



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 22, 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 OF ANNUAL APPRAISAL OF REAL ESTATE FOR FISCAL YEAR 2024 (TAX YEAR 2023) (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) (COUNCIL VOTE TO OCCUR ON MARCH 8, 2023.)**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 22 – ENERGY COMMISSION**
SPONSORED BY COUNCILOR THIBODEAUX
 - C. CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 28 – COMMITTEE FOR RACIAL EQUITY AND INCLUSION**
SPONSORED BY COUNCILOR NEMETH
 - D. CHAPTER 85 – FOOD SERVICES ESTABLISHMENTS, SECTION 10**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - E. CHAPTER 125 – STREETS AND SIDEWALKS, SECTION 20**
SPONSORED BY COUNCILOR HINKEL
- 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**
- 10. APPROVAL OF MINUTES**
 - A. February 8, 2023 – Regular Meeting**
 - B. February 15, 2023 – Special Meeting**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2nd READING**
 - 1. CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 22 – ENERGY COMMISSION**
SPONSORED BY COUNCILOR THIBODEAUX



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**2. CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 28 –
COMMITTEE FOR RACIAL EQUITY AND INCLUSION**
SPONSORED BY COUNCILOR NEMETH

3. CHAPTER 85 – FOOD SERVICES ESTABLISHMENTS, SECTION 10
SPONSORED BY MAYOR CARRIER BY REQUEST

4. CHAPTER 125 – STREETS AND SIDEWALKS, SECTION 20
SPONSORED BY COUNCILOR HINKEL

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. B22083 AWARD OF BID TO NEW ENGLAND VEHICLE OUTFITTERS FOR
PUBLIC SAFETY VEHICLE EQUIPMENT REMOVAL AND INSTALLATION
ADDITIONAL SCOPE OF WORK**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. B23036 AWARD OF PURCHASE ORDER FOR AS NEEDED CLEANING
SERVICES FOR ABANDONED ENCAMPMENTS**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. B23059 ONGOING WATER METER TECHNICAL SUPPORT AND REPLACEMENT
OF BADGER METERS WITH STILES COMPANY INC.**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. PURCHASE OF REPLACEMENT ULTRAVIOLET DISINFECTION SENSOR AND
ACCESSORIES FROM HACH COMPANY**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 5. PURCHASE OF VARIOUS EXERCISE EQUIPMENT AS AUTHORIZED THROUGH
THE ASSISTANCE TO FIREFIGHTERS GRANT**
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) | |



CITY OF DOVER

CITY COUNCIL - AGENDA

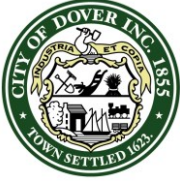
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B. RESOLUTIONS

- 1. B22027 ARCHITECTUAL EVALUATION OF RENOVATIONS AND REPAIRS OF THE DOVER PUBLIC LIBRARY PHASE II**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. AMENDMENT OF FISCAL YEAR 2023 SCHEDULE OF FEES FOR CEMETERY COLUMBARIA NICHES FEES**
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 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.A.
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

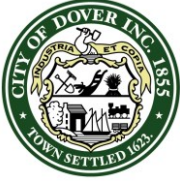
 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 7.A. Public Hearing Only Resolution Number: R - 2023.01.11 – 006 Resolution Re: Authorization of Annual Appraisal of Real Estate for Fiscal Year 2024 (Tax Year 2023)	

DOCUMENT HISTORY:

First Reading Date: 01/11/2023	Public Hearing Date: 01/25/2023 02/22/2023
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#: 7.A.
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)

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:
January 2023

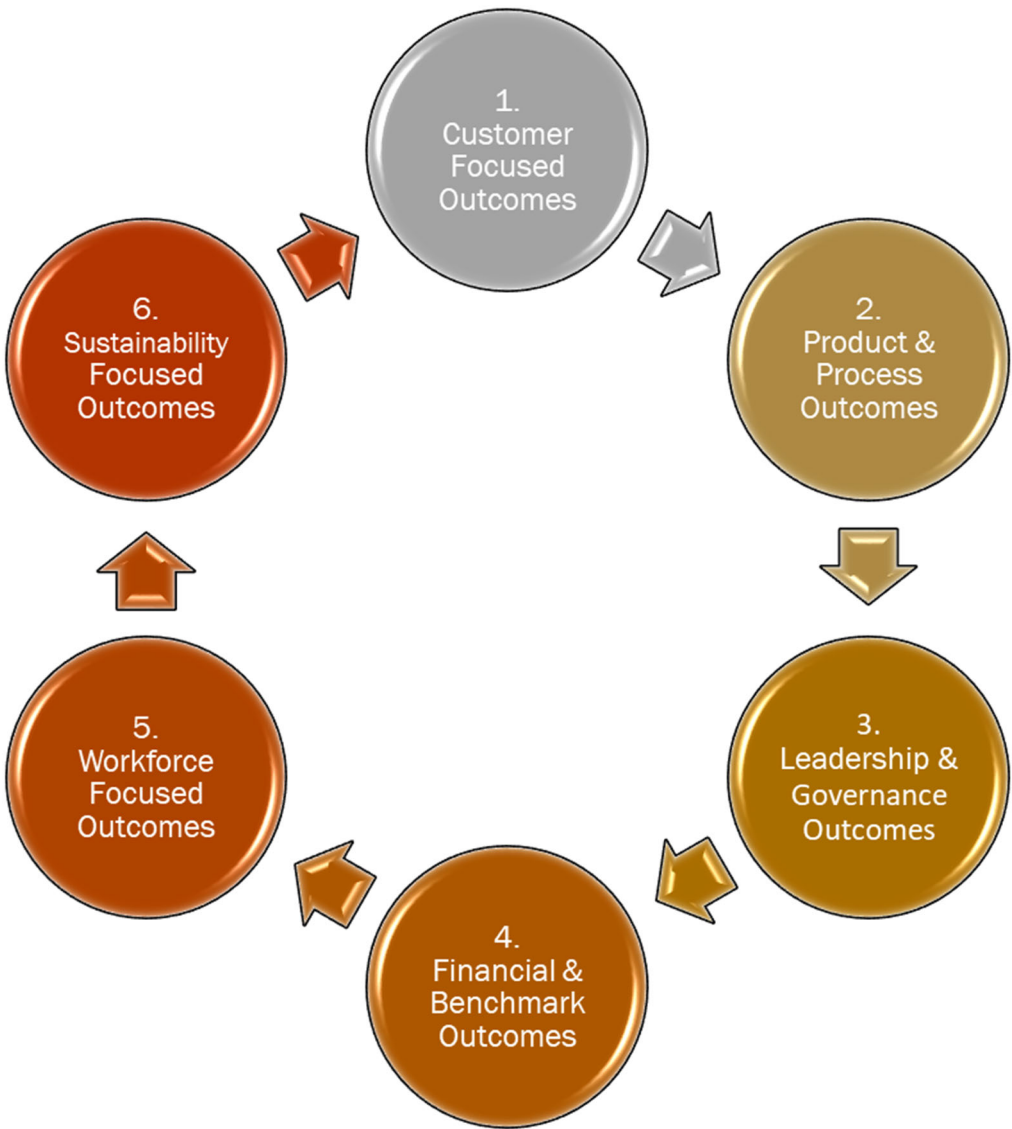


FEBRUARY 22, 2023

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.

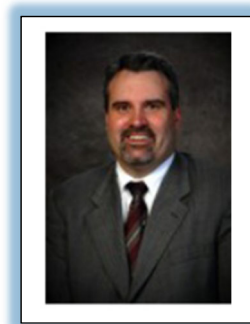
Goal #6
Resilient City

- 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



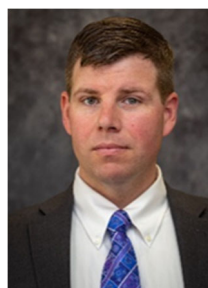
Susan Mistretta
City Clerk Tax
Collector



Christopher Parker
Deputy City Manager



John Storer
Community Services
Director



Joshua Wyatt
City Attorney

Community Services Department

Water Production

For the month of January, the City's water system produced on average of 1.7 MGD provided by the Cummings well, Bouchard well, Willand Pond well 1 and 2. Smith and Cummings wells are resting due to the low water usage, and in their stead the city is continuing to use the Willand Pond wells since crews cleaned the raw line in November. A Beacon Master Meter Receiver called a gateway was replaced due to a malfunction. This gateway collected water meter data from houses located on the south end of the City. It had been off line for several days before a new gateway could be installed. Luckily the water meter data is stored internally when it cannot send its data so no water usage was lost. There was also a water service leak on Tanglewood Drive that was repaired. The crews found the leak was caused by a pin hole on the service line. It was replaced with minimal outages in the area. Utilities crews closed 95 work orders and 17 service requests for the month.



Crews working on removing old valve 56 Sixth St



Gateway replacement



Broken valve

Sewer Pump Stations and Collection

Pump Station crews continued to complete pump maintenance at all 23 lift stations. Crews closed 146 work orders and 14 service requests. Crews from pump stations worked on maintenance and repairs from the storm in December as well as power outages caused by the heavy snow and wind storms. Several sewer back-ups were called in but were found to be on the homeowners side.

Streets & Stormwater

During the month of January, the Street crews were able to close out 91 service requests, the majority of them coming from the numerous winter storms that occurred throughout the month. In between storms, crews were able to fit in a salt calibration training, explaining the proper amount of salt to be applied during an application. Although most trucks were fairly even during calibration, the crew did notice some differences between certain model years of the trucks.

The crew dealt with 7 winter events and 1 downtown cleanup during the month. All the storms were different and presented their own set of challenges. Equipment breakdowns, down limbs/trees, as well as pump station issues, lead to an all hands on deck approach. While the all hands on deck approach was warranted, it led the division to be short-handed when it came to plowing duties.

The division's most challenging storm began the evening of the 22nd. The storm started as snow and piled up several inches before a changeover to rain was complete from the south side to north side of the city. Before the morning commute, the storm switched back to snow and several more inches accumulated before switching back



Cause of water leak on resident side of service

over to rain for several hours. The combination of heavy wet snow on already weighed down tree limbs from the previous storm was too much for the tree limbs. Beginning late morning on Monday the 23rd, management switched gears and had to send crews out clearing and cutting limbs to make roads passable. Late afternoon the rain switched back to snow once again and several more inches piled up. The amount of trees/limbs that were falling down became extremely hard to keep up with and during this time the Emergency Operations Center (EOC) was opened. The downed limbs and trees were dealt with as they came in and the plowing continued. Crews wrapped up the plowing and treating of the roads just before the morning commute on the 24th.



Tree limb fell in front of a plow truck on Beech Road during the 1/20 storm.



JCB loader loading roll off with 30 yard can at Henry Law/Washington



Skidsteer & loader working as a team to cleanup the downtown area.

Facilities, Grounds & Cemeteries

Facilities, Grounds and Cemeteries employees addressed 87 service calls and 162 work orders in the month of January. Six full burials were conducted throughout the month in Pine Hill Cemetery. Burials are conducted year-round, regardless of the weather. A grave-heater is used if the ground is frozen, to allow the grave to be opened. Two storms later in the month caused damage to many of the trees in the cemetery with limbs or leaders down on many of the avenues. Fortunately, there was limited damage to gravestones.

Facilities, Grounds and Cemeteries addressed 112 work orders pertaining to trees, traffic signal issues, sign repair or replacement and other issues occurring outside of buildings. Twenty-to traffic signal issues were reported, most being lights going to flash or power outages during storms. One green ball was replaced.

Twenty-five work orders involved sign or sign post replacement due to plowing or motor vehicle accidents. A batch of chemical hazard warning signs were made for the Fire Department. These different colored squares are posted to let Fire Department personnel know what to expect inside various commercial buildings, in the event they have to respond to emergencies such as chemical release or fire.

Thirty-two work requests involving tree issue were investigated and addressed. Wind, rain, snow and ice during storms that occurred around the 20th, the 23rd into the 24th and 29th into the 30th, wreaked havoc in the Dover area, causing widespread power outages and extensive tree damage around the City.

The Christmas tree was removed during fair weather earlier in the month and the flag pole was put back in place on the Rotary Plaza. Other Christmas lights were disconnected and the Main Street volunteers removed the lights from the décor light poles that had been wrapped for the holiday season.

Sand barrels were refilled around municipal buildings for the treatment of sidewalks and entryways. A Facilities, grounds and Cemeteries employee comes in at 5 am each weekday to check entryways and treat as needed to avoid slips and falls. Employees from this division participate in snow removal and sand salt operations during every storm.

Bikes were moved from the Police Department to storage for auction, other items were moved to recycling, two picnic tables were built and several others were repaired and painted.

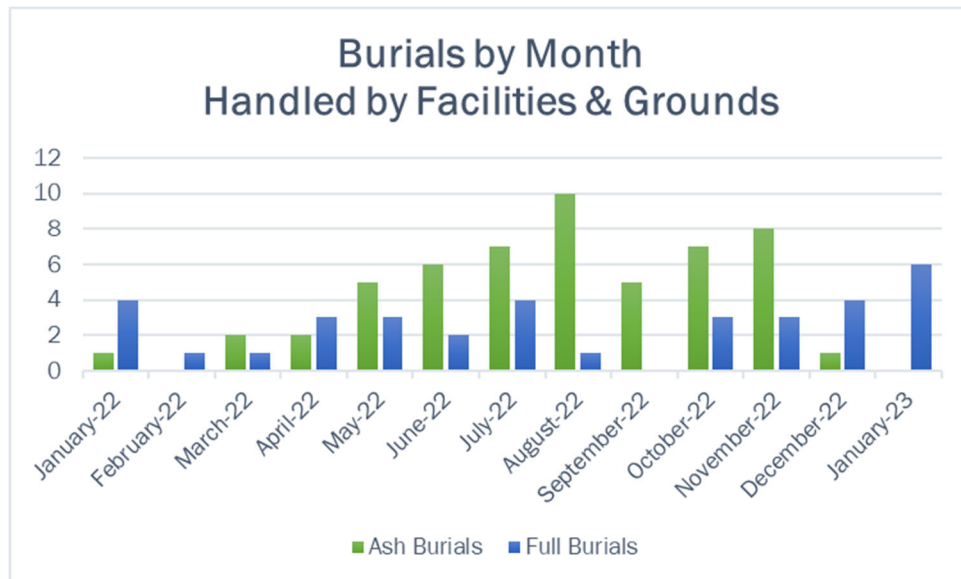
Forty-eight building related service calls were received, seven HVAC complaints were looked into; two were resolved by Facilities employees and five were responded to by Siemens technicians.

Other building related work orders addressed overhead doors that were damaged at the Public Works Facility and also at the Facilities, Grounds & Cemeteries Facility. Panic button batteries were replaced in City Hall.

The Warming Center, located in Somersworth, but maintained by the City of Dover, was broken into on January 22nd; a suspect was apprehended.

Flags were lowered for the eleven victims of the shooting in Monterey, California, which occurred as they were celebrating the Chinese New Year on Sunday, January, 22, 2023.

<i>Facilities, Grounds & Cemetery Division</i>	<i>Burials Ash</i>	<i>Burials Full</i>	<i>Service Calls</i>	<i>Work Orders</i>
<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
<i>January 2023</i>	0	6	87	162



Engineering:

Engineering staff is working with Community Services administration to refine the process for service call logging to reduce the response time to requests.

Engineering staff kicked off weekly meetings to assess/update current division operating procedures and to create an updated set of Standard Operating Procedures for Community Services to operate under. Input has been requested from admin and operations supervisors as well as the City's Legal Division. It is anticipated that much of 2023 will focus on establishing the process and the development of the most critical of tasks first. The focus of the staff is to annually assess the procedures to improve cross training of employees.

Engineering staff has been working with the Media Services Division to identify pages on the city's website that are outdated or that are not loading properly to avoid misinformation regarding Community Services operations.

Two projects came before the Technical Review Committee in January that required engineering review. A mixed-use residential development at 30 Grapevine Drive and a 104-unit housing development off of Tolend Road.

Engineering Technician, Jordan Chambers, continues to conduct oversight of private construction projects approved by the Planning Board. Projects that are underway or have opened include:

- Accupet (Littleworth Rd.)
- Bluebird Self Storage (Littleworth Rd.)
- Dupont Service Center (Littleworth Rd.)
- 5-unit Residential Property (Rutland St.)
- Copley Commons (Leathers Ln.)
- 54 Tiny Homes (Back River Rd.)
- 9 Lot Subdivision (Porchlight Dr.)

In addition, a preconstruction meeting was recently held for a new subdivision on the proposed Copper Drive.

→ Projects

Pudding Hill Water Treatment Plant: Contractor continued to work towards enclosing the building prior to beginning any interior plumbing or other work. The project will continue through 2023 with the hope of being online in early 2024.

Tolend Landfill: The City of Dover, along with the remainder of the Dover Landfill Group, continued to work on EPA coordination with the hope of establishing the next steps for this project. The EPA named a new employee as the federal project manager. Gretchen Young presented an update to the City Council at their January 11th workshop.

MS4 Permit: Staff focused on salt and chloride reduction practices during snow and storm events.

TNG Permit: Environmental Projects Manager held a meeting of the Municipal Alliance for Adaptive Management. A 6-month review of the submitted Adaptive Management Plan was discussed.

CIP Planning: Bill Boulanger has taken the lead on the initial review of the current Capital Improvement Plan versus the Engineering Department's list of priority projects. This review will serve as the basis for capital project recommendations during the 2023 CIP update.

Waterfront Redevelopment: The Waterfront project was put out to bid the last week of January with a pre-bid meeting occurring on February 2, 2023. Bids are due in mid-March.

River St Pump Station: The City's engineering consultant, Wright Pierce, has been working to address City comments on the 90% documents and are working towards having 100% biddable documents by the end of February 2023. It is anticipated that the start of construction will occur in summer of 2023.

Downtown Pedestrian Improvements: The Engineering staff has been working closely with Planning staff on the redesign of the downtown core including reviewing potential changes from one way travel to two-way travel, and improvements to three significant intersections. The City's consultant, Greenman-Pedersen, Inc. will be taking the Downtown Pedestrian and Vehicular Access and Streetscape Study, completed by the Cecil Group in 2015, through construction documents. A public meeting was postponed due to the winter storm on January 23rd but will be held on February 13th at City Hall.

Chestnut Street Bridge: City engineers and the contractor for the Chestnut Street Bridge rehabilitation project are close to completing the assessment of the work that will be needed to rehabilitate the bridge. Since starting work on Jan. 3, the contractor has removed the bridge pavement and membrane, granite curbing, bridge railings, and most of the two concrete sidewalks. With the deck and membrane removed, the contractor has been sound-testing the concrete to locate repair areas. Sound testing involves striking the concrete surface and interpreting its sound. Solid concrete creates a ringing sound, while delaminated, or failing concrete produces a flat or hollow sound. In the areas where delaminated concrete is found, it is cut out and prepped for new concrete, which is poured when weather conditions allow. The rehabilitation work remains on schedule to allow the bridge to reopen by mid-May.

Traffic Calming: City Engineer Ken Mavrogeorge sat down with Lt. Marn Speidel and Deputy City Manager Chris Parker to discuss traffic calming for the Dover Download Podcast.

Portland Ave Retaining Wall: Engineering staff met with the consultant to discuss the re-bid of the wall project. It is anticipated that minor changes to the plans will be made in the spring of 2023 so that it can re-bid for a potential 2024 construction.

Cochecho St Outfall Replacement: Engineering staff have selected a preferred alignment for the new outfall along Cochecho Street and will be working with the property owners to secure easements for the construction to proceed.

Lower Central Ave Reconstruction: The City has been awarded federal funding for this project and will be working with the consultant to refine the plans (currently at 90%) to bid ready for spring of 2023. It is anticipated that construction would start in 2024.

Fish Ladder Park: Facilities Project Manager, Eric Sanderson, has been working with CS Operations staff to advance utilities for the Fish Ladder Park project. In addition, funding to finish the hardscaping has been obtained and a Request for Bids is anticipated in February 2023 for a spring 2023 Construction.

City Hall Clock Tower Restoration: The City Hall Clock Tower Restoration was substantially completed. The contractor is working with City staff to complete final punch list items. The project included interior painting of City Hall in addition to exterior improvement to the tower and dome.

Jenny Thompson Pool Assessment: Engineering staff has been working with the Recreation Department to determine the extent of repairs required at the Jenny Thompson pool based on a feasibility study conducted by a consultant, Weston and Sampson, during the summer of 2022.

UNH Capstone Project: In the fall of 2022, engineering staff worked with a senior Capstone Project Team from UNH to develop a testing program to identify a baseline for PFAS throughout the City. Testing results were received in January and weekly meetings will be starting in February to discuss the findings and outline the scope for the spring semester. UNH has also received a grant for additional PFAS testing and will be working with Dover to collect rainwater samples in 2023.

→ Permits

Summary for January 2023:

Driveway Permits:	1 in Review
Utility Licenses:	0
Paving Licenses:	0
Excavation Permits:	2 Issued
Obstruction Permits:	1 in Review
Wastewater Connection Permit:	2 Reviewed
Septic Design Reviews:	3 Reviewed

Administration:

Jamie Stevens, Chief Operator, Ken Mavrogeorge, City Engineer, John Storer, Director of Community Services, Gretchen Young, Environmental Projects Manager, Amelia DeGrace, Assistant City Engineer, Jillian Semprini, Assistant City Engineer, Mike Nadeau, Utilities Superintendent, Mike Banester, Working Foreman, Jordan Chambers, Engineering Technician, Bill Boulanger and Katie Boulanger all attended the NEWWA/NHWWA Joint Membership Meeting. Bill Boulanger received the NHWWA Meritorious Award. This meeting was held in Portsmouth, NH.

Ken Mavrogeorge, City Engineer, Gretchen Young, Environmental Projects Manager, Amelia DeGrace, Assistant City Engineer and Jillian Semprini, Assistant City Engineer all attended the NEWEA 2023 Annual Conference & Exhibit. This Conference was held in Boston, MA.

2023 WEATHER EVENT MANAGEMENT SUMMARY

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	\$1,860.30	9.00	\$207.00	70.00	\$7.12	\$18,429.33
12/16-18/22	Sleet/ Rain	5.00	546.52	\$20,388.24	\$11,622.50	224.00	\$15,420.16	147.00	\$6,076.98	7.50	\$172.50	160.00	\$16.28	\$53,696.66
12/18/2022	Icy Roads	0.00	68.23	\$2,363.62	\$0.00	118.30	\$8,143.77	27.00	\$1,116.18	0.00	\$0.00	0.00	\$0.00	\$11,623.57
12/23/2022	Icy Roads	0.00	58.10	\$1,933.44	\$0.00	124.60	\$8,577.46	66.00	\$2,728.44	8.40	\$193.20	0.00	\$0.00	\$13,432.54
12/24/2022	Icy Roads	0.00	31.26	\$1,064.00	\$0.00	0.00	\$0.00	42.50	\$1,756.95	0.00	\$0.00	0.00	\$0.00	\$2,820.95
1/6/2023	Wet Sow	1.50	80.88	\$2,862.91	\$520.00	239.40	\$16,480.30	26.00	\$1,074.84	4.50	\$103.50	3,910.00	\$397.96	\$21,439.51
1/12/2023	Wet Sow	1.50	83.17	\$2,725.84	\$450.00	232.00	\$15,970.88	27.50	\$1,136.85	4.50	\$103.50	70.00	\$7.12	\$20,394.19
1/16/2023	Wet Sow	2.00	293.72	\$10,370.35	\$2,375.00	303.10	\$20,865.40	29.50	\$1,219.53	10.50	\$241.50	100.00	\$10.18	\$35,081.96
1/19/2023	Wet Sow	4.00	223.75	\$8,211.82	\$700.00	322.00	\$22,166.48	24.00	\$992.16	3.00	\$69.00	140.00	\$14.25	\$32,153.71
1/20/2023	Icy Roads	0.00	45.98	\$1,506.94	\$140.00	149.80	\$10,312.23	6.00	\$248.04	4.50	\$103.50	0.00	\$0.00	\$12,310.71
1/22/2023	Wet Snow	7.00	607.39	\$22,381.74	\$7,645.00	464.80	\$31,996.83	39.50	\$1,632.93	0.00	\$0.00	0.00	\$0.00	\$63,656.50
1/25/2023	Wet Snow	2.50	295.32	\$10,623.69	\$1,740.00	106.40	\$7,324.58	13.00	\$537.42	11.00	\$253.00	0.00	\$0.00	\$20,478.69
2022-2023 Season-Year to Date:		24.50	2,412.48	\$86,881.82	\$25,192.50	2,486.40	\$171,163.78	493.00	\$20,380.62	62.90	\$1,446.70	4,450.00	\$452.92	\$305,518.34
FY2023 Budget Spent:				52.03%	27.99%				73.00%					51.46%

Parking Ban

ANNUAL WEATHER EVENT MANAGEMENT OVERVIEW

	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

Executive Department

Office of the City Manager

During the month of January, the City Manager held two Department Head meetings. Department Head meetings entail all department heads gathering to discuss what is going on in each of their departments. Project updates, collaboration across divisions and budget discussions were the main focus of these meetings.

The Coordinating meeting was cancelled in January. The next meeting will take place in February. 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 department heads to finalize the FY2024 Proposed Organization Chart to provide to the City Manager.

The CMA organized the Legislative Session for the New Hampshire Municipal Association.

The City Manager's Assistant processed 10 Worker's Compensation Claims and continued to monitor and update all open claims throughout the month and coordinated efforts with PRIMEX. 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 8 job postings, monitored new position and/or new hire physicals, and background/motor vehicle checks for 7 employees. This ensures all employees and/or applicants were able to move on in the hiring process.

Office of Human Resources

Employment Anniversaries with the City of Dover February 2023

Employee Name	Department / Division	Number of Years
McCulloch, Jamie	Finance	29
Openo, Phuong	Library	24
Anagnos, James M	Fire	23
Rabideau, Matthew T	FG	23
Orringer, Scott L	Fire	19
Ambrose, Joshua R	Fire	14
Jerard, Jason E	Police	14
Gillis, Michael P	Executive	13
Dionne, Megan R	Fire	12
Weinberger, Christina M	Library	10
Jarvis, Linda L	Recreation	9
Nason, Cody C	Fire	7
Miranda, Luis	CSPublic Works	5
Hamcha, Lisa K	Library	3
Keefe, James V	Police	3
Tompson, Eric J	Fire	3
Poth, Cole R	Fire	2
Savageau, Timothy R	CSPublic Works	2
Jones, Kaitlin E	Police	1
Wiley, Conor F	Police	1

January Employment Separations = 03		January Employment Hires = 06	
01	Community Services Department	01	Executive Department
01	Executive Department	01	Finance Department
01	Police Department	01	Police Department
		03	Recreation Department

Office of Information Technology

Office of Information Technology, including Police IT staff, managed 291 total monthly IT Support Tickets in January 2023. The majority of tickets were created in the Police, Community Services and Finance departments. The majority of tickets were categorized as User Account – Issue followed by Application – Issue.

IT personnel responded to network outages caused by storm event. Asset Management continues to support Community Services in using the Service Request and Work Order management system for post-storm tree cleanup and FEMA reporting needs.

Migration to Consolidated Communications for fiber ELAN service to eight (8) municipal facilities was completed for all locations. Final disconnect orders for prior vendor's fiber service have been submitted.

Water service lines were added to the Work Order management system.

IT staff worked with Planning and Assessing to ensure multi-zone parcels display zone with largest area as primary zone. NearMap imagery is now available to the public for years 2018 and forward using <https://maps.dover.nh.gov>.

Outside Dining Permit development is completed and in testing by appropriate staff.

The IT Director is conducting interviews for Public Safety IT Administrator and Utility Systems IT Administrator positions.

IT staff is supporting Community Services use of the Service Request Portal to receive and geo-locate customer requests for tree pickup.

Office of Media Services

In January, 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; parking bans, and previews of upcoming meetings of public bodies.

Media Services produced five episodes of the Dover Download podcast in January. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker. January's topics included discussions with Erin Bassegio, the Planning Department's Outreach Coordinator, and Planning Director Donna Benton about the department's outreach efforts; the planning and logistics of plowing city streets and roads during a snowstorm; a deeper dive into Community Services, the department responsible for the city's roads and streets, maintenance of city facilities, the water and wastewater systems and infrastructure, public cemeteries, and much more; a conversation with Don Briand, whose voice was heard on Dover's radio airwaves for decades; and what a day in the life of a police officer is like.

Media Services continued to update the city's online budget resource, Budget Revealed, with information about the School Board's FY2024 proposed budget. All budget meetings, documents, and additional information were added to

the website over the course of several budget meetings. In addition, Media Services provided detailed updates about the budget across several publications, including Dover Download.

Media Services in January continued to add content to 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.

In January, Media Services recorded several interviews with Dover residents as part of Dover400's oral history project. Media Services is providing production and postproduction services for the creation and distribution of the videos.

In January, Media Services sent out 76 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 January distributed 80 news releases across multiple platforms for other city matters, including ongoing projects and special announcements, as well as parking ban notifications. Media Services provided live and taped televised coverage of 21 meetings and special events in January. These included special programming such as an informational video about Community Power.

Finance Department

Administration:

Finance Director Daniel Lynch attended a webinar conducted by Mission Square on the federal Secure 2.0 Act regarding provisions of the act that affect Governmental retirement plans.

Deputy Finance Director Ann Legere attended a webinar conducted by US Department of Energy to introduce the (EECBG) Energy Efficiency & Conservation Block Grant program for local governments. The grant is designed to help equip cities to be leaders in the transition to a clean energy future.

Purchasing Agent Kathy Cragin, along with other city staff, attended a virtual demonstration of an electronic procurement/bid solicitation software program and intends to view other demonstrations of this product in the coming month.

Purchasing

Purchase Orders over \$5,000: January 2023

Department/Division	PO Date	Vendor	Amount
Finance Office	1/10/2023	TOSHIBA BUSINESS SOLUTIONS	\$6,390.44
Finance Office	1/10/2023	CORCORAN CONSULTING ASSOCIATES, INC	\$89,249.94
Information Technology	1/12/2023	RINGCENTRAL, INC.	\$24,591.12
Community Services	1/31/2023	ALLEGIANCE TRUCK, LLC	\$5,000.00
Community Services	1/5/2023	NORMAN R. GAGNON CONSTRUCTION, LLC	\$5,000.00
Community Services	1/30/2023	ELECTRIC LIGHT CO, INC.	\$5,100.00
Community Services	1/18/2023	WAYNE CHALOUXS CUSTOM	\$5,987.45
Community Services	1/19/2023	BROX INDUSTRIES, INC.	\$6,000.00
Community Services	1/23/2023	MESSER TRUCK EQUIPMENT	\$7,004.83
Community Services	1/18/2023	BROX INDUSTRIES, INC.	\$9,960.00
Community Services	1/5/2023	BOB SHERWOOD LANDSCAPE CO., LLC.	\$12,000.00
Community Services	1/25/2023	BROX INDUSTRIES, INC.	\$12,722.17
Community Services	1/19/2023	W.B. MASON CO., INC	\$20,882.69
Community Services	1/5/2023	S.J CANTWELL, INC.	\$27,487.50
Community Services	1/30/2023	KESSLER CONSULTING, INC.	\$33,500.00
Community Services	1/10/2023	WIN WASTE INNOVATIONS	\$67,485.00
Community Services	1/12/2023	SOLENIS, LLC.	\$68,800.00
Community Services	1/3/2023	EQUIPMENT EAST, LLC	\$216,329.88
Community Services	1/5/2023	NEW ENGLAND INFRASTRUCTURE, INC.	\$2,100,000.00
Fire and Rescue	1/31/2023	BERGERON PROTECTIVE CLOTHING LLC	\$188,282.09
Planning	1/12/2023	MY FRIENDS PLACE-CDBG GRANTS/SUBSIDYS	\$40,000.00
Police	1/26/2023	CLARK EQUIPMENT CO. dba BOBCAT CO	\$61,538.44
Recreation	1/10/2023	PEPSI-COLA CO	\$10,000.00

Bid Solicitation: January 2023

Department	Bid #	Bid Date	Description
Community Services	B23-036	1/3/2023	As Needed Cleaning Services at Homeless Camps
Community Services	B23-049	1/3/2023	Purchase of Bucket Truck for Community Services
Community Services	B23-051	1/3/2023	Purchase of Utility Truck for Community Services
Library	B23-048	1/3/2023	Purchase of Exterior Drop Boxes for Library Books
Community Services	B23-050	1/13/2023	Plumbing and Heating As Needed

City of Dover

Revenues of Major Funds January 31, 2023

(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	\$ 99,906,184	39,530,754	51,423,296	51.0%	\$ 48,482,888	\$ -	\$ 48,482,888	49.0%
Licenses & Permits	6,987,054	698,443	4,389,638	63.0%	2,597,416	-	2,597,416	37.0%
Intergovernmental	6,743,979	9,640	3,844,968	57.0%	2,899,011	-	2,899,011	43.0%
Charges for Services	4,466,329	456,821	2,812,974	63.0%	1,653,355	(35,365)	1,688,720	38.0%
Miscellaneous Revenue	935,934	146,135	1,020,953	109.0%	(85,019)	(5,982)	(79,037)	-8.0%
Education	20,192,012	3,679,666	12,468,351	62.0%	7,723,661	-	7,723,661	38.0%
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	\$ 139,774,899	44,521,457	75,960,180	54.0%	\$ 63,814,719	\$ (41,347)	\$ 63,856,067	46.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 295,000	19,033	244,135	83.0%	50,865	\$ -	\$ 50,865	17.0%
Parking Income	892,231	67,723	561,956	63.0%	330,275	-	330,275	37.0%
Parking Fines	184,000	16,845	105,735	57.0%	78,265	-	78,265	43.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,371,231	103,601	911,825	66.0%	\$ 459,406	\$ -	\$ 459,406	34.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	-	-	0.0%	9,584	\$ -	\$ 9,584	100.0%
Charges for Services	1,804,395	155,782	973,434	54.0%	830,962	-	830,962	46.0%
Miscellaneous Revenue	0	3,141	4,314	0.0%	(4,314)	-	(4,314)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 1,813,979	158,922	977,747	54.0%	\$ 836,232	\$ -	\$ 836,232	46.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 756,668	63,997	447,061	59.0%	309,607	\$ -	\$ 309,607	41.0%
Operating Transfers In	72,304	3,857	26,997	37.0%	45,307	-	45,307	63.0%
Sub-total : 3381 McConnell Center	\$ 828,972	67,853	474,058	57.0%	\$ 354,914	\$ -	\$ 354,914	43.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	12,786	245,274	57.0%	185,146	\$ -	\$ 185,146	43.0%
Miscellaneous Revenue	11,500	540	3,372	29.0%	8,128	-	8,128	71.0%
Operating Transfers In	20,000	-	1,110	6.0%	18,890	-	18,890	94.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	13,326	249,756	54.0%	\$ 212,164	\$ -	\$ 212,164	46.0%
5300 Water Fund								
Intergovernmental	\$ 107,500	-	-	0.0%	107,500	\$ -	\$ 107,500	100.0%
Charges for Services	6,771,364	264,856	3,766,133	56.0%	3,005,231	-	3,005,231	44.0%
Miscellaneous Revenue	86,000	5,584	86,498	101.0%	(498)	-	(498)	-1.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	\$ 7,052,364	270,441	3,852,632	55.0%	\$ 3,199,733	\$ -	\$ 3,199,733	45.0%
5320 Sewer Fund								
Intergovernmental	\$ 191,013	-	21,060	11.0%	169,953	\$ -	\$ 169,953	89.0%
Charges for Services	9,154,224	364,689	4,633,722	51.0%	4,520,502	-	4,520,502	49.0%
Miscellaneous Revenue	70,000	6,168	68,969	99.0%	1,031	-	1,031	1.0%
Other Financing Sources	520,992	-	-	0.0%	520,992	-	520,992	100.0%
Sub-total : 5320 Sewer Fund	\$ 9,936,229	370,857	4,723,751	48.0%	\$ 5,212,478	\$ -	\$ 5,212,478	52.0%
6100 Dovernet Fund								
Charges for Services	\$ 1,698,481	124,735	873,327	51.0%	825,154	\$ -	\$ 825,154	49.0%
Miscellaneous Revenue	50,000	-	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	124,735	898,327	51.0%	\$ 850,154	\$ -	\$ 850,154	49.0%
Total : REVENUES	\$ 162,988,075	45,631,192	88,048,275	54.0%	\$ 74,939,800	\$ (41,347)	\$ 74,981,148	46.0%

City of Dover

Expenditures of Major Funds January 31, 2023 (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	\$ 41,546	\$ 108,365	23.0%	\$ 367,887	\$ 124,126	\$ 243,761	51.2%
Executive	2,169,947	142,201	1,087,661	50.0	1,082,286	850,118	232,168	10.7
Finance	2,459,971	171,049	1,255,654	51.0	1,204,317	816,281	388,036	15.8
Planning	966,396	57,708	469,155	49.0	497,241	305,213	192,028	19.9
Misc General Government	1,193,014	75,836	417,504	35.0	775,510	92,194	683,316	57.3
Police	10,449,863	720,642	5,205,456	50.0	5,244,407	3,010,292	2,234,115	21.4
Fire & Rescue	12,349,470	920,674	6,522,530	53.0	5,826,940	3,478,862	2,348,078	19.0
Community Service Public Works	9,721,708	601,769	3,426,432	35.0	6,295,276	2,394,365	3,900,911	40.1
Recreation	2,919,166	215,220	1,631,873	56.0	1,287,293	850,497	436,795	15.0
Public Library	1,727,385	120,020	903,664	52.0	823,721	589,513	234,208	13.6
Public Welfare	898,614	42,223	248,165	28.0	650,449	125,566	524,882	58.4
Debt Service	6,213,776	54,663	2,180,265	35.0	4,033,511	3,599,119	434,393	7.0
Other Financing Sources/Uses	4,152,324	143,503	1,004,520	24.0	3,147,804	-	3,147,804	75.8
School	74,228,580	4,334,212	32,921,015	44.0	41,307,565	39,213,388	2,094,176	2.8
Intergovernmental	9,848,433	-	9,848,433	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 139,774,899	\$ 7,641,268	\$ 67,230,692	48.1%	\$ 72,544,207	\$ 55,449,534	\$ 17,094,672	12.2%
3213 Parking Activity Fund								
Police	\$ 1,371,231	\$ 63,095	\$ 489,395	36.0%	\$ 881,836	\$ 279,396	\$ 602,440	43.9%
Sub-total : 3213 Parking Activity Fund	\$ 1,371,231	\$ 63,095	\$ 489,395	35.7%	\$ 881,836	\$ 279,396	\$ 602,440	43.9%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,118,309	\$ 224,257	\$ 867,707	41.0%	\$ 1,250,603	\$ 1,060,483	\$ 190,119	9.0%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,118,309	\$ 224,257	\$ 867,707	41.0%	\$ 1,250,603	\$ 1,060,483	\$ 190,119	9.0%
3381 McConnell Center Fund								
Recreation	\$ 828,972	\$ 34,927	\$ 234,050	28.0%	\$ 594,922	\$ 329,834	\$ 265,088	32.0%
Sub-total : 3381 McConnell Center Fund	\$ 828,972	\$ 34,927	\$ 234,050	28.2%	\$ 594,922	\$ 329,834	\$ 265,088	32.0%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 51,553	\$ 177,279	38.0%	\$ 284,641	\$ 19,288	\$ 265,353	57.4%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 51,553	\$ 177,279	38.4%	\$ 284,641	\$ 19,288	\$ 265,353	57.4%
5300 Water Fund								
Community Service Public Works	\$ 7,304,705	\$ 452,486	\$ 3,332,615	46.0%	\$ 3,972,089	\$ 1,372,531	\$ 2,599,558	35.6%
Sub-total : 5300 Water Fund	\$ 7,304,705	\$ 452,486	\$ 3,332,615	45.6%	\$ 3,972,089	\$ 1,372,531	\$ 2,599,558	35.6%
5320 Sewer Fund								
Community Service Public Works	\$ 10,108,373	\$ 642,597	\$ 4,295,461	42.0%	\$ 5,812,913	\$ 2,146,110	\$ 3,666,803	36.3%
Sub-total : 5320 Sewer Fund	\$ 10,108,373	\$ 642,597	\$ 4,295,461	42.5%	\$ 5,812,913	\$ 2,146,110	\$ 3,666,803	36.3%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 2,429,488	\$ 98,860	\$ 761,425	31.0%	\$ 1,668,062	\$ 465,349	\$ 1,202,714	49.5%
Sub-total : 6100 Dovernet Fund	\$ 2,429,488	\$ 98,860	\$ 761,425	31.3%	\$ 1,668,062	\$ 465,349	\$ 1,202,714	49.5%
Total : EXPENDITURES	\$ 164,397,897	\$ 9,209,044	\$ 77,388,624	47.1%	\$ 87,009,273	\$ 61,122,526	\$ 25,886,747	15.7%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) January 31, 2023

	<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	152,208	647,503	55.5	519,127	0	519,127	44.5
Expenditures	1,150,381	103,859	636,458	55.3	513,924	405,229	108,695	9.4
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	16,249	48,349	11,045	0.2	5,204	(405,229)	410,432	35.0

Fire & Rescue

Calls for Service / Activity Statistics

Fire & Rescue responding to 880 calls for service, an average of over 28 calls per 24-hour period in each day of the month. Through the 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 January, there were 241 times when 2 calls were going on simultaneously, and 154 times when 3 or more calls were going on at the same time. At one point in the month of January, there were 24 times when 7 calls were going on simultaneously.

In addition to the number of emergency and other assistance calls handled by the shift in 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 January, some interesting emergency calls to note were:

On January 8th, the fire department responded to a commercial structure fire at 29 Industrial Park Drive. On arrival, crews were faced with a 120'x120' commercial building with heavy fire and smoke through the roof. An initial defensive operation was initiated with master streams. A defensive fire attack is an exterior fire suppression activity directed at protecting neighboring buildings that are exposed to the fire. Defensive operations are actions intended to control a fire by limiting its spread from outside, avoiding the commitment of personnel and equipment to dangerous areas. Once the fire is under control, the building is evaluated and it is safe to do so, a transition to an offensive operation can be initiated to assure the fire is completely extinguished. Crews were able to contain the flames to one section of the building,



Photo taken from North Country Cider when the fire was first discovered.



Photo taken from Industrial Park Drive.

saving much of the contents within the building. A 3rd alarm was ultimately called bringing in off duty Dover Fire personnel as well as mutual aid fire and EMS from several communities. The cause of the fire is still under investigation. The building is utilized as a metal machine and fabrication shop as well as several small office rental spaces.

Dover Fire & Rescue responded to a reported structure fire at 8 Fairfield Drive on January 11th, 2023. A neighbor called 911 and reported seeing flames and smoke through a window. When crews arrived on scene, smoke was showing through the soffits and gable vents of a single-family residential home. Crews made a quick offensive attack but the fire had rapidly made its way to the second floor and attic area. The rapid-fire spread was due to all wall studs and floor joists being exposed because the house was undergoing a major renovation. Without a protective covering on the walls or ceiling, the floor joists and wall studs have no protection from flames which allows them to burn more readily. A structure is more susceptible to floor and wall collapse as a result. The fire was extinguished and contained to the gable end of the building saving it from a total loss. A 2nd alarm was called due to the increased time to find and extinguish all areas of fire from the first floor to the attic.



2nd alarm structure fire at 8 Fairfield Dr

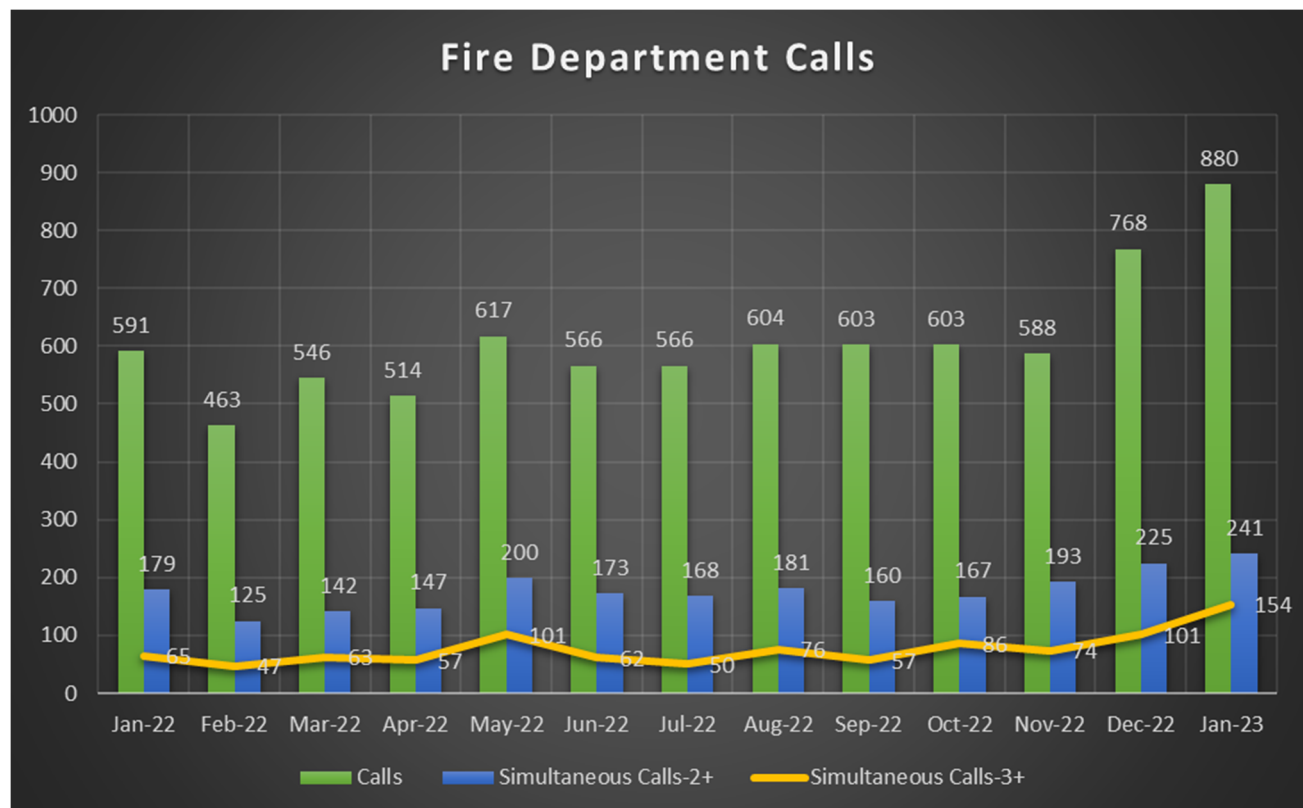
On January 23rd the City of Dover experienced another hazardous-winter-weather event. The winter wind and rain storm started at approximately midnight the morning of January 23rd. Emergency responses directly related to the storm finally ended around 6:30pm hours the evening of January 24th. Dover Fire & Rescue responded to 265 emergency calls during the storm which included responding to downed utility wires that were live and/or burning, downed trees on in roadways, on buildings & vehicles, fire alarms/line troubles, along with requests for emergency medical service, and public assists.

During this event Dover's Emergency Operations Center (EOC) was operationalized with a partial activation including Chief McShane, Deputy Chief Chabot, and Communications Supervisor Lyndsay Salantri. From Dover's local Emergency Operations Center, Chief McShane communicated with NH Homeland Security and Emergency Management EOC utilizing a web-based emergency management program that links local municipality EOCs with the State EOC.

Dover Fire & Rescue took preparedness measures by increasing emergency response staffing levels, assuring personnel, equipment and apparatus were appropriately supplied with storm-response resources. In anticipation of

flash flooding and wide-spread storm damage, Chief McShane communicated storm condition expectations and established pre-storm communications with Chief Breault, and Director Storer prior to the weather event beginning. Pre-storm photographs were also taken, documenting river/water-front conditions, roadway, and infrastructure conditions in preparation of needing to seek public assistance reimbursement funding. Chief McShane would like to recognize all DF&R, DPD, PD/FD Dispatchers, and CS personnel for providing a well-coordinated response to the storm.

Fire & Rescue Calls for Service: Fires, Medical Emergencies, Hazardous Conditions, False Calls and Non- Emergent requests.	Month	Number of Calls	Simultaneous 2 calls	Simultaneous 3/+ calls
	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
	November 2022	588	193	74
	December 2022	768	225	101
	January 2023	880	241	154



Fire & Rescue	Month	Ambulance Given	Ambulance Received	Fire Given	Fire Received
Mutual Aid Given and Received	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	28	12	07	01
	October 2022	24	05	02	03
	November 2022	24	05	04	01
	December 2022	34	04	08	01
	January 2023	Not Available	Not Available	Not Available	Not Available

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

Municipality Assisted EMS Service

Durham	McGregor EMS
Rochester	Frisbie EMS
Somersworth	Stewart's Ambulance
South Berwick	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 January, 2023.

Facility	State	# of individuals
Wentworth Douglass Hospital	NH	292
Free Standing ER – Dover (HCA)	NH	42
Frisbie Memorial Hospital	NH	02
Portsmouth Regional Hospital	NH	06
Mass General Hospital	MA	02
Brigham and Woman's Hospital	MA	00
Boston Children's Hospital	MA	00
Maine Medical	ME	00
York Hospital	ME	00
Exeter Hospital	NH	02
Elliot Hospital	NH	00
Total Transports		346
Non Transports/Sign offs/Refusal of Care		180

Members of Dover Fire & Rescue attended a multi-day paramedic refresher training which was hosted by Wentworth Douglass Hospital and Portsmouth Regional Hospital. Every paramedic must renew their National Registry EMS license and their State of NH EMS Care Provider License. This is accomplished by meeting training standards set forth by the National Registry of Emergency Medical Technicians.

Inspection Services in January had a total count of 506 inspections conducted and 32 permits issued. Here is the Inspection Services activity breakdown:

Inspections & Permits	
Life Safety Inspections	93
Business Inspections	15
Sprinkler / Alarm Inspections	53
Building Inspections	178
Electrical Inspections	97
Plumbing / Mechanical Inspections	179
Blasting Inspections	00
Health/Housing Standards Inspections	43
School / Daycare Inspections	09
Oil Burner Inspections	00
Woodstove / Fireplace Inspections	00
Building Permits	29
Blasting Permits	00
Certificate of Occupancy Permits	03

Inspection Services issued a building permit for the 10 Second Street project, and three building permits for 51 Webb place for commercial tenants. Fire & Life Safety Inspector performed numerous permits of assembly inspections (POA). The high volume of POA inspections is because most POAs throughout the city are due for renewal in the spring. 40 Point Place is nearing completion therefor Inspection Services has been working with the building stakeholders to assist in fulfilling all occupancy permit requirements.

On January 18th, Chief McShane met with school officials from the Portsmouth Christian Academy, Dover Police Department, and NH Homeland Security and Emergency Management to conduct a Physical Security Assessment Program. This program examines physical building and grounds and makes observations and recommendations based on three physical security capabilities: Surveillance; Access Control; and Emergency Alerting. These three physical security capabilities can be effectively used to increase physical security at schools and serve as a starting point for security measures.

On January 19th Chief McShane attended the NH HSEM monthly briefing which is held on the third Thursday of every month. Stakeholder whom attend the monthly briefings include emergency management directors, HSEM staff, Dept. of Safety personnel, police chiefs, and fire chiefs. The briefings are held to share information and activities that are happening within local and state jurisdictions as well as provide updates on current events such as the Covid-19 pandemic, public safety threats, state of the HSEM, and weather-related concerns.

Chief McShane submitted a report to NH HSEM which included a Preliminary Damage Assessment and estimated expenses the City incurred as a result of the storm. Chief McShane then met with Director Storer, NH HSEM Senior Field Representative Courtney Jordan, and members of FEMA to discuss public assistance reimbursement for the December rain and wind storm. The Impact Statement that was submitted is as follows:

The December 22 – 25, 2022 storm in Dover caused damage throughout the city resulting in numerous downed trees and vegetative debris and power outages due to high winds (Peak Gust of 57mph). The police department conducted traffic control measures, directing traffic during power outages at signalized intersections and roadway hazard areas due to power lines and trees down. They delivered and placed warning devices such as barricades and signs and used sandbags to anchor those items down. The officers spent their shifts prepping for, responding to, and demobilizing from the storm related incidents beginning at 0500 hours on the morning of Dec 23rd through 1800



Crews work to remove an 80-foot-tall pine tree that was compromised as a result of the storm. The tree was damaged and about to fall across Durham Rd. and would have taken down a three-phase power supply on the Rt 108 corridor.

hours on Dec 24th, 2022. The Dover Fire Department prepared for and responded to and provided recovery efforts for storm related incidents from 2200 hours December 22nd to 1100 hours December 25th, 2022. Additional fire department personnel were hired to prepare for, respond to and recover from storm related incidents during this same time frame along with emergency personnel recalled of off duty to assist in the response and recovery efforts. During and after the storm, the City of Dover used Public Works Force Account Labor and Equipment to cut and push numerous trees down over roadways to open traffic ways. After the storm, debris was collected and put into roll-off dumpsters and hauled to the recycling center where the debris was consolidated or was chipped on site. Chips were taken to the recycle center. A contractor will be used to chip and grind the debris and haul off. The City of Dover encouraged its residents to collect storm debris and dump it at the recycle center with no charge for dumping. The City of Dover used contractors to come in and take care of the more problematic/dangerous trees, which were also taken to the recycle center consolidation point. The City of Dover reported damage to their Wastewater Pump Station caused by power surges. The Variable Frequency Drive unit was thought to be damaged. The city had a maintenance tech from the company that makes the units come in to assess the damage and conduct the repairs. The unit itself was not damaged. A generator at the facility went down and had to be repaired until power could be restored.

utility poles. This storm precipitated the City's Emergency Operations Center to be activated for the second time in a month.

During this storm, Dover Fire & Rescue responded to 265 emergency calls in a 30-hour time-frame.

Assistant Chief Hanna met with Eric Sanderson, the City's Project Manager. During this meeting, A/C Hanna and Eric toured all three fire stations to assess facility maintenance and repair needs and planning.

January 31st, Chief McShane, Assistant Chief Hana, Division Chief Irwin, and EMS Billing Clerk Conway met with Freedom Hill Consulting (Todd Donovan, retired Derry Fire Lieutenant) to discuss the feasibility of utilizing the firm to assist the department with NFIRS & EMS data improvement & collection. Topics included EMS billing streamlining, NFIRS reports, EMS Patient Care Reports, and Quality Management. Improvements in data collection & the billing system has the potential of improving the department's revenue stream.

January 2nd, Division Chief Irwin attended the Community Care Team meeting for Strafford County. This is a bi-weekly meeting of representatives of agencies from throughout the county & region focused on individuals who may be dealing with mental health, substance use disorder, & homelessness in the county. Locally, Community Partners, Community Action Partners & Dover Fire actively participate.

January 2nd, Division Chief Irwin attended the Wentworth Douglass Hospital quarterly meeting of EMS Chiefs. This meeting is used by departments in the WDH catchment area to discuss issues affecting all and to receive updates from the hospital.

January 4th, Division Chief attended the Frisbie Memorial Hospital quarterly EMS Chief meeting. This meeting is used by departments in the FMH catchment area to discuss issues affecting all and to receive updates from the hospital.

January 5th, Division Chief Irwin attended the Annual Meeting of the Seacoast Chief Fire Officers Mutual Aid District, hosted by the Kittery Fire Department. The mutual aid district conducts monthly membership meetings to discuss matters important to the members. Key topics at this meeting were the adoption of the 2023-2026 Strategic Plan and the 2023 budget. Chief Benotti of the Sanford Fire Department presented a review of the Active Shooter Hoax that occurred at their high school last month.

January 12th, Division Chief Irwin attended a meeting with Suzanne Weete, Sergeant Mitrushi, & Katie Jones to continue the discussions for planning the Adult Mental Health First Aid training for City employees. This committee then met with Sue Daudelin, HR director, to lay out the groundwork to start the process moving forward.

January 17th, Assistant Chief Hanna & Division Chief Irwin met with management at The Residence at Silver Square. This is an elderly housing complex made of a memory care unit and apartments for individuals ranging from being fully capable of caring for themselves to varying degrees of assistance. This meeting was conducted to keep open lines of communication between the facility and the department.

January 25th, Division Chief Irwin represented the department at the monthly meeting of the Dover Mental Health Alliance. Representatives from the Fire & Police Departments as well as community stakeholders meet to discuss ways to improve the City's response to mental health.

January 25th, Division Chief Irwin attended the monthly meeting of the Executive Board of the Seacoast Chief Fire Officers Mutual Aid District. The Board meets to discuss the monthly agenda of the organization & provide guidance to the Executive Director. The primary focus of the meeting was the setting of benchmarks for the District's Strategic Plan that was presented, and adopted, at the Annual Meeting held on January 5th.

Chief McShane worked with Mike Gillis to release Fire & Rescue press releases and public safety announcements more regularly. The goal with this initiative is to help keep the public informed by effectively communicating with the community at large. Examples of public outreach in January include public safety announcements pertaining to risk hazards of severe cold weather, and press releases following major incidents. An example of one of the public safety announcements is:

Dover Fire Chief urges precaution as Arctic cold front moves in

Dover, NH – With an arctic cold front moving into Dover this Friday and Saturday, Dover Fire Chief Michael McShane urges everyone to take the necessary precautions to keep themselves and their loved ones safe. A wind chill watch is in effect in Dover from Friday afternoon through Saturday afternoon, with dangerously cold wind chills likely, some as low as 30 below zero.

“It’s important to be aware of the dangers these cold temperatures can bring and to take the necessary steps to stay safe,” said Chief McShane. “Never leave a child or pet unattended in a

car in the cold, and if you can, stay inside to avoid the cold and wind chill. If you must go outside, make sure you are dressed appropriately and cover your hands and face.”

Dover Fire and Rescue recommends that to stay safe in the cold weather, people should be aware of the following:

- *Be aware of the dangers of frostbite and hypothermia and know the signs and symptoms*
- *Check on your family and friends during the cold weather, especially high-risk populations such as the elderly and children*
- *Follow home fire safety and space heater safety measures*

McShane said that it's especially important to be mindful of safety when trying to keep your home warm during extreme cold weather.

“We want to keep our citizens safe and warm during this cold weather,” said Chief McShane. “It’s important to keep in mind home heating safety measures such as never using a stove or oven to heat your home, making sure you have a smoke detector and carbon monoxide detector on each floor, and never plugging space heaters into extension cords or power strips.”

McShane said frostbite and hypothermia are dangerous conditions that can happen fast in extreme cold weather. He said people at the highest risk of frostbite and hypothermia include older adults with inadequate food, clothing, or heating; babies sleeping in cold bedrooms; people who remain outdoors for long periods; and people who drink alcohol or use illicit drugs.

He said the signs of frostbite and hypothermia in adults are:

- *Shivering*
- *Exhaustion or feeling very tired*
- *Confusion*
- *Fumbling hands*
- *Memory loss*
- *Slurred speech*
- *Drowsiness*

McShane added that signs and symptoms of hypothermia for babies include bright red and cold skin, and very low energy.

For more information on how to stay safe in the cold, contact Dover Fire & Rescue at 603-516-6148.

An example of a press release that was released following a major fire is:

MICHAEL McSHANE
Fire Chief and
Emergency Management Director
fire&rescue@dover.nh.gov
Physical Address:
Liberty North End Fire Station
262 Sixth Street
Dover, NH



Please send all mail and official
correspondence to:
City of Dover, Fire & Rescue
288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6150
Fax: (603) 516-6146
www.dover.nh.gov

City of Dover, New Hampshire

DOVER FIRE & RESCUE

Press Release

Date & Time: January 8, 2023, 1730 hours.

Incident: Structure Fire

Location: 29 Industrial Park Drive

Summary: At 1730 hours, Dover Police & Fire Dispatch received multiple calls, from citizens passing by the location reporting a building fire with fire heavy smoke and fire showing through the roof. Companies on the initial dispatch: Engine 1, Ambulance 1, Engine 2, Ambulance 2, Ladder 3, and Car 1. Automatic mutual aid was provided by Durham Tank 4 and Somersworth Truck 1.

Ladder 3 arrived first, reporting heavy fire through the roof of a 100' by 100' commercial metal building with an exposed structure on side "B." A box alarm was stuck, recalling all off duty Dover Fire & Rescue personnel followed and a first alarm at 1736 hours. At 1742 a second alarm was requested. Suppression commenced with defensive operations to protect the exposed structure and suppress the fire in 29 Industrial Park Dr. Suppression operations then transitioned to an offensive interior attack. The fire was declared under control at 1933 hours. At 1950 hours a third alarm was requested for additional personnel to mitigate the extensive salvage and overhaul. The building was unoccupied at the time, there were no civilian or firefighter injuries.

During this incident, mutual aid companies providing station coverage responded to additional fire alarm activations and medical aids throughout the city.

Dover Fire & Rescue's Fire Investigation Team is currently investigating the cause and origin of the fire. At this point in time, the fire does not appear to be criminal in nature however it is still under investigation.

Resources: In addition to companies who responded on the initial dispatch, Dover Fire & Rescue recall personnel responded: Chief 2, Chief 4, Engine 6, Truck 1, Utility 1, Utility 2, and Ambulance 6. Mutual aid was provided by Rollinsford FD, Newington FD, Portsmouth FD, Lee FD, South Berwick, Maine FD, Berwick, Maine FD, Rochester FD, Somersworth FD, and Durham FD.

McGregor Memorial Ambulance, Kittery, Maine FD, Hampton FD, Lee FD, and Portsmouth FD provided station coverage.

Dover Fire & Rescue remained on scene until 2344 hours.

The City Council voted and accepted a \$56,354.39 Assistance to Firefighters Grant (AFG). The AFG will focus on the health and wellness, both physical and mental of Fire Department personnel.

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.

On January 4th, Chief McShane attended the NH Association of Fire Chiefs Board of Directors meeting. Discussions included legislative bills pertaining to emergency services and strategic planning as it related to state-wide emergency service needs such as recruitment, retention, legislation, training, and chief officer development.

On January 6th, Chief McShane and Division Chief Irwin attended Senator Hassan's presentation on the successful adoption of legislation towards more stringent regulatory control of PFAS, a known carcinogen, especially in firefighter personal protective equipment. This meeting was attended by members from throughout the State representing the Professional Firefighters of New Hampshire, the International Association of Firefighters, the Division of Fire Training & Standards and EMS, the Fire Marshal's Office, as well as municipal fire departments.

Fire command staff and company officers held the January monthly staff meeting. Topics of conversation included updates to department standard operating guidelines such as Response to Natural Gas and Propane Emergencies, Air Quality Monitoring for Structure Fires, Emergency Response, Recalling of off-duty personnel, and other administrative policies. Officers conducted a review of the fire at 28 Industrial Park Dr. A discussion about the mutual aid personnel accountability system was held, which included a critique of inter-agency accountability practices.

On January 3rd, Wentworth Douglass Hospital started their annual EMS refresher program, which they have done annually in support of local departments. Dover Fire has relied on this program to meet the education requirements for re-certification & licensure on a biennial basis for all our providers. This program ran every Tuesday, starting on 1/3 and ending on 1/24. Instructors were staff members of the Massachusetts General Hospital's provider network. Topics included:

- | | |
|----------------------------|-----------------------------------|
| - Bariatric | - Vasopressor Management |
| - Diabetes | - Advanced Cardiac Life Support |
| - Psychiatric & Behavioral | - Pediatric Advanced Life Support |
| - Stoke | - Sepsis |

A special thanks to WDH EMS Coordinator Brian Nicholson (Retired Dover Fire Lieutenant) for his work on coordinating this program.

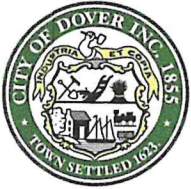
Starting on January 9th, and ending on January 13th, Portsmouth Regional Hospital conducted their EMS refresher program. This was conducted in their new training facility, which opened in 2021. Dover Fire personnel took advantage of getting needed continuing education hours. Topics included:

- | | |
|------------------------|---|
| - Cardiology | - Pain Management |
| - ECG interpretations | - Vascular injuries |
| - Stop the Bleed | - preserving evidence for Law Enforcement |
| - Spinal cord injuries | - Special Health Care Needs |

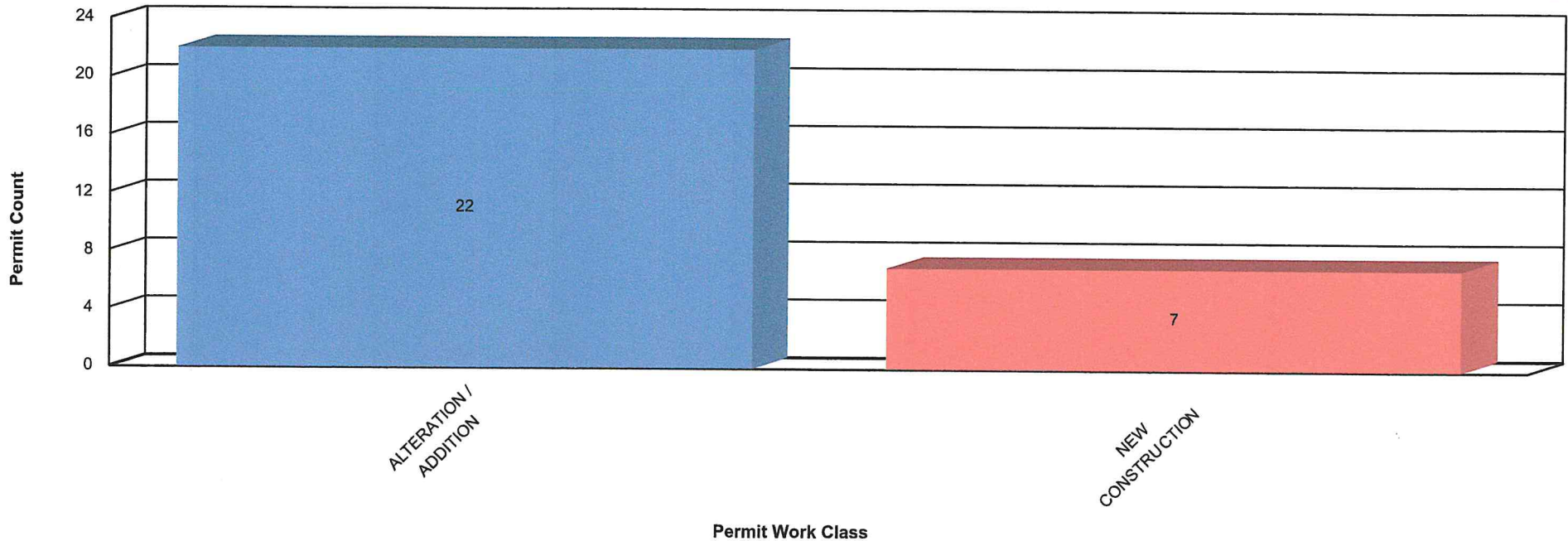
The week of January 16th, the department held monthly EMS training, conducted by WDH staff. The topic this month was Endocrine Emergencies. EMS training is a cooperative effort between the Division of EMS & our education partners. These partners are Wentworth Douglass Hospital, Portsmouth Regional Hospital, and Emergency Education Consultants.

January 30th, EMS Coordinator Brian Nicholson, conducted the hands-on practical stations & written exams for ACLS and PALS. The classroom portion was conducted on January 24th as part of the annual refresher.

On January 26th, Deputy Chief Chabot assisted with oral board interviews for the newly developed Public Safety IT Administrator position. This newly created position will provide the necessary support and guidance to both Police and Fire as advancements in public safety technology continue to grow.



PERMITS ISSUED BY WORK CLASS (01/01/2023 TO 01/31/2023) 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-2022-0339	Building - Minor 12/29/2022	Alteration / Addition 01/04/2023	Issued 07/06/2023	50 Education Wy, Dover, NH		None Yes	E0027-G00000
	IT Non-Residential - Inn	\$0.00	70,000	\$2,690,524.00	Non-Residential	Jim Maxfield	
	<i>Description: Renovation first and second floor offices, upgrade fire panel, renovation of existing warehouse into tech center showroom.</i>						
BLDM-2022-0272	Building - Minor 10/30/2022	Alteration / Addition 01/04/2023	Issued 07/06/2023	34-36 Atkinson St, Dover, NH 03820		None Yes	
		\$146.00	2,650	\$10,800.00	Residential	Jim Maxfield	
	<i>Description: Interior Demo to assess insulation, wiring and plumbing for rehab</i>						
BLDM-2022-0331	Building - Minor 12/16/2022	Alteration / Addition 01/04/2023	Issued 07/06/2023	51 Stocklan Circle, Dover 03820		None Yes	
		\$245.00	500	\$20,000.00	Residential	Jim Maxfield	
	<i>Description: partial finishing of basement</i>						

PERMITS ISSUED BY WORK CLASS (01/01/2023 TO 01/31/2023)

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-2022-0327	Building - Minor 12/14/2022 R-40 Residential - Rura.	Alteration / Addition 01/06/2023 \$322.00	Issued 07/10/2023 60	165 Emerald Ln, Dover 03820 \$27,000.00	03820 Residential	None No Jim Maxfield	F0015-013000
	Description: Adding a 3/4 bathroom to an existing finished basement						
BLDM-2022-0311	Building - Minor 11/29/2022 R-12 Residential - Medi	Alteration / Addition 01/09/2023 \$135.00	Issued 07/11/2023 300	90 Park St, Dover, NH \$10,000.00	Residential	None Yes Jim Maxfield	27233-A00000
	Description: Create habitable area in half of basement						
BLDM-2022-0335	Building - Minor 12/21/2022 RM-SU Residential - Su	Alteration / Addition 01/10/2023 \$102.00	Issued 07/12/2023 0	25 Clearwater Dr, Dover, NH \$7,343.00	Residential	None Yes Jim Maxfield	L0049-A00000
	Description: remove and replace 1 door (patio door) like w/like, same size, no structural changes						
BLDM-2023-0020	Building - Minor 01/18/2023	Alteration / Addition 01/12/2023 \$355.00	In Review 07/14/2023 1,700	44 Dover Point Rd, UNIT H, Dover, NH 03820 \$30,000.00	03820 Non-Residential	None Yes Jim Maxfield	
	Description: renovating an existing space to turn into a salon						
BLDM-2022-0314	Building - Minor 12/02/2022 C Non-Residential - Coi	Alteration / Addition 01/12/2023 \$47.00	Issued 07/14/2023 200	9 Hotel Drive, Dover, NH 03820 \$2,475.00	03820 Non-Residential	None Yes Jim Maxfield	39076-000000
	Description: Repair Ceiling due to sprinkler pipe leak. Replace dropped ceiling tiles and small section of drywall.						
BLDM-2022-0292	Building - Minor 11/12/2022	Alteration / Addition 01/12/2023 \$311.00	Issued 07/14/2023 715	45 New York St, 2, Dover, NH 03820 \$26,000.00	03820 Residential	None Yes Jim Maxfield	
	Description: Install interior partitions. Electrical rewire. Install 4 plumbing fixtures. Install small galley kitchen. Install sheetrock. Install new laminate flooring. and nes stair treads.						

PERMITS ISSUED BY WORK CLASS (01/01/2023 TO 01/31/2023)

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-2022-0287	Building - Minor 11/10/2022	Alteration / Addition 01/12/2023 \$388.00	Issued 07/14/2023 210	16 Atkinson St, Dover, NH \$33,000.00	Residential	None Yes Jim Maxfield	
	Description: interior & exterior remodel of 1 dwelling unit in a two-family dwelling 2. New Microllam beam being installed under exiting 2 x6 floor for support 3. 3/4" Flooring & sub flooring will be replaced 4. Bathroom partition will be extended. 4B. Plumbing will be installed bringing both the bathroom & new kitchen piping brought up to code 5. New kitchen & cabinets installed 6. New bathroom toilet, vanity installed 7. New Windows installed 8. New LVT flooring will be installed 9. Siding repaired 10. installing new insulation in ext. walls, R-19 & vaulted ceiling R-30						
BLDM-2022-0283	Building - Minor 11/07/2022	Alteration / Addition 01/18/2023 \$1,268.00	Issued 07/20/2023 1,075	121 Boxwood Ln, Dover, NH \$113,478.00	Residential	None Yes Jim Maxfield	B0021-011000
	R-40 Residential - Rura. Description: basement remodel, adding 2x4 framing to walls with a pt bottom plate. adding sheetrock to walls and ceilings. adding a bathroom and office down there as well finishing off the floor with floating floor. Will have drawings.						
BLDM-2022-0338	Building - Minor 12/29/2022	Alteration / Addition 01/19/2023 \$47.00	Issued 07/21/2023 716	35 Old Rochester Rd Rd, Dover, NH 03820 \$2,000.00	Residential	None Yes Jim Maxfield	
	Description: Demolition needed on dining room ceiling, walls and hardwood flooring due to water damage.						
BLDM-2023-0002	Building - Minor 01/03/2023	Alteration / Addition 01/19/2023 \$47.00	Issued 07/21/2023 190	34 Floral Ave Unit 4, Dover, NH 03820 \$2,337.52	Residential	None Yes Jim Maxfield	
	Description: Drywall repairs and paint.						
BLDM-2022-0337	Building - Minor 12/27/2022	Alteration / Addition 01/19/2023 \$0.00	Issued 07/21/2023 1,927	50 Education Wy, Dover, NH \$813,412.00	Non-Residential	None Yes Jim Maxfield	E0027-G00000
	IT Non-Residential - Inn Description: Lobby Renovation						
BLDM-2022-0195	Building - Minor 09/06/2022	Alteration / Addition 01/19/2023 \$311.00	Issued 07/21/2023 0	38 Watson Rd, Dover 03820 \$26,000.00	Residential	None No Jim Maxfield	C0049-B00000
	R-40 Residential - Rura. Description: gutting of the interior of the house to the framing, due to a fire						
BLDM-2022-0296	Building - Minor 11/14/2022	Alteration / Addition 01/20/2023 \$80.00	Issued 07/24/2023 936	20 Dover Point Rd, Dover, NH \$4,600.00	Residential	None Yes Jim Maxfield	K0029-000000
	R-12 Residential - Medi Description: Replace all siding, replace 9 first floor windows, 2 exterior doors. Siding=\$2,000 Windows=\$2,000 Doors=\$600						

PERMITS ISSUED BY WORK CLASS (01/01/2023 TO 01/31/2023)

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-2023-0010	Building - Minor 01/09/2023	Alteration / Addition 01/20/2023 \$245.00	Issued 07/24/2023 144	71 Stark Avenue, Dover, NH 03820 \$20,000.00	Residential	None Yes Jim Maxfield	
	Description: Remove existing deck and screens. Install new deck, screen, rails, and lattice work						
BLDM-2022-0325	Building - Minor 12/09/2022	Alteration / Addition 01/21/2023 \$817.00	Issued 07/24/2023 1,450	14 Pierce St, Dover, NH \$72,000.00	Residential	None Yes Jim Maxfield	04034-000000
	Description: Minor interior demolition to prepare for remodeling of 6 unit apartment Building. Renovate kitchen, bathrooms, install new flooring fixtures, and other hardware.						
BLDM-2023-0028	Building - Minor 01/25/2023	Alteration / Addition 01/30/2023 \$190.00	Issued 08/01/2023 237	18 Wentworth Tr, Dover, NH \$15,000.00	Residential	None Yes Jim Maxfield	08041-000000
	Description: replace front porch entry with roof over it, 4 x 9ft, demolish existing rear 8 x 16 deck and build a new deck of 11.5 x 15 replace side porch, 4 x 8						
	Remove existing rotted deck of 8 x 16 and replaced with a new deck, 11.5 x 15ft.						
BLDM-2023-0009	Building - Minor 01/06/2023	Alteration / Addition 01/31/2023 \$267.00	Issued 08/02/2023 13	82 Tideview Dr, Dover, NH \$21,641.00	Residential	None Yes Jim Maxfield	I0002-I00000
	Description: install Kohler tub to shower replacement and wall surround system						
BLDM-2023-0004	Building - Minor 01/03/2023	Alteration / Addition 01/31/2023 \$11,025.00	Issued 08/02/2023 40,000	17 Stonewall Dr, Dover, NH \$1,000,000.00	Non-Residential	None Yes Jim Maxfield	H0053-000000
	Description: Adding warehouse racking to expansion space						
BLDM-2023-0005	Building - Minor 01/03/2023	Alteration / Addition 01/31/2023 \$80.00	Issued 08/02/2023 240	67 Park Str, Dover, NH 03820 \$5,000.00	Residential	None Yes Jim Maxfield	
	Description: Demolish garage on the right side of the house that is unsafe. Additional permits are required for other work						
SUBTOTALS FOR ALTERATION / ADDITION:			123,263 Sq Ft	\$4,952,610.52	Residential:	17	PERMITS ISSUED: 22
					Non-Residential:	5	
					Mixed Use:	0	
NEW CONSTRUCTION							
BLDG-2022-0132	Building - Major 12/20/2022	New Construction 01/09/2023 \$85,357.00	Issued 07/11/2023 41,600	10 Second St, Dover 03820 \$8,533,193.00		None No Michael McShane	06020-000000
	Description: Construct a four story addition onto existing three story structure to create a mixed use structure w/59 dwelling units, lower level parking garage, and commercial use on first floor.						
BLDG-2022-0119	Building - Major 11/17/2022	New Construction 01/09/2023 \$14,420.00	Fees Paid 07/11/2023 2,400	27 Wildcat Drive Dr, Dover, NH 03820 \$500,000.00		None Yes Jim Maxfield	
	Description: New two story single family dwelling with attached garage and unfinished basement and attic						

PERMITS ISSUED BY WORK CLASS (01/01/2023 TO 01/31/2023)

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
BLDG-2022-0125	Building - Major 12/12/2022	New Construction 01/09/2023 \$135.00	Issued 07/11/2023 1,728	2 And 4 Stonington Drive, Dover, NH 03820 \$10,000.00		None Yes Jim Maxfield	
	Description: Foundation Only for two townhouses. Additional Permits required for further construction						
BLDG-2022-0116	Building - Major 11/16/2022	New Construction 01/10/2023 \$2,324.00	Issued 07/12/2023 1,120	214 Dover Point Rd, Dover, NH \$208,642.00		None Yes Jim Maxfield	L0094-A00000
	R-20 Residential - Low Cost \$208,642.00 Description: RV Height Barn for vehicles 28*40 = 1120 SF						
BLDG-2022-0140	Building - Major 12/28/2022	New Construction 01/12/2023 \$0.00	Issued 07/14/2023 0	165 Gulf Rd, Dover 03820 \$0.00		None No Jim Maxfield	N0012-B00000
	R-40 Residential - Rural Description: const. a 2 story single-family dwelling w/att. three car garage w/unfinished basement and attic, with an accessory dwelling unit,						
BLDM-2022-0152	Building - Minor 08/16/2022	New Construction 01/18/2023 \$2,225.00	Issued 07/20/2023 500	442 Central Av, LL100 and 100, Dover, NH \$200,000.00	Non-Residential	None Yes Jim Maxfield	06021-002000
	CBD-G Central Business Description: The scope of this project is a cooking kitchen and prep kitchen appliances, electrical and plumbing plans, occupancy and egress design & calculations.						
BLDG-2022-0139	Building - Major 12/28/2022	New Construction 01/30/2023 \$905.00	Fees Paid 06/30/2023 3,144	725 Central Av, Dover, NH \$80,000.00		None Yes Michelle Dube	28013-000000
	G Gateway District Description: Demolition of the Existing House including removal of foundation. This permit is solely for the demolition of the existing structures. Further construction requires additional permits. Pre con meeting shall occur prior to any work being performed						
SUBTOTALS FOR NEW CONSTRUCTION:			50,492 Sq Ft	\$9,531,835.00	Residential: 0 Non-Residential: 1 Mixed Use: 0	PERMITS ISSUED:	7
			173,755 Sq Ft	\$14,484,445.52	Residential: 17 Non-Residential: 6 Mixed Use: 0	GRAND TOTAL OF PERMITS:	29

Planning & Community Development

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 approved in January. Interviews continued in January.

Director Benton, Outreach Coordinator Bassegio, and Community Development Planner Carpenter attended the Housing Academy kick-off webinar event on January 18 for the InvestNH Housing Navigator program.

Director Benton and Outreach Coordinator Bassegio attended a Housing Academy session on January 25 as part of the InvestNH Housing Navigator program. Topics included community engagement and storytelling.

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. Staff applied for a CMAQ grant and is waiting to hear back from NHDOT.

The Planning Board held the Annual Land Use Meet and Greet on January 10th which allowed representatives from many Boards/Commissions/Committees to gather to hear about the Citywide Resilience Plan and Vision Chapter Update of the Master Plan along with highlights that each committee has been working on.

Director Benton, Outreach Coordinator Bassegio, Members of the Vision Chapter Steering Committee, and consultant partners from Resilience Planning and CJW Consulting recruited community volunteers as Vision Ambassadors of the Vision Chapter update project and held an orientation meeting on January 17.

Resilience Manager Kaspari staffed a Energy Commission meeting on January 18th during which the Commission voted to adopt the Dover Community Power Electric Aggregation Plan and recommend it for consideration by the City Council.

Resilience Manager Kaspari presented the Dover Community Power Electric Aggregation Plan to the City Council on January 25th.

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 went 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 (LWCF) 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. On January 5, City Staff received confirmation that the grant application had been accepted for review by the LWCF grant coordinators. Staff is waiting to hear on further status updates.

Community Trail: 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 the fall regarding a potential change order until NHDOT gave the approval to proceed. Outreach Coordinator E. Bassegio attended a kick off meeting with the consultant on January 23.

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 be approved by Council in December. The contract will be signed in early February after liability insurance certificates are submitted.

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 805 Facebook followers (City of Dover NH Planning) and 905 followers on Twitter @DoverNHPlanning).

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 3,069 likes and 3,346 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.

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. Active survey question is currently set to close on March 31.

Outreach Coordinator Bassegio worked with consultants from Resilience Planning and CJW Consulting to create a dedicated webpage for the Vision Chapter update project. The project is entitled Distinctly Dover and the webpage continues to be updated with upcoming events.

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 or November but due to a scheduling conflict, the installation is now planned for spring.

Staff from Planning, Community Services, Police, Fire, and Business Development have been working on a new application process for outdoor dining to be launched this spring. D.Benton attended the Parking Commission meeting on January 17th to discuss an ordinance change with the City Attorney. The City Council would also have to review the ordinance change. The idea is that establishments could apply on the online portal and have a one-stop review process. There will be outreach and education efforts on this new application process in February and March.

Resilience Manager Kaspari met virtually with the Morris, MN Sustainability Coordinator on January 4th to discuss the use of the Sustainability Indicator Management and Analysis Platform (SIMAP) tool for greenhouse gas and nitrogen accounting.

Resilience Manager Kaspari met with City Attorney Wyatt and Deputy City Manager Parker on January 5th to review the CPCNH Cost Sharing Agreement as part of the ongoing development of a Dover Community Power Program.

Resilience Manager Kaspari continued to work on the Citywide Resilience Plan. A first look at the plan was provided during the January 10th All Boards Meeting and the Planning Board voted to endorse at their January 24th meeting. The Plan will go to Council for review in early February.

Resilience Manager Kaspari met with Director LaFrance on January 12th to discuss opportunities to increase community engagement collaboration regarding resiliency topics.

Resilience Manager Kaspari moderated a SRPC Resiliency Roundtable Discussion on the NHSaves program on January 23rd, and Zoning Administrator Kypfer attended as a participant.

Resilience Manager Kaspari participated in a CPCNH Public Deliberative Session on January 24th for the Risk Management Committee.

Resilience Manager Kaspari met with Deputy Director Legere to discuss municipal power supply options.

Resilience Manager Kaspari attended a webinar on the Energy Efficiency and Conservation Block Grant Program hosted by the USDOE to learn more about the program and gain insight to securing the allotted funding.

Resilience Manager Kaspari submitted the Dover Community Power Electric Aggregation Plan to the NH Public Utilities Commission on January 31st. The plan was filed under PUC DE 23-010.

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 was scheduled for January 23rd but was rescheduled for February 13th. Staff has been working with the consultant in preparation for that meeting and on concept plans.

Zoning Administrator Kypfer and Director Benton attended a virtual meeting on January 11 to plan for the 2023 NNECAPA conference that will be held in New Castle, NH in November of next year, of which ZA Kypfer serves as the Conference Chair.

Zoning Administrator Kypfer, Outreach Coordinator Bassegio, and Resilience Manager Kaspari attended a training hosted by Asset Management Administrator Meyers on January 18th for a "GIS Hands On" session.

Zoning Administrator Kypfer attended a virtual session hosted by the State Office of Planning and Development (OPD) for their Planning Lunches at Noon (PLAN) monthly webinar series entitled "2023 Planning and Zoning Legislation" on January 19.

Zoning Administrator Kypfer attended a pre-construction meeting at Mast Road for the 36-38 New Rochester Road project on January 24.

Director Benton and Zoning Administrator Kypfer attended/led the Gateway Subcommittee group who met on January 24, who are meeting to discuss potential future amendments to the Gateway zoning district.

Zoning Administrator Kypfer attended a virtual meeting hosted by the State Office of Planning and Development (OPD) for the 2023 Informal Legislative Monitoring Group on January 30.

Community Development Planner Carpenter presented the draft FY24 CDBG Action Plan at the January 24th Planning Board meeting.

NAME	STREET NAME		Total	Units	Units	DATE OF PB	DATE OF PB	SCRD DATE	PLANNING	MA	LOT	EXPIRATION	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	Site	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
Eakhoury	12 Preble Street	A	12	0	12			Site		4	76		H	0.4
Soujour	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			977	90	887									29.3
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		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		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		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		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			396	58	350									138.6
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		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		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	1	4	7/28/2021	6/25/2021	Site	P21-25	H	14D	7/28/2026	G	1.8
Khavari	Leather's Lane	H	40	18	22	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			228	134	98									77.1
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			128	68	60									
TOTAL APPROVED UNITS			1729	350	1395									

Police Department

Prevention Services Unit

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 third session was conducted on January 9, 11, and 17.

At these sessions, Dover Youth to Youth students conducted 3 presentations for the parents of fifth graders in the PACT parent training program. These presentations included a short description of Dover Youth



Dover Youth to Youth students present the Samantha Skunk Medicine Safety lesson to kindergarten students at Garrison Elementary School.

to Youth and how it works and how their child could join. In addition, Y2Y students provided the actors needed to conduct the 4 scenarios in Freeze Action Theater. In this training, parents rotate through a series of 4 scenarios, with each scenario representing a different type of conversation a parent might have with their child about drugs. As the Youth to Youth students replicated each mock situation playing the roles of “teens” and “parents”, a moderator paused the action and challenged those in the audience to consider how they might best respond to the situation.

Officer Berdecia also assisted in the facilitation of the Police and Community Together Program’s 3rd session.

During the week of January 9-13th, students from Dover Youth to Youth and volunteers from the 5th grade at Dover Middle School conducted presentations of *Samantha Skunk Rx and Medicine Safety* to the five kindergarten classes at Dover’s Garrison Elementary School. The presentation provides the kids with core safety information about pills and medicine.

On January 17 and 19, Prevention Programmers Dana Mitchell and Conor Wiley provided 4 classroom presentations to 4 fourth grade classrooms at Frances G. Hopkins Elementary School on the consequences of using tobacco, e-cigarettes and vaping devices. On January 24 and February 1, two Youth to Youth teams provided a total of 4 classroom presentations to the same 4th grade classes to close out the program. Y2Y presenters focused on the deceptiveness of tobacco and vaping advertising and marketing, and their failure to warn users of the consequences of their products.

On January 26-27, Dana Mitchell and 5 students traveled to Dublin, GA to conduct 2 days of training for two dozen students from 2 different high schools in that area. The training focused on advocacy skills, media development, and ideas for taking action in their community. The students are going to work with the County Coalition in that region and form a new youth advocacy group.



Officer Luis Berdecia and Dover Youth to Youth students guide parents through one of the Freeze Action Theater scenarios during the PACT Program



Dover Youth to Youth student Alexander Farr presents a part of the TRUTH lesson to 4th grade students at Frances G. Hopkins Elementary School.

In January, the Dover Coalition for Youth launched a data campaign at Dover High School. The Campaign “Opening the Door on YRBS Data” consisted of data briefs and weekly call of action activities which translate YRBS data in a manner that is easy for school staff to understand and relate to their daily work, provide resources and best practices to address these challenges, and deliver a Call to Action that allows for simple and concrete activities that help build protective factors among students and staff.

The focus of January was Mental Health. Each week, 200 postcards were distributed to all adults in the building including teachers, paraprofessionals, custodians, food services, administrators, etc. The postcards highlighted a piece of data and engaged staff in activities designed to promote prevention strategies such as building protective factors and promoting resiliency. The month ended with an in person networking event where 16 staff members participated and shared the feedback and experiences with the campaign.

Dover Teen Center

During the month, there was a total of 355 youth in attendance over 19 days of programming at the Dover Teen Center. The average was about 19 youth per day.

- ***TC After School Program***

As the Teen Center entered 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
- TC Trip! – Sandy Hill Farm “Winter Lights Show & Forest Walk”
- 9-Ball Pool Tournament
- Carpet Ball Tournament
- Featured Snack Special Days (Hot Dogs, Chili, Pancakes, Chicken Nuggets, etc.)
- TC Classic Program – “Bingo Madness”
- TC Hoops “Hot Shot” Tournament
- TC Special Event – “The Dark Side of Oz”

Each Month:

- ***TC Facebook Page***

The TC continues to maintain TC Facebook bulletin page and Sign-Up Genius scheduling portal with resources, program/schedule announcements, inspirational messaging and best practices. Photos of TC youth participants enjoying events, programs and happenings are also shared.

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

A weekly email is sent to the connected families and youth, to encourage the daily reservations through the Sign-Up Genius online portal. The Teen Center uses this vehicle to share with them, any announcements, webinars, trainings and opportunities.

The Dover Teen Center received 4 new registration in January 2023.

Community Service Program

The youth community service program tracked five participants in the month of January 2023. A total of 14 hours of community service work was completed with one of the participants finishing their assigned community service hours.

Diversion Program

In January, there was one active case in Diversion contracts and one new case pending for intake.

Special Investigations Unit (SIU)

During the month of January 2023, 11 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit (SIU). The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

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.

In January 2023, 2 cases were forwarded to the Strafford County Attorney's Office for review and Grand Jury Indictment.

SIU detectives assisted with the investigation of a Dover man who was arrested after firing a gun multiple times inside an apartment complex.

After an SIU investigation, a Dover woman was arrested for Second Degree Assault, a felony, and Endangering the Welfare of a Minor, a misdemeanor offense. Both crimes were committed on a juvenile known to the suspect.

SIU detectives attended 3 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.

A second arrest was made in a SIU investigation of a burglary at a Dover apartment complex. The investigation has concluded with two adults being charged with felony Burglary.

SIU detectives referred 18 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 January, 3 of these investigations were on-going.

At the end of January 2023, SIU detectives had 29 open investigations.

Community Response & Engagement Unit (CREU)

Throughout the month of January, Lieutenant 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. Lieutenant 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. Lieutenant Mitrushi notified Dover Community Services and ServePro of abandoned sites near the Dover Community Trail, River Street behind Wallingford Street, and Durham Road near Grapevine Drive. The 3 sites appeared to have been abandoned for quite some time as there was significant snow coverage at each site and no footprints or signs of activity.

Throughout the month of January, Lieutenant Mitrushi and PSW Jones began the interview and hiring process for the newly created Outreach Social Worker position. This is a Bachelors level social worker position which will conduct outreach into the community, specifically working with those experiencing homelessness. Interviews for the position will continue into February.

On January 11, 2023, Lieutenant Mitrushi and PSW Jones met with the City of Rochester's Welfare Department Social Worker, Erin Nasino and Rochester Police Department Community Engagement Officer Brandon Kimbrough to discuss outreach efforts and ways to collaborate between the two cities regarding people experiencing homelessness. Lieutenant Mitrushi also attended a virtual meeting with first responders from the Tri-City area, SOS Recovery, and representatives of the Willand Warming Center. The warming center was looking for feedback from the Tri-City area regarding the center.

On January 9 and January 13, 2023, Lieutenant Mitrushi and Sergeant Collis conducted a CRASE (Citizen Response to Active Shooter Events) training at Garrison Elementary School. The class was for teachers and staff and was designed to reinforce the Avoid, Deny, Defend training received earlier in the year when responding to an active attacker situation.

On January 18, 2023, Lieutenant Mitrushi, along with Dover Fire & Rescue Chief Michael McShane and representatives from New Hampshire Homeland Security and Emergency Management conducted a school security assessment at Portsmouth Christian Academy. Dover Police, Dover Fire, and HSEM's conducted the assessment, evaluating and offering feedback on the surveillance, access control and emergency alerting capabilities currently in place.

On January 12, 2023, Lieutenant Mitrushi and Dover Fire & Rescue Division Chief Keith Irwin met with City of Dover Human Resources to discuss training all city employees in Mental Health First Aid. Both Lieutenant Mitrushi and Division Chief Irwin are certified Mental Health First Aid instructors. These efforts are ongoing.

On January 26, 2023, Lieutenant Mitrushi and Sergeant Cooper hosted a meeting for all seacoast area police agencies interested in creating a Seacoast Critical Incident Stress Management and Peer Support Team. Representatives from Barrington, Greenland, NH Port Authority, Portsmouth, Rochester, Rye, Strafford County Sheriff's Office, and Somersworth. The goal is to create a Seacoast team to assist police departments with proper stress management tools and proper peer support.

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

Lieutenant Mitrushi created 9 social media posts in the month of January.

Dover High School Liaison Officer

Officer Shoer responded to 18 calls for service in the month of January. This included a variety of calls for service such as a students in a mental health crisis, medical aids, and a variety of other non-criminal and criminal incidents.

Officer Shoer conducted multiple welfare checks upon request from DHS staff. Of note, Officer Shoer and DHS Social Worker Donna Berchulski, responded to two homes to meet with parents and students struggling with attendance and other issues. They were able to make educational plans with both families.

Officer Shoer worked with multiple students, their families, and DHS staff in obtaining an emergency mental health evaluation. Over the school year, Officer Shoer has built a rapport with the student. As a result of this, she was able to safely get the student to an evaluation by working with DHS staff, and the student's family.

Officer Shoer worked with Bellamy Academy staff in order to investigate a student threatening another student. Officer Shoer is familiar with both students, and know them to both have impulse control issues, where they say things out of anger, or for attention. After speaking to both families and students Officer Shoer learned there was no credible threat. School sanctions were issued.

Officer Shoer assisted DHS staff with a former student doing online schooling in the building. This individual had no reason to be in the building, and was in and out of bathrooms, having no legitimate purpose to be there. On behalf of DHS staff, the individual was served with a trespass notification form, banning them from the property.

Officer Shoer took a theft report from one of the CTC classrooms. The suspect, a student of the program, was identified. The property was returned and school sanctions were issued.

Officer Shoer worked with DCYF, Bellamy Academy, and patrol officers to work with a family in the middle of a custody battle, and abuse allegations of a student. As part of this, Officer Shoer served a stalking order to the stepmother, who was not part of the abuse allegations. The investigation is ongoing.

Officer Shoer responded to a motor vehicle accident on Bellamy at Alumni Drive. It was learned that the driver that struck the other vehicle had suffered a medical emergency which caused the crash.

Officer Shoer was notified by DHS staff that a student had made a comment out of anger, saying he was going to shoot up the school, after not listening to a teacher. The student, and family were spoken to and a threat assessment was conducted. No credible threat was found and school sanctions were issued.

Officer Shoer spoke to several health classes over a period of a few days to discuss age of consent laws, what it means to give and receive consent, and how to navigate difficult situations.

Officer Shoer assisted detectives from the Special Investigations Unit by conducting several interviews with parents and students who were sexual assault disclosure witnesses. This investigation is ongoing.

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.

Dover Middle School Liaison Officer

During the month of January, Officer Berdecia was involved with 54 calls for service, 6 of which were disturbances that resulted in school sanctions, however, none resulted in a referral to the juvenile justice system.

One disturbance of note involved three students getting into a physical altercation at Dover Middle School (DMS). Officer Berdecia and the DMS Dean of Students spoke with the students and three students were issued a 1-day In School Suspension (ISS).

A second disturbance of note involved two students also getting into a physical altercation at DMS. A 6th grade student who was seen pushing an 8th grade student to the floor was taken to the Dean's Office where she was defiant and disrespectful to the Dean. Officer Berdecia was asked to assist in reasoning with and calming the student. Officer Berdecia was able to calm the student who then identified another 8th grade student who triggered her physical response by pulling the bonnet off of her head. Both students were issued 3-day out of school suspensions.

Officer Berdecia also handled 2 juvenile matters, one of which involved an 8th grade DMS student reporting that a fellow 8th grader spread rumors the two had sexual relations outside of the school building. Officer Berdecia and the Dean of Students spoke with the student who was accused of spreading rumors, and she was adamant the incident happened. Officer Berdecia conducted an investigation and determined that the allegations were likely true. When confronted with the evidence, the reporting student admitted his report was false and that the sexual act took place. The parents of the students involved were notified and this incident was later referred to DCYF.

In addition to these aforementioned calls for service, Officer Berdecia also handled 8 welfare checks all of which resulted in contact being made with the parents and students, 5 assistance calls, 5 motor vehicle stops, 3 alarms, 3

police information calls, 2 follow-up investigations, 2 parking complaints, 1 traffic complaint, 1 motor vehicle disturbance, and 1 missing person report in which a juvenile left her residence without her mother's permission. Officer Berdecia located the juvenile a short distance from her home with her older sister, then returned her home where she was released into her mother's custody.

On January 11th, Officer Berdecia was present at Woodman Park School (WPS) for a Secure Campus Drill. Officer Berdecia assisted WPS Principal Patrick Boodey in overseeing the drill, and noted areas where the school staff was proficient and where improvements could be made.

On January 27th, Officer Berdecia attended Garrison Elementary School's (GES) Career Day Round Robin, where he spoke with 4th grade students about what it takes to become a police officer and what the job is like.

Whittier Falls Liaison Officer

Throughout December, Sgt. Cooper responded to criminal incidents and non-criminal incidents on the Whittier Falls property. There were three arrests during January.

These included a subject, associated with a tenant at Union Court who was arrested for an outstanding warrant. Additionally, a subject associated with a Pleasant View Circle resident, was arrested for DWI after driving off the roadway. Finally, a resident of Addison Place was arrested for Domestic Violence – Criminal Mischief.

On January 19th, Sgt. Cooper attended a formal grievance hearing for a tenant at Union Court. The tenant has repeatedly violated his lease and continued to have guests that have created disturbances and/or had warrants. The hearing was with an independent/unbiased hearing officer and she found that the DHA should begin the eviction process on the tenant.

Throughout January, Lieutenant Mitrushi and Sergeant Cooper conducted 3 "Safe Streets and Roads for All" trainings as part of the Community Outreach & Betterment Grant; funded through the New Hampshire Office of Highway Safety and the National Highway Traffic Safety Administration. The "Safe Systems" approach is used by the transportation community as an effective way to address and prevent the risks inherent in our complex transportation system. The training is intended for all roadway users, pedestrians, bicyclists, and drivers alike. Lieutenant Mitrushi and Sergeant Cooper conducted the trainings at Central Towers, Waldron Towers, and Covered Bridge Manor.

In February, Officer Bryon Gore will take over as the Dover Housing Authority Liaison Officer due to Sergeant Cooper's promotion to Sergeant and reassignment to the Field Operations Division.

Police Social Worker (PSW)

PSW Jones had 20 new cases in January 2023 and 6 cases carried over from 2022. In total, PSW Jones has had a caseload of 166 cases since beginning this assignment mid-February 2022.

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

On January 4, 2023, PSW Jones met with Barry Sandberg, Program Coordinator for the Young Adult Services (YAS) grant administered by the Strafford County Public Health Network (SCPHN), to build referral relationship. PSW Jones attended and participated in the Prevention Leadership Workgroup meeting on 1/10/23. PSW Jones presented as a panelist for the United States Attorney's Office Community Meeting: How Systems Change Fosters Enhanced ADA Compliance on 1/10/23.

PSW Jones met with Sobriety Centers of NH to build referral relationships on 1/24/23.

PSW Jones and MSW Intern Kelsey Rubio attended HAVEN's launch event for CAMP HOPE on 1/24/23. PSW Jones presented PSW Programming at the Dover Mental Health Alliance monthly meeting on 1/25/23. PSW Jones attended the CISM meeting on 1/26/23.

Administrative

Kelley Tidball is a native of Schenectady, New York and graduated with a Bachelor of Arts degree in English from The College of Saint Rose in Albany, New York. Kelley lives in North Berwick, Maine with her husband and 3 children. Her experience in customer service will serve the agency well as she begins her duties as a secretary in the Records Unit.

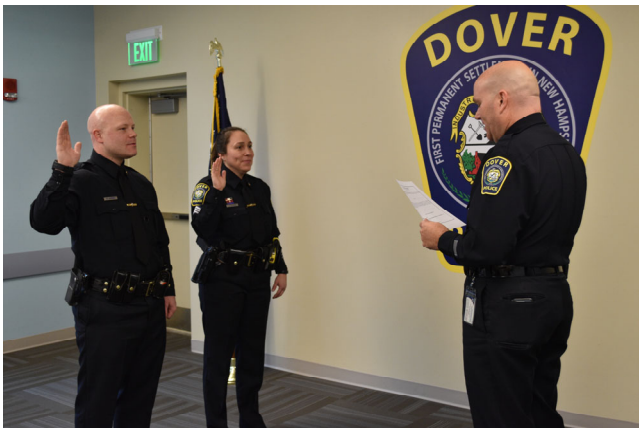


Kelley Tidball



Lieutenant Marn Speidel is presented with his retirement shadow box by Chief Breault

Lieutenant Marn Speidel, after nearly 30 years in law enforcement and 24 years with the Dover Police Department, has retired from full time service. Lieutenant Speidel has had a variety of roles in his time with the Dover Police department including Police Officer, Traffic Unit Commander, Shift Commander and, most recently, as the Lieutenant commanding the Administrative Services Bureau. He will return to the department in March to begin a new assignment as the part time Traffic Coordinator. In this role, he will represent the department on the TRC, the TAC while also overseeing the department's highway safety grant patrols, outside work, and traffic crash analysis among other duties.



Newly promoted Sergeants Matt Harnish and Juel Cooper being sworn in by Chief Breault during their promotion ceremony in January.

During the month of January, there were three promotions. Officer Juel Cooper and Detective Matthew Harnish were both promoted to the rank of Sergeant. Sergeant Harnish will be assigned to the Special Investigations Unit in the role of Detective Sergeant. Sergeant Cooper will be assigned to the Field Operations Division as a Patrol Sergeant.

Additionally, Sergeant Alex Mitrushi has been promoted to the rank of Lieutenant. Sergeant Mitrushi was previously the commander of the Community Response and Engagement Unit (CREU). As a lieutenant, he is now the Commander of the Community Outreach Bureau which includes the CREU and the departments Prevention Services Unit.



Lieutenant Alex Mitrushi being sworn in by Chief Breault during his promotion ceremony.

On January 9, Captain David Terlemezian attended the 2023 Mental Health Leadership Seminar held at the NH Fire Academy in Concord, NH. This day long program is aimed at providing education and creating partnerships between public safety leadership and mental health professionals. Furthermore, it reinforces the necessity of developing mental health and wellness plans for public safety professionals.

On January 10, Lt. Speidel attended a webinar on the newly constructed Polaris program, which was created by Utility to eventually take the place of its Availweb software that the police department uses to manage its body camera media program. The Polaris program is slated to be rolled out slowly over the course of the next six months.

On January 11, Sergeant Juel Cooper attended Crisis Intervention Refresher held at NH Police Standards & Training in Concord, NH. This four hour refresher course highlights best practices, improves community partnerships, and help communities develop processes to serve people affected by mental illness with respect and dignity.

On January 12 and 13, Detective Martuscello attended the 2023 FARO Law Enforcement Workshop in Manchester, NH. This workshop covered bullet trajectory, blood spatter, diagramming crime scenes, and drone integration while using the FARO machine for crime scene reconstruction.

On January 13, 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 January 13 and January 20, Prosecutor Chelsea Driscoll attended an online, two-part training on animal cruelty cases. The first session focused on the relevant statutes and charges, including the difference between “purposeful” and “negligent” mental states. It also focused on legal issues surrounding the investigative stages of an animal cruelty case and best practices in evidence gathering, including custody of animal issues. The second session focused on the actual trial issues, including best practices for drafting charges, addressing common defenses, motions, and sentencing.

Every Friday from January 27 through February 24, Dispatcher Shannon Burke will be attending Public Safety Telecommunicator 1 in Hampton, New Hampshire. In this basic telecommunications school, Dispatcher Burke will continue to hone the skills needed to become an effective dispatcher for both police and fire calls. This training course meets or exceeds the standards for training for public safety telecommunicators.

From January 30 to February 1, Officers Jim Keefe and Carmen Cusick attended Photography Training hosted by FoCoss Forensics, which was held in the Dover Police Department. These officers are members of the agency’s Crime Scene Unit. The 3-day workshop is designed for police officers, detectives, crime scene investigators and criminalists who use photography to document crime scenes or evidence. Inexperienced officers and seasoned investigators will expand their abilities using the concepts and methods taught in this class.

On January 12, 2023, Dover Youth to Youth was notified that the NH Expert Panel officially voted to recertify the youth empowerment model as a NH Evidence-Based Service to Science program. This was the culmination of a year and a half long process of collecting data, working with an evaluator to demonstrate the program impacts, and presenting to the panel. This was the first follow up evaluation since Dover Youth to Youth was initially certified in 2012 and proves that the program is still relevant and producing positive outcomes.

<i>Licensing Board Actions</i>			
<i>January 2023</i>			
Taxi Cab Licenses	00	Road Toll Permits	00
Notifications to City Hall	01	Dance / Entertainment	08
Raffle/Tagging Permits	03	Gun - Seller	01
Block Party Permits	05	Other	
Parade Permits	04	Total	22

Traffic Bureau

On January 3, the Chestnut Street bridge closure was implemented to allow a contractor to rehabilitate the 47-year-old deck, membrane and sidewalks. Despite the planned detour markings, it was expected that Dover motorists would experience a learning curve adjusting to the key roadway closure. Lt. Speidel closely monitored the traffic patterns, and employed police department barricades and signs where necessary to increase awareness or reduce confusion in locations where drivers seemed to have difficulty adjusting to the plan. Lt. Speidel worked closely with Assistant City Engineer Jill Semprini and the bridge contractor, New England Infrastructures LLC, to make adjustments to the traffic detour plan as appropriate.



Work begins on the Chestnut Street bridge.

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) for scheduled meetings on January 5 and 12. Projects under review included a commercial site plan on Grapevine Drive, and a proposed residential site development off Tolend Road and Sun Hawk Lane. Technical review committee staff also met to discuss a proposed Daley Drive connector roadway in conjunction with a commercial project on Durham Road, and reviewed preliminary plans for the Downtown Traffic and Pedestrian Access study. 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 January 23 and 24 – for the second time in as many months - staff from the Police, Fire and Community Services Departments were tasked with emergency response of a number of hazards created by a powerful winter event, which brought down trees and wires in several throughout the City. Staff worked closely with utility beginning in the early morning hours of January 23 to necessary traffic detours and to protect hazardous City of Dover was said to have borne the brunt of the widespread power outages, and at the height of the than 10 roadways were closed to all thru traffic. McShane activated the City's Emergency Operations address the emergency call volume.



Crews work to restore power at the scene of one of many downed trees during the recent winter storm.

Lt. Speidel performed 3 child passenger seat during the month of January. Each safety check approximately 30 to 60 minutes and involves a restraint systems in the caregiver's vehicle, proper child seat installation procedures, and safety precautions specific to the age group.

inspections
takes
review of child
instruction on
discussion of

Lt. Speidel joined City Engineer Ken Mavrogeorge and Assistant City Manager Chris Parker in recording a Dover Download podcast on the topic of Traffic Calming: the Four E's (Enforcement, Engineering, Education and Enhancement). The topic is relevant as the City embarks on the next phase of its Downtown Traffic Circulation and Pedestrian Improvement design. The podcast will air on a future Dover Download.

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 January:

- Saint Thomas Street utility work, week of January 23
- Dover Ice Arena emergency access lanes for ice hockey games, January 14-16 and 28-30

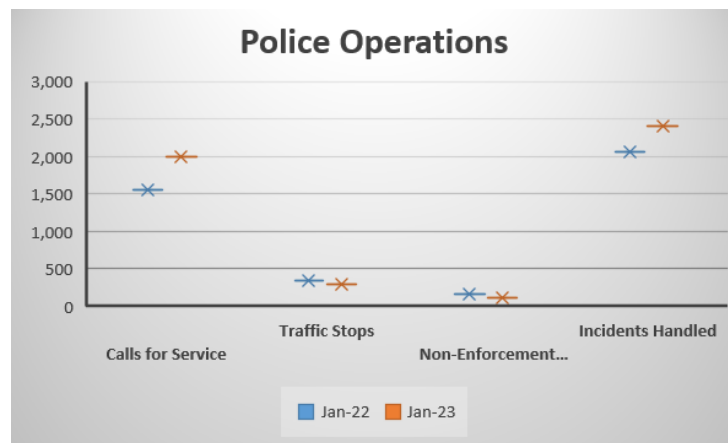
Parking Bureau

Parking Bureau personnel joined patrol officers in enforcing three winter parking bans during the month. More than 200 tickets were issued. Additionally, numerous residents and visitors were contacted to move their cars before they were towed.

When those receiving tickets inquired about or appealed their Winter Parking Ban violations, Parking Bureau staff took the opportunity to provide information on how people can sign up for the text and email alerts issued by the city.

Parking Bureau staff also worked on post storm clean up in the downtown area, cutting holes in snow banks so people could access the sidewalks from the parking areas.

Dover Police Department Field Operations	Calls for Service	Traffic Stops	Non-Enforcement Contacts	Incidents Handled	Emergency 911 Responses	Alarm Responses	Traffic Accidents	Arrests Made
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
January 2023	1,994	295	113	2,402	20	69	111	45



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.

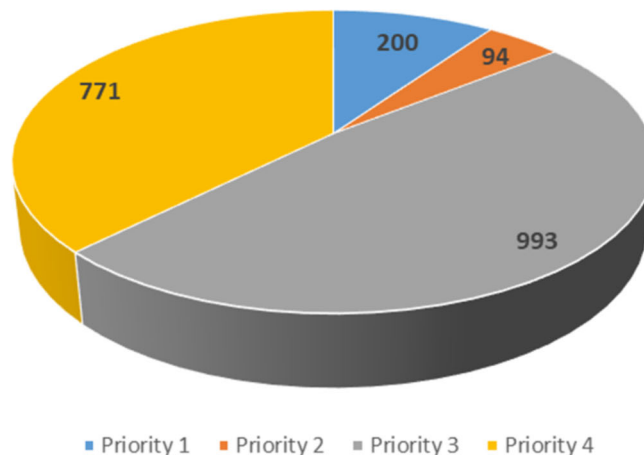
PRIORITY 2: RAPID RESPONSE: Crimes or incidents that are not “in progress” but require quick response to preserve evidence, locate witnesses or provide for public safety; to include suspicious activity and domestic disturbances.

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	January 2023
Priority 1	143	126	164	200
Priority 2	109	119	98	94
Priority 3	828	856	829	993
Priority 4	708	635	637	771

January 2023 - Priority Calls



K-9 Unit

The K9 Unit trains on a daily basis and attend 20 hours of formal training per month, with the Boston Police Department K9 Academy, at various sites around Massachusetts. They hold a national certification through the North American Police Working Dog Association.

In January, the K9 Unit began a six-week Narcotic Detection Course. The course is through the Boston Police Department K9 Academy. Following the course, Officer David and K9 Vision will be certified to detect illicit narcotics from buildings, vehicles, baggage, and other various locations.

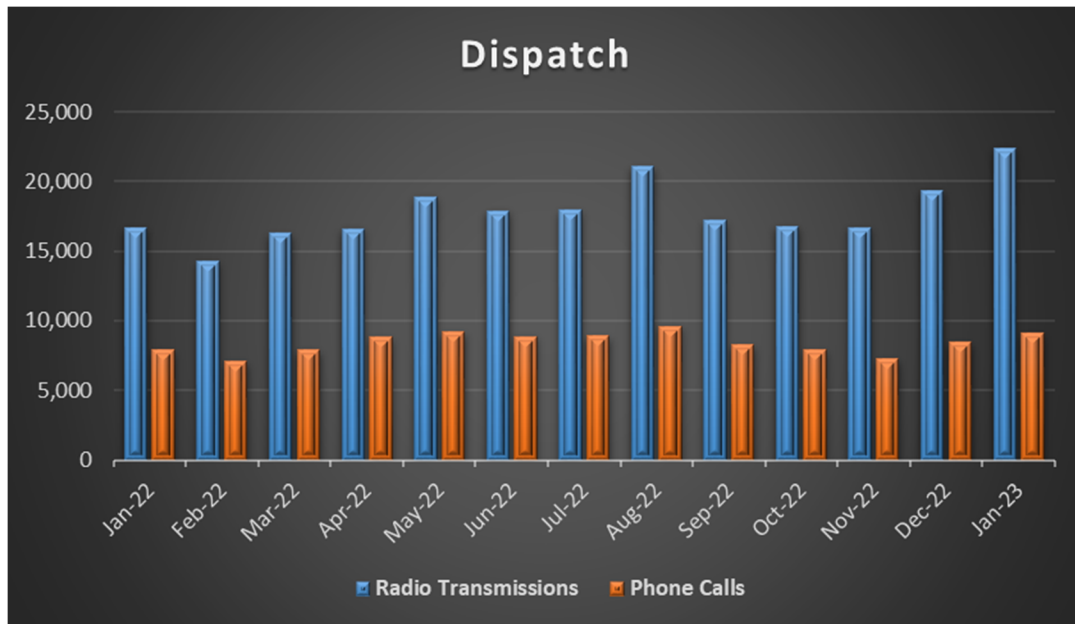
The K9 Unit was not utilized for any callouts or tracks during the month of January.

Accident Reconstruction Team

The Accident Reconstruction Team was not called out during the month of January for any collisions in Dover.

Dispatch Communications

Dispatch Communications	Radio Transmissions	Phone Calls	911 Calls Received	Lobby Customers	Police Alarms Received	Fire & Medical Alarms
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
January 2023	22,386	9,117	653	240	91	101



In addition to the above statistics, during the month of January, the Communications Unit handled dispatch services for a structure fire at 29 Industrial Park Drive on January 8, a structure fire at 8 Fairfield Drive on January 11, and a major winter storm on January 23, 2023 during which the Emergency Operations center was activated.

Animal Control – January 2023

Total Calls for Service: 49	Breakdown:
Handled by Officers/Dispatch: 32	Found/Loose Animals: 22
Handled by Animal Control Officer: 17	Welfare Checks: 05
	Animal Bites: 04
	Misc/Other: 18

Public Library

January library circulation totaled 19,818 items.

147 new library patrons registered, bringing the total active cardholders to 12,943.

The Dover Public Library's Book a Librarian service helped 20 community members.

The Dover Public Library's 3D printer produced 9 items requested by patrons.

The Library's museum passes were borrowed 85 times saving community members approximately \$2,654.29 in admission fees.

52 patrons registered for downloadable audiobooks/ eBooks, total now is 6,718, 22 registered for Hoopla, for a total of 2,449, and 14 registered for Kanopy, bringing that total to 246.

Internet and PC uses by the public totaled 824 on library workstations, plus another 5,877 via Wi-Fi, plus 11 Chromebook loans.

The library's website statistics showed 90,909 page views by 8,117 users in 14,602 sessions.

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

The Dover Public Library has 5,446 subscribers to its two monthly e-newsletters—Children's and Adults.

Library staff posted 456 items to its various social media platforms in January. Total social media platform followers is 16,006.

The Dover Public Library staff added 64 books to the 2 Little Free Libraries.

10,278 people visited the library during January, an average of 367 per day, having been open for 37 days.

The Dover Public Library hosted 65 programs in January which were attended by 1,331 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 46 attendees; 2 Shake Your Rattle and Roll with 95 attendees; 4 Family Place Workshops with 119 attendees; 3 Family Story times with 159 attendees; 2 STEM Story Times with 26 attendees; 1 Lego Club 40 attendees; 3 Knitting Group 24; 6 Book Groups 56; 1 Creation Station 284; 1 Crafternoon Stained Glass Mittens with 15 attendees; 1 Adult Chapter Book Club with 40; 1 Books & Bites with 17; 1 Family Game Night with 4; 2 Cochecho Writer's Groups with 4; 1 Decoding the Mysteries of Cats with 106 attendees; 3 Bullet Journaling with 40 attendees; 1 STEM Saturday with 24 attendees; and 1 Genealogy Club with 8 attendees.

On Wednesday, January 11th, the Library hosted the virtual presentation "Decoding the Mysteries of Cats" with Feline Behaviorist Stephen Quandt. In the hour presentation, Quandt discussed cats' relationship to the predator cycle of hunting and resting, their sense of identity as predator or prey, their relationship with humans, and how all of the former relates to hunger, appetite, metabolism and exercise. This was one of the library's most well-attended virtual programs with 106 people tuning in. One participant left the Library this comment: "Kudos to Dover Public Library for its commitment to public education and the life of the mind. Back in the sixties and seventies, my mother would take me to lectures, films and presentations at the Library. They piqued my curiosity and laid the early groundwork for a life of learning. It is admirable that such programs continue at the Library. Keep up your great work."

Aimee Lockhardt, Community Engagement Librarian at the Dover Public Library, met with Cathryn Conway-Dorr, Senior Supportive Services Coordinator at Dover Housing Authority in Mid-January. The discussion focused on ways to provide and notify DHA residents about Library programs. Technology instruction was mentioned as a large need for the older adult population, and transportation was listed as an issue for some residents. Cathryn plans to send out a questionnaire to residents about what kinds of programs they would like and Aimee plans to work on staffing and scheduling them at both the Library and DHA.

Aimee Lockhardt, Community Engagement Librarian at the Dover Public Library, met with Care Coordinator Lisa LeBlanc and Program Manager Coreen Toussaint of Mobile Health provided by Greater Seacoast Community Health. They discussed the importance of getting those un-sheltered or in low income brackets healthcare access. With the van's new location closer to library, they are hoping to form a partnership to inform patrons without primary care of a way to access health benefits. Mobile Health also provides the library another resource to send people to who are in need of help.

On Tuesday, January 10, Teen & Information Services Librarian Emily Ainaire visited the Dover High School Library to host another "Books & Bites" session, 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.

On Thursday, January 19, staff from Arts in Reach visited Dover Public Library to host a zine making workshop for teens in grades 6-12. Arts in Reach is a non-profit organization that works with girls and gender-expansive youth ages 11-22 to engage in community arts programs with professional artists.

Karin Mayer-Gottlob, Assistant Children's Librarian at the Dover Public Library, read to 3 Head Start classrooms in January (50 kids) 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.

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 the annual Staff Development Day. It was a successful day of team building and learning with 19 staff members 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.

Nicholas Gagnon graduated in December from the San Jose State University School of Information with a Master's Degree in Library and Information Science. Nick is excited to apply the knowledge gained from this program to support his role as the Systems and Technology Librarian at the Dover Public Library.

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

Recognizing the desire in the community for craft/maker related programming, in January the Dover Public Librarian Rachel Gogan offered four sessions on starting and using a bullet journal. Bullet journals are a popular method of planning, journaling, and organizing. It offers a combination of artistic outlet with a practical use and was very appreciated by the participants. Initially, only scheduled two sessions, but due to their popularity we offered a third session and then a fourth as well—in total the Library hosted 40 adult and 5 teen attendees. We will be using this feedback to inform future crafty related programming choices. Programs on quilting and a rug braiding demonstration are planned for February.



Bullet Journaling

"Enjoyed Rachel's easy-going style and her examples! Thanks – I'll be back."
"This was a great presentation, a lot of fun – Thank you!"
"Just awesome, I needed this! And loved it!"

Series of book clubs at the Dover Public Library, Librarians Rachel Gogan and Olivia Pexton started a new book club series. Reading Rainbow Queer Book club held the first meeting on January 12th, 2023. There were 16 participants at the first meeting despite adverse weather conditions. Many participants shared that they had been looking for a book club on this topic and that they were excited to see it will continue meeting on the second Thursday of each month with librarian curated but group selected books going forward.

Reading Rainbow Queer Book Club

The Dover Public Library Children's Room is hosting a 5 week Family Place Workshop which began on Tuesday, January 10. The library Lecture Hall is set up as a play area where adults and children can spend time interacting. Each week there is a different theme - nutrition, speech and language, music and movement, etc. - and there is a related professional there to answer caregiver's questions. Average attendance for each session is approximately 30 people.



Family Place Workshop



Mindfulness

Public Welfare

Dover Welfare spent \$25,406.20 this month, of which \$21,440 was for rent payments.

This month has seen a noticeable increase in the number of Active Cases 51 to 77; New Cases 19 to 28; Contacts 91 to 139; Interviews 53 to 88; and individuals served 123 to 161.

The amount of assistance spent rose \$7,710.22 over last month to \$25,596.20.

Of that amount \$14,777 was for clients who had been receiving ERAP payments from CAP. all but \$235 of that amount was for rent payments.

The department continues to see clients who identify as being homeless but refuse to enter a homeless shelter when offered.

The type of issues being presented by clients are more difficult and are requiring more staff time to research and resolve.

The Willand Warming Center has been activated 19 times during January. There have been few calls for emergency services.

The Director reviewed a Welfare fraud case from 2021 with Detective Donais from Dover Police Department. After Detective Donais had interviewed the client, it was decided not to pursue the case further.

The Home for All group met to discuss ongoing efforts being made to provide affordable, safe housing.

The Stratford County Welfare Association met to share resources and talk about local issues the various departments are all seeing.

Staff attended the Community Care Team meeting where shared clients and their needs were discussed. This collaboration between multiple agencies is very helpful.

Recreation Department

Gym & Programs

All youth league basketball programs resumed for grades K-12. Utilizing the elementary schools for practices as well as Woodman Park for Saturday programming for grades K-4. Games for 5-12 resumed at the McConnell Center. 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 over 200 participants. 18+ league will wrap up regular season in early February and will begin playoffs. 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 resumed in January.

Indoor Pool & Jenny Thompson Pool

January pool volume has increased as it does every year after the start of the new year. Hydro-fitness classes are averaging 20 participants each day. Winter swim lesson programs have been capped at 156 participants and every class is full. Swim team prep program is at 15 participants. Every activity has seen an increase throughout each week and every hour of the day is being utilized to its potential.

Dover High School hosted a home meet at the pool on January 28th. Winter session of programs that began earlier this month were unable to accommodate waitlists due to staffing. Management has since added some additional swim instructors and anticipate the ability to accommodate more participants in the spring. Spring programming brings back the popular infant/toddler program on Saturday mornings. Spring programming will be advertised by the second week of February with enrollment early March and classes starting mid-March. We will be hiring some new staff to help cover daytime and weekend hours.

The winter high school swim season opened with practices on Wednesdays and Fridays. Management has also switched to a later opening on Tuesdays and Thursdays based on staffing. They have added two additional evenings of lap swim to allow for more options. The next pool schedule will take effect on February 13th at the conclusion of the high school season and run through March 4th. The following pool schedule will begin March 5th and run through April 30th. Mechanically, the pool is running well with no issues. Airgas continues to be difficult to get due to the nationwide shortage, and are 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: 6

Dover Ice Arena

January at the Dover Arena is always a busy time of year as both Foster Rink and Holt Rink have programs going non-stop. High School hockey season is mid-way through. Arena is host to several games just about every night. Dover Youth Hockey is mid-season with practices and games every day and looking ahead to playoffs and tournaments. Public Skate remains to be very popular on the Sunday sessions. The Winter COED League started early in the month again it remains full with 112 players it will run till mid-March. The month of February means high school hockey season is nearing the end with several home playoff games at the arena. Winter programs will be in full swing. Planning for spring programs will begin. Youth hockey tournaments will also be held at the arena. The Heyliger Tournament hosted by Dover Youth will be February 17-18 and the Bay State Girl's Tournament will be 24-26. Birthday Parties: 4, Adult and Youth Stick Practice: 242 skaters

Dover Senior Center

This month, the center held Chair Yoga, Tai Chi, and Yoga for Bone Strength and Pickleball, as well as daily games and activities. Scrabble has restarted for the first time since Covid. Staff are booking trips for spring and summer!

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 Mitrusi, 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.

JANUARY 2023:

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. Staff applied for a CMAQ grant and is waiting to hear back from NHDOT.

Director Benton and Outreach Coordinator Bassegio attended a Housing Academy session on January 25 as part of the InvestNH Housing Navigator program. Topics included community engagement and storytelling.

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 805 Facebook followers (City of Dover NH Planning) and 905 followers on Twitter @DoverNHPlanning).

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 3,069 likes and 3,346 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.

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. Active survey question is currently set to close on March 31.

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 the webpage continues to be updated with upcoming events.

During the month, there was a total of 355 youth in attendance over 19 days of programming at the Dover Teen Center. The average was about 19 youth per day.

On January 12, 2023, Dover Youth to Youth was notified that the NH Expert Panel officially voted to recertify the youth empowerment model as a NH Evidence-Based Service to Science program. This was the culmination of a year and a half long process of collecting data, working with an evaluator to demonstrate the program impacts, and presenting to the panel. This was the first follow up evaluation since Dover Youth to Youth was initially certified in 2012 and proves that the program is still relevant and producing positive outcomes.

The Dover Public Library hosted 65 programs in January which were attended by 1,331 community members.

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.

JANUARY 2023:

The Planning Board held the Annual Land Use Meet and Greet on January 10th which allowed representatives from many Boards/Commissions/Committees to gather to hear about the Citywide Resilience Plan and Vision Chapter Update of the Master Plan along with highlights that each committee has been working on.

Director Benton, Outreach Coordinator Bassegio, Members of the Vision Chapter Steering Committee, and consultant partners from Resilience Planning and CJW Consulting recruited community volunteers as Vision Ambassadors of the Vision Chapter update project and held an orientation meeting on January 17.

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.

JANUARY 2023:

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 went back out in January along with a job announcement for a project manager to oversee the project.

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.

JANUARY 2023:

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. Staff applied for a CMAQ grant and is waiting to hear back from NHDOT.

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.

JANUARY 2023:

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 third session was conducted on January 9, 11, and 17. At these sessions, Dover Youth to Youth students conducted 3 presentations for the parents of fifth graders in the PACT parent training program.

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.

JANUARY 2023:

The Planning Board held the Annual Land Use Meet and Greet on January 10th which allowed representatives from many Boards/Commissions/Committees to gather to hear about the Citywide Resilience Plan and Vision Chapter Update of the Master Plan along with highlights that each committee has been working on.

Director Benton, Outreach Coordinator Bassegio, Members of the Vision Chapter Steering Committee, and consultant partners from Resilience Planning and CJW Consulting recruited community volunteers as Vision Ambassadors of the Vision Chapter update project and held an orientation meeting on January 17.

Resilience Manager Kaspari staffed a Energy Commission meeting on January 18th during which the Commission voted to adopt the Dover Community Power Electric Aggregation Plan and recommend it for consideration by the City Council.

Resilience Manager Kaspari presented the Dover Community Power Electric Aggregation Plan to the City Council on January 25th.

Outreach Coordinator Bassegio, Project Manager Bird, and Recreation Director Bannon first met on September 21 to plan for a Land and Water Conservation Fund (LWCF) 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. On January 5, City Staff received confirmation that the grant application had been accepted for review by the LWCF grant coordinators. Staff is waiting to hear on further status updates.

Resilience Manager Kaspari met virtually with the Morris, MN Sustainability Coordinator on January 4th to discuss the use of the Sustainability Indicator Management and Analysis Platform (SIMAP) tool for greenhouse gas and nitrogen accounting.

Resilience Manager Kaspari met with City Attorney Wyatt and Deputy City Manager Parker on January 5th to review the CPCNH Cost Sharing Agreement as part of the ongoing development of a Dover Community Power Program.

Resilience Manager Kaspari continued to work on the Citywide Resilience Plan. A first look at the plan was provided during the January 10th All Boards Meeting and the Planning Board voted to endorse at their January 24th meeting. The Plan will go to Council for review in early February.

Resilience Manager Kaspari met with Director LaFrance on January 12th to discuss opportunities to increase community engagement collaboration regarding resiliency topics.

Resilience Manager Kaspari moderated a SRPC Resiliency Roundtable Discussion on the NHSaves program on January 23rd, and Zoning Administrator Kypfer attended as a participant.

Resilience Manager Kaspari participated in a CPCNH Public Deliberative Session on January 24th for the Risk Management Committee.

Resilience Manager Kaspari met with Deputy Director Legere to discuss municipal power supply options.

Resilience Manager Kaspari attended a webinar on the Energy Efficiency and Conservation Block Grant Program hosted by the USDOE to learn more about the program and gain insight to securing the allotted funding.

Resilience Manager Kaspari submitted the Dover Community Power Electric Aggregation Plan to the NH Public Utilities Commission on January 31st. The plan was filed under PUC DE 23-010.

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.

JANUARY 2023:

Media Services in January continued to add content to 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.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 8, 2023**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Shanahan led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Shanahan, Councilor Cullen, Councilor Hackett, Councilor Hinkel, Councilor Muffett-Lipinski, Councilor Nemeth, Councilor Thibodeaux, and Councilor Williams.

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

5. PROCLAMATIONS/AWARDS

Mayor Carrier read a proclamation recognizing February as Black History Month.

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to approve the agenda; seconded by Councilor Hinkel.

Vote: 9/0.

7. PUBLIC HEARINGS

A. AUTHORIZATION TO ACCEPT AND EXPEND ANONYMOUS DONATION (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.

Pamela Lessard, 62 Glenwood Avenue: She spoke about the reduced cable service for residents at St. John's. She hoped somebody would go door to door to help these seniors.

William Baber, Energy Commission Chairperson, 5 Gerry's Landing: He urged the Council to vote in favor of the Ordinance regarding the Energy Commission.

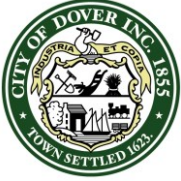
Mayor Carrier, seeing no one else wishing to speak, closed the Public Forum.

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He discussed the recent storm and the clean up process. He discussed the Master Plan Vision Chapter visioning session. He said the Planning Department will be meeting to discuss pedestrian traffic.

Deputy Mayor Shanahan moved to accept the City's Manager Report; seconded by Councilor Thibodeaux.

Vote: 9/0.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Chambers Meeting Date: Wednesday, February 8, 2023 Meeting Time: 7:00 pm
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10. APPROVAL OF MINUTES

- A. January 25, 2023 – Regular Meeting
- B. February 1, 2023 – Workshop Session

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

11. MAYOR'S REPORT

Mayor Carrier introduced Jeannette Poulin and Sam Allen from the Dover 400th Committee and invited them to speak to the Council.

Ms. Poulin gave an overview of the plans for upcoming projects to celebrate Dover's 400th Anniversary. She introduced several students from Dover High School who had completed projects on the subject.

Sarah Tower compiled a Time Capsule scrapbook.

Jessica Simmons compiled several interviews called Digging into Dover.

Katelyn Scully compiled a scrapbook collection of memories from Dover. Celebrating moments of the past, present and future.

Mayor Carrier gave an overview of events and meetings he attended.

Deputy Mayor Shanahan moved to accept the Mayor's Report; seconded by Councilor Hackett.
Vote: 9/0.

12. UNFINISHED BUSINESS

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

- 1. **AUTHORIZATION TO ACCEPT AND EXPEND ANONYMOUS DONATION
(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. **B21048-RFP-23-002 AWARD OF BID FOR ON CALL TRAFFIC SIGNAL
MANAGEMENT SERVICES TO SEBAGO TECHNICS, INC.**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 8, 2023**
Meeting Time: **7:00 pm**

- 2. B21048-RFP-22-003 CONSULTING DESIGN SERVICES FOR THE DOWNTOWN PEDESTRIAN AND VEHICULAR ACCESS IMPROVEMENTS PROJECT AMENDMENT #3**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. B23035 AWARD OF BID FOR TRAFFIC SIGNAL REPAIRS AND MAINTENANCE AS NEEDED TO ELECTRIC LIGHT COMPANY**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. B23051 PURCHASE OF A 2023 FORD F550 UTILITY TRUCK FOR COMMUNITY SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 5. TIRE, ELECTRONICS AND PROPANE TANK RECYCLING SERVICES**
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. Cochecho 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 Muffett-Lipinski.

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

Councilor Cullen pulled Item 13.A.3.

Roll Call Vote: 9/0.

Deputy Mayor Shanahan moved for the adoption of Item #13.A.3.; seconded by Councilor Muffett-Lipinski.

Councilor Cullen asked why there was only one bid. He also asked for clarification regarding how many lights.

City Manager Joyal said there are 35 lights. He said it is a specific project and they City only received one bid for the project.

Roll Call Vote: 9/0.

Councilor Muffett-Lipinski gave an overview of the Solid Waste Advisory Commission Report to the Council.

Deputy Mayor Shanahan gave an overview of the Waterfront TIF Advisory Board Report to the Council.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 8, 2023**
Meeting Time: **7:00 pm**

B. RESOLUTIONS

1. B23049 PURCHASE OF BUCKET TRUCK FOR COMMUNITY SERVICES
SPONSORED BY MAYOR CARRIER BY REQUEST

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

2. ENDORSEMENT OF THE CITY OF DOVER JOINING A STATEWIDE PUBLIC
TRANSPORTATION COALITION
SPONSORED BY MAYOR CARRIER AND DEPUTY MAYOR SHANAHAN

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Nemeth.
Deputy Mayor Shanahan gave an overview of the Resolution to the Council.
Roll Call Vote: 8/1; Passed. Councilor Cullen was opposed.

3. ADOPTION OF THE CITYWIDE RESILIENCE PLAN
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Muffett–Lipinski.
Dr. Kaspari, Dover City Planner, gave an overview of the Resolution to the Council.
Roll Call Vote: 9/0.

4. ACCEPTANCE OF THE FISCAL YEAR 2024 ACTION PLAN AND THE
EXPENDITURES FOR FISCAL YEAR 2024 CDBG ENTITLEMENT FUNDS, FY23
PROGRAM INCOME AND FY24 PROGRAM INCOME
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 8, 2023.)
SPONSORED BY COUNCILOR CULLEN

Deputy Mayor Shanahan moved to refer to a public hearing on March 8, 2023; seconded by Councilor Hackett.
Vote: 9/0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 22 –
ENERGY COMMISSION
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 22, 2023.)
SPONSORED BY COUNCILOR THIBODEAUX

Deputy Mayor Shanahan moved to refer to a public hearing on February 22, 2023;
seconded by Councilor Hinkel.
Vote: 9/0.

2. CHAPTER 9 – BOARDS, COMMISSIONS AND COMMITTEES, SECTION 28 –
COMMITTEE FOR RACIAL EQUITY AND INCLUSION
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 22, 2023.)
SPONSORED BY COUNCILOR NEMETH

Councilor Nemeth moved to substitute as a whole; seconded by Councilor Hinkel.
Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 8, 2023**
Meeting Time: **7:00 pm**

Deputy Mayor Shanahan moved to refer to a public hearing on February 22, 2023;
seconded by Councilor Nemeth.

Vote: 9/0.

**3. CHAPTER 85 – FOOD SERVICES ESTABLISHMENTS, SECTION 10
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 22, 2023.)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to refer to a public hearing on February 22, 2023;
seconded by Councilor Muffett-Lipinski.

Vote: 9/0.

**4. CHAPTER 125 – STREETS AND SIDEWALKS, SECTION 20
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 22, 2023.)
SPONSORED BY COUNCILOR HINKEL**

Deputy Mayor Shanahan moved to refer to a public hearing on February 22, 2023;
seconded by Councilor Nemeth.

Vote: 9/0.

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Mayor Carrier said he has been forwarding all information regarding the Willand Warming Center to the Council to keep them informed. He also thanked the City Manager and the Fire Chief for connecting with Manchester and providing them with unused trailers to help Manchester citizens take a shower or do their laundry.

Councilor Hackett said it was heartwarming that the Warming Center is helping people with their situation.

Councilor Hinkel asked that City staff be on hand at the Warming Center to provide these services. City Manager said this is already happening with the three Cities' staff, and Mr. Burns is getting together with other agencies.

16. ADJOURN

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

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Special Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 15, 2023**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Cullen led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Shanahan, Councilor Cullen, Councilor Hackett, Councilor Hinkel, Councilor Muffett-Lipinski, Councilor Nemeth, Councilor Thibodeaux, and Councilor Williams.

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 Special Meeting. Statements shall be limited to five minutes.

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

6. FISCAL YEAR 2024 PROPOSED BUDGET PRESENTATION

City Manager Joyal gave a PowerPoint presentation on the Fiscal Year 2024 Proposed Budget Presentation to the Council.

7. RESOLUTION: FISCAL YEAR 2024 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM

(SCHOOL PORTION TO BE REFERRED TO PUBLIC HEARING ON MARCH 15, 2023)

(CITY PORTION TO BE REFERRED TO PUBLIC HEARING ON MARCH 22, 2023)

SPONSORED BY MAYOR CARRIER BY REQUEST

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

Roll Call Vote: 9/0.

Deputy Mayor Shanahan moved to refer to two public hearings: School Portion Public Hearing to be held on March 15, 2023, and the City Portion Public Hearing to be held on March 22, 2023. Motion was seconded by Councilor Muffett-Lipinski.

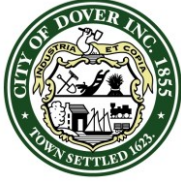
Roll Call Vote: 9/0.

8. ADJOURNMENT

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

Vote: 9/0.

The PowerPoint Presentation and the complete Proposed Budget – Fiscal Year 2024 have been archived with these minutes.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.1. Ordinance Number: O – 2023.02.08 – 001 Ordinance Title: Boards, Commissions and Committees Chapter: 9 Section: 22 Energy Commission
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The City of Dover Ordains:

1. **PURPOSE**
- The purpose of this ordinance is to increase the number of alternate members on the Energy Commission from two to four.
2. **AMENDMENT**
- Chapter 9 entitled “Boards, Commissions and Committees” is hereby amended by revising Section 9-22, “Energy Commission”
- a. **THE FOLLOWING ARE AMENDED:**
- §9-22 Energy Commission.
- A. Membership. The Energy Commission shall consist of seven members and ~~two~~four alternates.
- B. Terms of members. Members shall be appointed to terms of three years consistent with the provisions of RSA 38:D.
- C. Authority and duties. The Energy Commission shall have the powers and duties established by state law pursuant to RSA 38:D.
- D. Appropriations. Any appropriation established by the City Council for use by the Energy Commission shall be held in an Energy Commission Fund and disbursed in accordance with RSA 38:D subject to the requirements of the City's purchasing procedures and accounting requirements as administered by the City Manager.
3. **TAKES EFFECT**
- This ordinance shall take effect upon passage and publication of notice as required by RSA 47:18.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

Councilor Deborah
Thibodeaux

Approved as to Legal
Form and Compliance:

Joshua M. Wyatt
City Attorney

Recorded by:

Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - ORDINANCE		Agenda Item#: 12.A.1.
	Ordinance Number:	O – 2023.02.08 – 001	
	Ordinance Title:	Boards, Commissions and Committees	
	Chapter:	9	
	Section:	22 Energy Commission	

DOCUMENT HISTORY:

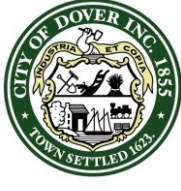
First Reading Date: 02/08/2023	Public Hearing Date: 02/22/2023
Approved Date:	Effective Date:

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.		

ORDINANCE BACKGROUND MATERIAL:

On January 18, 2023 the Energy Commission held a regular meeting. During this meeting, at the request of the Chair, the Commission voted to recommend to the City Council the addition of two alternate members to the Commission. This would increase the number of alternates from two to four. The Commission requests this increase because of the substantial work the Commission does related to Community Power and the Commission’s desire to also focus on other energy topics that may be of importance to the City. These additional alternates would add capacity to delegate between a variety of energy topics.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Ordinance Number: O – 2023.02.08 – 002 Ordinance Title: Boards, Commissions and Committees Chapter: 9 Section: 28 Committee for Racial Equity and Inclusion	Agenda Item#: 12.A.2.

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to codify the Ad-Hoc Committee for Racial Equity and Inclusion as a standing committee of the Dover City Council.

2. AMENDMENT

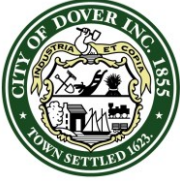
Chapter 9 entitled “Boards, Commissions and Committees” is hereby amended by revising Section 9-1, “Establishment; general provisions” as follows:

§ 9-1 Establishment; general provisions.

A. There shall be the following boards, commissions and committees in the City of Dover:

- (1) Board of Health.
- (2) Cemetery Board.
- (3) Library Board of Trustees.
- (4) Recreation Advisory Board.
- (5) Dover Arena Commission.
- (6) Personnel Advisory Board.
- (7) Planning Board.
- (8) Dover Utilities Commission.
- (9) Zoning Board of Adjustment.
- (10) Trustees of the Trust Funds.
- (11) Solid Waste Advisory Commission.
- (12) Dover Arts Commission.
- (13) Transportation Advisory Commission.
- (14) [Repealed]
- (15) Dover Business and Industrial Development Authority.

Document Created by: Legal Document Posted on: February 17, 2023	O-2023.02.08 Chapter 9 Boards, Commissions and Committees, Section 28 Committee for Racial Equity and Inclusion Page 1 of 4
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CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2023.02.08 – 002**
Ordinance Title: Boards, Commissions and Committees
Chapter: 9
Section: 28 Committee for Racial Equity and Inclusion

- (16) McConnell Center Advisory Committee.
- (17) Parking Commission.
- (18) Conservation Commission.
- (19) Dover Pools Advisory Committee.
- (20) Dover Housing Authority.
- (21) Energy Commission.
- (22) Downtown Dover Tax Increment Finance Advisory Board.
- (23) Waterfront Tax Increment Finance Advisory Board.
- (24) Heritage Commission.
- (25) Licensing Board.
- (26) Ethics Commission.

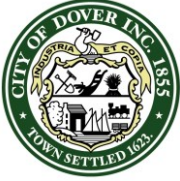
[\(27\) Committee for Racial Equity and Inclusion](#)

3. AMENDMENT

Chapter 9 entitled “Boards, Commissions and Committees” is hereby amended by adding Section 9-28, “Committee for Racial Equity and Inclusion” as follows:

[§ 9-28 Committee for Racial Equity and Inclusion](#)

- A. [Membership. The Committee for Racial Equity and Inclusion shall consist of up to nine regular members and two alternate members. The appointed members shall include one City Councilor ex officio and one Dover School Board Member ex officio, and efforts shall be made to ensure diversity in the perspectives, experience, and/or expertise of appointed members. Exceptions to the Dover residency requirement may be made if recommended by the City Council’s appointments committee and approved by the City Council.](#)
- B. [Terms of Members. Members shall be appointed to terms of three years. Subsequent appointees shall be appointed to three-year terms or less, if necessary to achieve membership with staggered terms.](#)



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2023.02.08 – 002**
Ordinance Title: Boards, Commissions and Committees
Chapter: 9
Section: 28 Committee for Racial Equity and Inclusion

C. Authority and duties. The Committee for Racial Equity and Inclusion shall be only advisory in nature and shall not have authority to bind or commit the City or the City Council to any action or position. The Committee for Racial Equity and Inclusion shall perform the following functions:

- (1) Study and make recommendations to the City Council and City Manager concerning the elimination of systemic racism and promotion of inclusion in municipal operations.
- (2) Work with the City Manager to gather necessary information on municipal operations, and will coordinate as necessary with Boards and Commissions and the Dover Schools Racial Equity Vision Keepers Committee.
- (3) Review data, hold listening sessions, and make recommendations to the City Council and City Manager, outlining action items on steps to be taken to work to eliminate systemic racism in municipal operations, including boards and commissions;

4. TRANSITION PROVISION

The Ad Hoc Committee for Racial Equity and Inclusion, which existed by virtue of resolution ([R-2020.10.28-181](#)), is hereby formally dissolved. The appointed members of the Ad Hoc Committee for Racial Equity and Inclusion are hereby re-appointed to the Committee for Racial Equity and Inclusion created by this ordinance for (and to the extent of) the remainder of their existing terms. The procedural rules for the Ad Hoc Committee for Racial Equity and Inclusion shall endure, shall apply to the Committee for Racial Equity and Inclusion created by this ordinance, and shall be retitled and amended to eliminate “Ad Hoc” throughout in reference to the name of the committee.

5. TAKES EFFECT

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

REQUIRES PUBLIC HEARING

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Linnea Nemeth

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - ORDINANCE		Agenda Item#: 12.A.2.
	Ordinance Number:	O – 2023.02.08 – 002	
	Ordinance Title:	Boards, Commissions and Committees	
	Chapter:	9	
	Section:	28 Committee for Racial Equity and Inclusion	

DOCUMENT HISTORY:

First Reading Date: 02/08/2023	Public Hearing Date: 02/22/2023
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.		

ORDINANCE BACKGROUND MATERIAL:

The City Council and the City of Dover are committed to eliminating systemic racism and building a stronger community that is safe and welcoming for all people. The City is also committed to being inclusive, representative, and responsive to historically underrepresented and under-served communities, particularly communities of color, immigrants, and refugees. That commitment extends to all City of Dover departments and functions.

By resolution passed on October 28, 2020 (R-2020.10.28-181), the City Council created the Ad Hoc Committee for Racial Equity and Inclusion. The City Council’s creation of the Committee for Racial Equity and Inclusion was a step in assisting the City of Dover in fulfilling its commitment by conducting a systematic review of municipal operations and creating actionable items for the City of Dover to execute. Due to the continuing need for the work being done by this committee, this ordinance codifies the Committee for Racial Equity and Inclusion as a permanent and standing committee of the Dover City Council.



CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O – 2023.02.08 – 003**
Ordinance Title: Food Service Establishments
Chapter: 85
Section: 10 Service of alcoholic beverages

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to update and amend the City's ordinance concerning outdoor service of alcoholic beverages in keeping with the expanded outdoor dining being proposed contemporaneously herewith by separate ordinance.

2. AMENDMENT

Chapter 85 entitled "Food Service Establishments" is hereby amended by revising Section 85-10, "Service of alcoholic beverages", as follows:

a. THE FOLLOWING ARE AMENDED:

§ 85-10 Service of alcoholic beverages.

Any restaurant as defined in this chapter which is duly authorized and licensed by the State of New Hampshire to sell alcoholic beverages for this purpose may also apply to the Licensing Board for a permit to sell and serve alcoholic beverages on a City sidewalk immediately adjacent to said restaurant, or any outdoor dining area as permitted by Chapter 125, Streets and Sidewalks, § 125-20, in conjunction with the service of bona fide meals. The Licensing Board shall be responsible to ensure that the placement of tables and chairs for this purpose does not obstruct the free passage of pedestrians.

3. TAKES EFFECT

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O – 2023.02.08 – 003**
Ordinance Title: Food Service Establishments
Chapter: 85
Section: 10 Service of alcoholic beverages

DOCUMENT HISTORY:

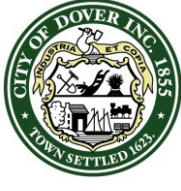
First Reading Date: 02/08/2023	Public Hearing Date: 02/22/2023
Approved Date:	Effective Date:

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.		

ORDINANCE BACKGROUND MATERIAL:

RSA 178:24 authorizes businesses licensed to sell alcoholic beverages to expand into a sidewalk or street, with approval of local officials. The City of Dover has codified licensing requirements within Dover Code Chapter 85. A related ordinance being proposed contemporaneously with this ordinance would codify Dover's expanded outdoor dining program. If the expanded outdoor dining ordinance is enacted, then Dover Code Chapter 85 should be updated in keeping with same.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.4. Ordinance Number: O – 2023.02.08 – 004 Ordinance Title: Streets and Sidewalks Chapter: 125 Section: 20 Sidewalk Seating
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The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is update the sidewalk seating provisions and codify an expanded outdoor dining program.

2. AMENDMENT

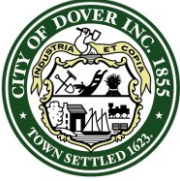
Chapter 125 entitled “Streets and Sidewalks” is hereby amended by revising Section 125-20, “Sidewalk Seating” as follows:

a. THE FOLLOWING ARE AMENDED:

§ 125-20 Sidewalk seating and Outdoor Dining.

A business that regularly and customarily sells food or drink may obtain a permit ~~from the Director~~as outlined herein to operate an outdoor seating area on a sidewalk or any public parking space, for service and consumption of food or drink prepared on premises, on the terms and conditions set out below. The permit shall specify the area to be used for outdoor seating, the furniture to be used within the outdoor seating area, and the proposed arrangement of the furniture. Permits may only permit outdoor seating between May-April 15 and November October 15, subject to a time extension by the Community Services Director of up to November 15 should weather permit in a given year, and shall only be valid for the calendar year in which issued. A condition of the Permit shall be the permittee’s execution of an agreement to indemnify, hold harmless, and provide General Liability Insurance to the City of Dover as an additional insured, as well as the permittee’s acceptance of the risk. Businesses wishing to serve alcohol in an outdoor seating area shall also comply with the provisions of Chapter 85, Food Service Establishments, § 85-11, of the Code of the City of Dover, and provide an additional liquor liability insurance coverage or endorsement, with the City of Dover as an additional insured, in an amount satisfactory to the permit issuers. Such permit shall be issued by the Community Services Department, the City’s Fire and Rescue Department (Inspection Services Division), and by the City’s Licensing Board or designee for any alcohol service, and may be issued on an-a single application provided by these Departments. All applications for a permit for sidewalk seating or outdoor dining shall include, for each application, the fee listed in the annual Schedule of Fees adopted by the City Council. An outdoor seating area shall meet all of the following requirements:

- A. The building in which the licensed business operates must share a common boundary line with a public sidewalk and/or the subject outdoor public parking spaces.
- B. The outdoor seating or dining area shall not extend beyond the boundaries fronting the licensed business. For sidewalk seating, such outdoor seating area-and shall be open and available to all individuals, not solely customers of the permittee.



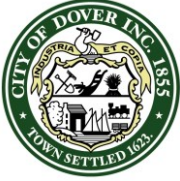
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.4.

Ordinance Number: **O – 2023.02.08 – 004**
Ordinance Title: Streets and Sidewalks
Chapter: 125
Section: 20 Sidewalk Seating

- C. The outdoor seating or dining area shall allow a minimum four-foot-wide unobstructed pedestrian corridor at all times in accordance with applicable code and applicable law, including but not limited to the requirements of the federal Americans with Disabilities Act. Wider pedestrian corridors or increased clearances may be required where warranted by pedestrian traffic or other circumstances. Furniture in an outdoor seating or dining area may be located next to the curb, with two-foot clearance, and/or adjacent to the building, so long as clearances are maintained. Where existing obstructions are present (such as fire hydrants), the corridor can be measured to go around these obstructions.
- D. The outdoor seating or dining area must not block access to public amenities like street furniture, trash receptacles, and way-finding or directional signs.
- E. Furniture must be made of durable material. No plastic or unfinished or pressure-treated wood furniture is permitted.
- F. For sidewalk seating (but not other outdoor dining), Pplanters or pots may be used to define the outdoor dining space but are not required.
- G. Lighting must not cause glare to pedestrians or vehicular traffic and must not be affixed to City trees.
- H. The outdoor seating or dining area must be kept clean and neat, and all trash shall be properly disposed.
- I. For clarification, businesses conducting outdoor dining located exclusively on private property are not subject to the requirements of Chapter 125, Streets and Sidewalks, § 125-9. However, for reference such a proposed use on private property might require a site plan, and/or an amendment to a previously approved site plan, and/or other land use approval from the applicable land use authority.
- J. The proposed permittee shall be required to agree and enter into a “Permit and Use Agreement” to be signed and approved by an authorized official within the City of Dover’s Inspections Division to satisfy any restaurant licensing requirements (see Chapter 85, Food Service Establishments), by the City’s Community Services Director to satisfy the requirements herein and any obstruction permit or license provisions required (see Chapter 125, Streets and Sidewalks, § 125-9), and by the City’s Licensing Board or designee for any alcohol service (see Chapter 85, Food Service Establishments, § 85-11). The Permit and Use Agreement shall also outline and incorporate the foregoing approvals and conditions (and those recited below if applicable), as well as the permittee’s agreement to comply with any and all applicable federal, state, and local laws, including but not limited to Dover Code chapter 85 and requirements of the Americans with Disabilities Act (“ADA”), and any applicable building, fire, safety, life safety, or other such codes, which may require



CITY OF DOVER

CITY OF DOVER - ORDINANCE

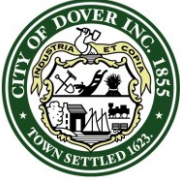
Agenda Item#: 12.A.4.

Ordinance Number: **O – 2023.02.08 – 004**
Ordinance Title: Streets and Sidewalks
Chapter: 125
Section: 20 Sidewalk Seating

provisions more stringent than the aforesaid provisions applicable to sidewalk seating or outdoor dining.

K. In addition to the foregoing, the following additional provisions apply for use of any public parking spaces for outdoor dining:

- (1) The proposed permittee shall obtain prior approval from the City's Parking Commission of the user, the location, and the number of proposed public parking spaces to be used. Use of public parking for outdoor dining should not be permitted unless the applicant carries the burden of demonstrating to the Parking Commission that the proposed outdoor dining would confer substantial benefit upon public. In weighing substantial benefit, the Parking Commission should inquire into any relevant circumstances, including but not limited to the frequency of proposed Outdoor Dining use by the applicant as compared to the parking need or benefit relative to the surrounding area, properties, and/or businesses. The Parking Commission should also consider the ability of the proposed permittee to use the sidewalk for outdoor seating before resorting to use of public parking spaces. An applicant may appeal any denial by the Parking Commission to City Council by submitting an appeal in writing to the City Manager within thirty days of the date of denial by the Parking Commission.
- (2) Any approved outdoor dining must be located away from arterial roads;
- (3) The proposed permittee shall use adequate barricades as determined by the Dover Police Department, which shall be at a minimum height of 36 inches and sufficient to withstand a moderate speed impact from a motor vehicle. If the proposed permittee prefers supplying its own barricades, it may do so with prior approval of the Dover Police Department. The placement and location of all barricades shall also be approved by the Dover Police Department and shall conform to any requirements of applicable law;
- (4) The proposed permittee shall obtain and submit written consent on a form to be provided by the City of Dover from any person or entity who may own a fee interest underlying the proposed public parking spaces to be used, which shall form a continuing condition/contingency of the Permit and Use Agreement;
- (5) The proposed permittee shall submit a proposed plan outlining the public parking spaces to be used, the arrangement of tables or other furniture to be kept on site, the ingress and egress details, and details concerning barriers or other protection to be used along with the proposed methods of installing and securing the foregoing, all for review, comment, and approval by the Office of Economic Development, Planning Department, Police Department, Community Services



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.4.

Ordinance Number: **O – 2023.02.08 – 004**
Ordinance Title: Streets and Sidewalks
Chapter: 125
Section: 20 Sidewalk Seating

Department including Engineering Division, and Fire and Rescue Department including Inspection Services Division.

3. TAKES EFFECT

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

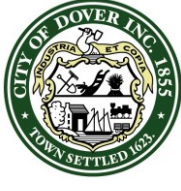
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Robert Hinkel

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.4. Ordinance Number: O – 2023.02.08 – 004 Ordinance Title: Streets and Sidewalks Chapter: 125 Section: 20 Sidewalk Seating
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DOCUMENT HISTORY:

First Reading Date: 02/08/2023	Public Hearing Date: 02/22/2023
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

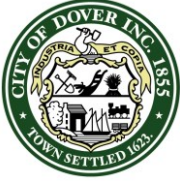
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth,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

ORDINANCE BACKGROUND MATERIAL:

This ordinance is intended to update the sidewalk seating provisions of Chapter 125, as well as codify the outdoor dining program the City has allowed in recent years at the outset of the COVID-19 pandemic, and most recently in 2022 by [R-2022.03.23.070](#). Outdoor dining has proven to be important to certain businesses and residents given a variety of reasons, including ongoing concerns over COVID-19 transmission as well dining ambience considerations.

On January 17, 2023, the Parking Commission voted to recommend enacting an outdoor dining ordinance substantially similar to this version.

A companion ordinance concerning Dover Code Chapter 85 (§ 85-10) accompanies and relates to the provisions of this ordinance.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R - 2023.02.22 – 030**
Resolution Re: B22083 Award of Bid to New England Vehicle Outfitters
for Public Safety Vehicle Equipment Removal and
Installation Additional Scope of Work

- WHEREAS: A sealed Request for Proposal #B22083 was issued and received for Public Safety Vehicle Equipment Removal and Installation on June 29, 2022 at 2:30 p.m.; and
- WHEREAS: The scope of work listed removal of public safety vehicle equipment and reinstall into four (4) new police vehicles with new parts as well as existing parts from other vehicles; and
- WHEREAS: The city received three replies, and the offer deemed most advantageous came from the low bidder New England Vehicle Outfitters, LLC (NE-VO) which was awarded via Resolution [R-2022.07.27-160](#) in the amount of \$43,273.00; and
- WHEREAS: The City recently received four (4) additional vehicles to be outfitted. To maintain continuity of all eight vehicles, a cost for the additional four units was requested and received for one (1) Detective Cruiser in the amount of \$3,035.00 and three (3) Officer Cruisers in the amount of \$31,860.00, for a total cost of \$34,895.00; and

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

The Purchasing Agent is hereby authorized to waive bidding and issue a purchase order to New England Vehicle Outfitters LLC in the amount of \$34,895.00. 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
4023.1.210.42120.4742.02151.23	Light Vehicles	144,000.00	49,944.00

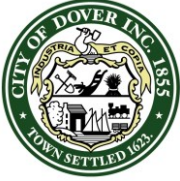
AUTHORIZATION

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.1.

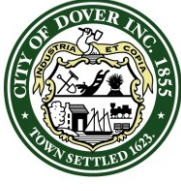
Resolution Number: **R - 2023.02.22 – 030**
Resolution Re: B22083 Award of Bid to New England Vehicle Outfitters
for Public Safety Vehicle Equipment Removal and
Installation Additional Scope of Work

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.1. Resolution Number: R - 2023.02.22 – 030 Resolution Re: B22083 Award of Bid to New England Vehicle Outfitters for Public Safety Vehicle Equipment Removal and Installation Additional Scope of Work
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RESOLUTION BACKGROUND MATERIAL:

The City of Dover Police Department has a cruiser replacement program, in which older police vehicles are replaced. This specific year will involve the replacement of three 2017 officer vehicles with 2023 model year vehicles and one 2022 detective vehicle. This replacement plan is essential to maintain safe vehicle operation and limit maintenance costs of vehicles that are used on average 20+ hours a day. Vehicles taken off line are sold. The revenue from the sales is used to purchase smaller more fuel-efficient vehicles for other city departments in need of vehicles. Some of the equipment in the 2017 cruisers will not fit the body style changes of the 2022 vehicles, requiring the purchasing of certain new equipment.

A. Three (3) Officers Cruisers:

Remove all emergency equipment from two 2017 Ford Explorer cruisers to 2023 Ford Interceptor Cruisers.

B. One (1) Detective Cruiser:

Provide and Install Public Safety Equipment for one (1) 2022 Ford Explorer.

Bid Information:

A sealed Request for Proposal #B22083 was issued and received for Public Safety Vehicle Equipment Removal and Installation on June 29, 2022 at 2:30 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:	42	Number of Responses:	3
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:	New England Vehicle Outfitters LLC	Fund:	Police
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000

[B22083 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.02.22 – 031**

Resolution Re: Award of Purchase Order for as Needed Cleaning Services for
Abandoned Encampments

WHEREAS: The City anticipates that costs associated with the clean-up of bio-hazards and other public health concerns at abandoned encampments will exceed \$10,000 in the current fiscal year. As a result, a sealed Request for Bid #B23036 was issued and received for specialized as needed cleaning services for abandoned encampments on January 26, 2023 @ 2:00 p.m. EST; and

WHEREAS: Two (2) responses were received and reviewed for necessary experience, skills, project understanding, approach, ability, and cost; and

WHEREAS: The City has been successfully utilizing Serv Pro of the Seacoast on an emergency, as-needed basis, when required to address bio-hazards and other public health concerns. Due to this prior experience and known costs incurred for cleaning services provided by Serv Pro of the Seacoast in comparison to the pricing provided by the responding bidders, it is the recommendation to not award the bid to either of the two bidders who responded and to continue to utilize Serv Pro of the Seacoast on an as needed, emergency basis; 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 Serve Pro Inc of Dover, NH. for as needed cleaning services for abandoned encampments within the City with pricing continuing to be quoted and approved per job. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
3320.1.300.43230.4421	Waste Disposal Services	923,770	172,321

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.02.22 – 031**
Resolution Re: Award of Purchase Order for as Needed Cleaning Services for
Abandoned Encampments

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:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.02.22 – 031**

Resolution Re: Award of Purchase Order for as Needed Cleaning Services for
Abandoned Encampments

RESOLUTION BACKGROUND MATERIAL:

The City of Dover has been utilizing Serv Pro of the Seacoast since 2018 for as needed cleaning services of abandoned encampments. Prior to 2022, these services were under \$5k annually. Since 2022, the City has seen a substantial increase in the need for these services. In 2022, the City spent \$10,525.00 for these services and FY2023 year to date, we have spent \$12,777.85. The City anticipates that we will exceed \$25,000 this year.

Following a review of responses to a recent RFB and considering the potential for increased costs and delayed response, staff have recommended that the City continue working with Serv Pro as they have been timely and responsive in their ability to address the proper collection and disposal of bio-hazards and other public health concerns associated with abandoned encampments when discovered in various locations throughout the city.

Bid Information:

A sealed Request for Bid #B23036 was issued and received for As Needed Cleaning Services at Homeless Camps on January 26, 2023 @ 2:00 pm EST.

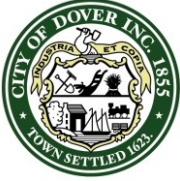
Award Information:

A purchase order will be issued to Serv Pro of the Seacoast of Dover, NH to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	135	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One year	Estimated Delivery:	As needed
Recommended Award to:	Serv Pro of the Seacoast	Fund:	Streets
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.

[B23036 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2023.02.22 – 032**
Resolution Re: B23059 Ongoing Water Meter Technical Support and
Replacement of Badger Meters with Stiles Company Inc

WHEREAS: The City has been purchasing Badger water meters from Badger Meter since they were awarded the bid in 1995 via Bid#B95052; and

WHEREAS: Badger Meter moved its sale of products to municipalities, such as Dover, to their local distributor, Stiles Company, Inc. of Norwood, MA many years ago and Stiles is the exclusive distributor for utility products manufactured by Badger Meter for the New England region. Stiles Company, Inc. has been providing water meters to the City of Dover since 2016 at locked rates for one-year periods; and

WHEREAS: The city has selected a meter reading system that relies on radio signals back to the City's radio tower network, and requests ongoing technical support to manage the system and corresponding customer service software, and Stiles Company has proposed a 10-year service contract to support the existing system; and

WHEREAS: Stiles Company is also providing fixed pricing for additional water meter replacements, along with any related meter reading system components per the pricing sheet in background 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 Stiles Company Inc of Norwood MA in the amount of \$11,489.52 for year one of the annual support and purchase orders for as needed water meter replacement components. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4741.00000	Water Meter Replacement	185,200.00	157,499.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

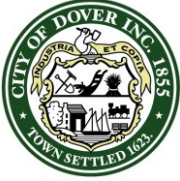
Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

Document Created by: Purchasing	R-2023.02.22 B23059 Ongoing Water Meter Technical Support and
Document Posted on: February 17, 2023	Replacement of Meters with Stiles Company Inc.docx
	Page 1 of 4



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2023.02.22 – 032**

Resolution Re: B23059 Ongoing Water Meter Technical Support and
Replacement of Badger Meters with Stiles Company Inc

First Reading Date:

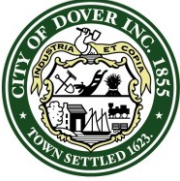
Approved Date:

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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2023.02.22 – 032**

Resolution Re: B23059 Ongoing Water Meter Technical Support and
Replacement of Badger Meters with Stiles Company Inc

RESOLUTION BACKGROUND MATERIAL:

The City has already successfully changed out over 9,000 water meters for its existing water customers. Meter reads of volumetric usage provide the basis for billing both public water and sewer customers. The FY23 & FY24 Capital Improvement Program budgets both approved funding that continues the ongoing process of replacing older meters, or to support infrastructure to obtain and process the meter reads. The current target is to replace water meters that exceed 10 years in age.

The City currently has approximately 9,148 service #1 domestic meters. Perhaps less than 40 total meters need to be swapped out to allow a full conversion to a radio read system. The objective of changing to a radio-read system was to eliminate the need for manual reading of meters which will improve meter reading accuracy and enhance overall efficiency.

Meter reading technology is constantly undergoing new evolutions as technology advances. A current push by the industry is to offer cellular-based reading systems, which provide a subscription-based service whereby you would pay a set fee for each meter reading, or cellular transmission. But for the City's program, the meter reading system relies on the fixed-base radio tower network that was installed for Emergency Service Communications. The City's radio network is rather unique, and the meter reading system has receiver "gateways" mounted in strategic locations throughout the City that allows all water meter reads to be recorded remotely. This approach, or self-reliance on its own radio tower infrastructure, avoids the need to go to a subscription-based cellular network.

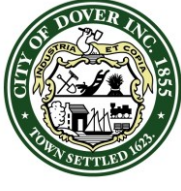
The City has negotiated a proposed 10-year support agreement, whereby both Stiles Company and Badger Meter, will provide support and service to maintain the functionality of the existing meter reading system. Additionally, Stiles Company has provided fixed pricing for additional water meters, should we need to install new services, or replace old or malfunctioning meters.

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.00	5/8"x1/2" E-Series, Metal Body, CF, Twist Tight	\$ 236.54	\$ 236.54
1.00	3/4"x9" E-Series, Metal Body, CF, Twist Tight	276.74	276.74
1.00	1" E-Series, Metal Body, CF, Twist Tight	304.80	314.80
1.00	1-1/2" E-Series, Flanged, CF, Twist Tight	734.98	734.98
1.00	2" E-Series, Flanged, CF, Twist Tight	986.67	986.67
1.00	3" E-Series, 17" Long, Twist Tight	2,775.78	2,775.78
1.00	3" E-Series, 12" Long, Twist Tight	2,732.24	2,732.24
1.00	4" E-Series, 20" Long, Twist Tight	3,358.59	3,358.59
1.00	4" E-Series, 14" Long, Twist Tight	3,314.57	3,314.57
1.00	6" E-Series, 24" Long, Twist Tight	5,244.84	5,244.84
1.00	8" E-Series, 20" Long, Twist Tight	6,097.53	6,097.53
1.00	HRE-LCD Encoder, Twist Tight	96.54	96.56
1.00	Orion Endpoint	162.16	165.16

Bid Information:

Document Created by: Purchasing
Document Posted on: February 17, 2023

R-2023.02.22 B23059 Ongoing Water Meter Technical Support and
Replacement of Meters with Stiles Company Inc.docx
Page 3 of 4

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.3. Resolution Number: R – 2023.02.22 – 032 Resolution Re: B23059 Ongoing Water Meter Technical Support and Replacement of Badger Meters with Stiles Company Inc
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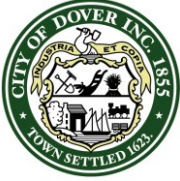
A sealed Request for Proposal #B95052 was issued and received in 1995

Award Information:

A purchase order will be issued to the vendor selected to authorize future expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	
Invitations Mailed:		Number of Responses:	
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	
Recommended Award to:	Stiles Company Inc	Fund:	Water
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2023.02.22 – 033**

Resolution Re: Purchase of Replacement Ultraviolet Disinfection Sensor and Accessories from Hach Company

WHEREAS: The City is currently undergoing installation of an updated (UVLDS) Ultraviolet Light Disinfection System at the Waste Water Treatment Plant. The (NHDES) New Hampshire Department of Environmental Services reviewed a design proposal and ultimately provided approval on July 20, 2022 for a direct replacement of the existing Ultraviolet Disinfection Equipment; and

WHEREAS: In conjunction with the UVLDS upgrades, the UV transmittance & turbidity sensor is obsolete and currently not functioning. Technicians were called in to repair but due to the unit being obsolete could not. City staff requested pricing for a new sensor and is seeking approval to accept the proposal for Ultraviolet Disinfection Sensor and accessories in amount of \$36,173.98; and

WHEREAS: Per 5-29F Exemption from Competitive Bidding Procedure: Competitive bidding shall not apply to Sole Source purchases where the proposed purchase is manufactured or provided by only one entity; 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 Hach Company of Loveland CO in the amount of \$36,173.98 for a new Ultraviolet Sensor and accessories. 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
5320.1.300.43256.4725.04590.12	WWTP UV Equipment Upgrade	61,452.66	61,452.66

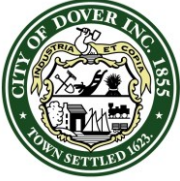
AUTHORIZATION

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 - 2023.02.22 – 033**

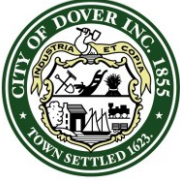
Resolution Re: Purchase of Replacement Ultraviolet Disinfection Sensor and Accessories from Hach Company

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 - 2023.02.22 – 033**

Resolution Re: Purchase of Replacement Ultraviolet Disinfection Sensor and Accessories from Hach Company

RESOLUTION BACKGROUND MATERIAL:

WWTF staff and Wright-Pierce are working on the UV disinfection system replacement design. The intent is to pre-purchase the equipment to save on costs and allow the equipment to be fabricated during design instead of during construction. During initial discussions with DES it was determined that an uninterruptible power supply would be required for the entire UV system. This additional equipment would result in an overall much higher cost requiring the city to procure more funding or revise the scope of the project. Wright-Pierce and the WWTF staff instead pursued a waiver from DES citing that it is atypical for this equipment to be required with modern UV systems with a standby generator. On 7/20/2022 a waiver approval was received from DES which allows the original project scope and budget to remain.

A critical component of the UV disinfection system are sensors that monitor light transmittance and turbidity, which is essentially a measure of the “cloudiness” of the water. UV disinfection relies on proper dosing of light intensity, related to the “cloudiness” of the water, or a means of gauging how the light transmits and propagates through the water. The current sensors have failed, and old units are obsolete and not available for factory-repair. As such, staff have pursued accelerated procurement and installation of units that will support the new UV disinfection equipment. This will accommodate short-term monitoring and treatment requirements, and will tie in to the new disinfection system that will be installed.

Bid Information:

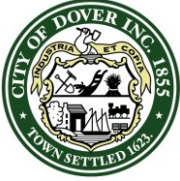
Per 5-29F Exemption from Competitive Bidding Procedure: Competitive bidding shall not apply to Sole Source purchases where the proposed purchase is manufactured or provided by only one entity.

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:	NA	Number of Responses:	NA
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:	Hach Company	Fund:	WWTP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2023.02.22 – 034**

Resolution Re: Purchase of Various Exercise Equipment as Authorized
Through the Assistance to Firefighters Grant

WHEREAS: The City of Dover Fire & Rescue (DF&R) Department applied and received an Assistance to Firefighters Grant funded by the FEMA Administration in the amount of \$56,354.39 with a city match of 10% totaling \$61,990.00, which was approved by City Council; 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: The DF&R obtained quotes for many of the fitness equipment while adhering to the purchasing guidelines. One exception is the purchase of thirty+ various accessories associated with the specific equipment such as the weights, medicine balls, barbells, benches, kettlebells, and racks for these items totaling \$19,876.12. DF&R did obtain four written quotes from the top competitors and is seeking to award to Rogue Company of Columbus OH for these items. The purchasing code 5-28A: lists a sealed bid process for purchases in excess of \$10,000.00 and DF&R is seeking to waive the sealed bid process for reasons outlined in the background section of this resolution and as the outcome would most likely result in the same bidders and costs; 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 for various fitness equipment accessories to Rogue Fitness of Columbus OH in the amount of \$19,876.12. 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
2215.1.220.42220.4741.02164.23	Assistance to Firefighters Grant	61,990.00	61,990.00

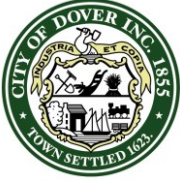
AUTHORIZATION

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.5.

Resolution Number: **R – 2023.02.22 – 034**

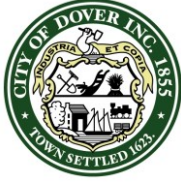
Resolution Re: Purchase of Various Exercise Equipment as Authorized
Through the Assistance to Firefighters Grant

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 – 2023.02.22 – 034 Resolution Re: Purchase of Various Exercise Equipment as Authorized Through the Assistance to Firefighters Grant
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RESOLUTION BACKGROUND MATERIAL:

Quotes for various exercise equipment accessories were received from the following vendors:

Fringe Sports 9300 Brown Ln Austin TX 18,945.53	GetRXD 2612 McKinney St Houston TX \$19,852.52	Rogue 545 E. 5th St Columbus OH \$19,876.12	Perform Better 1600 Division Rd Warwick RI \$40,246.00
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Rogue is able to fulfill every item on our list while the two lower bids did not have every requested item. The two lower bids also have some substitutions that did not fit into the original plan. Rogue has a tool on their website where buyers can put the dimensions of the rooms the equipment is going to be placed in and buyer is able to ensure that everything would fit properly in these spaces ahead of time by using this tool. With the other brands substitutions, this is guesswork.

Products from Rogue are American made and can ship immediately while the other quotes reflect products that are made overseas and may or may not be readily in stock. As well Rogue offers better warranty protection and is well known in the industry for making products that will last the longest. An example is that when staff spoke with Rogue about their warranty policy – it was clear – any metal or welded product sold by Rogue (the bigger, more expensive items) carries a lifetime warranty while the other companies unclear with what would be covered.

While Rogue was not the lowest bidder, they did provide pricing without any substitution for all the items requested.

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.

Document Created by: Purchasing Document Posted on: February 17, 2023	R-2023.02.22 Purchase of Various Exercise Equipment as Authorized by the Assistant to Firefighters Grant.docx Page 3 of 3
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APPOINTMENTS COMMITTEE REPORT

February 22, 2023

New Appointments

Ben Bradley – Dover Business and Industrial Development Authority

Richard Lundborn – Dover Business and Industrial Development Authority

Pius Charles Murray – Library Board of Trustees Alternate

Jonathan Nichols – Heritage Commission as Woodman Museum Representative

Katie Smith – Cemetery Board and McConnell Center Advisory Board alternate positions

Melina Gambino – Planning Board Alternate

Change in Status

Zoning Board of Adjustment

George Regan – Regular to Alternate

Roch Onufry – Alternate to Regular

Reappointments:

Steve Fellows – Conservation Commission

Vincent Lyon – Energy Commission

Jeff Spires – Heritage Commission

Anthony McManus – Heritage Commission

Openings on Boards/Commissions:

Open Lands Committee – 1 regular position

Pool Advisory Committee – 1 regular and 2 alternate vacancies

Racial Equity and Inclusion Ad-Hoc Committee – 2 alternates

Recreation Advisory Board – 1 regular opening and 2 alternates

Utilities Commission – 1 alternate position



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2023.02.22 – 035**
Resolution Re: B22027 Architectural Evaluation of Renovations and Repairs of the Dover Public Library Phase II

WHEREAS: A sealed Request for Qualifications #B22027 was issued and received for Architectural Evaluation of Renovations and Repairs of the Dover Public Library on December 16, 2021 at 2:00 p.m. A mandatory pre-proposal meeting was held on December 2, 2021 at 10:00 a.m. with four vendors attending; and

WHEREAS: The City received four bid replies which were reviewed for understanding of the project, qualifications and experience with a Carnegie library, possession of a satisfactory record of performance, and schedule. Of the four bid replies, the selection committee ranked all submissions and negotiated the scope, schedule and fees with the highest ranked firm; and

WHEREAS: A cost proposal was requested and received in the amount of \$50,600.00 from the highest ranked firm, SMP Architecture of Concord, NH and the proposal was accepted via council resolution [R-2023.02.23-040](#); and

WHEREAS: The city has received a proposal for Phase II which is broken into two parts in the amount of \$361,145.00. Part one would address the replacement of the boilers and sprinkler system and part two addresses the multi-story addition and alterations throughout the facility. It is the recommendation to award phase II to SMP Architecture as outlined; 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 amendment to SMP Architecture of Concord, NH for Architectural Evaluation of Renovations and Repairs of the Dover Public Library for Phase II in the amount not to exceed \$361,145.00. 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
4022.1.390.45500.4725.01109.22	Library Renovations/Upgrade	1,530,082.81	1,334,484.31

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2023.02.22 – 035**

Resolution Re: B22027 Architectural Evaluation of Renovations and
Repairs of the Dover Public Library Phase II

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.1.

Resolution Number: **R – 2023.02.22 – 035**
Resolution Re: B22027 Architectural Evaluation of Renovations and Repairs of the Dover Public Library Phase II

RESOLUTION BACKGROUND MATERIAL:

The City solicited Statements of Qualifications for architectural design services for renovations, repairs and improvements at the Dover Public Library and awarded to SMP Architects.

The Phase II scope of services in the conceptual design phase includes, but is not limited to:

Part One: Boiler / Sprinkler: preliminary design, construction manager selections, final design, bidding assistance, and Construction over sight \$38,920.00

Part Two: Renovations / Addition: plan update-schematic design, design development phase services, update project budget, construction document phase services, bidding assistance, final project budget, and construction over sight \$322,225.00

Total Amendment for Phase II is \$361,145.00

Bid Information:

A sealed Request for Qualifications #B22027 was issued and received for Architectural Evaluation of Renovations and Repairs of the Dover Public Library on December 16, 2021 at 2:00 PM.

Award Information:

A purchase order will be issued to SMP Architects to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	284	Number of Responses:	4
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	As Needed
Recommended Award to:	SMP Architects	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B22027 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2023.02.22 – 036**

Resolution Re: Amendment of FY2023 Schedule of Fees for Cemetery
Columbaria Niches Fees

WHEREAS: The City adopted the FY2023 City of Dover Schedule of Fees on May 4, 2022; and

WHEREAS: The City of Dover operates and maintains the Pine Hill Cemetery; and

WHEREAS: The current fee structure in place for Columbaria Niches is not compatible with covering the expense of the purchase of two new columbaria, design and installation of a hardscape area to encompass the pre-existing unit and the two new units; and

WHEREAS: The Dover Cemetery Board voted at their December 13, 2022 meeting to recommend increasing the current fee for Columbaria Niches; and

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

The City Council authorizes changes to the Community Services Department – Cemetery section of the approved FY2023 Schedule of Fees, as follows:

SERVICES	FY23 ADOPTED FEES	PROPOSED CHANGE	PROPOSED NEW FEES
COMMUNITY SERVICES DEPARTMENT			
CEMETERY			
COLUMBARIUM NICHE SALES (Accommodates 2 urns)			
(Prices Include Perpetual Care)			
Top Row Resident * Per Budget Resolution ** Adopted by City Council *** Administrative and Operation Costs	\$1,200.00	\$100.00	\$1,300.00
Top Row non-resident * Per Budget Resolution ** Adopted by City Council *** Administrative and Operation Costs	\$1,300.00	\$100.00	\$1,400.00
2nd Row from top resident * Per Budget Resolution ** Adopted by City Council *** Administrative and Operation Costs	\$1,100.00	\$100.00	\$1,200.00
2nd Row from top non-resident * Per Budget Resolution ** Adopted by City Council *** Administrative and Operation Costs	\$1,200.00	\$100.00	\$1,300.00
3rd Row from top resident * Per Budget Resolution ** Adopted by City Council *** Administrative and Operation Costs	\$1,000.00	\$100.00	\$1,100.00
3rd row from top non-resident * Per Budget Resolution ** Adopted by City Council *** Administrative and Operation Costs	\$1,100.00	\$100.00	\$1,200.00
4th Row from top resident * Per Budget Resolution ** Adopted by City Council *** Administrative and Operation Costs	\$900.00	\$100.00	\$1,000.00
4th Row from top non-resident * Per Budget Resolution ** Adopted by City Council *** Administrative and Operation Costs	\$1,000.00	\$100.00	\$1,100.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2023.02.22 – 036**
Resolution Re: Amendment of FY2023 Schedule of Fees for Cemetery
Columbaria Niches Fees

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL.

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

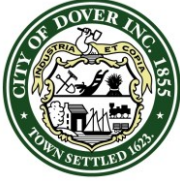
Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor 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:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2023.02.22 – 036**

Resolution Re: Amendment of FY2023 Schedule of Fees for Cemetery
Columbaria Niches Fees

RESOLUTION BACKGROUND MATERIAL:

On December 13, 2022 the Dover Cemetery Board voted to recommend an increase of \$100.00 to the fees for columbaria niches.

The City purchased, and recently received and installed two new columbaria. The current fee structure in place for columbaria niches is not compatible with covering the expense of purchasing the two new columbaria, as well as the design and installation of a hardscape area to encompass the pre-existing unit and the two new units. The purchase price of a 48 niche columbarium was \$35,000.00. The proposed new fees for niches would result in \$55,200.00 for 48 niches (based upon resident fees). This would cover the cost of the columbarium, provide funding for hardscape area and the long term care/maintenance of the columbarium.