supported many aspects of Apple Harvest Day. Chief McShane participated in Apple Harvest Day Committee meetings throughout the summer to manage public safety interests. During the event, Dover Fire & Rescue provide a medical station located in the upper square which was a designated *first aid station*. This crew also served as first response for all emergencies along the Central Ave. and Henry Law Ave. corridor during the event. Dover Fire & Rescue also provided the Fire Safety Trailer and a fire engine at Henry Law Park. The crew detailed to this location also served as a *first aid station*, provided *touch-a-truck* fire engine tours, and fire & life safety education presentations with the Fire Safety Trailer. Fire command staff was present throughout the entire event as were duty crews.

On October 3rd, Fire & Life Safety Inspector Rebecca Jalbert was present at the School Board Meeting where she presented certificates of recognition to two CWS facility maintenance employees who were keen in identifying a fire in its development stage in the Dover High School gymnasium. Their quick identification and extinguishment of the fire prevented a major fire loss.

On October 3rd, Division Chief Irwin attended the New Hampshire Harm Reduction Coalition Community Care Team meeting. This is a meeting conducted Bi-weekly with a multitude of agencies from throughout Strafford County, whose focus is helping at-risk individuals. The focus this month was on several homeless individuals that are on the radar of several organizations and their status with regards to assistance.

On October 6th, Chief McShane and Division Chief Irwin attended the monthly Seacoast Chief Fire Officer Mutual Aid District meeting in Brentwood. The primary discussion, this month, was the Finance Committees budget presentation, focusing on annual dues and assessments for the member departments.

On October 13th, Division Chief Irwin attended the quarterly meeting of the EMS Region III council. This meeting was hosted by Frisbie Memorial Hospital. The council provides a forum for EMS stakeholders to discuss issues and keep fellow services updated. Representatives from the EMS services as well as the 4 hospitals were present.

On October 19th, Division Chief Irwin attended the monthly Seacoast Chief Fire Officers Mutual Aid District Board of Directors meeting, hosted by the Kittery Fire Department. This month, the focus was setting the foundation & agenda for the development of a strategic plan for the Mutual Aid District.

On October 20th, members of the Dover Fire & Rescue Command Staff, along with the duty crew at the North End Station hosted the 2022 Citizens Leadership Academy. This program, coordinated by the Dover Chamber of Commerce enables citizens who may be interested in engaging with local government, the opportunity to learn about the City's different departments and their roles & responsibilities within the community. This year, Chief McShane provided a presentation to the Citizen Leadership Academy participants which explained the types of emergency and non-emergency services the department provides, operational functions, and strategic planning. Academy participants were also provided a demonstration of the emergency medical services equipment on the ambulance

and a description of how Dover Fire & Rescue's emergency medical services is part of the patient's continuity of medical care. Demonstrations were also provided on technical rescue equipment such as rope-rescue systems and extrication equipment.

Although Chief McShane stepped down from the Seacoast Chief Fire Officers Mutual Aid District Training Committee, Division Chief Golding was appointed to the training committee. On October 20th, Division Chief Golding attended the monthly training committee meeting in Exeter. The topics of discussion included resuming the national speaker seminars that are held in Dover twice a year. These seminars have been on hold because of the Covid-19 pandemic. Company officer development programs have been identified as being in high demand. The training committee is in the progress of coordinating various types of classes and programs to enhance company officer professional development.

Division Chief Golding has been assigned the responsibility of overseeing Dover Fire & Rescue's involvement with the Dover Career Technical Center's (CTC) Firefighter and EMT programs. Division Chief Golding met with the CTC Director and members of Dover Fire & Rescue to facilitate program development and program instructor recruitment.

On October 21st, Division Chief Irwin attended the Dover Mental Health Alliance's Subcommittee on Data Collection and Public Education. This meeting was held to review the preliminary draft of the Report on Recommendations.

On October 31st, Division Chief Irwin hosted a meeting of the Seacoast Chief Fire Officers Mutual Aid District Constitution & By-Laws Committee at the North End Station. Division Chief Irwin has been working with Portsmouth Assistant Chief Gionet and Barrington Fire Chief Rick Walker in updating and correcting the document.

On October 3rd, Division Chief Irwin coordinated the annual service conducted by Stryker service technicians on the Stryker Power-Load systems that are installed in the Department's ambulances. This ensures that the equipment works properly and is properly maintained. This vital piece of equipment significantly reduces costly work related back and other injuries by eliminating the need for personnel to lift stretchers into the ambulances.

On October 4th through the 6th, Dover Fire & Rescue Fleet Manager, David Duquette along with Deputy Chief Chabot, and members from the Engine Committee: Captain Croteau, Captain Brown traveled to Florida to conduct an inspection of the E-One Engine that is being built for Dover. Traveling to the manufacturing plant to inspect the fire engine is an industry-wide accepted practice to assure the apparatus is built according to the design specifications. This is a check-and-balance to assure the City's investment is protected.

Dover Fire & Rescue, IAFF Local 1312, and Portsmouth Naval Shipyard Fire Department partnered to host an IAFF sponsored confined space training program. This week-long training program provided the opportunity for personnel to receive technical rescue training as well as develop inter-agency relationships.

Congratulations to Dover Fire & Rescue Firefighter/Paramedic Cody Nason for achieving a Bachelor of Science in Public Service Management. This achievement deserves special attention to the distinction of Summa Cum Laude which recognizes this achievement with "highest honor."



Cody Nason

Members of Dover Fire & Rescue were recognized (plaque pictured right) for their response to an urgent medical call on June 2, 2020. The crew received a unit citation from the NH Fire Service & Emergency Medical Services Committee of Merit. Congratulations to Firefighter/Paramedic Ben Roesch, Firefighter/AEMT Matt Carney, Firefighter/Paramedic Mike Kilday, Engineer/Paramedic Matt McLean, and Captain Jacques.



Christopher
Jacques

On October 29th, Captain Chris Jacques retired from Dover Fire & Rescue. Captain Jacques served the City of Dover for 27 years. In that time, Captain Jacques held the position of firefighter, paramedic, lieutenant, and Captain. Captain Jacques retired from C-shift where he served as shift commander. Dover Fire & Rescue wishes the best for Captain Jacques in his retirement and extends a sincere thank you for your service.



Shift training on ground ladders, roof ladders, and vertical ventilation. The house located at 3 Arcola was scheduled for demolition. The developers contacted Dover Fire & Rescue and offered it FD personnel for training prior to the demolition.

Planning & Community Development

Planning and Community Development staff continues to work with Media Services and the City Manager's office on developing improved signage in City Hall. These signs will enhance directory needs and flow in City Hall. Included would be ADA enhancements to signs and internal wayfinding. An RFP was released by Media Services. Planning and the City Manager's office assisted in the review of the responses and identified a preferred vendor. Media Services and the preferred vendor have been working on proofs of signage. Planning staff assisted in reviewing proofs and provided feedback to Media Services on changing needed before manufacturing.

City Staff met with the Tri-City Mayors group about InvestNH opportunities. City staff helped support, field questions, and help the building permit process for the private developers applying for InvestNH funds. Director Benton and Deputy City Manager Parker provided a workshop presentation to the Council on September 7th regarding InvestNH opportunities. Staff also compiled a Housing Navigator grant application, was notified of the award in October, posted a job description, and began interviews in December. The City Council held a public hearing and will review in January.

Director Benton and staff from Community Services attending a meeting on the Route 108 complete streets project on September 15th and reviewed improvement options along one of the gateways into the City including making it user friendly and safer for all multi-modal users. Meetings continued into the fall and staff remains involved with the regional project.

Director Benton met with state-wide stakeholders on recovery housing needs on November 29th.

The Planning Department staffed the Community Trail/Planning Department booth at Apple Harvest Day on October 1, promoting the Community Trail and soliciting public input for the Vision Chapter *Dover 2035; A Vision for the Future* of the Master Plan update.

Director Benton, Outreach Coordinator Bassegio, members of the Vision Chapter Steering Committee, and consultant partners from Resilience Planning and CJW Consulting compiled initial community visioning responses from Apple Harvest Day on October 1 and gathered relevant reports and materials for a document review to guide the Vision Chapter update.

Director Benton, Outreach Coordinator Bassegio, Members of the Vision Chapter Steering Committee, and consultant partners from Resilience Planning and CJW Consulting met on December 13 to plan upcoming Vision Chapter events including public feedback opportunities and a volunteer training session. (Also applies to Council goal #6 as well)

Resilience Manager Kaspari supported the Energy Commission with hosting the Apple Harvest Day Electric Vehicle Show on October 1st.

Resilience Manager Kaspari staffed a Forest Management Subcommittee meeting on November 10th. This Conservation Commission Subcommittee revisited the Forest Stewardship Plan that was prepared for the City owned parcels surrounding the Tolend Landfill site and also reviewed the CBD Street Tree Plan. Both plans provide a framework for the Subcommittee's next steps.

Outreach Coordinator Bassegio staffed the Community Trail Advisory Committee on October 4. Two new sculptures were added by donation of the Arts Commission near the Fisher St. trailhead.

Bassegio and Benton staffed the Community Trail Advisory Committee on December 6 which included Part I of an overall visioning for the trail.

The Energy Commission, with support from Resilience Manager Kaspari, presented information on the 2022 Energy Commission report during the City Council Workshop on October 5th.

Planning staff worked with the Arts Commission, Recreation Department, Children's Museum of NH, and Northeast Color to organize a mural project in Henry Law Park in the tunnel near the indoor pool, as well as touch up to a mural in the Silver St. tunnel on the Trail. Both projects were completed on October 6.

Resilience Manager Kaspari staffed the Energy Commission Meeting on October 26th. During the meeting the Commission debriefed on the Apple Harvest Day EV Show and October City Council Workshop. The Commission focused much of the meeting on reviewing proposed language produced by Resilience Manager Kaspari for the City's draft Electric Aggregation Plan for the development of a Dover Community Power program.

The Planning Board hosted a special meeting with Joe Minicozzi of Urban3 on the impacts and costs of public infrastructure with development.

Resilience Manager Kaspari supported the Energy Commission during its' second public hearing on the draft Electric Aggregation Plan.

The Waterfront Development was conditionally approved by the Planning Board in June. This project has been in the works for three decades and will include 416 residential units, non-residential space, new roadways, public recreation park and amenities, walking trails, and shoreline stabilization. Planning staff are assisting CPI Management Inc and the public part of the development to meet the Planning Board conditions of approval. A bid went out with no responses so staff re-worked the bid and will send back out in January along with a job announcement for a project manager to oversee the project.

Outreach Coordinator Bassegio, Project Manager Bird, and Recreation Director Bannon first met on September 21 to plan for a Land and Water Conservation Fund grant submission in support of Waterfront Development projects and continue to work on the application. The completed application requested funding towards a public park facility in the Waterfront public park and was submitted to the NH Division of Parks and Recreation on December 16.

Director Benton worked with City staff to compile the Capital Improvements Program (CIP) requests into a working draft of the Capital Improvements Program for review by the CIP Committee. A joint workshop between Council and Planning Board was held on September 21st. The Planning Board sent a positive recommendation and the Council adopted in October.

Planning and Finance staff drafted a RFP for an Impact Fee analysis which is completed every 5 years and are negotiating with the one bid received. An award of bid should come before Council in January or February.

Planning and Business Development staff began interviews and a space needs analysis for a potential Inspection Services expansion/relocation.

The Department of Planning and Community Development continued to update its newsletter, Facebook page, and Twitter feed to communicate with the public. The Department of Planning and Community Development has 800 Facebook followers and 905 followers on Twitter.

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

Outreach Coordinator Bassegio is working with the Committee for Graffiti Management to create a Facebook group for the Committee to share updates and volunteer events. The Committee had a successful volunteer clean-up event of Garrison Hill Tower on September 18 which was promoted on the Department of Planning and Community Development Facebook page.

Resilience Manager Kaspari with the assistance of Outreach Coordinator Bassegio developed a landing page within the Resilient Dover section of the City website to post updates and information pertaining to the development of a Dover Community Power Program.

Resilience Manager Kaspari attended a webinar through the CoastWise program on October 18th to learn about incorporating elements of storytelling to increase the effectiveness of communications with the public.

Outreach Coordinator Bassegio assisted the Office of Business Development and 400th Anniversary Committee on October 24 with creating and sharing a Polco survey to gather feedback from Dover businesses and restaurants on a 400th Anniversary event proposal.

Outreach Coordinator Bassegio assisted the Office of Business Development and a group of local businesses on promotion of a Downtown Dover Holiday Stroll. The event was promoted through Facebook, City newsletters, and a press release and was scheduled for December 1.

Director Benton and Outreach Coordinator Bassegio were guests on the Dover Download podcast discussing the Vision Chapter and the Land Use Board Meet and Greet.

Planning and Media Services staff have created a video preview of Planning Board and Zoning Board agenda for the Board meetings. The videos include the plans themselves with a detailed introduction of the applications and opportunities for engagement.

Planning and Media Services staff continued to develop and enhance an electronic “newsletter” for planning related items. Content included meeting summaries, meeting previews, Master Plan updates, and various special topics about ongoing improvement in the office, reviewing census data, housing affordability, wishing departing staff and board members well, word of the week, and staff bios.

Resilience Manager Kaspari worked with Media Services and the Energy Commission to create a video detailing the Electric Aggregation Plan (EAP) for the Dover Community Power program. The video was included as part of the City’s on demand programming and shared via City newsletters and social media.

Outreach Coordinator Bassegio worked with consultants from Resilience Planning and CJW Consulting to launch a survey on Polco on December 13 to generate public input on the Vision Chapter. The survey has been shared via City newsletters and social media.

Outreach Coordinator Bassegio worked with consultants from Resilience Planning and CJW Consulting to create a dedicate webpage for the Vision Chapter update project. The project is entitled Distinctly Dover and upcoming events have been shared on the webpage.

Planning staff submitted a site plan for the Voyage Mark II Solar System installation on the Community Trail. Director Benton submitted all the necessary documents to have Dover become one of 10 Generation 1 of Voyage Communities in North America. The solar system should be added to the Community Trail starting at Fisher Street and heading towards Central Avenue this spring. In September, contract documents were drafted by NCESSE and were signed by the City Manager. The exhibit was delivered on August 8 and the Planning and Community Services staff met on September 7 to plan installation for October or November but due to a scheduling conflict, the installation is now planned for spring.

Resilience Manager Kaspari updated the City Council during a presentation as part of the October 5th Workshop on the progress of the Community Power Coalition of New Hampshire, the status of the in-progress Citywide Resilience Plan and a year in review of resiliency related projects in which Kaspari was involved with.

Resilience Manager Kaspari and Open Lands Committee Chair Boudreau reviewed an appraisal report as part of a potential conservation easement acquisition project.

Resilience Manager Kaspari attended the Local Energy Solutions Conference on October 14th to learn about topics pertaining to energy invocation and resilience.

Resilience Manager Kaspari participated in a Strafford Regional Planning Commission Resiliency Subcommittee meeting to help plan the next virtual Roundtable event which will be focused on the NHSaves program.

Resilience Manager Kaspari had an informational meeting with Energy Commission Chair Baber and a representative from NextEra Energy on October 19th to gauge vendor interest for a future potential large-scale solar request for proposals.

Resilience Manager Kaspari attended a meeting of the Coastal Adaptation Workgroup on October 27th where the focus of the discussion was on local land conservation.

Resilience Manager Kaspari met with Environmental Projects Manager Young, City Engineer Mavrogeorge and additional Community Services staff to brainstorm information required for a NHDES Climate Change Vulnerability Assessment on November 1st.

Resilience Manager Kaspari assisted the Energy Commission with its first public hearing on the draft Electric Aggregation Plan on November 16th which outlines the proposed Dover Community Power Program. The Commission addressed thoughtful comments and questions from attendees who were supportive of the initiative.

Resilience Manager Kaspari monitored the Tuttle easements with staff from the Southeast Land Trust (SELT) on November 17th.

Director Benton, Resilience Manager Kaspari and Zoning Administrator Kypfer attended a webinar on November 18th hosted by the New Hampshire Planners Association which covered the topic of stormwater utilities and included a presentation by Environmental Projects Manager Young.

Community Development Planner Carpenter performed site visits to CDBG funded projects to monitor compliance with HUD mandated accessibility requirements.

Resilience Manager Kaspari worked with Director Benton and Sustainability Institute Project Manager Jenn Andrews to develop a job posting for a Renewable Energy Analysis Fellow. Once hired, this Fellow, under the supervision of Kaspari and with support from UNH, will work to identify scenarios for municipal facilities to meet the Council's 100% renewable energy by 2035 goal.

Resilience Manager Kaspari hosted a public deliberative session on December 8th where the CPCNH Risk Management Committee recommended the Energy Portfolio Risk Management Policy, Retail Rates Policy and Financial Reserves Policy for adoption by the CPCNH Board. These policies will eventually come before the City Council for consideration prior to any launch of a Dover Community Power Program.

Resilience Manager Kaspari attended the Energy Efficiency and Conservation Block Grant Program Webinar held on December 9th. The City is slated to receive approximately \$78,000 for either energy efficiency or alternative energy projects as part of a formula grant allocation. The Energy Commission will work to develop some ideas for using the funds.

Resilience Manager Kaspari met with University of Pennsylvania Graduate Student Chris McClurg on December 13th to help advise on and learn more about the development of a cost of EV ownership report.

Resilience Manager Kaspari attended a "Managing a Potential Electricity Shortage This Winter" webinar hosted by Eversource on December 14th. This webinar provided insight as to how ISO-NE deals with the event of an electricity shortage and the correspondence the City could expect. The likelihood of requested conservation efforts or controlled blackouts is very low however it's good for the City to be prepared.

Resilience Manager Kaspari attended an informational session on an upcoming New Hampshire Sea Grant biannual funding opportunity on December 19th.

Resilience Manager Kaspari continued to work on the Citywide Resilience Plan. A first look at the plan will be provided during the January 10th All Boards Meeting.

Resilience Manager Kaspari submitted all of the required annual easement monitoring reports to NHDOT, NHDES, LCHIP and SELT.

Zoning Administrator Kypfer attended a virtual housing discussion hosted by Saint Anselm and New Hampshire Housing entitled "Trends in Housing Affordability Since 1980" on October 21.

City staff supported applicants with their InvestNH applications this spring and continued into the fall assisting with a Demolition application. Director Benton and Deputy City Manager Parker provided a workshop presentation to the Council on September 7th regarding InvestNH opportunities. Staff also compiled a Housing Navigator grant application, received notification of Housing Navigator award in October, posted the job, and Council began reviewing in December.

Planning staff and Engineering staff have been working with a consultant to help design an implementation plan for the Downtown Pedestrian and Vehicular Access plan. A public information session is scheduled for January 23rd.

Director Benton, Resilience Manager Kaspari, and Zoning Administrator Kypfer participated in the 5th Annual Housing We Need Stakeholder forum hosted by the St. Anselm Center for Ethics in Society on December 9th. Director Benton offered insight as part of a panel discussion regarding land use board issues and participation.

Zoning Administrator Kypfer completed review of 20 building permits in EnerGov for zoning compliance in the month of October, 21 building permits in EnerGov for zoning compliance in the month of November, and 19 in December.

Director Benton and Zoning Administrator Kypfer attended a three-day conference for Northern New England's Chapter of the American Planning Association (NNECAPA) held at Sunday River in Newry, Maine on October 17-19. Together Benton and Kypfer also presented a session during the conference, entitled "Activating the Arts in Dover, NH: A Unique Partnership Between the City and Arts Commission".

Zoning Administrator Kypfer attended the virtual CRS Users Group Meeting for floodplain management on October 5.

Zoning Administrator Kypfer attended a pre-construction meeting at Mast Road for the Unitil project at 55 Apple vale Drive on October 7 and 73 Rutland Street on October 21st.

Zoning Administrator Kypfer had a meeting with the City's IT Director and Asset Management Administrator on October 28 to work through parcel data and zoning discrepancies identified in the production version of EnerGov.

Zoning Administrator Kypfer attended an on-site visit for the Porch Light project along with City Engineer Mavrogeorge, Engineering Technician Chambers, the developer, and several concerned abutters on site on November 1.

Zoning Administrator Kypfer attended an in-person workshop at the Seacoast Science Center in Rye, NH for the Tourism Development Strategy, during the municipality focus group session with Business Development Specialist Amy, on November 3.

Zoning Administrator Kypfer attended a walk about visit at the site of the former Waterworks building odd Lowell Avenue along with Heritage Commission member Emery and various Community Services staff on November 4, looking to visually assess the integrity of the structure.

Zoning Administrator Kypfer had another meeting with Asset Management Administrator Meyer on November 23 to work through parcel data and zoning discrepancies, resulting in a final list to double-check before sending on to City Assessor Langley to update the CAMA data.

Director Benton and Zoning Administrator Kypfer attended/led the Gateway Subcommittee group who met on December 6 and 20, who are meeting to discuss potential future amendments to the Gateway zoning district.

Community Development Planner Carpenter developed the draft FY24 CDBG Action Plan that will be presented at a Planning Board public hearing on January 24th.

Police Department

Dover Coalition for Youth

October 1, 2022, the Dover Coalition for Youth had a table at Apple Harvest Day. The event attracted thousands of people and provided an opportunity to provide information about substance misuse and prevention strategies. During the event over 200 drug disposal bags were given out.



Prevention Programmer Conor Wiley poses at the Dover Coalition for Youth/Dover Youth to Youth table at Apple Harvest Day.

There was also a booth at Apple Harvest Day for the Dover CrimeLine.

Volunteer Dover CrimeLine Board members spent the day selling t-shirts to support the Dover CrimeLine.



Captain David Terlemezian poses with Dover CrimeLine Board of Directors members Chuck Mancuso (center) and Stewart Anderson (right).

On October 29, 2022 the Dover Police Department participated the 23rd Drug Take Back event. The event once again provided the public with an opportunity to dispose of unused and unwanted prescription drugs. In addition to the Saturday event, the department hosted a mobile take back event which included visits to senior housing facilities during which officers picked up the residents' unused medications. Bringing the take back event to certain residents helped to reduce transportation related barriers to disposing of medications. Ten boxes totaling 208.5lbs of drugs were turned over to the DEA for destruction.

On November 10th Vicki Harris traveled to Concord to participate in a site visit with the evaluation team that Bureau of Drug and Alcohol Services (BDAS) has contracted with. They conducted a 90 minute long focus group to learn about how to track the activities and successes of grantees such as the City of Dover. They also discussed challenges and barriers that groups face in reporting.

Prevention Services Unit staff worked with CREU on the rollout of the Police And Community Together (PACT) program. Staff assisted with data entry, communication with participants, and forming the program agenda. The first session was conducted on November 7th, 16th and 17th. During that session Vicki Harris provided an overview of the Youth

Risk Behavior Survey data and discussed what we are seeing in the middle school and the community as it relates to substance use and mental health challenges. Dana Mitchell conducted the “Mock Bedroom” activity that teaches parents and caregivers about warning signs and what to look for in a teen bedroom that might be signs of substance use or other concerning behaviors.

On November 14th Vicki Harris presented to the Dover School Board about the 2021 Youth Risk Behavior Survey results. The presentation provided an overview of the survey committee and its goals as well as shared results from the most recent survey compared to pre-pandemic numbers. The data showed increases in several mental health concerns such as students reporting that they are sad or hopeless, considered suicide, made a plan or attempted suicide. Substance use showed a mix of results with vaping down but alcohol use up.

The survey committee, which Vicki Harris is a member of, met on December 13, 2022 and discussed Youth Risk Behavior Survey (YRBS) data dissemination. The committee reviewed the Opening the Doors on YRBS Data campaign that is launching in January. On December 20th Vicki met with the DHS Administrative team to share plans on the data campaign and get their feedback.

The campaign will consist of data briefs and weekly call to action activities designed to translate YRBS data in a format that is easy for school staff to understand and relate to their daily work. The campaign will also provide resources and best practices on what the community can do to address these challenges. The goal is for the campaign to provide simple yet concrete activities that help build protective factors among students and school staff.

Dover Youth to Youth

On October 27th, 56 members of Dover Youth to Youth conducted a Zombie walk in downtown Dover to bring awareness to Drug Take Back Day in Dover. The students, all dressed as Zombies, carried signs, distributed info cards on Take Back Day, and shouted chants. In addition, the students conducted a press conference to let the public know about the opportunity to turn in excess medicines in their homes. The press conference was streamed on Facebook live and the video posted on Facebook following the event.

On October 21st, a group of five Dover Youth to Youth middle and high school students presented to the entire Somersworth Middle School. The presentation covered how Dover Y2Y works and the drug prevention projects the group has worked on. Over 300 Somersworth Middle School students from grades 6-8 were in the audience. The goal of the presentation was to generate interest in a new Youth to Youth group that will be formed at Somersworth Middle School this fall.

On November 10th, Dover Youth to Youth conducted a one-day youth advocacy conference at the Austin17 House in Brentwood, NH. A total of 30 Dover students attended the training. In addition, more than 70 students and staff from

other youth advocacy groups attended the conference from NH, including many from the United Way's Granite Youth Alliance. Members of Dover Youth to Youth conducted an opening presentation and put on 8 workshops on a variety of substance misuse and advocacy topics. During the day, volunteers from each attending youth group collaborated with Spire Video to create a video PSA on e-cigarettes and vaping.

On November 18th, seventeen Youth to Youth members collaborated on four separate presentation teams to provide Rx & Medicine Safety presentations in all 5 kindergarten classrooms at Woodman Park School. Almost 100 students in total received one of the four presentations which are designed to reinforce the dangers of taking medicine not provided by a responsible adult and to provide instruction on what to do if they find medicine.

On November 21st, seven members of Dover Youth to Youth provided an assembly of Samantha Skunk Loves Her O's for the entire 2nd grade at Garrison School. This presentation teaches the students the value of exercise and the importance of not doing anything that makes it harder to breathe, such as smoking or vaping. About 100 students were present for the presentation.

On November 21st, Dana Mitchell and 2 members of Youth to Youth gave a virtual presentation at a Coalition meeting of the Schuyler (NY) County Prevention Coalition. The presenters explained the Dover program and the model of youth empowerment we operate under.



Dover Youth to Youth students present at the Shout It Loud Youth Empowerment Conference on November 10th.



Dover Youth to Youth students shown with Santa while conducting their annual Santa's Castle community event.

risk alcohol products on the market.

Dover Youth to Youth conducted Santa's Castle this season in person. The students decorated 4 rooms of the McConnell Center in a Christmas theme and scheduled families to tour the event. Four sessions were available to the public to make an appointment online. A special session was also provided to the Seacoast Mother's Association for the families of that organization. Hundreds of kids in more than 150 local families toured the event over the 5 sessions.

Prevention Services Unit staff worked with CREU on the rollout of the Police And Community Together (PACT) program. Staff assisted with data entry, communication with participants, and forming the program agenda. The second session was conducted on December 1, 5, and 7. During that session students from Dover Youth to Youth presented on the pop culture influences of drinking alcohol and gave parents an overview of emerging high-

Dover Teen Center

During the month of October, there was a total of 324 youth in attendance over 20 days of programming at the Dover Teen Center. The average was about 16 youth per day. During the month of November, there was a total of 349 youth in attendance over 19 days of programming at the Dover Teen Center. The average was about 18 youth per day. During the month of December, there was a total of 329 youth in attendance over 18 days of programming at the Dover Teen Center. The average was about 18 youth per day.

- **TC After School Program - October 2022**

Two months into the new school year has provided the Teen Center with opportunities to welcome back youth participants for the after school program, where students receive academic and social/emotional support via the intern mentors and program mission.

Programming features this month:

- Friday Flix: Movie & Popcorn Afternoon
- Welcome Back BBQ
- DeMerritt Hill Farm Apple Picking Trip
- TC Bingo Mania
- TC Arts & Crafts Day
- Featured Snack Special Days (Tacos, Chili, Pancakes, Pasta, etc.)
- Video Game Tournaments
- Table Game Tournaments
- **TC "HALLO-WEEK" EVENTS & TRIPS**
 - Canobie Lake Park-Screemfest
 - Scary Movie Monday
 - Pumpkin Carving Party
 - Halloween Costume Bash
 - Wicked Wednesday Movie Day
 - Sandy Hill Farm "Out of this World" Lighted Forest Walk
 - DoverPalooza "Halloween Howl Show" (live bands)

- **TC After School Program - November 2022**

Three months into the new school year has provided the TC with opportunities to welcome back the youth participants for the after school program where they can receive academic and social/emotional support via our intern mentors and program mission.

These included, but were not limited to:

- Friday Flix: Movie & Popcorn Afternoon
- Ping-Pong Tournament
- Billiards Tournament
- TC Bingo Mania
- Teacher Workshop Fun Day
- Featured Snack Special Days (Mac n' Cheese, Chili, Pancakes, Hot Dogs, etc.)
- Video Game Tournaments
- TC Thanksgiving Dinner - Annual Family-style dinner @ Teen Center

- **TC After School Program - December 2022**

As the Teen Center headed into the final month before the New Year, youth participants continued to take advantage of the after school program, where they received academic, social/emotional support and social programming via intern mentors and program mission.

These included, but were not limited to:

- Friday Flix: Movie & Popcorn Afternoon – "MINIONS"
- TC Trip! – Sandy Hill Farm "Winter Lights Show & Forest Walk"
- Teacher Workshop Day Chill Zone Afternoon
- Fall 2022 Intern Appreciation Event – TC "Family Style" Italian Dinner
- Fall 2022 Intern Appreciation Event @ Hilltop Fun Center
- 9-Ball Pool Tournament

- TC Trip! – UNH Men’s Basketball Game
- Featured Snack Special Days (Hot Chocolate, Chili, Pancakes, MYO Pizza, etc.)
- Winter Holiday Programming
 - Holiday Flix Featuring “ELF”
 - Holiday Ornament & Card Making
 - Winter Holiday Party
 - Winter Holiday Vacation Week Trip – “Mall of NH”
 - Winter Holiday Vacation Week Trip – “Funspot Arcade”
 - Winter Holiday Vacation Week Event – “Chill-Zone Afternoon”

Each Month:

- ***TC Facebook Page***

The Teen Center continues to maintain a TC Facebook bulletin page and Sign-Up Genius scheduling portal with resources, program/schedule announcements, inspirational messaging and best practices. The site also features photos of TC youth participants to continue to promote all programming provided at the TC.

- ***TC Youth & Family Outreach***

A weekly email is sent to connected families and youth, to encourage reservations through the Sign-Up Genius online portal. The Teen Center can also share any announcements, webinars, trainings and other opportunities available.

The Dover Teen Center received 8 new registration in October 2022, 9 in November 2022, and 5 in December 2022.

Community Service Program

The youth community service program tracked four participants in the month of October 2022. A total of 15 hours of community service work was completed with one of the participants finishing their assigned community service hours.

The youth community service program tracked nine participants in the month of November 2022. A total of 14 hours of community service work was completed with none of the participants finishing their assigned community service hours.

The youth community service program tracked six participants in the month of December 2022. A total of 2 hours of community service work was completed with none of the participants finishing their assigned community service hours.

Diversion Program

In October, there was one active case in Diversion contracts and one successful completion. There was one new case pending intake in November and one new case pending intake in December.

Special Investigations Unit (SIU)

During the month of October 2022, 14 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.

SIU detectives presented 7 investigations to the Grand Jury for indictment. All of the case presentations resulted in a "true bill", meaning the Grand Jury determined that probable cause existed that the accused committed a crime. Cases presented to the Grand Jury are classified as a felony offense or a misdemeanor with an enhanced penalty.

SIU detectives investigated 2 unattended deaths in October 2022.

In October 2022, 2 cases were forwarded to the Strafford County Attorney's Office for review and Grand Jury Indictment.

During the month, SIU detectives and members of the FBI Major Offender Task Force conducted targeted drug operations. These investigations are ongoing.

In October 2022, SIU detectives with the assistance of the United States Marshals Service executed an arrest and search warrant at a Farmington residence. As a result of a lengthy investigation, two adult males were charged with felony Burglary and stolen property was recovered related to crimes that occurred in Dover.

SIU detectives conducted an investigation that resulted in the arrest of an adult male for Sex Offender registration violations, Stalking, and Witness Tampering.

SIU detectives investigated a stabbing that occurred at a city apartment complex. As part of the investigation, detectives executed a search warrant and an adult male was charged with First Degree Assault.

SIU detectives attended 4 forensic interviews at the Strafford County Child Advocacy Center. These interviews are designed to document detailed information about alleged crimes that were experienced or witnessed by children.

SIU detectives referred 24 police reports to the Division of Children, Youth and Families. These informational referrals are for incidents that officers responded to in which children witnessed or were alleged victims of criminal acts or other concerning conduct.

The Special Investigations Unit is responsible for doing background investigations for police department applicants. During October, one of these investigations was ongoing.

At the end of October 2022, SIU detectives had 35 open investigations.

During the month of November 2022, 14 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.

SIU detectives presented 3 investigations to a Grand Jury for indictment. All of the indictments resulted in a "true bill", meaning the Grand Jury determined that probable cause existed that the accused committed a crime. Cases presented to the Grand Jury are classified as a felony offense or a misdemeanor with an enhanced penalty.

SIU detectives investigated 3 unattended deaths in November 2022.

SIU detectives conducted two investigations of sex offender registration violations. Both cases resulted in felony arrests.

In November 2022, 2 cases were forwarded to the Strafford County Attorney's Office for review and Grand Jury Indictment.

After a SIU investigation, a Dover male was arrested and charged with Aggravated Felonious Sexual Assault against a juvenile victim known to the defendant.

SIU detectives attended 6 forensic interviews at the Strafford County Child Advocacy Center. These interviews are designed to document detailed information about alleged crimes that were experienced or witnessed by children.

SIU detectives referred 28 police reports to the Division of Children, Youth and Families. These informational referrals are for incidents that officers responded to in which children witnessed or were alleged victims of criminal acts or other concerning conduct.

The Special Investigations Unit is responsible for doing background investigations for police department applicants. During November, 2 of these investigations were on-going.

At the end of November 2022, SIU detectives had 38 open investigations.

During the month of December 2022, 14 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.

SIU detectives presented 7 investigations to a Grand Jury for indictment. All of the indictments resulted in a "true bill", meaning the Grand Jury determined that probable cause existed that the accused committed a crime. Cases presented to the Grand Jury are classified as a felony offense or a misdemeanor with an enhanced penalty.

SIU detectives investigated 5 unattended death in December 2022.

SIU detectives conducted a child abuse investigation that resulted in the arrest of an adult female for multiple charges of Domestic Violence assault and Endangering the Welfare of a Minor.

SIU detectives and members of the FBI Major Offender Task Force conducted targeted drug operations. These investigations are ongoing.

As a result of an SIU investigation, two adults were charged with Burglary of a Dover apartment complex.

SIU detectives attended 7 forensic interviews at the Strafford County Child Advocacy Center. These interviews are designed to document detailed information about alleged crimes that were experienced or witnessed by children.

In December 2022, SIU detectives executed a search warrant at a Dover residence. At the conclusion of the investigation, an adult male was charged with multiple counts of Felon in Possession of a Deadly Weapon.

SIU detectives referred 13 police reports to the Division of Children, Youth and Families. These informational referrals are for incidents that officers responded to in which children witnessed or were alleged victims of criminal acts or other concerning conduct.

The Special Investigations Unit is responsible for doing background investigations for police department applicants. During December, 3 of these investigations were on-going.

At the end of December 2022, SIU detectives had 41 open investigations.

Community Response & Engagement Unit (CREU)

Throughout the month of **October**, Sergeant Mitrushi continued to check known campsites throughout the city to address the needs of the unhoused as well as complaints of illegal camping or trespassing. Sergeant Mitrushi also brought Police Social Worker Kaitlin Jones out to a few sites to meet directly with the unhoused residents to provide one-on-one interactions in hopes to aid in the proper referrals to social services they may need.

On October 17th and 24th, 2022, Sergeant Mitrushi worked with Community Services and ServePro to clean abandoned sites near the Beckwith Field, the Dover Community Trail, Fourth Street, and River Street.

On October 8, 2022, Sergeant Mitrushi attended the NAMI NH Walk in Concord, NH to help raise awareness, reduce stigma, and inspire hope for those with a mental illness. The Dover Police Department team of 11 people raised over \$1,300. The walk itself successfully raised over \$200,000.



Members of the Dover Police Department participating in the NAMI NH walk in Concord.

On October 20, 2022, Police Social Worker Kaitlin Jones and Sergeant Mitrushi attended the 99 Faces Project at the Dover High School. The event was an open discussion and education about mental health in our community. PSW Jones was one of three presenters that evening, including Artist Lunda Cutrell and former NH Supreme Court Chief Justice John Broderick. The event was attended by approximately 50 people. PSW Jones highlighted Dover Police Department programs like ACERT and Just in Case.

On October 24, 2022, Sergeant Mitrushi attended the Graffiti Management Committee meeting at which he is the staff liaison. The committee continued to discuss cleanup efforts and effective ways to manage graffiti in the City of Dover.

On October 25, 2022, Sergeant Mitrushi was a panel member at the 2022 Housing Stability Solutions Summit in Concord, NH. Sergeant Mitrushi talked about the department's homeless outreach efforts and how those work in collaboration with the Police Social Worker position.

Sergeant Mitrushi was the point of contact for any reports or issues associated with violent crime motivated by substance misuse. Sergeant Mitrushi was responsible for notifying the NH Information and Analysis Center of all felony drug arrests made by the department in the month of October. These cases are ongoing.

Sergeant Mitrushi continued to work with the Dover Mental Health Alliance and participated in virtual meetings throughout October. Sergeant Mitrushi is working directly with the St. Anselm's Center for Ethics to provide data relating to the department's response to the mental health crisis.

Sergeant Mitrushi worked with Seacoast Charter School on an Emergency Operation Plan for their school. This all-inclusive plan is required by the NH Department of Safety.

Sergeant Mitrushi created 5 social media posts in the month of October

Throughout the month of **November**, Sergeant Mitrushi continued to check known campsites throughout the city to address the needs of the unhoused as well as complaints of illegal camping or trespassing. Sergeant Mitrushi also brought Police Social Worker Kaitlin Jones out to sites to meet directly with the unhoused residents to provide one-on-one interactions in hopes to aid in the proper referrals to social services they may need.

On November 14, 2022, Sergeant Mitrushi worked with Community Services and ServPro to assess the cleanup of abandoned sites near the Transportation Lot, the Dover Community Trail, and River Street.

Sergeant Mitrushi was the point of contact for any reports or issues associated with violent crime motivated by substance misuse. Sergeant Mitrushi was responsible for notifying the NH Information and Analysis Center of all felony drug arrests made by the department in the month of November. These cases are on-going.

On November 7, 2022, Sergeant Mitrushi and Sergeant Collis conducted Citizen Response to Active Attacker training at the Francis G. Hopkins at Horne Street School for all staff members. Sergeant Mitrushi conducted the same training for all paraprofessionals in the school district throughout the day on November 8, 2022.

On November 9, 2022, Sergeant Mitrushi organized the first meeting of Seacoast area officers and civilians trained in Critical Incident Stress Management and Peer Support. Sergeant Mitrushi is working on creating a Seacoast CISM Team, which will assist Seacoast agencies following a critical incident and reduce stigma associated with mental health.

On November 10, 2022, Sergeant Mitrushi taught a 3-hour NAMI Connect Suicide Prevention Program to 6 parents and community members in the Dover High School Library.

Sergeant Mitrushi continued to work with the Dover Mental Health Alliance and participated in virtual meetings throughout November. Sergeant Mitrushi worked directly with the St. Anselm Center for Ethics to provide data relating to the department's response to the mental health crisis. On November 19, 2022, the results and recommendations of the draft report were presented to the public at the Dover High School Library in an effort to collect feedback from the public. The final report was then presented to the Dover City Council at a workshop on November 30, 2022, at which Sergeant Mitrushi was in attendance.

Throughout November Sergeant Mitrushi met with the Community Outreach Bureau to assist with the expectations for the Partnership for Success Grant, which will involve Police Social Worker Kaitlin Jones. Sergeant Mitrushi also met with Community Partners to discuss homeless outreach efforts and met with the City of Dover Planning Department regarding issues at the Dover Transportation Center.

Sergeant Mitrushi created 3 social media posts in the month of November.

On **December 2**, 2022, Sergeant Mitrushi and PSW Jones conducted safety and de-escalation training at the Dover Public Library as part of the library's staff development and training day.

Sergeant Mitrushi, PSW Jones, and Dover Fire Division Chief Keith Irwin are all trainers and have met to discuss the training of all city employees in Mental Health First Aid in the coming year as part of one of the recommendations from the Saint Anselm study of the City's Response to the Mental Health Crisis.

Throughout the month of December, Sergeant Mitrushi coordinated the department's efforts for the annual Dover Police Charities Christmas Basket Program. Sergeant Mitrushi worked with Dover Schools, Hannaford, Favorite Foods, and many

department employees to create 125 Christmas Baskets filled with a traditional holiday dinner, including a large frozen turkey, stuffing, potatoes, bread, rolls, and other canned goods. The baskets were delivered by department personnel, friends, and family on December 17, 2022.



Officers Isaac Llubes (left) and Adin Sobel prepare to load a Christmas basket for delivery.



Christmas baskets filled and awaiting delivery

Dover High School Liaison Officer

Officer Shoer responded to 20 calls for service in the month of **October**. She had many occasions where it was necessary to de-escalate students experiencing mental health crises, provide guidance to students, respond to a student using a vape pen in the bathroom, respond to parking complaints and motor vehicle disturbances near the high school, and refer families to mental health supports available outside of the high school setting.

Officer Shoer responded to five physical fights between students in the school during the month of October. In all cases, the students involved received school sanctions. In one instance, the aggressor was transported to the hospital for a mental health evaluation. In another case, a separate bullying investigation was opened and that bullying investigation is still ongoing.

Officer Shoer was notified about an ongoing bullying investigation involving three students. After investigating, meeting with all involved parties, and conducting threat assessments, it was determined that although bullying occurred, no students were in danger. The offending students received school sanctions.

Officer Shoer spoke to a potential victim of a sexual assault. Upon interviewing the student, Officer Shoer learned that their ex-boyfriend had potentially coerced the student into sexual acts on several occasions. This investigation is ongoing.

Officer Shoer was notified about a female student who hadn't been in school all year and the school had concern for her welfare. Officer Shoer met with the female student at her home and informed her she needed to attend school and have her father stay in contact with school administration. DCYF was notified by the school and police department. The student has since returned to school.

Officer Shoer responded to a student's residence after a third party reported seeing a SnapChat that alleged suicidal statements. Officer Shoer made contact with the student at the residence and after investigating, learned there was no suicidal statements and the student was not suicidal.

Officer Shoer was notified of a Bellamy Academy student who accused a teacher of grabbing the student's arm. Both the SAU Office and Officer Shoer conducted an investigation. Neither the SAU Office nor Officer Shoer could find information to support the student's claim.

Officer Shoer investigated a possible assault on a student by a substitute paraprofessional at the Francis G. Hopkins School at Horne Street. The employee has been terminated and the case has been forwarded to the Special Investigations Unit for further investigation.

Officer Shoer investigated a report of a possible violation of a domestic violence protection order by a student's biological father. The father potentially violated the court order by contacting the student via text message. Officer Shoer investigated the incident and obtained an arrest warrant. The Dover Police Department is currently working with the U.S. Marshals Service to apprehend the suspect.

In addition to formal requests by DHS and Bellamy Academy, Officer Shoer performed various other duties as the School Resource Officer, including: interacting with students and faculty on a regular basis, building relationships within the school community, morning bus duty, traffic control, lunch duty, hall monitoring, bathroom checks, and police details at various school events such as the DHS Homecoming Dance on October 1st, and DHS home football games.

Officer Shoer responded to 13 calls for service in the month of **November**. She had the opportunity to deescalate students experiencing mental health crises, provide guidance to students, investigate an accidental 911 hang-up call, respond to a suspicious person near the high school, and refer families to mental health supports available outside of the high school setting.

Officer Shoer was requested to conduct a welfare check on a student who had not attended school. Officer Shoer spoke to the student and their family, and coordinated with DCYF and their CASA worker in order to make sure everyone was working toward the same outcome.

Officer Shoer assisted DHS faculty with three separate students in mental health crisis at the same time, two of which were found to have suicidal thoughts, one of which they had learned, attempted suicide at home earlier in the week. Both students having suicidal thoughts received hospital evaluations and were transported by their parents.

Officer Shoer, Principal Driscoll, and the SAU, worked to develop a safety plan for a student currently involved in the court system in order to ensure the safety of that student, as well as the school community.

Officer Shoer worked with the guidance department, DCYF, and a CASA worker after Officer Shoer took a report of alleged neglect within a household. DCYF found that none of the new information provided met the criteria for an emergency removal. The student continued to receive supports through the school.

Officer Shoer and DHS faculty investigated a disturbance, where they found a male student had brought an “orbie” toy gun to school, which shoots out water soluble orbs, at a similar force to a nerf gun. Officer Shoer and DHS faculty had an educational conversation with the student regarding what could have happened if it was mistaken for something else. The student received school sanctions.

Officer Shoer assisted DHS faculty with a disturbance in a bathroom. It was later learned that a male student had been harassing another male student, and then kicked a bathroom stall door. The students received school sanctions.

Officer Shoer took a report from both a student, and the parent regarding criminal threatening. The student advised he was threatened via SnapChat by an adult outside of the building. Officer Shoer advised the parents of next steps. A protection order was obtained on behalf of the student and served to the suspect. The investigation is ongoing.



SRO Shoer with the Unified Government class at DHS

In addition to formal requests by DHS and Bellamy Academy, Officer Shoer performed various other duties as the School Resource Officer, including: interacting with students and faculty on a regular basis, building relationships within the school community, morning bus duty, traffic control, lunch duty, hall monitoring, bathroom checks, and police details at various school events such as DHS home football games.

Officer Shoer responded to 11 calls for service in the month of **December** including students in a mental health crisis, medical aids, and a variety of other non-criminal and criminal calls.

Officer Shoer assisted DHS faculty with a student possibly under the influence of drugs. Officer Shoer facilitated the student being transferred to the hospital where it was determined to be a behavioral issue and not a mental health crisis. The student received school sanctions.

Officer Shoer conducted several welfare checks on behalf of DHS for students who had not been attending school.

Officer Shoer, in addition to other police officers, responded to DHS for a report of an active shooter in the building. It was later deemed a hoax, and the phone number was traced to a company out of a foreign country. Several other NH towns and cities received similar calls in the same time frame, as well as states across the country. All responding officers conducted a thorough search of the school, regardless of the hoax. This incident remains under investigation by the FBI with assistance from the Dover Police Department.

Officer Shoer was assisted by patrol officers with a DHS student who was at school and had made suicidal statements. The student's parent came to DHS, and brought the student to the hospital for an evaluation.

Officer Shoer investigated a disturbance and learned that a student had threatened to kill another student on SnapChat. The suspect then confronted the other student in a learning common, and began yelling at them, before eventually leaving. A threat assessment was done. The student that threatened the other student received school sanctions, and a safety plan was put in place. The investigation is ongoing.

Officer Shoer followed a student onto Bellamy Road after he left DHS during a mental health crisis. The student made several comments about harming themselves, and tried to jump into traffic. The student was taken into custody, and transported to the hospital for an evaluation.

Officer Shoer was made aware of a physical altercation in one of the girls locker rooms. A student grabbed another student by the hair and kicked her in the stomach. The suspect has received school sanctions and the investigation is ongoing.

Dover Middle School Liaison Officer

During the month of **October**, Officer Berdecia was involved with 50 calls for service. Officer Berdecia responded to 15 Juvenile Disturbances, the majority of which were handled by speaking with the students and de-escalating them. Six of the disturbances resulted in school sanctions, however, none resulted in a referral to the juvenile justice system.

One incident of note was reported to patrol as a disturbance when a student was struck with an object after getting off the school bus at the end of the day. Officer Berdecia conferred with the initial responding officer to gather information, then spoke with the Dover Middle School Principal and assisted her with gathering information from the students involved in the incident. Following the investigation, it was determined the student was being bullied by multiple students on and off the bus. The bullying investigation led to school sanctions for all involved, including suspension from the school bus.

Officer Berdecia handled 3 harassment investigations. No school sanctions or juvenile justice referrals resulted from any of the investigations. The most notable of the harassment investigations occurred off school grounds but involved students of various grades cyberbullying a 7th grade student. Officer Berdecia assisted the Dean of Students with the bullying investigation. Following the investigation, it was determined the bullying did not interfere with the student's educational opportunities or disrupt the school's operation, therefore no school sanctions were implemented. Officer Berdecia and the Dean of Students did ensure all students involved in the bullying, as well as their parents, were aware of the consequences of their actions and warned that further bullying would not be tolerated.

Officer Berdecia handled an assault that occurred at Woodman Park Elementary School. Following the investigation, there were no referrals to the juvenile justice system, but the school did issue sanctions. The incident involved two 4th grade students, with one punching the other in the back of the head and uttering a racist comment while committing the act. Following the school's Title IX investigation, Officer Berdecia met with staff and agreed to assist them with a restorative justice program. The program consisted of three meetings with the student in which the following topics were discussed: Interpersonal Relationships, Retaliation, and Racial Harassment.

Officer Berdecia also handled two "police information" calls. One of them involved an incident among juveniles playing at the Redden Gardens playground. The incident involved a 5th grade student making sexually related comments to a 1st grade student. The incident was reported to DCYF, who determined they would not be involved in the matter. Officer Berdecia then spoke with all parties that were present at the playground, and determined the 1st grade student was not touched by the 5th grade student or any other children that were present. The incident was documented and all children that were present were counseled on the inappropriate conduct that took place.

Additionally, the parents were provided with resources, to include counselling options for the children if the parents deemed it necessary.

Officer Berdecia investigated one missing person report in which a DMS student left his residence on foot in the morning, but was marked absent at school. Officer Berdecia and school staff located the student outside of the school later that morning. The student had gotten lost on his walk to school.

Officer Berdecia continued to teach the DARE program to seven DMS 5th grade classes. Topics in the month of October included; risks and consequences, peer pressure, stress, and communication.

In addition to these aforementioned calls for service, Officer Berdecia also handled 12 assistance calls, conducted 5 motor vehicle stops, 2 motor vehicle disturbances, conducted 3 school property checks, assisted in a violation of a protection order investigation at the high school, conducted 1 welfare check, and had a speaking engagement with a Cub Scout Troop.

During the month of **November** 2022, Officer Berdecia was involved with 33 calls for service. Officer Berdecia responded to five juvenile disturbances, four of which resulted in school sanctions, however, none resulted in a referral to the juvenile justice system.

Two of the disturbances involved students making comments about “shooting up” the Dover Middle School. Officer Berdecia and the DMS Dean of Students spoke with the students involved in both disturbances, and following their investigation it was determined the students were not serious about the comments they made. Officer Berdecia followed up with the parents of all students involved, and ensured they were aware of the comments their children made. Officer Berdecia also ensured the parents had safety measures in place to prevent their children from accessing firearms if any were present in the home.

Officer Berdecia handled an assault that occurred at Woodman Park Elementary School. Following the investigation, there were no referrals to the juvenile justice system, but the school did issue sanctions. The assault involved a 4th grade student that assaulted a staff member. Officer Berdecia spoke with the staff member that was assaulted, and found she sustained minor injury. The student was issued a 3 day out of school suspension immediately following the incident. Officer Berdecia followed-up with the student and his mother at their residence, where he counseled the student on his actions, and spoke with his mother about the services she believed he needed. Officer Berdecia referred the case to the Police Social Worker, who was able to secure emergency counseling for the student, as well as a scholarship to play in the Dover Recreation Basketball League with the hope that it would serve as a positive outlet for the student.

Officer Berdecia also handled an investigation in which a 7th grade student disseminated private photographs of himself. Officer Berdecia made sure all the images were deleted and then followed up with the student and his mother at their residence. Officer Berdecia counseled the mother on monitoring her son’s social media activity and counseled the student on how to responsibly and safely use social media.

Officer Berdecia continued to teach the DARE program to seven DMS 5th grade classes. Topics in the month of November included; Bullying, Safe Reporting, and Help Networks. Officer Berdecia also assisted in the facilitation of the Police And Community Together (PACT) program, in which 80 parents of DMS 5th graders registered and attended an in person or virtual lesson that focused on an Introduction to PACT, an overview of the DARE program, Teenage Usage Rates, a Mock Bedroom activity, and Signs of Suicide.

In addition to these aforementioned calls for service, Officer Berdecia also handled 9 welfare checks, 4 assistance calls, conducted 4 motor vehicle stops, 2 follow-up investigations, 2 police information calls, 1 juvenile matter, 1 property check, 1 motor vehicle accident, 1 notification, and 1 community policing call in which Officer Berdecia had lunch with 2 Spanish speaking only students. The students expressed having a hard time making friends due to the language barrier, and enjoyed having lunch with Officer Berdecia because it allowed them to engage in comfortable dialogue while at DMS.

During the month of **December**, Officer Berdecia was involved with 30 calls for service, 3 of which resulted in school sanctions, however, none resulted in a referral to the juvenile justice system.

Officer Berdecia handled 2 disturbances, one of which involved two students engaging in a physical altercation at Dover Middle School (DMS). Officer Berdecia and the DMS Dean of Students spoke with witnesses and the students involved. Following the investigation, both students were issued a 3-day Out of School Suspension (OSS) Officer Berdecia counseled both students on ways they could have avoided the physical altercation.

Officer Berdecia handled an assault that occurred at Woodman Park School (WPS) involving a 4th grade student assaulting another 4th grade student who he assaulted multiple times in the past. The student was issued a 1-day In School Suspension (ISS) and a 3-day OSS immediately following the incident. Officer Berdecia attended a meeting with WPS administration and the School Administrative Unit (SAU) to determine how future incidents could be prevented. Due to the student's repeated assaults against the same student, the SAU transferred him to another Dover school. Following the investigation, Officer Berdecia recommended the case be referred to DCYF to ensure the student received necessary services.

Officer Berdecia handled 2 bullying investigations at DMS. In one bullying investigation of note, Officer Berdecia and the DMS Dean of Students spoke with the victim, those accused of the bullying, and witnesses. They also reviewed group chats. Following the investigation, it was determined physical threats were made, as well as the sharing of falsified nude images of the victim. Two students involved in the bullying were issued a 3-day OSS.

In addition to these calls for service, Officer Berdecia also handled 6 welfare checks, 6 assistance requests, conducted 2 motor vehicle stops, 2 juvenile matters (one that resulted in a DCYF referral), 1 stray / lost dog, 1 notification assistance request, and 2 community relations calls in which Officer Berdecia delivered gift cards provided by DMS to families in need.

Officer Berdecia continued to teach the DARE program to seven DMS 5th grade classes. Also during the month, he conducted a review of program, then administered a final exam.

Whittier Falls Liaison Officer

During the month of **October**, there were 72 incidents that required police services on DHA property. There was one arrest related to the DHA. An adult male was located in the vestibule at Jack Buckley Commons and was issued a ban notice. When he returned on a later date, he was provided with summons to appear in court reference Criminal Trespass.

On October 12th, Officer Cooper, Sgt. Mitrushi, and Detective Martuscello participated in the annual walk to school day. Officer Cooper met with multiple families and walked with them to the Woodman Park School. The event was well attended and many children created signs for the walk.



Officer Cooper and Detective Martuscello at the Woodman Park School after the walk to school event.



Officer Cooper (left) and Detective Martuscello delivering Thanksgiving meals the in Whittier Falls neighborhood.

Officer Cooper continued to work with DHA staff in regards to a problem tenant on Union Court. There will be an upcoming eviction hearing.

Throughout the month of **November**, Officer Cooper assisted with three calls for service unrelated to the DHA, to include a domestic violence arrest. Officer Cooper assisted with one oral board and had multiple community contacts. Officer Cooper also continued to teach weekly DARE classes.

On November 10th, Officer Cooper attended an informal eviction hearing, with an independent hearings officer, at the Dover Housing Authority. The hearings officer voted in favor of moving forward with the eviction for the problem tenant.

On November 23rd, Officer Cooper assisted with the 14th annual Thanksgiving luncheon. This year, a sit down meal was offered, as was meal delivery. Officer Cooper and Detective Martuscello picked up over 100 meals and brought them to Whittier Falls.

On November 28th, Officer Cooper completed the DARE curriculum. In December, Officer Cooper will hold a review class and then administer the final exam. The graduation is in the process of being planned.

Throughout the month, Officer Cooper assisted with three calls for service unrelated to the DHA. Officer Cooper assisted with four oral boards and had multiple community contacts.

Throughout **December**, Officer Cooper responded to multiple criminal incidents and non-criminal incidents. Officer Cooper also trained a new officer for two weeks.

Officer Cooper administered the DARE test for the fifth graders. Overall, the students did well. There will be a DARE graduation sometime in March 2023.

On December 7th, Officer Cooper participated in Shop with a Cop. The event started at the Somersworth Police Department where officers were partnered with a child. From there, the officer and child rode together to Walmart and the child was given a \$50 allowance to shop for a person(s) of their choosing. Next, the officer and child went to the community center where they wrapped gifts and had a pizza party.

Police Social Worker (PSW)

PSW Jones continued to monitor the police log in **October** and select cases that she could follow up on. She also continued to receive referrals from other department members. She was assigned 17 new cases in October and 9 cases carried over from previous months. In total, PSW Jones has had a caseload of 122 cases since beginning this assignment mid-February.

PSW Jones continues to receive positive returns from the satisfaction survey of individuals/families who have had interaction with the PSW. The survey is an effort to collect data and measure their satisfaction of the PSW program.

PSW Jones continued organizing and building the ACERT program. PSW Jones facilitated the signing of the ACERT MARKETING MOU from the core partners and Chief Breault. PSW Jones hosted an all partner meeting on 10/11/22 via Zoom which included some Dover Police Department staff as well as representatives from Waypoint, HAVEN, and Greater Seacoast Community Health to discuss final steps for ACERT. The ACERT Coordinator out of Manchester, Amoskeag Health, attended and reviewed DPD's Readiness Checklist, confirming readiness to launch program.

PSW Jones met with UNH MSW Social Work Field Coordinator on 10/20/22 to discuss field placements for 2023-2024 school year. PSW Jones attended and presented ACERT and JIC programs at community event 99 Faces on 10/20/22.

Lastly, PSW Jones presented as keynote speaker at the US Department of Justice Community Oriented Policing Services I/DD (Intellectual/Developmental Disability) Policy Council Meeting on 10/26/22.

PSW Jones continued to monitor the police log in **November** and select cases that she could follow up on. She also continued to receive referrals from other department members. PSW Jones had 10 new cases in November and 14 cases carried over from previous months. In total, PSW Jones has had a caseload of 132 cases since beginning this assignment mid-February.



PSW Jones presenting ACERT at 99 Faces.

PSW Jones continues to receive satisfaction surveys from individuals/families who have had interaction with the PSW in an effort to collect data and measure their satisfaction of the PSW program.

PSW Jones prepared a presentation and handouts for shift briefings to explain ACERT and the officer's role in the program.

Throughout November, PSW Jones presented to all four shifts at the Dover Fire Department, explained PSW program and reviewed HIPAA compliant requests for information paperwork for PSW to receive DFD referrals. PSW Jones has since received 6 referrals from DFD, with anticipated growth.

In November, PSW Jones attended Seacoast CISM meeting, met with Recovery Centers of NH to learn about programming, and met with all clinical and case management staff at Crossroads House to build rapport and discuss case collaboration moving forward.

PSW Jones assisted with the annual Dover Police Charities Christmas Baskets program. PSW Jones contacted all Dover schools to begin gathering names for basket recipients.

PSW Jones presented her various outreach projects at the Department of Justice COPS Workgroup Meeting on 11/23/22.

PSW Jones also presented the PSW Program – data, program projections – to the Dover City Council on 11/30/22.

An intern from Walden University working towards her Master's Degree in Social Work started with PSW Jones on 11/28/22.

PSW Jones continued to monitor the police log in **December** and select cases that she could follow up on. She also continued to receive referrals from other department members. PSW Jones had 4 new cases in December and 11 cases carried over from previous months. In total, PSW Jones has had a caseload of 137 cases since beginning this assignment mid-February.

PSW Jones prepared a presentation and handouts for Dover PD shift briefings to explain the Adverse Childhood Experiences Response Team (ACERT) and the officer's role in the program.

PSW Jones attended and participated in the Department of Justice/Community Oriented Policing/Developmental Disabilities Workgroup Meeting on 12/1/22.

PSW Jones presented at the Greater Dover Chamber of Commerce Mental Health, Wellness, and Recovery Summit on 12/8/22. On the same day, she attended the Housing First Working Group of Strafford County.

PSW Jones met with Greater Seacoast Community Health – Mobile Health Care to learn about programming and future collaboration with PSW program on 12/13/22.

PSW Jones and Chief Breault participated in a podcast for the Dover Download to discuss Police Social Worker program on 12/15/22.

PSW Jones, Sgt Mitrushi, and Suzanne Weete of Community Partners met to discuss rolling out Mental Health First Aid training to all employees in the City of Dover on 12/27/22.

PSW Jones continued supervising Kelsey Rubio, master's program intern from Walden University, at 20 hours per week.

Administrative Services Bureau

Officer Juel Cooper and Detective Molly Martuscello were selected to receive a New Hampshire Congressional Law Enforcement Award for their work in preventing a teenaged male from committing suicide at the top deck of the parking garage earlier in the year. Officers Cooper and Martuscello responded to a report of a subject seated along the outer wall of the garage, and upon arrival, they recognized immediately that the individual was in crisis. Acting quickly to distract him, they were able to forcibly remove him from the top wall and bring him to a position of safety, where he could be transported for mental health evaluation.

On October 7, Officers Cooper and Martuscello were among the nominees who received the award at the New Hampshire Police Standards and Training Facility in Concord. New Hampshire's Congressional Delegation presented the awards.



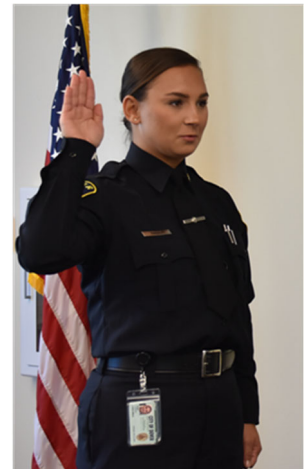
From left: Representative Annie Kuster, Representative Christopher Pappas, Officer Juel Cooper, Detective Molly Martuscello, Senator Maggie Hassan, and Senator Jeanne Shaheen

Stephanie Pabis was hired as a full-time police officer during the month of October. Officer Pabis grew up in Rehoboth, Massachusetts and graduated from Roger Williams University with a Bachelor's degree in Criminal Justice. She began her law enforcement career as a reserve officer and dispatcher with the Swansea, MA Police Department and then worked as a full-time police officer Warwick, RI Police Department for three years. She is relocating to New Hampshire. Officer Pabis will complete the "law package" coursework of the New Hampshire Police Standards and Training program during field training, with an anticipated completion in January/February of 2023.

On October 6, Prevention Programmers Conor Wiley and Izabelle Wensley attended a Suicide Prevention course facilitated by the National Alliance for Mental Illness (NAMI). Attendees learned how to recognize the warning signs of suicide and how to facilitate a connection with the individual in crisis with the goal of ensuring access to appropriate community services.

From October 3 through 7, Sergeant Christopher Plummer and Detective Matthew Harnish attended Pistol Instructor School. This class leads to certification by the Police Standards & Training Council as handgun instructors for law enforcement, allowing each to teach approved courses in firearms proficiency and safety for the department. Both officers are members of the Strafford County Regional Tactical Operations Unit.

From October 6 through 7, Detectives Bryon Lynch and Jenna Donais attended a course entitled Investigating Child Death as Part of a Multidisciplinary Team. This training covered the different roles and objectives of child protective services, law enforcement, and the medical examiner's office in the investigation of childhood deaths. The course emphasized the importance of efficient communication to work together as a multidisciplinary team while properly and effectively investigating these cases.



Officer Stephanie Pabis takes her oath of office

From October 3 through 7, Officer Jacob Watkins attended Crisis Intervention Team (CIT) Mental Health Awareness training. The New Hampshire chapter of the National Alliance for Mental Illness (NAMI-NH) facilitates this interactive training to provide extensive information on people living with mental illness – primarily focusing on those that commonly result in law enforcement contact. The training also provided techniques for de-escalation during these interactions with the safety of all involved being the primary goal. The training highlights best practices, improves community partnerships, and helps communities develop processes to serve people affected by mental illness with response and dignity. Topics covered included suicide prevention, basic de-escalation and intervention strategies, the stages of escalating crisis, PTSD, and Veterans.

On October 12, School Resource Officer Luis Berdecia attended Behavioral Threat Assessment. In this FBI sponsored training, presenters explained the process and benefits of establishing a Behavioral Threat Assessment team. Presenters also explained how to conduct investigations on different social media platforms, and identifying extremist groups/behaviors in the New England area.

On October 13, School Resource Officers Molly Shoer and Luis Berdecia and Social Worker Kaitlin Jones attended a course entitled How to be Welcoming to Younger LGBTQ12+ Humans. Attendees heard a presentation from a national speaker who shared what it means to be a part of the alphabet and who offered tips and advice on how to be inclusive toward anyone, particularly younger persons, who so identify.

On October 17, Sergeant David Collis attended Intoxilyzer 9000 Recertification. This course refreshes officers who perform breath instrument testing in connection with impaired driving investigations. Administrative rules require officers to recertify annually.

On November 3, Officers Carmen Cusick & James Keefe attended an Introduction to Crime Scene Management webinar. Both officers were recently appointed to the agency's Crime Scene Unit. This webinar is designed to give a fresh new look into the complex world of crime scene management. Student were given a brief overview of what crime scene management is about to include determining your scene, evaluating needs and sequence of events, proper note taking and delegation, and evidence collection and safety.

On November 3, Police Social Worker Kaitlin Jones attended the virtual New Hampshire Suicide Prevention Conference. This virtual conference highlighted the ways that communities at the national, state, and local levels are coming together to prevent suicide, build resiliency, and generate hope.

From November 7 to 9, Officer Molly Shoer attended RAD Basic Instructor school. RAD is an acronym for Rape, Aggression, Defense. This training emphasizes the fundamentals of self-defense. Graduates are able to conduct dynamic, realistic, and safe simulations exercises in self-defense.

From November 8 through 9, Detective Adam Gaudreault attended an ICAT Train-the-Trainer course. ICAT - an acronym for Integrating Communications, Assessment and Tactics – is a training guide for defusing critical incidents and promotes new methods of thinking about use-of-force training for police officers. The course aims to provide first responding police officers with the tools, skills, and options they need to successfully and safely defuse a range of critical incidents. The course pulls together the essential building blocks of critical thinking, crisis intervention, communications, and tactics in an integrated approach to training. ICAT is designed especially for situations involving persons who are unarmed or are armed with weapons other than firearms, and who may be experiencing a mental health or other crisis. The training program is anchored by the Critical Decision-Making Model that helps officers assess situations, make safe and effective decisions, and document and learn from their actions. ICAT incorporates different skill sets into a unified training approach that emphasizes scenario-based exercises, as well as lecture and case study opportunities.

From November 9 through 10, Sergeant Matthew Travaglini attended a course entitled Recruiting and Retaining the Next Generation of Law Enforcement. The course explored the reasons for recent challenges in police staffing related to recruiting and early retirements, countering the media and extremists, the methods of hiring and the ideal characteristics for a law enforcement recruit. Discussion topics included whether agency policies are disqualifying strong candidates and highlighted successful systems to identify inappropriate candidates.

On November 17, Detective Bryon Lynch and Officer Timothy David attended Glock Armorer Training. Students were trained how to make repairs and alterations to the Glock service weapon, which is the issued firearm of all Dover police officers. Topics covered include basic operation and functions, proper safety checks, assembly and disassembly, maintenance, and troubleshooting.

From November 14 through 18, Officers Tyler Malsbury and David Anderson attended Firearms Instructor training through the NH Police Standards and Training academy. Topics covered include teaching marksmanship fundamentals, correcting the problem shooter, coaching techniques, practical application drills, and developing courses of fire.

From November 14 through 18, Officer Carmen Cusick attended Basic Crime Scene Processing. Training topics included physical evidence recognition, documentation, proper collection, packaging, preservation, and scene reconstruction.

On November 15, the Dover Police Department was the host site for the state's regional Intoxilyzer 9000 Recertification course. All breath test operators must attend annual recertification facilitated by the New Hampshire State Police Forensics Laboratory. Two classes occurred on that date that were attended by a number of officers from around the region. In addition, numerous Dover officers attended one of the two courses for breath test recertification.

From November 14 through 17, Officer Juel Cooper attended a national Crisis Negotiations Conference in Scottsdale, Arizona. The conference is organized and facilitated by the National Tactical Officers Association. Attendees were presented with a variety of case studies, expert testimony, critical incident debriefs, and discussed unique and sensible responses to different types of crises. The NTOA provides a national forum for crisis negotiators throughout the United States and the world. Officer Cooper is the lead crisis negotiator for the Strafford County Regional Tactical Operations Unit.

From November 16 through 19, Sergeant Matthew Travaglini attended the CALEA Fall Conference in Saint Louis, Missouri. CALEA (the Commission on Accreditation for Law Enforcement Agencies) was created in 1979 as a credentialing authority for public safety agencies that demonstrate a commitment to the best practices and standards of the industry. The City of Dover has been re-accredited more than 10 times since achieving New Hampshire's first accreditation in 1988. Attendees of the conference had the opportunity to attend various training workshops and speak to various law enforcement exhibitors.

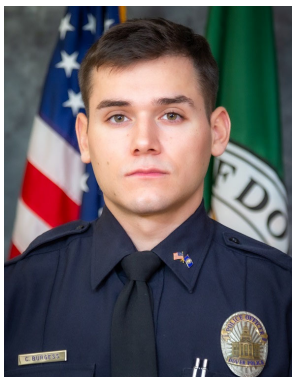
From November 28 through December 1, Sergeants Matthew Travaglini and Christopher Plummer attended the annual Use of Force Summit in Uncasville, Connecticut presented by the Daigle Law Group. This conference includes training topics that address use of force legal standards, and training and investigations involving use of force incidents. The goal of the conference is to increase transparency in communities with respect to law enforcement use of force incidents. The event attracts over 800 police leaders and provides excellent idea exchange opportunities in both educational and networking settings.

On November 29, Chief William Breault and Detective Matthew Harnish attended the New Hampshire Gun Crime Seminar. The seminar was a collaborative meeting between state, local and federal law enforcement organizations discussing a statewide strategy to combat gun violence.

Rebecca Navelski was hired by the department in December as a full-time public safety dispatcher. She most recently worked for the Town of Newington as a part-time clerk, and has experience as a records clerk with the Exeter Police Department and as a public safety dispatcher with the Rochester Police Department. Rebecca lives in Newington with her daughter.



Dispatcher Rebecca Navelski



Officer Colin Burgess

Colin Burgess began working for the department in December as a full-time police officer. Colin grew up in Mendon, MA and was in the "Corps of Cadets" at Norwich University. He graduated in April of 2022 with a bachelor's degree in Criminal Justice and a minor in Spanish. Colin was commissioned as a 2nd Lieutenant in the U.S. Army upon graduation and recently completed training to serve as a MP with the Vermont National Guard. Colin will be attending the full-time New Hampshire Police Academy beginning on January 9, 2023.

From December 1 to 28, Public Safety Dispatcher Marie Palaima completed the online training course Basic Public Safety Telecommunicator. This four-week interactive course teaches the basic skills and responsibilities of a public safety dispatcher. Topics include roles and responsibilities, legal aspects, interpersonal communications, technologies and telephone techniques

During the month, Assistant Communications Supervisor Christian Reed completed the online course 911 Supervisor Training. This course is geared for new supervisors to help foster the skills they need to be successful in the public safety dispatch center. Students learned the supervisor's role, tools for effective organization, and skills for effectively transitioning from the front-line to a supervisory role, stress management techniques, performance evaluations, and principles of conflict resolution.

During the month, Public Safety Dispatcher Jon Gustafson completed the online course Communications Training Officer. Students learned skills and tools to help become an effective CTO. Topics included adult learning techniques, the importance of standardized training, and the essential elements of proper documentation.

On December 4-7, Detective Molly Martuscello and Officers Carmen Cusick, David Anderson, and Derek O'Neil attended the New England Division of the International Association for Identification (NEDIAI) conference in Marlborough, MA. These officers are members of the department's Crime Scene Unit. The NEDIAI is a professional organization of law enforcement officers, identification specialists, forensic scientists, crime scene investigators. Conference training topics and workshops included nighttime photography of motor vehicle incident scenes, use of drones in evidence collection, and crime scenes with significant bodily fluid evidence.

On December 5-7, Sergeant Alex Mitrushi and Police Social Worker Kaitlin Jones attended Adult Mental Health First Aid Train the Trainer. Students in this training learned how train others to recognize the signs of mental health or substance abuse challenges in adults, how to offer and provide initial help, and how to provide guidance and referral toward appropriate care if necessary. Topics covered included anxiety, depression, psychosis, and addictions.

On December 6, Lieutenant Mark Nadeau, Detective Bryon Lynch, and Victim Advocate Patti Powers attended Sexual Assault Resource Training. During this virtual course, presenters from the FBI Boston Division shared their expertise, tools and resources to assist with sexual assault investigations when the identity of the perpetrator is unknown. Course topics included understanding the victim's trauma and methods to improve the quality of investigations and successful prosecution.

On December 12-14, Detective Adam Gaudreault attended the Internet Crimes Against Children national conference in Orlando, Florida. The goal of the conference is to help expand the efforts and knowledge base of law enforcement investigators and prosecutors by providing highly specialized training focused on the investigation and prosecution of technology-facilitated crimes against children.

On December 14, 2022, Sergeants Alex Mitrushi and David Collis and Officer Juel Cooper attended a Critical Incident Stress Debrief (CISD) scenario based training day. The training included recommendations for proper planning, preparation, team member selection, and execution of a CISD following a critical incident. The officers were able to participate in live CISD training scenarios and get feedback from experienced team members and trainers.

On December 16, Animal Control Officer Kathy Ladisheff attended a Rabies Education course. This training provided animal control officers information to facilitate a deeper understanding of the disease and how it relates to their work, health, and studies.

On December 19, Officer Derek O'Neil attended Intoxilyzer 9000 Recertification in Concord. All breath test operators must recertify annually to maintain proficiency and to be recognized by criminal courts in the prosecution of impaired drivers.

From December 19 to 21, Officers James Keefe and Carmen Cusick attended a course on Vehicle Processing. This course provided instruction and hands-on practical exercise related to the processing of motor vehicles for physical evidence. These officers are members of the agency's Crime Scene Unit.

On December 29, Sergeant Christopher Plummer, Detective Matthew Harnish, and Officer Bryon Gore attended Firearms Instructor Recertification. Recertification is required every two years for instructors who conduct agency firearms training and who teach firearms proficiency.

During the first two weeks of December, all sworn officers completed annual handgun and rifle qualification courses, mandatory use of force refresher training, and defensive tactics.

<i>Licensing Board Actions</i>			
<i>October, November & December</i>			
Taxi Cab Licenses	0	Road Toll Permits	1
Notifications to City Hall	2	Dance / Entertainment	0
Raffle/Tagging Permits	4	Gun - Seller	0
Block Party Permits	3	Other	0
Parade Permits	3	Total	13

Traffic Bureau

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) for scheduled meetings on October 13, 20 and 27. Projects under review included a mixed-use project on Third Street at the site of the former Asia Restaurant, a new driveway permit for a child-care facility on Back River Road, a medical office building on Durham Road, and a commercial project on Quality Way and Venture Drive. Staff review of each project helps flesh out technical aspects in the purview of police, fire, engineering, and economic development to resolve potential conflicts before submission to the Planning Board.

The Dover Police Department closed out its federal fiscal year 2022 annual NH Highway Safety grant contracts in early October, and Lieutenant Speidel completed all of the relevant end-of-year reports to finalize the grant and obtain reimbursement for personnel costs of selected enforcement patrols conducted on overtime. The FFY23 grant period began on October 1. Dover was awarded \$13,800 in grant funding to cover traffic enforcement patrols to address speed, impaired driving, distracted driving, and pedestrian and bicycle safety.

Lieutenant Speidel coordinated all traffic control and police security measures for the Greater Dover Chamber of Commerce's annual Apple Harvest Day festival, which was held on Saturday, October 1. This included working closely with Chamber staff and committee members to outline various public safety related festival and 5K race logistics. The Parking Bureau and Administrative Services Bureau coordinated the advance deployment of barricades and signs to facilitate temporary parking restrictions, traffic diversions, and safe traffic flow, and the assignment of police officers to key intersections to manage the heavy flow of traffic.

The Administrative Services Bureau coordinated the traffic control particulars for the Dover Middle School PTA's "Pumpkin Dash 5K" run/walk event on October 23. This is one of the ten Dover Race Series events. This included the deployment of directional signs, barricades and cones to facilitate road closures and traffic diversions, scheduling and assignment of police personnel, and coordinating with event organizers on other logistical matters. The police department coordinated with the NH Department of Transportation to conduct a temporary closure of the Exit 7 southbound off-ramp during the race.

The Administrative Services Bureau and Parking Bureau helped coordinate or provided equipment to facilitate event parking, road closures, or provided other traffic control resources for the following activities during the month of October:

- Dover Rotary and DHS Interact Club Shredding Event, October 8
- Pope Memorial Humane Society "Howloween" Dog Parade event, October 9
- Dover Main Street "Zombie Walk", October 29
- American Cancer Society Relay for Life Road Toll fundraiser, October 29
- Neighborhood block party on Grove and Ash Streets, October 30

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) for a scheduled meeting on November 17. Projects under review during that meeting included a proposed mixed-use building and a proposed drive-thru restaurant, both located off Grapevine Drive. Staff review of each project helps flesh out technical aspects in the purview of police, fire, engineering, and economic development to resolve potential conflicts before submission to the Planning Board.

The Administrative Services Bureau and Parking Bureau coordinated the logistics of voter parking at four of the six ward polling facilities for the national mid-term election on Tuesday, November 8. Staff deployed disabled and voter parking wayfinding signs at several polls to help facilitate parking turnover and efficient traffic flow.

Lt. Speidel coordinated all of the traffic control particulars for the Turkey Trot 5K run/walk event on Thanksgiving morning, November 24. This included the deployment of directional signs, barricades and cones to facilitate road closures and traffic diversions, scheduling and assignment of police personnel, and coordinating with event organizers on other logistical matters. This event was the final 2022 event of the Dover Race Series season, and proceeds will benefit the Garrison Elementary School PTA. There were over 800 registered race participants.

Lieutenant Speidel worked closely with members of the recently formed Cochecho Friends, regarding the Dover's annual Holiday Parade, which took place on November 27. Lt. Speidel was responsible for coordinating the temporary suspension of freight train service at the Dover grade crossings, directing the advance posting of on-street parking restrictions and the deployment of temporary traffic control equipment to set up various traffic detours, and the scheduling and assignment of police personnel to assist with traffic control.

On November 28, Lieutenant Speidel joined staff from the Planning and Community Services Departments at the regular meeting of the Transportation Advisory Commission. Lt. Speidel prepared the meeting agenda and related materials and helped coordinate correspondence with citizens with interest in agenda items. Lt. Speidel also coordinated staff preparation and follow-up of the committee recommendations. Agenda topics focused on roadway safety and speeding concerns, several new crosswalk requests, housekeeping ordinance changes, and a review of upcoming bridge and roadway repair projects.

In addition to the events noted above, the Administrative Services Bureau and Parking Bureau helped coordinate or provided equipment to facilitate event parking, road closures, or provided other traffic control resources for the following activities during the month of November:

- Locust Street closure for utility work, November 1-3
- Chamber of Commerce Holiday Lights Committee downtown initiative, November 18
- Thanks 4 Giving Charity food distribution event at Roost, Pointe Place, November 23

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) for scheduled meetings on December 1 and 22. Projects under review included a commercial site plan amendment on Quality Way and Venture Drive, and a proposed mixed-use building and a proposed drive-thru restaurant, both located off Grapevine Drive. Staff also discussed a streamlined process for review of outdoor dining permit applications. Staff review of each project helps flesh out technical aspects in the purview of police, fire, engineering, and economic development to resolve potential conflicts before submission to the Planning Board.

On December 23 and 24, staff from the Police, Fire and Community Services Departments were tasked with emergency response and mitigation of a number of hazards created by a powerful winter weather event, which brought down trees and wires in several areas throughout the City. Staff worked closely with utility companies through the night on both Friday December 23 and Saturday December 24 to set up necessary traffic detours and to clear hazardous areas.

The Administrative Services Bureau and Parking Bureau helped coordinate or provided equipment to facilitate event parking, road closures, or provided other traffic control resources for the following activities during the month of December:

- American Cancer Society Relay for Life team road toll, December 3
- Johnson Creek Village Memory Care Community open house event, December 15

Parking Bureau

Parking Bureau personnel worked steadily on placing barricades regarding parking restrictions for a variety of paving and striping projects in the Downtown area and throughout the city.

Daily parking activity in October was up 12% compared to October of 2021. There were 1,726 daily users last month. Compared to October of 2020, activity is up 27%. For FY23, there has been an overall increase of 7% over the same period.

The conversion to Pay by Plate at the meters, which was originally planned for mid-November, has been pushed out to mid-late December due to software engineer staffing issues.

Parking Bureau personnel distributed more than 1,000 information cards (shown below) on vehicles during overnight hours in its annual effort to educate the public on winter parking rules. These cards explain how winter parking bans work, and provide them information on how to sign up for the text and email alerts the city sends out when a ban is called.



Addressing concerns from a Freeman Court resident regarding winter parking bans, the Parking Bureau contacted Community Services and learned that changes in snow removal strategy for that neighborhood will now require all cars be off Freeman Court during a winter parking ban. We explained these changes to the resident, an 86-year-old woman who has lived on the street for decades. She was satisfied with the explanation. We also provided her information and suggestions on how best to be alerted when a winter parking ban is called, given that she does not receive e-mail or text messages.

Parking Bureau personnel also played a lead role in posting more than 50 barricades and several dozens of traffic cones to help facilitate the Dover Turkey Trot 5K Run/Walk on Thanksgiving Day, and the annual Dover Holiday Parade. Efforts were also made to ensure parking patrons were aware that the Saturday after Thanksgiving was a meter holiday for Small Business Saturday.

With 2022 winding down, the Parking Bureau was able to get more than 660 parking permits made out for 2023. Completing this task before the end of November is done knowing many of our customers chose to renew their permits into the new year.

Parking Bureau personnel continued communication efforts with the public regarding winter parking regulations. With the one-side restriction from Dec. 1 to April 1 going into effect on 27 streets, the Parking Bureau focused its efforts on

getting reminder notices on vehicles in those areas.

As a part of the ongoing effort to encourage people to sign up for the text and/or email winter parking ban alerts, the Parking Bureau worked with Community Services to use its large electronic roadway signs in advertising to motorists to sign up for the notifications at drivingdover.com. According to Media Services Director Mike Gillis there was a “significant jump in text and email parking ban alert sign-ups” in November and December.

A School Street resident, who has a parking permit for the Portland Avenue Lot, came to the Parking Bureau with concerns about the walkway going from School Street to the Portland Ave. Lot. Her concern was that during the winter months, there was only one sand barrel on the walkway, and it was located at the midway point. She said at times the first half of the path was untreated and dangerous to use. The Parking Bureau contacted Community Services, and a second sand barrel will be added to the walkway.

Dover Police Department Field Operations	Calls for Service	Traffic Stops	Non-Enforcement Contacts	Incidents Handled	Emergency 911 Responses	Alarm Responses	Traffic Accidents	Arrests Made
October 2021	1,855	444	229	2,528				
November 2021	1,785	376	180	2,528				
December 2021	1,543	333	170	2,046				
January 2022	1,557	348	155	2,060				
February 2022	1,400	261	137	1,798				
March 2022	1,661	243	141	2,045				
April 2022	1,651	277	169	2,097				
May 2022	1,928	341	156	2,425				
June 2022	1,826	194	139	2,159				
July 2022	1,936	358	155	2,449	13	73	68	40
August 2022	2,021	322	135	2,478	26	78	68	57
September 2022	1,810	281	122	2,213	13	57	78	35
October 2022	1,761	230	166	2,157	23	82	88	36
November 2022	1,667	314	103	2,084	20	75	66	54
December 2022	1,682	218	103	2,003	28	69	97	52

Supplemental daily duties of Patrol included:

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

The 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.

	October 2022	November 2022	December 2022
Priority 1	143	126	164
Priority 2	109	119	98
Priority 3	828	856	829
Priority 4	708	635	637

K-9 Unit

The K-9 Unit trains on a daily basis and attends 20 hours of formal training per month with the Boston Police Department K9 Academy at various sites around Massachusetts. The team holds a national certification through the North American Police Working Dog Association.

On October 6, 2022, Officer David responded to a residence in Dover after receiving a report that someone had stolen a garage door opener from a vehicle and used it to open the garage door. After a brief investigation, K9 Vision was deployed on a criminal track to see if anyone had fled from the scene on foot. K9 Vision did not locate any human odor. The reporting person later found the garage door opener remote in with other belongings and no theft had occurred.

On October 14, 2022, Officer David responded to assist the Somersworth Police Department with an investigation after an ATM was stolen. K9 Vision was deployed from an area where a pickup truck was located with the ATM attached to the back. K9 Vision located the presence of human odor and began tracking through the woods until he lost the scent. Officer David then noted there were fresh tire marks in the woods consistent with those of an ATV. K9 Vision continued to search the area but did not locate any other human odor.

On October 19, 2022, K9 Vision was deployed on an evidence search to look for a large stick or pipe that was used in an assault but did not locate the item. After further investigation, it was determined that the item had been brought inside a residence.

On November 7, 2022, Officer David and K9 Vision responded to South Berwick, ME to assist officers with locating a juvenile male, who had left home after an altercation with his father. K9 Vision was deployed on a track to locate the juvenile male, who had left home without shoes, with an unknown destination. K9 Vision tracked for approximately one hour and then showed a sudden change in behavior, indicating that they were in a close proximity to the juvenile. As they continued searching the immediate area, the juvenile came down from a tree, just above where K9 Vision had

alerted. He was then able to be taken into the custody of the South Berwick Police Department for a mental health evaluation. K9 Vision's track was very valuable in this situation, as he aided in locating the juvenile who had been approximately 40 feet up a tree.

The K-9 Unit is currently preparing for a six-week training, dedicated to locating illicit narcotics. This training will be through the Boston Police Department K9 Academy and begins January 2, 2023.

On December 9, 2022, officers responded to a residence regarding a domestic disturbance. The male party, who was no longer on scene, had stolen the female victim's cellphone. It was determined that the male had discarded the cellphone somewhere on the road near the victim's residence. K9 Vision was deployed on an evidence search and the dog located cellphone which was then returned to the victim.

On December 22, 2022, officers responded to a residence regarding a domestic disturbance. After the on scene investigation, it was determined that the male suspect had fled the scene on foot. Officers had probable cause to arrest the suspect and K9 Vision was deployed to locate him. As K9 Vision began tracking through the woods, the dog showed Officer David a proximity alert. This alert tells Officer David that they are close to the suspect. Officer David then noted that prints in the snow appeared to be consistent with someone running. K9 Vision soon began barking while running, indicating that the K9 team was close to the suspect. After realizing that the dog was close, the suspect then surrendered and was taken into custody.

Accident Reconstruction Team

The Accident Reconstruction Team was not called out during the month of October, November or December for any collisions in Dover. However, the department is investigating a single vehicle fatal car accident that took place on November 20, 2022 on Tolend Road.

Dispatch Communications

Dispatch Communications	Radio Transmissions	Phone Calls	911 Calls Received	Lobby Customers	Police Alarms Received	Fire & Medical Alarms
October 2021	14,300	7,405	413	210	103	65
November 2021	14,225	7,300	307	220	81	58
December 2021	15,888	9,144	330	138	81	66
January 2022	16,708	7,906	350	154	93	75
February 2022	14,263	7,067	297	224	72	53
March 2022	16,283	7,899	328	246	79	66
April 2022	16,608	8,803	416	183	99	64
May 2022	18,882	9,183	428	258	92	76
June 2022	17,868	8,856	378	212	68	55
July 2022	17,931	8,898	288	310	72	64
August 2022	21,080	9,602	444	247	79	81
September 2022	17,210	8,277	399	221	65	71
October 2022	16,799	7,918	416	215	82	65
November 2022	16,671	7,244	533	208	75	71
December 2022	19,372	8,464	441	200	69	82

Animal Control – October, November & December

Total Calls for Service: 231	Breakdown:
Handled by Officers/Dispatch: 106	Found/Loose Animals: 64
Handled by Animal Control Officer: 125	Welfare Checks: 20
	Animal Bites: 09
	Misc/Other: 138

Public Library

October library circulation totaled 19,642 items, November library circulation totaled 18,892 items, and December library circulation totaled 17,954 items.

In October, 133 new library patrons registered, November, 125 new library patrons registered and in December, 84 new library patrons registered, bringing the total active cardholders to 12,773.

The Dover Public Library's Book a Librarian service helped 21 community members in October, November and December.

The Dover Public Library's 3D printer produced 34 items requested by patrons throughout October, November and December.

Over October, November and December, the Library's museum passes were borrowed 234 times saving community members approximately \$7,199.06 in admission fees.

Over October, November and December, 144 patrons registered for downloadable audiobooks/ eBooks.

During the three months, Internet and PC uses by the public totaled 2,394 on library workstations, plus another 19,546 via Wi-Fi, plus 17 Chromebook loans.

406 meetings & tutoring sessions were hosted in the library's Lecture Hall, Trustees Room, & Learning Center from October through December.

The Dover Public Library has 5,371 subscribers to its two monthly e-newsletters—Children's and Adults.

Library staff posted 650 items to its various social media platforms in October, November & December. Total social media platform followers = 15,454.

The Dover Public Library staff added 156 books to our 2 Little Free Libraries.

During the three months of October, November and December, 29,570 people visited the library.

October:

The Dover Public Library hosted 81 programs in October which were attended by 1,468 community members. These programs included passive, virtual and in-person as the Library strives to reach out to the community in various ways. These included: 9 D & D sessions with 77 attendees; 3 Shake Your Rattle and Roll with 158 attendees; 1 Mother Goose on the Loose Story Hours with 30 attendees; 3 Family Story times with 69 attendees; 2 STEM Story Times with 24 attendees; 2 Knitting Group 14; 5 Book Groups 41; 1 Cookbook Club with 3 attendees; 1 Creation Station 382; 1 Case Closed on the Smuttynose Ax Murders 82; 1 Abenaki Storyteller with 40 attendees; 1 Teen Fright Night with 13 attendees; 1 Family Game Night with 17; 1 Needle Felting with 12 attendees; and 1 Genealogy Club with 8 attendees.

On Saturday, October 1st the Dover Public Library closed for the day in order to staff a booth at the Apple Harvest Festival. Staff were kept busy talking about all the difference programs and services the Library offers, signing

community members up for cards, and handing out raffle tickets.

In October Emily Ainaire, Dover Public Library's Teen & Information Services Librarian, visited the Dover High School Library to assist several Freshman English classes with a NoveList practice lesson. NoveList is a reader's advisory subscription database that helps readers find their next favorite book. All freshman students will be able to select a free choice book that is theirs to keep thanks to grant funding, and this activity helped the students create a list of books that they might want to select.

On Thursday, October 27, Patty Falconer, Dover Public Library Children's Librarian, participated in the Bridges Training Series offered by the UNH Institute on Disability. As part of the Intellectual Wellness section of their training, the young adults ages 18-24 learned about all the library services from which they could benefit. Databases, makerspace items, streaming services, and programs were some of the aspects of the library that were discussed.

Carrie Tremblay, Dover Public Library Reference Librarian, escorted several classes of Garrison Elementary School third graders on tours of Dover's historic downtown area. The 90 participants were amazed by the city's history of fires, floods, the mills, and a few hangings. Even the chaperones were impressed by how much history is packed into a small area.

The Dover Public Library staff have been working with an Impacct Academy student. This student expressed interest in working in a Library and will job shadow library staff for 12 weeks, 3 hours per week. Impacct Academy offers academic support for students ages 16-21 with a disability transitioning out of high school. There is a location in the McConnell Center.

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Passport application processing fees and notary services provide a continuing source of revenue for the Dover Public Library. The Library processed 39 passport applications in October generating \$1,365 in revenue and provided notary services for 23 patrons generating \$115 in revenue.

The Library received a grant from the New Hampshire Charitable Foundation to digitize microfilm of the Foster's Daily Democrat from 1873-1926. These newspapers are an invaluable source of historical and genealogical information for the seacoast area of New Hampshire. The digitized microfilm now available in a searchable database. Citizens of New Hampshire, and researchers across the country will have easy access to this rich historical resource that was previously only available to those who could visit in person.

The joint conference of the New Hampshire Library Association and New England Library Association was held in Manchester, NH on October 23 -25. Four Dover Public Library staff members attended and learned from the keynote speakers, informational presentations and table talk discussions. Also available were demonstrations of new products and services by vendors and lots of networking opportunities.

Nick Gagnon and Tin Weinberger, staff of the Dover Public Library, attended the Library 2.0 Mini-Conference. The focus of the conference was Libraries and Privacy.

Nick Gagnon, Systems & Technology Librarian at the Dover Public Library, is working towards his Master's in Library Science degree at San Jose State University in California.

Dover Public Library staff members are involved with the following community groups: Community Literacy Committee, New England Library Association PR committee, New England Library Association IT Division, Dover Mental Health Alliance, Urbans Library Consortium, and SOS Recovery.

The Dover Public Library Children's Department facilitated a costume swap for local families in early October. Gently used Halloween costumes were dropped off in the Children's Room from October 3-6. The following two days families could browse the donations and choose a costume to take home. Approximately 75 children were able to get a Halloween costume through this event.

On Tuesday night, October 22nd, Dover Public Library's Lecture Hall was filled to the brim with eager listeners to find out what really happened the night of March 6, 1873. J. Dennis Robinson's take on the Smuttynose Ax Murders, a New Hampshire Humanities sponsored program, was the perfect Halloween tale to blend history and gore - just ask the 82 people who heard the tale!

Miss Jojo's Shake Your Rattle and Roll, baby! story time had a record turnout on Oct. 21 with 60 engaged participants. Shake Your Rattle is a Music and Movement Program for Babies and Toddlers up to age 2 (but older siblings always welcome) that meets at 10am on Friday mornings. This event is held outside weather permitting. They dance to silly songs, sing rhymes, count to 5 with puppets and rock out with drums and instruments. Each week a different genre or musical artist is featured—classic Rock, Disco, R&B, 50's, etc.

On Saturday, October 22 community kids were encouraged to visit the Dover Public Library to make a Halloween craft, pick-up a treat bag and show off their costume! Library staff saw 82 ghosts, witches, super heroes and more.

November:

The Dover Public Library hosted 71 programs in November which were attended by 1,405 community members. These programs included passive, virtual and in-person as the Library strives to reach out to the community in various ways. These included: 7 D & D sessions with 62 attendees; 1 Shake Your Rattle and Roll with 43 attendees; 4 Mother Goose on the Loose Story Hours with 145 attendees; 3 Family Story times with 88 attendees; 5 STEM Story Times with 53 attendees; 2 Knitting Group 20; 5 Book Groups 34; 1 Cookbook Club with 3 attendees; 1 Creation Station 323; 1 Indigenous Land Stewardship 84; 1 Family Game Night with 21; 1 Volunteer Fair 50 attendees; 1 Needle Felting with 12 attendees; 1 Stem Saturday Potato Batteries) and 1 Genealogy Club with 12 attendees.

On Wednesday, November 2, the Dover Public Library's "Get Lit" adult book group met to discuss The Ocean at the End of the Lane by Neil Gaiman at Garrison City Beerworks for our first meeting out in the community since the start of 2020.

On Tuesday, November 15, Emily Ainaire, Dover Public Library 's Teen & Information Services Librarian, visited the Dover High School Library to have the first session of "Books & Bites", a program where students can learn about and check out new and popular books from Dover Public Library's teen collection while enjoying a snack during their flex period.

The NH Toy Library, along with student volunteers from UNH, presented three Play Days at the Dover Public Library for children of all ages. For three consecutive Tuesdays in November, the group led a program with a different theme: Superheroes, Farm Animals, and Fall Harvest Sensory. Each week, there were activities, games, crafts, and books related to the theme.

Karin Mayer-Gottlob, Assistant Children's Librarian at the Dover Public Library, read to 3 Head Start classrooms in November and also brought them a selection of hand-picked books. The Head Start program is a vital link in preparing kids for success in schools and beyond.

The Dover Public Library recently eliminated their public computer time limits. Previously DPL cardholders would have 3 hours of access and guests to the DPL could use the computer for 2 hours. Time limits on public computers placed an unnecessary barrier and extra burden on the users. Phasing out the time limits is one of the strategic plan goals of the Library and will help improve accessibility for internet resources in the community. In the event that there are more users than computers we have Chromebooks for in Library use.

Passport application processing fees and notary services provide a continuing source of revenue for the Dover Public Library. The Library processed 28 passport applications in November generating \$980 in revenue and provided notary services for 29 patrons generating \$145 in revenue.

The Adult Chapter Book group met for the second time on Wednesday, November 2. At each meeting, a librarian reads aloud from Harry Potter and the Sorcerer's Stone. After the reading, group members make a craft based on the theme of the chapter read. The group is primarily made up of clients from Great Bay Services in Dover and their support workers.

Emily Ainaire, Teen & Information Services at the Dover Public Library, attended the New England Teen Summit. This daylong event focused on teen services. Nine different breakout sessions were presented by New England Teen Librarians with topics ranging from books and reading, civic engagement, programming, teen volunteers, computational thinking, and more!

Aimee Lockhardt, Community Engagement Librarian at the Dover Public Library, attended LibraryCon. Hosted by Library Journal and School Library Journal this daylong event was a celebration of fandom, spotlighting genre fiction for adults and teens with panels devoted to comics and graphic novels, horror, sf/fantasy, and more. In addition to panels and keynotes, there were also fast-track learning sessions hosted by librarians and studio spotlights focusing on visual artists.

Dover Public Library staff attended training in the following areas:

- Steps to successful community engagement
- Exploring enhancements to Gale's ChiltonLibrary.

Dover Public Library staff members are involved with the following community groups: Community Literacy Committee, New England Library Association PR committee, New England Library Association IT Division, Dover Mental Health Alliance, Urbans Library Consortium, and SOS Recovery.

The Dover Public Library welcomes Rachel Gogan (she/hers) to their staff. Rachel previously worked at the University of New Hampshire Library and is delighted to be joining the Dover Public Library. She earned her MLIS from the University of Rhode Island in 2008. Her favorite book genres are urban fantasy, diverse fantasy, queer romance, craft & art books, and graphic novels of all flavors. Her favorite colors are rainbow and all shades of blue. She loves to make mini quilts in her home studio, slay dragons in D&D, knit brightly colored socks, and play video games. She spends her free time drinking tea with her wife, 2 cats, and several mischievous hamsters.



Rachel Gogan

A warm, sunny New England day did not stop folks from gathering to find out how they can get involved in the community. Dover Public Library's 4th annual Volunteer Fair saw a crowd of 50 people learning more about how they could help support 12 local organizations. These organizations included: Dover Children's Home, Riverside Rest Home, SOS Recovery, NH Tax Aide, Dover Adult Learning Center, NH Seacoast Project Linus, Dover Area Women's Club, American Red Cross, HAVEN, Friends of the Dover Public Library, the US Census Bureau, and ABLE NH. One organization said it was a very productive day for them and that they had a lot of engagement, while another noted that they were also able to connect with other local organizations!



On Saturday, November 5 the Dover Public Library Children's Room staff held an Elephant, Piggie, and Pancakes! event. There were several crafts and activities related to the very popular early reader series written by Mo Willems. Elephant and Piggie appeared live and acted out two of their stories as they were read aloud. One hundred and eleven people attended this program.

On Monday, November 7th the Dover Public Library hosted our first NH Humanities Perspectives Book Group featuring "Braiding Sweetgrass" by Robin Wall Kimmerer. The Library received a grant from NH Humanities to pay for the facilitator and 20 copies of the book to distribute to patrons. Twenty people attend the

event, virtually and in-person, and had a great discussion facilitated by Damian Costello, an academic from Vermont. The Library has 2 more Perspectives book groups planned for 2023.

On Wednesday, November 9 the Dover Public Library celebrate Veteran's Day early with a program exploring the history of the USS Albacore and those who served on it. The program was presented by Patti Violette, executive director of the USS Albacore Museum, and attended by 31 enthusiastic individuals including someone who had served on the submarine and five middle grade-aged boys who impressed everyone with their knowledge of submersibles! The submarine is known for being the first designed with a teardrop-shaped hull and the first to also operate underwater. Many were surprised to hear that the USS Albacore was considered a "floating laboratory" and was never home to any weapons, although Violette joked that somewhere on the ship was a red button that would result in total chaos. One concerned boy questioned what would happen when the button was pressed, to which she replied that the whole harbor would blow up. Shock and awe fell on all the kids' faces before she reassured them that there was no red button or weapons on the boat.

December:

The Dover Public Library hosted 60 programs in December which were attended by 947 community members. These programs included passive, virtual and in-person as the Library strives to reach out to the community in various ways. These included: 5 D & D sessions with 40 attendees; 2 Shake Your Rattle and Roll with 68 attendees; 2 Mother Goose on the Loose Story Hours with 55 attendees; 2 Family Story times with 21 attendees; 2 STEM Story Times with 23 attendees; 2 Knitting Group 18; 5 Book Groups 29; 1 Cookie Swap with 13 attendees; 1 Creation Station 327; 1 Polar Express Family Event with 88 participants; 1 Crafternoon Snowman Ornament with 28 attendees; 1 Adult Chapter Book Club with 17; 1 Books & Bites with 15; 1 Family Game Night with 9; 2 Cocheco Writer's Groups with 9; and 1 Genealogy Club with 29 attendees

On Tuesday, December 13, Teen Librarian Emily Ainaire visited Dover High School's United Government class for a question and answer session with students on the services that Dover Public Library offers our community and what a day in the life of a librarian looks like.

On Tuesday, December 13, Teen & Information Services Librarian Emily Ainaire visited the Dover High School Library to host "Books & Bites", a program where students can learn about and check out new and popular books from Dover Public Library's teen collection while enjoying a snack during their flex period.

Karin Mayer-Gottlob, Assistant Children's Librarian at the Dover Public Library, read to 3 Head Start classrooms in December and also brought them a selection of hand-picked books. The Head Start program is a vital link in preparing kids for success in schools and beyond.

Susan Dunker, Adult Services Librarian, met with Ann Vennard of Cornerstone VNA to discuss the library's partnership with them hosting a monthly Caregiver Café for anyone who is a caregiver to a friend or family member. These meetings have been happening at the library since September. Susan and Ann discussed ways to promote the meeting to gain more attendees. Both Ann and Susan agreed to be on the lookout for other ways to promote the event to the wider community. They also discussed plans for days when the weather isn't conducive to travel and how the meetings can still be held.

In December Aimee Lockhardt, DPL's Community Engagement Librarian, met with Gregory Hammond, a Mobile Crisis Peer Support Specialist, with Community Partners. They discussed ways that the library could assist the organization and support mental health services in the city. After our discussion, Greg felt that the library would be a great place for the Mobile Crisis unit to hold follow up meetings with their clients - as our rooms are private and a more comfortable setting than Community Partners' offices. The library plans to offer games and fidget toys, which Greg mentioned helps to further create a relaxing atmosphere to meet.

Passport application processing fees and notary services provide a continuing source of revenue for the Dover Public Library. The Library processed 33 passport applications in December generating \$1,150 in revenue and provided notary services for 19 patrons generating \$95 in revenue.

On December 2 the Library was closed for our annual Staff Development Day. It was a successful day of team building and learning with 19 of our staff attending. Sessions included responding to reconsideration requests, de-escalation training with Sergeant Alex Mitrushi and Social Worker Kaitlin Jones, Fire Safety with the Dover Fire Department, phone training and meditation.

Susan Dunker, Adult Services Librarian and Denise LaFrance, Library Director, attended the Mental Health and Recovery Summit on December 8, 2022. The summit was presented by the Seacoast Chamber Alliance, the Dover Mental Health Alliance, and the Recovery Friendly Workplace Initiative. The Mental Health, Wellness & Recovery in the Workplace Summit is designed to help employers learn about the steps they can take to reduce the stigma around mental health in the workplace. Topics include the state of mental health and substance abuse in the workplace, how to recognize potential mental health or substance abuse issues, providing a safe environment to seek help, and resources available for employers.

Dover Public Library staff attended training in the following areas:

- What They Didn't Teach You in Library School: The Cycle of True Marketing
- Libraries and the Substance abuse crisis
- Serving patrons with memory loss
- Geographic information systems training with the City of Dover's Information Technology Department.

On Saturday, December 3 the Polar Express pulled into the station at the Dover Public Library Children's Room. Over 80 patrons decorated cookies, made train crafts, and listened to Santa read the holiday classic story, The Polar Express by Chris van Allsburg. We were fortunate to have Santa visiting the library during his busiest time of the year.

On Monday, December 12, Dover Public Library's Cookbook Club held its first ever Cookie Swap. Thirteen participants brought in cookies to share that were created from recipes found in The Essential Cookie Companion by King Arthur Baking Company.

Public Welfare

October

This month Dover Welfare served 66 individuals of which 20 were new cases for a total cost of \$6016.45.

While the number of clients' welfare is seeing and amount of assistance welfare is providing has increased over the past few months, funding levels remain less than has been historically typical.

The nature of the requests remains predominantly rent and utility related.

Finding shelter space for those who are homeless is particularly difficult as shelters across the state remain full and have wait lists. Hotel/motel spaces are also difficult to find as many rooms are still occupied by NHRAP clients at this time.

Staff toured the Crossroads House shelter. All staff took Ring Central training.

The Public Welfare Director attended two meetings concerning the Willand Warming Center RFP and SOS proposal to operate it this winter.

Staff updated Welfare Guidelines with Jen Perez of the Legal Division to reflect the new Welfare Ethics document developed by the Welfare Executive board, along with the decision that water bills can be paid by Welfare funds.

The Director participated in two interviews. The first was with Adult Education concerning what would be most helpful for them to offer for Welfare clients as far as classes or services. The other with Dover Mental Health Alliance concerning the survey they had put out.

The Public Welfare Director participated in the statewide Housing Stability Solutions Summit in Concord where issues of affordable housing, shelter space, resources, success stories and possible solutions were explored.

November

Dover Welfare is seeing a marked increase in activity this month that is believed to be directly related to the ending of NHRAP. There is a possibility of significant increases in need for rental assistance and sheltering. Since there is very little financial information concerning those who are being assisted by the NHRAP or when their subsidies will end it has been difficult to predict what the effects might be.

This month Welfare had 466 client contacts either in person or on the phone.

Public Welfare served 128 individuals providing \$16,820.17 in assistance; an average of \$934.45 each case.

The number of people seeking assistance increased in the second half of the month with 2/3 of cases coming in between the 15th and 30th.

Rent payments were the most common costing \$12,968.73 in total.

Of that amount \$7495 was for rent payments and \$360 in electric for clients who were formally receiving ERAP payments via CAP.

There were 23 new clients.

Meetings attended by the Director included;

The Public Welfare Director went by Willand Warming Center on its first day in operation to see how things were going. Appeared to be operating smoothly.

December

Activity continues to increase in this department as was expected.

The cases we are dealing with are much more complicated and require more staff time to bring to conclusion. Finding shelter for families is the most difficult.

Dover Welfare had 583 customer contacts this month in a 21 one work-day month.

123 individuals were served. There were 19 new clients this month.

There were 36 Appointments, 46 Intakes and 271 calls were made or received.

47 of the customer contacts were people who had previously been on the Emergency Rental Assistance Program. (ERAP)

A total of \$17,885.98 of Assistance was provided; an average of \$993.67.

\$10,783.36 of the Assistance given was for former ERAP recipients. \$10,165.65 for rent and \$617.71 for electric bills .

The Willand Warming Center was activated 20 times this month.

Recreation Department

Gym & Programs

October:

Interval Strength classes on Tuesdays & Thursdays with Lisa are on-going – first fall session wrapped up in October and the next session begins November 1st. All three men's leagues (18+, 35+ and 50+) held their registrations and every league is full. 18+ held their open gyms and games began on October 27th. Youth basketball registrations began on Monday, October 3rd for residents. Registration is currently limited to Dover residents until November 1st. Some programs are already full with over 300 already registered. Youth programs will be using the elementary schools as well as the McConnell Center for practices and games.

Recreation's fall basketball leagues continued games on Saturdays for grades 6 – 12. The league will wrap up with play-offs and the finals to be held on November 5th. Cooler temps and rain brought pickleball programs inside the gym. Participants will continue to play outside as long as conditions permit as well.

November

Sign-ups are ongoing for many basketball leagues, grades K-12. 18+ Men's league has 9 teams and games are on-going on Sundays and Thursdays. The 50+ league has 6 teams and began games on Wednesday nights. The 35+ Men's Basketball League has 7 teams and they began games on Monday nights. All men's leagues are full with 198 participants. 5th & 6th grade house basketball league held workout on November 19th at the Dover High School Gym. There are 7 boys teams and 5 girls teams, and will play most of their games on Saturdays at McConnell, while practicing during the week at the elementary school gyms in the evenings. Badminton continues on Friday nights from 6-9pm. Additional sessions of pickleball for both the Senior Center and the general public are being held in the gym during the weekdays. New sessions of Interval Strength started and will run through December.

December

All youth league basketball programs began for grades K-12. All youth basketball programs are currently full. Utilizing the elementary schools for practices as well as Woodman Park for Rec's Saturday programming for grades K-4. Games for 5-8 began at the McConnell Center and HS teams were formed. 18+ Men's league has 9 teams and games are on-going on Sundays and Thursdays. The 50+ league has 6 teams they began games on Wednesday nights. The 35+ Men's Basketball League has 7 teams and began games on Monday nights. All men's leagues are full. Badminton continues on Friday nights from 6-9pm. Additional sessions of pickleball for both the Senior Center and the general public are being held in the gym during the weekdays. Weekend sessions were added on Sundays as the schedule allowed. Interval Strength wrapped up last session of the year and will resume in January.

Indoor Pool & Jenny Thompson Pool

October

October brought many new faces to the pool. The main increase has been for Therapy swim and Hydrofitness blocks. A majority of the participants are purchasing punch passes or 6 month memberships to cover their activity preferences. Birthday parties on the weekends have been steady as well with parties each day of the weekend. Adult group lesson program concluded last week. The youth group lesson program will end the first week of November. Due to the success of fall youth swim program and the continued demand, staff will be running a second session of fall swim lessons for 4 weeks before the holiday season. Enrollment for residents and non-residents has started and has been steady. This winter, staff will be launching the American Red Cross app based report card system and eliminating paper progress reports. They will do a soft launch of this at the end of the second fall session as a trial. High School swim season begins the week of November 14th. Dover, St. Thomas, Berwick, Rochester and Oyster River all have pool time along with SOLO. All of the teams coaching staff and Athletic Directors have done a great job communicating early this season. Staff intend to host swim meets for the High School season this winter.

Mechanically, the pool is running well with no issues to speak of. Rentals: SOLO, Portsmouth Scuba. Birthday Parties: 5

November

November has been the busiest month thus far. Therapy swim brings an average of 20 swimmers, Hydro-fitness is averaging 15 participants and midday lap swim is averaging 20. Programming has taken off and numbers are over 120 youth participants for second half of fall swim lessons, running for 4 consecutive weeks prior to the holidays. There are 10 adults in beginner lessons and 3 adults in the intermediate stroke clinic. Indoor Pool Swim Team prep has increased from 9 to 14 participants. High school swim season began on November 14th and all the teams have grown in size except St. Thomas. Staff will run another 2 sessions of lessons this winter. One will be 8 weeks and another session will be 4 weeks beginning in January. Staffing is becoming a challenge from the lifeguard side of operations. Swim lesson staffing has not been as much of a challenge. With the changeover in high school sports seasons and work load through the winter months have had several high school employees make the decision to not work until spring. Staff will work collaboratively with the Pool Advisory Committee and ID Pool team to cover as much as possible. Staff will also collaboratively determine whether the pool schedule needs to be revised based on staffing levels. Mechanically, the pool is running well with no issues to speak of. Airgas continues to be difficult to get due to the nationwide shortage, and now running into a driver shortage on their end. Rentals: SOLO, Dover High School, St Thomas High School, Berwick Academy, Rochester High School, Oyster River High School. Birthday Parties: 8

December

December has continued to bring a high volume of swimmers to the pool throughout the day. High School swim teams have had a strong start to the season and have adapted well to their practice schedules. There will be one home meet for Dover on Saturday January 28th at 4:00pm. Fall programming has concluded. Staff were able to run 12 weeks of swim lessons with the highest volume of participants since 2018. Staff offered new programming, including a homeschool lesson group on Friday mornings and a Tuesday evening program to match a Saturday morning program. New programs took in over 115 participant's midweek. Dover Resident registration began on December 12th and non-resident registration began December 19th. Several classes filled prior to non-resident registration. Staff eliminated two early morning lap swim blocks and an evening lap swim. Staff ran a holiday discounted price lifeguard class December 3-4, 10-11 and had 6 candidates. Rentals: SOLO, Dover High School, St Thomas High School, Berwick Academy, Rochester High School, Oyster River High School. Birthday Parties: 5

Dover Ice Arena

October

October at the Dover Arena is always a busy time of year as both Foster Rink and Holt Rink have programs going non-stop. The fall/winter programs are in full swing with COED League games every Monday night. Learn to Skate's fall session was full. Chix with Stix on Sunday nights continues to be a popular program for the beginner and intermediate skaters as well as the Friday morning adult skills program. Dover Youth Hockey has games every weekend and practices throughout the week. The arena has been hiring and training new Zamboni drivers, front desk and snack bar attendants as the arena prepares for the upcoming high school hockey season. The month of November means the start of high school hockey season. The Bay State Girls Hockey Tournament in February is filling up with registrations from teams all over New England. The high school hockey jamboree will be held on December 3rd. Adult and Youth Stick Practice: 270 skaters.

November

High School Hockey season has started with tryouts and practices for the many teams that skate out of the arena. Public Skate has become very popular on the weekends for families to come and enjoy some skating. The month of December means many high school hockey games bringing in large crowds to facility. The Dover High Hockey Jamboree is on December 3rd with 17 teams coming to play. Winter program signups will begin in the early weeks. The Bay State Girls Hockey Tournament in February is filling up with registrations from teams all over New England. The Arena Adult COED Hockey League will hold its playoffs for the Fall/Winter session on December 5th with the championship games the following week on December 12th. Adult and Youth Stick Practice: 272 skaters

December

High School hockey season is in full-swing, with games and practices every day. Dover Youth Hockey is also mid-season with practices and games every day. Public Skate has become very popular on the weekends. The Fall COED League wrapped up its playoffs at the end of the month and is getting ready for the winter session of the league on the first Monday of January. On December 3rd hosted the High School Hockey Jamboree, this jamboree was a one day tournament with 17 high school teams from NH, Maine, and Mass. The month of January means more high school hockey games. Winter programs will begin. The COED League starts back up in the first week and Over 45 League starts at the end of the month. Bay State Girls Hockey Tournament in February is filling up with registrations from teams all over New England. Dover Youth Hockey will hold the Heyliger Tournament as well as a Mite Tournament in their Granite State Hockey League. Adult and Youth Stick Practice: 369 skaters

Dover Senior Center

The Senior Center held Chair Yoga, Tai Chi, and Yoga for Bone Strength and Pickleball in October, November and December. Daily games and activities also continued and Canasta has restarted for the first time since Covid. Staff saw a group of seniors off to San Antonio and other travel offerings included Kinky Boots and a North Conway train ride. Staff are in the process of adding a trip to Ireland in September 2023! Also in October the center hosted a Medicare Open Enrollment clinic (25 members attended) and a Balance & Dizziness seminar (14 members attended). A Veterans Day Luncheon took place with 10 members attending. The center finished out the year with trips to see Cirque du Soleil in Boston and 3 days at the Mt. Washington Hotel.

Other Recreation Updates

Jenny Thompson Pool:

October/November: Jenny Thompson Pool Renovation Project is moving forward slowly as the specifications for the work to be done are being put together now by Weston and Sampson. The actual construction may be delayed until the spring of 2023.

December: Specifications for the work to be done are being reviewed by City staff along with the associated costs. The exact items to be worked on are being determined based on available funds. The actual construction may be delayed until the fall of 2023 and be completed in the spring of 2024.

Cocheco River Park

October: The Cocheco River Park design details for support facilities for Paddlesports discussions are underway with stakeholders and the Park Subcommittee from CWDAC. There are more details to be worked out in how all of the needs can be met for the various user groups and the general public. The Paddlesports dock was heavily used this month with Great Bay Rowing having daily practices along with a number of kayakers using the launch ramp. The dock will be removed for the season on November 9th.

November: The bids are out for the hiring of an Architect to design the public park building and the firm will be chosen in December to complete its work by June 2023. There is a LWCF grant application in the works to help fund the park building project and a CDBG grant application to aid in accessibility to the Jenny Thompson Pool Bath house. The Paddlesports dock was removed from the river early this month.

December: The bids came in for the hiring of an Architect to design the public park building and the firm CJ Architects from Portsmouth was chosen in December to complete its work by June 2023. There is a LWCF grant application that was submitted this month to help fund the park building project and a CDBG grant application to aid in accessibility to the Jenny Thompson Pool Bath house.

Skatepark

October/November: The Skatepark construction process will resume in December with site work in preparation for a 2023 building of the Skatepark area.

December: The Skatepark construction process resumed this month with more of the site work being completed in preparation for a 2023 building of the Skatepark area.

Date of Event	Weather Condition	Accumulation Inches	Total OT Hours	Total OT Cost	Contractor Cost	Salt Tons	Salt Cost	Salt/Sand Mix-Yards	Salt/Sand Cost	Sand Only Yards	Sand Only Cost	Salt Brine Gallons	Salt Brine Cost	Total Event Cost
FY2023 Amount Budgeted:				\$167,000.00	\$90,000.00				\$264,500.00					\$593,676.00
12/11-12/22	Snow	1.00	78.16	\$2,449.23	\$0.00	202.00	\$13,905.68	45.00	\$2,604.42	9.00	\$289.80	1,990.00	\$202.54	\$19,451.67
12/16-18/22	Sleet/ Rain	5.00	546.52	\$20,388.24	\$7,487.50	224.70	\$15,468.35	147.00	\$8,507.77	7.50	\$241.50	160.00	\$16.28	\$52,109.64
12/18/2022	Icy Roads	0.00	68.23	\$2,363.62	\$0.00	118.30	\$8,143.77	27.00	\$1,562.65	0.00	\$0.00	0.00	\$0.00	\$12,070.04
12/23/2022	Icy Roads	0.00	58.10	\$1,933.44	\$0.00	124.60	\$8,577.46	66.00	\$3,819.82	6.00	\$193.20	0.00	\$0.00	\$14,523.92
12/24/2022	Icy Roads	0.00	22.37	\$671.97	\$0.00	0.00	\$0.00	42.50	\$2,459.73	0.00	\$0.00	0.00	\$0.00	\$3,131.70
2022-2023 Season-Year to Date:		6.00	773.38	\$27,806.50	\$7,487.50	669.60	\$46,095.26	327.50	\$18,954.39	22.50	\$724.50	2,150.00	\$218.83	\$101,286.98
FY2023 Budget Spent:				16.65%	8.32%				25.00%					17.06%

1 Ban **2 Bans**

	Accumulation Inches	Total OT Hours	Total OT Cost	Contractor Cost	Salt Tons	Salt Cost	Salt/Sand Mix- Yards	Salt/Sand Cost	Sand Only Yards	Sand Only Cost	Salt Brine	Salt Brine Cost	Total Event Cost
Through February 2022	42.50	3,835.28	\$125,639.03	\$74,731.25	2,967.75	\$155,925.59	1,827.00	\$46,186.56	171.00	\$3,933.00	23,115.00	\$1,618.05	\$408,033.48
Through February 2021	44.25	3,078.77	\$99,926.57	\$73,962.50	2,779.25	\$135,210.51	851.00	\$21,513.28	96.00	\$1,896.00	19,355.00	\$1,548.40	\$334,057.26
Through February 2020	48.50	3,808.13	\$128,490.45	\$96,349.43	2,825.75	\$141,711.36	1,498.50	\$37,837.13	49.00	\$818.30	37,004.00	\$2,960.32	\$408,166.98
Through February 2019	43.50	3,769.87	\$121,137.29	\$38,383.50	3,261.25	\$163,551.69	2,598.50	\$65,612.13	125.50	\$2,127.23	32,975.00	\$2,638.00	\$393,449.83
Through February 2018	54.75	4,820.70	\$150,506.71	\$35,355.50	3,073.25	\$163,343.24	2,741.50	\$65,631.51	100.50	\$1,582.88	9,430.00	\$1,594.80	\$418,014.63
Through February 2017	61.50	5,157.52	\$162,064.13	\$20,634.30	3,084.25	\$167,721.52	3,070.00			\$39,142.50	22,080.00	\$1,766.40	\$391,328.85
Through February 2016	33.25	3,295.10	\$104,808.60	\$25,638.00	1,541.00	\$83,799.58	1,877.50			\$23,938.13	4,800.00	\$384.00	\$238,568.31

2019-2020 Parking Bans: 9
2020-2021 Parking Bans: 12
2021-2022 Parking Bans: 9

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														
Wooden Ruler	42-44 Third St	M	58	0	58		11/8/2022	Site	P22-60	6	32 & 40		H	1.74
Equine Properties	239 Knox Marsh Road	M	64	0	64		6/28/2022		P21-04	H	37A		W	1.92
Redgate 47 Chestnut	47 Chestnut Street	A	173	0	173	9/13/2022	5/10/2022	Site	P21-84	31	5	9/13/2022	H	5.19
Cochecho Waterfront	River Street	M	418	0	418	8/25/2022	6/14/2022	Site	P21-69	22	1-2 & 1-4	8/25/2027	G	12.54
Downtown Dover Storage, LLC	14 Broadway	A	24	0	24	9/13/2022	12/14/2021	Site	P21-29	4	5	9/13/2022	H	0.72
One First Street LLC	One First Street	A	58	0	58	1/11/2022	8/24/2021	Site	P21-30	6	20	1/11/2027	H	1.74
Chinburg	1 Washington	A	36	36	0	6/11/2020	5/26/2020	Site	P17-46A	23	14	6/11/2025	H	1.1
Pointe Place Phase V	Northfield Drive	A	84	30	54	10/13/2020	7/28/2020	Site	P20-32	K	19	10/13/2025	G	2.5
Fakhoury	12 Preble Street	A	12	0	12			Site		4	76		H	0.4
Soujourn	66 Third Street	A	10	0	10	7/2/2020	1/29/2020	Site	P19-61	31	7	7/2/2025	H	0.3
Salty Sea	52 Old Rochester Rd	A	15	0	15	1/9/2018	12/12/2017	Site	P17-74	40	25	1/9/2023	H	0.5
Little Bay Marina	421 Dover Point Road	A	25	24	1	7/31/2020	2/25/2020	Site	P19-05	8	9,10,11	7/31/2025	G	0.8
Total: Mixed Use			919	90	829									27.6
Multi-Family:														
Dover Coast, LLC	725 Central & 4 Brick	A	17	0	17		7/26/2022	Site	P21-53	8	13 & 14		H	6.0
Katz Development Corp	65 Pointe Place	M	24	0	24	10/25/2022	7/26/2022	Site	P18-37A	K	19-A	10/25/2027	G	8.4
Knox Marsh Development LLC	757 Central Ave	M	7	1	6		7/26/2022	Site	P22-15	28	7		H	2.5
Diamond Capital	71 - 73 Rutland Street	M	10	2	8	8/18/2022	5/24/2022	Site	P-21-64	14	17 & 17A	8/18/2027	W	3.5
DHA Whittier Street	48 Whittier Street	A	6	0	6	9/13/2022	6/28/2022	Site	P21-37	33	1-A	9/13/2027	W	2.1
Dove Development, LLC	Sophia & Banner	M	31	15	28	1/11/2022	8/24/2021	Site	P21-66	H	46 & 50	1/11/2027	W	10.9
McIntosh Dover, LLC	23 Cataract	A	128	2	126	2/22/2022	1/11/2022	Site	P21-45	13	23 & 34	2/22/2027	W	44.8
Railroad Apartments	2 Grove St	A	87	0	87	3/23/2021	12/15/2020	Site	P20-56	31	4	3/23/2026	H	30.5
Cottages at Back River	54 Back River Road	A	54	38	16	12/14/2021	3/9/2021	Site	P20-60	I	6	12/14/2026	G	18.9
Marker 44	87 Portland Ave	A	32	0	32	6/11/2019	11/13/2018	Site	P-18034	24	114	6/11/2024	H	11.2
Total: Multi-family			355	58	303									124.3
Subdivisions:														
Knox Marsh Development LLC	36 New Rochester	H	8	2	6		9/13/2022		P22-27	39	104		H	0.1
Paolini Sherman Street	Sherman Street	H	2	2	0	7/21/2022	6/14/2022	Site	P22-34	39	53	7/21/2027	H	0.7
Settlement on Sixth	447 Sixth Street	H	11	4	11	2/8/2022	11.9.2021	Site	P21-43	B	5	2/8/2027	H	3.9
Schwartz	26 Bellamy Road	H	5	0	5	7/28/2021	6/25/2021	Site	P21-25	H	14D	7/28/2026	G	1.8
Khavari	Leather's Lane	H	40	17	23	4/27/2021	12/15/2020	Site	P20-71	I	4-A	4/27/2026	G	14.0
Georgakilas/Middle Road	Hayden Drive	H	13	5	8	12/15/2020	10/27/2020	12/15/2020	P20-51	M	102-12	12/15/2025	G	4.6
Lawrence & Cheryl Mulcahy	71 Glenwood Road	H	7	0	7	4/27/2021	1/26/2021	4/27/2021	P20-18	D	20	4/27/2026	H	2.5
Porch Light Drive	Cataract Ave	H	18	10	8	5/10/2022	3/8/2022	5/11/2022	P19-80B	14	10-G	5/10/2027	W	6.3
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	4	0	3/14/2018	10/24/2017	3/15/2018	P17-58	B	6G	3/14/2023	H	1.4
Ayer	Eagan Drive	H	17	11	6	11/17/2017	4/11/2017	1/10/2018	P16-25	N	18	11/17/2022	G	6.0
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
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
Total: Subdivisions			220	130	94									77.0
Elderly:														
Arbor Woods Townhomes	Cielo Dr	H	56	0	56		9/13/2022		P06-25F	H	4		W	
Arbor Woods	Cielo Dr	H	72	68	4	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			72	68	4									
TOTAL APPROVED UNITS			1566	346	1230									

Total Permits Issued: October 2022

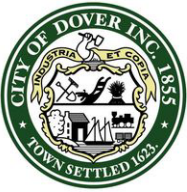
Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
21-240	RIPARIA-ONE HUNDRED FIRST	100	FIRST STREET	Suite 110, CREATE A CAFÉ ON FIRST FLO C		6	300	71000	735
22-112	BERMINGHAM	11	ROBERTA DRIVE	NEW PORCH AND INSTALL REPLACEME R		L	70E0	6000	85
22-201	DIAMOND CAPITOL, LLC	73	RUTLAND STREET	INTERIOR RENOVATIONS	R	14	17A0	3500	65

Total Permits Issued: 3

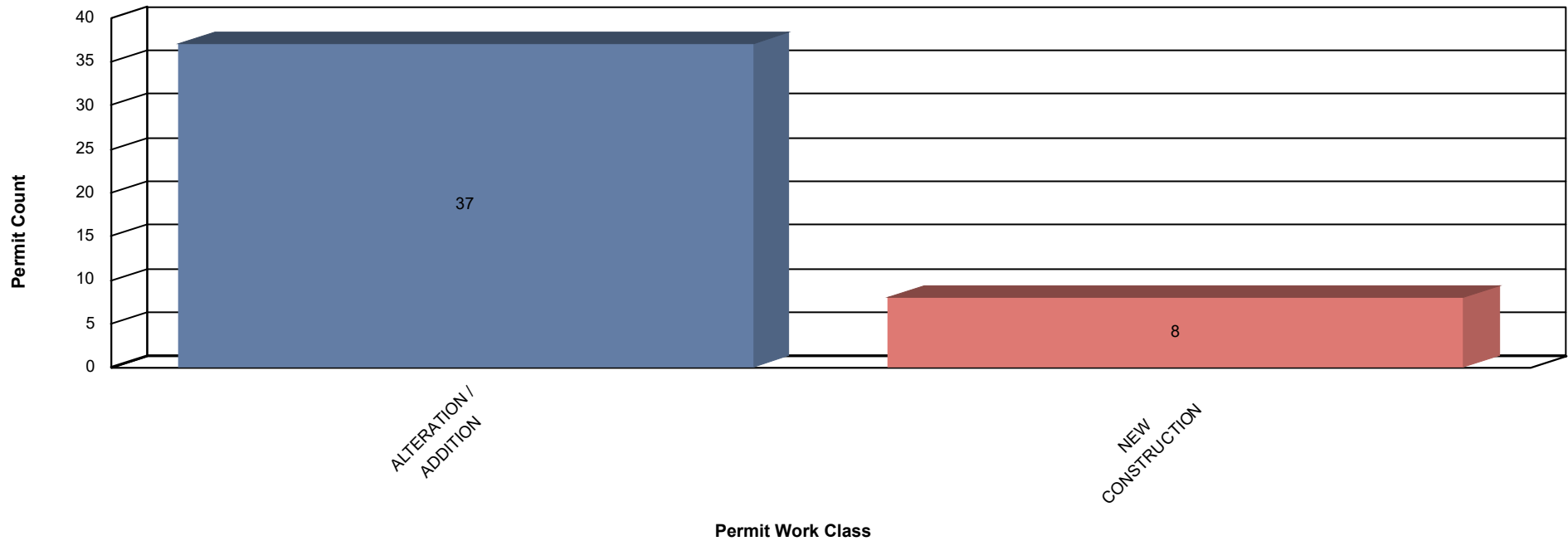
Total Construction Value: \$80,500.00

Total Fees Collected: \$885.00

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



PERMITS ISSUED BY WORK CLASS (10/01/2022 TO 10/31/2022) FOR CITY OF DOVER, N.H.



Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
ALTERATION / ADDITION							
BLDM-2022-0226	Building - Minor 09/29/2022	Alteration / Addition 10/03/2022 \$69.00	Issued 04/04/2023 0	15 Linda Av, Dover, NH \$4,114.00	Residential	None Yes Jim Maxfield	I0080-I00000
<i>Description: REMOVE AND REPLACE 5 WINDOWS - SAME SIZE, LIKE W/LIKE, NO STRUCTURAL CHANGES</i>							
BLDM-2022-0155	Building - Minor 08/17/2022	Alteration / Addition 10/03/2022 \$80.00	Issued 04/04/2023 0	200 Dover Point Rd, Dover, NH \$4,629.00	Residential	None Yes Jim Maxfield	
<i>Description: Weatherization, Insulation & Air Sealing</i>							
BLDM-2022-0093	Building - Minor 07/28/2022	Alteration / Addition 10/03/2022 \$190.00	Issued 04/04/2023 200	19 Westwood Circle, Dover, NH \$15,000.00	Residential	None Yes Jim Maxfield	
<i>Description: Add a new 10 foot by 20 foot deck onto back sunroom with stairs and change out exterior door in sunroom for new more energy efficient one.</i>							

PERMITS ISSUED BY WORK CLASS (10/01/2022 TO 10/31/2022)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Status Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	District Applied Online Assigned To	Parcel
BLDM-2022-0206	Building - Minor 09/13/2022	Alteration / Addition 10/03/2022 \$311.00	Issued 04/04/2023 144	71 Stark Av, Dover, NH \$26,000.00	Residential	None Yes Jim Maxfield	17045-000000
Description: New decking and railing on existing deck with new lattice work and interior screening							
BLDM-2022-0085	Building - Minor 07/22/2022	Alteration / Addition 10/03/2022 RM-SU Residential - Su \$795.00	Issued 04/04/2023 0	15 Abbey Sawyer Memorial Dr, Dover 03820 \$70,000.00	Non-Residential	None No Jim Maxfield	28032-000000
Description: install antennas, ancillary tower and ground equipment							
BLDM-2022-0177	Building - Minor 08/26/2022	Alteration / Addition 10/03/2022 R-12 Residential - Medi \$2,104.00	Issued 04/04/2023 1,057	10 Ox Bow Ln, Dover, NH \$189,000.00	Residential	None Yes Jim Maxfield	39070-E00000
Description: Conversion of existing dwelling to accommodate not more than 2 units							
BLDM-2022-0082	Building - Minor 07/22/2022	Alteration / Addition 10/03/2022 RM-SU Residential - Su \$1,125.00	Issued 04/04/2023 0	30 Holiday Dr, Dover 03820 \$100,000.00	Non-Residential	None No Jim Maxfield	10056-001000
Description: interior renovation							
BLDM-2022-0151	Building - Minor 08/16/2022	Alteration / Addition 10/04/2022 G Gateway District \$300.00	Issued 04/05/2023 1,224	75 Broadway, Dover, NH \$25,000.00	Non-Residential	None Yes Jim Maxfield	24001-000000
Description: interior renovation for new tenant/barbershop							
BLDM-2022-0190	Building - Minor 09/01/2022	Alteration / Addition 10/05/2022 R-12 Residential - Medi \$707.00	Issued 04/06/2023 800	153 Portland Av, Dover 03820 \$62,000.00	Non-Residential	None No Jim Maxfield	25043-F00000
Description: interior alterations/facelift, new flooring, new pizza oven							
BLDG-2022-0074	Building - Major 08/25/2022	Alteration / Addition 10/06/2022 \$2,247.00	Issued 04/07/2023 2,334	51 Webb Pl, Suite 310, Dover, NH \$201,500.00		None Yes Jim Maxfield	D0002-000000
Description: Interior Fit Up, Suite 310, Garrison City Speech							
BLDM-2022-0230	Building - Minor 10/03/2022	Alteration / Addition 10/06/2022 \$212.00	Issued 04/07/2023 2,162	4 Hilton Rd, Dover, NH \$16,537.91	Residential	None Yes Jim Maxfield	L0059-A00000
Description: replacing shingles on entire rooftop, (remove and replace)							
BLDM-2022-0055	Building - Minor 07/11/2022	Alteration / Addition 10/06/2022 \$47.00	Issued 04/07/2023 0	73 Silver St, Dover 03820 \$2,000.00	Residential	None No Jim Maxfield	09002-000000
Description: repairs to posts, decking boards & railings							
BLDM-2022-0218	Building - Minor 09/25/2022	Alteration / Addition 10/11/2022 \$905.00	Issued 04/12/2023 800	20 Lexington St, Dover, NH \$80,000.00	Residential	None Yes Jim Maxfield	10108-000000
Description: Install new decking on front porch. Repair railings as needed. Install new gutters. Fox rot repair as needed.							

PERMITS ISSUED BY WORK CLASS (10/01/2022 TO 10/31/2022)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Status Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	District Applied Online Assigned To	Parcel
BLDM-2022-0176	Building - Minor 08/25/2022 R-40 Residential - Rura	Alteration / Addition 10/11/2022 \$1,510.00	Issued 04/12/2023 0	19 Emery Ln, Dover 03820 \$135,000.00	Residential	None No Jim Maxfield	M0102-009000
	Description: 13' x 22', 1 story sunroom addition and kitchen expansion						
BLDM-2022-0076	Building - Minor 07/21/2022 C Non-Residential - Coi	Alteration / Addition 10/11/2022 \$2,775.00	Issued 04/12/2023 0	826 Central Av, Suite, Dover 03820 \$250,000.00	Non-Residential	None No Jim Maxfield	37038-000000
	Description: change of use, alterations improvements to 2555 sq ft. tenant space						
BLDM-2022-0228	Building - Minor 09/30/2022	Alteration / Addition 10/11/2022 \$157.00	Issued 04/12/2023 0	79 Bellamy Rd, Dover, NH \$11,667.00	Residential	None Yes Jim Maxfield	H0004-D00000
	Description: Replacement of 1 window, 1 patio door, 1 entry door						
BLDM-2022-0196	Building - Minor 09/07/2022 R-40 Residential - Rura	Alteration / Addition 10/12/2022 \$1,785.00	Issued 04/13/2023 610	98 County Farm Rd, Dover, NH \$160,000.00	Residential	None Yes Jim Maxfield	E0032-E00000
	Description: Remove 34'.3"x10' existing sunroom and rebuild 34'.3x19' sunroom						
BLDM-2022-0205	Building - Minor 09/13/2022	Alteration / Addition 10/12/2022 \$300.00	Issued 04/13/2023 42	74 Glenwood Av, Dover, NH \$25,000.00	Residential	None Yes Jim Maxfield	E0012-000000
	Description: New custom shower where tub was currently, new toilet & new vanity in same location						
BLDM-2022-0244	Building - Minor 10/11/2022	Alteration / Addition 10/13/2022 \$58.00	Issued 04/14/2023 100	2 Shady Ln, Dover, NH 03820 \$3,000.00	Residential	None Yes Jim Maxfield	
	Description: Replacing back door of the garage, Garage door installing a window. Repairing garage wall						
BLDM-2022-0233	Building - Minor 10/04/2022	Alteration / Addition 10/13/2022 \$179.00	Issued 04/14/2023 1,900	9 Wedgewood Rd, Dover, NH \$14,000.00	Residential	None Yes Jim Maxfield	36021-F00000
	Description: Strip roof of current asphalt shingles followed by installation of new asphalt shingle roofing system. Ice and water underlayment to be installed and all job site debris to be placed in on-site dumpster and disposed of at appropriate transfer station						
BLDM-2022-0243	Building - Minor 10/11/2022	Alteration / Addition 10/13/2022 \$663.00	Issued 04/14/2023 2,500	9 Wentworth Terrace Ter, Dover, NH 03820 \$58,214.00	Residential	None Yes Jim Maxfield	
	Description: -Remove old roofing shingles - install 2x4 box frame and eaves over existing sheathing and install 3" foam ISO - Install 4x8x.5 cdx sheathing - install new rakes and fascia - install 3 new skylights - install 6' iceshield and roofing underlayment -reroof with Asphalt shingles						

PERMITS ISSUED BY WORK CLASS (10/01/2022 TO 10/31/2022)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Status Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	District Applied Online Assigned To	Parcel
BLDM-2022-0246	Building - Minor 10/13/2022	Alteration / Addition 10/14/2022 \$80.00	Issued 04/17/2023 0	3 Fairway Dr, Dover, NH \$5,341.00	Residential	None Yes Jim Maxfield	N0014-N00000
	Description: Replacement of 1 patio door. No structural changes						
BLDM-2022-0201	Building - Minor 09/12/2022	Alteration / Addition 10/14/2022 \$520.00	Issued 04/17/2023 993	686 Central Av, Dover, NH \$45,000.00	Mixed Use	None Yes Jim Maxfield	29003-000000
	Description: Residential space remodel. New cabinets, new flooring, separating the electrical service, paint.						
BLDM-2022-0219	Building - Minor 09/26/2022	Alteration / Addition 10/17/2022 R-12 Residential - Medi \$289.00	Issued 04/18/2023 350	2 Tennyson Av, Dover, NH \$24,000.00	Residential	None Yes Jim Maxfield	21042-000000
	Description: Removing existing deck and replacing with larger deck, see revised dimensions on new plot plan						
BLDM-2022-0240	Building - Minor 10/07/2022	Alteration / Addition 10/17/2022 \$1,015.00	Issued 04/18/2023 208	6 Lisa Beth Dr, Dover, NH \$89,500.00	Residential	None Yes Jim Maxfield	H0044-G00000
	Description: Cabinets 43000 Counter 9000 Contractor 21500 Floors 12000 Closing in recessed area 4000						
BLDM-2022-0248	Building - Minor 10/13/2022	Alteration / Addition 10/18/2022 \$289.00	Issued 04/19/2023 6	6 Brickyard Dr, Dover, NH \$24,314.00	Residential	None Yes Jim Maxfield	M0090-B00000
	Description: Replacement of 11 windows						
BLDM-2022-0074	Building - Minor 07/20/2022	Alteration / Addition 10/18/2022 R-12 Residential - Medi \$410.00	Issued 04/19/2023 0	4 Paul St, Dover 03820 \$34,937.00	Residential	None No Jim Maxfield	22011-000000
	Description: window replacement (15), no structural changes						
BLDM-2022-0156	Building - Minor 08/17/2022	Alteration / Addition 10/18/2022 R-40 Residential - Rura \$102.00	Issued 04/19/2023 0	37 Augusta Wy, Dover 03820 \$6,971.00	Residential	None No Jim Maxfield	K0049-A00031
	Description: replacement of patio door, NO structural changes						
BLDM-2022-0221	Building - Minor 09/26/2022	Alteration / Addition 10/20/2022 R-20 Residential - Low \$685.00	Issued 04/21/2023 2,000	24 Boston Harbor Rd, Unit 19, Dover 03820 \$60,000.00	Residential	None No Jim Maxfield	07023-000000
	Description: complete back to studs renovation of a single family dwelling						
BLDM-2022-0227	Building - Minor 09/29/2022	Alteration / Addition 10/20/2022 \$135.00	Issued 04/21/2023 60	3 Green St, Dover, NH \$10,000.00	Non-Residential	None Yes Jim Maxfield	01042-000000
	Description: constructing a wall to recess a new Mailbox unit. Wall will be 8 feet long by 8 feet tall.						

PERMITS ISSUED BY WORK CLASS (10/01/2022 TO 10/31/2022)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Status Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	District Applied Online Assigned To	Parcel
BLDM-2022-0247	Building - Minor 10/13/2022	Alteration / Addition 10/23/2022 \$36.00	Issued 04/24/2023 3	66 Horne St, Dover, NH \$1,000.00	Residential	None Yes Jim Maxfield	36029-C00000
Description: Removing 74" of wall between kitchen and dining room, there will be 35 inch tall wall by 74 inches long newly built behind lower kitchen cabinets.							
BLDM-2022-0253	Building - Minor 10/17/2022	Alteration / Addition 10/23/2022 \$245.00	Issued 04/24/2023 250	38 Fisher St, Dover, NH \$20,000.00	Residential	None Yes Jim Maxfield	15052-000000
Description: Replacement of existing porch columns, frame, decking, stairs and railing.							
BLDM-2022-0237	Building - Minor 10/06/2022	Alteration / Addition 10/24/2022 \$564.00	Issued 04/25/2023 21	22 Spruce Dr, Dover, NH \$48,841.00	Residential	None Yes Jim Maxfield	I0027-Z00000
Description: Install CertainTeed Cedar Board insulated panels. Install vinyl siding with favorable site conditions. Layout, fabricate, and attach vinyl siding over the vapor barrier. Install using manufacturer recommended corner and edge flashing and Jchannels. Includes planning, equipment and material acquisition, area preparation and protection, setup, and cleanup.							
BLDM-2022-0231	Building - Minor 10/03/2022	Alteration / Addition 10/26/2022 \$2,225.00	Issued 04/27/2023 1,400	10 Members Wy, Dover, NH \$200,000.00	Non-Residential	None Yes Jim Maxfield	D0017-C00000
Description: Modifications to offices and Phlebotomy first floor							
BLDM-2022-0091	Building - Minor 07/27/2022	Alteration / Addition 10/27/2022 \$1,125.00	Issued 04/28/2023 720	56 Cherrywood Dr, Dover 03820 \$100,000.00	Residential	None No Jim Maxfield	B0004-007000
Description: const. a 30' x 24' 1-story rear addition, with unfinished attic and basement, ADU removed per owner/Oct. 21, 2022, mmd							
BLDM-2022-0255	Building - Minor 10/19/2022	Alteration / Addition 10/31/2022 \$311.00	Issued 05/02/2023 170	10 Oak Hill Dr, Dover, NH 03820 \$25,870.00	Residential	None Yes Jim Maxfield	
Description: New back deck							
BLDG-2022-0076	Building - Major 08/29/2022	Alteration / Addition 10/31/2022 \$465.00	Issued 05/02/2023 784	1 Berkshire Ln, Dover, NH \$40,000.00		None Yes Jim Maxfield	I0099-J00000
Description: add garage							
SUBTOTALS FOR ALTERATION / ADDITION:			20,838 Sq Ft	\$2,188,435.91	Residential: 27 Non-Residential: 7 Mixed Use: 1	PERMITS ISSUED: 37	

NEW CONSTRUCTION

PERMITS ISSUED BY WORK CLASS (10/01/2022 TO 10/31/2022)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Status Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	District Applied Online Assigned To	Parcel
BLDM-2022-0232	Building - Minor 10/03/2022 CM Non-Residential - C	New Construction 10/04/2022 \$275.00	Issued 04/05/2023 0	136 Industrial Park Rd, Dover 03820 \$25,000.00	Non-Residential	None No Jim Maxfield	G0004-F00000
	Description: const. a 22' x 40' FOUNDATION ONLY for additional of commercial showroom						
BLDM-2022-0164	Building - Minor 08/19/2022 R-12 Residential - Medi	New Construction 10/04/2022 \$157.00	Issued 04/05/2023 0	3 Arcola St, Dover, NH \$12,000.00	Residential	None Yes Jim Maxfield	33114-000000
	Description: Demo existing house						
BLDG-2022-0068	Building - Major 08/22/2022	New Construction 10/11/2022 \$113,784.76	Issued 04/12/2023 139,122	64 Littleworth Rd, Dover, NH \$9,330,065.00		None Yes Jim Maxfield	G0002-002000
	Description: Construct 3 story, steel framed, self storage facility						
BLDG-2022-0073	Building - Major 08/24/2022	New Construction 10/14/2022 \$6,471.00	Fees Paid 04/17/2023 2,933	38 Watson Rd, Dover, NH 03820 \$559,600.00		None Yes Jim Maxfield	
	Description: House was on fire a few months ago. This permit is to rebuild the structure. Large Loss						
BLDG-2022-0034	Building - Major 08/08/2022	New Construction 10/21/2022 \$80.00	Issued 04/21/2023 600	145 Fourth Street, Dover, NH 03820 \$5,000.00		None Yes Jim Maxfield	
	Description: Demolition						
BLDG-2022-0090	Building - Major 09/07/2022 R-12 Residential - Medi	New Construction 10/24/2022 \$3,985.00	Issued 04/25/2023 648	60 Horne St, Dover, NH \$360,050.00		None Yes Jim Maxfield	35034-000000
	Description: complete all excavation, install foundation (frost wall) for new addition, as well as tie into existing structure. In accordance to architectural plans. complete the framing in accordance to the architectural plans. Framing incorporates 1st floor exterior walls, 2nd floor frame, stairwell frame, 1st & 2nd interior walls, 2nd floor exterior walls, roof frame/ trusses, and exterior deck frame. -New Roof on addition. -New Hardie siding on addition. -Windows & Doors -Kitchen & Bath renovations. -New deck						
BLDG-2022-0066	Building - Major 08/18/2022 R-40 Residential - Rura	New Construction 10/25/2022 \$7,175.00	Fees Paid 04/26/2023 4,200	72 County Farm Rd, Dover, NH \$650,000.00		None Yes Jim Maxfield	E0032-B00000
	Description: Renovation and add an addition to the existing structure						
BLDG-2022-0100	Building - Major 10/11/2022	New Construction 10/26/2022 \$13,540.00	Issued 04/27/2023 2,101	53 Copley Dr, Dover, NH \$420,200.00		None Yes Jim Maxfield	
	Description: New single family, 3 bedroom, 3.5 baths						

PERMITS ISSUED BY WORK CLASS (10/01/2022 TO 10/31/2022)

Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
SUBTOTALS FOR NEW CONSTRUCTION:			149,604 Sq Ft	\$11,361,915.00	Residential:	1	PERMITS ISSUED: 8
					Non-Residential:	1	
					Mixed Use:	0	
			170,442 Sq Ft	\$13,550,350.91	Residential:	28	GRAND TOTAL OF PERMITS: 45
					Non-Residential:	8	
					Mixed Use:	1	

* Indicates active hold(s) on this permit

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) October 31, 2022

	<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	1,166,630	56,891	246,771	21.2	919,859	0	919,859	78.8
Expenditures	1,150,381	85,607	299,724	26.1	850,657	584,214	266,443	23.2
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	16,249	(28,716)	(52,953)	(4.9)	69,202	(584,214)	653,416	55.7

City of Dover

Expenditures of Major Funds October 31, 2022 (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	\$ 476,252	\$ 38,699	\$ 54,599	11.0%	\$ 421,653	\$ 164,118	\$ 257,535	54.1%
Executive	2,169,947	137,984	614,393	28.0	1,555,554	1,240,267	315,287	14.5
Finance	2,459,971	202,523	739,201	30.0	1,720,770	1,110,318	610,451	24.8
Planning	966,396	61,635	270,357	28.0	696,039	505,150	190,889	19.8
Misc General Government	1,092,142	44,653	180,749	17.0	911,393	114,678	796,716	72.9
Police	10,449,863	689,167	2,958,256	28.0	7,491,607	4,729,258	2,762,349	26.4
Fire & Rescue	12,349,470	839,292	3,414,643	28.0	8,934,827	5,986,441	2,948,386	23.9
Community Service Public Works	9,721,708	486,310	1,725,483	18.0	7,996,225	3,497,224	4,499,001	46.3
Recreation	2,919,166	196,394	931,864	32.0	1,987,302	1,233,431	753,871	25.8
Public Library	1,727,385	122,180	496,052	29.0	1,231,333	954,440	276,893	16.0
Public Welfare	898,614	25,660	106,598	12.0	792,016	195,794	596,222	66.3
Debt Service	6,213,776	-	512,510	8.0	5,701,266	5,262,679	438,587	7.1
Other Financing Sources/Uses	4,152,324	-	430,508	10.0	3,721,816	-	3,721,816	89.6
School	74,338,473	5,215,310	15,374,084	21.0	58,964,389	55,962,927	3,001,462	4.0
Intergovernmental	10,308,597	-	-	0.0	10,308,597	-	-	0.0
Sub-total : 1000 General Fund	\$ 140,244,084	\$ 8,059,807	\$ 27,809,298	19.8%	\$ 112,434,786	\$ 91,265,324	\$ 21,169,462	15.1%
3213 Parking Activity Fund								
Police	\$ 1,371,231	\$ 49,308	\$ 250,080	18.0%	\$ 1,121,151	\$ 451,120	\$ 670,032	48.9%
Sub-total : 3213 Parking Activity Fund	\$ 1,371,231	\$ 49,308	\$ 250,080	18.2%	\$ 1,121,151	\$ 451,120	\$ 670,032	48.9%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,118,309	\$ 99,130	\$ 318,677	15.0%	\$ 1,799,632	\$ 1,541,261	\$ 258,371	12.2%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,118,309	\$ 99,130	\$ 318,677	15.0%	\$ 1,799,632	\$ 1,541,261	\$ 258,371	12.2%
3381 McConnell Center Fund								
Recreation	\$ 828,972	\$ 28,718	\$ 114,450	14.0%	\$ 714,523	\$ 395,101	\$ 319,421	38.5%
Sub-total : 3381 McConnell Center Fund	\$ 828,972	\$ 28,718	\$ 114,450	13.8%	\$ 714,523	\$ 395,101	\$ 319,421	38.5%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 15,410	\$ 97,417	21.0%	\$ 364,503	\$ 52,865	\$ 311,637	67.5%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 15,410	\$ 97,417	21.1%	\$ 364,503	\$ 52,865	\$ 311,637	67.5%
5300 Water Fund								
Community Service Public Works	\$ 7,304,705	\$ 323,365	\$ 1,662,825	23.0%	\$ 5,641,880	\$ 2,176,198	\$ 3,465,682	47.4%
Sub-total : 5300 Water Fund	\$ 7,304,705	\$ 323,365	\$ 1,662,825	22.8%	\$ 5,641,880	\$ 2,176,198	\$ 3,465,682	47.4%
5320 Sewer Fund								
Community Service Public Works	\$ 10,108,373	\$ 451,234	\$ 2,248,216	22.0%	\$ 7,860,158	\$ 3,203,837	\$ 4,656,321	46.1%
Sub-total : 5320 Sewer Fund	\$ 10,108,373	\$ 451,234	\$ 2,248,216	22.2%	\$ 7,860,158	\$ 3,203,837	\$ 4,656,321	46.1%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 2,429,488	\$ 83,396	\$ 445,455	18.0%	\$ 1,984,033	\$ 691,477	\$ 1,292,556	53.2%
Sub-total : 6100 Dovernet Fund	\$ 2,429,488	\$ 83,396	\$ 445,455	18.3%	\$ 1,984,033	\$ 691,477	\$ 1,292,556	53.2%
Total : EXPENDITURES	\$ 164,867,082	\$ 9,110,368	\$ 32,946,416	20.0%	\$ 131,920,665	\$ 99,777,183	\$ 32,143,482	19.5%

City of Dover

Revenues of Major Funds October 31, 2022

(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	\$ 100,770,467	163,004	1,639,758	2.0%	\$ 99,130,709	\$ -	\$ 99,130,709	98.0%
Licenses & Permits	7,237,054	736,498	2,607,574	36.0%	4,629,480	-	4,629,480	64.0%
Intergovernmental	6,185,237	183,390	373,181	6.0%	5,812,056	-	5,812,056	94.0%
Charges for Services	4,566,329	263,063	1,498,801	33.0%	3,067,528	(58,606)	3,126,133	68.0%
Miscellaneous Revenue	985,934	95,736	506,212	51.0%	479,722	(5,982)	485,704	49.0%
Education	19,955,656	771,353	3,609,627	18.0%	16,346,029	-	16,346,029	82.0%
Operating Transfers In	413,507	-	-	0.0%	413,507	-	413,507	100.0%
Other Financing Sources	129,900	-	-	0.0%	129,900	-	129,900	100.0%
Sub-total : 1000 General Fund	\$ 140,244,084	2,213,045	10,235,153	7.0%	\$ 130,008,931	\$ (64,588)	\$ 130,073,519	93.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 295,000	21,466	144,489	49.0%	150,511	\$ -	\$ 150,511	51.0%
Parking Income	892,231	74,079	320,424	36.0%	571,807	-	571,807	64.0%
Parking Fines	184,000	14,103	55,968	30.0%	128,032	-	128,032	70.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,371,231	109,648	520,881	38.0%	\$ 850,350	\$ -	\$ 850,350	62.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	-	-	0.0%	9,584	\$ -	\$ 9,584	100.0%
Charges for Services	1,804,395	120,446	549,892	30.0%	1,254,503	-	1,254,503	70.0%
Miscellaneous Revenue	0	932	1,060	0.0%	(1,060)	-	(1,060)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 1,813,979	121,379	550,951	30.0%	\$ 1,263,028	\$ -	\$ 1,263,028	70.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 756,668	63,236	256,484	34.0%	500,184	\$ -	\$ 500,184	66.0%
Operating Transfers In	72,304	3,857	15,427	21.0%	56,877	-	56,877	79.0%
Sub-total : 3381 McConnell Center	\$ 828,972	67,092	271,911	33.0%	\$ 557,061	\$ -	\$ 557,061	67.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	57,661	172,108	40.0%	258,312	\$ -	\$ 258,312	60.0%
Miscellaneous Revenue	11,500	630	1,920	17.0%	9,580	-	9,580	83.0%
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	58,291	174,028	38.0%	\$ 287,892	\$ -	\$ 287,892	62.0%
5300 Water Fund								
Intergovernmental	\$ 107,500	-	-	0.0%	107,500	\$ -	\$ 107,500	100.0%
Charges for Services	6,771,364	364,730	2,157,637	32.0%	4,613,727	-	4,613,727	68.0%
Miscellaneous Revenue	86,000	17,955	68,602	80.0%	17,399	-	17,399	20.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	\$ 7,052,364	382,685	2,226,238	32.0%	\$ 4,826,126	\$ -	\$ 4,826,126	68.0%
5320 Sewer Fund								
Intergovernmental	\$ 191,013	3,522	8,556	4.0%	182,457	\$ -	\$ 182,457	96.0%
Charges for Services	9,154,224	519,430	2,742,032	30.0%	6,412,192	-	6,412,192	70.0%
Miscellaneous Revenue	70,000	20,159	53,390	76.0%	16,610	-	16,610	24.0%
Other Financing Sources	520,992	-	-	0.0%	520,992	-	520,992	100.0%
Sub-total : 5320 Sewer Fund	\$ 9,936,229	543,111	2,803,977	28.0%	\$ 7,132,252	\$ -	\$ 7,132,252	72.0%
6100 Dovernet Fund								
Charges for Services	\$ 1,698,481	124,835	499,106	29.0%	1,199,375	\$ -	\$ 1,199,375	71.0%
Miscellaneous Revenue	50,000	-	-	0.0%	50,000	-	50,000	100.0%
Operating Transfers In	-	-	-	0.0%	0	-	0	0.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 6100 Dovernet Fund	\$ 1,748,481	124,835	499,106	29.0%	\$ 1,249,375	\$ -	\$ 1,249,375	71.0%
Total : REVENUES	\$ 163,457,260	3,620,087	17,282,245	11.0%	\$ 146,175,015	\$ (64,588)	\$ 146,239,603	89.0%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) November 30, 2022

	<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	1,166,630	121,141	367,912	31.5	798,718	0	798,718	68.5
Expenditures	1,150,381	80,589	380,314	33.1	770,067	577,284	192,783	16.8
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	16,249	40,551	(12,402)	(1.5)	28,651	(577,284)	605,935	51.7

City of Dover

Expenditures of Major Funds

November 30, 2022

(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	\$ 476,252	\$ 4,714	\$ 59,313	12.0%	\$ 416,939	\$ 165,147	\$ 251,791	52.9%
Executive	2,169,947	149,105	763,497	35.0	1,406,450	1,116,669	289,780	13.4
Finance	2,459,971	159,003	898,205	37.0	1,561,766	1,033,874	527,893	21.5
Planning	966,396	63,658	334,014	35.0	632,382	439,260	193,122	20.0
Misc General Government	1,092,142	95,598	276,347	25.0	815,795	140,712	675,083	61.8
Police	10,449,863	623,780	3,579,705	34.0	6,870,158	4,329,786	2,540,372	24.3
Fire & Rescue	12,349,470	845,325	4,260,000	34.0	8,089,470	5,311,199	2,778,271	22.5
Community Service Public Works	9,721,708	488,411	2,214,755	23.0	7,506,953	3,096,415	4,410,538	45.4
Recreation	2,919,166	191,536	1,123,531	38.0	1,795,635	1,208,356	587,279	20.1
Public Library	1,727,385	130,771	626,566	36.0	1,100,819	872,483	228,336	13.2
Public Welfare	898,614	39,553	146,151	16.0	752,463	171,153	581,311	64.7
Debt Service	6,213,776	-	512,510	8.0	5,701,266	5,222,741	478,525	7.7
Other Financing Sources/Uses	4,152,324	143,503	717,514	17.0	3,434,810	-	3,434,810	82.7
School	74,338,473	4,556,409	19,930,493	27.0	54,407,980	51,955,632	2,452,348	3.3
Intergovernmental	10,308,597	-	-	0.0	10,308,597	10,308,597	-	0.0
Sub-total : 1000 General Fund	\$ 140,244,084	\$ 7,491,366	\$ 35,442,601	25.3%	\$ 104,801,483	\$ 85,372,023	\$ 19,429,460	13.9%
3213 Parking Activity Fund								
Police	\$ 1,371,231	\$ 78,140	\$ 345,281	25.0%	\$ 1,025,950	\$ 400,231	\$ 625,719	45.6%
Sub-total : 3213 Parking Activity Fund	\$ 1,371,231	\$ 78,140	\$ 345,281	25.2%	\$ 1,025,950	\$ 400,231	\$ 625,719	45.6%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,118,309	\$ 172,542	\$ 491,219	23.0%	\$ 1,627,090	\$ 1,373,757	\$ 253,334	12.0%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,118,309	\$ 172,542	\$ 491,219	23.2%	\$ 1,627,090	\$ 1,373,757	\$ 253,334	12.0%
3381 McConnell Center Fund								
Recreation	\$ 828,972	\$ 24,242	\$ 138,691	17.0%	\$ 690,281	\$ 399,416	\$ 290,865	35.1%
Sub-total : 3381 McConnell Center Fund	\$ 828,972	\$ 24,242	\$ 138,691	16.7%	\$ 690,281	\$ 399,416	\$ 290,865	35.1%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 10,583	\$ 108,001	23.0%	\$ 353,919	\$ 58,227	\$ 295,692	64.0%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 10,583	\$ 108,001	23.4%	\$ 353,919	\$ 58,227	\$ 295,692	64.0%
5300 Water Fund								
Community Service Public Works	\$ 7,304,705	\$ 492,718	\$ 2,163,414	30.0%	\$ 5,141,290	\$ 1,943,119	\$ 3,198,171	43.8%
Sub-total : 5300 Water Fund	\$ 7,304,705	\$ 492,718	\$ 2,163,414	29.6%	\$ 5,141,290	\$ 1,943,119	\$ 3,198,171	43.8%
5320 Sewer Fund								
Community Service Public Works	\$ 10,108,373	\$ 504,024	\$ 2,755,962	27.0%	\$ 7,352,412	\$ 2,997,823	\$ 4,354,589	43.1%
Sub-total : 5320 Sewer Fund	\$ 10,108,373	\$ 504,024	\$ 2,755,962	27.3%	\$ 7,352,412	\$ 2,997,823	\$ 4,354,589	43.1%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 2,429,488	\$ 82,162	\$ 527,616	22.0%	\$ 1,901,871	\$ 664,437	\$ 1,237,435	50.9%
Sub-total : 6100 Dovernet Fund	\$ 2,429,488	\$ 82,162	\$ 527,616	21.7%	\$ 1,901,871	\$ 664,437	\$ 1,237,435	50.9%
Total : EXPENDITURES	\$ 164,867,082	\$ 8,855,776	\$ 41,972,785	25.5%	\$ 122,894,296	\$ 93,209,033	\$ 29,685,263	18.0%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) December 31, 2022

	<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	1,166,630	127,383	495,295	42.5	671,335	0	671,335	57.5
Expenditures	1,150,381	152,284	532,598	46.3	617,783	451,234	166,549	14.5
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	16,249	(24,901)	(37,303)	(3.8)	53,552	(451,234)	504,786	43.1

City of Dover

Expenditures of Major Funds

December 31, 2022

(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	\$ 476,252	\$ 7,439	\$ 66,752	14.0%	\$ 409,500	\$ 161,815	\$ 247,684	52.0%
Executive	2,169,947	181,822	945,319	44.0	1,224,628	947,201	277,427	12.8
Finance	2,459,971	185,417	1,083,622	44.0	1,376,349	860,140	516,209	21.0
Planning	966,396	76,762	410,777	43.0	555,620	372,900	182,719	18.9
Misc General Government	1,193,014	65,321	341,668	29.0	851,346	93,488	757,858	63.5
Police	10,449,863	896,514	4,482,248	43.0	5,967,615	3,552,387	2,415,228	23.1
Fire & Rescue	12,349,470	1,343,241	5,601,652	45.0	6,747,818	4,157,018	2,590,800	21.0
Community Service Public Works	9,721,708	577,983	2,823,580	29.0	6,898,128	2,620,443	4,277,685	44.0
Recreation	2,919,166	290,864	1,415,490	48.0	1,503,676	968,727	534,948	18.3
Public Library	1,727,385	156,994	783,560	45.0	943,825	686,578	257,246	14.9
Public Welfare	898,614	59,779	205,930	23.0	692,684	144,917	547,767	61.0
Debt Service	6,213,776	1,545	514,055	8.0	5,699,721	5,221,196	478,525	7.7
Other Financing Sources/Uses	4,152,324	143,503	861,017	21.0	3,291,307	-	3,291,307	79.3
School	74,338,473	6,888,715	26,819,208	36.0	47,519,265	45,323,027	2,196,238	3.0
Intergovernmental	9,848,433	9,848,433	9,848,433	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 139,884,792	\$ 20,724,333	\$ 56,203,312	40.2%	\$ 83,681,480	\$ 65,109,839	\$ 18,571,641	13.3%
3213 Parking Activity Fund								
Police	\$ 1,371,231	\$ 63,014	\$ 408,750	30.0%	\$ 962,481	\$ 342,370	\$ 620,111	45.2%
Sub-total : 3213 Parking Activity Fund	\$ 1,371,231	\$ 63,014	\$ 408,750	29.8%	\$ 962,481	\$ 342,370	\$ 620,111	45.2%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,118,309	\$ 129,847	\$ 643,449	30.0%	\$ 1,474,860	\$ 1,249,288	\$ 225,572	10.6%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,118,309	\$ 129,847	\$ 643,449	30.4%	\$ 1,474,860	\$ 1,249,288	\$ 225,572	10.6%
3381 McConnell Center Fund								
Recreation	\$ 828,972	\$ 43,301	\$ 181,992	22.0%	\$ 646,980	\$ 361,282	\$ 285,698	34.5%
Sub-total : 3381 McConnell Center Fund	\$ 828,972	\$ 43,301	\$ 181,992	22.0%	\$ 646,980	\$ 361,282	\$ 285,698	34.5%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 17,725	\$ 125,726	27.0%	\$ 336,194	\$ 50,616	\$ 285,579	61.8%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 17,725	\$ 125,726	27.2%	\$ 336,194	\$ 50,616	\$ 285,579	61.8%
5300 Water Fund								
Community Service Public Works	\$ 7,304,705	\$ 437,972	\$ 2,610,827	36.0%	\$ 4,693,878	\$ 1,924,918	\$ 2,768,960	37.9%
Sub-total : 5300 Water Fund	\$ 7,304,705	\$ 437,972	\$ 2,610,827	35.7%	\$ 4,693,878	\$ 1,924,918	\$ 2,768,960	37.9%
5320 Sewer Fund								
Community Service Public Works	\$ 10,108,373	\$ 752,908	\$ 3,512,441	35.0%	\$ 6,595,932	\$ 2,564,763	\$ 4,031,169	39.9%
Sub-total : 5320 Sewer Fund	\$ 10,108,373	\$ 752,908	\$ 3,512,441	34.7%	\$ 6,595,932	\$ 2,564,763	\$ 4,031,169	39.9%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 2,429,488	\$ 134,933	\$ 662,550	27.0%	\$ 1,766,938	\$ 555,186	\$ 1,211,752	49.9%
Sub-total : 6100 Dovernet Fund	\$ 2,429,488	\$ 134,933	\$ 662,550	27.3%	\$ 1,766,938	\$ 555,186	\$ 1,211,752	49.9%
Total : EXPENDITURES	\$ 164,507,790	\$ 22,304,034	\$ 64,349,047	39.1%	\$ 100,158,743	\$ 72,158,261	\$ 28,000,482	17.0%

City of Dover

Revenues of Major Funds December 31, 2022

(General Fund Includes Property Taxes and Education Revenues)

	<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>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 99,906,184	7,787,927	9,728,777	10.0%	\$ 90,177,407	\$ -	\$ 90,177,407	90.0%
Licenses & Permits	6,987,054	561,588	3,873,792	55.0%	3,113,262	-	3,113,262	45.0%
Intergovernmental	6,743,979	3,460,395	3,835,328	57.0%	2,908,651	-	2,908,651	43.0%
Charges for Services	4,466,329	498,671	2,352,952	53.0%	2,113,377	-	2,113,377	47.0%
Miscellaneous Revenue	935,934	67,237	758,977	81.0%	176,957	(5,982)	182,939	20.0%
Education	20,301,905	26,131	4,202,895	21.0%	16,099,010	-	16,099,010	79.0%
Operating Transfers In	413,507	-	-	0.0%	413,507	-	413,507	100.0%
Other Financing Sources	129,900	-	-	0.0%	129,900	-	129,900	100.0%
Sub-total : 1000 General Fund	\$ 139,884,792	12,401,949	24,752,721	18.0%	\$ 115,132,071	\$ (5,982)	\$ 115,138,053	82.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 295,000	54,740	218,107	74.0%	76,893	\$ -	\$ 76,893	26.0%
Parking Income	892,231	64,232	476,135	53.0%	416,096	-	416,096	47.0%
Parking Fines	184,000	11,250	87,591	48.0%	96,409	-	96,409	52.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,371,231	130,222	781,833	57.0%	\$ 589,398	\$ -	\$ 589,398	43.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	-	-	0.0%	9,584	\$ -	\$ 9,584	100.0%
Charges for Services	1,804,395	123,995	817,546	45.0%	986,849	-	986,849	55.0%
Miscellaneous Revenue	0	23	1,173	0.0%	(1,173)	-	(1,173)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 1,813,979	124,018	818,719	45.0%	\$ 995,260	\$ -	\$ 995,260	55.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 756,668	63,381	383,064	51.0%	373,604	\$ -	\$ 373,604	49.0%
Operating Transfers In	72,304	3,857	23,140	32.0%	49,164	-	49,164	68.0%
Sub-total : 3381 McConnell Center	\$ 828,972	67,238	406,204	49.0%	\$ 422,768	\$ -	\$ 422,768	51.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	20,238	231,953	54.0%	198,467	\$ -	\$ 198,467	46.0%
Miscellaneous Revenue	11,500	270	2,832	25.0%	8,668	-	8,668	75.0%
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	20,508	234,785	51.0%	\$ 227,135	\$ -	\$ 227,135	49.0%
5300 Water Fund								
Intergovernmental	\$ 107,500	-	-	0.0%	107,500	\$ -	\$ 107,500	100.0%
Charges for Services	6,771,364	613,296	3,487,761	52.0%	3,283,603	-	3,283,603	48.0%
Miscellaneous Revenue	86,000	5,690	80,650	94.0%	5,350	-	5,350	6.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	\$ 7,052,364	618,985	3,568,412	51.0%	\$ 3,483,952	\$ -	\$ 3,483,952	49.0%
5320 Sewer Fund								
Intergovernmental	\$ 191,013	12,504	21,060	11.0%	169,953	\$ -	\$ 169,953	89.0%
Charges for Services	9,154,224	691,863	4,253,661	46.0%	4,900,563	-	4,900,563	54.0%
Miscellaneous Revenue	70,000	4,552	62,510	89.0%	7,490	-	7,490	11.0%
Other Financing Sources	520,992	-	-	0.0%	520,992	-	520,992	100.0%
Sub-total : 5320 Sewer Fund	\$ 9,936,229	708,919	4,337,231	44.0%	\$ 5,598,998	\$ -	\$ 5,598,998	56.0%
6100 Dovernet Fund								
Charges for Services	\$ 1,698,481	124,735	748,591	44.0%	949,890	\$ -	\$ 949,890	56.0%
Miscellaneous Revenue	50,000	25,000	25,000	50.0%	25,000	-	25,000	50.0%
Operating Transfers In	-	-	-	0.0%	0	-	0	0.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 6100 Dovernet Fund	\$ 1,748,481	149,735	773,591	44.0%	\$ 974,890	\$ -	\$ 974,890	56.0%
Total : REVENUES	\$ 163,097,968	14,221,575	35,673,496	22.0%	\$ 127,424,472	\$ (5,982)	\$ 127,430,454	78.0%

City of Dover

Revenues of Major Funds November 30, 2022

(General Fund Includes Property Taxes and Education Revenues)

	<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>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 100,770,467	191,187	1,830,944	2.0%	\$ 98,939,523	\$ -	\$ 98,939,523	98.0%
Licenses & Permits	7,237,054	706,569	3,312,785	46.0%	3,924,269	-	3,924,269	54.0%
Intergovernmental	6,185,237	1,752	374,933	6.0%	5,810,304	-	5,810,304	94.0%
Charges for Services	4,566,329	387,696	1,849,418	41.0%	2,716,911	(54,487)	2,771,398	61.0%
Miscellaneous Revenue	985,934	102,504	657,023	67.0%	328,911	(5,982)	334,893	34.0%
Education	19,955,656	546,244	4,176,765	21.0%	15,778,891	-	15,778,891	79.0%
Operating Transfers In	413,507	-	-	0.0%	413,507	-	413,507	100.0%
Other Financing Sources	129,900	-	-	0.0%	129,900	-	129,900	100.0%
Sub-total : 1000 General Fund	\$ 140,244,084	1,935,950	12,201,868	9.0%	\$ 128,042,216	\$ (60,469)	\$ 128,102,685	91.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 295,000	18,878	163,367	55.0%	131,633	\$ -	\$ 131,633	45.0%
Parking Income	892,231	91,479	411,903	46.0%	480,328	-	480,328	54.0%
Parking Fines	184,000	20,374	76,341	41.0%	107,659	-	107,659	59.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,371,231	130,730	651,611	48.0%	\$ 719,620	\$ -	\$ 719,620	52.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	-	-	0.0%	\$ 9,584	\$ -	\$ 9,584	100.0%
Charges for Services	1,804,395	143,659	693,551	38.0%	1,110,844	-	1,110,844	62.0%
Miscellaneous Revenue	0	90	1,150	0.0%	(1,150)	-	(1,150)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 1,813,979	143,749	694,701	38.0%	\$ 1,119,278	\$ -	\$ 1,119,278	62.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 756,668	63,199	319,683	42.0%	\$ 436,985	\$ -	\$ 436,985	58.0%
Operating Transfers In	72,304	3,857	19,283	27.0%	53,021	-	53,021	73.0%
Sub-total : 3381 McConnell Center	\$ 828,972	67,055	338,966	41.0%	\$ 490,006	\$ -	\$ 490,006	59.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	39,787	211,895	49.0%	\$ 218,525	\$ -	\$ 218,525	51.0%
Miscellaneous Revenue	11,500	642	2,562	22.0%	8,938	-	8,938	78.0%
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	40,429	214,457	46.0%	\$ 247,463	\$ -	\$ 247,463	54.0%
5300 Water Fund								
Intergovernmental	\$ 107,500	-	-	0.0%	\$ 107,500	\$ -	\$ 107,500	100.0%
Charges for Services	6,771,364	716,829	2,874,466	42.0%	3,896,898	-	3,896,898	58.0%
Miscellaneous Revenue	86,000	6,349	74,961	87.0%	11,039	-	11,039	13.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	\$ 7,052,364	723,178	2,949,427	42.0%	\$ 4,102,937	\$ -	\$ 4,102,937	58.0%
5320 Sewer Fund								
Intergovernmental	\$ 191,013	-	8,556	4.0%	\$ 182,457	\$ -	\$ 182,457	96.0%
Charges for Services	9,154,224	819,766	3,561,798	39.0%	5,592,426	-	5,592,426	61.0%
Miscellaneous Revenue	70,000	4,569	57,959	83.0%	12,041	-	12,041	17.0%
Other Financing Sources	520,992	-	-	0.0%	520,992	-	520,992	100.0%
Sub-total : 5320 Sewer Fund	\$ 9,936,229	824,335	3,628,312	37.0%	\$ 6,307,917	\$ -	\$ 6,307,917	63.0%
6100 Dovernet Fund								
Charges for Services	\$ 1,698,481	124,750	623,856	37.0%	\$ 1,074,625	\$ -	\$ 1,074,625	63.0%
Miscellaneous Revenue	50,000	-	-	0.0%	50,000	-	50,000	100.0%
Operating Transfers In	-	-	-	0.0%	0	-	0	0.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 6100 Dovernet Fund	\$ 1,748,481	124,750	623,856	36.0%	\$ 1,124,625	\$ -	\$ 1,124,625	64.0%
Total : REVENUES	\$ 163,457,260	3,990,178	21,303,198	13.0%	\$ 142,154,062	\$ (60,469)	\$ 142,214,531	87.0%

CITY COUNCIL GOALS 2022 - 2023

How the City of Dover Management Team & employees are supporting City Council goals...



GOAL 1: OUR CITY IS INCLUSIVE & WELCOMING

The following objectives strengthen our Community by supporting all Dover residents, including those that are under-represented or marginalized.

- Promote inclusion in City events, programs, and projects. Ensure city programs are equitable and accessible to all.
- Provide resources for the community to learn about mental health, social, racial and diversity issues.
- Continue efforts to diversify Boards, Committees and Commission appointments.
- Educate appointed volunteers on these goals by incorporating them into the application process.
- Ensure all (print, web and verbal etc) City communications use language and images that support diversity and inclusivity and are accessible.
- Include "Universal Design" principals in Capital Improvement infrastructure projects.
- Incorporate options for diversity, equity, and inclusivity in programming, operations and strategic planning.
- Celebrate operational successes, whether volunteer or staff driven, through updates and reports.

JULY 2022

Beginning in 2022, Media Services received statistics on viewership to the City of Dover podcasts which are available on all platforms for accessibility. Due to this, viewership is consistently extending to the older and younger generations.

The Police Department supported and assisted with Dover Youth to Youth activities and CREU activities. Those include working on and participating in the Dover Youth to Youth Summer Program, assisting the Police Social Worker and Dover High School Liaison officer with planning for ACERT, planning for National Night Out which takes place in August, and planning for the Dover Police Charities Golf Tournament which takes place in September

The Dover Teen Center supported 177 participants on 13 days of programming.

Sergeant Mitrushi continued to work with the Dover Mental Health Alliance and participated in virtual meetings throughout July. Sergeant Mitrushi is working directly with the St. Anselm's Center for Ethics to provide data relating to the department's response to the mental health crisis.

Sergeant Mitrushi created 10 social media posts in the month of July. One of these posts was a video that he created along with Detective Molly Martuscello and Officer Luis Berdecia regarding the bike registration program at the Dover Police Department.

Lt. Speidel worked closely with Recreation Director Gary Bannon to develop the police department's operational plan for parking, traffic, safety and security during the Independence Day fireworks celebration on July 4. The fireworks display was at Maglaras Park, with Henry Law Park and other downtown locations serving as prime viewing spots.

Media Services provided numerous updates on a variety of city and school projects, public services, and current events. These included education updates; special events; road, development and construction projects; weather and storm information; and previews of upcoming meetings of public bodies.

Media Services produced five episodes of the Dover Download podcast in July. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker. July's topics included a preview of the Cochecho Arts Festival, a look at the McConnell Center, an update from Dover400, and an interview with the executive director of the Dover Housing Authority about attainable housing. The podcast continues to grow and is reaching both younger and older audiences.

In July, Director of Media Services Mike Gillis met with a group of elected officials and journalists from Tunisia to discuss the City's efforts in open government and transparency, as well as the convergence of old and new media for journalists and public institutions. Gillis frequently meets with international delegations of journalists and government officials in sessions coordinated by the United States Department of State and World Affairs Council in New Hampshire. Dover is selected as a participant because it has been identified as a leader in promoting open government, transparency, and community engagement.

In July, Media Services sent out 71 email newsletters, including the weekly editions of Dover Download, special alerts, departmental and project updates. 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. More than 250 updates were posted to social media and other external communications platforms.

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

Planning and Media Services staff have created a video preview of Planning Board and Zoning Board agenda for the Board meetings. The videos include the plans themselves with a detailed introduction of the applications and opportunities for engagement.

PSW Jones connected with a MSW student of Waldren University, about an internship at DPD under PSW Jones' supervision. PSW Jones, Sgt Mitrush, and Ofc Shoer met with the student for an interview on 7/25/22. The anticipated start date is November 2022 and the internship would continue through May 2022.

PSW Jones created social media content for 4 "Wellness Wednesday" posts in the month of July, to align with the July theme: Environmental Wellness.

From July 11-15, Officers Carmen Cusick and Morgan Morse attended Crisis Intervention Team Training. This interactive training is facilitated by the New Hampshire chapter of the National Alliance for Mental Illness (NAMI-NH) to provide extensive information on people living with mental illness – primarily focusing on those that commonly result in law enforcement contact.

On July 8, 2022, the Dover Police Department held a ceremony to honor Detective Molly Martuscello and Officer Juel Cooper with Life Saving Awards. The award is based on an incident that took place on Friday, June 10, 2022, when the Dover Police Department began receiving calls about a male on the top level of the Orchard Street Parking Garage sitting on the edge of the uppermost wall.

The Dover Public Library announced that beginning on July 1, they will no longer charge late fees for overdue materials! DPL joins a growing nationwide trend of eliminating fines which supports our library's commitment to equity of access.

Library staff posted 161 items to its various social media platforms in July. Total social media platform followers = 13,379.

The Dover Public Library staff added 116 books to the 2 Little Free Libraries. Each month, the library adds books to these little libraries.

For the month of July, the Division of Emergency Services coordinated eighty (80) hours of Emergency Medical Technician (EMT) Field Practicum ride time for five (5) students from the McGregor EMS Institute at the University of New Hampshire.

July 14th, Fire Department members were presented with American Heart Association's Heartsaver Hero awards for delivering life-saving cardiopulmonary resuscitation (CPR) and Advanced Life Support (ALS) skills during an emergency call in May of this year.

Chief McShane met with members of the Chamber of Commerce to discuss public safety during the upcoming Apple Harvest Day event. While reviewing the Chamber's proposed operational lay-out and vendor locations, safety considerations were identified. All parties worked in unison to assure both the goals of the Chamber were met at the same time, being able to make some operational adjustments to improve safety considerations.

On July 1st & 15th, Division Chief Irwin attended the Dover Mental Health Alliance's Sub-committee on Education & Research. These are a continuation of bi-weekly meetings between the City's Public Safety Agencies and organizations throughout the City. The primary goal of this committee is to generate a report of where Dover was, is, and will be with regards to mental health. The secondary goal is to provide community education. As of July, the committee has hosted 2 of 3 public meetings.

DF&R and Dover's Media Services coordinated the release of public service announcements throughout the month of July to keep citizens informed of heat-related illnesses and severe thunder storm hazards. Emphasis was placed on community engagement by checking on neighbors and high-risk populations such as the elderly.

AUGUST 2022

Community Services Engineering Division, in conjunction with the City's Legal, Purchasing and the Waterfront Project Manager, conducted a review of the Waterfront design consultant's 95% drawings and specifications. This review focus on everything from the logistics of bidding, technical design, and compliance with City and state approvals. The results of the review identified changes that the consultant is addressing before a release of the bid at the end of September.

The Engineering Division continues to coordinate monthly meetings for all projects within the waterfront vicinity including: Henry Law Park/River St Reconstruction; Dredge Cell; River Street Pump Station; Waterfront Development

The department's Police Social Worker, Kaitlin Jones had 15 new cases in August and 8 cases carried over from previous months. In total, PSW Jones has had a caseload of 100 cases since the program began in February 2022.

PSW Jones continues to send satisfaction surveys to individuals/families who have had interaction with the PSW in an effort to collect data and measure their satisfaction of the PSW program.

PSW Jones hosted an all partner meeting on August 9, 2022 via Zoom. In attendance: Vicki Harris, Sgt Alex Mitrushi, Ofc Molly Shoer, Jodi Langelloti (special guest from the Dover Mental Health Assiance), and representatives from Waypoint, HAVEN, and Greater Seacoast Community Health to discuss marketing strategies for ACERT. PSW Jones completed the mini scripts for partners to use for short ACERT videos explaining their role in ACERT.

PSW Jones finalized programming for the "Just-In-Case" roll-out, which is intended for members of the community to be able to access on behalf of a loved one who struggled with a physical, medical, or mental health condition. PSW Jones will present program to the community at upcoming "99 Faces" event on October 20, 2022.

PSW Jones attended the Addiction Task Force meeting in August and assisted with developing, editing, and finalizing the county-wide Resource Guide for the community.

From August 1-5, Officer Molly Shoer attended School Resource Officer Training. This 40-hour training prepares school resource officers to fulfill effectively their role in the school setting. The course materials encouraged officers to develop successful relationships with diverse students and to support students with disabilities and behavioral health

challenges. The training explored relevant public safety topics such as digital safety, human trafficking, mental health, and substance abuse. Students learned the best practices for de-escalation, behavioral threat assessment, emergency operations planning, and armed assailant response.

The conversion to Pay by Plate will be pushed off until November due to delays in the software creation by the parking system vendor. The goal is to have the system up and running before the first snow. Pay by Plate allows the user to just key in their plate number at the meter or on their phone and no longer need to go back to the car to display the receipt. Users take the receipt with them as a reminder of the expiration time. Enforcement is by the smart phones used by the parking officers.

The Dover Public Library now has a Genealogy Group! Whether you're new to genealogical research or a seasoned pro, this group is a great way to meet others who share the same passion, can give you advice in your research, and listen to your newly-discovered family histories. The group is open to the public and not restricted to Dover residents or library card holders.

On Monday, August 15 the Dover Public Library hosted Keith Mac and other members of the Southern New Hampshire Ukulele Group gave ukulele lessons to 38 eager learners - varying in years from elementary school age to retirees.

From August 8th-12th, Division Chief Irwin attended the International Association of Fire Fighters' 56th Biennial Convention in Ottawa, ON, Canada. In addition to attending the Union's General Business sessions, Division Chief Irwin attended "round-tables" on topics, including Cancer awareness/prevention/research, Financial Wellness, Wildland Urban Interface, and Mental Health.

Media Services in August distributed 76 news releases across multiple platforms for other city matters, including ongoing projects and special announcements.

The department's Police Social Worker, Kaitlin Jones had 15 new cases in August and 8 cases carried over from previous months. In total, PSW Jones has had a caseload of 100 cases since the program began in February 2022.

PSW Jones finalized programming for the "Just-In-Case" roll-out, which is intended for members of the community to be able to access on behalf of a loved one who struggled with a physical, medical, or mental health condition. PSW Jones will present program to the community at upcoming "99 Faces" event on October 20, 2022.

PSW Jones created social media content for 3 "Wellness Wednesday" posts in the month of August, to align with the August theme: Social Wellness.

The Dover Public Library hosted 65 programs in August which were attended by 645 community members. These programs included passive, virtual and in-person as the Library strives to reach out to the community in various ways

SEPTEMBER 2022

The Community Trail Advisory Committee, in association with the Arts Commission, organized a Chalk Walk on the Community Trail. Committee members recruited volunteer artists to create chalk scenes for residents to enjoy on the Trail on Sept. 17 and 18.

The Planning Department staffed the Community Trail/Planning Department booth at Apple Harvest Day, promoting the Community Trail and soliciting public input for the Vision Chapter *Dover 2035; A Vision for the Future* of the Master Plan update.

Planning and Media Services staff continued to develop and enhance an electronic "newsletter" for planning related items. Content included meeting summaries, meeting previews, Master Plan updates, and various special topics about ongoing improvement in the office, reviewing census data, housing affordability, wishing departing staff and board members well, word of the week, and staff bios.

Dover Youth to Youth signups for the 2022-2023 school year were completed in September. There will be 4 teams and 20 new members. There will be a total of 50 active students assigned to those teams, an increase of 15 members over the prior year.

The month of September 2022 marked the start of a new school year, and the beginning of the Dover Teen Center's after school program for the 2022-23 academic year. During the month, there was a total of 272 youth in attendance over 17 days of programming. The average was about 16 youth per day.

Sergeant Mitrushi is a NAMI Crisis Intervention Team (CIT) member and the department's point of contact for NAMI referrals. The CIT program is a community-based approach to improve the outcomes of encounters between law enforcement officers and people suffering from a mental health crisis. Every quarter departments who participate in the CIT program are asked to report when they have referred someone to a mental health related service. Sergeant Mitrushi reviewed reports and saw that Dover police officers made 57 referrals in the 3rd quarter of 2022. This information was reported back to NAMI NH.

Sergeant Mitrushi continued to check known campsites throughout the city to address the needs of the unhoused as well as complaints of illegal camping or trespassing. Sergeant Mitrushi did this on foot, walking the community trail, and checking numerous city owned parks and woodlands as well as private property. Sergeant Mitrushi also brought Police Social Worker Kaitlin Jones out to a few sites to meet directly with the unhoused residents to provide one-on-one interactions in hopes to aid in the proper referrals to social services they may need.

The Dover Public Library hosted 65 programs in September which were attended by 645 community members. These programs included passive, virtual and in-person as the Library strives to reach out to the community in various ways.

The Dover Public Library is a designated Recovery Friendly Workplace and to remain a member the staff must complete yearly training. The Library completed training in September with Karen Morton-Clark and a SOS Recovery staff person.

A sensory story time was added to the Dover Public Library Children's Room schedule this fall. This series is designed for children ages 3-6 with autism, sensory challenges, and/or developmental delays. Together with a caregiver, children listen to stories, sing songs, participate in movement activities, and make crafts all in a sensory-friendly environment. The families who have attended appreciate the library offering a program that considers their children's unique needs.

Educators from the UNH Community Literacy Center, in conjunction with the Dover Public Library, are leading a six week Multilingual Book Club for students in grades K-2. Each week a reader presents a story in their native language as well as English. The reading is followed by a related art project. So far in the series, participants have explored stories in Indonesian, Spanish, Welsh, and American Sign Language. The series is running in September and October.

Media Services produced five episodes of the Dover Download podcast in September. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker. September's topics included a discussion about the city charter with City Attorney Joshua Wyatt; a look at the Capital Improvements Program with Director of Planning Donna Benton; an explainer on the Master Plan with Deputy City Manager Parker; and a conversation with Jonathan Nichols, the executive director of the Woodman Museum. The podcast continued to experience growth each month, and is reaching both younger and older audiences.

Media Services launched the Indigenous Dover initiative, which includes a webpage and additional resources to foster a better understanding and appreciation of the history of the indigenous peoples who were here in what is now called Dover, thousands of years before the first European settlers. The page, as well as additional resources, including land acknowledgement plaques at city facilities was made possible with help from a generous grant by the New Hampshire Humanities Council, approved by the City Council in September.

In September, Media Services sent out 71 email newsletters, including the weekly editions of Dover Download, special alerts, departmental and project updates. 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. More than 250 updates were posted to social media and other external communications platforms.

Media Services in September distributed 74 news releases across multiple platforms for other city matters, including ongoing projects and special announcements.

Officer Berdecia visited with students in the English as a Second Language, middle school classroom, to speak with the Spanish speaking students about the differences between the US and their native countries. Officer Berdecia is bilingual and this allowed him to connect with some of the ESOL students.

OCTOBER 2022, NOVEMBER 2022, DECEMBER 2022:

In October and November, Media Services launched a new online initiative, Indigenous Dover, which provides information about the indigenous people of what is now called Dover. The new website, which can be reached at bit.ly/nativedover, includes information about the history of the area's indigenous peoples, special events and programming, and additional resources. The page was created with the help of a New Hampshire Humanities Council grant. The launch of the page also coincided with several events that focused on indigenous history and recognition, including the raising of the Cowasuck Band of the Pennacook-Abenaki People flag at City Hall in October, and the unveiling of a land acknowledgement plaque in November. The bronze plaques are being installed at city facilities.

From October through December, Media Services distributed numerous media releases, special alerts, social media coverage and video PSAs related to weather, including extreme cold weather and the opening of the extreme cold weather warming center on Willand Drive in Somersworth. Additional information distributed across all media platforms is intended to help residents prepare for and be safe during difficult weather. Media Services continued to encourage residents to sign up for alerts in anticipation of bad weather.

October 1, 2022, the Dover Coalition for Youth had a table at Apple Harvest Day. The event attracted thousands of people and provided an opportunity to provide information about substance misuse and prevention strategies. During the event over 200 drug disposal bags were given out.

On October 29, 2022 the Dover Police Department participated in the 23rd Drug Take Back event. The event once again provided the public with an opportunity to dispose of unused and unwanted prescription drugs.

Throughout the month of October, Sergeant Mitrushi continued to check known campsites throughout the city to address the needs of the unhoused as well as complaints of illegal camping or trespassing. Sergeant Mitrushi also brought Police Social Worker Kaitlin Jones out to a few sites to meet directly with the unhoused residents to provide one-on-one interactions in hopes to aid in the proper referrals to social services they may need.

On October 20, 2022, Police Social Worker Kaitlin Jones and Sergeant Mitrushi attended the 99 Faces Project at the Dover High School. The event was an open discussion and education about mental health in our community. PSW Jones was one of three presenters that evening, including Artist Lunda Cutrell and former NH Supreme Court Chief Justice John Broderick. The event was attended by approximately 50 people. PSW Jones highlighted Dover Police Department programs like ACERT and Just in Case.

Sergeant Mitrushi created 5 social media posts in the month of October, 3 in November, and 13 in December.

The Library's Adult Chapter Book group met for the second time on Wednesday, November 2. At each meeting, a librarian reads aloud from Harry Potter and the Sorcerer's Stone. After the reading, group members make a craft based on the theme of the chapter read. The group is primarily made up of clients from Great Bay Services in Dover and their support workers.

Outreach Coordinator Bassegio assisted the Office of Business Development and 400th Anniversary Committee on October 24 with creating and sharing a Polco survey to gather feedback from Dover businesses and restaurants on a 400th Anniversary event proposal.

Sergeant Mitrushi, PSW Jones, and Dover Fire Division Chief Keith Irwin are all trainers and have met to discuss the training of all city employees in Mental Health First Aid in the coming year as part of one of the recommendations from the Saint Anselm study of the City's Response to the Mental Health Crisis.

GOAL 2: OUR CITY VOLUNTEERS ARE ENGAGED

The following objectives ensure that Board, Committee and Commission members are valued and are part of the community's governance.

- Continually recruit new volunteers from all areas of the community.
- Support and encourage participation in the Citizen's Leadership Academy.
- Review the mission and purpose for each Board, Committee and Commission for relevancy.
- Encourage joint meetings between Boards, Committees and Commissions where collaboration will enhance their missions.
- Update Board, Committee and Commission expectations, so volunteers understand their role.
- Require an annual report (written or oral) to the City Council on activities undertaken by Boards.
- Celebrate volunteers through a volunteer appreciation program.

July 2022

During the month of July, the Legal Division assisted with drafting a template volunteer agreement, which is expected to assist with volunteerism.

The Teen Center Summer Internship program is active and well, with (5) interns rotating in and out of the Teen Center as mentors and trip chaperones.

Throughout the month of July, Sergeant Mitrushi supervised two interns; a student of Stetson University who worked 80 hours and a student of Endicott College who worked 16 hours. The internships provided the individuals with exposure to procedures and programs within the Dover Police Department. The interns assisted the Community Response and Engagement Unit with data management and homelessness outreach programs, participated in ride-alongs with patrol officers, participated in a training exercise with the SWAT Team, observed investigations conducted by the Special Investigations Unit, and assisted the Dover Teen Center as chaperones and volunteers throughout the month.

AUGUST 2022

Ed Wentworth has retired from volunteering his services at the Dover Public Library. For over 25 years Ed has been indexing obituaries from the Foster's Daily Democrat and the Enquirer to make the information contained more readily available via the index on our website. Countless genealogists have taken advantage of this amazing resource to find key pieces of information about their ancestors.

The Facility and Grounds Division has worked with a volunteer group and the group is coming in September to paint the Garrison Hill Tower due to it being covered again in graffiti.

SEPTEMBER 2022

Resilience Manager Kaspari submitted a project proposal to potentially host a 2023 University of New Hampshire Sustainability Institute Fellow. If awarded the Fellow would assist Kaspari with data analysis and modeling to identify scenarios that would allow municipal facilities to achieve the Council's 100% renewable energy goal by 2035.

The Teen Center welcomed (13) new interns to the fall 2022 staff, all from various disciplines at UNH-Durham (Justice Studies, Psychology and Social Work).

Sergeant Mitrushi attended the Graffiti Management Committee meeting in his role as the department's staff liaison. The committee continued to discuss cleanup efforts and effective ways to manage graffiti in the City of Dover.

The Dover Public Library Board of Trustees welcomed Jill Martin as a Library Trustee. Jill Martin and her husband George DeBoer are relative newcomers to Dover, relocating 3 years ago from Washington DC. She is the owner of Mindful Moves, working as a move specialist to assist clients with downsizing and decluttering needs. Jill gives classes on demystifying decluttering and downsizing for OLLI, the Oshen Lifelong Learning Institute. She is an active AARP NH volunteer as part of the state leadership team of the AARP Speakers Bureau, and also participates in advocacy on issues relevant to the 50+ community through the AARP Capital City Task Force. Previous work experience includes a small business owner, support tutoring and substitute teaching. An avid reader and participant in one of the Library's book groups, Jill also keeps up with 2 other book groups. Jill and George enjoy playing golf, gardening, and proximity to

their grandsons. Jill Martin has replaced outgoing Board Member Carol Boc. Carol Boc spent many volunteer hours as a Trustee, helping with the Friends of the Dover Public Library sales, and being a tireless supporter of the Library's staff and services.

OCTOBER 2022, NOVEMBER 2022, DECEMBER 2022:

There was also a booth at Apple Harvest Day for the Dover CrimeLine. Volunteer Dover CrimeLine Board members spent the day selling t-shirts to support the Dover CrimeLine.

A warm, sunny New England day did not stop folks from gathering to find out how they can get involved in the community. Dover Public Library's 4th annual Volunteer Fair saw a crowd of 50 people learning more about how they could help support 12 local organizations. These organizations included: Dover Children's Home, Riverside Rest Home, SOS Recovery, NH Tax Aide, Dover Adult Learning Center, NH Seacoast Project Linus, Dover Area Women's Club, American Red Cross, HAVEN, Friends of the Dover Public Library, the US Census Bureau, and ABLE NH. One organization said it was a very productive day for them and that they had a lot of engagement, while another noted that they were also able to connect with other local organizations!

Outreach Coordinator Bassegio is working with the Committee for Graffiti Management to create a Facebook group for the Committee to share updates and volunteer events. The Committee had a successful volunteer clean-up event of Garrison Hill Tower on September 18 which was promoted on the Department of Planning and Community Development Facebook page.

GOAL #3: OUR WATERFRONT IS DEVELOPED

The following objectives support the Waterfront development, per the Land Development Agreement.

- Endorse and promote CWDACs key benchmarks (milestones).
- Encourage community components within the final design and layout as laid out and expected.
- Support capital investment in the project, per the LDA and CIP, recognizing budget changes.

JULY 2022

In July, the Legal Division assisted with the waterfront project through an amendment to development agreement as well as contract drafting for procurement of the public improvement contractor.

Business Development and 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. Project Manager Bird had four online meetings during July with staff from Horsley Witten to review the status of state and federal permitting and discuss site plan updates to prepare for bid process.

AUGUST 2022

Community Services Engineering Division, in conjunction with the City's Legal, Purchasing and the Waterfront Project Manager, conducted a review of the Waterfront design consultant's 95% drawings and specifications. This review focus on everything from the logistics of bidding, technical design, and compliance with City and state approvals. The results of the review identified changes that the consultant is addressing before a release of the bid at the end of September.

The Engineering Division continues to coordinate monthly meetings for all projects within the waterfront vicinity including: Henry Law Park/River St Reconstruction; Dredge Cell; River Street Pump Station; Waterfront Development

Resilience Manager Kaspari worked with Project Manager Bird to receive input regarding electric vehicle charging as part of the Waterfront Development.

The Waterfront Development was conditionally approved by the Planning Board in June. This project has been in the works for three decades and will include 416 residential units, non-residential space, new roadways, public recreation park and amenities, walking trails, and shoreline stabilization. Planning staff are assisting CPI Management Inc and the public part of the development to meet the Planning Board conditions of approval.

Business Development and 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. Project Manager Bird had three online meetings during August with staff from Horsley Witten and Ironwood to review the status of state and federal permitting and discuss site plan updates to prepare for bid process.

SEPTEMBER 2022

The Legal Division provided assistance with potential amendment to development agreement, as well as review of bidding documents related to waterfront project.

Relative to the Waterfront Project, Project Manager Bird had three online meetings during September with staff from Horsley Witten and Ironwood to review the status of state and federal permitting, discuss site plan updates and preparing bid documents. Specific updates from the Project Manager are listed in the 10.12.2022 City Manager's Report.

The Waterfront Development was conditionally approved by the Planning Board in June. This project has been in the works for three decades and will include 416 residential units, non-residential space, new roadways, public recreation park and amenities, walking trails, and shoreline stabilization. Planning staff are assisting CPI Management Inc and the public part of the development to meet the Planning Board conditions of approval.

Outreach Coordinator Bassegio, Project Manager Bird, and Recreation Director Bannon met on September 21 to plan for a Land and Water Conservation Fund grant submission in support of Waterfront Development projects.

OCTOBER 2022, NOVEMBER 2022, DECEMBER 2022:

Business Development and 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. Project Manager Bird had three online meetings during December with staff from Horsley Witten and Ironwood to review the status of state and federal permitting, discuss site plan updates and preparing bid documents.

The Waterfront Development was conditionally approved by the Planning Board in June. This project has been in the works for three decades and will include 416 residential units, non-residential space, new roadways, public recreation park and amenities, walking trails, and shoreline stabilization. Planning staff are assisting CPI Management Inc and the public part of the development to meet the Planning Board conditions of approval. A bid went out with no responses so staff re-worked the bid and will send back out in January along with a job announcement for a project manager to oversee the project.

Outreach Coordinator Bassegio, Project Manager Bird, and Recreation Director Bannon first met on September 21 to plan for a Land and Water Conservation Fund grant submission in support of Waterfront Development projects and continue to work on the application. The completed application requested funding towards a public park facility in the Waterfront public park and was submitted to the NH Division of Parks and Recreation on December 16.

GOAL #4: OUR CITY'S BUDGET IS COLLABORATIVELY CREATED

The following objectives ensure that the City's budget process evolves to better serve the community.

- Disconnect Collective Bargaining Agreement contract approvals from budget adoption, through process and timeline change.
- Respect the different roles the School Board and City Council in the budget development process.
- Enhance the budget process by encouraging school department participation in developing Capital Improvement Programing.
- Advocate for appropriate State and grant funding for all budget components and operation areas.
- Enhance comparisons to other communities, by utilizing the same benchmark communities for the City and School budget.

JULY 2022

During the month of June and July, City and school staff collaborated to revise the budget schedule which is conducive to both.

In 2022, The Dover Public Library received grant funds for a new website.

The Legal Division assisted with an ordinance amending the budget process.

On July 12th, Chief McShane and Fleet Manager Duquette met to discuss DF&R's vehicle maintenance and replacement program. Topics of discussion included Capital Improvement Program planning for DF&R's fire apparatus, ambulances, and command staff vehicles. Operational budget considerations and concerns were discussed regarding economic inflation and supply-chain availability. Chief McShane and Fleet Mechanic Duquette also coordinated efforts to develop a contingency plan for purchasing a used ambulance. The development of this contingency plan was necessary as a result of the new ambulance taking 18-24 months to build.

Planning staff attended the "InvestNH Municipal Grant Programs Overview" webinar hosted by PLAN. Director Benton met with staff from the county, SRPC, and nearby Planning Directors about the InvestNH funding opportunity.

Director Benton started the Capital Improvement Planning process for FY23-FY29 and met with each Department regarding this year's requests. The CIP will roll out to the Planning Board and City Council at the end of September this year.

AUGUST 2022

Library staff is in the final stages of work with True Marketing. True Marketing has been guiding staff in creating a marketing plan to better advertise library services to the community. This project was funded by a grant through the Institute for Museum and Library Services' "Grants to States" program. This was a cooperative grant that staff wrote with 4 other area libraries—Rochester, Durham, Dover, Newmarket & Rollinsford, allowing staff to hire a marketing firm to help find out about non-users. The grant was in the amount of \$19,000.

Chief McShane also worked with Deputy Finance Director Legere, and the City Manager to coordinate the purchase of a used ambulance, EMS equipment, medical supplies, fire suppression tools and equipment for the ambulance, and personnel expenses using ARPA grant funds.

Resilience Manager Kaspari collaborated with Environmental Projects Manager Young and NH Sea Grant Staff to submit a letter of intent regarding a grant application for the National Marine Debris Challenge. If awarded, the grant would support the distribution of 10,000 covered recycling totes and assist with a study probing the efficacy of covered bin recycling on the reduction of plastic marine debris.

The Dover Police Department participated in the NH Office of Highway Safety's "Drive Sober or Get Pulled Over"

statewide law enforcement mobilization campaign on August 19 in conjunction with its grant award from the NHOHS, by deploying two additional officers to perform DUI saturation patrols.

The federal fiscal year 2023 grant period begins on October 1, and the NHOHS again awarded Dover funds to enhance police presence in certain traffic enforcement areas such as impaired driving.

SEPTEMBER 2022

During the month, Planning staff compiled a Housing Navigator grant application.

Director Benton met with Community Services staff to strategize for a Congestion Mitigation and Air Quality (CMAQ) grant opportunity on September 30th.

OCTOBER 2022, NOVEMBER 2022, DECEMBER 2022:

In December Deputy Finance Director, Ann Legere attended the (GFOA) Government Finance Officers Association for Federal Grant Updates in San Antonio Texas. During the Annual Federal Grants Monument update, Ann learned about current developments and recent changes, including updates affecting the Uniform Grants Guidance. This training will assist in staying in compliance with grant management requirements.

Outreach Coordinator Bassegio, Project Manager Bird, and Recreation Director Bannon first met on September 21 to plan for a Land and Water Conservation Fund grant submission in support of Waterfront Development projects and continue to work on the application. The completed application requested funding towards a public park facility in the Waterfront public park and was submitted to the NH Division of Parks and Recreation on December 16.

GOAL #5: OUR CITY'S RESIDENTS ARE ENGAGED

The following objectives support the Waterfront development, per the Land Development Agreement.

- Communicate in a manner which will meet people where they are, in content, communication style and format.
- Reboot the City of Dover website to be more collaborative, accessible and informative.
- Increase public engagement through innovative and diverse citizen feedback options.
- Incorporate diverse options for creating dialog with residents, businesses and property owners.
- Report on how feedback was considered and used to revise programs, policies or operations to demonstrate “we’re listening.”
- Provide clarity on the use and purpose of various City facilities, programs and policies.

JULY 2022

The Dover Public Library was excited to unveil its newly redesigned website in July. The Library was awarded \$22,370 in funding through the Institute for Museum and Library Services’ “Grants to States” program. The funding was used to hire a firm to complete the redesign of the website. The grant program is part of the American Rescue Act Plan of 2021 and is being facilitated by the N.H. State Library. The newly redesign website increases functionality and eliminates barriers to accessibility. The redesigned site is 508/ADA compliant and is mobile responsive.

Through the winter and spring of 2022, various divisions collaborated on the new permit software which went live to the public in June 2022. This enables residents to handle the permitting process online saving them time, money and the necessity of having to come into one of the offices.

The Police Department began planning for National Night Out which takes place in August, and planning for the Dover Police Charities Golf Tournament which takes place in September.

Teen Center weekly email is sent to connected families and youth to encourage sign-ups for the daily afternoon reservation slots through the Sign-Up Genius online portal. Announcements, webinars, trainings and opportunities are also shared on a weekly basis.

Media Services in July continued to explore technical specifications for the planned redesign of the city's public-facing website. Surveys and focus groups are expected to begin in August.

AUGUST 2022

Community Services used an online service through Polco for the first time to conduct a resident survey about any concerns or infrastructure deficiencies that could be addressed through the pending CIP project to reconstruct the street and add sidewalks.

PSW Jones created social media content for 3 “Wellness Wednesday” posts in the month of August, to align with the August theme: Social Wellness.

On August 10, Prevention Programmer Izabelle Wensley attended a virtual course entitled Social Media Class – How I Gained 850K Followers. The course focuses on building a content map, engaging media audiences, and increasing one’s audience reach.

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

- Canney Lane neighborhood block party, August 6
- Pope Memorial Humane Society roll toll at Central/Oak, August 13

On August 2, 2022, the Dover Police Department participated in the annual National Night Out event in front of the police department. National Night Out is an annual community building event that promotes police-community

partnerships to make our neighborhoods safer, better places to live. Dover's National Night Out is an opportunity for citizens to meet and engage with their first responders and community partners.

This year's Dover Public Library Summer Reading Program, Oceans of Possibilities, was a great success. We had a total of 857 community members register and they logged 17,065 days of reading. \$6,500 in donations, including cash and prizes, was donated by Dover area businesses and organizations. Thank you to our generous community!

In conjunction with the library's summer reading theme "Oceans of Possibilities" the library hosted a series of events focused around the Portsmouth Naval Shipyard. The first event took place on Wednesday, July 13th. Historian and director of the Shipyard's Museum, Joe Gluckert, gave a presentation on over a century of Shipyard history. The event was offered in-person and was attended by 34 people. A couple weeks later on Wednesday, July 27, author Katy Kramer spoke about the Portsmouth Naval Prison. Ms. Kramer researched the prison for 10 years and published a book in 2016. That event was hybrid (online and in-person) and attended by 116 people. To complete the series, Mr. Gluckert did two Shipyard tours in August (on the 10th & 17th) for 53 people, and due to popular demand a 3rd is scheduled for September. Participants took a bus tour around the Shipyard to various sites and Mr. Gluckert expanded on the history.

Media Services continued to explore technical specifications for the planned redesign of the city's public-facing website.

Planning and Media Services staff have created a video preview of Planning Board and Zoning Board agenda for the Board meetings. The videos include the plans themselves with a detailed introduction of the applications and opportunities for engagement.

On August 23rd, Director Benton recorded a podcast regarding the Capital Improvements Program for the Dover Download podcast with the Deputy City Manager.

Planning staff shared news of the upcoming Mark II Solar System installation on the Dover Community Trail Facebook page. The post reached 14,737 individuals.

Outreach Coordinator Bassegio held a Public Input session on August 16 for Community Trail abutters regarding a gate replacement.

SEPTEMBER 2022

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 3,069 likes and 3,319 followers).

Planning and Media Services staff have created a video preview of Planning Board and Zoning Board agenda for the Board meetings. The videos include the plans themselves with a detailed introduction of the applications and opportunities for engagement.

Planning and Media Services staff continued to develop and enhance an electronic "newsletter" for planning related items. Content included meeting summaries, meeting previews, Master Plan updates, and various special topics about ongoing improvement in the office, reviewing census data, housing affordability, wishing departing staff and board members well, word of the week, and staff bios.

Regarding the Teen Center, a weekly email is sent to connected families and youth, to encourage daily reservations through the Sign-Up Genius online portal. The Teen Center can also share with them, any announcements, webinars, trainings and opportunities.

Sergeant Mitrushi, CREU Supervisor, created 3 social media posts in the month of September.

PSW Jones created social media content for 1 "Wellness Wednesday" post in the month of September, to align with the September theme: Recovery Month.

A new Caregiver Café began at the Dover Public Library in September. The support groups is led by Cornerstone VNA and they were on hand to support Dover area family caregivers. Three community members attended and raved about the group and are excited to share information about the group with friends.

In response to the growing patron base of families with young children, the Dover Public Library Children's Room staff added another program to their weekly schedule. The music and movement program for infants to two year olds, Shake Your Rattle and Roll, Baby!, consistently has an average attendance rate of fifty people. Adding Mother Goose on the Loose, an early literacy program for this same age group, gives families with kids this age another option. Since introducing this choice in September, the average attendance has been thirty people per week.

OCTOBER 2022, NOVEMBER 2022, DECEMBER 2022:

From October to December, Media Services produced a wide variety of programming and communications, including PSAs and special announcements on winter parking bans, several ongoing or upcoming major projects, and holiday events.

In November, Media Services helped coordinate and produce a Veterans Day ceremony, held at the Dover Veterans Park.

Media Services produced 15 episodes of the Dover Download podcast in October, November and December. The podcast, which began in June, has seen the number of listeners grow each month, and is reaching all demographics.

Media Services prepared and distributed 209 email newsletters and alerts during these three months, including 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 more than 200 press releases and numerous updates to the website and social media in October, November and December.

On November 10, 2022, Sergeant Mitrushi taught a 3-hour NAMI Connect Suicide Prevention Program to 6 parents and community members in the Dover High School Library.

Resilience Manager Kaspari with the assistance of Outreach Coordinator Bassegio developed a landing page within the Resilient Dover section of the City website to post updates and information pertaining to the development of a Dover Community Power Program.

Outreach Coordinator Bassegio worked with consultants from Resilience Planning and CJW Consulting to launch a survey on Polco on December 13 to generate public input on the Vision Chapter. The survey has been shared via City newsletters and social media.

Outreach Coordinator Bassegio worked with consultants from Resilience Planning and CJW Consulting to create a dedicate webpage for the Vision Chapter update project. The project is entitled Distinctly Dover and upcoming events have been shared on the webpage.

Sergeant Mitrushi continued to work with the Dover Mental Health Alliance and participated in virtual meetings throughout November. Sergeant Mitrushi worked directly with the St. Anselm Center for Ethics to provide data relating to the department's response to the mental health crisis. On November 19, 2022, the results and recommendations of the draft report were presented to the public at the Dover High School Library in an effort to collect feedback from the public. The final report was then presented to the Dover City Council at a workshop on November 30, 2022, at which Sergeant Mitrushi was in attendance.

GOAL #6: OUR CITY IS RESILIENT

The following objectives ensure the City's social, built and natural infrastructure is designed to evolve and support community needs.

- Adopt the Citywide resilience plan by 12/2022 as informed by Dover focused SRPC Equity and Racial Equity and Inclusion reports.
- Set incremental targets to reach City owned property operating on 100% renewable energy by 2035, or sooner, utilizing input of Boards, Committees and Commissions by 06/2023.
- Develop, by 03/2023, a Resilience framework for volunteers, Elected Officials, and staff to strategically guide City Direction.
- Adopt policies which promote Public & Private sector energy efficient infrastructure by 12/2023.
- Develop policies and programs that build social capital in the context of resilience for all, by 12/2023.

July 2022

This enables residents to handle the permitting process online saving them time, money and the necessity of having to come into one of the offices.

The cement sealant project in the Orchard Street Parking Garage is nearing completion. Although it has taken several months, this project was done with minimal inconvenience to parking permit holders, and daily users. Doing it in-house saved the city an estimated \$60,000, and the protectant sealant installed will help extend the life of the Garage.

Planning Staff met with Resilience Planning and Design regarding the Vision Chapter Update.

Resilience Coordinator Kaspari was accepted into the CoastWise program where as part of a cohort made up of professionals from academia, government and industry he will gain new perspectives and experience regarding coastal resiliency.

Resilience Coordinator Kaspari along with Energy Commission Chair Baber, met with representatives from Berlin on July 20th to discuss the work the Dover Energy Commission is engaged with and to learn about initiatives taking place in the North Country.

Resilience Coordinator Kaspari participated in a Strafford Regional Planning Commission Resiliency Subcommittee meeting on July 7th to plan for the next Roundtable outreach event.

Resilience Coordinator Kaspari met with the Deputy City Manager, Consultant Dean Peschel and Environmental Projects Manager Gretchen Young to discuss opportunities for a solar development at the Tolend Rd. landfill.

AUGUST 2022

Community Services Electrician installed 2 programmable electric vehicle charging stations at the public works facility at Mast Road. The charging stations can be controlled remote via a cell phone application, which can help monitor and control the charging rates, but will also track mileage and electrical consumption in order to more accurately track actual running-costs for the Department's electric vehicles.

The EnerGov application will provide notification to personnel if a permit or plan submission is within shore land and/or wetland protection areas.

Resilience Manager Kaspari staffed the Conservation Commission meeting on August 8th and presented a proposed mitigation priority list with the assistance of Environmental Projects Manager Young.

Resilience Manager Kaspari staffed the Energy Commission meeting on August 17th where the Energy Commission received a presentation from Architect Art Guadano on upcoming changes to the New Hampshire Building Code. Kaspari has been planning the next EV Show with the Commission in collaboration with the Greater Dover Chamber of Commerce which is set to occur as part of the 2022 Apple Harvest Day.

Resilience Manager Kaspari staffed the Open Lands Committee meeting on August 25th. During the meeting focus was placed on future outreach events, the launch of a new easement monitoring platform and pending conservation easement projects.

Council approved award of bid on August 10 for Resilience Planning and Design to provide consulting services for the Vision Chapter update. The Vision Chapter Steering Committee will have their first meeting in September.

Resilience Manager Kaspari and Outreach Coordinator Bassegio checked on the progress of the Dover Community Oyster Garden. This garden offers an educational opportunity for residents who are also able to participate in weekly workshops run by The Nature Conservancy.

Resilience Manager Kaspari attended a Stafford Regional Planning Commission Resiliency Subcommittee meeting on August 4th. The focus of the meeting was to plan the next Resiliency Roundtable Session which is designed to educate the public and municipal stakeholders on various resiliency topics. The next Roundtable titled "Protecting Our Local Food Systems" will be held on September 23rd.

Resilience Manager Kaspari attended a CoastWise program workshop from August 22nd – August 24th. The workshop included elements related to coastal resilience, use of alternative energy as well as DEIJ components.

SEPTEMBER 2022

Director Benton, Outreach Coordinator Bassegio, Members of the Vision Chapter Steering Committee, and consultant partners from Resilience Planning and CJW Consulting met on September 20 to begin the visioning process for the Vision Chapter update.

Resilience Manager Kaspari supported the Energy Commission with planning and outreach for the Apple Harvest Day Electric Vehicle Show.

Resilience Manager Kaspari staffed the Energy Commission Meeting on September 21st. Focus was placed on the upcoming Council Workshop as well as the Commission's plan for completing a proposed Electric Aggregation Plan.

Resilience Manager Kaspari conducted routine easement monitoring inspections at four parcels between September 29th and September 30th with the assistance of Open Lands Committee members. This is the first time Kaspari and Committee members have used the new ArcGIS Conservation Easement monitoring tool for official inspections. Planning staff submitted a site plan for the Voyage Mark II Solar System installation on the Community Trail. Director Benton submitted all the necessary documents to have Dover become one of 10 Generation 1 of Voyage Communities in North America. The solar system should be added to the Community Trail starting at Fisher Street and heading towards Central Avenue this spring. In September, contract documents were drafted by NCESSSE and were signed by the City Manager. The exhibit was delivered on August 8 and the Planning and Community Services staff met on September 7 to plan installation for October.

Resilience Manager Kaspari met with members of the Shellfish Farmers Initiative on September 7th to hear concerns and discuss the potential to collaborate regarding public outreach/signage related to aquaculture activities. (Also applies to goal #5)

Resilience Manager Kaspari continued to work on sections of the Citywide Resilience Plan and prepared slides in anticipation of the October 5th workshop with the City Council.

Resilience Manager Kaspari and Assistant City Planner Asciola attended a Stafford Regional Planning Commission Resiliency Subcommittee meeting on September 12th. The focus of the meeting was to plan the next Resiliency Roundtable Session which is designed to educate the public and municipal stakeholders on various resiliency topics. The Roundtable titled "Protecting Our Local Food Systems" was held on September 23rd.

Resilience Manager Kaspari met with Resilience and Sustainability Manager Megan Granato from the City of Groton Connecticut on September 22nd to share ideas about local resiliency issues/projects.

Resilience Manager Kaspari attended the NH Offshore Wind Summit on September 27th to hear about the State's planning process and stakeholder input regarding the potential development of offshore wind in the Gulf of Maine. Kaspari also reviewed NH's 10-year Energy Strategy which will help inform the Citywide Resilience Plan.

Planning staff and Engineering staff have been working with a consultant to help design an implementation plan for the Downtown Pedestrian and Vehicular Access plan.

Planning staff submitted a site plan for the Voyage Mark II Solar System installation on the Community Trail. Director Benton submitted all the necessary documents to have Dover become one of 10 Generation 1 of Voyage Communities in North America. The solar system should be added to the Community Trail starting at Fisher Street and heading towards Central Avenue this spring. In September, contract documents were drafted by NCESSSE and were signed by the City Manager. The exhibit was delivered on August 8 and the Planning and Community Services staff met on September 7 to plan installation for October.

OCTOBER 2022, NOVEMBER 2022, DECEMBER 2022:

The Legal Division assisted with renewing a Default Service Reimbursement Agreement pertaining to the Planning Department.

In November, Media Services produced an informational video about community power. The video included Energy Commission Chair Bill Baber and the city's Resilience Manager, Jackson Kaspari, who reviewed the proposal to introduce community power to Dover.

The volume of customers completing payments online for Inspection Services permits continues to be remarkable. Providing this online option increases convenience and saves a trip to the Office of Inspection Services to complete payment.

Director Benton, Outreach Coordinator Bassegio, Members of the Vision Chapter Steering Committee, and consultant partners from Resilience Planning and CJW Consulting met on December 13 to plan upcoming Vision Chapter events including public feedback opportunities and a volunteer training session

Resilience Manager Kaspari supported the Energy Commission with hosting the Apple Harvest Day Electric Vehicle Show on October 1st.

Resilience Manager Kaspari staffed a Forest Management Subcommittee meeting on November 10th. This Conservation Commission Subcommittee revisited the Forest Stewardship Plan that was prepared for the City owned parcels surrounding the Tolend Landfill site and also reviewed the CBD Street Tree Plan. Both plans provide a framework for the Subcommittee's next steps.

Resilience Manager Kaspari staffed the Energy Commission Meeting on October 26th. During the meeting the Commission debriefed on the Apple Harvest Day EV Show and October City Council Workshop. The Commission focused much of the meeting on reviewing proposed language produced by Resilience Manager Kaspari for the City's draft Electric Aggregation Plan for the development of a Dover Community Power program.

Resilience Manager Kaspari worked with Media Services and the Energy Commission to create a video detailing the Electric Aggregation Plan (EAP) for the Dover Community Power program. The video was included as part of the City's on demand programming and shared via City newsletters and social media.

Resilience Manager Kaspari updated the City Council during a presentation as part of the October 5th Workshop on the progress of the Community Power Coalition of New Hampshire, the status of the in-progress Citywide Resilience Plan and a year in review of resiliency related projects in which Kaspari was involved with.

Resilience Manager Kaspari attended the Local Energy Solutions Conference on October 14th to learn about topics pertaining to energy invocation and resilience.

Resilience Manager Kaspari participated in a Strafford Regional Planning Commission Resiliency Subcommittee meeting to help plan the next virtual Roundtable event which will be focused on the NHSaves program.

Resilience Manager Kaspari attended a meeting of the Coastal Adaptation Workgroup on October 27th where the focus of the discussion was on local land conservation.

Resilience Manager Kaspari met with Environmental Projects Manager Young, City Engineer Mavrogeorge and additional Community Services staff to brainstorm information required for a NHDES Climate Change Vulnerability Assessment on November 1st.

Resilience Manager Kaspari assisted the Energy Commission with its first public hearing on the draft Electric Aggregation Plan on November 16th which outlines the proposed Dover Community Power Program. The Commission addressed thoughtful comments and questions from attendees who were supportive of the initiative.

Resilience Manager Kaspari monitored the Tuttle easements with staff from the Southeast Land Trust (SELT) on November 17th.

Director Benton, Resilience Manager Kaspari and Zoning Administrator Kypfer attended a webinar on November 18th hosted by the New Hampshire Planners Association which covered the topic of stormwater utilities and included a presentation by Environmental Projects Manager Young.

Resilience Manager Kaspari worked with Director Benton and Sustainability Institute Project Manager Jenn Andrews to develop a job posting for a Renewable Energy Analysis Fellow. Once hired, this Fellow, under the supervision of Kaspari and with support from UNH, will work to identify scenarios for municipal facilities to meet the Council's 100% renewable energy by 2035 goal.

Resilience Manager Kaspari hosted a public deliberative session on December 8th where the CPCNH Risk Management Committee recommended the Energy Portfolio Risk Management Policy, Retail Rates Policy and Financial Reserves Policy for adoption by the CPCNH Board. These policies will eventually come before the City Council for consideration prior to any launch of a Dover Community Power Program.

Resilience Manager Kaspari attended the Energy Efficiency and Conservation Block Grant Program Webinar held on December 9th. The City is slated to receive approximately \$78,000 for either energy efficiency or alternative energy projects as part of a formula grant allocation. The Energy Commission will work to develop some ideas for using the funds.

Resilience Manager Kaspari met with University of Pennsylvania Graduate Student Chris McClurg on December 13th to help advise on and learn more about the development of a cost of EV ownership report.

Resilience Manager Kaspari attended a "Managing a Potential Electricity Shortage This Winter" webinar hosted by Eversource on December 14th. This webinar provided insight as to how ISO-NE deals with the event of an electricity shortage and the correspondence the City could expect. The likelihood of requested conservation efforts or controlled blackouts is very low however it's good for the City to be prepared.

Resilience Manager Kaspari attended an informational session on an upcoming New Hampshire Sea Grant biannual funding opportunity on December 19th.

Resilience Manager Kaspari submitted all of the required annual easement monitoring reports to NHDOT, NHDES, LCHIP and SELT.

GOAL #7: OUR CITY IS DIVERSE AND ATTAINABLE

The following objectives support a Dover that is welcoming to all no matter socio economic background.

- Continue policies and programs that promote diverse and resilient housing and businesses in Dover.
 - Educate the public on growth rates and how the City is working to accommodate those rates, rather than discourage them.
 - Review land use regulations and zoning to promote density in appropriate locations and context.
 - Utilize Public Private Partnerships to enhance the City's ability to these goals, and participate, in developments.
 - Understand regional housing needs and impediments to affordable housing by analyzing data and trends as well as anecdotes.
 - Integrate options for income indexed, market rate and other diverse housing formats into the community as a whole.
-

July 2022

In July, the Legal Division assisted with a proposed new development agreement, which includes the enhancement of affordable housing.

Media Services produced five episodes of the Dover Download podcast in July. One being an interview with the executive director of the Dover Housing Authority about attainable housing.

AUGUST 2022

The Dover Public Library went through the bid process to hire a company to digitize the Foster's Daily Democrat from 1873 to 1926. Advantage Archives was chosen to digitize and host the information on their website. They are the company that digitized City Directories and so the content will be hosted on the same site. The work is being paid primarily from a \$9.950 grant through the New Hampshire Charitable Foundation. The grant was made possible by gifts from the Charles and Caroline B. Greenfield Fund.

SEPTEMBER 2022

The Legal Division continued assistance with two proposed new development agreements, one of which includes enhancement of affordable housing.

Planning Staff created a city-wide mailing regarding the posted Zoning Amendments advertising the public hearings on June 28 and July 26th. Amendments include changes to the Vehicle Refueling and Recharging and auto service stations, self-storage facilities, rezoning in the Fisher Street/Rutland Street area, replacing "sub-grade" with "fully below-grade", adding green roof/solar requirements to the C, IT, and CM districts, and fixing errant references. The Planning Board approved the recommendation to Council at their July 26th meeting. Zoning Administrator Kypfer attended the Ordinance Committee meeting on September 12 to discuss the to-be reviewed zoning amendments. Public hearing occurred and the City Council adopted the amendments at their September 14th meeting.

Phase III of the Community Trail is complete. Director Benton is working with the consultant, NHDOT, and Finance staff to on necessary reimbursement and close out documents which will be completed in July.

For phase IV, Planning Staff is working with NHDOT on potential extra funding to be able to expand the feasibility research for a preferred alternative route on the southern side of the Bellamy River and crossing the Bellamy River further into Bellamy Park to then continue to Route 155. The Council authorized the contract for Fuss and O'Neil to design the trail in this area. A change-order would be brought to the City Council after hearing from NHDOT about funding. Staff, the consultant, and staff from NHDOT met in August about next steps and continued the conversation into September regarding a potential change order.

Director Benton attending a Housing tour looking at different housing options and designs including affordability in Exeter on September 15.

On Wednesday, September 14, staff from the Dover Public Library went out to Garrison Beer Works in downtown Dover. As part of the national Library Card Sign-up month in September, we wanted to connect with community members who do not use the library. We spoke with several people in the 20-30 year old age range, a demographic that does not

traditionally come to the library. In addition to spreading the word about all the library has to offer, we signed up five new patrons for library cards

OCTOBER 2022, NOVEMBER 2022, DECEMBER 2022:

Sergeant Mitrushi was a panel member at the 2022 Housing Stability Solutions Summit in Concord, NH. Sergeant Mitrushi talked about the department's homeless outreach efforts and how those work in collaboration with the Police Social Worker position.

The Public Welfare Director participated in the statewide Housing Stability Solutions Summit in Concord where issues of affordable housing, shelter space, resources, success stories and possible solutions were explored.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Chambers
Meeting Date: **Wednesday, January 11, 2023**
Meeting Time: **6:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Nemeth led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Shanahan, Councilor Cullen, Councilor Hinkel, Councilor Muffett-Lipinski, Councilor Nemeth, Councilor Thibodeaux, and Councilor Williams. Councilor Hackett attended by phone.

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

5. PUBLIC FORUM

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

Councilor Cullen moved to suspend the rules to allow Randall Allen of 113 Tolend Road, Barrington, to speak; seconded by Deputy Mayor Shanahan.
Roll Call Vote: 9/0.

Randall Heller, 113 Tolend Road, Barrington: He read about his research on the Tolend Landfill.

Daniel Fontaine, 544 Tolend Road: He spoke about his concerns regarding the results of the report.

6. DISCUSSIONS

A. UPDATE OF TOLEND ROAD LANDFILL

Gretchen Young, Environmental Projects Manager, gave a PowerPoint presentation to the Council regarding the Tolend Road Landfill Update. She introduced to the Council Christine Binger of Verdantas and Dean Peschel, representative of all parties involved to the Council.

Ms. Young and Ms. Binger answered questions from the Council.

7. ADJOURNMENT

Mayor Carrier adjourned the meeting to enter into the Regular Meeting.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 11, 2023**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. ~~MOMENT OF SILENCE~~

3. ~~PLEDGE OF ALLEGIANCE~~

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Shanahan, Councilor Cullen, Councilor Hinkel, Councilor Muffett-Lipinski, Councilor Nemeth, Councilor Thibodeaux, and Councilor Williams. Councilor Hackett attended by phone.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to approve the Agenda; seconded by Councilor Thibodeaux.
Roll Call Vote: 9/0.

7. PUBLIC HEARINGS

A. CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 8 SPONSORED BY MAYOR CARRIER BY REQUEST

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

B. AUTHORIZATION TO ACCEPT AND EXPEND THE NHHFA INVESTNH MUNICIPAL PLANNING AND ZONING GRANT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.) SPONSORED BY MAYOR CARRIER BY REQUEST

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

8. PUBLIC 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.

Todd Copley, 29 Samuel Hanson Avenue: He spoke about his work to help Veterans, and asked the Council and Dover citizens to forward his name to Veterans in need of assistance.

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

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report his writing. He gave an update on the Chestnut Street Bridge work and the completed City Hall Clock Tower.

Deputy Mayor Shanahan moved to accept the City Manager's Report; seconded by Muffett-Lipinski.
Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 11, 2023**
Meeting Time: **7:00 pm**

10. APPROVAL OF MINUTES

A. December 14, 2022 – Regular Meeting

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

Roll Call Vote: 9/0.

11. MAYOR'S REPORT

Mayor Carrier introduced Commissioner George Maglaras and asked him to speak to the Council regarding the homeless situation and Willand Warming Center.

Commissioner Maglaras spoke to the Council regarding the County's work on this issue.

Mayor Carrier gave an overview of events he had attended the last few weeks.

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

Roll Call Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 8 SPONSORED BY MAYOR CARRIER BY REQUEST

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

Councilor Cullen moved to table this Ordinance; seconded by Councilor Muffett-Lipinski.

Roll Call Vote: 9/0.

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. AUTHORIZATION TO ACCEPT AND EXPEND THE NHHFA INVESTNH MUNICIPAL PLANNING AND ZONING GRANT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.) SPONSORED BY MAYOR CARRIER BY REQUEST

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

Roll Call Vote: 9/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

1. B15060 ADDITIONAL SCOPE OF WORK FOR THE COCHECO WATERFRONT DEVELOPMENT PROJECT – HORSLEY WITTEN GROUP, INC. SPONSORED BY MAYOR CARRIER BY REQUEST

2. B19001 BROADWAY STREET RAILROAD CULVERT CONSTRUCTION FINAL PAYMENT AND SETTLEMENT SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 11, 2023**
Meeting Time: **7:00 pm**

- 3. B23024 ARCHITECTURAL DESIGN SERVICES – WATERFRONT PARK BUILDING**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. B23026 FOR AWARD OF BID FEASIBILITY STUDY CURBSIDE SOLID WASTE & SINGLE STREAM RECYCLING COLLECTION AND DISPOSAL**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

- | | |
|---|--|
| 1. School Board (Muffett-Lipinski) | 16. Ordinance Committee (Shanahan) |
| 2. Planning Board (Cullen) | 17. Parking Commission (Hinkel) |
| 3. Appointments Committee (Williams) | 18. Pool Advisory Committee (Hackett) |
| 4. Arena Commission (Hackett) | 19. Racial Equity and Inclusion Ad-Hoc Committee (Nemeth) |
| 5. Arts Commission (Nemeth) | 20. Recreation Advisory Board (Shanahan) |
| 6. Board of Health (Thibodeaux) | 21. Solid Waste Advisory Commission (Muffett-Lipinski) |
| 7. Collaborative City Council and School Board (M-Lipinski) | 22. Transportation Advisory Commission (Williams) |
| 8. Conservation Commission (Williams) | 23. Waterfront TIF Advisory Board (Shanahan) |
| 9. Downtown TIF Advisory Board (Hinkel) | 24. Joint Building Committee – DHS (Carrier) |
| 10. Energy Commission (Thibodeaux) | 25. COAST (Shanahan) |
| 11. Graffiti Management Ad Hoc Committee (Nemeth) | 26. Coheco Waterfront Development Advisory Committee (Carrier) |
| 12. Heritage Commission (Nemeth) | 27. Dover Main Street (Carrier) |
| 13. Legislative Liaison (Shanahan) | 28. Strafford Regional Planning Commission (Williams) |
| 14. Library Board of Trustees (Thibodeaux) | 29. Government Affairs (Carrier) |
| 15. McConnell Center Advisory Committee (Thibodeaux) | |

Deputy Mayor Shanahan moved for the adoption of the Consent Calendar; seconded by Councilor Thibodeaux.

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

Deputy Mayor Shanahan pulled Item 13.A.1.

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

Roll Call Vote: 9/0.

Deputy Mayor Shanahan moved for the adoption of Item 13.A.1; seconded by Councilor Thibodeaux. Waterfront Development Coordinator Steve Bird gave an overview of the Resolution to the Council.

Roll Call Vote: 9/0.

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

Councilor Cullen gave an overview of the Planning Board Report to the Council.

Councilor Hackett gave an overview of the Arena Commission Report to the Council.

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

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 11, 2023**
Meeting Time: **7:00 pm**

B. RESOLUTIONS

1. AUTHORIZATION TO ACCEPT AND EXPEND ASSISTANCE TO FIREFIGHTERS GRANT

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

(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 25, 2023.)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing on January 25, 2023; seconded by Councilor Muffett-Lipinski.

Roll Call Vote: 9/0.

2. AUTHORIZATION OF ANNUAL APPRAISAL OF REAL ESTATE FOR FISCAL YEAR 2024 (TAX YEAR 2023) (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)

(TO BE REFERRED TO PUBLIC HEARINGS TO BE HELD ON JANUARY 25, 2023 AND FEBRUARY 22, 2023, WITH COUNCIL VOTE TO OCCUR ON MARCH 8, 2023.)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to two public hearings to be held on January 25, 2023 and February 22, 2023; seconded by Councilor Muffett-Lipinski.

Roll Call Vote: 9/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

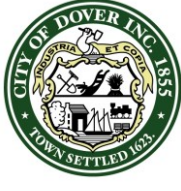
Councilor Nemeth asked to have a gap plan for addressing homelessness over the next four years.

Councilor Cullen recognized George Sherwood of Arch Street who recently passed away.

16. ADJOURN

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

Roll Call Vote: 9/0.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.B.1. Ordinance Number: O – 2022.12.14 – 014 Ordinance Title: Boards, Commissions and Committee Chapter: 9 Section: 9-8 Planning Board
---	---

The City of Dover Ordains:

1. **PURPOSE**

The purpose of this ordinance is to codify, confirm, and ratify the Planning Board’s ability to delegate site review powers and duties for minor site plans.

2. **AMENDMENT**

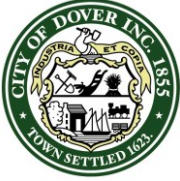
Chapter 9 entitled “Boards, Commissions, and Committees” is hereby amended by revising Section 9--8, “Planning Board”, as follows:

a. **THE FOLLOWING ARE AMENDED:**

§ 9-8 Planning Board.

Pursuant to the provisions of RSA 673:2, there is hereby created the City Planning Board, with the powers and duties specified in RSA 672 to 677 and this section.

- A. **Membership.** Pursuant to the provisions of RSA 673:2, I-a, and 673:6, the Planning Board shall consist of nine regular members and three alternates, as follows: the City Manager or designee, one administrative official of the municipality, who shall be selected by the City Manager, and a member of the City Council appointed by the City Council. All of the foregoing regular members shall be ex officio members with voting privileges. The remaining six regular members and the three alternate members shall be appointed by the City Council. Planning Board members may only serve on other municipal boards and commissions pursuant to RSA 673:7.
- B. **Terms of members.** Members shall be appointed to terms of three years consistent with the provisions of RSA 673:5, II. The terms for member appointments shall be made to allow for subsequent appointments to occur on a staggered basis. The ex officio Council member's term shall be the same as the Council term. The administration official shall be appointed by the City Manager. All other Board members' terms shall be for three years.
- C. **Chair.** The Planning Board shall elect a Chair and may create other officers it deems necessary. The term shall be for one year. The Chair is eligible for reelection. An ex officio member shall not serve as Chair.
- D. **Meetings.** The Planning Board shall hold at least one regular meeting per month. The Chair shall designate an alternate if a member is absent or disqualified. A majority of the members shall constitute a quorum.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

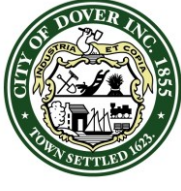
Agenda Item#: 12.B.1.

Ordinance Number: **O – 2022.12.14 – 014**
Ordinance Title: Boards, Commissions and Committee
Chapter: 9
Section: 9-8 Planning Board

- E. Vacancy. The City Council shall fill any vacancy for the unexpired term, with the exception of a vacancy in the administration official position, which shall be filled by the City Manager.
- F. Removal of members. In accordance with RSA 673:13, the City Council may remove any member, or alternate, after a public hearing and a written finding of inefficiency, neglect of duty, or malfeasance in office. The written reasons shall be filed with the City Clerk.
- G. Disqualification. All members shall comply with relevant sections of the City Code of Ethics (Chapter **21**) concerning conflicts and disqualification rules pursuant to RSA 673:14.
- H. Finances. Any Planning Board expenses shall be paid in accordance with RSA 673:16.
- I. Bylaws. The Planning Board shall adopt rules of procedure for governing the conduct of meetings.
- J. Authority and duties. The duties and authority of the Planning Board shall comply with RSA 672 to 677 and this section.
- (1) Pursuant to the provisions of RSA 674:43, the Planning Board is hereby authorized to require preliminary review of site plans and to review and approve or disapprove site plans for the development or change or expansion of use of tracts for nonresidential uses or for "multifamily dwelling units," which are defined as any structures containing more than four dwelling units, whether or not such development includes a subdivision or resubdivision of the site.
- (2) Pursuant to the provisions of RSA 674:43, III, the Planning Board may delegate its site review powers and duties in regard to minor site plans to a committee of technically qualified administrators chosen by the Planning Board from the Community Services Department, the Planning Department, and other similar departments in the City of Dover. Should the Planning Board elect to do so, the aforesaid committee of technically qualified administrators may be delegated final authority to approve or disapprove minor site plans.
- (23) Pursuant to RSA 674:35, the Planning Board is authorized to require preliminary review and approval of subdivisions, including the review and approval of plats, the grading of streets and the installation of utility structures.

3. TAKES EFFECT

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

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.B.1. Ordinance Number: O – 2022.12.14 – 014 Ordinance Title: Boards, Commissions and Committee Chapter: 9 Section: 9-8 Planning Board
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REQUIRES PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance:

Joshua M. Wyatt
City Attorney

Recorded by:

Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

First Reading Date: 12/14/2022	Public Hearing Date: 01/11/2023
Approved Date:	Effective Date:

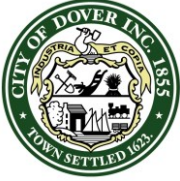
DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote: 01/11/2023	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		0
Ordinance does pass.		

ORDINANCE BACKGROUND MATERIAL:

This ordinance is intended to make a technical update to Chapter 9, clarifying that the Planning Board may, as allowed by statute if authorized by City Council, delegate final site review powers and duties to the Technical Review Committee (or a similar committee authorized by RSA 674:43, III) for minor site plans.

Document Created by: Legal	O-2022.12.14 Boards, Commissions and Committees,
Document Posted on: January 19, 2023	Chapter 9, Section 9-8
	Page 3 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2023.01.11 - 005**

Resolution Re: Authorization to Accept and Expend the Assistance to Firefighters Grant

WHEREAS: The City of Dover Fire & Rescue Department has applied for the Assistance to Firefighters Grant funded by the FEMA Administration in the amount of \$56,354.39 with a city match of 10%; and

WHEREAS: For this Grant, DF&R proposes to provide Fitness Equipment, Training and Support using O2X human performance. Their approach makes steady, incremental improvements in physical training, stress identification and mitigation, nutrition planning, recovery and development as a way to decrease injuries, enhance readiness, and optimize mental and physical performance; and

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b and RSA 21-P:43, authorization by the City Council to expend the grant funds for eligible project costs is needed; and

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

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to expend the grant funds awarded to the City of Dover, and any funding received is hereby appropriated for said purposes. The City Council, in a majority vote, accepts the terms and requirements of the Grant, and authorizes the City Manager to sign all necessary paperwork for the grant as well as contract(s) with a vendor, consistent with the authority herein.

AND, FURTHER BE IT RESOLVED THAT:

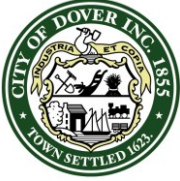
In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
TBD	Assistance to Firefighters Grant	56,354.39	Plus 10% match

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2023.01.11 - 005**
Resolution Re: Authorization to Accept and Expend the Assistance to
Firefighters Grant

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

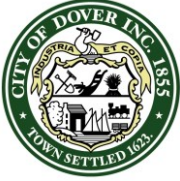
DOCUMENT HISTORY:

First Reading Date: 01/11/2023
Approved Date:

Public Hearing Date: 01/25/2023
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2023.01.11 - 005**

Resolution Re: Authorization to Accept and Expend the Assistance to
Firefighters Grant

RESOLUTION BACKGROUND MATERIAL:

With new technology and implementation of industry best practices, nation-wide Firefighter injuries rates have decreased over the years. For many years, Dover Fire & Rescue (DF&R) has been an active participant in fulfilling the National Fallen Firefighter Foundation 16 Life Safety Initiatives. Initiative #2: *Enhance the personal and organizational accountability for health and safety throughout the fire service*, Initiative #10: *Grant programs should support the implementation of safe practices and/or mandate safe practices as an eligibility requirement*.

A key component to fulfilling health & wellness initiatives is to study preventable incidents that increase personnel expenses and personnel injuries. Analysis of health & wellness data has encouraged DF&R to consider how we can improve the Department's health & wellness program. DF&R recently conducted a baseline employee health and wellness needs assessment. This assessment was based upon several factors that included, but were not limited to, a history of employee injuries/illness that may have been prevented had a proper prevention program been in place. This study has provided DF&R a strong sense of urgency and a heightened desire to take additional preventive action in order to keep Department employees healthy, safe, ready to respond and to reduce personnel & operational costs.

DF&R requires a medical physical and immunizations for all personnel in compliance with Federal Emergency Management Agency-Assistance to Firefighter Grant programs, and National Fire Protection Association standards. DF&R currently requires all personnel to participate in an annual behavioral health screening and assessment with a psychologist. This requirement is an important part of the Department's health and wellness program.

Acceptance of this grant will enable DF&R to enhance its health and wellness program by purchasing new exercise equipment for each fire station, and will provide each employee with an individualized training program.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2023.01.25 – 007**
Resolution Re: Purchase of Fire / EMS, Public Safety Equipment – Fire
Tech & Safety Mass State Contract Bid PSE01

WHEREAS: The Commonwealth of Massachusetts conducted a bid solicitation for Fire/EMS and Police Public Safety Equipment and offers volume discounting on specialty items, which included services, supplies and equipment, and was approved by the Commonwealth of Massachusetts via contract PSE01; and

WHEREAS: The City of Dover Fire & Rescue would like to utilize the Commonwealth of Massachusetts contract, at the 25-35% price discount off manufacturing prices, through Fire Tech & Safety of New England for Duel Force Series Nozzles with Pistol Grip and Task Force Tips Pistol Grip Nozzles in the amount totaling \$41,175.00; and

WHEREAS: Per 5-29B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the purchasing agent may, with approval of the city manager, waive bidding procedures when purchasing through the state of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups; and

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 Fire Tech & Safety of New England of Tyngsborough, MA in the amount of \$41,175.00 which represents discounted pricing in conjunction with the MA bid PSE01. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1009.1.220.42220.4741.00000.22	Machinery and Equipment	74,491.00	66,261.00

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.1.

Resolution Number: **R – 2023.01.25 – 007**
Resolution Re: Purchase of Fire / EMS, Public Safety Equipment – Fire
Tech & Safety Mass State Contract Bid PSE01

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 Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Fire Tech & Safety of New England, Inc., operates New England's largest and most diverse emergency equipment service and products for first responders.

Bid Information:

The Commonwealth of Massachusetts conducted a bid solicitation for Fire/EMS and Police Public Safety Equipment and offers volume discounting on specialty items, which included services, supplies and equipment, and was approved by the Commonwealth of Massachusetts via contract PSE01.

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2022.08.10 – 008**
Resolution Re: B23001 Purchase of Fire, EMS, Public Safety Equipment
Bergeron Protective Clothing- MA Bid PSE01

WHEREAS: The Commonwealth of Massachusetts conducted a bid solicitation for Fire/EMS and Police Public Safety Equipment. Bergeron Protective Clothing LLC of Epsom NH is the distributor of Globe Manufacturing gear and offers volume discounting on specialty items which included turnout gear / equipment and was approved by the Commonwealth of Massachusetts via contract PSE01; and

WHEREAS: The City of Dover Fire & Rescue currently utilizes G-Extreme turnout gear and has had great success with the product. The PSE01 contract also offers a variety of other public safety items such as boots, helmets and gloves. This gear purchase fulfills the previously approved goal of providing protective equipment for the department's firefighters. The City would like to utilize the Commonwealth of Massachusetts contract, at the volume price discount of manufacturing prices that range at minimum 30% off, through Bergeron Protective Clothing LLC for this and other public safety clothing and equipment needs; and

WHEREAS: Per 5-29B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the purchasing agent may, with approval of the city manager, waive bidding procedures when purchasing through the state of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to Bergeron Protective Clothing, LLC of Epsom NH for as needed clothing and equipment at discounted pricing in conjunction with the MA bid PSE01. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4019.1.220.42220.4741.02254.19	Equipment & Machinery	1,250.06	1,250.06
4023.1.220.42220.4741.02254.19	Equipment & Machinery	208,000.00	208,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2022.08.10 – 008**
Resolution Re: B23001 Purchase of Fire, EMS, Public Safety Equipment
Bergeron Protective Clothing- MA Bid PSE01

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 Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2022.08.10 – 008**

Resolution Re: B23001 Purchase of Fire, EMS, Public Safety Equipment
Bergeron Protective Clothing- MA Bid PSE01

RESOLUTION BACKGROUND MATERIAL:

The City of Dover Fire & Rescue is in the process of outfitting firefighters with new turn out gear. Upon employment with the City of Dover Fire & Rescue Service, each firefighter is issued Personal Protective Equipment (PPE). PPE is the protective clothing, gear, and equipment used by firefighters when conducting essential job functions such as structural firefighting, wildland firefighting, technical rescue, hazardous materials mitigation, motor vehicle accidents, disentanglement/extricating of persons from vehicles and industrial equipment, among other functions. Structural firefighting PPE, also known as *turn-out gear* is designed to fully encapsulate firefighters enabling them to enter hazardous environments that are classified as *Immediately Dangerous to Life and Health*.

This proposed purchase of structural firefighting PPE meets or exceeds the National Fire Protection Association Standard; (NFPA) Standard 1971, Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting. NFPA 1971 protects firefighting personnel by establishing minimum levels of protection from thermal, physical, environmental, and bloodborne pathogen hazards encountered during structural and proximity firefighting.

Globe Manufacturing Company, a world-leader of firefighter turn-out gear distributes their products throughout an international fire service market from their main headquarters and manufacturing facility located in Pittsfield, New Hampshire. Bergeron Protective Clothing, LLC, A family-run business has been a distributor of Globe Manufacturing turn-out gear and other fire service PPE for over 40 years from their Epsom, New Hampshire business location.

Award Information:

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

Equipment & Cost Offered



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2023.01.25 – 009**

Resolution Re: Award of Bid B23037 for Critical Flood Risk Infrastructure Grant for Stormwater & Flood Resilience Utility Project

WHEREAS: A sealed Request for Qualifications #B23037 was issued and received for Professional Consulting Services for the Critical Flood Risk Infrastructure Grant for Stormwater & Flood Resilience Utility Project on December 21, 2022 at 2:00 p.m.; and

WHEREAS: A mandatory virtual prebid meeting was conducted with 13 vendors participating. One response was received and reviewed for necessary qualifications, experience, understanding of project scope, approach for completing the work, certification to design, deliver, support and manage proposed solution and the offer came from Stantec Consulting Services Inc in the amount of \$135,525.00. The city utilizes this vendor for other work throughout the city. It is the recommendation to award project to Stantec Consulting Services Inc as listed; and

WHEREAS: The City received notice from the New Hampshire Department of Environmental Services (NHDES) of an award of a Critical Flood Risk Infrastructure Grant (CFRING) grant funds thanks to funding available from the American Rescue Plan Act (ARPA) to be utilized for eligible costs for the Stormwater and Flood Resilience Utility Project; and

WHEREAS: City Council approved the grant acceptance via resolution [R-2022.06.08-120](#) for consulting services in the amount of \$100,000.00 with no match requirement, The scope of work includes tasks outlined in the background section of this resolution; and

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 Stantec Consulting Services Inc of Washington DC in the amount of \$135,525.00. 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
2110.1.300.43155.4339.01152.22	Critical Flood Risk Infrastructure Grant	100,000.00	100,000.00
5320.1.300.43256.4730.00000.00	WWTP Improvementso/t Buildings	500,000.00	500,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2023.01.25 – 009**

Resolution Re: Award of Bid B23037 for Critical Flood Risk Infrastructure Grant for Stormwater & Flood Resilience Utility Project

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 Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The City of Dover is the first community in the State of New Hampshire to move forward with implementing a stormwater and flood resilience utility and is committed to sharing the lessons learned and all deliverables with other communities facing similar challenges. The city is looking to NHDES to help fully fund the robust effort that is needed to ensure that this project is successful.

As identified in the Climate Adaptation Chapter of the City of Dover Master Plan (2018), parts of the City's stormwater system are not sized to handle the volume of stormwater runoff from current and future storms. The proposed stormwater and flood resilience utility will ensure adequate and dedicated funding to allow the city to make needed improvements to protect against existing and projected flood risk.

The proposed project will result in a fully developed plan for a Stormwater and Flood Resilience Utility that could be presented to the City Council for a vote at the end of 2023 with implementation to occur on July 1, 2024. Once a stormwater and flood resilience utility is established, all of the revenue is dedicated to a separate utility fund. Therefore, the Stormwater Program would no longer compete with other General Fund programs for funding.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2023.01.25 – 009**

Resolution Re: Award of Bid B23037 for Critical Flood Risk Infrastructure
Grant for Stormwater & Flood Resilience Utility Project

Task	Description	Cost
1	CFRING Compliance Initial Documentation	3,085.00
2	Develop Outreach Plan	11,680.00
3	Review & Finalize Impervious Area Analysis	15,320.00
4	Determine Funding Need & Develop Utility Fee Scenarios	19,470.00
5	Develop Credit System	14,460.00
6	Implement Outreach Plan	18,800.00
7	Develop Utility Implementation Plan & Ordinance	15,160.00
8	Presentation to council	10,790.00
9	Project management & Meeting Coordination	21,010.00
10	Reporting	5,750.00
		135,525.00

Bid Information:

A sealed Request for Qualifications #B23037 was issued and received for Professional Engineering Consulting Services for the Critical Flood Risk Infrastructure Grant for Stormwater & Flood Resilience Utility Project on December 21, 2022 at 2:00 p.m.

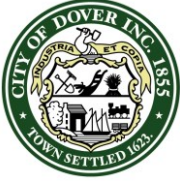
Award Information:

A purchase order will be issued to the vendor selected to authorize future expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	406	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	asap
Recommended Award to:	Stantec Consulting Services Inc	Fund:	Grant & GF
Other Approvals Required:	State of NH	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000

[B23037 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2023.01.25 – 010**
Resolution Re: B23038 Surveying Services as Needed

WHEREAS: A sealed Request for Proposal #B23038 was issued and received for Surveying Services on an “as needed” basis on December 29, 2022 at 2:00 p.m.; and

WHEREAS: The purpose was to request quotes for hourly rates for Surveying Services as needed and/or requested by various City Departments. A NH registered, professional land surveyor shall be responsible for all work performed. Selected firms shall also hold professional / error and omissions insurance coverage; and

WHEREAS: The city received (5) five replies. The intent of this bid is to identify three (3) qualified surveying companies for possible future use by the City on various projects over a one (1) year period of time, with option to renew for two additional one-year terms. It is the recommendation to award as needed survey services to Trittech Engineering Corporation, Haight Engineering, PLLC (dba McEneaney Survey Associates), and Doucet Survey, LLC.; and

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 Trittech Engineering Corporation, Haight Engineering, PLLC (dba McEneaney Survey Associates), and/or Doucet Survey, LLC for Surveying Services as needed services. 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.XXXXX.4339.00000.	Community Services - Consulting Services	61,975.00	56,975.00

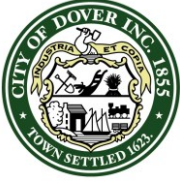
AUTHORIZATION

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.4.

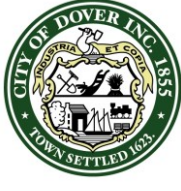
Resolution Number: **R – 2023.01.25 – 010**
Resolution Re: B23038 Surveying Services as Needed

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 Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.4. Resolution Number: R – 2023.01.25 – 010 Resolution Re: B23038 Surveying Services as Needed
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RESOLUTION BACKGROUND MATERIAL:

The intent of this bid is to identify three (3) qualified surveying companies for possible future use by the City on various projects over a one (1) year period of time, with option to renew for two additional one year terms. Using the rates quoted, only these three (3) companies will be contacted when a surveying need arises to provide a quote based on a specific scope of services provided by the department requesting the work to be done. The company providing the low quote at that time will most likely be selected to undertake the surveying job unless there are other pertinent factors involved (i.e., timeliness of response, manpower availability, etc.)

In addition, there may be occasions when specific project-related civil engineering design services are also required to complement the surveying services component of the total scope of services being requested.

Bid Information:

Request for Proposal #B23038 was issued and received December 29, 2022 @ 2:00 p.m. EST.

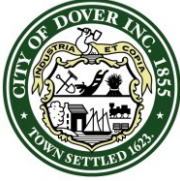
Award Information:

A purchase order will be issued to the vendor selected to authorize future expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	408	Number of Responses:	5
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One year with option to renew for two additional one-year terms.	Estimated Delivery:	January 2023
Recommended Award to:	Tritech Engineering Corporation, Haight Engineering, PLLC (dba McEneaney Survey Associates), and Doucet Survey	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B23038 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2023.01.25 – 011**

Resolution Re: B23042 Bobcat T450 VS Compact Track Loader - Sourcewell

WHEREAS: The City of Dover is a member of Sourcewell, formally the National Joint Powers Alliance (NJPA), a member-focused public cooperative of more than 50,000-member agencies throughout the United States and, therefore, may purchase utilizing any of their cooperative purchasing agreements. In May 2019, Sourcewell solicited RFP#040319 and entered into agreement with Bobcat Contract #040319 for Medium Duty and Compact Construction Equipment with Related Attachments, Accessories and Suppliers through May 31, 2023; and

WHEREAS: The equipment for consideration to be delivered for Dover Police Parking is a new Bobcat T450 VS Compact Track Loader in the amount of \$61,538.44; and

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

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 Bobcat of New Hampshire of Chichester, NH for the purchase of a new Bobcat T450 VS Compact Truck Loader in the amount of \$61,538.44. 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
4023.1.210.42130.4741.02390.23	Machinery & Equipment	61,538.44	61,538.44

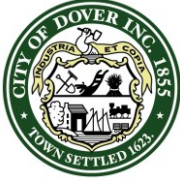
AUTHORIZATION

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.5.

Resolution Number: **R – 2023.01.25 – 011**

Resolution Re: B23042 Bobcat T450 VS Compact Track Loader - Sourcewell

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 Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2023.01.25 – 011**

Resolution Re: B23042 Bobcat T450 VS Compact Track Loader - Sourcewell

RESOLUTION BACKGROUND MATERIAL:

The equipment for consideration is a new Bobcat T450 VS Compact Track Loader in the amount of \$61,538.44. Price includes 60 month Protection Plus, 62” heavy duty bucket and 60” snow blade.

Bid Information:

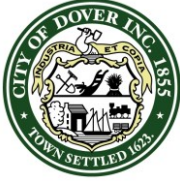
The City of Dover is a member of Sourcewell, formally the National Joint Powers Alliance (NJPA), a member-focused public cooperative of more than 50,000-member agencies throughout the United States and, therefore, may purchase utilizing any of their cooperative purchasing agreements. In May 2019, Sourcewell solicited RFP#040319 and entered into Contract #040319 with Bobcat for Medium Duty and Compact Construction Equipment with Related Attachments, Accessories and Suppliers through May 31, 2023.

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:	No
Invitations Emailed:	N/A	Number of Responses:	N/A
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	30 days	Estimated Delivery:	Spring 2023
Recommended Award to:	Bobcat of New Hampshire	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2023.01.25 – 012**
Resolution Re: Professional Support Services for (SCADA) Supervisory
Control and Data Acquisition - Woodard & Curran

WHEREAS: The City of Dover Community Services Department seeks to retain Woodard & Curran for (SCADA) Supervisory Control and Data Acquisition emergency support services; or for periodic control system maintenance on “as Requested” basis; and

WHEREAS: The City of Dover and Woodard & Curran has successfully engaged SCADA design, installation and upgrades since 1998 when the sealed Request for Proposal was released and awarded to Woodard & Curran. In the short-term, the City continues to require expert advice and services on matters involving the SCADA which can be procured in the form of support services from an outside consultant which was approved via [R-2022.08.24-181](#) ; and

WHEREAS: The immediate interest of the City in SCADA matters will be best served with additional consulting services that can be provided by Woodard & Curran until a full time SCADA Administrator is hired. The “as requested” support services are being offered at a locked in rate per hour as listed in the SCADA Service Program ranging from \$110-\$263 per hour depending on staff type and service provided and will not exceed the appropriations outlined in the consulting and technical services accounts; and

WHEREAS: Per 5-28.B, Competitive Bidding Purchase; Waiver: Competitive bidding may be waived by a majority vote of the City Council; and

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 Woodard & Curran of Portland, ME at rates provided for support services at hourly rates outlined in this resolution. 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
5320.1.300.43250.4341.00000.00	CS - Sewer - Technical Services	265,119	89,966
5300.1.300.43320.4341.00000.00	CS - Water Technical Services	368,654	153,168

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2023.01.25 – 012**
Resolution Re: Professional Support Services for (SCADA) Supervisory
Control and Data Acquisition - Woodard & Curran

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 Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2023.01.25 – 012**
Resolution Re: Professional Support Services for (SCADA) Supervisory
Control and Data Acquisition - Woodard & Curran

RESOLUTION BACKGROUND MATERIAL:

The City of Dover relies on a computer-based supervisory control and data acquisition (SCADA) system to monitor, regulate and control its drinking water and sanitary sewer systems. SCADA allows for real-time monitoring of all operational parameters, and can be used for remotely controlling pumps, setpoints, and other critical operating parameter. SCADA capability eliminated the need for critical facilities to be staffed on a 24/7 basis.

Woodard & Curran (W&C) was the original outside consulting firm that guided the implementation and development of a SCADA system for the City's water and sewer systems. This dated back to 1998. W&C stayed engaged over the years, helping the City with subsequent improvements and upgrades. W&C last provided SCADA system as-built drawings and line diagrams in 2005, with updates in 2008. W&C has detailed institutional knowledge of the SCADA system architecture and function.

The City had retained an in-house SCADA administrator to help oversee the systems and provide for immediate emergency support services if any issues arose. However, that position is now vacant creating a need to rely on outside consultants to provide critical emergency support services. While our water and sewer operators can respond to any alarm conditions, there is highly technical specialized computer programming skills required to trouble-shoot and diagnose some of the computer systems. This support expertise is required to ensure the water and sewer system remain fully functional at all times and through all conditions.

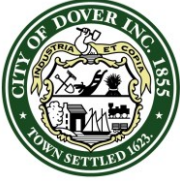
W&C is the desired consultant to provide service given their familiarity and expertise with Dover's SCADA system, and they are also recognized as industry experts and maintain a 24/7 emergency on-call network in order to provide immediate after-hours support.

Bid Information:

Per 5-28.B, Competitive Bidding Purchase; Waiver: Competitive bidding may be waived by a majority vote of the City Council.

Award Information:

A purchase order will be issued to Woodard & Curran to authorize expenditures as outlined in this resolution.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2023.01.25 – 013**

Resolution Re: Approval of Library Board of Trustees' Operating Rules

WHEREAS: The City of Dover's Library Board of Trustees has determined a need to amend and update its Operating Rules; and

WHEREAS: The attached Operating Rules were revised on January 5, 2023 and are hereby being submitted for City Council's review and approval.

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

The attached Library Board of Trustees' Operating Rules, as revised January 5, 2023, are hereby approved and adopted by the City of Dover.

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 – 2023.01.25 – 013 Resolution Re: Approval of Library Board of Trustees’ Operating Rules		

DOCUMENT HISTORY:

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

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See attached Operating Rules for the Library Board of Trustees, with tracked changes showing the amendments adopted by the Board of Trustees on January 5, 2023. In general terms, the Operating Rules amendments make technical updates in keeping with O-2022.10.12-012, which updated the Board of Trustees’ terms and membership. The amendments also codify a public forum to be held every other meeting by the Board of Trustees.



LIBRARY BOARD OF TRUSTEES OPERATING RULES

Article I. Name

The name of the board is the Dover Library Board of Trustees.

Article II. Authority and Duties

- A. The Library Board of Trustees' authority and duties are to study, consider and recommend to the City Council and the City Manager, or designee, general policies regarding the operation of the Dover Public Library and to advocate, promote and perpetuate the growth, prosperity and the usefulness of the public library.

Article III. Membership

- A. **Membership.** There shall be five (5) members and two alternates, residents of the City of Dover. Should any member cease to be a resident of the City of Dover, notice shall be given to the Board and a vacancy shall be declared. Members shall be appointed to terms of three (3) ~~five (5)~~ years, consistent with staggered terms.
- B. **Attendance, Vacancies and Removal.** All appointments to the board shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any board member is absent for four (4) consecutive meetings or four (4) regular meetings in a calendar year, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority. Appointments made to fill any vacancies shall be for full terms to begin the date of appointment by the appointing authority unless otherwise provided in state statute. Conditions for removal of any board member shall be defined by statute, ordinance or the Charter.
- C. **Alternates.** The Chair shall fill any seat of an absent or open regular member with an alternate. Alternates shall be called to sit using a sequential rotation system. Where not seated in place of regular members, alternates shall still be allowed to participate in meetings as non-voting members, including discussions.

Article IV. Officers and Staffing

- A. **Officers.** The officers consist of a Chair and Vice Chair who shall be selected by the membership and who shall serve at the pleasure of the membership for one-year terms. Officers may be re-elected.
- B. **Duties of the Chair.** The Chair shall have general supervisory and directional powers over the board. The Chair shall preside at all board meetings and set the board's agenda. The Chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the board, unless this responsibility is delegated in writing.

- C. **Vice Chair.** The Vice Chair shall execute all powers of the Chair in the absence of the Chair. In the absence of the Chair and Vice Chair from a Board meeting, the members shall select a temporary Chair for the meeting.
- D. **Secretary.** The secretary to the Board shall be the Library Director or her delegate who shall keep a true and accurate account of all Board meetings. The Library Director shall issue notices of regular and special meetings, shall have custody of the minutes and other records of the Board, shall notify the appointing body of any vacancies on the Board, and shall generally perform such duties associated with the position.
- E. **Library Director and Staff.** The Library Director, appointed by the City Manager, shall be the executive and administrative officer of the Library Department of the City of Dover, and shall represent the Library at Departmental meetings. The Library Director shall carry out policies adopted by the Board and approved by the City Manager, shall be responsible for the employment and direction of the staff, for the care and maintenance of the building and equipment, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Library Director shall attend all Library Board meetings and shall present a Report at each regular meeting. The City of Dover may provide staff support to the board for meeting notification, typing, copying, and information gathering to the extent permitted by the city budget. All staff shall remain under the direction of the employer.

Article V. Procedures

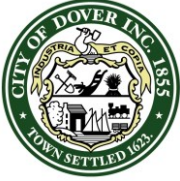
A. Meetings.

1. The board shall hold regular meetings each month except for July and August at a time and place designated by the Chair.
2. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown as far as circumstances permit:

a.) Call to order	fg.) Old Business
b.) Approval of minutes	gh.) New Business
c.) <u>Public Forum (every other meeting)</u>	hi.) Public Presentations
ed.) Report of the Library Director	
ee.) Committee reports	
ef.) Correspondence	
3. The business of the board shall be conducted in public session unless otherwise permitted by state law. All meetings of the board and subcommittees shall be posted to comply with state law. State law requires all meetings to be posted in two (2) places with a minimum of twenty-four (24) hours notice.
4. The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual report, shall be held in conjunction with the regular April meeting.
5. Special meetings may be called by the Chairman, or secretary of the Board, or at the request of two members, provided that notice be given to all members and the public at least 24 hours in advance of the special meeting.
6. Public forum shall be included on the agenda and held at the discretion of the chair, generally at least every other regular meeting of the Board. Public forum is intended to encourage and allow ongoing input and feedback from the public with respect to the business of the Board. The following limitations shall apply to public forum:
 - i. Speakers shall be residents of the City of Dover, property owners in the City of Dover, and/or designated representatives of recognized civic organizations or businesses located in the City of Dover;
 - ii. Speakers shall address their comments to the presiding officer and the Board as a body and not to any individual member;
 - iii. Speakers shall first recite their name and address for the record;

- iv. Each speaker will be provided a single opportunity for comment, limited to five (5) minutes;
- v. The public forum shall not be a two-way dialogue between speaker(s) and Board members;
- vi. The presiding officer shall preserve strict order and decorum forum and by all speakers appearing before the Board.

- B. **Quorum.** Fifty-one percent (51%) of the voting membership of the board shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the board is *Robert's Rules of Order Revised*, ~~10th~~ 12th ed, except as provided by these rules or local, state or federal law.
- D. **Committees.**
 - 1. The Chair shall appoint special committees of one or more members for such specific purposes as the functions of the Board may require from time to time. The committee shall be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.
 - 2. All committees shall make a progress report at each Board meeting.
 - 3. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
- E. **Minutes.** Minutes shall be kept for all meetings of the board. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the board at the next meeting of the board, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- F. **Recording of Meetings.** The board shall arrange for video recording at all meetings. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- G. **E-mail accounts.** Board members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Board members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the board. In addition, board members shall refrain from conducting the official business of the board outside the view of the public and the press unless permitted by state law.
- H. **Nonpublic meetings.** The board may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.
- I. **Amendment of Rules.** These rules may be repealed or amended by a vote of the Dover City Council based upon the recommendation of the board.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2023.01.25 – 014**

Resolution Re: Approval of Long Hill Road Tower Lease Agreement with
County of Strafford c/o Strafford County Sheriff's
Department

WHEREAS: The County of Strafford, through its Sheriff's Department, has requested permission to locate public radio equipment on the City's 150-foot monopole at 308 Long Hill Road (Dover Tax Map A-43); and

WHEREAS: The parties have negotiated terms of a proposed lease agreement as set forth in the attached draft lease, with the terms stated herein.

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

The City Manager is authorized to finalize and sign a lease agreement between the City of Dover and the County of Strafford c/o Strafford County Sheriff's Department for rental of a portion of a 150-foot monopole radio tower located on real property at 308 Long Hill Road (Dover Tax Map A-43).

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.8. Resolution Number: R - 2023.01.25 – 014 Resolution Re: Approval of Long Hill Road Tower Lease Agreement with County of Strafford c/o Strafford County Sheriff's Department	

DOCUMENT HISTORY:

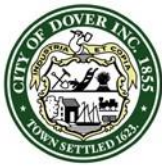
First Reading Date: Approved Date:	Public Hearing Date: Effective Date:
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DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See attached draft Lease Agreement.



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 _____, 2023 by and between County of Strafford c/o Strafford County Sheriff's Department, New Hampshire, with an address of 259 County Farm Road, Dover, NH 03820, a political subdivision of the State of New Hampshire, (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, a municipal entity (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:

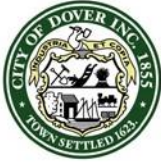
1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space defined as follows:

A portion of a 150-foot monopole radio tower located on the real property owned by the LESSOR at Dover Tax Map A-43 (308 Long Hill Road), as shown on the attached concept plan as Exhibit A, including the following accessory areas: (i) an area of approximately 8 feet by 4 feet for the location of an electrical cabinet, in an area satisfactory to the LESSOR as shown in Exhibit A, (ii) an area of approximately 4 feet by 2.5 feet for LESSEE to place a propane tank (on an approximately 2 foot diameter pad) and generator, in an area satisfactory to the LESSOR as shown in Exhibit A, and (iii) the use of a four-inch conduit running from a utility pole inside the fenced area to the upright on the City's electrical meter and the nonexclusive use of a two-inch conduit that runs from the meter location to the back of the City's shelter.

(hereinafter the "Space"). The provisions of the concept plan in Exhibit A are incorporated herein by reference, and LESSEE's use of the Space shall conform to same. The parties acknowledge that LESSOR does not grant, lease, let or demise hereby, but expressly excepts and reserves here from, all rights to oil, gas, water, and mineral in, on, or under and that might be produced or mined from the Space or the property at Dover Tax Map A-43 (308 Long Hill Road). No drilling or other such activity shall be undertaken by LESSEE on or beneath the surface of the property generally or to recover any oil, gas, water, or minerals.

There shall be no monthly rent due from LESSEE for the Space. LESSEE, however, shall bear the sole costs of all installation, maintenance, relocation, moving, and removal of LESSEE's equipment placed pursuant to this Lease Agreement. Additionally, in lieu of monthly rent charged by LESSOR, the LESSEE hereby agrees to provide emergency back-up public safety radio communications for the City of Dover at no charge to the City of Dover.



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603.516.6000

The term of LESSEE's Lease Agreement shall be for five years, beginning on _____, 2023 (hereinafter the "Initial Term"). After the expiration of the Initial Term, this Lease Agreement shall renew automatically for successive five-year periods unless and until LESSOR or LESSEE notifies the other party in writing of its intent to terminate this lease.

2. Condition of Premises.

The LESSOR leases the Space "as is". LESSEE shall be solely responsible for all associated costs for desired original and future use of its property in the Space. LESSEE shall be solely responsible for insuring all improvements and contents of the Space.

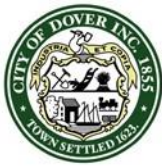
3. Access to Premises.

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.

4. Approvals; Interference.

LESSEE shall be responsible, at LESSEE's sole cost, for obtaining all federal, state, and/or local governmental approvals/permits (hereinafter "Government Approvals"). Nothing in this Agreement shall be construed as an approval, or implied approval, of the City of Dover in their capacity as a governmental entity. Nothing in this Agreement in any way relieves the LESSEE of compliance with applicable law, including LESSEE's obligation to obtain any local permitting and/or code approvals necessary in connection with LESSEE's planned use of the Space.

LESSEE represents and warrants that its use of the Space will not interfere with those existing radio frequency users on the property at Dover Tax Map A-43 (308 Long Hill Road). Should LESSEE's use of the Space at any point unreasonably interfere with the LESSOR's existing radio frequency or other uses on the property at Dover Tax Map A-43 (308 Long Hill Road), then LESSEE may, at LESSEE's sole expense, attempt to remedy said interference to LESSOR's reasonable satisfaction, failing which LESSOR shall have the option to terminate this Agreement by giving LESSEE ninety (90) days prior written notice. LESSOR's termination of this Agreement pursuant to this provision shall be without further obligation of LESSOR and without any recourse by LESSEE. For the purposes of this Agreement, "interference" may include, but is not limited to, any use on the property at Dover Tax Map A-43 (308 Long Hill Road) that causes electronic or physical obstruction with, or degradation of, the communications signals from the communication facility.



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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 without recourse by the LESSEE against the LESSOR. A condemnation award shall belong exclusively to the LESSOR.

6. Use/Maintenance.

The LESSEE shall only use the Space in compliance with the City's ordinances, rules and regulations. LESSEE must keep and maintain the Space and LESSEE's equipment in good condition, reasonable wear and tear and damage from the elements excepted. LESSEE shall be responsible for coordinating, and having installed at LESSEE's sole cost, LESSEE's own private electrical utility feed, which will be solely LESSEE's responsibility and separate and independent from the LESSOR's electrical service.

7. Subletting and Assignment.

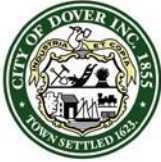
LESSEE shall neither sublet nor assign the Space under any circumstances without prior written consent by the LESSOR.

8. Personal Property.

All portions of the communication facility brought onto the property by LESSEE will be and remain LESSEE's personal property and, at LESSEE's option, may be removed by LESSEE at any time during or after the term of this Agreement. LESSEE will, at LESSEE's sole cost, repair any damage to the property and/or the Space resulting from LESSEE's removal activities. Any portions of the communication facility that LESSEE does not remove within one hundred twenty (120) days after the later of the end of the term shall be deemed abandoned, and LESSEE shall be solely responsible for LESSOR's costs incurred in connection with removing same, which obligation of the LESSEE shall survive the termination of this Agreement. In the event of aforesaid abandoned property of the LESSEE, the LESSOR is authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

9. Default/Early Termination.

In the event the LESSEE fails to perform its obligations under this Lease Agreement, this Lease



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Agreement is defaulted, and the LESSOR is entitled to immediate occupation and possession of the Space. 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 by LESSEE. 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 payments when due, the Lease Agreement may be immediately terminated at the option of the LESSOR.

This Agreement may be terminated by either party at any time during the initial or any extended term, and for any reason, by providing the other party with at least 90 days prior written notice of intent to terminate. Such termination shall not relieve either party of obligations and/or liabilities accrued.

10. Indemnification.

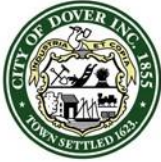
LESSEE agrees to pay, and to protect, defend (with counsel acceptable to the City), indemnify and save harmless LESSOR from and against any and all liabilities, losses, damages, costs, expenses (including all reasonable attorney's fees and expenses), causes of action, allegations, suits, claims, demands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

LESSEE's indemnification obligations shall survive the termination of this Lease Agreement.

11. Insurance.

LESSEE shall procure and maintain in force, at its expense, during the term of this Lease Agreement, and any extensions of such term, liability and property damage insurance for the LESSEE's leased Space to be considered primary and non-contributory coverage. Said insurance to be in limits of not less than One Million Dollars (\$1,000,000) per occurrence and



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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.

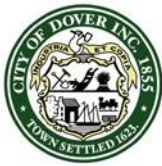
This Lease Agreement contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

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 affect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Lease Agreement.



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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. However, any and all work undertaken within or in relation to LESSEE's use of the Space shall be in conformance with all applicable federal, state, and local law.

19. Merger.

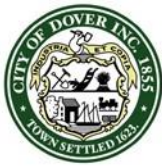
This Lease Agreement contains all terms and conditions agreed upon by the parties hereto and no other agreements or representations, oral or otherwise, regarding the subject matter of this Lease Agreement shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting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

20. Short Form Lease.

Contemporaneously with the execution of this Agreement, the parties will either record this lease or execute a recordable short-form memorandum of lease, in compliance with RSA 477:7 and RSA 477:7-a.

21. Immunity; Third Parties.

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.



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

LESSEE

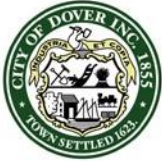
Witness

George Maglaras, Chairman of County
Commissioners, Duly Authorized

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

Witness
Sign and Print

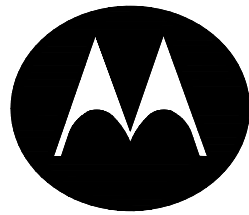
Duly Authorized



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EXHIBIT A
(Concept Plan)



MOTOROLA SOLUTIONS

SITE NAME: LONG HILL

308 LONG HILL ROAD
DOVER, NH 03820
CITY OF DOVER
STRAFFORD COUNTY

SITE INFORMATION

CURRENT USE: TELECOMMUNICATIONS FACILITY

SITE ADDRESS: 308 LONG HILL RD
DOVER, NH 03820

JURISDICTION: DOVER
STRAFFORD

LATITUDE (NAD 83): 43° 13' 49.47" N (43.230408°)
LONGITUDE (NAD 83): 70° 55' 31.13" W (-70.925314°)

MAP BLOCK NUMBER: A-43-D-0
PARCEL NUMBER: A0043-D00000
ZONING: R-40 (RESIDENTIAL)

PROPERTY / TOWER OWNER: CITY OF DOVER
288 CENTRAL AVENUE
DOVER, NH 03820

STRUCTURE TYPE: SELF-SUPPORT TOWER

STRUCTURE HEIGHT: 150'

CONSTRUCTION TYPE: IIB

USE GROUP: U

GROUND ELEVATION: 294' AMSL

PROJECT TEAM

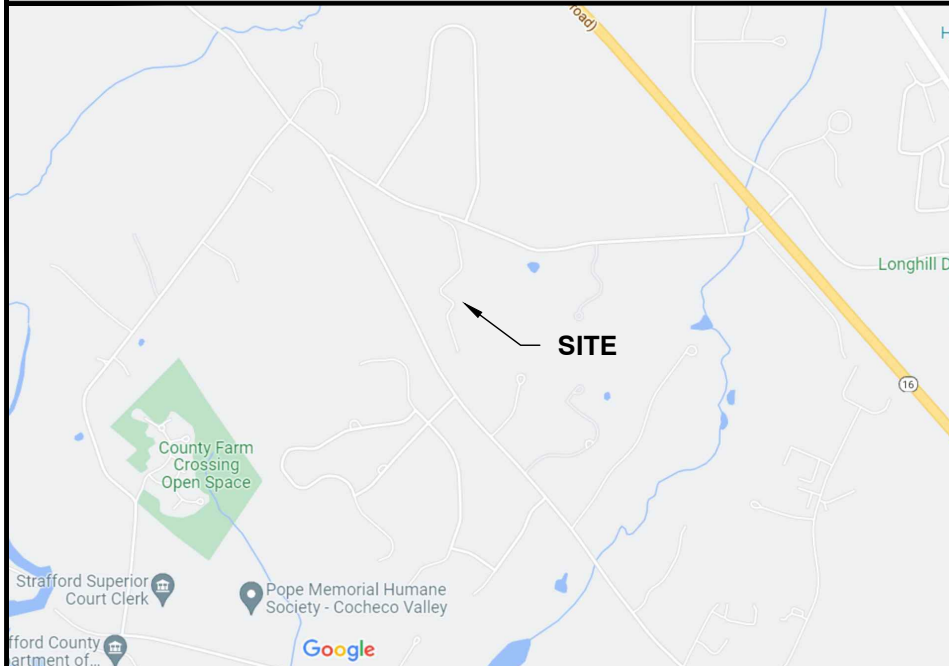
APPLICANT: MOTOROLA SOLUTIONS, INC
500 W MONROE STREET, SUITE 440
CHICAGO, IL 60661
(847) 576-5000

PROJECT MANAGEMENT FIRM: SR. PROJECT MANAGER, NEW ENGLAND:
WILLIAM FOUSTOUKOS
MOTOROLA SOLUTIONS, INC
WILLIAM.FOUSTOUKOS@MOTOROLASOLUTIONS.COM
(603) 918-6138

MOTOROLA SR. ENGINEER: STEVE BALDRATE, SYSTEMS ENGINEER
MOTOROLA SOLUTIONS, INC
(978) 987-8659

ENGINEERING FIRM: NB+C ENGINEERING SERVICES, LLC.
100 APOLLO DRIVE, SUITE 303
CHELMSFORD, MA 01824
(716) 856-8308

VICINITY MAP



SAFETY PLAN & EMERGENCY CONTACT INFO

POLICE: 911

FIRE/EMS: 911

HOSPITAL: WENTWORTH-DOUGLASS HOSPITAL
789 CENTRAL AVENUE
DOVER, NH 03820

NOTE:
GENERAL CONTRACTORS SAFETY PLAN SHALL BE LOCATED ON A JOB BOARD AT THE ENTRANCE INTO THE SITES COMPOUND.

CODE COMPLIANCE

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THE LATEST EDITIONS OF THE FOLLOWING CODES.

- 2015 INTERNATIONAL BUILDING CODE
- 2017 NATIONAL ELECTRICAL CODE
- 2015 NFPA 101, LIFE SAFETY CODE
- STATE FIRE CODE SAF-C 6000
- AMERICAN CONCRETE INSTITUTE
- AMERICAN INSTITUTE OF STEEL CONSTRUCTION
- MANUAL OF STEEL CONSTRUCTION 13TH EDITION
- ANSI/TIA-222-G
- TIA 607
- INSTITUTE FOR ELECTRICAL & ELECTRONICS ENGINEER 81
- IEEE C2 NATIONAL ELECTRIC SAFETY CODE LATEST EDITION
- TELECORDIA GR-1275
- ANSI/T 311

DRAWING INDEX

T-1 TITLE SHEET

GN-1 GENERAL NOTES I

GN-2 GENERAL NOTES II

C-1 COMPOUND PLAN

C-2 ELEVATION

A-1 ANTENNA & TOWER APPURTENANCE SCHEDULE & DETAILS

A-2 MW1 & MW2 DISH MOUNTING DETAILS

A-3 TX1 & RX1 ANTENNA MOUNTING DETAILS

G-1 CABLE GROUNDING DETAILS

DO NOT SCALE DRAWINGS

THESE DRAWINGS ARE FORMATTED TO BE SCALED AT FULL SIZE (22"X34") AND MAY NOT SCALE WHEN PRINTED AT OTHER SIZES. CONTRACTOR SHALL VERIFY ALL PLANS AND EXISTING DIMENSIONS AND CONDITIONS ON THE JOB SITE AND SHALL IMMEDIATELY NOTIFY THE DESIGNER / ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR MATERIAL ORDERS OR BE RESPONSIBLE FOR THE SAME. CONTRACTOR SHALL USE BEST MANAGEMENT PRACTICE TO PREVENT STORM WATER POLLUTION DURING CONSTRUCTION.

SCOPE OF WORK

PROJECT CONSISTS OF:

- INSTALLING (2) PROPOSED MW DISH ANTENNAS
- INSTALLING (2) PROPOSED VHF ANTENNAS
- INSTALLING (4) PROPOSED ANTENNA MOUNTS
- INSTALLING (2) PROPOSED DISH ANTENNA ICE SHIELDS
- INSTALLING (4) PROPOSED COAX CABLES

ENGINEERING FIRM

NB+C
TOTALLY COMMITTED.

NB+C ENGINEERING SERVICES, LLC.
100 APOLLO DRIVE, SUITE 303
CHELMSFORD, MA 01824
(978) 856-8308

APPLICANT

MOTOROLA
SOLUTIONS

SITE INFORMATION

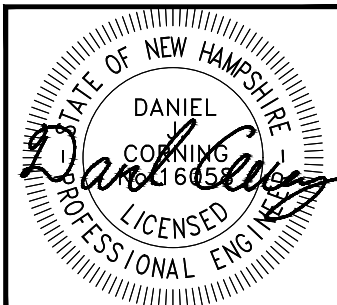
LONG HILL
308 LONG HILL RD
DOVER, NH 03820
CITY OF DOVER
STRAFFORD COUNTY

DESIGN RECORD

REVISIONS

REV	DATE	DESCRIPTION	BY
3	11/22/22	REVISED PER COMMENTS	CSG
2	08/29/22	REVISED PER COMMENTS	CSG
1	08/10/22	ADDED VHF ANTENNAS	CSG
0	07/19/22	FINAL	ACK

PROFESSIONAL STAMP



ENGINEER

DANIEL J. CORNING, P.E.
NH PROFESSIONAL ENGINEER LIC #53767

SHEET TITLE

TITLE SHEET

SHEET NUMBER

T-1

LAST PLOTTED: 11/22/2022 3:48 PM

GENERAL REQUIREMENTS

1.1 SUMMARY OF WORK

THE WORK MAY CONSIST OF, BUT NOT BE LIMITED TO, THE INSTALLATION OF EQUIPMENT CABINETS, ANTENNAS, AND LINES. FUEL TANKS, GROUNDING, ELECTRICAL WORK, ETC., ASSOCIATED WITH THE MOTOROLA EQUIPMENT AS INDICATED ON DRAWINGS AND AS SPECIFIED HEREIN. GENERAL CONTRACTOR SHALL SUPPLY ALL PERMANENT MATERIALS/EQUIPMENT REQUIRED AND ALL LABOR, EQUIPMENT, TOOLS, UTILITIES, MINOR HARDWARE/MATERIALS, TRANSPORTATION, AND FACILITIES NECESSARY FOR PROPER EXECUTION AND COMPLETION OF SERVICES AND INSTALL WORK, WHETHER TEMPORARY OR PERMANENT. GENERAL CONTRACTOR SHALL BE OBLIGATED TO PERFORM ALL THE WORK OUTLINED IN THESE DRAWINGS IN ACCORDANCE WITH THE CONTRACT AGREEMENT, FEDERAL REGULATIONS, STATE REQUIREMENTS, LOCAL CODES, COMMERCIAL/INDUSTRY STANDARDS, DETAILED SCOPE OF WORK, AND THE DOCUMENTS IDENTIFIED BELOW. IN CASE OF A CONFLICT BETWEEN THE ABOVE LISTED DOCUMENTS REGARDING STANDARDS OF WORK, THE MORE STRINGENT CRITERIA SHALL APPLY. ANY ADDITIONAL COSTS OR DELAYS RESULTING FROM CORRECTION OF THE WORK TO COMPLY WITH THE ABOVE REQUIREMENT SHALL BE THE SOLE RESPONSIBILITY OF THE GENERAL CONTRACTOR.

1.2 SITE VISIT

GENERAL CONTRACTOR SHALL VISIT THE SITE AND FAMILIARIZE ITSELF WITH THE SCOPE OF WORK REQUIRED PER THE DRAWINGS AND ALL LOCAL CONDITIONS, LAWS, AND REGULATIONS THAT MAY IN ANY MANNER AFFECT THE PRICE, PROGRESS, AND PERFORMANCE OF WORK, INCLUDING ANY COSTS ASSOCIATED WITH IT. THE GENERAL CONTRACTOR SHALL ALSO VERIFY THAT THE PROJECT CAN BE CONSTRUCTED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS AND NOTIFY THE MOTOROLA REPRESENTATIVE OF ANY DISCREPANCIES OR INTERFERENCES WHICH AFFECT THE WORK OF THIS CONTRACT.

1.3 STANDARDS AND CODES

THE FOLLOWING DOCUMENTS (LATEST REVISION) SHALL BE CONSIDERED TO BE SPECIFICATION AND ARE INCORPORATED HEREIN BY REFERENCE. IN THE EVENT OF CONFLICT BETWEEN THE REQUIREMENTS OF THIS SPECIFICATION AND THE REQUIREMENTS OF THE REFERENCE DOCUMENTS, THE STRICTER SPECIFICATION SHALL GOVERN. WHERE PROVISIONS OF THE CODES AND STANDARDS ARE IN CONFLICT WITH THE BUILDING CODE IN FORCE FOR THIS PROJECT, THE BUILDING CODE SHALL GOVERN.

A. MOTOROLA R56 STANDARDS AND GUIDELINES FOR COMMUNICATIONS SITES (LATEST REVISION).

B. MOTOROLA'S CIVIL WORKS BID SPECIFICATIONS.

C. AMERICAN CONCRETE INSTITUTE:

- ACI 301 SPECIFICATIONS FOR STRUCTURAL CONCRETE FOR BUILDINGS.
- ACI 305 HOT WEATHER CONCRETING.
- ACI 306 COLD WEATHER CONCRETING.
- ACI 318 BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE.
- ACI 614 RECOMMENDED PRACTICE FOR MEASURING, MIXING, AND PLACING CONCRETE.
- ACI 311 RECOMMENDED PRACTICE FOR CONCRETE INSPECTION.
- ACI 315 MANUAL OF STANDARD PRACTICE FOR DETAILING REINFORCED CONCRETE STRUCTURES.
- ACI 613 RECOMMENDED PRACTICE FOR SELECTING PROPORTIONS FOR CONCRETE.

B. AMERICAN NATIONAL STANDARDS INSTITUTE:

- ANSI Z359 REQUIREMENTS FOR PERSONAL FALL ARREST SYSTEMS, SUBSYSTEMS, AND COMPONENTS
- ANSI Z87.1 OCCUPATIONAL AND EDUCATIONAL EYE AND FACE PROTECTION
- ANSI Z89.1 PROTECTIVE HEADWEAR FOR INDUSTRIAL WORKERS – REQUIREMENTS
- ANSI/IEEE C95.1 SAFETY LEVELS WITH RESPECT TO HUMAN EXPOSURE TO RADIO FREQUENCY ENERGY
- ANSI/TIA/EIA STANDARD 222, REV H: STRUCTURAL STANDARD FOR ANTENNA SUPPORTING STRUCTURES AND ANTENNAS AND SMALL WIND TURBINE SUPPORT STRUCTURES.

C. AMERICAN INSTITUTE OF STEEL CONSTRUCTION

• AISC MANUAL OF THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION: LATEST EDITION

D. AMERICAN SOCIETY FOR TESTING AND MATERIALS:

- ASTM A615 – SPECIFICATION FOR DEFORMED AND PLAIN BILLET STEEL BARS FOR CONCRETE REINFORCEMENT.
- ASTM C94–80 – SPECIFICATION FOR READY–MIX CONCRETE.
- ASTM C39–77 – SPECIFICATION FOR TEST FOR COMPREHENSIVE STRENGTH OF CYLINDRICAL CONCRETE SPECIMEN.
- ASTM 33 – SPECIFICATION FOR CONCRETE AGGREGATES.
- ASTM C150 – SPECIFICATION FOR PORTLAND CEMENT.
- ASTM C172 – SAMPLING FRESH CONCRETE.
- ASTM C143 – SLUMP OF PORTLAND CEMENT CONCRETE.
- ASTM D698–91 – TEST METHOD FOR LABORATORY COMPACTION CHARACTERISTICS OF SOIL USING STANDARD EFFORT.
- ASTM D1556–84 – DENSITY OF SOIL IN PLACE BY THE SAND–CONE METHOD.
- ASTM D1557 – TEST FOR MOISTURE–UNIT WEIGHT RELATIONS OF SOILS AND SOIL–AGGREGATE MIXTURES USING 10–LB. HAMMER AND 18–IN. DROP. (PROCEDURE C)
- ASTM D2487 – STANDARD CLASSIFICATION OF SOILS FOR ENGINEERING PURPOSES. (UNIFIED SOIL CLASSIFICATION SYSTEM)
- ASTM D2922 – DENSITY OF SOIL AND SOIL AGGREGATE IN PLACE BY NUCLEAR METHODS SHALLOW DEPTH.
- ASTM D2940 – STANDARD SPECIFICATION FOR GRADED AGGREGATE MATERIAL FOR BASES OR SUB–BASES FOR HIGHWAYS OR AIRPORTS.

E. AMERICAN WELDING SOCIETY:

- AWS D12.1 – RECOMMENDED PRACTICES FOR WELDING REINFORCING STEEL. METAL INSERTS AND CONNECTIONS IN REINFORCED CONCRETE CONSTRUCTION.

F. CONCRETE REINFORCING STEEL INSTITUTE:

- MANUAL OF STANDARD PRACTICE

G. FEDERAL AVIATION ADMINISTRATION:

- DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION ADVISORY CIRCULAR, AC 70/7460–1G: OBSTRUCTION MARKING AND LIGHTING.
- DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION ADVISORY CIRCULAR, 150–5345–43, FAA/DOD SPECIFICATION L–856: HIGH INTENSITY OBSTRUCTION LIGHTING SYSTEMS.

H. FEDERAL COMMUNICATIONS COMMISSION:

- FEDERAL COMMUNICATIONS COMMISSION – RULES AND REGULATIONS PART 17, CONSTRUCTION, MARKING, AND LIGHTING OF ANTENNA STRUCTURES.

I. STRUCTURAL STEEL PAINTING COUNCIL:

- SSPC–SP–1–63: SPECIFICATION FOR PAINTING STEEL STRUCTURES.

J. NATIONAL FIRE PROTECTION ASSOCIATION:

- NFPA 1 – FIRE PREVENTIONS CODE
- NFPA 101 – LIFE SAFETY CODE
- NFPA 111 – STANDARD ON STORED ELECTRICAL ENERGY, EMERGENCY, AND STANDBY POWER SYSTEMS

M. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION:

- OSHA 1926
- OSHA DIRECTIVES CPL 2–1.29 – INTERIM INSPECTION PROCEDURES DURING COMMUNICATION TOWER CONSTRUCTION ACTIVITIES.

N. VIRGINIA STATE BUILDING AND ELECTRICAL CODE, OR AHJ CODES.

- 2018 INTERNATIONAL BUILDING CODE
- 2014 NATIONAL ELECTRIC CODE
- 2015 INTERNATIONAL FIRE CODE

1.4. NOTICE TO PROCEED

WHEN THE SITE IS READY FOR INSTALLATION, MOTOROLA SHALL ISSUE A NOTICE TO PROCEED TO THE GENERAL CONTRACTOR. UPON RECEIPT OF THE NOTICE OF PROCEED, THE GENERAL CONTRACTOR SHALL SUBMIT TO MOTOROLA A SCHEDULE REFLECTING THE WORK PLAN. THE SCHEDULE SHALL BE IN MS PROJECT AND PDF FORMAT. THE GENERAL CONTRACTOR SHALL ADVISE THE MOTOROLA REPRESENTATIVE IMMEDIATELY OF ANY SCHEDULE CHANGES. THE GENERAL CONTRACTOR SHALL ADJUST HIS WORK, AS REQUIRED, TO COORDINATE WITH THE MOTOROLA INSTALLATION TEAM IF THE SCHEDULES OVERLAP.

1.5. MOTOROLA REPRESENTATIVE

MOTOROLA SHALL DESIGNATE A REPRESENTATIVE. THIS PERSON IS THE ONLY CONTACT POINT AUTHORIZED TO MAKE ANY CHANGES TO THE CONTRACT PROVISIONS OR THE PLANS AND SPECIFICATIONS. ANY CHANGES MADE BY THE GENERAL CONTRACTOR ARE AT THE GENERAL CONTRACTOR'S RESPONSIBILITY AND RISK.

1.6. GENERAL CONTRACTOR FIELD REPRESENTATIVE

GENERAL CONTRACTOR SHALL ASSIGN A FIELD REPRESENTATIVE WHO IS FAMILIAR WITH THESE SPECIFICATIONS AND WILL REPRESENT THE GENERAL CONTRACTOR AND HAVE THE AUTHORITY TO ACT FOR THE GENERAL CONTRACTOR AND SUPERVISE ALL CONSTRUCTION ACTIVITIES. THE FIELD REPRESENTATIVE SHALL BE AVAILABLE WHEN CONSTRUCTION ACTIVITIES BEGIN. THE FIELD REPRESENTATIVE SHALL BE THE PRIMARY POINT OF CONTACT FOR MOTOROLA DURING THE CONSTRUCTION PHASE OF THE WORK.

1.7. PROJECT MEETINGS

THE GENERAL CONTRACTOR SHALL CONDUCT THE INITIAL (PRE–CONSTRUCTION) MEETING (INCLUDING ALL SUB–CONTRACTORS) WITH THE MOTOROLA REPRESENTATIVE WITHIN TWO WEEKS AFTER AWARD OF THE CONTRACT. SUBSEQUENTLY, THE GENERAL CONTRACTOR SHALL PROVIDE PROGRESS SCHEDULE UPDATES TO MOTOROLA ON A WEEKLY BASIS. THE SCHEDULE SHALL BE IN MS PROJECT OR OTHER FORMAT AGREED UPON WITH MOTOROLA.

1.8. MATERIALS

GENERAL CONTRACTOR SHALL FURNISH AND INSTALL ALL MATERIALS AS REQUIRED FOR COMPLETE SYSTEMS INCLUDING: ALL PARTS OBVIOUSLY OR REASONABLY INCIDENTAL TO A COMPLETE INSTALLATION, WHETHER SPECIFICALLY INDICATED OR NOT. ALL SYSTEMS SHALL BE COMPLETELY ASSEMBLED, TESTED, ADJUSTED, AND DEMONSTRATED TO BE READY FOR OPERATION PRIOR TO MOTOROLA'S ACCEPTANCE.

MATERIALS AND WORKMANSHIP SHALL BE THE BEST OF THEIR RESPECTIVE KINDS (AS DEFINED BY INDUSTRY STANDARDS), FREE OF DEFECTS, AND ALL MATERIALS SHALL BE PROPOSED AND UNUSED IN ALL CASES, UNLESS OTHERWISE SPECIFIED. WHERE THE NAME OF A CONCERN OR MANUFACTURER IS MENTIONED ON DRAWINGS OR IN SPECIFICATIONS IN REFERENCE TO A REQUIRED SERVICE OR PRODUCT, AND NO QUALIFICATIONS OR SPECIFICATION OF SUCH IS INCLUDED, THEN THE MATERIAL SPECIFICATIONS, DETAILS OF MANUFACTURE, FINISH, ETC., SHALL BE IN ACCORDANCE WITH MANUFACTURER'S STANDARD PRACTICE, DIRECTION, OR SPECIFICATIONS. THE GENERAL CONTRACTOR SHALL INSTALL ALL EQUIPMENT AND MATERIALS ACCORDING TO THE MANUFACTURER'S / VENDOR'S SPECIFICATIONS UNLESS NOTED OTHERWISE OR WHERE LOCAL CODES OR ORDINANCE TAKE PRECEDENCE.

1.9. VERIFICATION OF EXISTING CONDITIONS

BEFORE STARTING ANY OPERATION, THE GENERAL CONTRACTOR SHALL EXAMINE EXISTING WORK, OR WORK PERFORMED BY OTHERS, TO WHICH ITS WORK IS TO ADJOIN OR BE APPLIED AND SHALL REPORT IN WRITING TO THE MOTOROLA PROJECT MANAGER ANY CONDITIONS THAT WILL PREVENT SATISFACTORY ACCOMPLISHMENT OF HIS WORK. PRIOR TO COMMENCING ANY EXCAVATION OR GRADING, THE GENERAL CONTRACTOR SHALL SATISFY HIMSELF AS TO THE ACCURACY OF ALL SURVEY DATA AS INDICATED IN THE PLANS AND SPECIFICATIONS AND/OR AS PROVIDED BY MOTOROLA. SHOULD THE GENERAL CONTRACTOR DISCOVER ANY INACCURACIES, ERRORS, OR OMISSIONS IN THE SURVEY DATA, HE SHALL IMMEDIATELY NOTIFY THE MOTOROLA REPRESENTATIVE IN WRITING SO THAT PROPER ADJUSTMENTS CAN BE ANTICIPATED AND ORDERED. FAILURE TO NOTIFY THE MOTOROLA REPRESENTATIVE IN WRITING OF DEFICIENCIES, ERRORS, OR FAULTS PRIOR TO COMMENCEMENT OF WORK SHALL CONSTITUTE ACCEPTANCE THEREOF AND WAIVER OF ANY CLAIMS OF UNSUITABILITY, ERRORS, OMISSIONS, OR INACCURACIES.

THE GENERAL CONTRACTOR SHALL MAKE NECESSARY PROVISIONS TO PROTECT EXISTING IMPROVEMENTS, EASEMENTS, ETC. DURING CONSTRUCTION. UPON COMPLETION OF WORK, THE GENERAL CONTRACTOR SHALL REPAIR ANY DAMAGE THAT MAY HAVE OCCURRED DUE TO CONSTRUCTION ON OR ABOUT THE PROPERTY. THE GENERAL CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR PRESERVING ALL ESTABLISHED SURVEY CONTROL POINTS. IF THE GENERAL CONTRACTOR OR ANY OF HIS SUB–GENERAL CONTRACTORS MOVE OR DESTROY ANY SURVEY CONTROL POINTS, THE COST INCURRED BY THE LAND OWNER OR MOTOROLA TO REESTABLISH THEM WILL BE BORNE BY THE GENERAL CONTRACTOR.

1.10. PERMITS

THE GENERAL CONTRACTOR SHALL GIVE ALL NOTICES AND COMPLY WITH ALL LAWS, ORDINANCES, RULES, REGULATIONS, AND LAWFUL ORDER OF ANY PUBLIC AUTHORITY, MUNICIPAL AND UTILITY COMPANY SPECIFICATIONS, AND LOCAL AND STATE JURISDICTIONAL CODES BEARING ON THE PERFORMANCE OF THE WORK. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS AND INSPECTIONS WHICH MAY BE REQUIRED FOR THE WORK BY THE STATE, COUNTY, OR LOCAL GOVERNMENT AUTHORITY. THE WORK PERFORMED ON THE PROJECT AND THE MATERIALS INSTALLED SHALL BE IN STRICT ACCORDANCE WITH ALL APPLICABLE CODES, REGULATIONS, AND ORDINANCES. THE GENERAL CONTRACTOR SHALL MEET ALL OF THE REGULATORY REQUIREMENTS OF THE JURISDICTION GOVERNING CONSTRUCTION.

1.11 SITE INSPECTION

THE GENERAL CONTRACTOR SHALL HAVE THE RESPONSIBILITY FOR ARRANGING WITH MOTOROLA FOR AN INSPECTION PRIOR TO COVERING UP ALL WORK THAT WILL BE COVERED IN FINISHED CONDITION. IT IS THE SITE GENERAL CONTRACTOR'S RESPONSIBILITY TO MANAGE THE SEQUENCE OF WORK AND REQUEST THE INSPECTIONS IN A TIMELY MANNER. THE SITE GENERAL CONTRACTOR SHALL NOT REQUEST AN INSPECTION UNLESS ALL OF THE RELATED WORK AS BEEN COMPLETED. WORK SHALL NOT PROCEED TO THE NEXT STEP UNTIL THE PREVIOUS STEP HAS BEEN INSPECTED AND APPROVED BY THE LOCAL INSPECTORS AND THE MOTOROLA REPRESENTATIVE. THE PRESENCE OF THE OWNER OR MOTOROLA REPRESENTATIVE ON THE JOB SITE IN NO WAY RELIEVES THE SITE GENERAL CONTRACTOR OF THE ASSOCIATED RESPONSIBILITIES OF THE JOB. ANY WORK WHICH DOES NOT MEET THE REQUIREMENTS OF THE CONTRACT DOCUMENTS WILL BE CORRECTED OR REMOVED SOLELY AT THE SITE GENERAL CONTRACTOR'S EXPENSE.

THE FOLLOWING INFORMATION IS INCLUDED AS A GUIDE TO THE GENERAL CONTRACTOR TO ASSIST IN DETERMINING THE TYPE AND FREQUENCY OF INSPECTIONS. THE LISTED INSPECTIONS REPRESENT THOSE REQUIRED FOR SMALL OR SIMPLE PROJECTS. LARGE OR COMPLEX PROJECTS MAY REQUIRE ADDITIONAL INSPECTIONS DEPENDING ON THE SEQUENCE OF WORK.

- FOUNDATION EXCAVATIONS AND REBAR: TO BE MADE AFTER TRENCHES ARE EXCAVATED AND FORMS ERECTED, REINFORCEMENT PLACED, COMPACTION TESTED, SOIL TREATED, VAPOR BARRIER PLACED, AND ESSENTIALLY READY FOR CONCRETE PLACEMENT.
- GROUNDING: TO BE MADE AFTER THE BELOW GROUND CADWELD CONNECTIONS HAVE BEEN COMPLETED, PRIOR TO COVERING UP THE TRENCHES.
- ELECTRICAL WORK WITHIN WALLS: TO BE MADE AFTER THE ROOF, FRAMING, FIRE BLOCKING, AND BRACING IS IN PLACE PRIOR TO THE INSTALLATION OF INSULATION OR WALL/CEILING MEMBRANES.

AS A GENERAL RULE, THE GENERAL CONTRACTOR SHALL PROVIDE ADVANCE NOTICE TO MOTOROLA FOR INSPECTION OF ALL WORK PRIOR TO CONCEALMENT. THE GENERAL CONTRACTOR HAS RESPONSIBILITIES RELATIVE TO ALL TYPES OF INSPECTIONS AND IS RESPONSIBLE FOR CONTACTING ALL OF THE INSPECTING ENTITIES TO DETERMINE HIS RESPONSIBILITIES. ALL OF THESE INSPECTING ENTITIES HAVE UNIQUE AND SEPARATE RESPONSIBILITIES. ONE INSPECTION FROM AN ENTITY WILL NOT SUBSTITUTE FOR AN INSPECTION FROM ANOTHER ENTITY.

1.12 SAFETY

THE GENERAL CONTRACTOR, HIS EMPLOYEES, ANY SUB–GENERAL CONTRACTORS, VENDORS, THEIR RESPECTIVE EMPLOYEES, AND GENERAL CONTRACTOR'S VISITORS SHALL COMPLY WITH ALL SAFETY STANDARDS, ACCIDENT PREVENTION REGULATIONS, AND ENVIRONMENTAL REGULATIONS PROMULGATED BY FEDERAL, STATE, OR LOCAL AUTHORITIES HAVING JURISDICTION AND SHALL AT ALL TIMES CONDUCT ALL OPERATIONS UNDER THE CONTRACT IN A MANNER TO AVOID THE RISK OF BODILY HARM TO ANY PERSONS AND THE RISK OF DAMAGE TO ANY PROPERTY, EQUIPMENT, OR MATERIAL. SUCH PARTIES SHALL ALSO COMPLY WITH ANY SAFETY PROGRAMS AND/OR RULES PROMULGATED BY OWNER AND/OR MOTOROLA.

1.13 ELECTRO MAGNETIC EMISSIONS

THE GENERAL CONTRACTOR SHALL ACKNOWLEDGE ALL OR PORTIONS OF THE WORK MAY INVOLVE POSSIBLE EXPOSURE OF GENERAL CONTRACTOR, SUB–GENERAL CONTRACTORS AND THEIR RESPECTIVE EMPLOYEES, AGENTS, INVITEES, LICENSEES, AND OTHER VISITORS TO THE JOBSITE AND/OR MOTOROLA PREMISES TO ELECTRO–MAGNETIC ENERGY (–EME–) WHILE PERFORMING WORK UNDER THIS CONTRACT, ESPECIALLY IF WORK IS PERFORMED ON EXISTING ANTENNA TOWERS WHERE ANTENNAS ARE LOCATED. THE GENERAL CONTRACTOR REPRESENTS THAT GENERAL CONTRACTOR, SUB–GENERAL CONTRACTORS, AND ALL OF THEIR RESPECTIVE EMPLOYEES, AGENTS, INVITEES, LICENSEES, AND OTHER AUTHORIZED REPRESENTATIVES WHO ARE PERFORMING SERVICES UNDER THIS AGREEMENT WILL COMPLY WITH ALL ANSI AND ANY OTHER APPLICABLE EME STANDARDS, RULES, OR REGULATIONS, INCLUDING, BUT NOT LIMITED TO, THOSE RULES OR REGULATIONS IMPOSED OR SUGGESTED BY MOTOROLA, IF ANY.

THE GENERAL CONTRACTOR SHALL ADHERE TO ALL OSHA RULES, REGULATIONS, AND ADOPTED POLICIES. ALL GENERAL CONTRACTOR PERSONNEL SHALL HAVE UNDERGONE ELECTROMAGNETIC ENERGY (EME) TRAINING FOR PERSONNEL WORKING IN THE VICINITY OF ACTIVE ANTENNAS. AS SUCH, IT IS RECOMMENDED THAT RF MONITORS BE USED BY THE TOWER PERSONNEL TO MONITOR EXPOSURE LEVELS. IF EME LEVELS AT THE SITE EXCEED THE MAXIMUM PERMISSIBLE EXPOSURE LIMITS, THE GENERAL CONTRACTOR SHALL COORDINATE WITH THE INDIVIDUALS RESPONSIBLE FOR USE OF THE TRANSMITTER TO MAKE SURE THAT THE EQUIPMENT IS DEACTIVATED BEFORE WORK CAN BE RESUMED, WITHOUT CAUSING A SERIOUS DISRUPTION OF THE SERVICE.

1.14 SITE CLEANUP

THE GENERAL CONTRACTOR SHALL KEEP THE GENERAL WORK AREA CLEAN AND HAZARD FREE AT ALL TIMES DURING CONSTRUCTION AND DISPOSE OF ALL DIRT, DEBRIS, VEGETATION, AND RUBBISH, AND REMOVE EQUIPMENT NOT SPECIFIED AS REMAINING ON THE PROPERTY. WHENEVER THE WORKSITE IS LEFT UNATTENDED, THE GENERAL CONTRACTOR SHALL BLOCK THE OPENING WITH WARNING TAPE TO DISCOURAGE TRESPASSING. THE PREMISES SHALL BE LEFT IN CLEAN CONDITION AND FREE FROM PAINT SPOTS, DUST, OR SMUDGES OF ANY NATURE AT THE CONCLUSION OF SITE WORK.

THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR LANDSCAPE GRADING AND SEEDING OF THE DISTURBED SOIL. THE GENERAL CONTRACTOR SHALL USE LOCAL GRASS SEED TO STABILIZE SOIL AND SHALL COVER DISTURBED AREAS WITH HAY MULCH TO REDUCE RUNOFF OF SEDIMENT TO DOWNSTREAM AREAS. THE GENERAL CONTRACTOR SHALL RESTORE THE SITE TO ITS ORIGINAL CONDITION. ALL SLOPES AND DISTURBED AREAS NOT RECEIVING AGGREGATE SURFACING ARE TO BE PREPARED AND BROADCAST SEEDDED AND FERTILIZED FOR EROSION PROTECTION. SEEDING FOR AREAS DISTURBED SHALL BE ESTABLISHED SEASONALLY AS REQUIRED BY LOCAL CODES.

THE GENERAL CONTRACTOR SHALL EXERCISE ALL CARE TO AVOID DAMAGE OR INTERRUPTION OF EXISTING UNDERGROUND OR OVERHEAD ELECTRIC SERVICES, UNDERGROUND GROUNDING AND FUEL LINES, EQUIPMENT, AND BUILDINGS ON THE SITE, PLUS OFF SITE SERVICES, BURIED OR OVERHEAD, SURROUNDING THE EXISTING OR EXPANDED COMPOUND. ANY PROPERTY DAMAGE CAUSED BY THE GENERAL CONTRACTOR OR HIS OPERATIONS SHALL BE CORRECTED AND/OR RESTORED TO THE SATISFACTION OF THE PROPERTY OWNER(S) AND MOTOROLA AT NO ADDITIONAL COST TO THE PROPERTY OWNER OR MOTOROLA. BURNING WILL NOT BE PERMITTED.

1.15 FACILITY STARTUP & COMMISSIONING

THE GENERAL CONTRACTOR AND/OR SUB–GENERAL CONTRACTORS SHALL DEMONSTRATE TO MOTOROLA THAT ALL SYSTEMS AND SUB–SYSTEMS INSTALLED UNDER THIS CONTRACT OPERATE PROPERLY PRIOR TO THE FINAL ACCEPTANCE INSPECTION AND PROVIDE THE OPERATIONS AND MAINTENANCE MANUALS AT THIS TIME.

1.16 SHOP DRAWINGS/AS–BUILT DRAWINGS

THE MODIFICATIONS TO THE DRAWINGS AFTER CONSTRUCTION START SHALL RECEIVE ENGINEERING AND MOTOROLA APPROVAL PRIOR TO ANY CHANGES BEING MADE. THE ENGINEER OF RECORD SHALL MAKE THE REQUIRED CHANGE AND WILL SUBMIT CHANGES TO MOTOROLA AND ANY JURISDICTION HAVING AUTHORITY.

THE GENERAL CONTRACTOR SHALL KEEP UP–TO–DATE MARKED–UP PRINTS OF THE PROJECT DRAWINGS. UPON COMPLETION OF WORK AT THE SITE, THE GENERAL CONTRACTOR SHALL REVIEW THE COMPLETED AS–BUILT DRAWINGS AND ASCERTAIN THAT ALL DATA FURNISHED ON THE DRAWINGS IS ACCURATE AND TRULY REPRESENTS THE WORK THAT IS ACTUALLY INSTALLED. MARKINGS INDICATING CHANGES TO THE DRAWINGS SHALL BE RED OR GREEN AND CLEARLY VISIBLE. TWO (2) SETS OF AS–BUILT DRAWINGS SHALL BE FURNISHED TO THE MOTOROLA REPRESENTATIVE WITHIN 5 DAYS OF THE COMPLETION OF THE PROJECT. THESE DRAWINGS SHALL ALSO SHOW THE FOLLOWING:

- MODIFICATIONS TO SITE LAYOUT.
- GROUNDING SYSTEM LAYOUT
- UNDERGROUND FUEL LINE RUN.
- UNDERGROUND TELCO CABLE RUN.
- UNDERGROUND ELECTRICAL RUN.

WHERE THE GENERAL CONTRACTOR IS RESPONSIBLE FOR SUPPLYING THE SITE EQUIPMENT SHELTER, ISOLATION TRANSFORMER, GENERATOR, ETC., THAT REQUIRES PERIODIC MAINTENANCE, THE GENERAL CONTRACTOR SHALL INCLUDE ALL OPERATION AND MAINTENANCE MANUALS AND ALL AS–BUILT DRAWINGS WHICH FULLY DESCRIBE THE ACTUAL INSTALLED EQUIPMENT.

ENGINEERING FIRM



APPLICANT



SITE INFORMATION

LONG HILL
308 LONG HILL RD
DOVER, NH 03820
CITY OF DOVER
STRAFFORD COUNTY

DESIGN RECORD

REVISIONS				
3	11/22/22	REVISED PER COMMENTS	CSG	
2	08/29/22	REVISED PER COMMENTS	CSG	
1	08/10/22	ADDED VHF ANTENNAS	CSG	
0	07/19/22	FINAL	ACK	
REV	DATE	DESCRIPTION	BY	

PROFESSIONAL STAMP



ENGINEER

DANIEL J. CORNING, P.E.
NH PROFESSIONAL ENGINEER LIC #53767

SHEET TITLE

GENERAL
NOTES I

SHEET NUMBER

GN-1

1.17. TEST PROCEDURES AND RESULTS

- GENERAL CONTRACTOR WILL CONTRACT WITH A THIRD PARTY "INDEPENDENT" TESTING FIRM TO PERFORM & SUBMIT THE RESULTS OF ALL TESTS REQUIRED BY THE PROJECT SPECIFICATIONS AND DRAWINGS THAT FALL WITHIN THE SCOPE OF WORK. THESE RESULTS SHALL BE SUBMITTED TO THE DESIGNATED MOTOROLA REPRESENTATIVE. IN GENERAL, THE "INDEPENDENT" TESTING FIRM SHALL SUBMIT THE FOLLOWING TEST RESULTS:
- MIX DESIGN/CONCRETE COMPRESSION TEST FOR ALL CONCRETE WORK.
 - TIME DOMAIN REFLECTOMETER (TDR) WITH PRECISION LOAD / SWEEP TEST FOR ANTENNA AND TRANSMISSION LINE INSTALLATION WORK.
 - FUEL LINE LEAKAGE TEST FOR FUEL TANK AND PIPING INSTALLATION WORK.
 - SLUMP TEST FOR CONCRETE WORK.
 - GROUNDING RESISTANCE TEST FOR GROUNDING WORK.
 - STRUCTURAL STEEL FABRICATION DRAWINGS.
 - ANY OTHER TEST THAT MAY BE REQUIRED.

1.18. CONTRACT CLOSEOUT

GENERAL CONTRACTOR SHALL REFERENCE CHECKLIST PROVIDED BY MOTOROLA AND ENSURE ALL ITEMS HAVE BEEN COMPLETED IN A SATISFACTORY MANNER PRIOR TO INITIATING CONTRACT CLOSEOUT. IN ACCORDANCE WITH MOTOROLA'S SUBCONTRACT AGREEMENT TERMS AND CONDITIONS, THE MOTOROLA REPRESENTATIVE WILL PROVIDE A CERTIFICATE OF COMPLETION AND APPROVE FINAL PAYMENT WHEN ALL PUNCH-LIST ITEMS HAVE BEEN CORRECTED, RECORD DRAWINGS SUBMITTED, AND ALL SYSTEMS ARE ACCEPTABLE. THE GENERAL CONTRACTOR MUST ALSO RECEIVE A CERTIFICATE OF COMPLETION FROM THE MUNICIPALITY. AFTER FINAL PAYMENT, GENERAL CONTRACTOR WILL SIGN A RELEASE OF LIEN.

1.19. WARRANTY

- ALL WORK PERFORMED BY THE GENERAL CONTRACTOR IN COMPLETING THE SCOPE IDENTIFIED ON THE DRAWINGS SHALL BE GUARANTEED BY THE GENERAL CONTRACTOR FOR A PERIOD OF ONE YEAR FROM THE DATE OF FINAL COMPLETION OF THE PROJECT. THIS GUARANTEE SHALL COVER ALL MATERIALS, EQUIPMENT, OR WORKMANSHIP WHICH, IN THE OPINION OF MOTOROLA, IS RENDERED DEFECTIVE, INFERIOR, OR NOT IN ACCORDANCE WITH THE TERMS OF THE CONTRACT DURING THE GUARANTEE PERIOD. IF, WITHIN THE GUARANTEE PERIOD, REPAIRS OR CHANGES ARE REQUIRED TO CORRECT THE GUARANTEE WORK, THEN UPON RECEIPT OF NOTICE, THE GENERAL CONTRACTOR SHALL PROMPTLY AND WITHOUT EXPENSE TO MOTOROLA OR THE OWNER, PROCEED TO:
- PLACE IN SATISFACTORY CONDITION ALL OF SUCH GUARANTEED WORK AND CORRECT ALL DEFECTS THEREIN.
 - MAKE GOOD ALL DAMAGES TO THE STRUCTURE, SITE, EQUIPMENT, OR CONTENTS THEREOF, WHICH, IN THE OPINION OF MOTOROLA, IS THE RESULT OF THE USE OF MATERIALS, EQUIPMENT, OR WORKMANSHIP WHICH ARE INFERIOR, DEFECTIVE, OR NOT IN ACCORDANCE WITH THE TERMS OF THE CONTRACT;
 - MAKE GOOD ANY WORK, MATERIALS, OR EQUIPMENT AND ADJACENT STRUCTURES DISTURBED IN FULFILLING THE GUARANTEE.
- 1.1. RELATED DOCUMENTS
- GENERAL CONTRACTOR SHALL BECOME FAMILIAR WITH THE INFORMATION AND REQUIREMENTS CONTAINED IN THE FOLLOWING DOCUMENTS RELATED TO THE PROJECT:
- A.R56 STANDARDS AND GUIDELINES FOR COMMUNICATIONS SITES BY MOTOROLA. ALL WORK SHALL COMPLY WITH R56 STANDARDS AND GUIDELINES UNLESS A MORE STRINGENT REQUIREMENT EXISTS. (i.e. LOCAL CODE, ETC.)

B.TOWER AND TOWER FOUNDATION DRAWINGS BY THE MANUFACTURER.

C.ALL OTHER PERTINENT DOCUMENTS.

STRUCTURAL NOTES

- THE STRUCTURAL STEEL CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ANCHOR BOLT LOCATIONS, ELEVATION OF TOP OF CONCRETE AND BEARING PLATES, ALIGNMENT ETC. PRIOR TO START OF STEEL ERECTION.
- THE LATEST EDITION OF THE FOLLOWING SPECIFICATIONS SHALL GOVERN:
 - AISC – "ALLOWABLE STRESS DESIGN SPECIFICATION FOR STRUCTURAL STEEL BUILDINGS".
 - AISC – "CODE OF STANDARD PRACTICE FOR STEEL BUILDINGS AND BRIDGES".
 - AWS – "D1.1 STRUCTURAL WELDING CODE – STEEL".
- MATERIAL, UNLESS OTHERWISE NOTED, SHALL CONFORM TO THE FOLLOWING ASTM SPECIFICATIONS

STRUCTURAL WIDE FLANGE & M SHAPES	A992 OR A572 FY = 50KSI
OTHER STRUCTURAL SHAPES AND PLATES	A36, FY = 36 KSI
STRUCTURAL TUBING	A500, GRADE B FY = 46 KSI
HIGH STRENGTH BOLTS	A325
THREADED RODS	A354, GRADE BC
ANCHOR BOLTS	A325 OR A354 BC
PIPE (HANDRAIL)	SCH 40 PIPE
- ALL WELDING SHALL BE IN ACCORDANCE WITH AWS D1.1 USING E70XX ELECTRODES. UNLESS OTHERWISE NOTED PROVIDE CONTINUOUS MINIMUM SIZED FILLET WELDS PER AISC REQUIREMENTS.
- HOLES IN STEEL SHALL BE DRILLED OR PUNCHED. ALL SLOTTED HOLES SHALL BE PROVIDED WITH SMOOTH EDGES. BURNING OF HOLES AND TORCH CUTTING AT THE SITE IS NOT PERMITTED. ALL HOLES IN BEARING PLATES SHALL BE DRILLED.
- ALL STEEL TO BE HOT-DIPPED GALVANIZED AFTER FABRICATION PER ASTM A123.
- EPOXY ANCHORS TO BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS.
- ALL BOLTS SHALL BE TIGHTENED USING TURN-OF-THE-NUT METHOD PER AISC SPECIFICATIONS USING STANDARD HOLES.
- CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS AND FIT PRIOR TO FABRICATION.

CONCRETE GENERAL NOTES

- ALL CONCRETE WORK SHALL CONFORM TO ACI 318, "BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE" AND TO THE PROJECT SPECIFICATIONS.
- ALL CONCRETE IS TO BE NORMAL DENSITY CONCRETE WITH A MAXIMUM SLUMP OF 4 INCHES. MAXIMUM AGGREGATE SIZE 3/4 INCH. NO ADDITIONAL WATER SHALL BE ADDED TO THE CONCRETE AT THE JOB SITE.
- PROVIDE AIR ENTRAINMENT OF 4 TO 6 PERCENT IN ALL EXPOSED CONCRETE WORK WITH AIR-ENTRAINING ADMIXTURE COMPLYING WITH ASTM C 260. AT TROWEL-FINISHED FLOORS, DO NOT EXCEED AIR-ENTRAINMENT CONTENT OF 3 PERCENT.
- NO HOLES OR SLEEVES SHALL BE MADE THROUGH CONCRETE WORK OTHER THAN THOSE INDICATED ON THE STRUCTURAL DRAWINGS WITHOUT THE APPROVAL OF THE STRUCTURAL ENGINEER.
- ALL FORMWORK OFFSET TOLERANCES (PER ACI 117) TO BE CLASS A.
- FLOOR SLAB TOLERANCES TO ASTM E1155; SPECIFIED OVERALL MINIMUM VALUE OF FLATNESS F F=25 WITH LOCAL MINIMUM F F=17, AND MINIMUM VALUE OF LEVELNESS F F=20 WITH LOCAL MINIMUM F I AND F F WITHIN 72 HOURS OF SLAB CONSTRUCTION.
- CABINETS ON SLAB (IF APPLICABLE). ALLOWABLE CAPACITY OF CONCRETE USED IN DESIGN MIN. 3000 PSI.
- WHERE APPLICABLE, CONCRETE AND FOUNDATION REQUIREMENTS NEED TO BE CONSISTENT BETWEEN TOWER, SHELTER, GENERATOR, ETC.

FOUNDATION NOTES:

1. DESIGN INFORMATION AND GENERAL REQUIREMENTS

1.1 CODES

A. DESIGN CONFORMS TO INTERNATIONAL BUILDING CODE 2015.

B. AMERICAN CONCRETE INSTITUTE "BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE," ACI 318-14.

2. EARTHWORK

2.1 FOUNDATIONS

A. FOUNDATIONS HAVE BEEN DESIGNED TO BEAR ON (UNDISTURBED RESIDUAL SOILS/COMPACTED STRUCTURAL FILL), CAPABLE OF SAFELY SUPPORTING A NET ALLOWABLE BEARING PRESSURE OF 2000 PSF. IF FOUNDATION CONDITIONS PROVE UNACCEPTABLE AT ELEVATIONS SHOWN, EXCAVATION SHALL BE CARRIED DEEPER AND SHALL BE BACKFILLED WITH LEAN CONCRETE TO PLAN FOOTING BOTTOM, OR REDESIGN OF FOUNDATIONS WILL BE REQUIRED AT THE DIRECTION OF THE ENGINEER.

B. DESIGN, FURNISH AND INSTALL ALL TEMPORARY SHEETING, SHORING AND DRAINAGE NECESSARY TO MAINTAIN THE EXCAVATION AND PROTECT SURROUNDING STRUCTURES AND UTILITIES.

C. THOROUGHLY COMPACT ALL BOTTOM OF FOOTINGS PRIOR TO PLACING ANY CONCRETE.

3. CONCRETE

3.1 FORMWORK

A. CONCRETE CONSTRUCTION SHALL CONFORM TO "SPECIFICATIONS FOR STRUCTURAL, CONCRETE FOR BUILDINGS," (ACI 301-89).

B. FORMWORK SHALL CONFORM TO ACI 301 "SPECIFICATIONS FOR STRUCTURAL CONCRETE FOR BUILDINGS."

3.2 REINFORCEMENT

A. REINFORCING STEEL ASTM A615, GRADE 60. WELDED WIRE ASTM A185 (FLAT SHEET). LAPS 40 BAR DIAMETERS UNLESS NOTED. BARS SHALL BE SECURELY HELD IN ACCURATE POSITION BY SUITABLE ACCESSORIES, TIE BARS, SUPPORT BARS, ETC. HOOK LENGTHS SHALL BE 12 BAR DIAMETERS.

B. CONCRETE COVER FOR REINFORCING BARS SHALL BE AS FOLLOWS, UNLESS OTHERWISE NOTED.

FOOTINGS & SLABS CAST AGAINST GROUND	3"
CONCRETE TO BE IN CONTACT WITH GROUND OR WEATHER AT BARS GREATER THAN #5	2"
AT BARS #5 OR LESS	1-1/2"
CONCRETE NOT TO BE EXPOSED TO GROUND OR WEATHER	1-1/2"
BEAMS, GIRDERS & COLUMNS	1-1/2"
SLABS & WALLS	3/4"

3.3 CAST-IN-PLACE-CONCRETE

A. MINIMUM 28 DAY CYLINDER STRENGTH AND MAXIMUM SLUMP, PRIOR TO ADDITION OF SUPER PLASTICIZERS, AS FOLLOWS:

	F'C (PSI)	SLUMP
CLASS I FOOTINGS	3000	3"
CLASS II FOOTINGS	3000	3"
CLASS III INTERIOR ELEVATED SLABS & WALLS	3000	4"
CLASS V OTHER WORK	3000	4"
CLASS VI LEAN CONCRETE FOR OVER EXCAVATION OF FOUNDATIONS	2000	N/A

B. MIX DESIGN TO BE IN ACCORDANCE WITH ACI 318, CHAPTER 5. NO CALCIUM CHLORIDE OR ADMIXTURE CONTAINING CHLORIDES SHALL BE USED IN ANY CONCRETE.

C. COARSE AGGREGATE FOR NORMAL WEIGHT CONCRETE SHALL CONFORM TO ASTM C33 SIZE #57. COARSE AGGREGATE FOR LIGHT WEIGHT CONCRETE SHALL CONFORM TO ASTM C330 GRADED 3/4" TO 1/4".

D. COLD WEATHER PLACEMENT SHALL COMPLY WITH ACI 306.1

E. HOT WEATHER PLACEMENT SHALL COMPLY WITH ACI 305 R.

F. CHAMFER ALL EXPOSED EDGES 3/4".

G. THE MAXIMUM TEMPERATURE OF ALL CONCRETE AT DELIVERY TO THE SITE SHALL BE 85°F, TOTAL DELIVERY TIME SHALL BE LESS THEN 75 MINUTES.

SYMBOLS LEGEND

	REVISION		DETAIL REFERENCE
	KEY NOTE		ELEVATION REFERENCE
	ROOM NUMBER		SECTION REFERENCE
	KEYED NOTE		

UTILITY ABBREVIATIONS AND SYMBOLS LEGEND

ACH1 – AIR CONDITIONER/HEATER #1	LE – LIGHT EXTERIOR	WW4 – WREWAY, 4 x 4 SQ.
ACH2 – AIR CONDITIONER/HEATER #2	LED – LIGHT FLUORESCENT	UPSTP1 – POWER PANEL #1 (TECH)
ACH3 – AIR CONDITIONER/HEATER #3	LM – LIGHT EMERGENCY	– RCPT., DUPLEX
ATS1 – AUTOMATIC XFER SW #1 (GEN 5611)	LTA – LOW TEMPERATURE ALARM(SET @ 50°)	– JUNCTION BOX, 4 X 4
ATS2 – AUTOMATIC XFER SW #2 (EXISTING GEN)	LV2 – LOUVER, INTAKE	– JUNCTION BOX, 2 X 4
OE – CUSTOMER INSTALLED EQUIPMENT	MGB – MAIN GROUND BAR	– REF PART LIST ITEM NUMBER
CPE – CUSTOMER FURNISHED EQUIPMENT	MTS – MANUAL TRANSFER SWITCH	– REF DWG NOTE
CL – CABLE LADDER	PC – PHOTOCELL	
CLH – CABLE LADDER HANGER	PFA – POWER FAIL ALARM (K1)	
CTF – CUT TO FIT	PL – PLACES	
DA – DOOR ALARM	PP1 – POWER PANEL #1 (UTILITY)	
EB – EXIT BUTTON (SECURITY)	RCPT – RECEPTACLE	
EOB1 – ENCLOSED CIRCUIT BREAKER (LA1)	REF – REFERENCE	
EW – EYE WASH	RK – RACK (EQUIPMENT)	
FE1,2 – FIRE EXTINGUISHER	SD1 – SAFETY DISCONNECT (MAIN)	
FL1-3 – EXTERIOR FLOOD LIGHTS 1-3	T1 – THERMOSTAT #1 (LEAD/LAG)(SET @ 72°)	
FN – FAN (EXHAUST)	T2 – THERMOSTAT #2 (FAN CONTROL)	
GBA – GROUND BAR ALARM	TB1,2,3 – TERMINAL BOARD	
GNR – GENERATOR RECEPTACLE,200A,4P	TR1 – TIMER #1, INTERIOR LIGHTS 'A'	
HD – HEAT DETECTOR	TR2 – TIMER #2, INTERIOR LIGHTS 'B'	
HTA – HIGH TEMPERATURE ALARM(SET @ 85°)	TRPZ – TRAPEZIE ASSY, 4 TIER, 30"	
K1 – RELAY (PFA)	TYP – TYPICAL	
LA1 – LIGHTNING ARRESTOR MOV	WGE – WAVEGUIDE ENTRY	
LA2 – LIGHTNING ARRESTOR MOV/SAD	WR – RCPT., WEATHER RESISTANT	

ABBREVIATIONS AND SYMBOLS

A/C	AIR CONDITIONING	N	NORTH
ADJ	ADJUSTABLE	N/A	NOT APPLICABLE
AFF	ABOVE FINISH FLOOR	NIC	NOT IN CONTRACT
APPROX	APPROXIMATELY	NTS	NOT TO SCALE
ASTM	AMERICAN SOCIETY FOR TESTING AND MATERIALS	O/C,O.C.	ON CENTER
AWG	AMERICAN WIRE GAUGE	OD	OUTSIDE DIAMETER
		OPG	OPENING
		OPP	OPPOSITE
BLDG	BUILDING	PLYWD	PLYWOOD
BLK	BLOCK	PR	PAIR
BMR	BASE MOBILE RADIO	PROJ	PROJECT
B/S	BUILDING STANDARD	PROP	PROPERTY
		PT	PRESSURE TREATED
CLG	CEILING	REQ'D	REQUIRED
CLR	CLEAR	RM	ROOM
CND,C	CONDUIT	RO	ROUGH OPENING
CONC	CONCRETE		
CONST	CONSTRUCTION		
CONT	CONTINUOUS		
		S	SOUTH
DBL	DOUBLE	SHT	SHEET
DIA,Ø	DIAMETER	SIM	SIMILAR
DIAG	DIAGONAL	SPEC	SPECIFICATION
DM	DIMENSION	SQ	SQUARE
DN	DOWN	SS	STAINLESS STEEL
DTL,DETL	DETAIL	STL	STEEL
DWG	DRAWING	STRUCT	STRUCTURAL
		SUSP	SUSPENDED
E	EAST	SV	SHEET VINYL
EA	EACH		
EL,ELEV	ELEVATION		
ELECT	ELECTRICAL	THRU	THROUGH
EQ	EQUAL	TNND	TINNED
EQUIP	EQUIPMENT	TOC	TOP OF CONCRETE
EW	EACH WAY	TOM	TOP OF MASONRY
EXIST	EXISTING	TYP	TYPICAL
EXT	EXTERIOR	UBC	UNIFORM BUILDING CODE
		UNO	UNLESS NOTED OTHERWISE
FIN	FINISH		
FLUOR	FLUORESCENT		
FLR	FLOOR		
FT	FOOT		
		VERT	VERTICAL
		VIF	VERIFY IN FIELD
		VT	VINYL TILE
GALV	GAUGE		
GC	GALVANIZE(D)		
GRND	GENERAL CONTRACTOR		
GWB	GROUND		
GYP BD	GYPSUM WALL BOARD	W	WEST
	GYPSUM BOARD	WIN	WINDOW
		W/O	WITHOUT
		WP	WATERPROOF
HARD'WD	HARDWOOD		
HORIZ	HORIZONTAL		
HR	HOUR		
HT	HEIGHT		
HVAC	HEATING, VENTING & AIR CONDITIONING		
		ANGLE & CENTER LINE	ANGLE AND CENTER LINE
ID	INSIDE DIA.	PROPERTY LINE	PROPERTY LINE
IN	INCH	AT	AT
INFO	INFORMATION	NUMBER	NUMBER
INSUL	INSULATION		
INT	INTERIOR		
LB(S)	POUND(S)		
MAX	MAXIMUM		
MECH	MECHANICAL		
NET,MTL	METAL		
MFR	MANUFACTURER		
MGR	MANAGER		
MIN	MINIMUM		
MISC	MISCELLANEOUS		

ENGINEERING FIRM



APPLICANT



SITE INFORMATION

LONG HILL
308 LONG HILL RD
DOVER, NH 03820
CITY OF DOVER
STRAFFORD COUNTY

DESIGN RECORD

REVISIONS

REV	DATE	DESCRIPTION	BY
3	11/22/22	REVISED PER COMMENTS	CSG
2	08/29/22	REVISED PER COMMENTS	CSG
1	08/10/22	ADDED VHF ANTENNAS	CSG
0	07/19/22	FINAL	ACK

PROFESSIONAL STAMP



ENGINEER

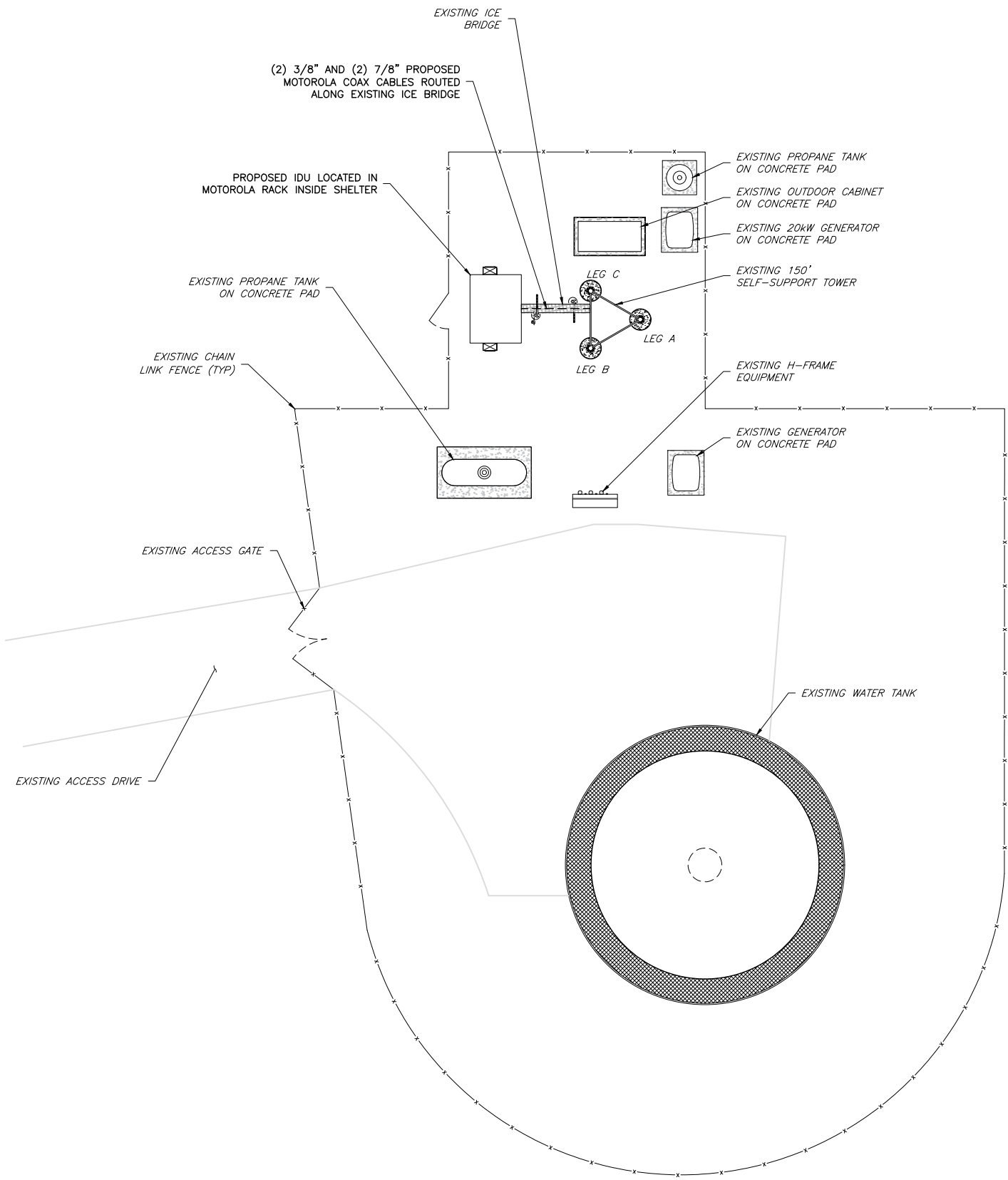
DANIEL J. CORNING, P.E.
NH PROFESSIONAL ENGINEER LIC #53767

SHEET TITLE

GENERAL NOTES II

SHEET NUMBER

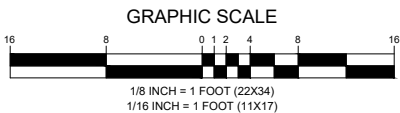
GN-2



1
C-1

COMPOUND PLAN

SCALE: 1/8" = 1' (22X34)
SCALE: 1/16" = 1' (11X17)



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(978) 856-8308

APPLICANT



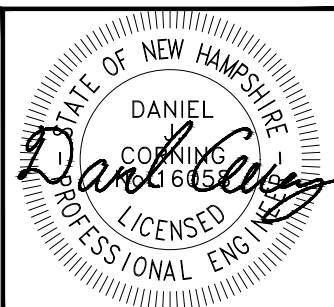
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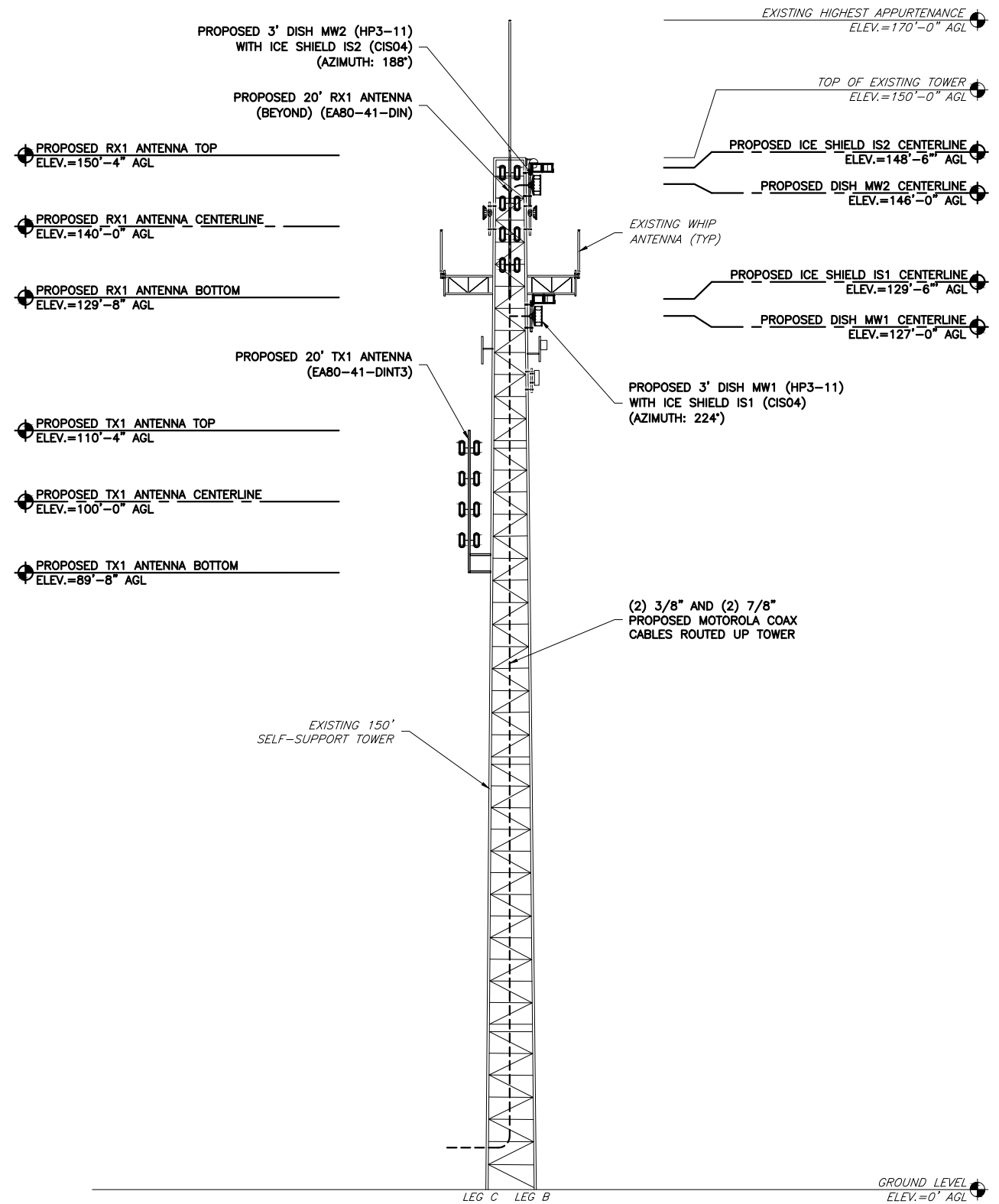
SHEET TITLE

**COMPOUND
PLAN**

SHEET NUMBER

C-1

LAST PLOTTED: 11/22/2022 3:48 PM



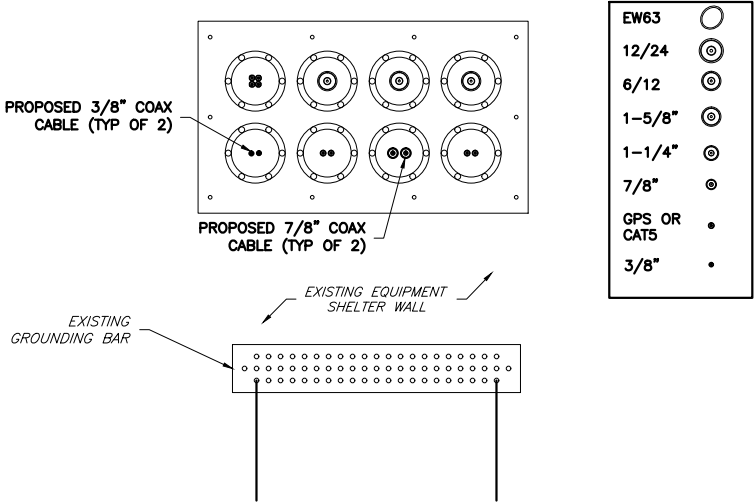
NOTES:

1. A STRUCTURAL ANALYSIS OF THE TOWER WITH THE EXISTING AND PROPOSED LOADS SHALL BE COMPLETED PRIOR TO CONSTRUCTION.

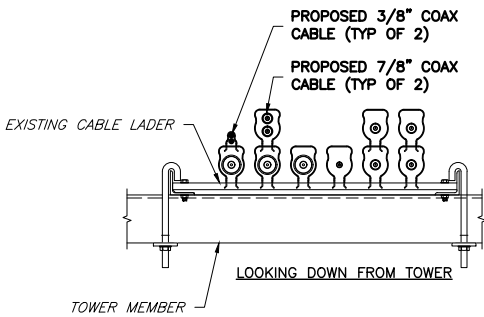
- GENERAL NOTES:
- ALL VERTICAL TRANSMISSION LINE RUNS FROM THE ANTENNAS SHALL BE GROUNDED NEAR THE TOP & BOTTOM OF THE TOWER (BEFORE THE CABLES MAKES HORIZONTAL TRANSITION & NEAR ENTRY PORT ON THE SHELTER). ADDITIONAL TRANSMISSION LINE GROUND KITS SHALL BE INSTALLED AS NEEDED TO LIMIT THE DISTANCE BETWEEN GROUND KITS TO 75 FEET OR LESS.
 - THE GENERAL CONTRACTOR SHALL CONDUCT A TDR SWEEP TEST IN ACCORDANCE WITH MSI METHOD OF PROCEDURE (MOP) ON ALL NEWLY INSTALLED TRANSMISSION AND TEST LINES TO DETERMINE THE CABLE CONDUCTOR RESISTANCE, CABLE INSERTION LOSS, REFLECTION, & STIMULUS RESPONSE MEASUREMENTS. RESULTS TO BE SUBMITTED TO MOTOROLA.
 - D RIP LOOPS SHALL BE INCORPORATED IN CABLE RUNS TO PREVENT WATER FROM TRICKLING DOWN THE LINES INTO THE SHELTER.
 - ALL TRANSMISSION LINES SHALL BE MARKED WITH APPROPRIATE COLOR TAPE BANDS (ONE INCH WIDE COLOR TAPE) AND BRASS TAGS FOR IDENTIFICATION NEAR THE ANTENNA, JUST BEFORE ENTERING THE SHELTER AS WELL AS INSIDE THE SHELTER, BEFORE CONNECTING TO THE SURGE SUPPRESSORS.
 - ANTENNAS, CONNECTORS, JUMPERS, TRANSMISSION LINES, TO BE FURNISHED BY MOTOROLA, AND INSTALLED BY GENERAL CONTRACTOR.
 - GENERAL CONTRACTOR TO USE HOISTING GRIPS EVERY 200 FEET (MIN.) FOR TRANSMISSION LINES.
 - GENERAL CONTRACTOR TO WATERPROOF ALL EXTERNAL CONNECTIONS.
 - GENERAL CONTRACTOR TO INSTALL GALVANIZED OR STAINLESS STEEL MOUNTING HARDWARE.
 - GENERAL CONTRACTOR TO ATTACH CABLES TO TOWER EVERY 3 FEET (MAX.).
 - GENERAL CONTRACTOR TO ATTACH STIFF ARMS TO TOWER WITH APPROXIMATELY SIZED CROSSEVER CLAMPS. ATTACH TO STANDOFF BY BOLTING TO TABS PROVIDED.
 - GENERAL CONTRACTOR TO ATTACH STAND-OFF PIPE TO TOWER WITH TWO APPROPRIATELY SIZED LEG ADAPTERS.

NOTE:

1) CABLE PORT ORIENTATION BASED ON INTERIOR VIEW.
2) ALL UNUSED PORTS SHALL BE COVERED WITH BLANK SEALING CAPS

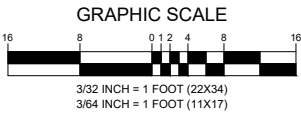


2 EXISTING ENTRY PORT DETAIL
C-2 NOT TO SCALE
INTERIOR VIEW



3 EXISTING CABLE MANAGEMENT PLAN
C-2 NOT TO SCALE

1 ELEVATION
C-2
SCALE: 3/32" = 1' (22X34)
SCALE: 3/64" = 1' (11X17)



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APPLICANT



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PROFESSIONAL STAMP



ENGINEER

DANIEL J. CORNING, P.E.
NH PROFESSIONAL ENGINEER LIC #53767

SHEET TITLE

ELEVATION

SHEET NUMBER

C-2

LAST PLOTTED: 11/22/2022 3:48 PM

GENERAL ANTENNA NOTES

1. ALL ANTENNAS TO BE FURNISHED WITH DOWNTILT BRACKETS. CONTRACTOR IS TO COORDINATE AND VERIFY THE PROPOSED DOWNTILTS WITH MOTOROLA MANAGER PRIOR TO CONSTRUCTION.
2. ANTENNA CENTERLINE HEIGHT IS IN REFERENCE TO ELEVATION 0.0' (EXISTING GRADE)
3. CHECK WITH RF ENGINEER FOR LATEST ANTENNA TYPE & AZIMUTH.
4. CONTRACTOR SHALL VERIFY ANTENNA TYPE AND AZIMUTH WITH CONSTRUCTION MANAGER PRIOR TO CONSTRUCTION.
5. ALL CABLE LENGTHS ARE ESTIMATED AND SHALL BE FIELD VERIFIED BY THE CONTRACTOR.
6. COLOR TAPE MARKINGS MUST BE 3/4" WIDE AND UV RESISTANT, SUCH AS SCOTCH 35 VINYL ELECTRICAL COLOR CODING TAPE.
7. CONTRACTOR SHALL COORDINATE COLOR CODINGS IN THE FIELD WITH MOTOROLA REPRESENTATIVE.
8. PRIOR TO THE INSTALLATION OF THE PROPOSED EQUIPMENT OR MODIFICATION OF THE EXISTING STRUCTURE, A STRUCTURAL & MOUNT ANALYSIS SHALL BE PERFORMED TO CERTIFY THAT THE EXISTING/PROPOSED COMMUNICATION STRUCTURE AND COMPONENTS ARE STRUCTURALLY ADEQUATE TO SUPPORT ALL EXISTING AND PROPOSED ANTENNAS, COAXIAL CABLES AND OTHER APPURTENANCES. A CERTIFICATION LETTER/REPORT SEALED BY A REGISTERED PROFESSIONAL ENGINEER STATING THAT THIS STRUCTURAL ANALYSIS WAS PREPARED IN ACCORDANCE WITH ALL APPLICABLE CODES AND STANDARDS SHALL BE PROVIDED.

PROPOSED DISH SPECIFICATIONS

MANUFACTURER	DISH MODEL	QUANTITY	DIAMETER	DEPTH	WEIGHT
RADIOWAVES	HP3-11	2	38.4"	16.0"	50.0 LBS

PROPOSED VHF WHIP SPECIFICATIONS

MANUFACTURER	MODEL	HEIGHT	DIAMETER	WEIGHT
RFI	EA80-41-DIN	248.0"	3.0"	68.0 LBS

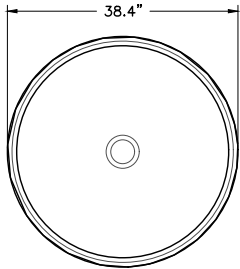
PROPOSED IDU SPECIFICATIONS

MANUFACTURER	MODEL	HEIGHT	WIDTH	DEPTH	WEIGHT
MICROWAVE NETWORKS	PROTEUS MX	7.0"	19.0"	11.5"	27.0 LBS

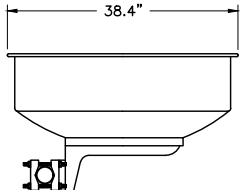
ANTENNA & TOWER APPURTENANCE SCHEDULE

TAGS	TYPE	STATUS	TOWER LEG	MANUFACTURER	MODEL	BASE MOUNT ELEVATION	RAD CENTER	AZIMUTH	TIP HEIGHT	TARGET SITE	CABLE SIZE, LENGTH & QUANTITY
1	MW1 DISH	PROPOSED	B	RADIOWAVES	HP3-11	125'-3"	127'-0"	224°	128'-6"	SC ADMIN BLDG	(1) 3/8 COAX (196'±)
2	ICE SHIELD	PROPOSED	B	SITEPRO	CIS04	129'-6"	-	224°	-	-	-
3	MW2 DISH	PROPOSED	B	RADIOWAVES	HP3-11	144'-3"	146'-0"	188°	147'-6"	UNH	(1) 3/8 COAX (220'±)
4	ICE SHIELD	PROPOSED	B	SITEPRO	CIS04	148'-6"	-	188°	-	-	-
5	TX1 ANTENNA	PROPOSED	-	RFI	EA80-41-DINT3	89'-8"	100'-0"	-	110'-4"	-	(1) 7/8" COAX (170'±)
6	RX1 ANTENNA	PROPOSED	-	RFI	EA80-41-DIN	129'-8"	140'-0"	-	150'-4"	-	(1) 7/8" COAX (215'±)
7	IDU	PROPOSED (SHELTER)	-	MICROWAVE NETWORKS	PROTEUS MX	-	-	-	-	-	-

- NOTES:
1. CONTRACTOR TO VERIFY PROPOSED ANTENNA INFORMATION IS THE MOST CURRENT DATA AT TIME OF CONSTRUCTION.
2. CONTRACTOR TO CONFIRM CABLE LENGTHS PRIOR TO CONSTRUCTION.
3. CONTRACTOR IS RESPONSIBLE TO BUILD FROM THE LATEST SCOPE SHEET.



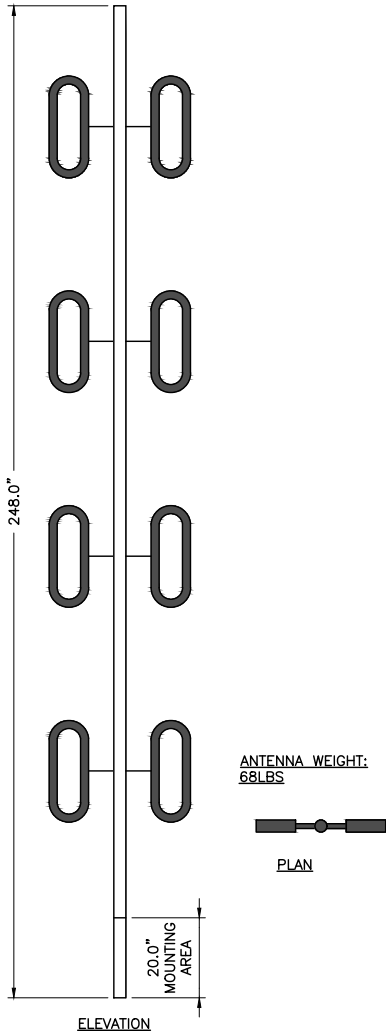
ELEVATION



PLAN

1 HP3-11 DISH ANTENNA DETAILS
A-1 NOT TO SCALE

ANTENNA WEIGHT:
50.0 LBS



ELEVATION

ANTENNA WEIGHT:
68LBS

PLAN

2 EA80-41-DIN ANTENNA DETAILS
A-1 NOT TO SCALE

ENGINEERING FIRM



APPLICANT



SITE INFORMATION

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PROFESSIONAL STAMP



ENGINEER

DANIEL J. CORNING, P.E.
NH PROFESSIONAL ENGINEER LIC #53767

SHEET TITLE

ANTENNA & TOWER
APPURTENANCE
SCHEDULE &
DETAILS

SHEET NUMBER

A-1

CONSTRUCTION NOTE:

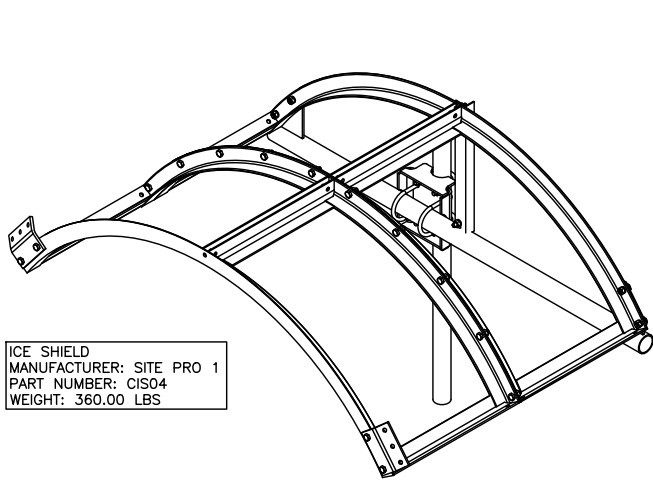
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NOTES:

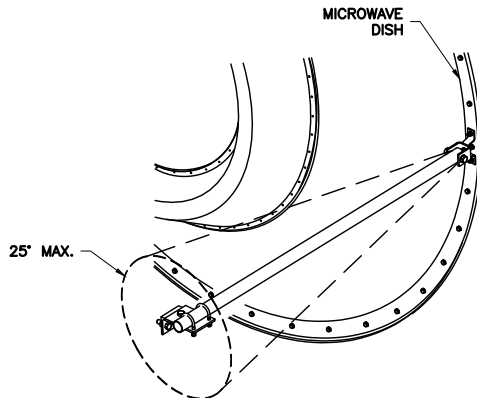
1. TIE-BACK STABILIZATION RODS TO BE INSTALLED PER MANUFACTURER'S & MOTOROLA'S SPECIFICATIONS.
2. PIPE MOUNTS SHALL BE POSITIONED TO PREVENT THE ANTENNA FEED HORN ASSEMBLY FROM BEING DIRECTLY OPPOSITE A TOWER MEMBER. PIPE MOUNT POSITIONING SHOULD NOT PREVENT DIRECT WAVEGUIDE INSTALLATION TO ANY ANTENNA.
3. STIFF ARM SUPPORT PIPES SHALL ONLY BE ATTACHED TO TOWERS ON HORIZONTAL LEG-TO-LEG BRACING AND SHALL NOT BE ATTACHED TO DIAGONAL BRACING. ADDITIONAL HORIZONTAL LEG-TO-LEG SQUARE OR ROUND PIPE SHALL BE USED IN CASES IN WHICH SUITABLE ATTACHMENT POINTS DO NOT EXIST AT THE ANTENNA MOUNTING LOCATIONS.

SWAY BAR NOTES:

1. (1) SWAY BAR IS REQUIRED FOR EACH MICROWAVE DISH.
2. (1) SWAY BAR IS INCLUDED WITH THE DISH.
3. MAXIMUM INSTALL ANGLE OF ± 25 DEGREES IN ALL DIRECTIONS FOR ALL SWAY BARS.

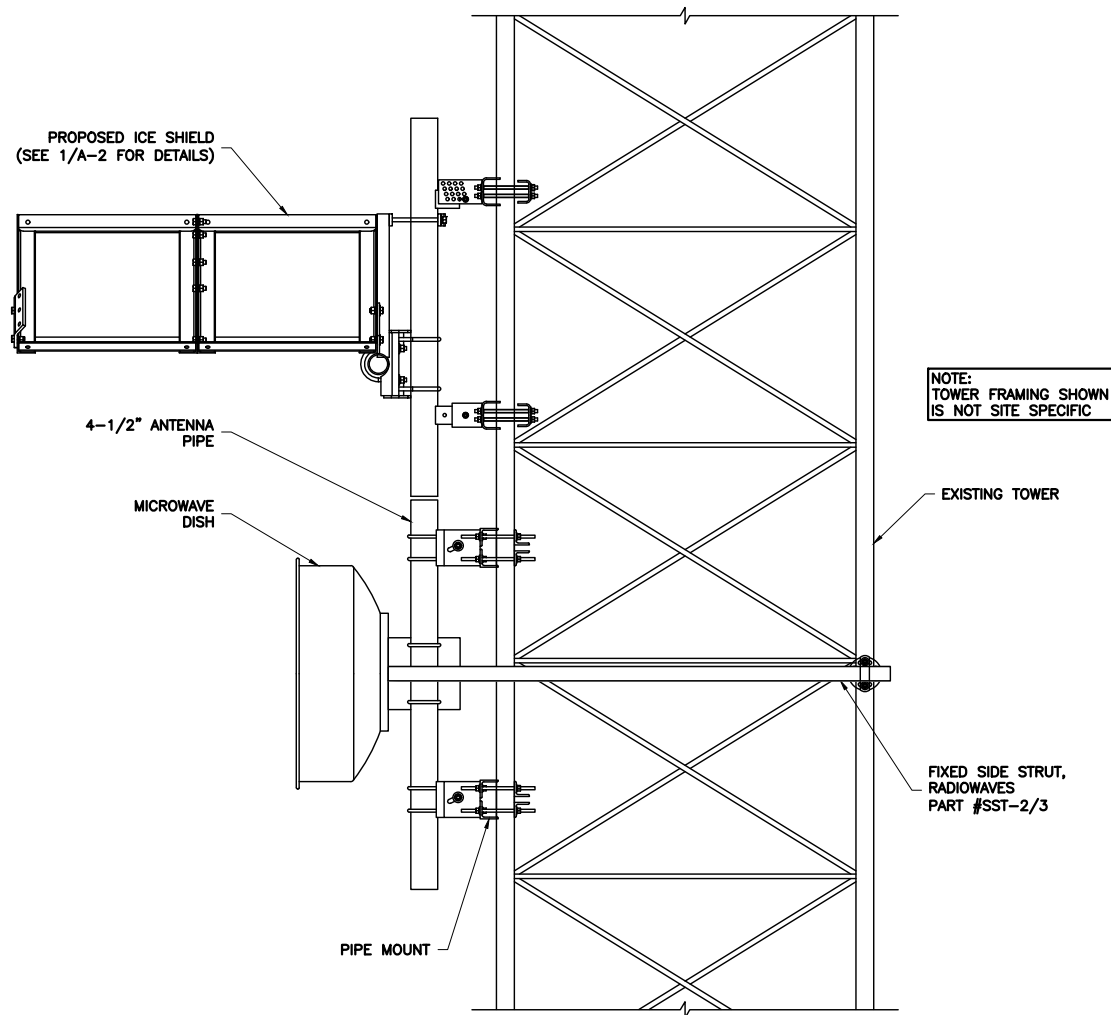


1 ICE SHIELD DETAIL
A-2 NOT TO SCALE

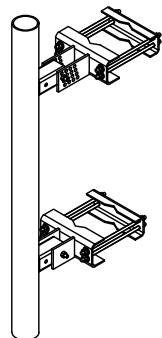


SIDE STRUT
MANUFACTURER: RADIOWAVES
PART NUMBER: SST-2/3
WEIGHT: 15 LBS

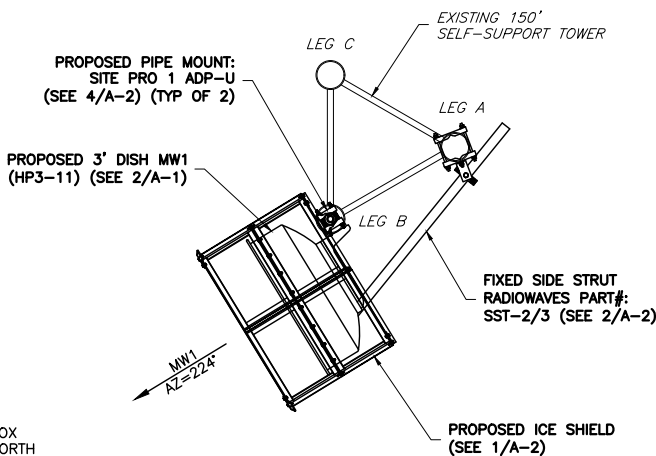
2 SWAY BAR DETAIL
A-2 NOT TO SCALE



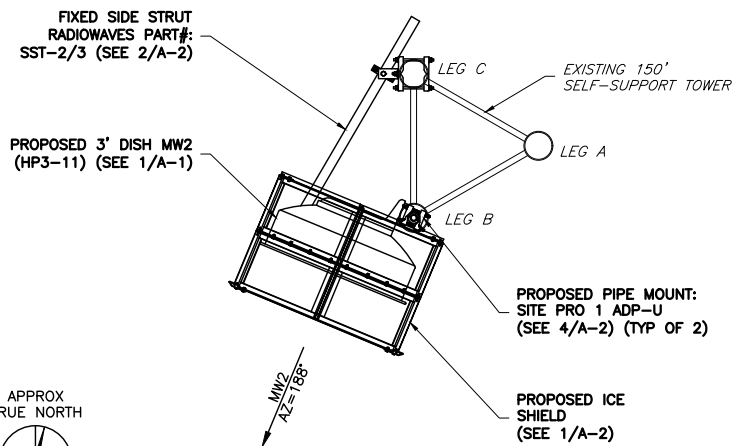
3 DISH MOUNTING PLAN
A-2 NOT TO SCALE



4 DISH MOUNT DETAIL
A-2 NOT TO SCALE



5 PROPOSED ANTENNA ORIENTATION PLAN @ ELEV. 127'-0"
A-2 NOT TO SCALE



6 PROPOSED ANTENNA ORIENTATION PLAN @ ELEV. 146'-0"
A-2 NOT TO SCALE

ENGINEERING FIRM

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APPLICANT

MOTOROLA
SOLUTIONS

SITE INFORMATION

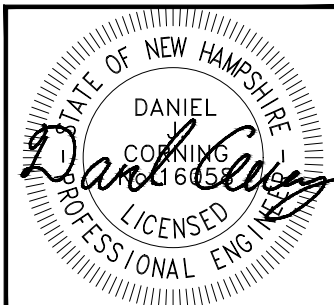
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PROFESSIONAL STAMP



ENGINEER

DANIEL J. CORNING, P.E.
NH PROFESSIONAL ENGINEER LIC #53767

SHEET TITLE

MW1 & MW2
DISH MOUNTING
DETAILS

SHEET NUMBER

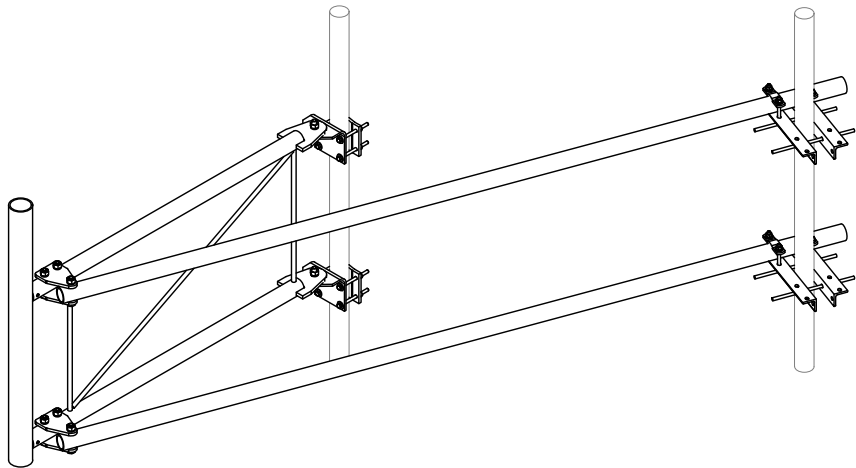
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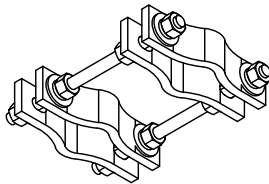
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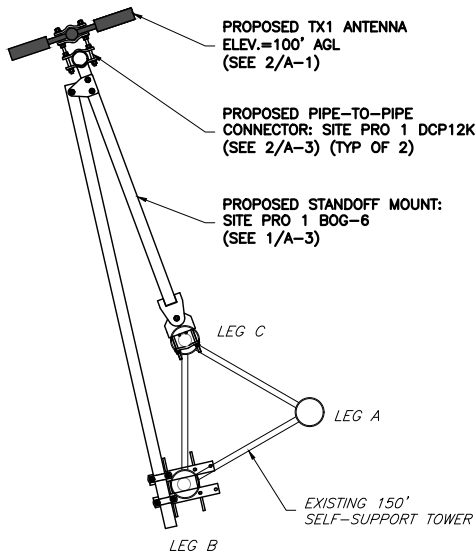
TIE-BACK STABILIZATION RODS TO BE INSTALLED PER MANUFACTURER'S & MOTOROLA'S SPECIFICATIONS.



1 SITE PRO 1 P/N BOG-6
A-3 NOT TO SCALE



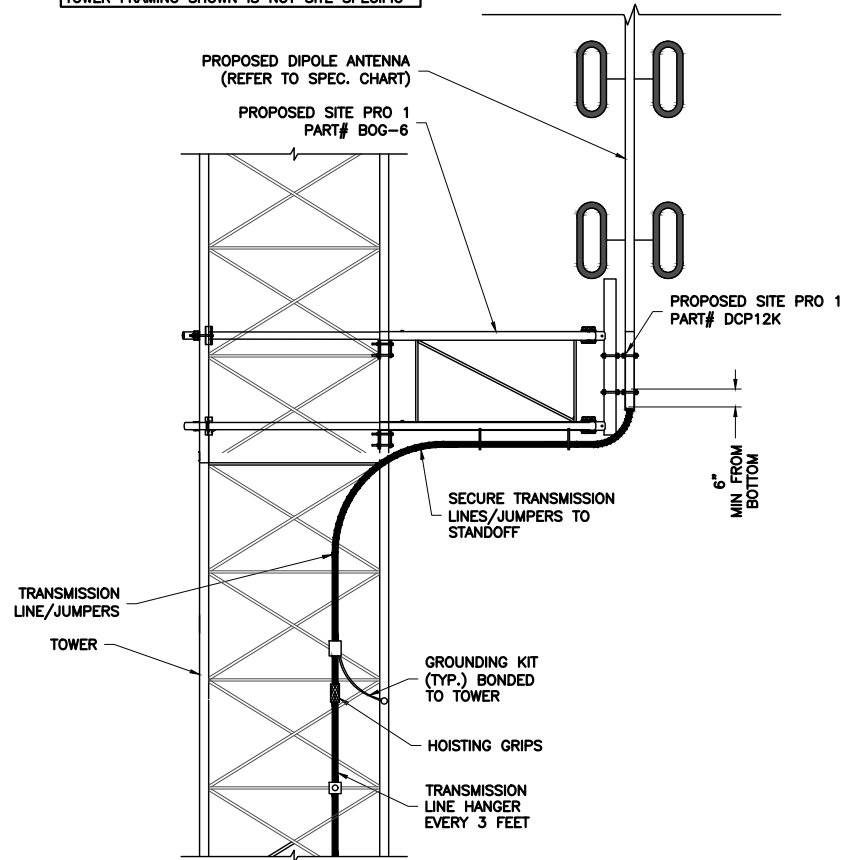
2 SITE PRO 1 P/N DCP12K
A-3 NOT TO SCALE



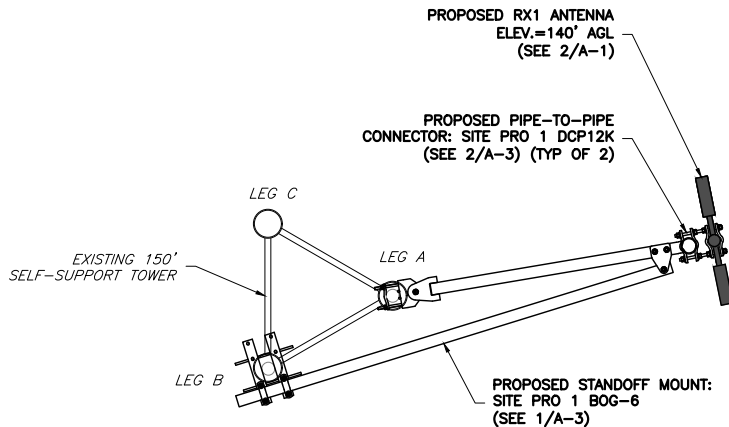
4 PROPOSED TX1 ANTENNA ORIENTATION PLAN
A-3 NOT TO SCALE



NOTE:
TOWER FRAMING SHOWN IS NOT SITE SPECIFIC



3 DIPOLE MOUNTING DETAIL
A-3 NOT TO SCALE



5 PROPOSED RX1 ANTENNA ORIENTATION PLAN
A-3 NOT TO SCALE



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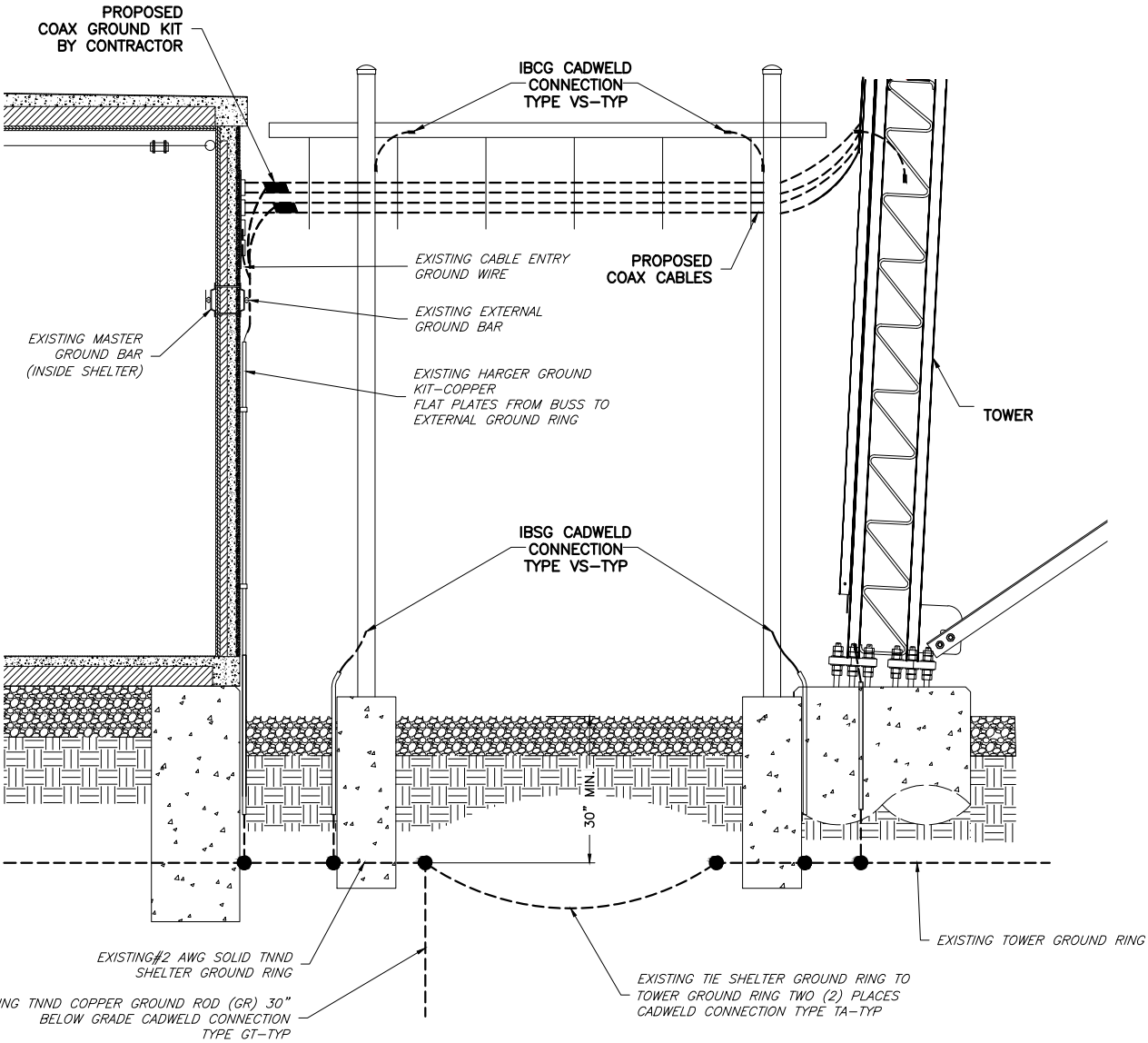
TX1 & RX1
ANTENNA
MOUNTING
DETAILS

SHEET NUMBER

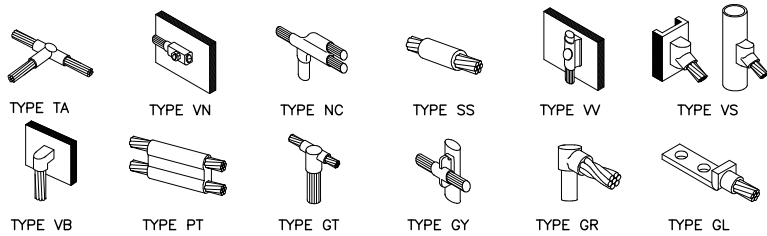
A-3

GROUNDING NOTES:

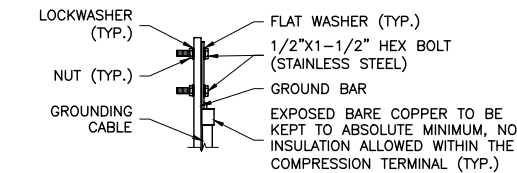
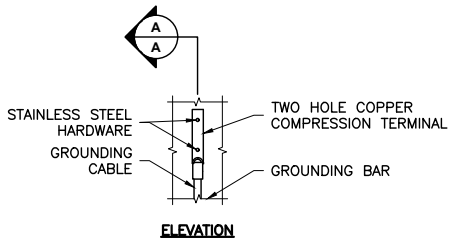
- GROUNDING SHALL COMPLY WITH MOTOROLA STANDARD, FEDERAL, STATE AND LOCAL CODES. IN THE EVENT OF A CONFLICT, MEET THE MOST STRINGENT REQUIREMENT
- ALL GROUNDING DEVICES SHALL BE U.L. APPROVED OR LISTED FOR THEIR INTENDED USE.
- ALL WIRES SHALL BE AWG THHN/THWN COPPER UNLESS NOTED OTHERWISE.
- GROUNDING CONNECTIONS TO GROUND RODS, GROUND RING WIRE, TOWER BASE AND FENCE POSTS SHALL BE EXOTHERMIC ("CADWELDS") UNLESS NOTED OTHERWISE. CLEAN SURFACES TO SHINY METAL. WHERE GROUND WIRES ARE CADWELDED TO GALVANIZED SURFACES, SPRAY CADWELD WITH GALVANIZING PAINT.
- GROUNDING CONNECTIONS TO GROUND BARS ARE TO BE TWO-HOLE BRASS MECHANICAL CONNECTORS WITH STAINLESS STEEL HARDWARE (INCLUDING SCREW SET) CLEAN GROUND BAR TO SHINY METAL. AFTER MECHANICAL CONNECTION, TREAT WITH PROTECTIVE ANTIOXIDANT COATING.
- GROUND COAXIAL CABLE SHIELDS AT BOTH ENDS WITH MANUFACTURER'S GROUNDING KITS.
- ROUTE GROUNDING CONDUCTORS THE SHORTEST AND STRAIGHTEST PATH POSSIBLE. BEND GROUNDING LEADS WITH A MINIMUM 12" RADIUS.
- INSTALL #2 AWG GREEN-INSULATED STRANDED WIRE FOR ABOVE GRADE GROUNDING AND #2 BARE TINNED COPPER WIRE FOR BELOW GRADE GROUNDING UNLESS OTHERWISE NOTED.
- EXOTHERMIC WELDS SHALL BE MADE IN ACCORDANCE WITH ERICO PRODUCTS BULLETIN A-AT.
- CONSTRUCTION OF CONNECTIONS TO EXISTING GROUND RING SYSTEM SHALL BE DOCUMENTED WITH PHOTOGRAPHS PRIOR TO BACKFILLING SITE. PROVIDE PHOTOS TO THE METROPCS CONSTRUCTION MANAGER.
- ALL GROUND LEADS EXCEPT THOSE TO THE EQUIPMENT ARE TO BE #2 BARE TINNED COPPER WIRE. ALL EXTERIOR GROUND BARS TINNED COPPER.
- PRIOR TO INSTALLING LUGS ON GROUND WIRES, APPLY THOMAS & BETTS KOPR-SHIELD (TM OF JET LUBE INC.). PRIOR TO BOLTING GROUND WIRE LUGS TO GROUND BARS, APPLY KOPR-SHIELD OR EQUAL.
- ENGAGE AN INDEPENDENT ELECTRICAL TESTING FIRM TO TEST AND VERIFY THAT IMPEDANCE DOES NOT EXCEED FIVE OHMS TO GROUND BY MEANS OF "FALL OF POTENTIAL TEST". TEST SHALL BE WITNESSED BY A MOTOROLA REPRESENTATIVE, AND RECORDED ON THE "GROUND RESISTANCE TEST" FORM.
- WHERE BARE COPPER GROUND WIRES ARE ROUTED FROM ANY CONNECTION ABOVE GRADE TO GROUND RING, INSTALL WIRE IN 3/4" PVC SLEEVE, FROM 1' BELOW GRADE AND SEAL TOP WITH SILICONE MATERIAL.
- PREPARE ALL BONDING SURFACES FOR GROUNDING CONNECTIONS BY REMOVING ALL PAINT AND CORROSION DOWN TO SHINY METAL. FOLLOWING CONNECTION, APPLY APPROPRIATE ANTI-OXIDIZATION PAINT.
- ANY SITE WHERE THE EQUIPMENT (BTS, CABLE BRIDGE, PPC, GENERATOR, ETC.) IS LOCATED WITHIN 6 FEET OF METAL FENCING, THE GROUND RING SHALL BE BONDED TO THE NEAREST FENCE POST USING (3) RUNS OF #2 BARE TINNED COPPER WIRE.



1 SHELTER AND TOWER GROUNDING ELEVATION DETAIL
G-1 NOT TO SCALE

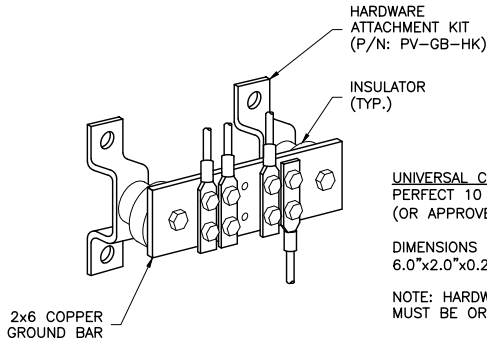


2 GROUNDING CONNECTION DETAILS
G-1 NOT TO SCALE



- NOTE:
- "DOUBLING UP" OR "STACKING" OF CONNECTIONS IS NOT PERMITTED.
 - OXIDE INHIBITING COMPOUND TO BE USED AT ALL LOCATIONS.

3 TYPICAL GROUND BAR CONNECTION DETAIL
G-1 NOT TO SCALE

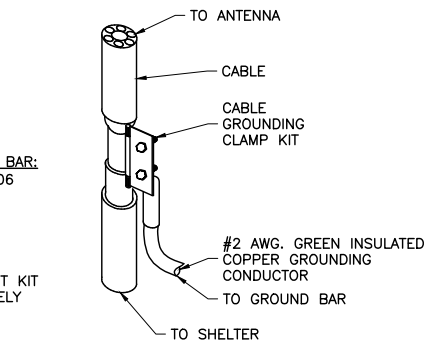


UNIVERSAL COPPER GROUND BAR:
PERFECT 10 P/N: PV-GB0206
(OR APPROVED EQUAL)

DIMENSIONS (HxWxD):
6.0"x2.0"x0.25"

NOTE: HARDWARE ATTACHMENT KIT
MUST BE ORDERED SEPARATELY

4 GROUND BAR DETAIL
G-1 NOT TO SCALE



5 CABLE GROUNDING DETAIL
G-1 NOT TO SCALE

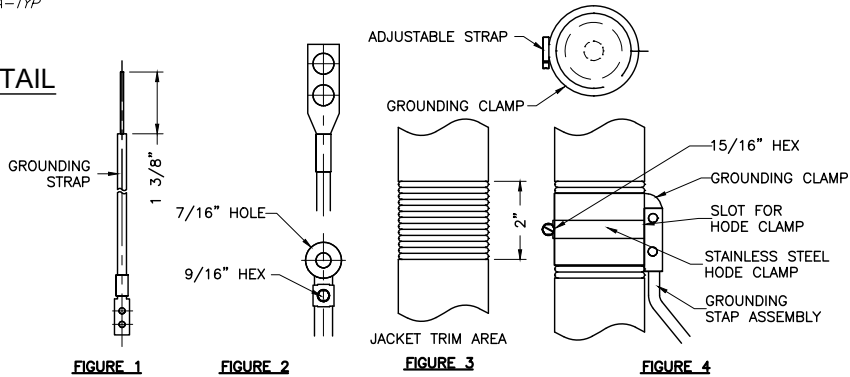


FIGURE 1

FIGURE 2

FIGURE 3

FIGURE 4

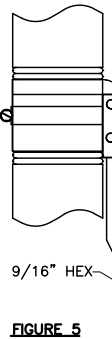


FIGURE 5

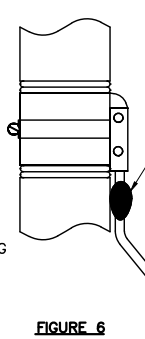


FIGURE 6

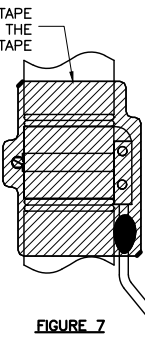


FIGURE 7

6 GROUNDING STRAP WEATHERPROOFING DETAIL
G-1 NOT TO SCALE

ENGINEERING FIRM

NB+C
TOTALLY COMMITTED.
NB+C ENGINEERING SERVICES, LLC.
100 APOLLO DRIVE, SUITE 303
CHELMSFORD, MA 01824
(978) 856-8308

APPLICANT

MOTOROLA
SOLUTIONS

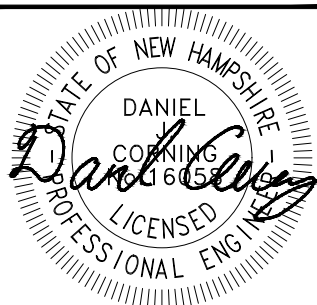
SITE INFORMATION

LONG HILL
308 LONG HILL RD
DOVER, NH 03820
CITY OF DOVER
STRAFFORD COUNTY

DESIGN RECORD

REVISIONS				
REV	DATE	DESCRIPTION	BY	
3	11/22/22	REVISED PER COMMENTS	CSG	
2	08/29/22	REVISED PER COMMENTS	CSG	
1	08/10/22	ADDED VHF ANTENNAS	CSG	
0	07/19/22	FINAL	ACK	

PROFESSIONAL STAMP



ENGINEER

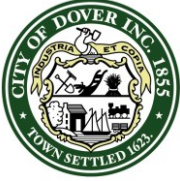
DANIEL J. CORNING, P.E.
NH PROFESSIONAL ENGINEER LIC #53767

SHEET TITLE

GROUNDING
DETAILS

SHEET NUMBER

G-1



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2023.01.25 – 015**

Resolution Re: Amending City of Dover's Designated Representatives to
Community Power Coalition of New Hampshire

WHEREAS: Pursuant to a resolution passed on July 14, 2021 ([R-2021.07.14-130](#)), the City Manager was authorized to execute a Joint Powers Agreement ("JPA") of the Community Power Coalition of New Hampshire ("CPCNH"); and

WHEREAS: The July 2021 resolution also appointed the City Manager or designee as the voting representative of the City of Dover to CPCNH, and the Assistant City Manager as the City of Dover's alternate; and

WHEREAS: Pursuant to a resolution passed on October 13, 2021 ([R-2021-10.13-164](#)), the City's July 2021 resolution was amended to appoint the Assistant City Manager as the voting delegate and the City's Resilience Coordinator/Assistant City Planner as the alternate; and

WHEREAS: Further updates and amendments to the City's delegates are needed.

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

The final resolving clause of R-2021.07.14-130 is amended to read as follows: "Provided a majority of the Board of Directors of the Community Power Coalition of New Hampshire ("CPCNH") approve the City of Dover's membership, the City's Resilience Manager or designee shall serve as the representative of the City of Dover to attend meetings of CPCNH and vote on behalf of the City of Dover, and the Chair of the City's Energy Commission ex officio shall serve as the City of Dover's alternate."

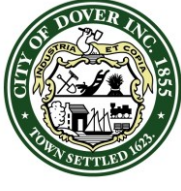
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.9. Resolution Number: R - 2023.01.25 – 015 Resolution Re: Amending City of Dover’s Designated Representatives to Community Power Coalition of New Hampshire
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DOCUMENT HISTORY:

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

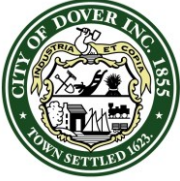
DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

This resolution amends a resolution passed on July 14, 2021 ([R-2021.07.14-130](#)) to designate different City of Dover representatives to the Community Power Coalition of New Hampshire. R-2021.07.14-130 in all other respects remains unaffected by this resolution.

Document Created by: Legal	R-2023.01.25 Amending City of Dover’s Designated Representatives
Document Posted on: January 20, 2023	to Community Power Coalition of New Hampshire
	Page 2 of 2



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2023.01.25 – 016**

Resolution Re: Approval of Amendments to Article XVI of the
Community Power Coalition of New Hampshire Joint
Powers Agreement

WHEREAS: Pursuant to a resolution passed on July 14, 2021 ([R-2021.07.14-130](#)), the City Manager was authorized to execute a Joint Powers Agreement (“JPA”) of the Community Power Coalition of New Hampshire (“CPCNH”); and

WHEREAS: On April 21, 2022, proposed amendments to Article XVI of the JPA (set forth in the background of this resolution) were unanimously approved by all CPCNH member representatives at the CPCNH annual meeting, subject to approval by the governing bodies of all CPCNH members.

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

The amendments to Article XVI of the Joint Powers Agreement (“JPA”) of the Community Power Coalition of New Hampshire, as approved by its member representatives on April 21, 2022 and as described in the background of this resolution, are approved. The City Manager is authorized to execute such documents, if any, as may be necessary to effectuate the approved amendments to the JPA.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.10. Resolution Number: R - 2023.01.25 – 016 Resolution Re: Approval of Amendments to Article XVI of the Community Power Coalition of New Hampshire Joint Powers Agreement
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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The Community Power Coalition of New Hampshire (“CPCNH”) is a non-profit corporation formed as part of an inter-municipal organization authorized in RSA chapter 53-A. CPCNH was incorporated on October 1, 2021. Its mission is to foster resilient New Hampshire communities by empowering them to realize their energy goals.

The Joint Powers Agreement (“JPA”) is the contract among the municipal and county members of CPCNH and includes the corporate charter of the agency and its by-laws. CPCNH is governed by its municipal members and one county member, through their appointed representatives who serve on the CPCNH Board of Directors.

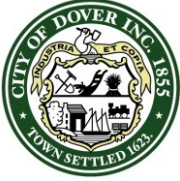
On April 21, 2022, CPCNH member representatives approved amendments to Article XVI of the JPA. The proposed amendments are provided below, shown with changes tracked from the current text:

(~~Red strike-through~~ = deleted language; **bold italics underline** = added language).

ARTICLE XVI AMENDMENTS, SUCCESSORS AND ASSIGNS ...

SECTION 2. Amendments. Subject to any requirements of law or indenture authorizing the issuance of Bonds, this Agreement may be amended ~~at any time and from time to time~~ by a written amendment approved by at least 2/3 (two-thirds) of the votes cast at ~~an Annual~~ **any Membership** Meeting at which a quorum is present, provided that: **(1) written notice of the proposed amendments is distributed to each Member at least fourteen (14) days prior to such**

Document Created by: Legal Document Posted on: January 20, 2023	R-2023.01.25 Approval of Amendments to Article XVI of the Community Power Coalition of New Hampshire Joint Powers Agreement Page 2 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2023.01.25 – 016**

Resolution Re: Approval of Amendments to Article XVI of the
Community Power Coalition of New Hampshire Joint
Powers Agreement

meeting at which it is to be acted upon, (2) no amendment shall be adopted upon the dissenting vote of two or more Members totaling 50% (fifty percent) or more of the population of all Members as based upon the most recent population census., **and (3) amendments to** this Article XVI Section 2 and Articles XII, XIV and XV ~~may not be amended~~ **approved at a Membership Meeting shall not be adopted** unless such amendment is approved by the governing body of each Member. Attachments B and C, the Articles of Agreement and By-Laws, may be amended by a vote of at least 2/3 (two-thirds) of the votes cast by the Members at a Membership Meeting at which a quorum is present pursuant to the terms specified in Article IX of the By-Laws. **Prompt written notice of the effective date of such amendment to this Agreement, the Articles of Agreement, or By-Laws, along with a copy of the amendment or amended document, shall be sent to the principal executive officers of each Member by the Chief Executive Officer or Chair of the Board.**

In general terms, these amendments to Article XVI to the JPA enable changes to be made at any regular and special meetings of the members, rather than restricting JPA amendments to once per year at the annual meeting. These amendments also strengthen the notice requirements for any proposed JPA amendments, as well as any adopted amendments to the JPA, Articles of Agreement, and By-Laws.

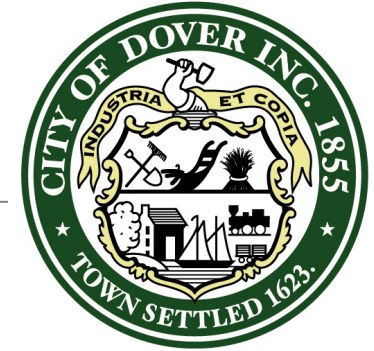
While most JPA articles may be amended with a 2/3 majority vote by the member representatives at CPCNH's annual meeting, Article XVI is one of four articles that may only be amended by unanimous consent of all member governing bodies.

CPCNH's member representatives have unanimously agreed that there is no reason to restrict JPA amendments to once per year at the April Annual Meeting. In contrast, the by-laws may be amended "at the Annual Membership Meeting, any Regular Meeting, or any Special Meeting" (Section 9.1), although some key Articles require unanimous approval of all member governing bodies as well.

The current limitation on JPA amendments also presents a source of potential risk for CPCNH's Members in 2022 and 2023 as the agency moves through its start-up phase, in the event any unforeseen issues need to be addressed more urgently. Allowing the members the flexibility to amend the JPA throughout the year will reduce the risk that CPCNH will run into roadblocks that could prevent a successful and timely launch of the agency's power supply services. CPCNH is well into its critical start-up phase, and it is in the best interests of the agency and its members to have the flexibility to consider amendments to the JPA on an as-needed basis. Additionally, April is expected to be a relatively busy month for the agency and its members, and it would be generally beneficial if JPA amendments could be considered outside of this month.

CPCNH's legal counsel reviewed these proposed amendments prior to their consideration at the April CPCNH Annual Membership Meeting and found them reasonable and well-drafted.

An example of the type of amendment that could have been implemented sooner than at the Annual Meeting — which the Membership did unanimously approve in April — is provided below. It amended Article IX, Section 1 to allow Members to meet more frequently while maintaining compliance with New Hampshire's in-person quorum requirements for public meetings. The amendment is shown in bold/italics: "A majority of members of any committee shall constitute a quorum ***unless the Board specifies otherwise.***"



City of Dover, New Hampshire

Racial Equity & Inclusion Committee



2022 Final Report – January 25, 2023
2021 Annual Report - February 9, 2022

Introduction

Current Members		Past Members	
Chairperson	Lina Shayo	Co-Chairperson	Tess Beam
Vice Chairperson	Lauren Conley	Regular Member	Mark Brave
Liaison - School Board, Secretary	Margaret Fogarty	Regular Member	Timothy Mainella
Regular Member	Luz Bay	Co-Chairperson	Daniel Pontoh
Regular Member	Kathleen Blake	Regular Member	Oscany Rodriguez DeJesus
Regular Member	Jill (Rita) Braceland	Liaison – School Board	Jennifer Rozzo
Regular Member	Emma Gelinis	Liaison – City Council	Dennis Shanahan
Regular Member	Ariel Hayes		
Regular Member	Cora Quisumbing-King		
Liaison – City Council	Linnea Nemeth		
City Manager	J. Michael Joyal, Jr.		
Staff Liaison	Colleen Bessette		
Vacancies	1 Regular, 2 Alternate		

Vision Statement

The City of Dover will be a welcoming and inclusive environment for all people, regardless of race, ethnicity, or place of origin, and this will be a core value and priority of the City of Dover (R - 2020.06.24 - 100).

Elements of this vision include:

- A racially literate, curious and courageous community committed to a culture of education and continual learning.
- Diverse racial representation in city leadership & government, events, and activities as well as physical community spaces.
- Municipal policy & practices that lower barriers for those who have been historically kept out of participating in municipal processes or decision making.
- Established practices that mitigate harm and build relationships and trust within the historical context of colonialism, systemic racism, and white supremacy culture.

Key Accomplishments

Municipal Operations

- Recommended a Flag Policy to be adopted by City Council, and flew flags for Juneteenth and Indigenous People's Day.
- Conducted Employment Data Analysis to understand current diversity and available reporting.
- Identified 13 recommendations for the Police Department pulled from recommendations published by: *Black Lives Matter-Seacoast, Dover Blue and You, Governor's Advisory Council on Diversity and Inclusion, and the NH Commission on Law Enforcement Accountability Community and Transparency (LEACT)*.
- Discussed policies and recommendations with Chief of Police during a regular meeting.
- Recommended Proclamations were read for: *Black History Month, Women's History Month, Asian American Heritage Month, Juneteenth, Pride Month, Hispanic Heritage Month, and Indigenous People's Day*.
- Created a dedicated webpage to Indigenous History and Resources.

Key Accomplishments

Indigenous People Project

- The City now celebrates Indigenous Peoples Day on the second Monday of October.
- The City Council adopted a formal Land Acknowledgement at the recommendation of the Committee.
- Indigenous Peoples Day was celebrated in October of '21 and '22 where the flag of the Pennacook-Abenaki People was raised and flown in front of City Hall.
- Copies of the Land Acknowledgment were distributed during October's Apple Harvest Day.
- The Land Acknowledgement was read at several venues: Veterans Day, DALC Anniversary, Indigenous Peoples Day, Memorial Day, Arts Commission meetings, and opening day at the school district.
- Initiated discussions with Arts Commission on steps to create a permanent Indigenous 'monument' or installation.
- Recommended to and approved by City Council and School Board to install land acknowledgement plaques on [20] municipal and school buildings.
- Awarded grant from NH Humanities to fund plaques and educational programming.

Key Accomplishments

Community Building

- Established ongoing relationships with: Dover Public Library, Dover School Board, and the Woodman Museum.
- Collaborated with the Equity Vision Keepers.
- Met with staff from Dover Public Library on including disclaimers on certain historical records as well as including more media that provide Indigenous History.
- Attended Cemetery Board meeting to discuss history and naming of 'First Settlers' cemetery along with members of the DAR.
- Dover 400th added Land Acknowledgment to their Homepage.
- The Woodman Museum now displays a land acknowledgement poster.

Key Accomplishments

Committee Policy and Procedures Adoption

- Voted to disavow any stories or created material that is not historically accurate.
- Adopted list of Recommended Proclamations to be read by City Council.
- Established representation on Visioning Committee.

Recommendations

City Employment Practices

- Add an option for employees and applicants to self-identify as non-binary.
- Assess bias-awareness training program (the city has existing trainings in place that we can evaluate further).
- Set goals for workforce diversity and establish an action plan for meeting those goals.
- Provide feedback/training to applicants who are not hired on ways they can improve their candidacy.
- Revise EEO statement so that it is more welcoming to prospective employees.

Recommendations

Committee Structure

- Request the City Council to change the status from ad-hoc Committee to a standing Committee
- Maintain current scope of 'Racial Equity and Inclusion'
- Clarify scope to ensure committee is set-up to be an advisory committee with support
- Request formal staff support

Recommendations

Municipal Operations

- Communications
 - Provide better access to the city website for information on ward elections, employment opportunities, and the like
 - Explore how to provide disaggregated demographic data on survey results
 - Increase ways to reach to underrepresented groups on topics such as the above
- Board & Commissions
 - Revamp the Application in order to collect more demographic data
 - Formalize an equitable approach to recruiting
- Strategic Plans & Training
 - Each Department should initiate and implement DEI Goals. Recommend using the MA Municipal DEI Guide.
 - Implement a formal DEI training for city staff. (More formal recommendations to come)
 - Encourage appropriate response to mental health from Police Department
 - Encourage City Council to read land acknowledgement at all meetings and significant events

Recommendations

Indigenous Peoples Project

- Recommend reading the land acknowledgement at the opening of city council meetings. Especially close to Indigenous Peoples Day and Native American Heritage Month.
- City should acknowledge explicitly that the 400th Anniversary is the anniversary of colonization.
- Add “European” before settlement on 400th Webpage and Marketing.
- Recommend the reading of the Land Acknowledgement and the presence of the head speakers of the Cowasuck band of the Abenaki-Pennacook at key Dover 400th events.
- Establish an action plan to create an Indigenous Peoples ‘monument’ in addition to blueberry bushes memorial.

Future Goals for Committee

Municipal Operations

- Invite Department Heads to share their perspectives on diversity and review goals.
- Explore collaboration with other City Committees and local groups on racial equity and inclusion
- Review Diversity Training offered by the City.
- Expand connections and progress with Appointments Committee.
- Clarify opportunities for collaboration and engagement with Police Department.
- Continue working with Library and Equity Vision Keepers.
- Determine who manages Immigrant Park for future opportunities.

Future Goals for Committee

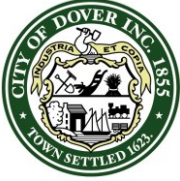
Indigenous Peoples Project

- Ensure sustainability of the goals of the Indigenous Peoples Project through educational institutions, public installations and committed individuals.
 - Continue discussion on establishing indigenous foraging rights for food and medicinal plants on Dover city lands.
 - Identify sponsors for the Indigenous Peoples Monument and form a committee.
 - Continue conversations with the Woodman Institute Museum about accurate Indigenous People history.
- Continue discussions with the Dover Public Library on their efforts to ensure that the public are aware of resources that provide accurate Indigenous Peoples history.
- Rename 'First Settlers Burial Ground' to 'First European Settlers Burial Ground'.

Future Goals for Committee

Community Building

- Establish outreach beyond municipal entities such as the Children's Museum, DALC, and Woodman Museum to understand how they are supporting racial equity.
- Create two way communication public through listening sessions and/or surveys.
- Explore collaboration with other City Committees and local groups on racial equity and inclusion.
- Explore diversity training opportunities through Chamber of Commerce to expand impact of mission and goals.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2023.01.25 – 017**

Resolution Re: Approval of Electrical Aggregation Plan for the City of
Dover Pursuant to RSA chapter 53-E

- WHEREAS: On October 1, 2021, the City of Dover entered into a Joint Powers Agreement of Community Power Coalition of New Hampshire (“Joint Powers Agreement”), along with the other 11 founding members of the Community Power Coalition of New Hampshire; and
- WHEREAS: The City needs to develop an Electric Aggregation Plan (“EAP”), which by statute may be drafted and presented by a local Electric Aggregation Committee (“EAC”); and
- WHEREAS: By resolution passed February 23, 2022 ([R-2022.02.23-044](#)), the City appointed its Energy Commission to develop Dover’s EAP; and
- WHEREAS: The Energy Commission has held public hearings and developed an EAP for Dover that meets the criteria set forth in RSA 53-E:6, a copy of which accompanies this resolution; and
- WHEREAS: On January 18, 2023, the Energy Commission voted to adopt the attached EAP.

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

The City of Dover’s Electric Aggregation Plan, finalized adopted by the Energy Commission on January 18, 2023, is hereby approved and adopted. The City Manager or designee is authorized to take such actions as may be necessary to seek and procure such other required approvals from the New Hampshire Public Utilities Commission or otherwise.

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.B.1.	
Resolution Number: R - 2023.01.25 – 017 Resolution Re: Approval of Electrical Aggregation Plan for the City of Dover Pursuant to RSA chapter 53-E		

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 Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

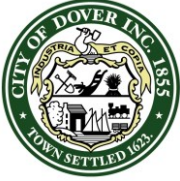
RESOLUTION BACKGROUND MATERIAL:

The Dover Community Power program is authorized under RSA chapter 53-E. It aims to provide electricity supply service for the City’s residents, businesses, municipal operations and other customers on a competitive and voluntary basis. The program will only launch if it is able to initially offer default electricity rates that are lower than those offered by Eversource. The program is expected to be self-funded through revenues generated by participating customers and, as such, the City does not intend to use taxpayer funds to cover program expenses. *See also* RSA 53-E:5. Eversource will continue to own and operate the distribution grid and be responsible for delivering power to all customers within the City. The Community Power Coalition of New Hampshire (“CPCNH”) is preparing to assist its member communities, including Dover, with administering the program. CPCNH is overseen by a Board of Directors composed of appointed members from participating member communities. The overriding goal is for the participating communities to leverage their combined purchasing power to create savings and new value for customers through individual programs such as the Dover Community Power program, while supporting clean and renewable energy sources.

Electric Aggregation Plans are required by statute (RSA 53-E:6) and must contain certain information. Attached is a copy of the Electric Aggregation Plan for Dover adopted by the Energy Commission on January 18, 2023. Prior to the Energy Commission’s vote on January 18, 2023, the Energy Commission held two public hearings. Procedurally, the next step following City Council approval would be submission of the EAP to the Public Utilities Commission for review and approval.

For reference, with respect to Electric Aggregation Plans, two statutes are provided below. First, RSA 53-E:6 provides as follows:

Document Created by: Legal Document Posted on: January 20, 2023	R-2023.01.25 Approval of Electrical Aggregation Plan for the City of Dover Pursuant to RSA chapter 53-E Page 2 of 6
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2023.01.25 – 017**

Resolution Re: Approval of Electrical Aggregation Plan for the City of
Dover Pursuant to RSA chapter 53-E

53-E:6 Electric Aggregation Plan. –

I. The governing body of a municipality or county may form an electric aggregation committee to develop a plan for an aggregation program for its citizens. A municipality or county may join other municipalities or counties in developing such plans. A county plan may provide an aggregation program for all or a subset of municipalities within the county that request to participate by a majority vote of their respective governing bodies.

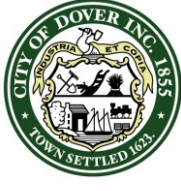
II. The plan shall provide universal access, reliability, and equitable treatment of all classes of customers subject to any differences arising from varying opportunities, tariffs, and arrangements between different electric distribution utilities in their respective franchise territories, and shall meet, at a minimum, the basic environmental and service standards established by the commission and other applicable agencies and laws concerning aggregated service.

III. The plan shall detail:

- (a) The organizational structure of the program.
- (b) Operation and funding.
- (c) Rate setting and other costs to participants, including whether energy supply services are offered on an opt-in basis or on an opt-out basis as an alternative default service.
- (d) The methods for entering and terminating agreements with other entities.
- (e) The rights and responsibilities of program participants.
- (f) How net metered electricity exported to the distribution grid by program participants, including for group net metering, will be compensated and accounted for.
- (g) How the program will ensure participants who are enrolled in the Electric Assistance Program administered by the commission will receive their discount.
- (h) Termination of the program.

IV. The committee shall approve a final plan which the committee determines is in the best, long-term interest of the municipality or county and the ratepayers.

V. The committee shall solicit public input in the planning process and shall hold public hearings.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.1. Resolution Number: R - 2023.01.25 – 017 Resolution Re: Approval of Electrical Aggregation Plan for the City of Dover Pursuant to RSA chapter 53-E
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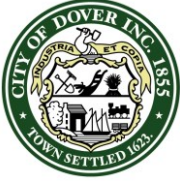
In addition, RSA 53-E:7 provides as follows:

53-E:7 Aggregation Program. –

I. The governing body of a municipality or county may submit to its legislative body for adoption a final plan for an aggregation program or any revision to include an opt-out aggregation program, to be approved by a majority of those present and voting.

II. Every electric aggregation plan and any revision of a plan to include an opt-out default service program shall be submitted to the commission, either before or after being submitted by the governing body to the legislative body for approval, to determine whether the plan conforms to the requirements of this chapter and applicable rules of the commission. The commission shall approve any plan submitted to it unless it finds that it does not meet the requirements of this chapter and other applicable rules and shall detail in writing addressed to the governing bodies of the municipalities or counties concerned, the specific respects in which the proposed plan substantially fails to meet the requirements of this chapter and applicable rules. Failure to disapprove a plan submitted hereunder within 60 days of its submission shall constitute approval thereof. A municipality or county may submit a plan that is revised to comply with applicable requirements at any time and start the review process over. Any plan submitted to the commission under this paragraph shall also be submitted on the same date to the office of the consumer advocate under RSA 363:28 and any electric distribution utility providing service within the jurisdiction of the municipality or county. The consumer advocate, utilities, and members of the public may file comments about such plans within the first 21 days of their submission. Commission review and approval of electric aggregation plans shall not require a contested case but shall allow time for submission and consideration of any such comments.

III. If the plan is adopted or once adopted is revised to include an opt-out service, the municipality or county shall mail written notification to each retail electric customer within the municipality or county service area where such opt-out service is to be provided. If an electric aggregation program or energy service is offered only on an opt-in basis, mailing of written notification to each retail electric customer within the municipality or county service area shall not be required. Municipalities and counties shall post public notice of aggregation programs. To enable such mailed notification and notwithstanding RSA 363:38, after an aggregation plan is duly approved the electric distribution utility or utilities serving an adopting municipality or county shall provide to such municipality or county a current list of the names and mailing addresses of all electric customers taking distribution service within the municipality or county service area, and for such customers on utility provided default service, the account numbers and any other information necessary for successful enrollment in the aggregation. Notification shall include a description of the aggregation program, the implications to the municipality or county, and the rights and responsibilities that the participants will have under the program, and if provided on an opt-out basis, the fixed rate or charges that will apply. No retail electric customer shall be included in a program in which the customer does not know all of the rates or charges the customer may be subject to at least 30 days in advance and has the option, for a period of not less than 30 days from the date of the mailing, to opt out of being enrolled in such program, unless the customer affirmatively responds to the notification or requests in writing to be included in the program.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2023.01.25 – 017**

Resolution Re: Approval of Electrical Aggregation Plan for the City of
Dover Pursuant to RSA chapter 53-E

IV. Within 15 days after notification of the plan has been sent to retail electric customers in the service area, a public information meeting to answer questions on the program shall be held.

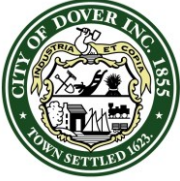
V. Services proposed to be offered by or through the aggregation shall be on an opt-in basis unless the adopted aggregation plan explicitly creates an opt-out alternative default energy service program where the rate or price is known at least 30 days in advance of its application and, for a period of not less than 30 days from the date notification is mailed, the customer has the opportunity to opt out of being enrolled in such program, by return postcard, website, or such additional means as may be provided. Customers who are on default service provided by an electric distribution utility shall be enrolled by the aggregator in an aggregation provided alternative default service if they do not elect to opt out. Customers opting out will instead remain on utility provided default service. Customers taking energy service from a competitive electricity supplier shall not be enrolled in any aggregation program, unless they voluntarily opt in.

VI. New customers to the electric distribution utility after the notification mailing required by paragraph III shall initially be enrolled in utility provided default service unless the customer has relocated within a single utility's service area and is continuing service with a competitive supplier or a municipal or county aggregation program. Upon request of an aggregator, but not more frequently than monthly and notwithstanding RSA 363:38, the utility shall make available to each operating municipal aggregation, or county aggregation where there is no municipal aggregation, the names, account numbers, mailing addresses, and any other information necessary for successful enrollment in the aggregation of customers that are new to or then currently on electric distribution utility provided default service after they have provided the customer list for the initial customer mailing required by paragraph III and that are located within the aggregation service area. The aggregation shall periodically mail a written notification to such new customers that have not previously opted out of the aggregator's service and shall enroll them in the aggregation consistent with the opt-in or opt-out requirements of this paragraph and paragraph III.

VII. Municipal aggregations shall take priority or precedence over any county aggregations and each such aggregation shall be responsible for assuring that customers are enrolled with the correct aggregation.

VIII. Customers enrolled in a municipal- or county-provided default service shall be free to elect to transfer to utility provided default service or to transfer to a competitive electricity supplier with adequate notice in advance of the next regular meter reading by the distribution utility, in the same manner as if they were on utility provided default service or as approved by the commission. No such customer shall be required to pay any exit fee or charge for such transfer. Customers requesting transfer of supply service upon dates other than on the next available regular meter reading date may be charged an off-cycle meter reading and billing charge. Upon request of the customer the aggregator shall transfer the customer back to utility provided default service.

IX. Once adopted, an aggregation plan and program may be amended and modified from time to time as provided by the governing body of the municipality or county. In all cases the establishment of an opt-out default service program shall be approved as provided in paragraphs I, II, and IV.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2023.01.25 – 017**

Resolution Re: Approval of Electrical Aggregation Plan for the City of
Dover Pursuant to RSA chapter 53-E

X. The commission shall adopt rules, under RSA 541-A, to implement this chapter and, to the extent authorities granted to municipalities and counties by this chapter materially affect the interests of electric distribution utilities and their customers, to reasonably balance such interests with those of municipalities and counties for the public good, which may also be done through adjudicative proceedings to the extent specified or not addressed in rules. Such rules shall include but not be limited to rules governing the relationship between municipal and county aggregators and distribution utilities, metering, billing, access to customer data for planning and operation of aggregations, notice of the commencement or termination of aggregation services and products, and the reestablishment of a municipal or county aggregation that has substantially ceased to provide services. Where the commission has adopted rules in conformity with this chapter, complaints to and proceedings before the commission shall not be subject to RSA 541-A:29 or RSA 541-A:29-a.



**Dover Community Power
Electric Aggregation Plan**

**As Approved by the Dover City Council
on _____**

**Approved by Dover Energy Commission
on January 18, 2023**

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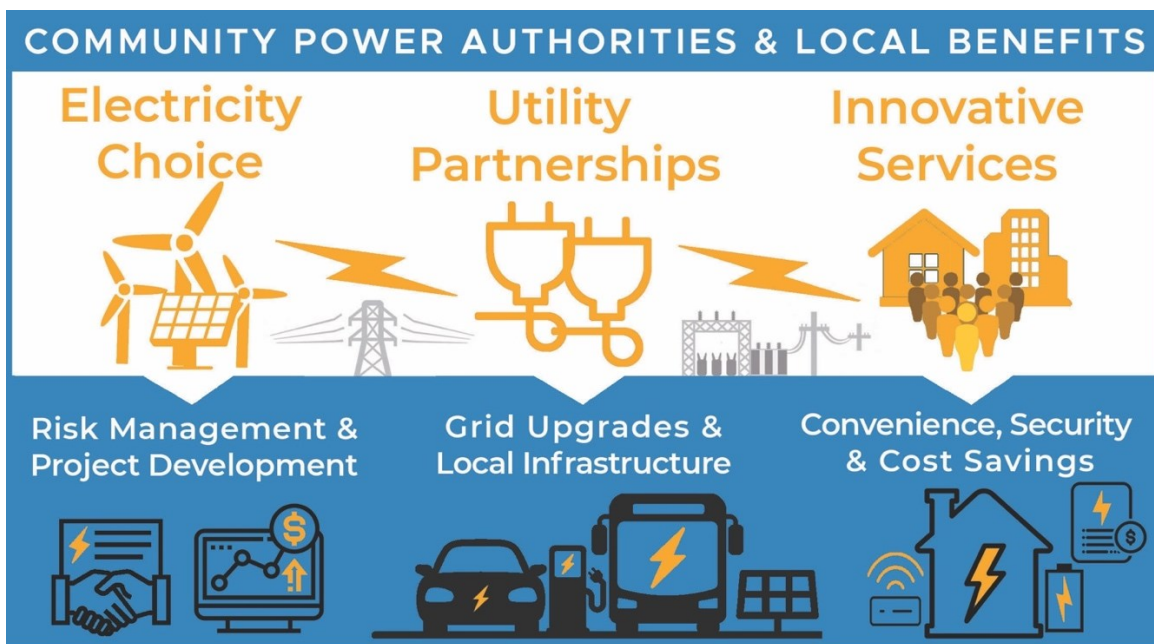
INTRODUCTION TO COMMUNITY POWER

New Hampshire's updated Community Power law (RSA 53-E, as amended by SB 286, effective October 1, 2019) is a bipartisan policy designed to further democratize, evolve, and enhance the economic efficiency of our electric power industry.

The Legislature's intent in enacting RSA 53-E was to "*encourage voluntary, cost effective and innovative solutions to local needs with careful consideration of local conditions and opportunities.*" (Refer to Attachment 1 for a summary of the legislative context and local control authorities of Community Power.) To achieve this goal, RSA 53-E authorizes local governments (cities, towns, and counties) to launch Community Power programs that:

- Provide electricity supply service to residents and businesses, who are notified and enrolled on an "opt-in" customer choice or "opt-out" default service basis and may thereafter leave or rejoin the program (by switching suppliers in advance of their next billing cycle date);
- Procure a reliable supply of "all-requirements" electricity, inclusive of Renewable Portfolio Standard requirements, with the option to participate directly in the ISO New England wholesale market (as a load-serving entity on behalf of participating customers);
- Offer a range of innovative services, products, new Net Energy Metering supply rates, and local programs to participating customers;
- Establish a joint powers agency with other Community Power programs to share services, contract for energy project developments, and facilitate related energy initiatives; and
- Work collaboratively with distribution utilities, regulators, policymakers, and innovative energy businesses to help modernize our electrical grid and market infrastructure.

These authorities and local benefits are depicted in the graphic below:



Distribution utilities will continue to deliver power to all customers, regardless of whether they are supplied electricity by new Community Power programs or Competitive Electric Power Suppliers (or have chosen to switch back to utility-provided default service).

OVERVIEW OF DOVER COMMUNITY POWER

Dover Community Power is a program authorized under RSA 53:E to provide electricity supply service for the City's residents, businesses, and other types of customers. Providing electricity supply involves being responsible for procuring electric generation (supply) to match customer loads (consumption) in real time, except when the grid goes down. The program will only launch if it is able to initially offer residential default rates that are lower than or competitive with those offered by Eversource. Thereafter, the program will:

- Serve as the default electricity supplier for all customers on a default "opt-out" basis;
- Offer innovative services and generation rates to customers on an "opt-in" or "opt-up" basis (such as 100% renewable premium products, time-varying rates and Net Energy Metering generation credits for customers with solar photovoltaics);
- Operate on a competitive basis, in that customers may choose to switch between Dover Community Power, service provided by Competitive Electric Power Suppliers, and utility-provided default service; and
- Be self-funded through revenues generated by participating customers; the City will not use taxes to cover program expenses.

Eversource will continue to own and operate the distribution grid and be responsible for delivering power to all customers within the City. Customers will continue be charged for utility delivery services at rates set by the Public Utilities Commission.

The City Council, in coordination with advisory support from the Dover Energy Commission who as appointed as the Dover Electric Aggregation Committee, will authorize the City Manager to contract for the necessary services and power supplies to implement and operate the program, and continue to provide oversight over the program thereafter.

Customer Notification and Enrollment Process

Prior to launch of Dover Community Power, all eligible customers will be mailed notifications and provided the opportunity to "opt-out" or "opt-in" to the program, depending on whether they currently are on default service provided by Eversource or take service from a Competitive Electric Power Supplier:

- Customers already served by Competitive Electric Power Suppliers will be notified and may request to "opt-in" to the program; and
- Customers currently on default energy service provided by Eversource will be notified, provided the opportunity to decline participation ("opt-out"), and thereafter transferred to Dover Community Power if they do not opt-out.

Notifications to customers on utility-provided default service will include the initial fixed rate for the program's default service compared with the Eversource's rate, be mailed to customers at least 30 days in advance of program launch and provide instructions for customers to decline participation (for example, by return postcard, calling a phone number or using a web portal).

After the launch of Dover Community Power, any new customers starting service within the City will be given a similar opt-out notice and will be transferred onto default service provided by the program, unless they choose to take energy service from Eversource or a Competitive Electric Power Supplier.

All customers on Dover Community Power default service will remain free to switch back to the Eversource or to take energy service from a Competitive Electric Power Supplier.

Customer Accounts and Electricity Usage Estimates

The tables below show the total number and annual electricity usage of customers within Dover's territory who would initially receive either "opt-out" or "opt-in" notifications:

	<u>Utility Default Supply Customers</u> (Eligible for Opt-Out Notifications & Automatic Enrollment)		<u>Competitive Supply Customers</u> (Eligible for Opt-In Notifications & Voluntary Enrollment*)	
	Customer Accounts	Annual Usage (MWh)	Customer Accounts	Annual Usage (MWh)
Municipal	N/A	N/A	146	8,700
Residential	13,933	82,810	2,041	16,136
Commercial	1,977	20,870	949	38,799
Industrial	33	699	29	1,927
Outdoor Lite	4	5	13	28
Total	15,947	104,384	3,178	65,590

Aggregated data shown was provided by Eversource for the 12 months ending December 2020. Municipal data represents a 4-year average between 2018 and 2021. The current plan is to include the municipal load with the enrollment of the utility default supply customers.*

Membership in the Community Power Coalition of New Hampshire

Dover is a member of the Community Power Coalition of New Hampshire ("the Coalition"), a joint powers agency authorized under RSA 53-A ("Agreements Between Governments: Joint Exercise of Powers") that will operate on a not-for-profit basis.

The Coalition was created so that towns, cities, and counties across New Hampshire could:

1. Access the resources and support required to streamline the process of establishing an Electric Aggregation Committee, drafting an Electric Aggregation Plan and approving a new Community Power program.
2. Jointly solicit and contract for third-party services and staff support to launch and operate Community Power programs, without requiring any upfront costs or imposing any financial liabilities on participating communities.
3. Participate in joint power solicitations and local project development opportunities.
4. Share knowledge and collaborate regionally on clean energy and resilient infrastructure development at the community-level throughout the state.
5. Speak with one voice at the Legislature and Public Utilities Commission on public advocacy issues related to energy and Community Power.

The Coalition's joint powers agency governance model and competitive business model have been designed in accordance with energy industry best practices to ensure that participating Community

Power programs benefit from transparent governance and high-quality services — so that all communities are able to take full advantage of their local control authorities under RSA 53-E and achieve the full scope of their local energy policy goals.

The Coalition is governed “*for communities, by communities*” under a voluntary and flexible membership structure, will provide competitive electricity service on a statewide basis, and will strengthen the ability of communities to coordinate effectively on public advocacy issues.



Key aspects of the Coalition’s design, governance, services and start-up process are summarized in:

- The appendix ([Attachment 2](#)) provides an overview of the communities, volunteers and experts involved in the process of designing the power agency.
- The chapter “[Overview of the Community Power Coalition of New Hampshire](#)” provides context regarding the purpose of joint action power agencies, highlights the importance of joint public advocacy (and summarizes the Coalition’s successful engagements at the Legislature and Public Utilities Commission on Community Power and public advocacy issues to-date), and summarizes key features of the Coalition’s business model and services.
- The chapter “[Dover Community Power Goals, Objectives and Requirements](#)” explains how the Coalition’s joint action governance and business model should help enable Dover to achieve the full scope of our policy goals, delineates what our goals are over the short-to-long term, and summarizes the program’s near-term operational requirements as a power enterprise.
- The remainder of this chapter summarizes the City’s anticipated role in the Coalition’s governance and implementation process through the launch of Dover Community Power.

Purpose of this Electric Aggregation Plan

The Electric Aggregation Committee was tasked by the City Council to prepare this Electric Aggregation Plan, which sets forth Dover’s policy goals for our Community Power program, summarizes program governance and implementation processes, and commits Dover Community Power to comply with applicable statutes and regulations in terms of:

- Providing universal access, reliability, and equitable treatment of all classes of customers subject to any differences arising from varying opportunities, tariffs, and arrangements between different electric distribution utilities in their respective franchise territories; and

- Meeting, at a minimum, the basic environmental and service standards established by the Public Utilities Commission and other applicable agencies and laws and rules concerning the provision of service under Community Power.

This plan does not otherwise commit Dover to any defined course of action, including participation in the Coalition for the purposes of launching the program, and does not impose any financial commitment on the City.

The City Council retains the power to contract for all required program services and electricity supplies, to set rates, and to pursue related projects independently of the Coalition.

Approval Process for Dover Community Power

This Electric Aggregation Plan was developed by the Electric Aggregation Committee with due input from the public, as required under RSA 53-E. Public hearings were held on November 16th, 2022 and December 14th, 2022. Refer to [Attachment 7](#) for additional information.

The Electric Aggregation Committee has determined that this Electric Aggregation Plan satisfies applicable statutory requirements and is in the best, long-term interest of the City and its residents, businesses, and other ratepayers.

Adoption of this Plan by the City Council, by majority approval of those present and voting, establishes Dover Community Power as an approved aggregation with statutory authorities defined under RSA 53-E:3 (to be exercised with due oversight and local governance, as described herein), and authorizes the City Council to arrange and contract for the necessary professional services and power supplies to launch Dover Community Power.

Implementation Process for the Coalition & Dover Community Power

The City became a member of the Coalition on July 14, 2021 when the City Council unanimously approved entering into the Coalition's Joint Powers Agreement and the Coalition Board subsequently voted to approve Dover as a member.

The Coalition's Joint Powers Agreement includes the Articles of Agreement and Bylaws of the nonprofit. It establishes the general purpose, authorities, structure, Board of Directors, committees, cost-sharing principles, liability protections, and other aspects of the organization.

The Coalition was incorporated on October 1, 2021 by the following founding local government Members: the cities of Lebanon, Nashua and Dover; the towns of Hanover, Harrisville, Exeter, Rye, Warner, Walpole, Plainfield, Newmarket, Enfield and Durham; and Cheshire County.

This plan assumes, but does not require, that the City will participate fully in the Coalition for the purposes of implementing and operating Dover Community Power.

City Participation in Joint Powers Agency Governance

After the founding members jointly executed the Joint Powers Agreement to incorporate the Coalition, the Board of Directors was constituted with representatives appointed by each member's governing body.

The City Council appoints primary and alternate representatives of Dover Community Power to serve on the Coalition's Board of Directors and as Member representatives to Annual meetings and certain votes. The City's representatives have directly participated in overseeing the Coalition's initial startup and implementation activities, including the:

- Adoption of Board policies and the election of officers;
- Hiring of expert staff to provide qualified management and oversight;
- Solicitation and contracting of third-party service vendors to launch and operate Community Power programs; and
- Appointment of Board members and other community representatives to committees.

Dover and all other members will be directly represented on the Coalition's Board until more than twenty-one (21) members join, at which point directors will be elected by vote of the Members' representatives at annual meetings (with a Board size of between 11 and 21 representatives, at the Members' direction).

Additionally, to exercise more regular oversight over specific aspects of the joint powers agency, the Coalition will have six standing committees as it develops: Executive, Finance, Audit, Regulatory and Legislative Affairs, Risk Management, and Governance. The Board may also establish ad-hoc committees, and each direct project that members choose to pursue in the future will be overseen by a committee specific to that project.

All meetings of the Coalition will comply with New Hampshire's Right-to-Know Law (RSA 91-A), the purpose of which is to *"ensure both the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people"*, based on the recognition that *"openness in the conduct of public business is essential to a democratic society."*

Development of Member Cost Sharing Agreement and Services for Dover Community Power

Under the terms of New Hampshire's Community Power law ([RSA 53-E](#)):

- Community Power programs must be self-funded, with ongoing costs paid for using the revenues generated by participating customers.
- Municipalities are only allowed to incur incidental costs associated with implementing Community Power programs, such as the costs necessary to comply with the Community Power law, up to the time that the program starts to produce revenue from participating customers. Incidental costs should not include any costs that are more properly accounted for as capitalized or operating costs of the Dover Community Power program.

Membership in the Coalition, and the implementation of Dover Community Power, will not require any upfront cost for the City other than such incidental expenses (e.g., the staff time, counsel review of agreements, and other expenses required to comply with the Community Power law before the program starts to generate revenue).

To provide the services, credit support and electricity supply required to launch and operate Dover Community Power:

- The Coalition will administer competitive solicitations on behalf of all participating Community Power programs to contract with qualified vendors and credit-worthy suppliers.
- Vendors are expected to fund and self-manage the upfront cost of launching Community Power programs, under at-risk and performance-based contract structures with payments contingent upon successful launch.
- Program implementation costs for Dover, along with ongoing operational and power procurement expenses, will be factored into the customer rates and be recovered from the revenues received from participating customers after the launch of Dover Community Power.

Similar solicitations and at-risk, performance-based contract structures have been used to successfully launch and operate new joint powers agencies in other Community Power markets.

Dover's representatives on the Coalition's Board of Directors are participating in the solicitation of services, agency startup activities and the development of a cost-sharing agreement with other founding members.

The Coalition's Joint Powers Agreement provides certain requirements regarding how costs will be tracked and shared across participating Community Power programs, which will guide the development of the Coalition cost-sharing agreement:

- Costs will be tracked in three distinct categories: direct project costs, member services, and general and administrative costs (which are overhead costs that are not associated with any specific project or member service);
- Member cost-sharing agreements will be the same in all material respects: general and administrative costs will be allocated based on each Community Power program's share of total electricity usage each year, while each member will choose and separately pay for the costs of specific services and projects (under terms that reflect a fair allocation across all the members that chose the same services and projects); and
- The debts, liabilities and obligations of the Coalition, and of other participating Community Power programs, will be non-recourse to Dover (unless expressly agreed to by the City Council under Dover's Cost Sharing Agreement or a Project Contract).

To proceed with launching and operating Dover Community Power through the Coalition:

- The City Council will review and approve execution of the Coalition's Cost Sharing Agreement and Member Services Contract, along with the Data Security and Privacy Policy and the Energy Portfolio Risk Management, Retail Rates, and Financial Reserves policies approved by the Coalition's Board of Directors.
- The Coalition will provide the services and credit support necessary to launch and operate Dover Community Power (along with the programs of other municipalities across the state) and will provide all-requirements electricity to customers participating in the programs.
 - Confidential customer data will be handled in accordance with the Data Security and Privacy Policy.
 - Power procurement and energy portfolio risk management, rate setting, and the accrual of financial reserves for the program will be carried out in accordance with the Coalition's Energy Portfolio Risk Management, Retail Rates, and Financial Reserves policies.
 - The Coalition will collect revenues from program customers on the City's behalf and would recover expenses incurred on behalf of Dover Community Power in accordance with the Cost Sharing Agreement.

Governance of the power agency will be carried out pursuant to the Coalition's Joint Powers Agreement. The Board of Directors and committees of Member Representatives — the Executive Committee, Finance Committee, Risk Management Committee, Member Operations and Engagement Committee, Regulatory and Legislative Affairs Committee, etc. — will continue to meet regularly and carry out their responsibilities to provide oversight and direction, supported by a qualified CEO and staff experts hired to provide day-to-day oversight and management the agency's service providers, operations, planning, and program development activities.

The Coalition intends to contract for all the services required to launch and operate member Community Power programs, which is expected to enable access to advanced services and expertise at least cost for Dover Community Power. However, note that:

- The City will be under no obligation to rely on the services provided through the Coalition until the City Council executes the Coalition's cost-sharing agreement and chooses which services will be provided through the Coalition.
- At that time, the City Council may decide to rely on the Coalition for all or a subset of the services required to launch and operate Dover Community Power.
- Alternatively, the City Council could decide to withdraw from the Coalition entirely, prior to the point at which power procurement is authorized on behalf of Dover Community Power the, and launch Dover Community Power independently without any cost or continuing financial obligations to the Coalition.
- Lastly, after Dover Community Power launches, the City could still decide to procure certain services independently or to withdraw from the Coalition at a future date, subject to the terms, conditions and any continuing obligations specified in the cost-sharing agreement approved by the City Council.

Decisions made by the City Council regarding how to best implement and operate Dover Community Power, including the execution of the Coalition cost-sharing agreement and selection of services provided through the Coalition, will be made at duly noticed public meetings.

Coalition Engagement on Rule Making at the Public Utility Commission

Dover will submit this final Electric Aggregation Plan to the Public Utilities Commission for review and approval as per RSA 53-E:7, II.

Rules require submission of Dover's Electric Aggregation Plan to the Commission in order to:

- Provide formal notice that the City is planning to launch a Community Power program; and
- Authorize the City to request access to additional customer data from Eversource that will be needed for the implementation and administration of Dover Community Power.

Over the course of 2020-2022, members of the Coalition have actively participated in the informal and formal rule drafting process by providing initial and subsequent sets of draft rules for review and refinement, arranging and facilitating bilateral meetings with utilities and other stakeholders, and leading stakeholder workshop discussions and editing sessions at the request of Public Utilities Commission staff.

On December 1, 2021, the Coalition submitted a petition for rulemaking to implement RSA 53-E for Community Power Aggregations, which was filed on behalf of the Coalition's Members and other stakeholders that had been invited to join the petition. The Commission approved the petition in Docket DE 21-142¹ and issued an Initial Proposal on February 3, 2022, putting forward the Coalition's recommended rules for public review and comment. Dover Community Power and the Coalition actively participated in the review and public comment process proceeding the Commission's issuance of a Final Proposal for CPA Administrative Rules, which became effective on October 5, 2022.

¹ See: https://www.puc.nh.gov/Regulatory/Docketbk/2021/21-142/LETTERS-MEMOS-TARIFFS/21-142_2022-03-14_CPCNH_COMMENTS.PDF

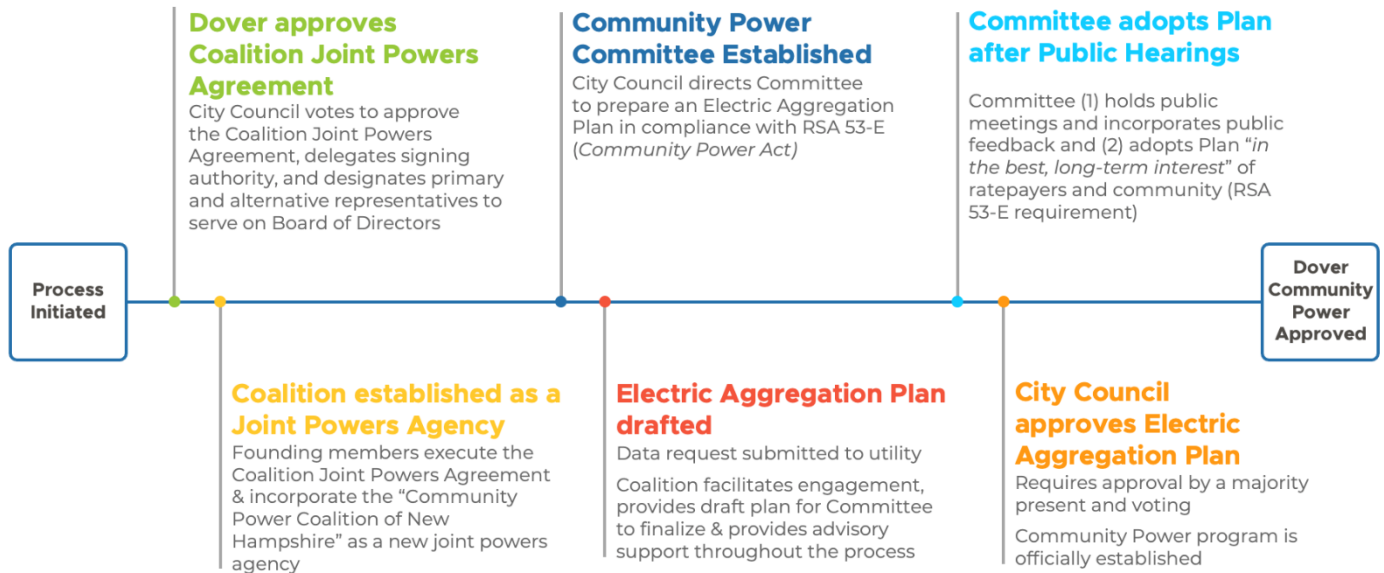
Dover Community Power will continue to coordinate with the Coalition to engage in relevant regulatory and legislative processes.

Coalition & Dover Community Power Implementation Milestone Charts

The milestone charts below show the anticipated approval, formation and launch processes for Dover Community Power and the Coalition power agency, as described in the sections above.

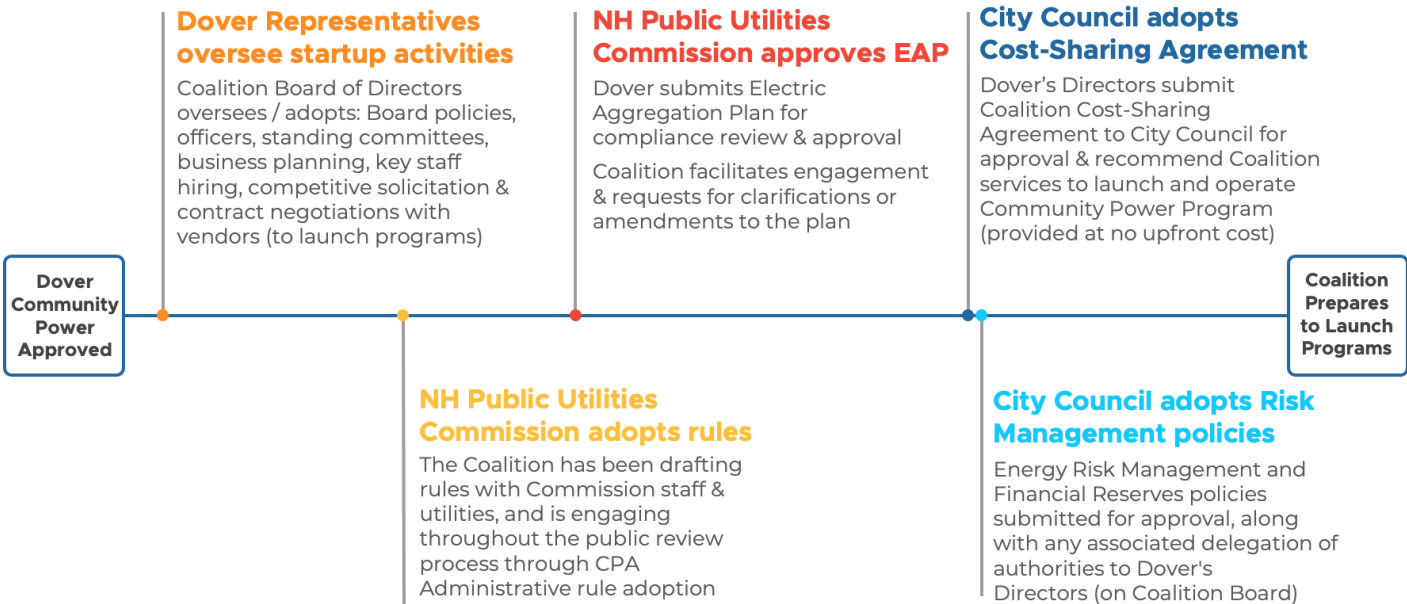
The first chart below summarizes the different categories of activities required to approve Dover Community Power and join the Coalition as a member:

Approval Process for Coalition Agency & Dover Community Power



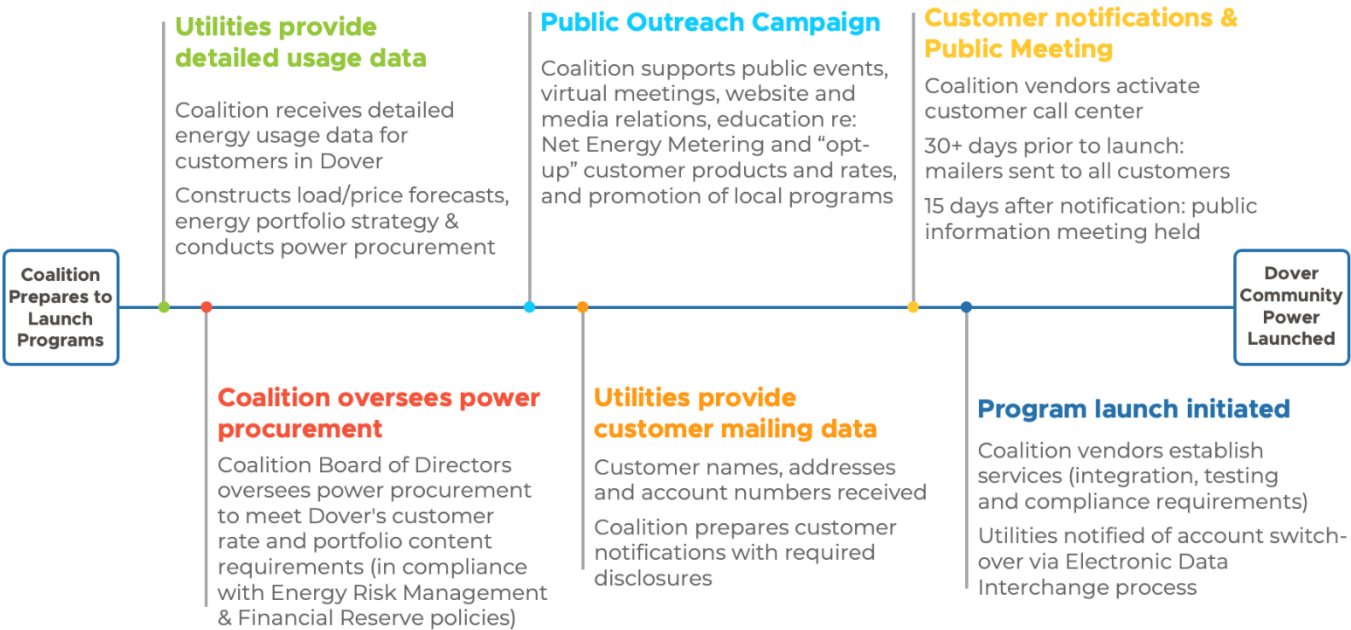
Dover's directors on the Coalition Board are now overseeing startup activities and will bring forward the Coalition's cost-sharing agreement along with Energy Risk Management and Financial Reserve policies for approval by the City Council:

Coalition Startup, Rule Making and Risk Management Policy Approval Process



The milestones below summarize the process by which the Coalition will structure and conduct data collection, forecasting, power procurement solicitations and rate setting exercises — in compliance with the Energy Risk Management and Financial Reserve policies adopted by the City, and with oversight provided by Dover’s representatives on the Coalition’s Board of Directors — and the local outreach, customer notification mailings and public meeting process that culminates in the launch of Dover Community Power:

Dover Community Power Launch Process



OVERVIEW OF THE COMMUNITY POWER COALITION OF NEW HAMPSHIRE



Dover is a member of the Community Power Coalition of New Hampshire, a nonprofit joint powers agency authorized under RSA 53-A.

Joint powers agencies are governed by communities, operated on a not-for-profit basis as instrumentalities of local governments, and allow Community Power

programs to voluntarily join forces to take advantage of economies of scale and shared services to boost operational efficiencies.

The public power industry has created over seventy joint powers agencies in the last fifty years, and several hundred local governments operate Community Power programs through joint powers agencies or comparable collaborative governance structures in Massachusetts, New York, Ohio, Illinois and California.

The experience of these markets demonstrates that the economics of joint purchasing can enable access to advanced services and expertise for participating Community Power programs, which helps keep power rates competitive and supports long-term financial stability.

The Coalition was incorporated on October 1, 2021 by the following founding local government Members: the cities of Lebanon, Nashua and Dover; the towns of Hanover, Harrisville, Exeter, Rye, Warner, Walpole, Plainfield, Newmarket, Enfield and Durham; and Cheshire County. Following incorporation, the city of Portsmouth and the towns of Canterbury, Hudson, New London, Peterborough, Pembroke, Webster and Wilmot joined the Coalition's membership.

The 22 city and town members of the Coalition represent more than 270,000 residents, or ~20% of the population of New Hampshire. To put the anticipated electricity usage of all Coalition Members Community Power programs in context, at full enrollment of all eligible customers, the Coalition would be larger in size than the default service loads of Unitil, Liberty Utilities and the New Hampshire Electric Coop on an individual basis, and smaller than Eversource (New Hampshire's largest investor-owned distribution utility).

Dover anticipates relying upon the Coalition's member services to launch and operate Dover Community Power, but approval of this plan does not commit the City to doing so. The City Council retains the authority to contract for any and all required program services and electricity supplies, and to pursue projects independently of the Coalition.

Based on the design and projected size of the Coalition, the Electric Aggregation Committee anticipates that participation will result in cost savings, lower staff requirements, and enhanced quality of services for Dover Community Power and other member programs.

Operating Dover Community Power through the Coalition is expected to provide a number of distinct benefits in terms of transparency, scope and cost of services, regulatory and policy engagement, local program options, quality of energy risk management advice, the accrual of financial reserves sufficient to ensure long-term financial stability, and opportunities to develop new energy projects. These benefits are summarized in the "Regulatory and Policy Advocacy" and "Coalition Member Services" sections below.

Regulatory and Policy Advocacy

Changes in law and regulations that adversely impact Community Power programs will be a non-trivial source of risk for Dover Community Power.

Additionally, extending and maintaining the full range of benefits that Dover Community Power could create for customers will require informed participation and advocacy on energy issues at the Legislature and Public Utilities Commission.

Coordination with other municipalities and Community Power initiatives on matters of common interest through the Coalition have already produced meaningful results in these areas. For example, Coalition Members have:

- Led the Community Power informal and formal rule drafting processes, including by providing the initial and subsequent draft rules for discussion, arranging bilateral meetings with utilities and other stakeholders, and leading significant portions of the subsequent stakeholder workshops at the request of Public Utilities Commission staff.
- Intervened in regulatory proceedings to represent the interests of customers and Community Power programs, such as by advocating for expanded data access in the Commission's Statewide Data Platform docket (DE 19-197), under which a settlement agreement with the utilities was negotiated and recently submitted to the Public Utilities Commission. (If adopted, the settlement would create a statewide platform to enable data access for customers and Community Power programs, which would be overseen by a Governance Council that includes Coalition representatives.)
- Testified in legislative hearings — and organized hundreds of people, elected officials and civic organizations to register in support of the Coalition's position on key legislation — in order to successfully negotiate critical amendments to House Bill 315 to clarify and expand Community Power authorities, as well as engaging on other important legislative initiatives.

Dover Community Power will continue and expand on these activities through the Coalition.

Coalition Member Services

The Coalition's business model has been designed to provide Community Power programs with:

- **Innovative local programs and customer services:** new rates, technologies and services for customers that lower electricity supply costs and risk for the program in aggregate, along with the electricity bills of participating customers from a "full bill" perspective (i.e., inclusive of transmission and distribution charges).
- **Energy Risk Management & Financial Reserve Policies, Procedures and Practices:** expert guidance on energy risk management, procurement of a diversified portfolio of energy contracts, rate setting, and financial reserves — sufficient to ensure the stability and operational continuity of Community Power programs over the long-term (as technologies, market dynamics, risk factors, consumer preferences and energy policies continue to evolve).
- **Development of Renewable and Energy Storage Projects:** joint contracting opportunities for the construction of new renewable and energy storage projects financed under long-term contracts — to diversify program energy portfolios, provide a physical hedge against wholesale market price fluctuations, enhance the resiliency of our electrical grid, and stimulate local construction and economic development.

The Coalition intends to contract with qualified vendors and credit-worthy suppliers to provide the services, credit support and electricity required to launch and operate Community Power programs. These third parties are expected to fund the upfront cost of implementing Community Power programs, the expense of which would be amortized and recovered for a specified term, along with ongoing operating costs, in customer rates.

The extent of services offered by the Coalition is expected to thereafter expand over time, in response to new market opportunities and ongoing regulatory rule reforms, and to meet the local objectives of participating Community Power programs. The Coalition also plans to hire a small number of qualified staff to ensure effective oversight of operations, as well as enhanced transparency and expert management as the Coalition's business operations evolve.

The proceeding sections explain how the above categories of member services are interrelated in ways that combine to ensure Dover Community Power remains operationally stable, competitive and able to achieve the full range of our local policy goals over the long-term.

Innovative Local Programs & Customer Services

Cost-effective local programs provide new retail products and services that enable customers to:

- Intelligently moderate their use of electricity from the grid during times of high wholesale power prices and when the physical grid is constrained (at-risk of not being able to deliver enough power to meet all customers' usage requirements during the hours of "peak demand");
- Increase their use of electricity from the grid when wholesale prices are relatively low and the physical grid is not constrained.

Examples of innovative retail products and services that enable customers to do so include time-based rate options, individual and group net metering, targeted efficiency, distributed generation and energy storage programs, electric vehicle charging rates, and other offerings that empower customers directly and enable the services of third-party energy companies that are helping customers adopt and use new technologies.

Programs that enable the intelligent use of electricity will help Dover Community Power to:

- Lower electricity supply costs and risk for the program in aggregate, along with the electricity bills of participating customers from a "full bill" perspective (inclusive of transmission and distribution charges);
- Strengthen customer relationships and local brand recognition; and
- Protect against customer attrition (the risk that customers opt-out of the program by choosing an alternative supplier) and potentially grow the program's customer base over time.

Local programs, in order to be cost-effective, need to be designed in ways that relate to and actively help manage the various sources of cost and risk involved in operating a competitive power agency.

As explained in the section below, the Coalition will adopt a structured approach to monitoring, analyzing and actively managing energy cost and risk — both to enable the design of cost-effective local programs, and provide additional benefits such as long-term financial stability.

Energy Risk Management & Financial Reserve Policies, Procedures and Practices

Dover Community Power's ability to maintain competitive rates, as market prices and Eversource default rates change over time, is a primary goal for the program. Competitive rates will

significantly reduce the risk that customers opt-out of Dover Community Power and allow the program to achieve our medium- to long-term goals.

To that end, working with the other members of the Coalition, Dover Community Power will adopt Energy Risk Management and Financial Reserve policies. The purpose of these policies is to:

- Ensure that Dover Community Power allocates customer revenues in ways that balance our community's goals and objectives over the short-to-long term; and
- Define how the Coalition will conduct energy risk management, procurement and market operations on behalf of Dover Community Power (so that the agency remains in compliance with our adopted policies).

These policies, combined with the operational procedures and practices of the Coalition's business model — referred to as the "3Ps" of energy risk management — are designed to ensure that Dover Community Power, along with all participating members of the Coalition, will be able to:

- Foresee, forecast and adequately plan for adverse contingencies (such as power supply shocks, economic downturns and changes in policy and regulations);
- Structure and manage a diversified portfolio (or "book") of physical and financial energy contracts in order to (1) hedge price risk in an optimal fashion by assessing the cost of entering into forward contracts against the risk of wholesale market price exposure, (2) transact quickly to take advantage of changing market conditions and (3) incorporate energy contracts from a variety of preferred sources (e.g., renewables and energy storage assets, local generators, customer-generators and demand response programs, etc.);
- Maintain competitive rates, and additionally set aside funds to accrue financial reserves, while also implementing local programs (designed in ways that lower portfolio costs and risk factors);
- Draw on financial reserves or credit support sufficient to maintain (1) rate stability for participating customers and (2) adequate cash flow for the Coalition's operations over the course of any adverse events and periods.

As Dover Community Power accrues financial reserves, the Coalition will be able to facilitate additional ways to lower costs, create new value, and further enhance the financial stability of the program. As one example, the accrual of sufficient reserves will allow Dover Community Power to begin self-providing the collateral required for wholesale power market transactions and power purchase agreements. This will lower the capital costs and risk premiums otherwise embedded into the price of power contracts negotiated by the Coalition. Similarly, the Coalition also intends to facilitate pooled power procurement across participating Community Power programs, and to explore opportunities to jointly satisfy collateral obligations within these arrangements.

Lastly, as explained further in the section below, the combination of the Coalition's approach to energy portfolio risk management and the accrual of sufficient financial reserves by participating members is what will enable Dover Community Power to enter into long-term contracts — in order to construct new renewable and energy storage projects.

Development of Renewable and Energy Storage Projects

As Dover Community Power and other participating Community Power programs demonstrate the ability to accrue reserves sufficient to ensure our collective financial stability — and maintain or grow our customer base by offering competitive rates and innovative services over time — the Coalition will be able to facilitate new project developments for Dover Community Power and other

Community Power programs that elect to jointly participate in long-term contracting solicitations. As context:

- Project developers and financiers require long-term power purchase agreements (typically 10 years or longer in duration) to justify the upfront cost of constructing new renewables and energy storage facilities;
- Consequently, project financiers will not execute long-term contracts with a Community Power program if they do not believe that the program is likely to remain a stable, credit-worthy counterparty (i.e., unlikely to default on payment obligations over the contract term).

Achieving the ability to execute long-term contracts and build new renewables and energy storage projects is a priority for Dover Community Power and the other Community Power programs joining together to create the Coalition. This objective is an important policy goal for our program and will additionally diversify the energy supply portfolio managed by the Coalition.

Portfolio diversification helps to stabilize operating margins by intelligently hedging Dover Community Power's exposure to wholesale market dynamics and price fluctuations. The objective is to enter into contracts that help to manage risk and maximize revenues for the program from total portfolio management perspective, to further strengthen our program's financial performance and stability over the long-term. As context:

- When bidding on joint project development solicitations, developers will submit different combinations of technologies, project locations, prices, term lengths and contractual clauses with operational and financial implications.
- Selecting which contracts to enter into — and effectively negotiating contract terms and prices — requires analyzing the different contracts being offered, individually and in combinations, and simulating the impact that the new contracts would have on Dover Community Power's cashflow, total portfolio costs and risk profile over the length of the contract.
- This exercise, which is a key component of the Coalition's broader "portfolio strategy" analysis, is referred to as "contract valuation" or "deal valuation". These simulations allow the Coalition to quantify the value of the contract (from a portfolio risk management perspective), compare the value against the price being offered by developers, negotiate for better terms and prices as necessary, and enter into contracts on behalf of Dover Community Power that are likely to cost less than the value created at the program portfolio level.

As described in the preceding section *"Energy Risk Management & Financial Reserve Policies, Procedures and Practices"*, the Coalition's business model has been designed to actively manage a diversified portfolio of energy contracts at launch — which entails:

- Understanding and analyzing energy cost and risk factors on a continuous basis;
- Conducting contract valuation simulations;
- Negotiating contract terms and prices with a variety of counterparties to construct a portfolio of energy contracts that, in aggregate, is designed to optimally hedge price risk; and
- Thereafter, actively and continuously managing the "book" of contracts in response to market dynamics, price movements and opportunities.

In these ways, the Coalition's business model provides the foundational capabilities required to support joint project development solicitations for Dover Community Power and other participating programs — inclusive of long-term contract valuation simulations, counterparty negotiation, and active management of the contract and overall portfolio thereafter.

Dover Community Power Goals, Objectives, and Requirements

Dover Community Power affords the City the capacity and flexibility to realize and build on our policies pertaining to energy, economic development, and infrastructure.

Our policy goals will need to be pursued through a combination of direct program activities and informed public advocacy at the Legislature and Public Utilities Commission. This will require enhanced coordination with other communities as well as advanced operational services, dedicated expertise, innovation, and sustained initiative carried out over a period of multiple years.

Simultaneously, maintaining competitive rates compared to Eversource's default service rates — as market prices, energy technologies and policies change over time — will require nimble decision-making and the ability to evolve business operations in response to changing market conditions to actively manage risk, minimize costs and maximize the creation of customer value.

The structure of the Coalition — the combination of the joint powers agency's community governance model, competitive business model and coordinated approach to engaging in public advocacy — has been designed to enable and streamline these activities for Dover Community Power at an advantageous, cost-effective economy-of-scale.

Participation in the Coalition is therefore expected to strengthen the capacity and financial performance of Dover Community Power, such that the program can operate continuously as a self-supporting, competitive enterprise for the foreseeable future, and will therefore be able to work towards achieving the full scope of our policy goals and objectives over the long-term.

Dover's Policy Goals

The City of Dover is committed to advancing an economic and environmentally resilient future. This commitment has been expressed through the City Council's Goals established during the March 2022 Goal Setting Session and adopted on April 27, 2022, Master Plan Chapters such as the Climate Adaptation Chapter; as well as technical reports like the Greenhouse Gas and Nitrogen Inventory Report for Municipal and School Operations and the 2022 Energy Commission Report.

Elements of the Dover 2023 Vision also align with the mission of Dover Community Power. The Dover 2023 Vision is as follows: When Dover celebrates its 400th anniversary in 2023 it will by a dynamic community with an outstanding quality of life because it has achieved the following interconnected characteristics:

- Residents celebrate safe, family friendly neighborhoods, a strong sense of community and an excellent school system.
- The historic downtown is alive with a wide variety of retail, dining, entertainment, cultural opportunities and a mix of housing choices that make it the vibrant focal point of the community.
- **Municipal government and schools are run effectively and efficiently with full transparency, resulting in high quality services, well maintained buildings and infrastructure, a great recreation system and a competitive property tax burden.**
- The community is fully served by public transportation and is very accessible for walking, bicycling and persons with disabilities.
- Vehicular traffic volumes and speeds are well managed.
- Dover attracts and retains stable, well-paying employers because it is business friendly and has

a high quality of life.

- Rural character is preserved and well-designed development is encouraged in and around the downtown core and waterfront.
- **Enhanced environmental quality and sustainability are actively pursued and inherent in all the City's activities.**

A robust timeline of activities the City has undertaken to become a more resilient community can be found through Dover's Path to Resilience: <https://bit.ly/3DMF0aK>.

Refer to Attachment 8 for additional select excerpts of these policies and links to more detail.

Dover Community Power Objectives

To achieve our policy goals, Dover Community Power will be guided by the following objectives:

- **Save Customers Money:** Dover Community Power will only launch if it is able to initially offer residential default rates that are lower than or competitive with those offered by Eversource, and will additionally offer optional products, such as supply options with variable levels of renewable energy and time-varying rates that enable the intelligent use of customer energy technologies;
- **Fiscal Stability & Financial Reserves:** Dover Community Power will adopt an Energy Risk Management Policy and deposit a portion of revenues into a reserve fund to ensure that the program remains able to offer competitive rates as market prices fluctuate over time — and is therefore able to achieve Dover's longer-term policy goals (such as the development of local energy resources and programs);
- **Consumer Protections & Public Advocacy:** Dover Community Power will ensure that the contracts entered into on behalf of customers are fair, and represent the interests of Dover and the program's customers at the Legislature and utility regulatory commission on matters pertaining to Community Power, ratepayer protection and the creation of a more competitive, efficient and clean energy market for New Hampshire;
- **Enhanced Customer Focus:** Dover Community Power will enable customers to adopt new clean energy technologies that reduce energy expenditures and carbon emissions from the customer's "all bill" perspective, by reducing household and business fuel expenses through electrification of heating appliances and vehicles, offering time varying rate structures that incentivize self-generating, dispatching onsite storage or shifting power consumption during when electricity market prices are high, lowering customers' utility transmission and distribution charges by reducing onsite demand in peak hours, and other strategies;
- **Cleaner, Local Power:** Dover Community Power will prioritize the development of cost-effective projects to supply an affordable energy portfolio that prioritizes the use of in-state and local renewable energy and energy storage projects;
- **Community Resilience:** Dover Community Power will support local contractor training and education programs to lower barriers to the installation of new clean energy technologies, and support projects such as back-up power supplies, electric vehicle charging networks and community microgrids on critical facilities;
- **Regional Collaborations:** Dover Community Power will collaborate with municipalities, other Community Power programs and government agencies to jointly develop cost-effective local

renewable generation and storage projects, electric vehicle transit fleets and charging corridors, and other clean energy infrastructure developments;

- **Grid Modernization:** Dover Community Power will join with other Community Power programs to advocate for policies, regulations, and infrastructure investments — such as the widespread deployment of interval meters and other Smart Grid infrastructure technologies — necessary to enable innovative customer services and the intelligent use of new clean technologies, cost-effective integration of local and regional renewable generation and the reliable operation of customer and community owned microgrids and utility’s distribution grid.

Through strategies and initiatives like these, enabled by the scope and scale of service provided through the Coalition, Dover Community Power intends to:

- Create savings and new value for customers;
- Support the vitality and growth of local businesses and;
- Reduce fossil fuel consumption overall while enhancing the reliability of our electricity grid.

These objectives are essential to our continued success as a vital, resilient community.

Near-Term Operational Requirements

While many of the broader benefits Dover Community Power intends to create for customers and the City will be developed over time, the program’s immediate objective is to offer competitive default supply rates compared to Eversource while accruing a reserve fund sufficient to ensure long-term financial stability, and additionally offering voluntary products that retail customers may opt-up to receive as well as Net Energy Metering supply rates that allow customer generators to participate in the program.

Dover Community Power will need to balance customer rate levels, renewable power content and the accrual of program reserves to meet these objectives.

Performance Relative to Utility Default Service and Net Energy Metering Generation Rates

Compensation to customer generators under Net Energy Metering generation rates, the timing of the program’s rate setting decisions and, to a certain degree, the procurement of electricity will need to take into account Eversource’ tariffs, processes and timing in regard to these activities.

Refer to [Attachment 3](#), [Attachment 4](#), [Attachment 5](#) and the section “[Net Metering and Group Net Metering Policies](#)” for additional documentation and discussion of these factors.

Customer Rates and Products

The table below provides an illustrative example of a default service product and optional rates that could be offered to customers:

<u>PRODUCT</u>	<u>CONTENT</u>	<u>MEMBER ELECTIONS</u>
Granite Basic	Minimum RPS Content (23.4%)	Default, opt-down/in, or N/A
Granite Plus	33% Renewable or Carbon Free	Default, opt-up/in, or N/A
Clean 50	50% Renewable or Carbon Free	Opt-up/in or N/A
Clean 100	100% Renewable or Carbon Free	Opt-up/in or N/A

The products that Dover Community Power initially offers to customers, and the rates charged for each product, will be refined and finalized in advance of program launch.

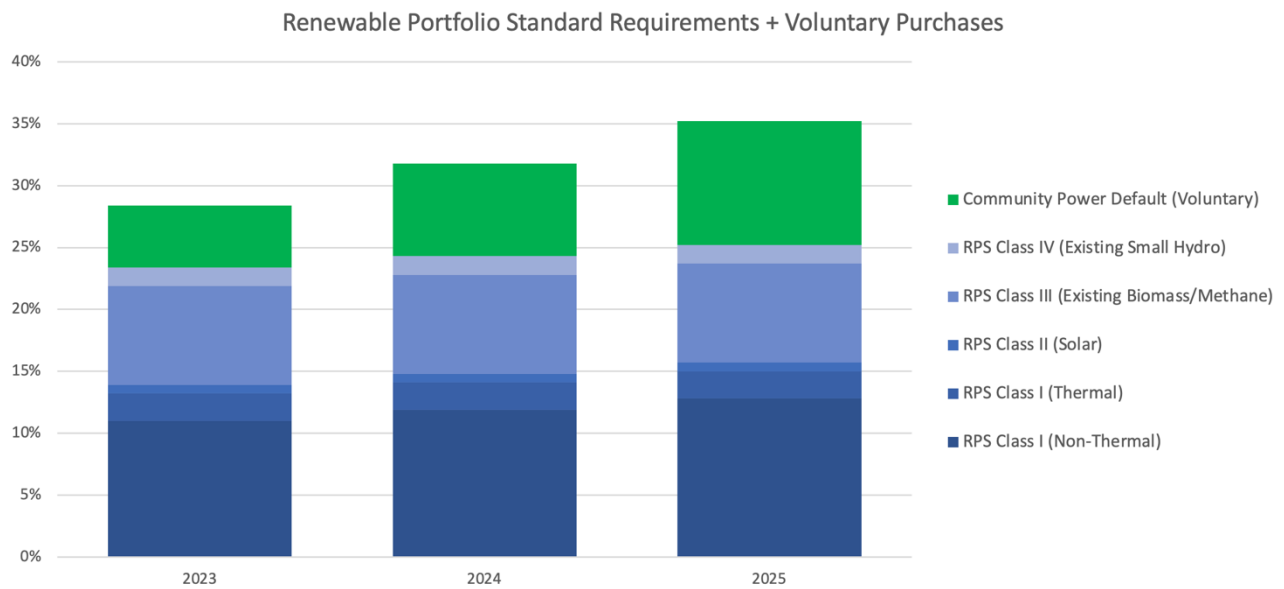
Renewable Portfolio Standard Requirements

New Hampshire's Renewable Portfolio Standard (RPS) requires all electricity suppliers to obtain RECs for four distinct "classes" of renewables, each distinguishing between different technologies and dependent upon the year that the generators came online.

For 2022, Eversource and other electricity suppliers are required to include 22.5% renewable energy in their energy supply. This minimum compliance requirement will increase incrementally to 25.2% by 2025 and remain fixed thereafter, absent an increase in the RPS.

Dover Community Power will seek to procure voluntary renewables in excess of the RPS minimum requirements from "Class I" resources (as defined in [Attachment 3](#)). Additionally, the program could prioritize including as much renewable energy sourced from generating resources located in New Hampshire and New England as possible.

The chart below shows the different classes and quantities of renewable power required under the RPS between 2020 and 2025, along with, for the sake of illustration, Dover Community Power's additional voluntary purchases (assuming that the default product from the table in the proceeding section, which exceeds RPS requirements by 5% to 10% each year):



Energy Risk Management and Financial Reserve Policies Compliance

Dover Community Power’s power procurement, budgeting and rate-setting will be carried out in accordance with the Energy Risk Management Policy and Financial Reserve Policies that will be adopted by the City Council.

This decision-making framework is intended to guide the program to allocate revenues in a manner that appropriately balances our competing priorities — to ensure that Dover Community Power will remain stable, and able to work towards achieving all of our policy goals, over the long-term.

ELECTRIC AGGREGATION PLAN STATUTORY REQUIREMENTS

The following requirements for this Electric Aggregation Plan, in compliance with RSA 53-E:6, are addressed below:

- A. Organizational structure of the program;
- B. Methods of entering into and terminating agreements;
- C. Operation and funding;
- D. Rate setting, costs, and customer enrollment process;
- E. Rights and responsibilities of program participants;
- F. Net metering and group net metering policies;
- G. Ensuring discounts for Electric Assistance Program participants; and,
- H. Termination of program.

Organizational Structure of the Program

Upon approval of this plan, Dover Community Power will be authorized to provide electricity and other related services to participating residents, businesses, and other customers in the City.

The City Council will oversee the program and has overall governance authority. Decisions regarding Dover Community Power, such as updating program goals, adoption of Energy Portfolio Risk Management, Retail Rates, and Financial Reserve policies (to govern the program's power procurement and rate-setting decisions) will be made at duly noticed public meetings and with advisory support from the Electric Aggregation Committee.

The City Council has appointed a primary and alternate representative to participate in the Community Power Coalition of New Hampshire and to serve on the agency's Board of Directors and may delegate certain decision-making authorities to them to carry out their responsibilities at the City Council's direction.

In general, Dover's representatives will be expected to help oversee the start-up and operation of the agency, provide input regarding the Coalition's public advocacy on matters of policy and regulation, provide direction to the Coalition's staff and vendors as the agency's operations and customer services evolve over time, and report back regularly regarding the performance of Dover Community Power and on any matter that warrants attention or requires action by the City Council.

Additionally, the City Council may direct the Electric Aggregation Committee to continue to hold meetings for the purpose of providing community input and advisory support regarding the program.

Methods of Entering into and Terminating Agreements

This Electric Aggregation Plan authorizes the City Council to negotiate, enter into, modify, enforce, and terminate agreements as necessary for the implementation and operation of Dover Community Power.

Operation and Funding

Dover Community Power will contract with qualified vendors and credit-worthy suppliers to provide the services, credit support and electricity required to launch and operate the program.

This plan assumes, but does not require, Dover to participate fully in the Coalition and thereby contract for operational services jointly with other participating Community Power programs.

The Coalition's third-party contractors will be expected to fund the upfront cost of implementing Dover Community Power, the expense of which will be amortized and recovered in the program's rates and charges to participating customers. The program may also seek opportunities to apply for grant funding, either independently or through the Coalition.

Services provided by third-party entities required to launch and operate the program may include portfolio risk management advisory services, wholesale Load Serving Entity (LSE) services, financial services, electronic data interchange (EDI) services with the utility, and customer notification, data management, billing, and relationship management (e.g., call center, website, etc.) services. Additional information on how Dover Community Power will implement Load Serving Entity (LSE) services is found in Attachment 9, *How Load Serving Entity Services will be Implemented*.

Additional support services such as management and planning, budgeting and rate setting, local project development support, regulatory compliance, and legislative and regulatory engagement services (on matters that could impact the program and participating customers) will be addressed through a combination of staff support and third-party services.

Dover Community Power will provide "all-requirements" electricity supply for its customers, inclusive of all of the electrical energy, capacity, reserves, ancillary services, transmission services (to the extent not provided through Eversource), transmission and distribution losses, congestion management, and other such services or products necessary to provide firm power supply to participants and meet the requirements of New Hampshire's Renewable Portfolio Standard. (Refer to Attachment 3 for details regarding the requirements of Renewable Portfolio Standard statute, RSA 362-F.)

If a single supplier is relied upon to provide all-requirements electricity on behalf of Dover Community Power, then (1) the supply contract will be executed or guaranteed by entities that possess at least a BBB- or equivalent investment-grade rating issued by a nationally recognized statistical rating organization (NRSRO), and (2) the supplier will be required to use proper standards of management and operations, maintain sufficient insurance, and meet appropriate performance requirements for the duration of the supply contract. Alternatively, if a portfolio of contracts with multiple entities is structured to diversify counterparty credit risk exposure, and actively managed to provide for all-requirements electricity on behalf of Dover Community Power, then counterparty credit requirements and monitoring, hedging transaction authorities, residual ISO-NE market exposure limits, and reporting requirements will be carried out in accordance with Energy Portfolio Risk Management, Rates, and Financial Reserves policies that would be established prior to commencing procurement and implementing the program.

Additionally, RSA 53-E provides Community Power programs with authorities pertaining to meter ownership, meter reading, billing, and other related services. These authorities provide Dover Community Power with the practical ability to help customers adopt and use innovative technologies (for example, building management systems, smart thermostats, backup energy storage systems, controllable electric vehicle chargers, etc.) in ways that save money, enhance grid resiliency, and decarbonize our power supply.

However, the implementation of these authorities is expected to take some time, as it requires action by the Public Utilities Commission to adopt enabling rules and coordination with Eversource to adapt existing meter and billing system processes.

Rate Setting, Costs, Enrollment Process, and Options

Customers who choose not to participate in Dover Community Power shall not be responsible for any costs associated with the program, apart from incidental costs incurred by the City prior to the point at which the program starts producing revenue from participating customers (for example, contract review by legal counsel, but not any operational or capitalized costs of the program).

Rate Setting and Costs

Dover Community Power will only launch if it is able to offer residential default rates that are initially lower than or competitive with those offered by Eversource; thereafter, the program will strive to maintain competitive rates for all default service customers on an overall annual basis, as well as customers who opt-in or opt-up to receive optional retail products, while working to achieve the program's goals (as set forth in this Electric Aggregation Plan and modified from time to time at the direction of the City Council).

The City Council will adopt Energy Risk Management and Financial Reserve policies to govern the program's power procurement and rate-setting decisions. Rates will be set at a level such that revenues from participating customers are projected to meet or exceed the ongoing operating and capital costs of the program.

To ensure the financial stability of Dover Community Power, a portion of revenues will be deposited in a financial reserve account. In general, the fund will be restricted for uses such as:

- **In the near-term**, maintain competitive customer rates in the context of price fluctuations in the electricity market and other factors;
- **In the medium term**, as collateral for power purchase agreements (including for the development of new renewable and energy storage projects), and for additional credit enhancements and purposes that lower the program's cost of service; and
- **Over the long term**, may also be used to directly fund other program financial requirements, or to augment the financing for development of new projects and programs in the later years of the program, subject to the City Council's approval.

As required by law, the program will ensure the equitable treatment of all classes of customers, subject to any differences arising from varying opportunities, tariffs, and arrangements between different electric distribution utilities in their respective franchise territories.

In other words, customers will be treated the same based on their circumstances. For example, any customers that opt-in after being offered the opportunity to participate during the initial enrollment period may be offered rates that reflect how market prices have changed in the intervening period.

Changes to the program's default service rates shall be set and publicly noticed at least 30 days in advance of any rate change.

Enrollment Process and Options

Dover Community Power intends to launch on an opt-out basis, providing an alternative default service to the utility provided default service rate. After approval of this Electric Aggregation Plan and before the launch of Dover Community Power, all customers in the City will be sent notifications regarding the program and offered the opportunity to participate:

- **Customers currently on default service provided by Eversource** will be sent "opt-out"

notifications — describing the program, its implications for the City, the rights and responsibilities of customers, and program rates and charges — with instructions on how to decline participation, and thereafter be transferred to Dover Community Power if they do not opt-out of the program prior to launch.

- **Customers already served by Competitive Electric Power Suppliers** will receive “opt-in” notifications describing the program and may request to opt-in to the program.

If the electric distribution utilities have not fully implemented Public Utilities Commission rules and procedures governing Community Power Aggregation service, certain groups of customers on default service provided by the utilities may need to be offered service on an opt-in basis, and/or offered service on an opt-out basis at a future date. For example, if the utilities are unable to reliably provide the data on customer-generators necessary to offer Net Energy Metering (NEM) rates and terms, then the program may initially choose to not enroll customer-generators on an opt-out basis, as doing so could risk negatively impacting NEM customer billing and crediting procedures.

Customers will be notified through a mailing, which will be posted not less than 30 days prior to the enrollment of any customers. All information will be repeated and posted at the City’s Community Power website. A public information meeting will be held within 15 days of the notification to answer program questions or provide clarification.

Optional products, such as increased renewable power content in excess of the Renewable Portfolio Standard (RPS) requirements and other energy services, including time varying rates, may be offered on an opt-in basis.

After launch and in accordance with any applicable rules and procedures established by the Public Utilities Commission, new customers will be provided with the default service rates of Eversource and Dover Community Power and will be transferred onto Dover Community Power’s default service unless they choose to be served by Eversource or a Competitive Electric Power Supplier.

Customers that request to opt-in to the program may do so at the discretion and subject to the terms of Dover Community Power.

Residents, businesses, and other electricity customers may opt-out of participating in Dover Community Power default service at any time, by submitting adequate notice in advance of the next regular meter reading by Eversource (in the same manner as if they were on utility provided default service or as approved by the Public Utilities Commission).

Customers that have opted-in to an optional product offered by Dover Community Power may switch back to the Eversource or to take service from a Competitive Electric Power Supplier subject to any terms and conditions of the optional product.

Rights and Responsibilities of Program Participants

All participants will have available to them the customer protection provisions of the law and regulations of New Hampshire, including the right to question billing and service quality practices.

Customers will be able to ask questions of and register complaints with the City, Eversource and the Public Utilities Commission.

Dover Community Power shall maintain the confidentiality of individual customer data in compliance with its obligations as a service provider under RSA 363:38 (privacy policies for individual customer data; duties and responsibilities of service providers) and other applicable

statutes and Public Utilities Commission rules. Individual customer data includes information that singly or in combination can identify that specific customer including the individual customers' name, service address, billing address, telephone number, account number, payment information, and electricity consumption data. Such individual customer data will not be subject to public disclosure under RSA 91-A (access to governmental records and meetings). Suppliers and vendors for Dover Community Power will be contractually required to maintain the confidentiality of individual customer data pursuant to RSA 363:38, V(b). Attachment 10, Customer Data Protection Plan, details the reasonable security procedures and practices that the City and Dover Community Power will employ to protect individual customer data from unauthorized access, use, destruction, modification, or disclosure.

Aggregate or anonymized data that does not compromise confidentiality of individual customers may be released at the discretion of Dover Community Power and as required by law or regulation.

Participants will continue to be responsible for paying their bills. Failure to do so may result in a customer being transferred from Dover Community Power back to Eversource (the regulated distribution utility and provider of last resort) for default energy service, payment collections and utility shut offs under procedures subject to oversight by the Public Utilities Commission.

Net Metering and Group Net Metering Policies

Under the net metering process, customers who install renewable generation or qualifying combined heat and power systems up to 1,000 kilowatts in size are eligible to receive credit or compensation for any electricity generated onsite in excess of their onsite usage.

Any surplus generation produced by these systems flows back into the distribution grid and offsets the electricity that would otherwise have to be purchased from the regional wholesale market to serve other customers.

Currently, customer-generators are charged their full retail rate for electricity supplied by Eversource and receive credits for electricity they export to the grid based on Eversource' Net Energy Metering (NEM) tariffs.

Dover Community Power intends to provide new rates and terms that compensate participating customer-generators for the electricity supply component of their net metered surplus generation.

Customer-generators will continue to receive any non-supply related components (e.g., transmission and distribution credits) directly from Eversource, as specified under the terms of their applicable net energy metering tariff.

For group net metering where the host customer-generator is on default service, to the extent Dover Community Power supply rates are lower than Eversource default service or if the host is located outside of Dover, it may be most advantageous for the host to remain a Eversource default service customer, while the other group members are free to switch to Dover Community Power for their supply and continue to receive on-bill credits for their participation in the group.

Dover Community Power's exact terms, conditions, and rates for compensating and crediting different types of NEM customer generators in the City will be set at duly noticed public meetings and fully disclosed to all prospective NEM customers through the program's enrollment notification process and thereafter.

Certain aspects of administering net energy metering require coordination between Eversource and Dover Community Power. The enabling services and strategies that Dover Community Power

may pursue, to benefit and encourage customers to adopt distributed generation, include but are not limited to:

- Dual-billing customer-generators separately for supply services;
- Offering time-varying rates and alternative credit mechanisms to compensate customers for surplus generation;
- Streamlining the establishment of new Group Net Metering and Low-Moderate Income Solar Project groups;
- Facilitating interval meter and Renewable Energy Certificate (REC) meter installations for customer-generators; and
- Engaging at the Legislature and Public Utilities Commission to advocate for upgrades and reforms to metering and billing infrastructure and business processes to enable Net Energy Metering and other innovative services to benefit customer-generators.

For additional details regarding these enabling services and strategies, refer to:

- Attachment 5 provides an overview of Eversource's net energy metering tariffs in use today, including the "standard" and "alternative" tariffs for individual customer-generators as well as Group Net Metering and Low-Moderate Income Solar Project options, and tables showing the number of customer-generators on net metered service in each utility territory;
- Attachment 6 provides an in-depth discussion regarding operational and strategic opportunities to enhance net metering and group net metering through Dover Community Power.

Ensuring Discounts for Electric Assistance Program Participants

Income eligible households can qualify for discounts on their electric bills under the Electric Assistance Program. Dover Community Power will support income eligible customers who enroll in the Electric Assistance Program to receive their discount.

Electric Assistance Program discounts are funded by all ratepayers as part of the System Benefits Charge, which is charged to all customers and collected by the distribution utilities.

At present, the Public Utilities Commission and utilities only support provision of the discount to individual customers when the customer's electricity supply charges are billed through the distribution utility.

Dover Community Power consequently plans to rely on Eversource to bill all customer accounts enrolled in the Electric Assistance Program. This represents no change in the provision or funding of this program.

This arrangement may be revisited if, at some point in future, the Public Utilities Commission enables Community Power programs to provide Electric Assistance Program customers with their discount directly.

Termination of the Program

There is no planned termination date for Dover Community Power.

Dover Community Power may be terminated by majority approval of the City Council. If so terminated, Dover Community Power would cease operations after satisfying any obligations contractually entered into prior to termination, and after meeting any advance notification period or other applicable requirements in statute or regulation, at which point participating customers

would either be transferred to default service provided by Eversource or to a Competitive Electric Power Supplier of their choosing.

Dover Community Power will provide as much advance notice as possible regarding the potential or planned termination of the program to participating customers, the Coalition, the Public Utilities Commission and Eversource.

Upon termination, the balance of any funds accrued in the program's financial reserve fund and other accounts, if any, would be available for distribution or application as directed by the City Council and in accordance with any applicable law and regulation.



Electric Aggregation Plan Attachments

Attachment 1: Legislative Background and Local Control Authorities

In 1996, New Hampshire led the nation in being the first state to pass an Electric Utility Restructuring Act ([RSA 374-F](#)), the purpose of which is excerpted in full below:

- I. *The most compelling reason to restructure the New Hampshire electric utility industry is to reduce costs for all consumers of electricity by harnessing the power of competitive markets. The overall public policy goal of restructuring is to develop a more efficient industry structure and regulatory framework that results in a more productive economy by reducing costs to consumers while maintaining safe and reliable electric service with minimum adverse impacts on the environment. Increased customer choice and the development of competitive markets for wholesale and retail electricity services are key elements in a restructured industry that will require unbundling of prices and services and at least functional separation of centralized generation services from transmission and distribution services.*
- II. *A transition to competitive markets for electricity is consistent with the directives of part II, article 83 of the New Hampshire constitution which reads in part: “Free and fair competition in the trades and industries is an inherent and essential right of the people and should be protected against all monopolies and conspiracies which tend to hinder or destroy it.” Competitive markets should provide electricity suppliers with incentives to operate efficiently and cleanly, open markets for new and improved technologies, provide electricity buyers and sellers with appropriate price signals, and improve public confidence in the electric utility industry.*
- III. *The following interdependent policy principles are intended to guide the New Hampshire public utilities commission in implementing a statewide electric utility industry restructuring plan, in establishing interim stranded cost recovery charges, in approving each utility’s compliance filing, in streamlining administrative processes to make regulation more efficient, and in regulating a restructured electric utility industry. In addition, these interdependent principles are intended to guide the New Hampshire general court and the department of environmental services and other state agencies in promoting and regulating a restructured electric utility industry.*

Prior to this point, state regulators set retail customer rates to allow electric utilities to recover a return on their investments (profits) and prudently incurred costs for “vertically integrated” monopoly service — spanning wholesale electricity generation, transmission, local distribution and retail customer services (metering, billing, collections, call center operations and so on).

Restructuring sought to increase competition and technological innovation in the markets for electricity supply and retail customer services, by requiring electric utilities to divest of their generation portfolios, creating a Federally regulated regional electricity market or “Independent System Operator” (ISO New England is the market operator for New England), and allowing Competitive Electric Power Suppliers (CEPs) to offer electricity supply rates and other services to retail customers.

Customers that did not choose a competitive supplier were left on “default service” provided by the electric utilities — afterwards referred to as “electric distribution companies” — which continue to be regulated by the Public Utilities Commission. The distribution utilities periodically

hold auctions for competitive suppliers to bid against one another for the right to supply electricity to default service customers in large groups to competitive suppliers. (Refer to [Attachment 4](#) for additional details on this process.)

Status of the Competitive Market

Nearly a quarter century has passed, and New Hampshire's competitive market has seen little growth since 2013. Four out of five customers remain on default service provided by the distribution utilities, and the customers that are on competitive supply only account for about half of total electricity usage.

Regulated distribution utilities continue to provide services that are not natural monopolies, and could therefore be available by competitive means, such as: default electricity supply, metering, meter data management, billing, and other retail customer services (such as demand response and energy storage for smaller customers).

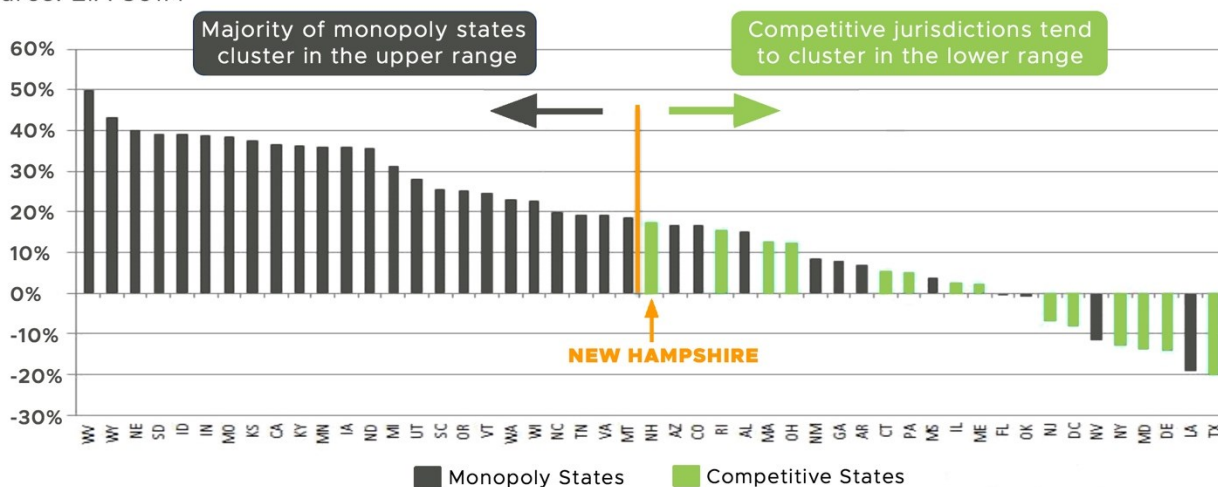
The continued reliance on utilities to provide these customer-facing services has necessitated state regulation over many aspects of the retail customer market. Utility regulation relies on administrative regulatory proceedings, which are necessarily more slow-moving and unable to respond to changing customer technologies and wholesale market dynamics (such as the increased price volatility caused by higher levels of renewable generation) compared to the nimbler, market-based framework envisioned under the Electric Utility Restructuring Act.

Residential customers, in particular, are not offered many rate options or clean technology innovations today: out of the 29 competitive suppliers currently offering service in New Hampshire, only nine offer service to residential customers (and only four serve customers in every distribution utility territory).

As a consequence, New Hampshire has fallen behind every other state with a restructured electricity market in terms of price competition:

All Sector Price % Price Change by State, 2008-2019

Source: EIA 861M



Credit: Retail Energy Supply Association, 2020.

The Community Power Act

In order to support the growth of competitive market services in alignment with The Electric Utility Restructuring Act, Senate Bill 286 and [RSA 53-E:6](#) have authorized towns, cities and counties to launch Community Power programs that replace distribution utilities as default suppliers of electricity to retail customers. The purpose of RSA 53-E is excerpted below:

“The general court finds it to be in the public interest to allow municipalities and counties to aggregate retail electric customers, as necessary, to provide such customers access to competitive markets for supplies of electricity and related energy services. The general court finds that aggregation may provide small customers with similar opportunities to those available to larger customers in obtaining lower electric costs, reliable service, and secure energy supplies. The purpose of aggregation shall be to encourage voluntary, cost effective and innovative solutions to local needs with careful consideration of local conditions and opportunities.”

To achieve this purpose, RSA 53-E:3 allows Community Power programs to enter into agreements and provide for:

“the supply of electric power; demand side management; conservation; meter reading; customer service; other related services; and the operation of energy efficiency and clean energy districts adopted by a municipality pursuant to RSA 53-F and as approved by the municipality’s governing body.”

RSA 53-E:3-a further provides Community Power programs with authorities and regulatory pathways to offer more advanced meters for customers, and to provide for alternative customer billing options. Both metering and billing services are important means by which Community Power programs will be able to better engage customers and offer more innovative services that lower the energy expenditures and carbon emissions for individual customers and communities.

To enable all municipalities to work together to achieve this purpose, RSA 53-E:3 provides that *“such agreements may be entered into and such services may be provided by a single municipality or county, or by a group of such entities operating jointly pursuant to [RSA 53-A](#).”*

Community Power programs *“shall not be required to own any utility property or equipment to provide electric power and energy services to its customers.”* To ensure that utilities are fairly compensated for their continuing role in owning and operating the distribution grid, RSA 53-E:4(III) stipulates that:

“Transmission and distribution services shall remain with the transmission and distribution utilities and who shall be paid for such services according to rate schedules approved by the applicable regulatory authority, which may include optional time varying rates for transmission and distribution services that may be offered by distribution utilities on a pilot or regular basis.”

Enabling locally controlled Community Power programs, in order to exercise local control over these authorities and bring in third-party competitors to provide more innovative services on a community-wide scale, represents a viable and stable pathway to animate competitive retail markets across New Hampshire — and thus realize a lower-cost, more innovative and resilient future for both our community and all Granite Staters.

Dover is committed to using its local control authorities granted under RSA 53-E to accelerate innovation, customer and community choice in electricity supply, the creation of new economic value, and a resilient future for our City and customers.

Attachment 2: The Community Power Coalition of New Hampshire

Dover is a founding member of the Community Power Coalition of New Hampshire (“CPCNH” or “the Coalition”), a nonprofit joint powers agency authorized under RSA 53-A and governed by participating communities under the terms of the Joint Powers Agreement, unanimously approved by the Dover City Council on July 14, 2022.

The Coalition was incorporated as a governmental instrumentality and non-profit on October 1st, 2021, to provide for the launch and operation of Community Power Aggregation (CPA) programs on behalf of our Members throughout the state. CPCNH intends to launch power supply services in April to May 2023.

CPCNH will be funded through customer revenues, with no taxpayer subsidies. By law, each member’s CPA program is funded through program revenues; CPCNH’s budget is completely separate from the general funds of participating local governments. CPCNH’s participating local governments Members will share the administrative and general costs of CPCNH on a pro-rata basis, and to elect to share costs, on an individual basis, for operational services, pooled power purchases, and energy project development contracts. CPCNH also engages at the Legislature and Public Utilities Commission on behalf of its members on matters related to energy and Community Power.

CPCNH will benefit Member communities by providing for the supply of cleaner and more locally produced electricity, innovative retail distributed energy and demand flexibility programs, policy engagement and public advocacy, competitive rates for residents, businesses, and municipal facility customers, and economic investment through the development of local programs, projects, and energy infrastructure.

Most, if not all, members anticipate relying on CPCNH as an energy services provider, for the provision of all-requirements electricity and retail customer services on behalf of their CPA programs, which will operate across all four distribution company service territories in the state: Eversource, Unitil, Liberty Utilities and the New Hampshire Electric Co-Op.

Governance Structure

CPCNH is governed in accordance with our Joint Powers Agreement, and overseen by a Board of Directors composed of the representatives appointed by participating local governments. CPCNH’s Board and committee meetings are subject to New Hampshire’s Right to Know Law and open to the public.

Going forward, the Board will be elected by vote of at the Annual Meeting of the Members, which is held every April, and will be composed of between eleven and twenty-one Directors elected from amongst the member representatives.

At present, the Board of Directors is currently composed of representatives (elected officials, municipal staff and volunteers serving on local energy committees) appointed by each of our local government Members to serve as either a Director or Alternate Director (each member has only one vote):

CPCNH Board of Directors

Member	Officer	Director	Alternate
City of Lebanon	Chair	Clifton Below	Greg Ames
City of Portsmouth	Vice Chair	Kevin Charette	Peter Rice
Town of Enfield	Treasurer	Kimberly Quirk	Jo-Ellen Courtney
Town of Plainfield	Secretary	Evan Oxenham	Steve Ladd
Cheshire County		Terry Clark	Chris Coates
City of Nashua		Doria Brown	Deborah Chisholm
City of Dover		Christopher Parker	Jackson Kaspari
Town of Brentwood		Rick Labrecque	Tom Palma
Town of Canterbury		Kent Russwick	Howard Moffett
Town of Durham		Mandy Merrill	Nat Balch
Town of Exeter		Nick Devonshire	Julie Gilman
Town of Hancock		Jim Callihan	Robbie Hertneky
Town of Hanover		April Salas	Peter Kulbacki
Town of Harrisville		Andrea Hodson	Andrew Maneval
Town of Hudson		Craig Putnam	Kate Messner
Town of New London		Jamie Hess	Tim Paradis
Town of Newmarket		Toni Weinstein	Steve Fournier
Town of Pembroke		Matthew Miller	Jackie Wengenroth
Town of Peterborough		Steve Walker	Danica Melone
Town of Rye		Lisa Sweet	Howard Kalet
Town of Shelburne		Michael Prange	Ray Danforth
Town of Sugar Hill		Jordan Applewhite	Margo Conors
Town of Walpole		Paul Looney	Dennis Marcom
Town of Warner		Clyde Carson	George Packard
Town of Webster		Martin Bender	David Hemenway
Town of Westmoreland		Mark Terry	John Snowdon
Town of Wilmot		William Chasson	

CPCNH also conducts its business through the committees, each of which is composed of Member representatives drawn from across the state:

1. **Executive Committee:** bi-weekly and as-needed meetings of CPCNH's Chair, immediate past-chair, Vice Chair, Treasurer, and Secretary. Authorized to act on behalf of the Board, on most matters, in instances where decisions may not wait until the next meeting of the Board.
2. **Finance Committee:** bi-weekly and as-needed meetings of 3 members. Responsible for advising the Treasurer and the Board as to the investments, budget, and general fiscal policy of CPCNH.
3. **Member Operations & Engagement Committee:** monthly and as-needed meetings of 8 members representing Dover, Durham, Hanover, Pembroke, Rye and Walpole, with additional advisors based in Peterborough and Hanover. Responsible for (1) assisting Members' Electric Aggregation Committees through the Electric Aggregation Plan drafting and local approval process, and (2) recruiting new CPCNH Members by engaging with

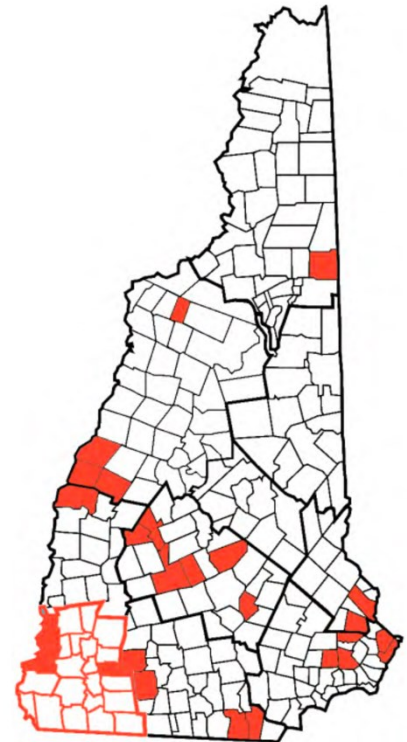
interested communities

4. **Risk Management Committee:** monthly and as-needed meetings of 8 members. Responsible for overseeing CPCNH's competitive solicitation for services and credit support, for overseeing energy portfolio risk management procurement decisions, and for understanding and advising upon enterprise risk factors and mitigating strategies more broadly.
5. **Regulatory and Legislative Affairs Committee:** as-needed meetings of 4 members, Responsible for monitoring and advising CPCNH and its Members regarding regulatory and legislative engagement, and for appointing representatives of the Corporation to serve on statutory commissions, study commissions, and other boards and commissions created by the state legislature.
6. **CEO and Staff Search Committee:** as-needed meetings of 4 members. Responsible for developing a solicitation and hiring process for Board review and approval in preparation for hiring a CEO and key staff.
7. Additionally, prior to the launch of CPA programs, the Board will create an **Audit Committee** and **Governance Committee**, as required standing committees per our Joint Powers Agreement.

Member Service Territory

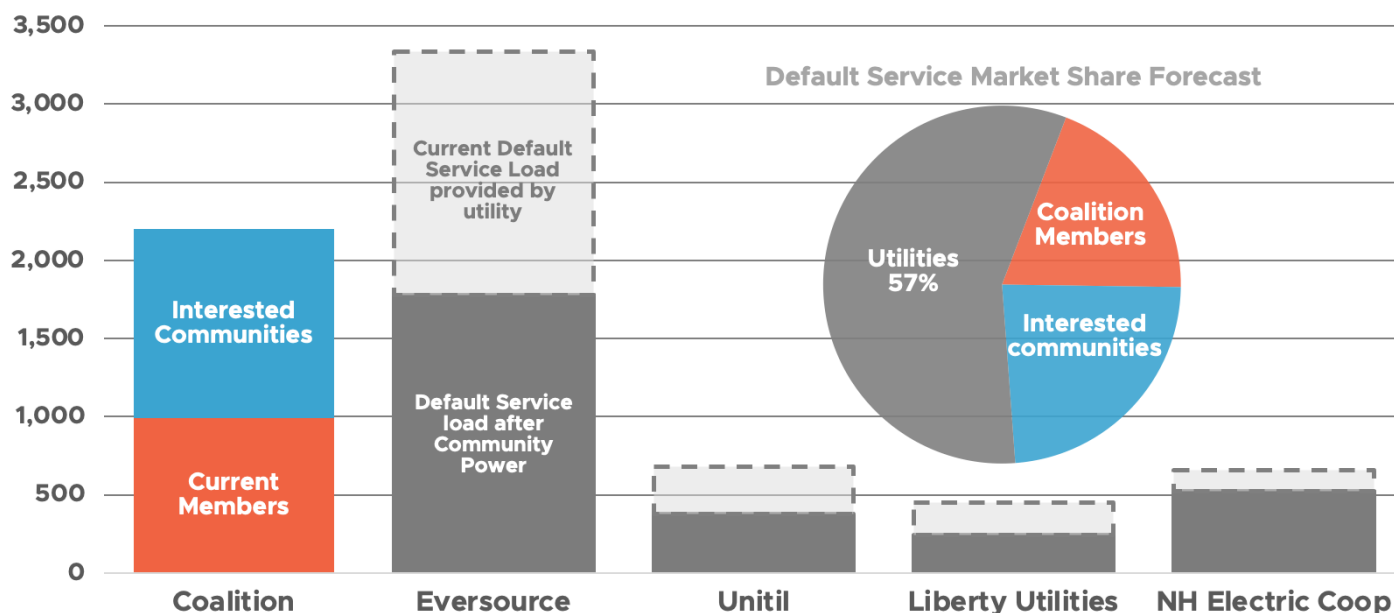
CPCNH's twenty-seven current municipal members, which represent approximately 21% of New Hampshire's population, intend to launch CPA programs in the next one to two years.

- The first wave of CPA programs is slated to launch between April and May of 2023, with service expansion to all current member territories thereafter (likely Q2 2024).
- At this point, CPCNH may serve ~110,000 customer accounts, provide ~900,000 MWh of electricity, and produce revenues of up to ~\$365 million per year (assuming full Member participation and retail pricing based on default utility rates in the current year).
- Over 30 additional local governments have expressed interest in joining CPCNH, which would increase representation to ~50% of New Hampshire's population.
- CPCNH subsequently expects relatively robust member recruitment, and the launch of dozens of new CPA programs in next two to three years.



Consequently, as shown in the graph on the next page, CPCNH is positioned to become the largest default supplier of electricity in New Hampshire:

Default Supply Service by Utility vs. Coalition (forecasted gigawatt-hours of electricity purchases)



Organizational Capacity

The Coalition's Board, committees, and executive team bring a great breadth and depth of experience to the organization with professional backgrounds that support CPCNH's mission.

CPCNH is also supported by outside General Counsel (Michael Postar of DWGP, P.C. with NH advice from Eli Emerson of Primer Piper, P.C.) and two professional consultants (Henry Herndon, of Herndon Enterprises, for member services, and Samuel Golding of Community Choice Partners, for technical advice and support).

Most recently, CPCNH has concluded a competitive solicitation for services and credit support and has executed contracts for \$750,000 in startup funding, \$9.5 million in credit support, and ~\$8 million to ~\$9 million in professional services to operate the power agency and expand CPCNH's membership over the next three years:

1. Ascend Analytics: energy portfolio risk management and procurement services, credit support (three lines of credit providing \$6 million for LSE and wholesale requirements, \$2.5 million for Ascend's invoices, and \$1 million for non-Arcend third-party invoices), and overall implementation management and oversight (CPCNH's critical path analysis is online here; refer to pp. 37-54).
2. Calpine Energy Solutions, for \$750,000 in startup funding and retail customer services: for Load Serving Entity (LSE) services, utility electronic data interchange (EDI), retail data management, and call center operations.
3. River City Bank, for secure revenue "lockbox" account administration and various commercial banking services.
4. Clean Energy New Hampshire for member and community relations, media strategy and engagement, and related administrative services.

CPCNH's committee award reports and winning response materials are [online here](#).

CPCNH is in the process of contracting for accounting services, to implement an accounting system and controls for CPCNH.

Staffing Strategy

CPCNH contracted with True Search for Executive Search Services to support hiring a CEO and aims to hire a CEO in the first quarter of 2023. The Board will support the CEO in filling key functional roles with highly qualified staff in managerial positions to provide oversight and initiative that guide's the evolution of the agency.

CPCNH anticipates that the CEO will recommend prioritizing staff capacity in the follow areas of expertise:

- Financial Management: Treasury support, budgeting, cash flow analysis, rate setting, financial controls and compliance, and reserve management.
- Retail Services: retail customer products and services, key account management and retention, and local programs.
- Energy Portfolio Management: contract valuation, procurement, power purchase agreements, portfolio strategy, and energy risk management analytics and reporting.
- Information Technology: enterprise data management and analytics.
- Regulatory and Legislative Affairs: engagement with the Legislature, NH Department of Energy, Office of the Public Advocate, Public Utility Commission, distribution utilities, and other stakeholders on energy policy and market issues impacting CPAs.

Regulatory and Legislative Engagement

CPCNH carries out public information campaigns and routinely engages at the Legislature and Public Utilities Commission, often alongside the NH Office of Consumer Advocate, to advance consumer interests and protect and expand the authorities of our Members. [Board Chair Clifton Below](#), Assistant Mayor of the City of Lebanon, often leads the agency's regulatory and legislative engagement activities. Recent initiatives include:

- Authoring the Community Power Aggregation Act, [Senate Bill 286](#) (2019).
- Leading the informal rule drafting process for CPA administrative rules at the Public Utilities Commission by providing initial and subsequent draft rules for discussion, arranging bilateral meetings with utilities and other stakeholders, and helping to lead stakeholder workshops at the request of Commission staff.
- Negotiating amendments to [House Bill 315](#) (2021), which would have substantially changed and weakened CPA authorities as-introduced, to instead clarify and expand key CPA authorities — including by authorizing a Purchase of Receivables program. (Refer to CPCNH.)
- Drafting the CPA administrative rules and leading a public stakeholder process to negotiate final rule language which was adopted by the Commission ([docket DRM 21-135](#)).
- Intervening to advocate for the creation of a Statewide Data Platform to enable Green Button access to electricity and natural gas retail customer data, and to negotiate a settlement — recently adopted by the Commission — under which the platform would be governed by a

Governance Council of representatives that includes Chair Below on behalf of CPAs and municipalities across the state (docket DE 19-197).

- Advancing legislation, through multiple legislative sessions, that would properly credit CPAs sourcing power from Distributed Energy Resources under 5 MW and for reducing costs from energy charges, transmission charges, and capacity charges (SB 321, 2022).
- Engaging on CPCNH's behalf in Docket IR 22-053 regarding the evaluation of default utility procurement requirements and the potential impact due to CPAs, among other matters.

Purpose, Mission, Values & Power Enterprise Objectives

CPCNH is guided by the requirements and processes provided for under our Joint Powers Agreement, the decisions of our Members and Board of Directors, and the considerations that operating a competitive power enterprise entails.

Purpose of CPCNH

The overarching objective of CPCNH is provided for in the Joint Powers Agreement:

The purpose of CPCNH is to promote the common good and general welfare by supporting the economic vitality and prosperity of local communities by enabling municipalities and counties to support and jointly exercise authorities granted to them pursuant to NH RSA 33-B, NH RSA 53-E, NH RSA 53-F, and NH RSA 374-D, all in accordance with NH RSA 53-A; to assist member municipalities and counties in complying with the provisions of NH RSA 53-E in developing and implementing Electric Aggregation Plans and Programs known as Community Power Aggregations ("CPAs"); to provide supportive services and technical assistance to community power aggregations serving member towns, cities, counties, unincorporated places, and village districts; and to support and promote public education and civic engagement by the residents and businesses of member communities in developing and implementing energy and climate policies and actions and the role of CPAs in advancing such policies and actions for the common good.

Mission and Values

CPCNH's Board of Directors has subsequently adopted the mission and values below:

Our mission is to foster resilient New Hampshire communities by empowering them to realize their energy goals. CPCNH will create value for our Community Power member municipalities by jointly contracting for services, developing projects and programs together, educating and engaging the public, and advocating for communities and customers at the Legislature and Public Utilities Commission.

- 1. In carrying out its activities, CPCNH is guided by the following values:*
- 2. Embody an inspiring vision for New Hampshire's energy future.*
- 3. Support communities to reduce energy costs and pursue economic vitality by harnessing the power of competitive markets and innovation.*
- 4. Support communities to implement successful energy and climate policies and to promote the transition to a carbon neutral energy system.*
- 5. Balance the interests of member communities who are diverse in demographics, geography and their energy goals.*
- 6. Use our shared expertise, leadership and skills to educate, empower and build the capacities*

of our members.

- 7. Help communities demystify the power sector to make informed decisions.*
- 8. Facilitate collaboration and teamwork by championing diversity, equity and inclusion of people and communities of all kinds.*

Power Enterprise Objectives

CPCNH's immediate objectives in implementing CPA supply service in April to May 2023 were summarized in the Coalition's prior solicitation for services and credit support:

While many of the broader benefits that CPCNH intends to create will be developed over time, the agency's immediate objectives are to:

- 1. Procure a reliable supply of all-requirements electricity, inclusive of Renewable Portfolio Standard requirements, and satisfy all load-serving entity obligations on behalf of participating customers.*
- 2. Launch with default supply rates that "meet or beat" utility default service rates and maintain competitive default supply rates thereafter.*
- 3. Accrue reserve funds sufficient to ensure Members' long-term financial stability.*
- 4. Offer voluntary products that retail customers may opt-up to receive as well as Net Energy Metering supply rates that allow customer-generators to participate in the program.*
- 5. Ensure individual customers have excellent customer service experience every time they interact with CPCNH regarding their electric service and all account transactions.*
- 6. Guarantee that individual customer data is secure and protected against third party attacks, data breaches and inappropriate use.*

Coalition Energy Portfolio Risk Management, Rates, and Reserves Policies

The Coalition's Members expect the agency to balance customer rate levels, renewable power content, and the accrual of program reserves on behalf of Member programs to meet their local policy objectives. The Board of Directors is incorporating these considerations and trade-offs regarding the prudent allocation of revenues into Energy Portfolio Risk Management, Rates, and Reserves policies, summarized as follows:

- **Energy Portfolio Risk Management Policy:** defines the risks associated with the procurement of the power supply, identifies those responsible for administering the various elements of the risk management policy (from procurement through daily operations and oversight), and sets policy parameters for managing, monitoring, and reporting on the risks associated with procuring and hedging the power supply portfolio. The policy will define the requirements and limits within which Members delegate their procurement authority to CPCNH.
- **Rates Policy:** ensures rates are set in a timely fashion to recover capital and operating costs of Member programs and that public notice and customer communication activities remain in compliance with statutory and Member Electricity Aggregation Plan requirements.
- **Financial Reserves Policy:** sets appropriate target levels (e.g., minimum and maximum contributions) to ensure CPCNH satisfies working capital requirements, procures energy at competitive rates, adheres to contractual covenants, covers unanticipated expenditures, supports rate stability, and progresses towards obtaining an investment grade credit rating. Member contributions to reserves will be tracked, and provided back to Members, pursuant

to any contractual obligations, if and when they choose to cease participating in the Coalition.

Member Cost Sharing Agreement

The Coalition's Joint Powers Agreement provides certain requirements regarding how costs will be tracked and shared across participating Community Power programs, which must be formalized in a Cost Sharing Agreement executed with each Member before the Coalition may provide services for their Community Power program, as follows:

- Costs will be tracked in three distinct categories: direct project costs, member services, and general and administrative costs (which are overhead costs that are not associated with any specific project or member service).
- Member cost-sharing agreements will be the same in all material respects: general and administrative costs will be allocated based on each Community Power program's share of total electricity usage each year, while each member will choose and separately pay for the costs of specific services and projects (under terms that reflect a fair allocation across all the members that chose the same services and projects).
- The debts, liabilities and obligations of the Coalition, and of other participating Community Power programs, will be non-recourse to Member communities (unless expressly agreed to by the Member under their Cost Sharing Agreement or a Project Contract).

Attachment 3: New Hampshire's Renewable Portfolio Standard

New Hampshire's Electric Renewable Portfolio Standard ("RPS") statute, RSA 362-F, established the renewable energy policy for the State.

The RPS statute requires each electricity provider, including Eversource and Dover Community Power, to meet a certain percentage of customer load by purchasing, generating, or otherwise acquiring Renewable Energy Certificates ("RECs"):

- One REC represents the renewable attributes of one megawatt-hour of electricity, or the equivalent amount of useful thermal energy.
- RECs are generated by certified renewable energy facilities for power that is physically delivered into the New England wholesale electricity market operated by ISO-New England (which means the power can come from within New England, New York, or eastern Canada).
- The New England Power Pool Generation Information System (NEPOOL GIS) issues and tracks RECs for the region.
- RECs are generally used for compliance in the same year as the renewable power was generated, though suppliers may "bank" RECs for up to two years to meet up to 30% of compliance requirements.

There are four distinct "classes" of renewable certificates under the RPS, each distinguishing between different technologies and dependent upon the year that the generators came online:

1. Class I is divided between thermal and non-thermal renewables:
 - Class I non-thermal electricity, from generators that came online after January 1, 2006: wind, solar, small hydroelectric, methane (biologically derived such as from anaerobic digestion of organic materials), biomass, hydrogen (from methane or biomass), ocean thermal, current, tidal or wave energy, and also biodiesel (if produced in state).
 - Class I thermal energy, from generators that came online after January 1, 2013 (and are producing thermal energy, rather than electricity): geothermal, solar thermal, biomass and methane.
2. Class II: solar generation that came online after January 1, 2006.
3. Class III: biomass & methane that came online before January 1, 2006.
4. Class IV: small hydroelectric that came online before January 1, 2006.

Electricity suppliers must obtain RECs for each of the four classes of renewables as a set percentage of their retail electric load, which increase on an annual basis (until plateauing after 2025, unless the RPS is raised in future):

Compliance Year	Total RPS Requirement	Class I Non-Thermal	Class I Thermal	Class II Solar	Class III Biomass & Methane	Class IV Small Hydro
2020	20.70%	8.90%	1.60%	0.70%	8.00%	1.50%
2021	21.60%	9.60%	1.80%	0.70%	8.00%	1.50%
2022	22.50%	10.30%	2.00%	0.70%	8.00%	1.50%
2023	23.40%	11.00%	2.20%	0.70%	8.00%	1.50%
2024	24.30%	11.90%	2.20%	0.70%	8.00%	1.50%
2025 onwards	25.20%	12.80%	2.20%	0.70%	8.00%	1.50%

Note the following flexibilities in meeting Class I requirements:

- Class I non-thermal requirements may be met with Class I thermal biomass and methane resources;
- Class I requirements may also be met with Class III (biomass & methane, thermal and non-thermal) or Class IV (small hydroelectric, non-thermal) resources that have been restored through significant investment or have otherwise begun generating in excess of historic baselines; and
- Solar that came online after January 1, 2006 may be used to satisfy Class II or Class I requirements.

Additionally, net metered customers (primarily customers with solar photovoltaics) that meet certain registration and administrative requirements can track and sell their RECs (which are accounted for in NEPOOL's Generation Information System). Not all customers do, however, and the REC production from such customer generators are estimated by the Public Utilities Commission each year and applied to lower the Class I and Class II procurement requirements of the utilities and other suppliers.

If the electricity providers are not able to meet the RPS requirements by purchasing or acquiring renewable energy certificates, they must pay alternative compliance payments (ACPs). The funds are used for a variety of renewable programs in New Hampshire.

The result is that these alternative compliance payment prices essentially act as a price ceiling for the REC market in New Hampshire. The ACPs for RECs by class in recent years are:

Inflation Adjusted Alternative Compliance Payment Rate (\$ per Megawatt Hour)					
	2017	2018	2019	2020	2021
Class I (Non-Thermal)	\$ 56.02	\$ 56.54	\$ 57.15	\$ 57.61	\$ 57.99
Class I Thermal	\$ 25.46	\$ 25.69	\$ 25.97	\$ 26.18	\$ 26.35
Class II	\$ 56.02	\$ 56.54	\$ 57.15	\$ 57.61	\$ 57.99
Class III	\$ 55.00	\$ 55.00	\$ 55.00	\$ 34.54	\$ 34.99
Class IV	\$ 27.49	\$ 28.00	\$ 28.60	\$ 29.06	\$ 29.44

For example, Eversource, Unitil and the New Hampshire Electric Cooperative have recently made alternative compliance payments instead of purchasing certain categories of RECs:

2019 Company	Alternative Compliance Payments (ACPs)					
	Class I	Class I Thermal	Class II	Class III	Class IV	Total
Liberty Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Hampshire Electric Cooperative	\$ -	\$ 187,192	\$ -	\$ -	\$ -	\$ 187,192
Eversource Energy	\$ -	\$ 519,893	\$ -	\$ -	\$ -	\$ 519,893
Unitil Energy Systems, Inc.	\$ -	\$ -	\$ 1,029	\$ -	\$ -	\$ 1,029
Distribution Utilities Subtotal	\$ -	\$ 707,085	\$ 1,029	\$ -	\$ -	\$ 708,114

For additional information on the Renewable Portfolio Standard, refer to:

- [New Hampshire's RPS statute \(RSA 362-F\)](#)
- [Public Utilities Commission RPS Website](#)
- [New Hampshire Renewable Energy Fund Annual Report \(1 October 2020\)](#)
- [UNH Sustainability Institute Study: New Hampshire RPS Retrospective 2007 to 2015](#)

Attachment 4: Utility Default Procurement Cycles and Rate Setting

Dover Community Power has a goal of maintaining competitive default rates compared to Eversource, while also offering voluntary products that retail customers may opt-in to receive.

The timing of the program's rate setting decisions, and, to a certain degree, the procurement of electricity will need to consider when Eversource conducts these same activities (particularly for the program's default electricity product).

As context, Eversource, Liberty and Unitil all issue requests for proposals (RFPs) twice annually for competitive suppliers to assume load-serving entity obligations and supply default customers with electricity for 6-month "strip" periods, with suppliers bidding to serve individual "tranches" or segments of customers by class.

The procurement schedules, tranches and rate practices for each distribution utility are:

- **Eversource** (Public Service Company of New Hampshire): issues RFPs in May and November with bids due in early to mid- June and December for suppliers to begin serving customers in August and February, offering four ~100 MW tranches to serve small customers and a single tranche to serve large customers (five tranches in total). Retail rates are fixed over the 6-month period for small customers and vary by month for large customers.
- **Liberty**: follows the same supplier RFP schedule and retail pricing as Eversource but (1) solicits supply for small customers in a single 6-month block tranche and for large customers in two, consecutive three-month block tranches (3 tranches total), and (2) allows bidders to include and price RPS compliance obligations separately (as an additional product).
- **Unitil**: issues RFPs in March and August for delivery beginning in June and December, offering tranches of residential, small commercial, outdoor lighting and large customers classes (four tranches). The large customer RFP is structured in a distinct fashion, in that it passes through market costs for energy and so suppliers compete to price capacity, congestions, ancillary services, etc. for the large customer tranche over the 6-month term; retail rates reflect these load-serving entity costs along with the pass-through of real time locational marginal market prices (which are load-weighted by the entire class' hourly load shape i.e., not the individual large customer's usage profile). Retail rates for the residential, small commercial, and outdoor lighting classes are fixed over the 6-month term, though customers have the option to choose variable monthly pricing if the election is made prior to the start of the next 6-month term.

Supplier bids are priced in dollars per megawatt-hour (\$/MWh) on a monthly basis and generally exclude Renewable Portfolio Standard (RPS) compliance obligations (called "Renewable Energy Certificates" or "RECs"), though Liberty Utilities allows RECs to be bid as a separate product. Distribution utilities typically procure most or all of their supply of RECs through competitive solicitations held separately from the auctions for default electricity service.

New Hampshire's RPS requires all electricity suppliers to procure or otherwise obtain RECs for four distinct "classes" of renewables, each distinguishing between different technologies and dependent upon the year that the generators came online.

For 2021, Eversource is required to include 21.6% renewable energy in their energy supply. This minimum compliance requirement will increase incrementally to 25.2% by 2025 and remain fixed thereafter, absent an increase in the RPS requirement by the NH legislature.

Refer to Attachment 3 for further details on the RPS.

Attachment 5: Overview of Utility Net Energy Metering Tariffs

Discussion of Utility Net Metering, Group Net Metering and Low-Moderate Income Solar Project Tariffs

Under the net metering process, customers who install renewable generation or qualifying combined heat and power systems up to 1,000 kilowatts in size are eligible to receive credit or compensation for any electricity generated onsite in excess of their onsite usage.

Any surplus generation produced by these systems flows back into the distribution grid and offsets the electricity that would otherwise have to be purchased from the regional wholesale market to serve other customers.

The credits and compensation customer-generators receive for electricity exported to the grid are defined under Net Energy Metering (NEM) tariffs offered by Eversource, Liberty, Unitil and the New Hampshire Electric Cooperative.

The Public Utilities Commission (PUC) regulates the investor-owned distribution utilities' Net Energy Metering (NEM) tariffs in accordance with PUC Rule 900 and RSA 362-A:9 (refer to RSA 362-A:9, XIV specifically for Group Net Metering statutes). The NH Electric Cooperative member elected Board of Directors sets their net-metering tariff rather than the PUC. Note that for the three investor-owned distribution utilities:

- NEM tariffs offered by the utilities underwent a significant change several years ago;
- Customer-generators that installed systems before September 2017 may still take service under the "NEM 1.0" tariff ("standard" or "traditional" NEM); whereas
- Systems installed after August 2017 must take service under the "NEM 2.0" tariff ("alternative NEM")
- NEM 1.0 customers are allowed to switch to taking service under the NEM 2.0 tariff, but cannot subsequently opt-back into NEM 1.0 (with limited exceptions, e.g., participation in certain pilot programs).

Under both tariffs, customer-generators are charged the full retail rate for electricity supplied by Eversource and receive credits for electricity they export to the grid for some (but not all) components of their full retail rate. Refer to the next subsection for tables comparing NEM 1.0 to 2.0 tariffs.

To appropriately measure and credit customer-generators taking service under a NEM tariff, Eversource installs a bi-directional net meter that records each kilowatt-hour (kWh) supplied to the customer from the grid and also each kWh that flows back into the grid. This data is recorded and collected on a monthly billing-cycle basis.

For NEM 1.0 tariff systems (installed before September 2017), any kWh exported to the grid are netted against kWh consumed. If there is a net surplus of kWh at the end of the monthly billing period (i.e., more power was exported to the grid by the customer-generator than was consumed) those surplus or negative kWh are carried forward and can be used to offset future kWh consumption (so the customer only pays for their "net" energy consumption).

For NEM 2.0 tariff systems (installed after August 2017), all customer-generators receive a monetary credit for each kWh that is exported valued at 100% of their default electricity supply

rate component for the month. Smaller systems (up to 100 kilowatts in size) additionally receive credits for 100% of the transmission component and 25% of the distribution component of their retail rate. (Larger systems, up to 1,000 kilowatts in size, only receive full credit for the electricity supply rate component.)

Note that most customer-generators in Dover Community Power are expected to be taking service under NEM 2.0 tariffs going forward.

Any credits that accumulate over time are tracked and used to offset the customer-generator's future electricity bills. Customers may also request to cash-out their surplus credit once a year, after their March billing cycle, if the balance exceeds \$100 (or any balance in the event of moving or service disconnection). NEM 1.0 surplus balances are tracked as kWh credits and are converted to dollars at wholesale avoided costs, while NEM 2.0 surplus balances are tracked as monetary credits directly (in dollars). Note that these cash-outs are treated as taxable income by the Internal Revenue Service (IRS). Payments of \$600 or more remitted to the customer are accompanied by a 1099 form for the IRS. Utilities may also issue IRS Form 1099s for smaller amounts.

Alternatively, Group Net Metering is a process that allows any customer-generator to share the proceeds of their surplus generation credits to directly offset the electricity bills of other customers, which is financially more advantageous and can increase the effective value of the system. All the members in the group need to be within the same distribution utility service territory but may be served by different suppliers, including by Dover Community Power. The credits are calculated based on the host site's NEM tariff and retail rate, and payments are credited to offset the electricity bills of each member directly by the utility (if the customers are billed for supply by the utility). These allocations are governed by a Group Net Metering Agreement between the host customer-generator and group members, which is part of the registration process overseen by the Public Utilities Commission.

Note that larger systems (up to 1,000 kilowatts in size) actually have to register as group hosts in order to qualify for net metering in the event that the customer-generator exports more than 80 percent of the power produced onsite to the distribution grid. Additionally, if the electricity exported from larger systems exceeds the total electricity usage of the group on an annual basis, the credit for the residual amount (e.g., electricity exported in excess of the group's total usage) is re-calculated based on the utility's avoided cost of electricity supply. This rate is lower than the NEM credit based on the customer-generator's retail rate, and results in a downward payment adjustment issued by the utility to the host customer. Residential systems under 15 kilowatts, however, are not subject to this adjustment.

Most recently, a Low-Moderate Income (LMI) Community Solar Project option has been implemented under Group Net Metering. The program currently provides an incentive of 3 cents per kWh (dropping down to 2.5 cents after July 2021) in addition to the host site's NEM credits, and solar systems may be either rooftop or ground-mounted systems. To qualify, groups must include at least five residential customers, a majority of which are at or below 300 percent of the federal poverty guidelines, and non-residential customers cannot account for more than 15 percent of the total projected load in the group.

Lastly, all group hosts (except for residential systems under 15 kilowatts) must file an annual report with the Public Utilities Commission and their utility that includes the annual load of the

host and members, annual total and net surplus generation of the host site system, and additional information for Low-Moderate Income Community Solar Projects.

In addition to NEM credits, all customer-generators have the option of selling the Renewable Energy Certificates (RECs) produced by their systems. This can provide an additional revenue stream to customer-generators, but requires a separate REC meter, registration, and ongoing reporting requirement.

Alternatively, the Public Utilities Commission estimates the RECs that could be produced by all customer-generators who do not separately meter and sell their RECs and lowers the Renewable Portfolio Standard procurement requirements for all load-serving entities by an equivalent amount.

Comparison of Utility “Standard” and “Alternative” Net Energy Metering Tariffs

The tables below compare the two tariff structures, which offer different credits to customers depending on the size of their installed system:

Net Energy Metering (NEM) Credit on Net Monthly Exports to Grid

	NEM 1.0 <i>“Standard NEM”</i> <i>Offered prior to 9/1/2017</i>	NEM 2.0 <i>“Alternative NEM”</i> <i>Effective 9/1/2017</i>
Large Systems <i>100 Kilowatts to 1 Megawatt</i>	Full credit (at the customer’s retail rate) for electricity supply <u>only</u>	
Small Systems <i>≤ 100 Kilowatts</i>	Full credit for electricity supply, distribution, transmission, System Benefits, Stranded Cost & Storm Recovery charges	Full credit for electricity supply and transmission; 25% credit for distribution & no credit for other charges

As shown in the table above, levels of compensation for small customer-generators (with systems up to 100 kilowatts) were lowered, such that these customers no longer receive full compensation on their distribution rate component or several other small charges (e.g., the System Benefits, Stranded Cost and Storm Recovery charges).

Additionally, the NEM 2.0 tariff modified the type of credit, and the ways credits for surplus generation are tracked and refunded, for both small and large customer generators:

- Under NEM 1.0, any surplus generation would be tracked as a kilowatt-hour (kWh) credit, which was carried forward to offset the customer’s consumption (and bill) in future months. For any kWh credits remaining on an annual basis (at the end of March each year), such customers have the option of either continuing to bank their credits to offset future usage, or to convert the kWh credit into a monetary credit, at a rate set by the Public Utilities Commission (typically ~3 to 5 cents per kilowatt-hour) and to apply the amount to their account or receive a check for the amount owed.
- Under NEM 2.0, kWh credits are automatically converted into a monetary credit every month,

valued at the customer's retail rate for that specific month. Customers have the option of either carrying the credit forward to offset to their electricity bill in future months or may receive the refund directly as a check.

The crediting mechanism under NEM 1.0 was relatively more advantageous for customers in one respect. Solar systems generate more power in the spring and summer months relative to other seasons; consequently, the credits that customer-generators would accrue during the summer months would offset their consumption in the winter months on a one-to-one, kWh per kWh basis. This is advantageous because winter supply rates are above summer rates on average.

In another respect, NEM 2.0 offers an advantage to customers that accrue surplus credits over the course of the year, because the surplus is calculated based on components of the customer's retail rate — which is higher than the ~3-5 cents per kilowatt-hour value that is applied to convert NEM 1.0 kWh credits into a monetary credit whenever customers elect to cash-out their surplus.

These changes are summarized in the table below, and apply to all customer-generators regardless of system size:

NEM 1.0 <i>"Standard NEM"</i> <i>Offered prior to 9/1/2017</i>	NEM 2.0 <i>"Alternative NEM"</i> <i>Effective 9/1/2017</i>
kWh credit carried forward. May be refunded at a rate calculated by the Public Utilities Commission (typically ~3 to 5¢ per kWh).	kWh converted to monetary credit automatically each month. Monetary credit carried forward as a bill credit or refundable.

Additional details may be found in the Eversource, Liberty and Unitil tariffs and the Public Utilities Commission website:

- [Eversource Tariffs](#)
- [Unitil Tariffs](#)
- [Liberty Utilities Tariffs](#)
- [PUC overview of Net Metering](#)
- [PUC graphic explanation of NEM 1.0 vs. NEM 2.0.](#)

Net Energy Metering Systems by Utility Territory

According to the most recent [Energy Information Agency \(EIA\) Form 861m data](#), there are about 11,000 customer-generators taking service under Net Energy Metering tariffs in New Hampshire, with a cumulative installed capacity of approximately 140 megawatts (in terms of nameplate capacity in alternating current, or "AC"). Estimated numbers of customer-generators and installed capacity by technology are summarized below:

- Solar photovoltaics: ~120 megawatts (MW) and 10,760 customer-generators; note that:
 - Group Net Metering accounts for an additional ~1.5 MW serving 56 customers; and

- Sixteen residential customers, in addition to solar photovoltaics, also have energy storage systems with a cumulative capacity of 175 kilowatts (an average size of ~11 kilowatts per customer).
- Onsite wind: 412 kilowatts (kW) and 72 customer-generators.
- “Other” technologies (presumably, small hydro or qualifying combined heat and power systems, or “CHP”): ~17.5 megawatts (MW) and 55 customer-generators.

The table below provides the number of customer-generators in each distribution utility territory:

Number of Net Metered Customer-Generators by Technology

	Customer-Generators by Technology				Subsets of Solar PV Customers	
	Total	Wind	Other (CHP or Hydro)	Solar PV	Group Net Metering	Energy Storage
Eversource	7,949	37	52	7,860	21	0
Unitil	1,066	3	1	1,062	0	0
Liberty Utilities	724	1	0	723	22	16
NHEC	1,204	31	2	1,171	13	0
Total	10,943	72	55	10,816	56	16

The number of customer-generators by customer class with onsite solar photovoltaic systems, total installed capacity, and average solar system size in each utility territory are provided for reference in the tables below.

Note that these tables do not include Group Net Metered systems and participating customers within groups and reflect only installed solar photovoltaic system capacity (i.e., exclusive of onsite energy storage capacity).

Net Metered Solar Photovoltaic Systems: Number of Customer-Generators

	Residential	Commercial	Industrial	Total Customer-Generators
Eversource	7,195	630	35	7,860
Unitil	973	61	6	1040
Liberty Utilities	633	77	0	710
NH Electric Coop	1,065	81	4	1,150
Total	9,866	849	45	10,760

Net Metered Solar Photovoltaic Systems: Total Installed Capacity (MW-AC)

	Residential	Commercial	Industrial	Total Installed Capacity (MW-AC)
Eversource	54.15	29.66	5.09	88.91
Unitil	7.40	2.30	0.73	10.43
Liberty Utilities	4.78	5.12	0.00	9.90
NH Electric Coop	7.61	2.46	0.60	10.66
Total	73.94	39.54	6.42	119.90

Net Metered Solar Photovoltaic Systems: Average System Size (kW-AC)

	Residential	Commercial	Industrial	Average System Size (kW-AC)
Eversource	7.5	47.1	145.5	66.7
Unitil	7.6	37.8	121.2	55.5
Liberty Utilities	7.6	66.5	N/A	24.7
NH Electric Coop	7.1	30.3	149.0	62.2
Average	7.5	45.4	138.6	52.3

Attachment 6: Dover Community Power Net Metering, Group Net Metering and Low-Moderate Income Solar Project Opportunities

Please refer to Attachment 5: Overview of Utility Net Metering Tariffs as context for this section.

RSA 362-A:9, II grants Community Power programs broad statutory authority to offer customer-generators new supply rates and terms for the generation supply component of Net Energy Metering (NEM). The relevant statutory authority is quoted in full below:

“Competitive electricity suppliers registered under RSA 374-F:7 and municipal or county aggregators under RSA 53-E determine the terms, conditions, and prices under which they agree to provide generation supply to and credit, as an offset to supply, or purchase the generation output exported to the distribution grid from eligible customer-generators. The commission may require appropriate disclosure of such terms, conditions, and prices or credits. Such output shall be accounted for as a reduction to the customer-generators’ electricity supplier’s wholesale load obligation for energy supply as a load service entity, net of any applicable line loss adjustments, as approved by the commission. Nothing in this paragraph shall be construed as limiting or otherwise interfering with the provisions or authority for municipal or county aggregators under RSA 53-E, including, but not limited to, the terms and conditions for net metering.”

Dover Community Power intends to offer a NEM generation rate and terms to customers with onsite renewable generation eligible for net metering from Eversource. Note that any non-supply related components of the Net Energy Metering tariff (e.g., credits for transmission and distribution) will continue to be provided to customer-generators directly by their utility.

How Dover Community Power calculates, accounts for and provides NEM credits to participating customer-generators for the different types of eligible system sizes, customer types and group configurations will have a number of important financial and practical implications for the program and customers in the City.

Dover Community Power also anticipates encountering practical challenges of an operational nature in administering net metering and group net metering programs. This is partly because net energy metering continues to evolve in response to new policy and regulatory requirements, and the day-to-day processes that govern the coordination between the program, participating customers and Eversource are subject to refinement and change over time.

Dover Community Power will be one of the first default aggregation programs to launch in Eversource’ service territory, and the process of transferring significant numbers of NEM customers may cause unanticipated issues due to the metering, billing and data management requirements of this subset of customers. Dover Community Power will maintain close coordination with Eversource to expeditiously resolve any such issues that may occur.

For example, Dover Community Power may decide to separately issue supply bills to customers that have installed systems after September 2017.

The advantage in dual-billing this subset of customers stems from what is essentially an accounting irregularity in how Eversource’ billing system and PUC policies currently treat customer-generators taking service under the NEM 1.0 tariff, which applies to systems installed

before September 2017, versus the NEM 2.0 tariff, which applies to all systems installed after that date. As context:

- The cumulative surplus generation exports of net metered customer-generators will decrease the amount of electricity that Dover Community Power will have to purchase from the regional power market to supply other customers in the program. The surplus generation from both NEM 1.0 and NEM 2.0 customer-generators will be tracked and netted out from the program's wholesale load obligations by Eversource for this purpose.
- However, for the purpose of netting out of the program's Renewable Portfolio Standard (RPS) compliance requirements, the surplus generation from NEM 1.0 customers is tracked and accounted for differently than it is for NEM 2.0 customers:
 - Surplus generation from NEM 1.0 customers is tracked as a kWh credit that is carried forward to offset the customer's future electricity supply requirements; these kWh credits will be counted as an offset that decreases the total electricity supplied by the program to retail customers in aggregate — which lowers the program's RPS compliance obligation.
 - Surplus generation from NEM 2.0 customers is tracked as a monetary credit that is carried forward to offset the customer's future electricity bills; even though the monetary credit is calculated each month based on every customer's kWh surplus generation, the monetary credit is treated as a re-sale or delivery of power generated by NEM 2.0 customer and provided to other participating customers through the program — it is not treated, in other words, as an offset that decreases the total electricity supplied by program to retail customers in aggregate — and therefore does not lower RPS compliance obligations in the same way.

The practical consequence of this accounting treatment is that Dover Community Power would have to purchase Renewable Energy Certificates for the amount of surplus generation supplied by NEM 2.0 customer-generators (but not NEM 1.0 customer-generators) in the same way as if the program had imported that amount of electricity from the regional wholesale market.

- Taking on the responsibility of billing this subset of NEM 2.0 customers directly may allow Dover Community Power to track and account for the impact of their surplus generation in ways that lower the program's RPS compliance obligations and costs. Specifically, the program could credit customers currently on the utility's NEM 2.0 tariff in the same way that NEM 1.0 customers are credited (i.e., using kWh credits to track surplus generation on the supply portion of the bill). Note that RSA 362-A:9,II explicitly grants Community Power programs the flexibility to offer net metered customers either:
 - A *"credit, as an offset to supply"* for their surplus generation, which is equivalent to the NEM 1.0 tariff accounting practices; or
 - To *"purchase the generation output exported"* which is equivalent to how the NEM 2.0 tariff tracks surplus generation.

Exercising the first option listed above, by offering NEM 2.0 customers a kWh credit tracked as an offset to supply, would allow Dover Community Power to harmonize the accounting treatment of NEM 1.0 and 2.0 surplus generation for the purpose of program RPS compliance reporting. This would help lower program rates and is an option that the program may

therefore find cost-effective to implement.

Additionally, certain customer-generators currently receiving IRS Form 1099 taxable income from monetary credits under Eversource' NEM 2.0 tariff may benefit financially from receiving kWh credits for the supply portion of their monthly surplus generation instead.

While dual billing is typically avoided — as it is less convenient for most customers to receive a separate bill from their utility and supplier — customers with onsite generation systems tend to be highly informed on energy issues and respond positively to more active engagement with both their utility and supplier.

Consequently, dual billing may enhance customer satisfaction, awareness and ongoing participation in the program for customer-generators. Furthermore, dual billing could be done electronically, which is more convenient for the customer and will be less costly for the program than sending paper bills.

Furthermore, Dover Community Power may be able to create additional value for customer-generators through a combination of dual billing, assistance with metering upgrades and time-varying rate structures. For example:

- Many customer-generators with solar systems may benefit from local programs that help them reduce their full energy bill costs;
- Providing the customer with a separate supply-only bill would allow Dover Community Power to also offer a time-varying rate (which may not otherwise be available through Eversource' billing system);
- Upgrading to an interval meter (if the customer does not have one) and installing onsite energy storage, combined with a time-varying rate, may enable the customer-generator to further lower their overall bill by shifting their pattern of electricity usage at times of high-power prices and constrained generation and transmission capacity. This could also help to manage and lower the program's electricity supply costs in aggregate as well, and thus benefits all participating customers.

Similarly, Dover Community Power may be able to streamline the process and cost of installing REC production meters for customer-generators that don't already have one. By registering customer-generators and purchasing their RECs for their onsite power generation Dover Community Power could use them to satisfy part of the program's overall RPS compliance requirements. This would allow the program to source RECs locally and would provide an additional source of revenue for customer-generators in the City.

Dover Community Power also intends to evaluate ways to enhance the value of the NEM credits that customers receive overall, from both the program and Eversource. For example, customer-generators may benefit by becoming hosts in Group Net Metering, including by establishing a Low-Moderate Income Solar Project group. The program may be able to streamline the process required to do so, which entails:

- Matching customers interested in becoming members with prospective group hosts;
- Executing a Group Net Metering Agreement together;
- Registering the group with the Public Utilities Commission and Eversource; and
- Thereafter filing annual compliance reports.

Lastly, NEM tariffs are subject to revision and Dover Community Power, through the Coalition, intends to work with Eversource, participate in Public Utilities Commission proceedings and engage at the Legislature on issues that impact how the tariffs evolve going forward.

Customers are increasingly adopting new energy technologies and expect to be offered rates and services that provide them with new choices and fair compensation based on their investment; the program's ability to assist customers in these ways is heavily dependent on how state policies and utility regulations evolve over time.

Dover Community Power will seek to represent the interests of our community and customers in these matters.

Attachment 7: Dover's Public Planning Process

The Dover Electric Aggregation Committee (EAC) was appointed by City Council during its regular meeting on February 23rd, 2022 to provide the Council with advisory support during the development of Dover Community Power. The Committee encompasses the entire body of Dover's Energy Commission who has a variety of valuable expertise pertaining to energy. That expertise comes from members with backgrounds in subjects including regulatory processes, utility operations, electric vehicles, energy data and offshore wind. The Committee is regularly updated on the matters of the Coalition by the staff liaison to the Planning and Community Development Department, Dover's Resilience Manager, Dr. Jackson Kaspari. Dr. Kaspari serves as the Alternative Director representing Dover as part of the Coalition's Risk Management Committee. Assistant City Manager Christopher Parker services as the primary Director to and Vice Chair of the Coalition's Board, serves on the Coalition's Member Operations and Engagement Committee, and on the the Coalition's CEO and Staff Search Committee.

The EAC provided input on the EAP as part of a series of three meetings held on March 2nd, September 21st, and October 19th during the 2022 calendar year. Following the September 21st meeting the Committee authorized Dr. Kaspari to produce a proposed draft for review by the Committee at its October 26th meeting. The Committee then held two public hearings on November 16th, 2022 and December 14th, 2022 which corresponded with a public information campaign including the distribution of flyers, broadcasting on local cable, press releases, electronic newsletter updates and a dedicated page within the Resilient Dover portion of the City's website. Following public input, the Committee adopted the EAP in the best, long-term interest of ratepayers in accordance with RSA 53-E. Subsequent to this adoption, the proposed plan was presented to the City Council and authorized during its meeting on TBD by a majority vote.

Attachment 8: City Policy Excerpts

Relevant City Council Goals:

Goal #5: Our City's Residents are Engaged

The following objectives improve communications through multiple channels with feedback loops for improvement from all.

- Communicate in a manner which will meet people where they are, in content, communication style and format.
- Reboot the City of Dover website to be more collaborative, accessible and informative.
- Increase public engagement through innovative and diverse citizen feedback options.
- Incorporate diverse options for creating dialog with residents, businesses and property owners.
- Report on how feedback was considered and used to revise programs, policies or operations to demonstrate “we’re listening.”
- Provide clarity on the use and purpose of various City facilities, programs and policies.

Goal #6: Our City is Resilient

The following objectives ensure the City's social, built and natural infrastructure is designed to evolve and support community needs.

- Adopt the Citywide resilience plan by 12/2022 as informed by Dover focused SRPC Equity and Racial Equity and Inclusion reports.
- Set incremental targets to reach City owned property operating on 100% renewable energy by 2035, or sooner, utilizing input of Boards, Committees and Commissions by 06/2023.
- Develop, by 03/2023, a Resilience framework for volunteers, Elected Officials, and staff to strategically guide City Direction.
- Adopt policies which promote Public & Private sector energy efficient structure by 12/2023.
- Develop policies and programs that build social capital in the context of resilience for all, by 12/2023.

Link to Full Council Goals: <https://bit.ly/3Vjn79L>

Implementation Strategies from the Climate Adaptation Master Plan Chapter:

The following implementation strategies from the City's Climate Adaptation Master Plan Chapter align with the City's goals for Dover Community Power.

- Promote programs that provide opportunities for low-income and other vulnerable populations/groups to have access to affordable and renewable energy sources, as well as support the improvement of the City's alternative transportation and pedestrian options.
- Provide education and outreach materials on distributed power generation opportunities at the municipal level to encourage the City to increase independence and resilience against growing energy challenges.
- Explore the feasibility of installing solar panels on multiple City-owned building, the adaptive reuse of existing brownfields/Superfund sites for solar arrays.
- Coordinate with utility companies to evaluate distributed energy sources and to conduct a vulnerability analysis on electrical utilities that have been identified in the C-RiSe report to develop recommendations for potential upgrades.

Link to access the Master Plan Chapter: <https://bit.ly/3erjYUC>

Excerpt of recommendations from the Greenhouse Gas and Nitrogen Inventory Report for Municipal and School Operations:

The following is a review of recommendations that would help Dover lower its Local Government Organization carbon footprint.

- Reduce purchased electricity through the installation of more solar arrays.
- Upgrade older facilities to improve insulation and install remotely monitored HVAC systems.

Link to access the Report: <https://bit.ly/3CVliHN>

Excerpts from the 2022 Dover Energy Commission Report:

The 2022 report provided an update on Dover Community Power and established the Energy Commission's support for the effort. Additional information from the document relevant to the goals of Dover Community Power is presented below:

The City should explore expanding energy efficiency efforts to include:

- Community-wide initiatives that focus on GHG reduction, retrofitting older buildings, curtailing energy consumption and/or increasing the share of electricity generated from renewable sources with an eye towards equity-driven community engagement.
- Provide leadership to enlist the community in a city-wide effort to help Dover reach its energy efficiency goals. This should include community outreach and education as well as providing specific programs.
- Partner with other cities/counties to advocate for state and national climate policies and take collective action

The Energy Commission encourages the City to explore solar options that could be executed in time to minimize the likely forthcoming power cost increases under PPAs. We are suggesting two sites that appear to be good candidates and suggest that the School District also consider options on their campuses.

Solar site suggestion No. 1 - Wastewater Treatment Facility: Why it is an attractive option.

- It has the largest consumption of electric power at a given site consuming nearly 2,000,000 kWh of power annually.
- There is an attached City owned parcel of land of sufficient size to host a solar array large enough to offset the power consumed onsite.
- Since the plant has a relatively flat daily consumption curve, much of the solar power generated can be consumed “behind the meter” which yields the best ROI.

Potential concerns at this location:

- The land identified in the image below is a landfill, perhaps from a tannery. There may be regulatory hurdles that will drive up costs or make the land totally unsuitable.
- This parcel is not immediately adjacent to the plant which will add some additional installation expenses.

Solar site suggestion No. 2 - Dover Ice Arena: Why it is an attractive option.

- The Ice Arena had the City’s second largest power consumption at a single location consuming more than 1,000,000 kWh annually.
- The arena has pitched metal roofs with an unobstructed southeasterly orientation.
 - Rooftop installations are usually less expensive than pole-mounted arrays.
 - Since panels can be clipped directly to metal roofs, costs and weights are lower.
 - Pitched roofs have a better yield and snow shedding characteristics.
 - Orientation and freedom from obstructions are excellent for production efficiency.
 - Roof mounted arrays would probably yield about half of the total consumed power. This means much of the power will be consumed “behind the meter.”

Potential concerns at this location:

- It is currently unknown if the roofs, as built, will support the weight of a solar installation. Given that the design load for snow should be around 60 lb/sq/ft and panel installation weights come in around 3 lb/sq/ft, it is reasonable to assume this additional load will fall within requirements.

Link to access the Report: <https://bit.ly/3MvLAo1>

Attachment 9: How Load Serving Entity Services will be Implemented

Dover Community Power will implement Load Serving Entity (LSE) services, for the purpose of procuring or selling electricity on behalf of customers participating in the aggregation.

This plan assumes, but does not require, that the City will participate fully in and rely on the services provided through the Community Power Coalition of New Hampshire (CPCNH) for the purposes of implementing and operating Dover Community Power.

The Role & Responsibility of Load Serving Entities

A Load Serving Entity (LSE) is an entity that has registered with ISO New England (ISO-NE, the nonprofit regional wholesale electricity market operator) as a market participant and assumes responsibility for securing and selling electric energy and related services to serve the demand of retail customers at the distribution level (i.e., homes and businesses).

As context, every retail customer in New Hampshire (and across New England) is assigned to a specific Load Serving Entity at all times:

- Customers on utility default service are periodically re-assigned to whichever Competitive Supplier has won the utility's most recent auction or the utility as LSE. Refer to Attachment 4 for an overview of utility default procurement solicitations.
- Similarly, customers are assigned to a different Load Serving Entity whenever they are transferred to CPA service on an opt-out default basis, choose to opt-in to take service from the CPA, or switch to a Competitive Supplier of their choosing.

Consequently, all Competitive Suppliers and Community Power Aggregators (CPAs) in New Hampshire are required to either:

1. Register as a Load Serving Entity with ISO-NE; or
2. Contract with a third-party that has agreed to be the Load Serving Entity responsible for the Competitive Supplier's or CPA's customers.

To ensure that customers receive firm power supply, there are a variety of services that need to be performed and electrical products that must be procured or otherwise provided. The required products and services are referred to as "all requirements energy" (or alternatively, "full requirements service").

The role of Load Serving Entities is to provide, arrange for, or otherwise pay for the cost of providing all requirements energy to customers. The majority of these requirements are defined by the ISO-NE wholesale market operator, which is subject to Federal oversight, but certain requirements are defined by the state in which the LSE registers to serve customers (Renewable Portfolio Standard requirements, for example).

In New Hampshire, full-requirements energy is defined as the provision or cost of (1) electrical energy, capacity, and reserves (including transmission and distribution losses); (2) ancillary services, congestion management, and transmission services (to the extent not already provided by the customer's utility); (3) the costs associated with complying with New Hampshire's Renewable Portfolio Standard (i.e., the cost of purchasing Renewable Energy Credits or, if an insufficient number of credits is procured, the cost of Alternative Compliance Payments, as

detailed in Attachment 3); and (4) other services or products necessary to provide firm power supply to customers (i.e., because the definition and requirements of the above products and services are subject to change over time).

Each of the above products and services is procured, provided, and accounted for in different ways, through market mechanisms and regulated processes that have been designed to accommodate the unique characteristics of the product or service in question.

Given the complex and capital-intensive nature of providing all requirements electricity to customers, Load Serving Entities are subject to significant state and Federal oversight, in terms of registration, reporting, and financial security requirements.

The web pages below provide current information regarding Load Serving Entity registration, financial security, and renewal requirements to operate in ISO-NE and New Hampshire:

- ISO-NE: [New Participant Registration Instructions](#)
- NH PUC: [Forms for Competitive Electric Power Suppliers and Electric Load Aggregators](#)
- Eversource: [Electric Information for Suppliers & Aggregators](#)
- Unitil: [Energy Supplier Resources](#)
- Liberty Utilities: [Become a Liberty Utilities Approved Supplier](#)
- New Hampshire Electric Cooperative: [Supplier Information](#)

Responsibilities of the Community Power Coalition of New Hampshire (CPCNH)

The City currently anticipates that it will contract with CPCNH, as an all-requirements joint powers agency, for the provision of LSE services, all requirements energy supply and all other energy services required to implement and operate Dover Community Power.

CPCNH Provision of Load Serving Entity Services

In 2022, on behalf of the City and CPCNH's other Member communities, each of which are in various stages of authorizing Community Power Aggregations, CPCNH conducted a competitive solicitation process to solicit and contract for Comprehensive Services and Credit Support.²

As a result of the competitive solicitation process CPCNH selected and has contracted with Calpine Energy Solutions for Retail Data Management, Billing Services, and a number of other retail customer solutions. CPCNH selected and has contracted with Ascend Analytics for Portfolio Risk Management Services, credit support, and certain other services, including running a competitive RFP process to identify the best organization to provide LSE Services. An affiliate of Calpine Energy Solutions was selected as the most advantageous entity to provide LSE Services and CPCNH is in the process of finalizing arrangements and the contract for LSE Services, along with the other firms described in Attachment 2: Community Power Coalition of New Hampshire, Organizational Capacity to provide additional services required to launch and operate CPAs.

² CPCNH's Request for Proposals for Comprehensive Services and Credit Support, and additional supporting reference documentation, including the draft Business Plan for CPCNH, are posted online here: <https://www.cpcnh.org/solicitations>.

Responsibilities of the City of Dover

As a result of CPCNH's successful solicitation and contracting strategy, the City may now contract for and authorize CPCNH to provide comprehensive services and credit support (inclusive of LSE services) to implement and operate Dover Community Power.

- LSE services may be implemented as follows: CPCNH may contract directly for LSE services with a third-party that is registered or will register with ISO-NE as a market participant and Load Serving Entity, satisfies all applicable financial security and other registration requirements with ISO-NE, the Commission, and NH's distribution utilities, and has contractually agreed to assume responsibility for providing all requirements energy on behalf of Dover Community Power's customers.

Typically, such a third-party would additionally provide portfolio management services and credit support and assist CPCNH in structuring and maintaining a portfolio of physical and financial contracts to provide all requirements energy to participating customers. At a certain future point, CPCNH may be positioned to register with NEPOOL and ISO-NE as a market participant and Load Serving Entity directly.³

This implementation option essentially replicates the approach and structure employed by the New Hampshire Electric Cooperative, which actively manages an all-requirements energy portfolio, accrues financial reserves, and provides LSE services for default service customers.

Additionally, note that the Town of Hanover (whose Member director and alternate director both members of CPCNH's Risk Management Committee and participated in the proposal evaluations) is already a market participant and Load Serving Entity for the Town's load obligations.

- CPCNH may alternatively contract with one or more Competitive Electric Power Suppliers to provide LSE services and all requirements electricity to customers at a pre-specified rate for a set length of time. Under this arrangement, the Competitive Supplier would either be the designated Load Serving Entity or would contract with a third-party that has agreed to be the Load Serving Entity responsible for the CPA's customers.

This implementation option would essentially replicate the same approach and structure employed by NH's regulated distribution utilities (Eversource, Unitil and Liberty Utilities), under which customers are periodically re-assigned to whichever Competitive Suppliers have won the utilities' default service solicitations. Refer to Attachment 4 for an overview of utility default procurement solicitations.

- CPCNH may also propose a combination of the above approaches for the City's consideration.

In the event that the City does not contract with CPCNH to provide LSE and other services to Dover Community Power, then the City may contract to implement LSE services independently, either with a third-party LSE acting as the City's agent or with a Competitive Electric Power Supplier (CEPS) that contracts to provide LSE services for customers taking service from Dover Community Power.

³ Refer to CPCNH's draft Business Plan for further details, available under RFP Reference Materials online at: <https://www.cpcnh.org/solicitations>

The City will ensure that contracts entered into provide for the implementation of LSE services and full requirement energy supply for customers participating in Dover Community Power.

Attachment 10: Customer Data Protection Plan

Dover Community Power will protect and maintain the confidentiality of Individual Customer Data in compliance with its obligations as a Service Provider under RSA Chapter 363 (RSA 363:38 and RSA 363:37 (*“privacy policies for individual customer data; duties and responsibilities of service providers and definitions”*) and other applicable statutes and Public Utilities Commission rules.

Individual Customer Data (ICD) includes information that is collected over the course of providing energy services to customers participating in Dover Community Power and that, singly or in combination, can be used to identify specific customers, including: individual customer names, service addresses, billing addresses, telephone numbers, account numbers, electricity consumption data, and payment, financial, banking, and credit information.

As described herein, the City of Dover is responsible for ensuring that reasonable security procedures and practices are implemented and maintained to protect the confidentiality of Individual Customer Data from unauthorized access, destruction, modification, disclosure, or use.

This plan assumes, but does not require, that the City will participate fully in the Community Power Coalition of New Hampshire (CPCNH) for the purposes of implementing and operating Dover Community Power.

Responsibilities of the Community Power Coalition of New Hampshire (CPCNH)

CPCNH is a Joint Powers Agency authorized under RSA 53-A (*“Agreements Between Governments: Joint Exercise of Powers”*) and RSA 53-E:3 (*“Municipality and County Authorities”*). CPCNH’s Joint Powers Agreement expressly authorizes the agency to:⁴

- *“[C]omply with orders, tariffs, and agreements for the establishment and implementation of community power aggregations and other energy related programs”;*
- *“Make and enter into contracts” and “[m]ake and enter into service agreements relating to the provision of services necessary to plan, implement, operate, and administer CPCNH’s affairs”;* and
- *“[D]o all acts permitted... as well as any act necessary, consistent with New Hampshire law to fulfill the purposes”* set forth under the agreement, which include assisting *“member municipalities and counties in complying with the provisions of NH RSA 53-E in developing and implementing ... Community Power Aggregations”*.

CPCNH has solicited for and contracted with third-parties to provide comprehensive services and credit support to launch Member CPA programs. CPCNH has adopted Energy Portfolio Risk Management, Retail Rates, Financial Reserves, and Data Security and Privacy policies to govern CPA operations.

⁴ From Section 2.3, Powers, of the By-Laws of CPCNH, found at pages 21-22 of the JPA, available here: https://www.cpcnh.org/files/ugd/202f2e_601bfada901c4a89a1c2812a0638090a.pdf, and more specifically §2.3.11, §2.3.6, §2.3.9, and §2.3 introductory paragraph. Similar language is also in the Articles of Agreement.

CPCNH's adopted Data Security and Privacy Policy is linked to below.⁵ The policy defines the specific goals, requirements, and controls necessary to safeguard the confidentiality, integrity, and availability of confidential information

CPCNH's Board has also adopted a Cost Sharing Agreement and Member Services Contract, which Members will execute prior to taking CPA service from CPCNH.

CPCNH Request for Proposals for Comprehensive Services and Credit Support

In April, 2022, CPCNH issued a Request for Proposals for Comprehensive Services and Credit Support and subsequently contracted with qualified third-parties to provide comprehensive services and credit support to enable CPCNH to develop, finance, launch, and operate CPAs.

In November, 2022, CPCNH selected Calpine Energy Solutions, LLC to provide Retail Customer Services, inclusive of services required to ensure the confidentiality of ICD and executed a Master Professional Services Agreement with Calpine Energy Solutions, LLC. Services are inclusive of Member CPA start-up and customer enrollment support services, utility and Electronic Data Exchange services, customer information system, customer call center and engagement support services, billing administration, and other services.

For additional information regarding the use of customer data, and expected operational needs of CPCNH, refer to (1) the RFP at pp. 20-23⁶ and to (2) the RFP Addendum #2 (issued May 24, 2022), at pp. 11 in response to Questions 15.⁷ The latter is excerpted below, and provides a concise summary of CPCNH's requirements to ensure the confidentiality of ICD:

Regarding Customer Privacy Compliance:

RSA 53-E:4, VI, requires CPAs to maintain the confidentiality of individual customer information in compliance with their obligations as service providers under RSA 363:37 (Definitions) and RSA 363:38 ("Privacy Policies for Individual Customer Data; Duties and Responsibilities of Service Providers"). RSA 53-E:7, X also requires the Public Utilities Commission to adopt Administrative Rules for CPAs governing "access to customer data" and other matters.

Calpine Energy Solutions, LLC has demonstrate physical and cybersecurity readiness sufficient to ensure customer data is held in strict confidence — e.g., through audits in accordance with the American Institute of Certified Public Accountants Statements on Standards for Attestation Engagements No. 16 (SSAE 16) Service Organizational Controls (SOC) Reports, periodic network vulnerability assessments, etc. — and is contractually required to maintain the confidentiality of individual customer data pursuant to RSA 363:38, V(b) and applicable Public Utilities Commission rules.

Refer to the PUC's Adopted CPA Administrative rules (Chapter Puc 2200), specifically the definitions in Puc 2202.07 ("Confidential customer information") and Puc 2202.02 ("Anonymized"), and Puc 2205.02 ("Application of Puc 2000 to CEPS When Providing Electricity Supply to CPA Customers").

⁵ CPCNH adopted Data Security and Privacy Policy:

https://drive.google.com/file/d/1oU9KvV20zAU85AYKQohifyGudG9bNX_V/view?usp=sharing

⁶ https://www.cpcnh.org/files/ugd/202f2e_e781638c123d4cf3977358f845081313.pdf

⁷ Pages 11-12 at https://www.cpcnh.org/files/ugd/202f2e_8ceed8824453482c902a8a0fa1ab826c.pdf.

As CPCNH's retail customer services provider, Calpine Energy Solutions, LLC will comply with relevant portions of the PUC's current Administrative Rules for Competitive Electric Power Suppliers and Aggregators (Chapter Puc 2000). Refer to Chapter Puc 2000, Puc 2002.09 (definition of "Confidential Customer Information") and Puc 2004.19 ("Protection of Confidential Customer Information"), which is proposed to apply to CEPS providing electricity supply service to CPA customers pursuant to Puc 2205.02 under the PUC's CPA Administrative Rules.

The Request for Proposals and evaluation process was overseen by CPCNH's Risk Management Committee, composed of CPCNH Member municipality representatives, with additional support from (1) independent experts with experience operating Community Power Aggregation Joint Powers Agencies, and (2) CPCNH's General Counsel, DWGP, P.C., a nationally recognized law firm with substantial expertise in the Community Power and broader public power industry.

CPCNH's Risk Management Committee evaluated, ranked, and selected Calpine Energy Solutions, LLC as a vendor with a proven track record of successful qualification for EDI transactions and protection of confidential customer information, including what is characterized as ICD under RSA 363, and other relevant factors.

- Refer to CPCNH's RFP at p.2 for a summary of the substantial domain expertise participating on the Risk Management Committee and proposal evaluation process.
- For example, the committee includes a Member Director who previously worked for Eversource for 26 years, where he was responsible for deploying and/or operating Eversource's Customer Information System and day to day interface with competitive electric suppliers and was most recently the Director of Eversource's Customer Center Operations.

CPCNH Requirements to Access and Use of Individual Customer Data

In CPCNH's capacity as a service provider to the City, the agency and third parties contracted through CPCNH to provide services to Dover Community Power will need to access and use ICD for operational needs and for the research, development, and implementation of new rate structures and tariffs, demand response, customer assistance, energy management, or energy efficiency programs on behalf of Dover Community Power.

Third parties under contract to CPCNH that may require access to ICD on behalf of Dover Community Power may include CEPS (Competitive Electric Power Suppliers) functioning as Load Serving Entities (LSEs) for the supply of all requirements energy, or other third-party vendors providing Load Serving Entity (LSE) services on behalf of CPCNH, as well as portfolio management, Electronic Data Interchange (EDI), Customer Information System (CIS), billing, accounting, and related services, and other contractors and academic institutions under contract to support the research and development of potential new energy services to offer to customers participating in Dover Community Power.

Specific types of ICD that Dover Community Power, CPCNH, and third parties under contract are expected to receive and possess include:

- Name, address, account number, and other information about electric customers within the City for purposes of sending required notification of Dover Community Power Commencement of Service and enrollment of customer in Dover Community Power, consistent with Puc 2204.04, .05, and .06, as adopted by the PUC and the requirements of RSA 53-E:7, III, V, and VI.
- Individual customer information used for operation of Dover Community Power, such as that in Puc 2205.13, most of which may be accessed through the EDU EDI.
- Other confidential customer information that may be received or collected directly by Dover Community Power or CPCNH, or through sources other than the EDU due to customer participation in particular related programs or services, billing operations, other customer services, or that may be volunteered by customers, will likewise only be used for statutorily authorized purposes as ICD.

Ongoing collection and use of individual customer data of the types described in Puc 2205.13 will be used for both:

1. **General operational needs** for retail power supply and related energy services operational needs, such as load and supply forecasting, portfolio management, billing and audit processes, and for research and development of potential new energy services to offer to customer participants; and
2. **Programmatic and customer-specific services and offerings**, such as responding to customer account queries, opt-in rates or demand side management for customers with flexible demand, distributed generation or storage, and interval meters; and other energy services that may be offered including programs for LMI participants that are qualified in the Electric Assistance Program (EAP).

In compliance with RSA 363:38 and RSA 363.37, CPCNH and third parties contracted through CPCNH that require access to ICD to provide services to Dover Community Power will be contractually required to:

- Implement and maintain reasonable security procedures and practices appropriate to the nature of the ICD.
- Protect ICD from unauthorized access, use, destruction, modification, or disclosure.
- Use ICD solely for primary purposes, such as: complying with the provisions of RSA 53-E:7, II; providing or billing for electrical service; meeting system, grid, or operational needs; researching, developing, and implementing new rate structures and tariffs, demand response, customer assistance, energy management, or energy efficiency programs; and for research and development of potential new energy services to offer to customer participants.
- Collect, store, use, and disclose only as much ICD as is necessary to accomplish the aforementioned primary purposes.
- Not use ICD for a secondary commercial purpose unrelated to the aforementioned primary purposes of the contract without the express consent of the customer.
- Return or permanently delete all ICD after contract termination and deliver a certificate, signed by an authorized representative, stating that all ICD has been returned or

permanently deleted and that all materials based on ICD has been destroyed, as appropriate (i.e., except for copies necessary for tax, billing, or other financial purposes).

Additionally, if CPCNH contracts with one or more Competitive Suppliers to provide Load Serving Entity services to participating customers, or brokers to support operations in a capacity that would require access to ICD, then the Competitive Suppliers and/or brokers would additionally be required to comply with the requirements of Puc 2004.19 (*Protection of Confidential Customer Information*), which are excerpted below in the section “Statutory and Rule Requirements” for reference.

Responsibilities of the City of Dover

The City currently anticipates that it will contract for all requirements electricity supply and related energy services through CPCNH, as a joint powers agency, and that the primary acquisition and use of ICD will be through CPCNH and the vendors placed under contract to provide comprehensive services for the operation of Dover Community Power.

The City Manager shall review and confirm that CPCNH has adequate policies, procedures and measures in place to protect confidential information and that contractual requirements consistent with the City’s obligations to protect ICD as required under RSA 363.37, RSA 363:38 and RSA 53-E:4, VI, and consistent with PUC rules, including Puc 2004.19 and its non-disclosure restrictions, are incorporated into any contracts with CPCNH, or any other third parties that are authorized to access ICD on behalf of the City before executing any such contracts.

The City expects contracts and policies to provide for:

- Third-party security assessment requirements regarding: Information Security Management; Personnel Security; Systems Development and Maintenance; Application Security; System Security; Network Security; Data Security and Integrity; Access Control; and Vulnerability Management.
- Third-party security requirements including: (1) User Account and Access Controls to ensure that only authorized individuals have access to ICD for legitimate primary purposes under RSA 368:38, which may include the need for non-disclosure agreements; (2) Handling of Sensitive Data Protocols to protect confidential customer information from unauthorized access, use, destruction, modification, or disclosure; (3) Breach Reporting, including obligations to report a security breach as defined in RSA 359-C:19, V and required by RSA 359-C:20 and any other applicable laws, rules, or utility requirements for data breach reporting; (4) Plan for deletion and destruction ICD when it is no longer necessary to accomplish primary purposes pursuant to RSA 368:38; and (5) Prohibitions on use of ICD for a secondary commercial purpose not related to the primary purpose of vendor’s contract without the express consent of the customer.
- Third-party documentation and reporting requirements regarding, as applicable: Audit Reports (e.g. SSAE 16/SOC Report); Documentation describing Control practices used to review sub-vendors; Maintenance of an Information Security Program; Training Program for Employees on Cyber Awareness; Background checks performed for all employees with access to ICD; Immediate Data Breach reporting to appropriate parties; and any material changes in Data Security practices since prior review and approval.

Lastly, in the event that the City does not contract with CPCNH to provide energy services to Dover Community Power, then the City will develop and adopt policies and contracts that ensure compliance with the City's obligations as a Service Provider to protect and maintain the confidentiality of ICD under RSA 363:38, RSA 363:37 and other applicable statutes and Public Utilities Commission rules prior to directly collecting, storing, using, or disclosing any ICD or contracting with other Competitive Suppliers, brokers and/or other third-party vendors that require access to ICD.

Additional References: Statutory and Regulatory Requirements

The sections below are provided for additional reference, and summarize the different requirements that apply to (1) Community Power Aggregators and Service Providers, (2) brokers and Competitive Electric Power Suppliers (CEPS) that provide Load Serving Entity services under contract to Community Power Aggregators, and (3) access to ICT through the Multi-Use Energy Data Platform authorized under RSA 378:50-54 (if and when it becomes operational).

Statutory Requirements for Community Power Aggregators & Service Providers

Statutory requirements regarding the use of Individual Customer Data for Community Power Aggregators are summarized below:

- RSA 363:37, I defines Individual Customer Data (ICD) as *"information that is collected as part of providing electric, natural gas, water, or related services to a customer that can identify, singly or in combination, that specific customer, including the name, address, account number, quantity, characteristics, or time of consumption by the customer."*
- RSA 363:38, IV requires Service Providers to *"use reasonable security procedures and practices to protect individual customer data [ICD] from unauthorized access, use, destruction, modification, or disclosure."*
- RSA 53-E:4, VI provides that Community Power Aggregations (CPAs) *"shall be subject to RSA 363:38 as service providers and individual customer data shall be treated as confidential private information and shall not be subject to public disclosure under RSA 91-A"*.
 - The definition of Service Provider under RSA 363:37, II includes *"an aggregator, as defined by RSA 53-E:2, II...and any other service provider that receives individual customer data [ICD]..."*
 - RSA 53-E:2, II defines an *"aggregator"* in this context as *"any municipality or county that engages in aggregation of electric customers within its boundaries"*.
 - RSA 53-E:2, VI further defines *"municipality"* in this context as *"any City, town, unincorporated place, or village district within the state."*
- RSA 363:38, II requires Service Providers to: *"(a) Collect, store, use, and disclose only as much individual customer data [ICD] as is necessary to accomplish primary purposes, and (b) Use individual customer data solely for primary purposes."*
- RSA 363:37, III defines *"[p]rimary purpose"* as *"the main reason for the collection, storage, use, or disclosure of individual customer data [ICD] which is limited to: (a) Providing or billing for electrical or gas service. (b) Meeting system, grid, or operational needs. (c) Researching, developing, and implementing new rate structures and tariffs, demand response,*

customer assistance, energy management, or energy efficiency programs.”

- RSA 53-E:4, VI further authorizes approved Community Power Aggregations to “*use individual customer data to comply with the provisions of RSA 53-E:7, II and for research and development of potential new energy services to offer to customer participants.*”
- RSA 363:38, V(b) further makes clear that a Service Provider may disclose ICD “*to a third party for system, grid, or operational needs, or the research, development, and implementation of new rate structures and tariffs, demand response, customer assistance, energy management, or energy efficiency programs*” — provided that the Service Provider “*has required by contract that the third party implement and maintain reasonable security procedures and practices appropriate to the nature of the information, to protect the personal information from unauthorized access, use, destruction, modification, or disclosure, and to prohibit the use of the data for a secondary commercial purpose not related to the primary purpose of the contract without the express consent of the customer.*”
- RSA 363:38, V(c) provides that “[n]othing in this section shall preclude a service provider from disclosing electric, natural gas, or water consumption data required under state or federal law, or which is identified as information subject to warrant or subpoena or by an order of the commission.”
- RSA 363:38, V(a) makes clear that ICD may be aggregated and used for “*analysis, reporting, or program management after information that identifies an individual customer has been removed.*”

Additional Requirements Specific to Brokers & Competitive Suppliers

Pursuant to Puc 2205.02 under the PUC's CPA Administrative Rules, brokers and Competitive Suppliers that are hired by municipalities to manage and operate Community Power Aggregations and provide Load Serving Entity services to participating customers must comply with the requirements of Puc 2004.19 (*Protection of Confidential Customer Information*), which is excerpted below for reference along with Puc 2002.09 (*Confidential Customer Information*).

Note that the use of the term “aggregator” throughout Puc 2004.19 below refers to brokers and does not refer to or otherwise apply to Community Power Aggregators.

As context, these requirements are part of the Commission’s Chapter Puc 2000 rules (“*Competitive Electric Power Supplier and Aggregator Rules*”), which apply to Competitive Suppliers and brokers— referred to as “CEPS” and “aggregators” below, respectively — and are expressly not applicable to “*municipalities or counties providing electricity or aggregating within the boundaries of participating municipalities under RSA 53-E*” (Community Power Aggregators) per Puc 2001.02 (*application of rules*).

Puc 2002.09 “Confidential customer information” means information that is collected as part of providing electric services to a customer that can identify, singly or in combination, that specific customer, and includes the customer name, address, and account number and the quantity, characteristics, or time of consumption by the customer, and also includes specific customer payment, financial, banking, and credit information.

...

Puc 2004.19 Protection of Confidential Customer Information.

(a) No CEPS or aggregator shall, except as permitted under (c) below or as otherwise required by law, release confidential customer information without express written authorization from the customer.

(b) A CEPS or aggregator shall implement and maintain reasonable security procedures and practices appropriate to the nature of the information, to protect confidential customer information from unauthorized access, use, destruction, modification, or disclosure, and to prohibit the use of the confidential customer information for a secondary commercial purpose not related to the primary purpose of the service provided to the customer, without the express written consent of the customer.

(c) A CEPS or aggregator may disclose to a third party subject to non-disclosure restrictions confidential customer information as necessary for any one or more of the following purposes:

- (1) Billing for electric service;*
- (2) Meeting electric system, electric grid, or other operational needs;*
- (3) Implementing any one or more of the following programs:*
 - a. Demand response;*
 - b. Customer assistance;*
 - c. Energy management; and*
 - d. Energy efficiency.*

(d) For purposes of this section, the term “non-disclosure restrictions” means that the CEPS or aggregator has required by contract that the third party implement and maintain reasonable security procedures and practices appropriate to the nature of the information, to protect the confidential customer information from unauthorized access, use, destruction, modification, or disclosure, and to prohibit the use of the confidential customer information for a secondary commercial purpose not related to the primary purpose of the contract without the express consent of the customer.

(e) A customer granting authorization to release confidential customer information for purposes described in the terms and conditions of service shall satisfy the requirement in (a) above.

(f) A CEPS or aggregator granted agency authority shall be deemed authorized to obtain customer usage information when it has received customer authorization as described in Puc 2004.08 or Puc 2004.09.

(g) In the event of a dispute about the release of confidential customer information, including whether the information is or should be confidential, a CEPS, aggregator, or customer may file a complaint with the commission for resolution.

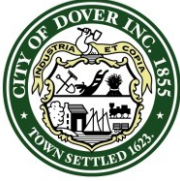
Additional Requirements for the Multi-Use Energy Data Platform

If and when the Multi-Use Energy Data Platform (Platform) authorized under RSA 378:50-54 becomes operational, Dover Community Power and any third-parties under contract that

require access to ICD sourced from the Platform — such as CPCNH and third-parties contracted through CPCNH — will be required to comply with any Platform User Requirements, Privacy Standards, Annual Attestations, and obligations to report a security breach pursuant to terms of Settlement Agreement conditionally approved by the PUC in DE 19-197 and detailed in Exhibit C of the Agreement found in Exhibit 1B and as may be actually implemented.

Attachment 11: Abbreviations

<u>Acronym</u>	<u>Meaning</u>
AC	Alternating Current (electric current that reverses direction many times a second at regular intervals; the N. American standard for power supply is 60 Hertz)
ACP	Alternative Compliance Payment (under the NH Renewable Portfolio Standard)
CEPS	Competitive Electric Power Suppliers
CHP	Combined Heat and Power
CPA	Community Power Aggregation
CPCNH	Community Power Coalition of New Hampshire
EAC	Electric Aggregation Committee
EAP	Electric Aggregation Plan
ISO-NE	Independent System Operator New England (the wholesale electricity market operator)
KW	Kilowatt (a measure of electrical capacity, equivalent to 1,000 watts of power)
kWh	Kilowatt-hour (a measure of electrical energy, equivalent to using or producing 1,000 watts for 1 hour, and typically used to refer to customer generation or onsite usage)
LSE	Load Serving Entity (entity registered with ISO-NE as a market participant, responsible for providing electric energy and related services to meet the demand of retail customers)
MW	Megawatt (a measure of electrical capacity, equivalent to 1,000,000 watts of power)
MWh	Megawatt-hour (a measure of electrical energy, equivalent to using or producing 1,000,000 watts for 1 hour, and typically used in reference to power plants or large aggregations of customers)
NEM	Net Energy Metering (tariffs that provide compensation for customer-generators)
NEPOOL GIS	New England Power Pool Generation Information System (which issues and tracks RECs)
NHEC	New Hampshire Electric Co-Op (a member-owned electric distribution cooperative)
NHPUC	New Hampshire Public Utilities Commission (which regulates NH's investor-owned electric distribution utilities: Eversource, Unitil and Liberty Utilities)
PV	Solar Photovoltaics
REC	Renewable Energy Credit (under the NH Renewable Portfolio Standard)
RPS	New Hampshire's Renewable Portfolio Standard (authorized under RSA 362-F)
RSA	Revised Statutes Annotated (refers to the codified state law of New Hampshire)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2023.01.25 – 018**
Resolution Re: Readopting the Provisions of RSA 72:28 Standard and Optional Veterans' Tax Credit and RSA 72:28-s All Veterans' Property Tax Credit

- WHEREAS: On November 8, 2017 the City Council adopted the All Veterans' Property Tax Credit set forth in RSA 72:28-b for \$500, to be phased in over a three-year period spanning tax year 2018, tax year 2019, and tax year 2020; and
- WHEREAS: On May 22, 2019 the City Council adopted increasing the Standard and Optional Veterans' Tax Credit, in accordance with RSA 72:28, to an amount of \$750.00 to be phased in over a three-year period spanning tax year 2019, tax year 2020, and tax year 2021; and
- WHEREAS: In response to legislative changes, on February 26, 2020 the City Council re-adopted per statute the amount of the All Veterans' Property Tax Credit to correspond with the amount of the Standard and Optional Veterans' Tax Credit, meaning the All Veterans' Property Tax Credit would be increased and aligned in amount; and
- WHEREAS: The New Hampshire Legislature passed HB 1667 (Laws of 2022) amending the eligibility criteria for the Standard and Optional Veterans' Tax Credit and the All Veterans' Property Tax Credit to include individuals who have not yet been discharged from service in the armed forces; and
- WHEREAS: The New Hampshire Department of Revenue Administration issued a Technical Information Release to NH Cities and Towns informing them that readopting the provisions of RSA 72:28 Standard and Optional Veterans' Tax Credit and RSA 72:28-b All Veterans' Property Tax Credit is required to have the existing \$750.00 amount of the Tax credit remain in effect; and

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

Pursuant to RSA 72:28 and RSA 72:28-b the City of Dover hereby readopts the provisions of RSA 72:28 Standard and Optional Veterans' Tax Credit and readopts the provisions of RSA 72:28-b All Veterans' Property Tax, effective immediately upon passage in the amount of \$750.00.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2023.01.25 – 018**
Resolution Re: Readopting the Provisions of RSA 72:28 Standard and Optional Veterans' Tax Credit and RSA 72:28-s All Veterans' Property Tax Credit

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2023.01.25 – 018**
Resolution Re: Readopting the Provisions of RSA 72:28 Standard and Optional Veterans' Tax Credit and RSA 72:28-s All Veterans' Property Tax Credit

RESOLUTION BACKGROUND MATERIAL:

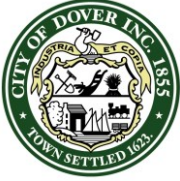
The New Hampshire Legislature passed HB 1667 (Laws of 2022) amending the eligibility criteria for the Standard and Optional Veterans' Tax Credit and the All Veterans' Property Tax Credit to include individuals who have not yet been discharged from service in the armed forces, or active duty in the National Guard or Reservist.

The New Hampshire Department of Revenue Administration issued a Technical Information Release to NH Cities and Towns informing them of the statutory change and that readopting the provisions of RSA 72:28 Standard and Optional Veterans' Tax Credit and RSA 72:28-b All Veterans' Property Tax Credit is required.

The City Council previously adopted a \$750.00 amount for the Standard and Optional Veterans' Tax Credit and the All Veterans' Property Tax Credit. Absent readopting the provisions of RSA 72:28 and 72:28-b the Tax credit amount would be \$50.00. Presently there are 998 veterans who are receiving the \$750.00 tax credit.

HB 1667 amends RSA 72:28 and RSA 72:28-b to define veteran as an individual who continues to serve in the armed forces of the United States, or an active duty or state active-duty member of the National Guard or Reservist.

At this time the City is unable to determine the actual impact that may occur for additional tax credits based upon the new eligibility criteria. Based upon data available from US Department of Veterans Affairs there is an estimated 99,249 veterans in New Hampshire. The US Department of Veterans Affairs also estimates that there are 7,505 residents in New Hampshire that are either in active duty in the armed forces of the United States, in the National Guard, or Reservists. Based upon the ratio of 7,505 active personnel to 99,249 veterans being 7.5%, that could mean for the current 998 veterans receiving a tax credit in Dover, the new eligibility criteria may result in an additional 75 (7.5% x 998) tax credits. This would be an impact of \$56,250 or a tax rate impact of \$0.01.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2022.01.25 – 019**

Resolution Re: Authorization to Accept and Expend Anonymous Donation

WHEREAS: The City of Dover received a \$13,000.00 anonymous donation through the Residents Supporting Community First donation program; and

WHEREAS: The donation is broken out into the following purpose:
\$10,000 to the Food and Fuel Assistance fund
\$2,000 to the Dover Community Trail
\$1,000 to the Dover 400th Celebration

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b and RSA 21-P:43, authorization by the City Council to expend the donation for the purposes intended as needed; and

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

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to expend the donation to the City of Dover, and any funding received is hereby appropriated for said purposes.

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible purposes identified, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
8799.1.000.00000.2588.00000	Welfare Gifts -Food and Fuel Assistance	10,000.00	10,000.00
7200.1.000.00000.2049.09192	Dover Community Trail	2,000.00	2,000.00
7200.1.000.00000.2049.09199	Dover 400th Celebration	1,000.00	1,000.00

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.

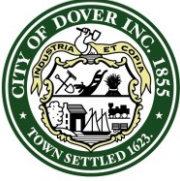
AUTHORIZATION

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.B.3.

Resolution Number: **R - 2022.01.25 – 019**

Resolution Re: Authorization to Accept and Expend Anonymous Donation

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 Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The City of Dover's Residents Supporting Community First program has received \$13,000.00 in donations to three programs.

The amount is broken out into the following purposes:

\$10,000 to the Food and Fuel Assistance fund

\$2,000 to the Dover Community Trail

\$1,000 to the Dover 400th Celebration