



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 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. **FISCAL YEAR 2024 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM – CITY PORTION ONLY**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. **AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE CHARITABLE FOUNDATION GRANT**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - C. **AUTHORIZATION TO ACCEPT AND EXPEND LEAD SERVICE INVESTIGATION AGREEMENT GRANT**
SPONSORED BY MAYOR CARRIER BY REQUEST
8. **PUBLIC FORUM**

Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
 - A. **March 8, 2023 – Workshop Session**
 - B. **March 8, 2023 – Regular Meeting**
 - C. **March 15, 2023 – Special Meeting**
 - D. **March 15, 2023 – Workshop Session**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING**
 - B. **ORDINANCES IN THE 3RD READING**
 - C. **RESOLUTIONS**
 1. **AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE CHARITABLE FOUNDATION GRANT**
SPONSORED BY MAYOR CARRIER BY REQUEST
 2. **AUTHORIZATION TO ACCEPT AND EXPEND LEAD SERVICE INVESTIGATION AGREEMENT GRANT**
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13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B23013 FIRE INSPECTION SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B23052 GENERAL CARPENTRY, SHEETROCK & PAINTING SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **APPROVAL OF REVISED SUB-LEASE TO BUBBY'S DELICATESSEN, LLC**
(DOVER TRANSPORTATION CENTER)
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. <u>Appointments Committee (Williams)</u> | 18. Pool Advisory Committee (Hackett) |
| 4. Arena Commission (Hackett) | 19. Committee for Racial Equity and Inclusion (Nemeth) |
| 5. Arts Commission (Nemeth) | 20. Recreation Advisory Board (Shanahan) |
| 6. Board of Health (Thibodeaux) | 21. <u>Solid Waste Advisory Commission (Muffett-Lipinski)</u> |
| 7. Collaborative City Council and School Board (M-Lipinski) | 22. <u>Transportation Advisory Commission (Williams)</u> |
| 8. Conservation Commission (Williams) | 23. <u>Waterfront TIF Advisory Board (Shanahan)</u> |
| 9. Downtown TIF Advisory Board (Hinkel) | 24. <u>Joint Building Committee – DHS (Carrier)</u> |
| 10. Energy Commission (Thibodeaux) | 25. <u>COAST (Shanahan)</u> |
| 11. Graffiti Management Ad Hoc Committee (Nemeth) | 26. <u>Coheco Waterfront Development Advisory Committee (Carrier)</u> |
| 12. Heritage Commission (Nemeth) | 27. <u>Dover Main Street (Carrier)</u> |
| 13. Legislative Liaison (Shanahan) | 28. <u>Strafford Regional Planning Commission (Williams)</u> |
| 14. Library Board of Trustees (Thibodeaux) | 29. <u>Government Affairs (Carrier)</u> |
| 15. McConnell Center Advisory Committee (Thibodeaux) | |

B. RESOLUTIONS

1. **B22013 CONSTRUCTION OF THE PUDDING HILL WATER TREATMENT FACILITY**
AMENDMENT NO. 7 PENTA CORPORATION
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B22040 HVAC PREVENTIVE MAINTENANCE AND REPAIR SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **PROFESSIONAL ENGINEERING SERVICES FOR THE CONSTRUCTION OF THE**
PUDDING HILL WATER TREATMENT FACILITY, AMENDMENT NO. 2 –
UNDERWOOD ENGINEERS
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **REPROGRAM UNEXPENDED BOND PROCEEDS FOR SLUDGE DEWATERING**
PROJECT TO AERATION BLOWER REPLACEMENT
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 12, 2023, WITH A COUNCIL
VOTE TO OCCUR ON APRIL 26, 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 – 2023.02.15 – 029**

Resolution Re: Fiscal Year 2024 Budget Appropriations, Fees and Capital
Improvements Program

WHEREAS: The City Manager submitted the proposed FY2024 budget to the City Council on February 15, 2023; and

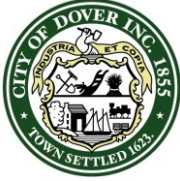
WHEREAS: The Proposed FY2024 budget submitted to the City council, as required by City Charter, contains the Dover School District's proposed Budget Amounts for FY2024; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of various fund for Fiscal Years 2024, (July 1, 2023 through June 30, 2024);

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

1. The annual budget for the City of Dover for Fiscal Year 2024, submitted to the City Council by the City Manager and on file with the City Clerk, is adopted to raise the following estimated revenues (including any Budgetary Use of Fund Balance) and appropriate the following appropriations:

Fund	Fund Description	Est Revenue	Appropriations	Fund Type
1000	General Fund	146,705,670	146,705,670	General Fund
2100	Community Development Fund	324,500	324,500	Special Revenue
2210	Drug Investigation Fund	177,852	177,852	Special Revenue
2220	Dover Housing Auth Policing	101,912	101,912	Special Revenue
2245	DHHS Assistance Programs	450,520	450,520	Special Revenue
2250	Youth Tobacco & Alcohol Awareness	118,940	118,940	Special Revenue
2800	School Cafeteria Fund	1,729,405	1,729,405	Special Revenue
2820	School Dept. of Education Grants	4,100,000	4,100,000	Special Revenue
2950	School Special Pgms & Grants Fund	175,000	175,000	Special Revenue
3207	Public Safety Special Details	215,355	215,355	Special Revenue
3213	Parking Activity Fund	1,475,021	1,475,021	Special Revenue
3320	Residential Solid Waste Fund	1,951,210	1,951,210	Special Revenue
3381	McConnell Center Fund	860,214	860,214	Special Revenue
3410	Recreation Programs	433,750	433,750	Special Revenue
3455	Library Fines Fund	28,250	28,250	Special Revenue
3500	OPEB Liability Fund	1,628,970	1,628,970	Special Revenue
3710	Downtown Dover TIF Fund	865,636	865,636	Special Revenue
3715	Waterfront TIF Fund	984,510	984,510	Special Revenue
3810	School Tuition Program Fund	125,000	125,000	Special Revenue
3830	School Facilities Fund	137,500	137,500	Special Revenue
5300	Water Fund	7,166,833	7,166,833	Enterprise
5320	Sewer Fund	10,162,954	10,162,954	Enterprise
6100	DoverNet Fund	1,969,942	1,969,942	Internal Service
6110	Central Stores Fund	97,982	97,982	Internal Service
6310	Fleet Maintenance Fund	1,333,083	1,333,083	Internal Service
6800	Workers Compensation Fund	501,906	501,906	Internal Service
	Totals	183,821,915	183,821,915	



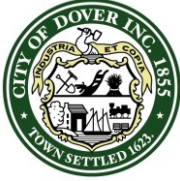
CITY OF DOVER

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Resolution Re: Fiscal Year 2024 Budget Appropriations, Fees and Capital
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2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2023 as provided by law for the departments to perform their functions, transfers to and from reserves and between other funds, and for public purposes not foreign to or incompatible with the mission of the City. General Fund Appropriations include \$51,208,270 for City operations, \$72,040,446 for School Department operations, \$13,033,094 for Debt Service and \$10,423,860 for County Tax.
3. There is no Budgetary Use of Fund Balance included in the General Fund for the purpose of offsetting property taxes.
4. In accordance with RSA 76:6, the City Tax Assessor shall revise and report to the Department of Revenue Administration the amount required for Tax Overlay to provide for the issuance of property tax abatements for tax year 2023 (Fiscal Year 2024).
5. In accordance with RSA 21-J:34, the City Manager shall revise and report to the Department of Revenue Administration the estimated amount of all non-property tax revenues for Fiscal Year 2024.
6. For water consumption per hundred cubic feet (HCF) effective July 1, 2023, the Water and Sewer User Fees will be \$6.59 and \$10.26, respectively.
7. Effective July 1, 2023, the City Manager is authorized to enter into agreements with, and make payments to, the various agencies receiving Grants/Subsidies and Membership Dues as contained within the budget.
8. Effective July 1, 2023, the City Manager is authorized to enter into agreements with, and make payments to, various vendors supplying computer hardware and software annual maintenance services and support contracts as contained within the budget.
9. Effective July 1, 2023, any new funds represented in the budget are established for the purposes enumerated within the budget.
10. Effective July 1, 2023, the City Manager is authorized to make transfers between funds for the purposes prescribed, including special, capital and other reserve funds, including transfers to or from the City and School Employee Benefits Reserves.
11. Effective July 1, 2023, within the parameters of City Charter C6-8, the head of any non-school department, with the approval of the City Manager, may transfer any unspent balance or any portion thereof from one fund or agency within his/her department to the same fund or agency within his/her department. A receiving transferee "fund or agency" within the meaning C6-8 includes any other necessary funding purposes or need within that department, whether or not money is appropriated in the existing budget.



CITY OF DOVER

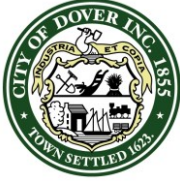
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12. Effective July 1, 2023, all fees and charges represented within the budget and the associated schedule of fees is adopted. The elimination of Library Overdue Fines is adopted for FY2024.
13. Effective July 1, 2023, in accordance with RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to sign all grant applications and any such funding awarded during the fiscal year is appropriated for such purpose. The City Manager, within the parameters of City Charter provision C6-8, is authorized to transfer funds within a department to provide for local match as required by grant awards.
14. Effective July 1, 2023, in accordance with RSA 31:95-e, the City Manager is authorized to accept on behalf of the City gifts of personal property which may be offered to the City consistent with the parameters of the City Charter.
15. Effective July 1, 2023, revenues from the sale of city property are appropriated for their established and intended use.
16. Effective July 1, 2023, revenues from the fees collected for Recreation Special Programs are appropriated for their established and intended use.
17. Effective July 1, 2023, the City Manager is authorized during the fiscal year to initiate Recreation Special Programs fee discount for promotional events to generate revenue and program participation.
18. Effective July 1, 2023, revenues from the fees collected by the Youth to Youth Program from participant fees, speaking engagement fees, and program presentation fees are appropriated for Youth to Youth program expenses and functions.
19. The City Financial Policies, as contained within the budget, are reaffirmed and adopted for the coming fiscal year.
20. In accordance with RSAs 674:8 and 674:21-V(b), the FY2024-29 Capital Improvements Program, as amended, is hereby reaffirmed and adopted.
21. In accordance with City Charter provision C6-11, the designated depositories for city funds for fiscal year 2024 shall be Citizens Bank and the New Hampshire Public Deposit Investment Pool (NHPDIP). The City Treasurer is authorized to utilize, in addition to Citizens Bank and NHPDIP, other banks located within the City of Dover or banks authorized per RSA 48:16 (*City Treasurer Duties*), if deemed most advantageous to the City and in compliance with the City's adopted investment policy.
22. The sum of \$984,481.00 representing budgeted transfers to fund 30% of the OPEB Actuarial Determined Contribution as identified per the City's adopted financial policies is to be transferred to the OPEB Trust.



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23. The sum of \$139,000.00, collected as Transportation Improvement Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Transportation Improvement Reserve is hereby appropriated for use by the City of Dover for payments to COAST for Fiscal Year 2024 COAST Bus grant subsidy.
24. The sum of \$35,507.00, collected as Transportation Improvement Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Transportation Improvement Reserve is hereby appropriated for use by the City of Dover for payments to fund eligible Transportation Center operating costs for Fiscal Year 2024.
25. The sum of \$66,000.00, collected as Vehicle Reclamation Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Vehicle Reclamation Reserve is hereby appropriated for use by the City of Dover for payments associated with the collection, disposal, recycling or reclamation of vehicle or other waste material for Fiscal Year 2024.
26. In accordance with RSA 80:52-c *Electronic Payments*, the City Treasurer is authorized to accept payments of City Department fees, property taxes, utility bills by use of credit card or other means of electronic payments.

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

Resolution to be referred to Public Hearings as follows:

School Department Budget hearing Wednesday, March 15, 2023

City Budget hearing Wednesday, March 22, 2023

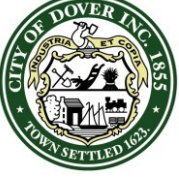
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION		Agenda Item#: 7.A. Public Hearing Only
	Resolution Number: R – 2023.02.15 – 029 Resolution Re: Fiscal Year 2024 Budget Appropriations, Fees and Capital Improvements Program		

DOCUMENT HISTORY:

First Reading Date: 02/15/2023	Public Hearing Date: School – 03/15/2023	
	City – 03/22/2023	
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 pass.		

RESOLUTION BACKGROUND MATERIAL:

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

City Manager's Report

Reporting On:
February 2023



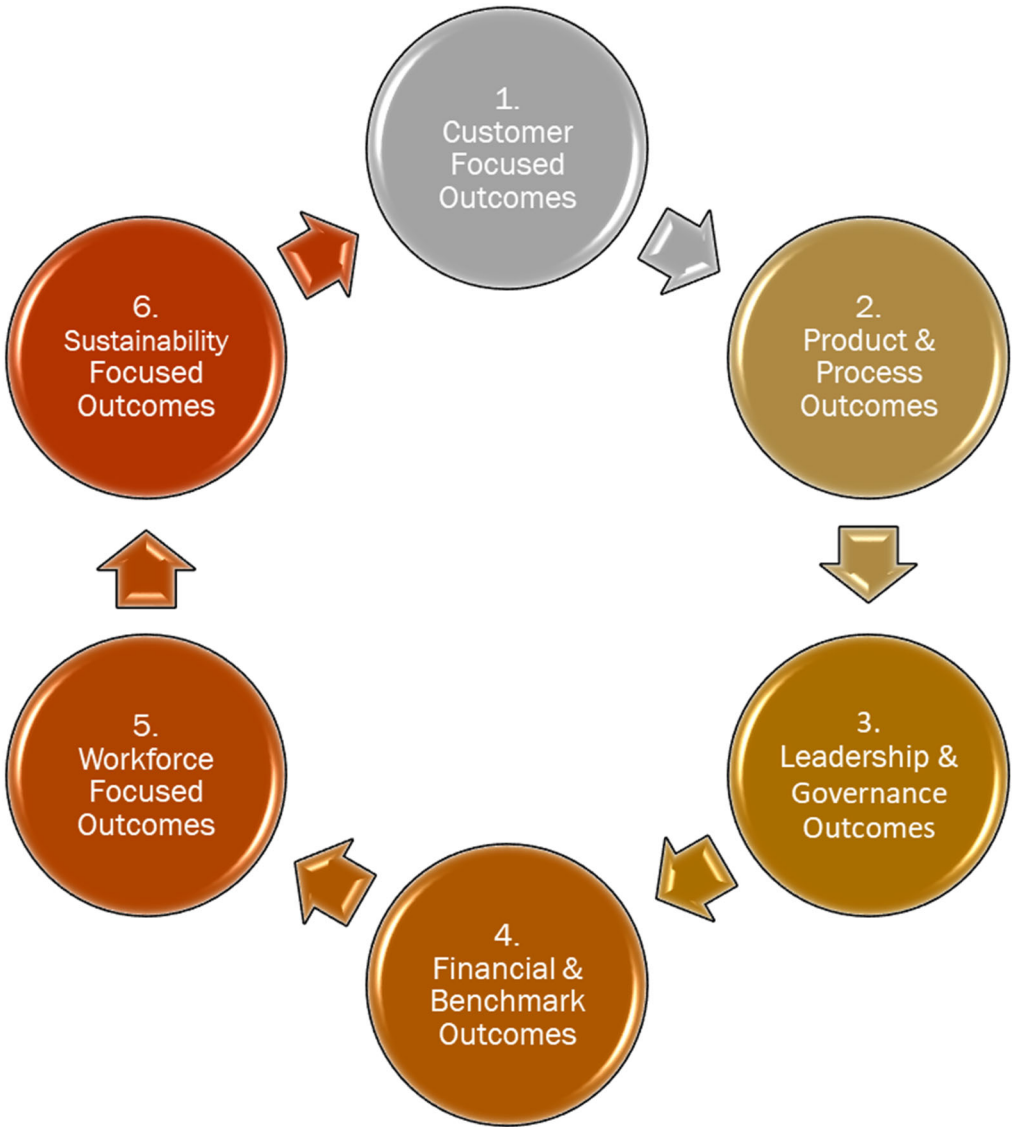
Photo by Michael Gillis

MARCH 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.

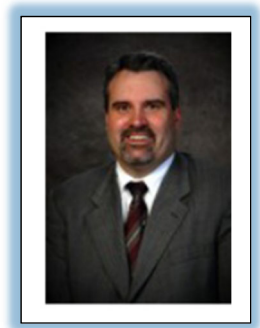
Goal #6
Resilient City

- 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



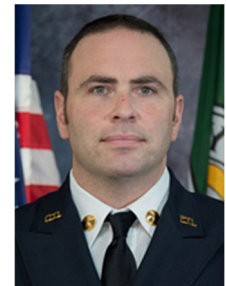
Michael Gillis
Media Services
Director



Denise LaFrance
Public Library
Director



Daniel Lynch
Finance Director



Michael McShane
Fire & Rescue Chief,
Emergency Mgmt
Director



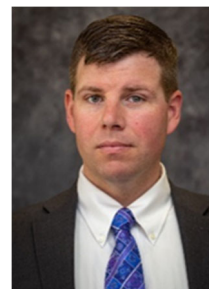
Susan Mistretta
City Clerk Tax
Collector



Christopher Parker
Deputy City Manager



John Storer
Community Services
Director



Joshua Wyatt
City Attorney

Community Services Department

Water Production

During the month of February, the City's water system produced an average of 1.7 million gallons per day, which was produced using the Cummings Well, Cambell Well, Calderwood Well, Bouchard Well, and Smith Well. Willand Pond Wells 1 and 2 remain offline due to water levels. There were 26 service requests and 73 work orders created during the month of February. Dover had a few days early in the month where the weather was quite cold and several water services had frozen which lead to quite a few emergency shut offs so that repairs could be made. A leak was also found on Constitution Drive which is scheduled to be repaired in early March.



Asia restaurant fire line freeze up.

Sewer Pump Stations and Collection

Pump stations crews continued to complete pump maintenance at all 23 lift stations. Crews closed 91 work orders and 3 service requests. The pump station crews continued to do regular maintenance on all sewer pump stations. There was one pump station emergency to note at Wentworth Terrace. A small piece of 2x4 was found to be stuck inside the one of the two pumps at the station. Staff are still investigating how or where the piece of wood came from, but crews were able to remove it to get the pump back in operation quickly. The sewer jet did not go out due to the weather being extremely cold as it can cause it to freeze up.

Streets & Stormwater

During the month of February, the streets division was working on the January 23rd storm cleanup. Location points were gathered of downed limbs and hanging limbs. Due to the press release being issued relative to clean up, staff had a total of 580 service requests related to tree issues. This was on top of other tree service requests, bringing the

total spots needing attention to 1,700. Urban/Savatree started providing Dover with two trucks starting on 2/8 lasting for the remainder of the month. 220 service requests for tree issues were closed out during the month.



Laser training demonstration.

On February 16th management held a training in the morning to show employees how to properly use different types of lasers, going over a power point presentation as well as hands on at different stations. It was a great training and was welcomed by seasoned veterans as well as newer crew members.

During February

Dover had 6 winter storm events, 2 of those 6 were for slick roads which occurred right around the morning commute. The remaining storms occurred at night or during the weekend. The challenge then becomes getting cars ticketed or towed that are left on the street once the parking ban goes into effect. Having the ban in place and



Example of brush pile to clean up.

getting compliance with it is essential in providing the crew with the space to cleanup and get the snow pushed back.

Facilities, Grounds & Cemeteries

Facilities Grounds & Cemeteries employees addressed 52 service calls and 95 work orders in the month of February. There were two full burials in Pine Hill Cemetery. Five days were spent chipping limbs downed during the January ice storm in just this cemetery.

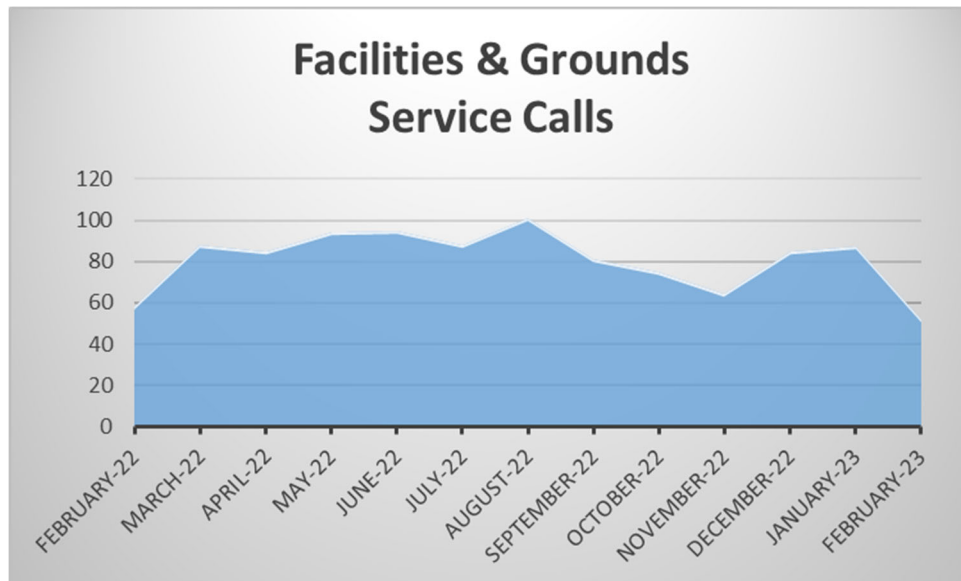
This severe weather at the end of January created loads of work to be completed in February. There were dozens of tree complaints that were transferred to Public Works, but work was completed by Facilities & Grounds employees in conjunction with Public Works employees. Dover was hit particularly hard with ice and wind, causing trees to lose limbs, large and small, or break and come down entirely. Eleven tree issues were investigated by City employees and Savatree was enlisted to assist with cleanup of all the tree debris from the storm. Even with all the time devoted to clean-up, with the return of winter in full force, not all the debris was collected. There will be much more to do after the snow melts away.

Employees participated in snow and sand/salt operations several times during the month as winter made a sudden return. More picnic tables were built and several other work orders for miscellaneous issues were addressed. Also addressed were 11 traffic signal complaints, 2 green lenses at different intersections were replaced, thirteen sign issues were resolved by replacing posts or reinstalling signs (including the 32nd strike on the Central Ave and Fifth St pedestrian island signs), and 1 graffiti complaint was handled. There was one street light complaint received by the City electrician.

Forty-five work orders regarding building issues were attended to in February. Clogged toilet and slow sink drains were investigated and cleared, non-functional door locking hardware was repaired or replaced, and lighting issues were investigated. Monthly inspections of fire extinguishers and elevators were conducted, two keys were issued and five work orders regarding the delivery of supplies or moving of items were completed.

The Land Acknowledgment bronze plaques were installed at various municipal buildings.

<i>Facilities, Grounds & Cemetery Division</i>	<i>Burials Ash</i>	<i>Burials Full</i>	<i>Service Calls</i>	<i>Work Orders</i>
<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
<i>February 2023</i>	0	2	52	95



Engineering:

Since the start of 2023, the Engineering staff has had 40 services calls logged in and has worked to resolve 37 (including those prior to 2023).

Engineering staff continued their weekly meetings update current department operating procedures and to create an updated set of Standard Operating Procedures for Community Services. Documents created so far include:

- 01.01.1.001_SOPPrep
- 01.01.1.002_Incoming Invoice
- 01.01.2.001_Doc Number

Templates have also been created to bring consistency to the process throughout Community Services.

→ Projects

Two projects came to TRC in February that required engineering review. A mixed-use residential development at 30 Grapevine Dr and a change to a previously approved site plan at 90 Central Ave.

Pudding Hill Water Treatment Plant: Contractor continued to work through the winter weather and is on track to complete project in spring of 2024.

Tolend Landfill: The Dover Landfill Group continued to work with the EPA and their consultants to outline best modeling practices. A group meeting, along with a tour of the landfill will be hosted in Dover in March, the intent is to bring new the new EPA project manager up to speed on the overall project.

MS4 Permit: The department prepared and distributed Chloride reducing strategies and information to commercial property owners located within the watershed of impaired waterbodies. Staff was able to collect and test wet-weather samples during one of the winter rainfall events.

TNG Permit: The Conservation Law Foundation submitted a petition for EPA Residual Designation Authority in the Great Bay Watershed. The Environmental Projects Manager is reviewing the petition and determining what impacts that would have on the TNG Adaptive Management Plan and other work the City is currently doing.

Pump Station Evaluation: On February 21st, Engineering and Operations staff held a kickoff meeting with Wright Pierce for a City wide Pump Station Evaluation project. The project, which is funded by the NHDES must be completed by 12/31/23. Engineering staff is in the process of collecting data on the pump stations for the consultant to review and assess. It is expected that this evaluation will identify Capital Improvement Projects for the future.

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 spring 2023. It is anticipated that the start of construction will occur in summer of 2023.

Downtown Pedestrian Improvements: The City's Transportation Advisory Commission (TAC) held a special meeting on February 13, 2023 for a public presentation on the project's design elements options. After the presentation from the design consultant, the project team, including engineering staff, had table stations inside the City Hall Auditorium for the public to view and provide feedback.

Chestnut Street Bridge: Engineering staff continue to observe the construction on the Chestnut Street Bridge. The Contractor has completed the deck repair patches, demolished and reconstructed the west sidewalk, and has demolished the east sidewalk. Engineering staff has been coordinated with Eversource and Comcast, and the Contractor on installation of new conduits within the east sidewalk. The rehabilitation work remains on schedule to allow the bridge to reopen by mid-May.

Cochecho St Outfall Replacement: Engineering staff have selected a preferred alignment for the new outfall along Cochecho St 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 their consultant to refine the plans (currently at 90%) to bid ready in 2023. It is anticipated that construction would start in 2024.

Street Paving Program: Engineering Staff has been working with IT staff to utilize VueWorks to develop an initial street paving list utilizing the Roads Module. Engineering Staff has been coordinating with the Operational staff to develop the initial street paving list and RFP.

Dover Public Library: The City Council has voted to amend SMP's design contract to include design updates to sprinkler and HVAC systems. Design is expected to be completed by summer 2023, allowing project to go out to bid and completed before winter 2023.

Historic Building Preservation: The Facilities Project Manager is working with staff from the Planning Department, to identify city owned buildings that would most benefit from congressional spending. Three (3) projects that stand out for these funds are the Ricker Chapel at the Pine Hill Cemetery, the restoration of the Lowell Ave. old waterworks building, also the removal of the existing elevator at the Dover Public Library.

Dover Skatepark: Assisting recreation staff and vendors, to complete preliminary site work as well as lighting before park contractors start finish work on the park elements.

UNH Capstone Project: The UNH Student team has analyzed the results from the 2022 testing and will present them to the CS staff in late March 2023. It is expected that additional sampling will be recommended to determine the background levels for PFAS in the community.

→ Permits

Summary for February 2023:

Driveway Permits:	0
Utility Licenses:	4
Paving Licenses:	0
Excavation Permits:	7
Obstruction Permits:	0
Wastewater Connection Permit:	3
Septic Design Reviews:	3

→ Construction Oversight

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:

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

Administration:

Bill Purpura, Inventory Coordinator, attended the online CT Section Partnership Class, presented by New England Water Works Association.

Executive Department

Office of the City Manager

During the month of February, two Department Head meetings were held. 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 City Manager's Assistant (CMA) successfully completed an online course through the State of New Hampshire titled Developing Program Metrics and Dashboards.

The City Manager's Assistant processed 4 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 7 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.

The City Manager held an Emergency Operations meeting for all to discuss what worked during the handling of the January 2023 wind, ice and snow storm and what needed to be worked on. The meeting greatly benefited the 20-30 members of the emergency management team.

Office of Human Resources

Employment Anniversaries with the City of Dover March 2023

Employee Name	Department / Division	Number of Years
Hudick, Jeffrey	Fire	20
Turner, Gregory A	Police	17
Crowley, Lisa B	Police	10
Hunter, Karen N	Police	10
Landry, Brian D	Public Works	9
McCassey, Holly S	Finance	9
Hawthorne, Beth	Police	8
Roesch, Benjamin E	Fire	8
Pitts, Caitlyn M	Finance	7
Reed, Christian J	Police	4
Driscoll, Erin S	Police	3
Hughes, Jonathan M	Library	3
Moniello, Patricia A	Executive	2
Murphy, Benjamin S	Public Works	2
Whitten, Jeffrey A	FG	2
Currier, William R	FG	1
Foster, Kevin T	Executive	1
Gustafson, Jon D	Police	1
Mavrogeorge, Kenneth A	Public Works	1
Meyers, John B	CS WWTP	1

February Employment Separations = 04

04 Police Department

February Employment Hires = 06

02 Police Department

04 Recreation Department

Office of Media Services

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

There were several weather-related events in February that required regular updates about weather and road conditions, plowing, closures and cancellations, and parking ban notifications.

Media Services produced five episodes of the Dover Download podcast in February. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker. February's topics included a discussion with City Clerk Susan Mistretta about the role of the City Clerk and Tax Collector's Office, a look at the Vision Chapter of the City's master Plan, and a look at the proposed city budget for fiscal year 2024 with the City Manager.

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 and the Budget Revealed newsletter.

In February, 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 February, Media Services sent out 81 email newsletters, including the weekly editions of Dover Download, special alerts, and 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 February distributed 82 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 18 meetings and special events in February.

Finance Department

Administration:

Deputy Finance Director Ann Legere attended a webinar conducted NHMA on February 15, 2023, "***How to Submit a Congressional Direct Spending Request***" Special thanks to Senator Jeanne Shaheen and her staff, especially Dr. Ariel Marshall, for outlining the process for New Hampshire cities and towns to submit a Congressional Direct Spending (CDS) request.

Purchasing Agent Kathy Cragin, along with other city staff, attended another virtual demonstration on February 22, 2023 of an electronic procurement/bid solicitation software program and intends to view other demonstrations of this product in the coming month.

Finance Director Danial Lynch, Deputy Finance Director Ann Legere, and Purchasing Agent Kathy Cragin attended the (EOC) Emergency Operations Center meeting on February 2, 2023 which reviewed basic mechanisms and structures by which the city would respond to emergency situations.

On February 14, Donna Langley attended the NHAEO Education Session on Interactive Data Analytics in the Office with Bedford Assessor, Doug Irvine.

Purchasing

Purchase Orders over \$5,000:

Department/Division	PO Date	Vendor	Amount
Finance Office	2/9/2023	BARKING DOG INTERPRETIVE DESIGN, INC.	\$6,090.80
Info Technology	2/6/2023	BLUEBEAM, INC.	\$5,960.64
Info Technology	2/28/2023	DELL MARKETING L.P.	\$7,635.96
Community Services	2/2/2023	VULCAN SIGNS	\$5,439.72
Community Services	2/15/2023	CAMEROTA TRUCK PARTS	\$16,500.00
Community Services	2/2/2023	SAVATREE, LLC.	\$20,000.00
Community Services	2/7/2023	S.J. CANTEWELL, LLC.	\$21,237.50
Community Services	2/9/2023	NORTHEAST RESOURCE RECOVERY ASSOC	\$26,950.80
Community Services	2/27/2023	HACH COMPANY	\$36,173.98
Community Services	2/18/2023	SEBAGO TECHNICS, INC.	\$73,921.38
Community Services	2/13/2023	GRAPPONE FORD	\$98,944.00
Community Services	2/9/2023	STANTEC CONSULTING SERVICES, INC.	\$135,525.00
Community Services	2/14/2023	CUES, INC.	\$199,737.00
Executive	2/1/2023	POLICY CONFLUENCE, INC.	\$18,350.00
Executive	2/9/2023	CJ ARCHITECTS, LLC.	\$86,100.00
Fire and Rescue	2/9/2023	HUNTRESS UNIFORMS	\$7,342.20
Fire and Rescue	2/27/2023	CITIZENS BANK-CREDIT CARD PAYMENT	\$9,555.00
Fire and Rescue	2/27/2023	GREAT SPORTS INC	\$9,999.95
Fire and Rescue	2/27/2023	COULTER VENTURES / dba ROGUE FITNESS	\$19,876.12
Fire and Rescue	2/1/2023	FIRE TECH & SAFETY OF NEW ENGLAND, INC.	\$41,175.00
Planning	2/13/2023	FOUGERE PLANNING & DEVELOPEMENT, INC.	\$30,000.00
Police	2/23/2023	NEW ENGLAND VEHICLE OUTFITTERS, LLC.	\$34,895.00
Public Library	2/16/2023	AMERICAN SECURITY CABINETS	\$15,470.00
Recreation	2/15/2023	MINUTEMAN SECURITY TECHNOLOGIES, INC.	\$5,987.01
Recreation	2/6/2023	GC/AAA FENCES, CO., INC.	\$6,351.00
Recreation	2/27/2023	DOVER 400	\$7,936.00

Bid Solicitation:

Department	Bid #	Bid Date	Description
Community Services	B23-052	2/10/2023	Carpentry, Sheetrock and Painting as Needed
Community Services	B23-053	2/7/2028	Purchase of F250 Crew Cab
Community Services	B23-057	2/9/2023	Purchase of 2022 Ford F550 Chassis

Fire & Rescue

Calls for Service / Activity Statistics

February saw Fire & Rescue responding to 628 calls for service, an average of over 22 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 are emergency calls that occur in an overlapping timeframe. If crews are committed on one emergency call, and another call comes in before the first one has been mitigated, it can create a situation where resources become limited, and crews need to respond to an incident outside of their response district, thus lengthening response times. With the exception of multi-company incidents such as a structure fire, Dover Fire staffing generally allows for 2 calls to be handled simultaneously without reduction in our service delivery. 3 calls can generally be handled, depending on the number of crews that are committed to each call, and the location of the simultaneous calls.

In the month of February, there were 176 times when 2 calls were going on simultaneously, and 83 times when 3 or more calls were going on at the same time.

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



Members from Dover Fire & Rescue held an off-duty meeting to plan the departments involvement in the Dover 400 Parade this summer. A committee of volunteers was set up to coordinate DF&R's involvement and how to represent the fire departments history and evolution over the centuries.

The Fire Department responded mutual aid to 4 Rod Rd. in Rochester to the scene of a structure fire on February 5th. The duplex structure pictured left, was built by The Habitat for Humanity a few years prior and was home to two families. Unfortunately, the building was a total loss, forcing both families into temporary housing.

On February 9th, Deputy Chief Chabot took part in a joint fire scene investigation from the commercial structure fire on January 8th. The joint scene investigation included stake holders from several companies named as having products in or around the fires area of origin. Others involved were electrical engineers, structural engineers and insurance agents. A joint scene investigation allows all stake holders to share information, view the scene and ask questions. This assures everyone has the same information and allows for transparency throughout the investigation. The investigation is still ongoing.

Chief McShane attended a meeting of the New Hampshire Association of Fire Chiefs Board of Directors. The meeting was located at Primex in Concord, NH where Board of Directors held a strategic planning meeting that was facilitated by Primex personnel. The meeting also included a tour of the Primex facility and learned what resources and educational opportunities are available for local government municipalities.

Chief McShane attended the monthly NH Homeland Security and Emergency Management Briefing as well as numerous briefing on an upcoming weather event. These HSEM briefings include stakeholders from NH DOT, National Weather Service, Municipal Fire Chiefs and Emergency Management Directors among others. Briefings and discussion topics are designed around public safety information sharing and situational awareness.

On February 14th, Chief McShane met with Deputy City Manager Parker along with other City stakeholders to discuss planning considerations related to Liberty Mutual's announcement that they will be selling the two main buildings on their campus.

On February 16th, Chief McShane met with Deputy City Manager Parker along with other City stakeholders to discuss Congressional Direct Spending project considerations.

On February 24th, Chief McShane met with mutual aid fire chiefs from Eliot, South Berwick, York, and Pease Air National Guard Fire & Rescue. This Informal meeting was held in effort to maintain open communications and professional partnerships.

February 2nd, Assistant Chief Hanna & Division Chief Irwin met with HCA Portsmouth Regional Hospital administrative staff, including CEO Dean Carucci to keep as an ongoing effort to maintain inter-agency relationships between DF&R and Portsmouth Regional Hospital's Dover Emergency Department

Chief McShane met with Wentworth Douglass Hospital stakeholders to discuss partnerships and operational considerations during emergency incidents such as severe weather events and other emergency management topics.

February 2nd, Division Chief Irwin attended the general membership meeting of the Seacoast Chief Fire Officers Mutual Aid District hosted by the Kingston Fire Department. The primary discussion point at this meeting was the adoption of the 2022 Constitution & Bylaws changes. February 15th, Division Chief Irwin attended the Executive Board meeting off the Seacoast Chief Fire Officers Mutual Aid District hosted by the Kittery Fire Department. Points of discussion included: the Executive Director's performance review, the 2023-2026 District Strategic Plan and action items assignments, START By law revision, and mutual aid issues. These meetings are of particular importance to Dover Fire & Rescue because DF&R command staff have influence on mutual aid emergency operations resulting in improved partnerships and better service for the citizens of Dover.

February 6th, Division Chief participated in the bi-weekly meeting of the New Hampshire DHHS Harm Reduction Coalition Strafford County Community Care Team. This is a collaborative effort between public and private organizations to address the needs of our homeless population and those with substance use and/or mental health issues. February 21st, Division Chief Irwin attended the 2nd meeting of the moth of the NHDHHS NHHRC Community Care Team.

February 14th, Division Chief Irwin coordinated, WD HEMS Coordinator Brian Nicholson, the classroom portions of Advanced Cardiac Life Support and Pediatric Advance Life Support for those members needing recertification and could not attend back in January.

February 22nd, Division Chief attended an emergency Executive Board meeting of the Seacoast Chief Fire Officers Mutual Aid District to discuss a funding opportunity. The Executive Board has been working with Kittery Town Manager Kendra Amaral to work on the State of Maine funding for the District to enhance the training opportunities. During those discussions, Manager Amaral offered to assist the District apply for a Congressionally Directed Spending allocation. Through extensive deliberation the Executive Board decided to apply for \$400,000 to purchase a multi-functional training trailer with live burn capability to be shared amongst all District members.

February 23rd, Division Chief Irwin sat in on Question & Answer session via Zoom, conducted by Centers for Medicare & Medicaid Services to glean more information regarding the Medicare Ground Ambulance Data Collection System. The GADCS is an instrument to collect cost, revenue, and other information from selected ground ambulance organizations. The Department was selected to participate in Year 2 of this project with a data collection start date of July 1st, 2022 and ending June 30th, 2023. The purpose of this data collection is for the U.S. Department of Health and Human Services to study Medicare payments for ground ambulance services and the geographic variations in the cost of furnishing such services. The Department's final report is due November 30th, 2023.

DF&R began purchasing physical fitness equipment that was funded through the Assistance to Firefighters Grant. This alternative funding source provided over \$56,000 which is being used to support DF&R's health and wellness program.

February 9th, Chief McShane, Division Chief Irwin, & Office Manager Ambrose met with Deputy Finance Director Legere and Purchasing Agent Cragin to discuss Purchase Orders and how to improve/streamline the process.

FF/ Paramedic Alex Reynolds, FF/ A-EMT Kayla Reno, Lt. Eric Anderson and D/C Craig Chabot conducted oral board interviews on February 8th to fill two vacancies within the fire department. Six candidates completed the interview process. Although only two offers will be made, a list for future positions will be established for the remaining qualified candidates.

Chief McShane interviewed three firefighter applicants and offered two conditional offers of employment. Two firefighter candidates are currently in the pre-employment process.

February 24th, Division Chief Irwin took advantage of free training offered by the KNOX Company on the MedVault and Key secure systems. The Department uses these system to secure EMS narcotics and KNOX master keys, respectively.

February 27th, Division Chief Irwin conducted the practical & written exam components of both Advanced Cardiac Life Support and Pediatric Advanced Life Support for those that attended the February 14th classroom portion.

On February 2nd, DF&R command staff participated in an after-action review of the winter storm that occurred in January. The after-action review was held in the emergency operations center at the Police Station. This after-action review allowed the city department heads to summarize their duties and efforts from the winter storm event the week prior. The review also created an opportunity to identify successes and areas of needed-improvement. As a result of the after-action review, a list of recommended improvements was compiled and forwarded to Chief McShane to implement.

On the evening of February 7th, DF&R held a Swearing in Ceremony for many new employees as well as recent promotions. As a result of the Covid-19 pandemic, DF&R has not been able to hold a swearing in ceremony for a couple of years. Congratulations to all of those who were sworn into their new positions and thank you to their families for being in attendance.

**Chief
Michael McShane**



February 7, 2023

City of Dover NH Fire and Rescue Swearing in Ceremony

Master of Ceremony
Retired Fire Chief Paul Haas

Posting of Colors

Division Chief Keith Irwin		Captain Shawn Croteau
Lieutenant Brendan Driscoll	Retired Captain Dave McLean	Firefighter Keegan Ricker

Remarks

City Manager Mike Joyal
Mayor Robert Carrier
Assistant Chief David Hanna

Badge Presentation Chief Officers

Deputy Chief Craig Chabot		Assistant Chief David Hanna
Division Chief of EMS Keith Irwin		Division Chief of Training David Golding

Captains

Captain Marc Plante	Captain Craig Comeau	Captain Shawn Croteau
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Lieutenants

Lieutenant Matt Michaud	Lieutenant Pat Simmons	Lieutenant Rob Downs
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Engineers

Engineer Mike Ryan	Engineer Chris Donnelly	Engineer Ryan Chase
Engineer Anthony Colarusso	Engineer Jeffrey Nelson	Engineer Ben Roesch

Paramedics

Paramedic Jason Nicoll	Paramedic Quinn Duffy	Paramedic James Calderone
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Firefighters

Firefighter Hunter Stevens	Firefighter Kayla Reno	Firefighter Robert West
Firefighter Cody Heath	Firefighter Jonathan Demers	Firefighter Bradley Gorman
Firefighter Cole Poth	Firefighter James Kent	Firefighter Taylor Denio
Firefighter Ian Bowman	Firefighter Lilah Cherim	Firefighter Josh Crampsey
Firefighter Zachary Phipps	Firefighter Keegan Ricker	Firefighter Brian Tully
Firefighter Brandon Cunningham		Firefighter Sierra Rodenhuis

Special Presentation

Fire & Rescue Calls for Service:	Month	Number of Calls	Simultaneous 2 calls	Simultaneous 3/+ calls
Fires, Medical Emergencies, Hazardous Conditions, False Calls and Non- Emergent requests.	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
	February 2023	628	176	83

Fire & Rescue	Month	Ambulance Given	Ambulance Received	Fire Given	Fire Received
Mutual Aid Given and Received	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	26	07	02	05
	February 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:

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

Below is a summary of Emergency Medical transports, listed by the receiving facility that the patient was transported to in the month of February, 2023.

Facility	State	# of individuals
Wentworth Douglass Hospital	NH	263
Free Standing ER – Dover (HCA)	NH	36
Frisbie Memorial Hospital	NH	03
Portsmouth Regional Hospital	NH	08
Mass General Hospital	MA	00
Brigham and Woman's Hospital	MA	00
Boston Children's Hospital	MA	01
Maine Medical	ME	00
York Hospital	ME	01
Exeter Hospital	NH	00
Elliot Hospital	NH	00
Total Transports		312
Non Transports/Sign offs/Refusal of Care		155

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	71
Business Inspections	16
Sprinkler / Alarm Inspections	73
Building Inspections	144
Electrical Inspections	82
Plumbing / Mechanical Inspections	120
Blasting Inspections	00
Health/Housing Standards Inspections	47
School / Daycare Inspections	00
Oil Burner Inspections	00
Woodstove / Fireplace Inspections	00
Building Permits	37
Blasting Permits	00
Certificate of Occupancy Permits	05

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 and February and a conditional offer was extended in February. Planning staff has been attending the Housing Academy in the meantime.

Outreach Coordinator Bassegio attended a Housing Academy session at NH Housing with Planning Board members and municipal staff from across the state on February 22 for the InvestNH Housing Navigator program.

Community Development Planner Carpenter performed environmental reviews for residential weatherization and energy efficiency improvements for low and moderate income households.

Director Benton attended a presentation on the Regional Housing Needs Assessment on February 7.

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 was signed in early February after liability insurance certificates were submitted and the consultant has started the data collection process.

Planning and Business Development staff began interviews and a space needs analysis for a potential Inspection Services expansion/relocation. Outreach Coordinator Bassegio assisted in putting together a Space Needs Analysis in February and will finalize in March.

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.

Director Benton, Outreach Coordinator Bassegio, Members of the Vision Chapter Steering Committee, and consultant partners from Resilience Planning and CJW Consulting held a community-wide Virtual Visioning Session on February 9 as part of the Vision Chapter update project. (Also applies to Council goal #6 as well). Zoning Administrator Kypfer and Community Development Planner Carpenter also attended to help facilitate note-taking.

Outreach Coordinator Bassegio facilitated five “Vision on the Go” sessions in the month of February as part of outreach efforts to solicit input from the community for the Vision Chapter update.

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. The City Council would 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 March.

Director Benton attended an Emergency Operations Committee meeting on February 2 to debrief the storm and recap for any future events.

Resilience Manager Kaspari attended a SRPC Resiliency Subcommittee meeting on February 6th to discuss coordinating outreach efforts with the Dover SAU and to plan the next Resiliency Roundtable session for the spring.

Resilience Manager Kaspari provided an overview of the Citywide Resilience Plan to the City Council on February 8th. The Plan was officially adopted by a unanimous vote and can be found through the Resilient Dover section of the city website.

Resilience Manager Kaspari reviewed bid options for sourcing municipal natural gas and electricity with Deputy Finance Director Legere on February 9th.

Resilience Manager Kaspari and Community Services Director Storer met with virtually with CPower on February 15th to discuss options for a municipal electricity demand response program.

Resilience Manager Kaspari, Deputy City Manager Parker with Media Services Director Gillis produced a Dover Download Podcast Episode on the Citywide Resilience Plan.

Resilience Manager Kaspari conducted interviews with Jenn Andrews, UNH Sustainability Institute Project Director, on February 21st for the Renewable Energy Analysis Fellow position.

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 held on February 13th. Staff worked with the consultant in preparation for that meeting and on concept plans. The session was well attended with helpful feedback received.

Outreach Coordinator Bassegio and Facilities Project Manager Eric Sanderson met with the NH Preservation Alliance on Feb. 21 at the Lowell Ave. Water Works building and the Ricker Memorial Chapel to discuss the two sites as part of potential grant applications for a Preservation Assessment.

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 “Navigating the Planning and Zoning Board Handbooks: What’s New in the 2022” on February 16.

Community Development Planner Carpenter worked with the Finance Department to prepare the Resolution for adoption of the FY24 CDBG Action Plan.

Community Development Planner Carpenter reviewed contractor payroll documentation for compliance with federal requirements required for CDBG funded construction projects.

Interviews continued for the City Planner and Housing Navigator positions.

Police Department

Prevention Services Unit

On February 17th seven members of Dover Youth to Youth provided 2 presentations of Samantha Skunk Rx and Medicine Safety at Dover’s Frances G. Hopkins Elementary School at Horne Street. The presentation provides the kids with core safety pills and medicine. The two back to back sessions covered almost 100 kindergarten students at that school.



Dover Youth to Youth students present the Samantha Skunk Medicine Safety lesson to kindergarten students at Frances G. Hopkins Elementary School at Horne Street.

Dover Youth to Youth members attended the *Youth Flavors Conference* in Albany, NY on February 6th. The conference involved many groups from New York in addition to Dover and other attendees. A total of 19 Dover Y2Y students and 3 Y2Y staff were in attendance during the conference.



Dover Youth to Youth students attending keynote presentation, *Search for Justice: The Marie Evans Story* at the Youth Flavors Conference in Albany, NY.

During the event, Dover Y2Y students presented a keynote presentation, *Search for Justice: The Marie Evans Story*, and three training sessions, *Counter-Advertising*, *Presenting Theatrical Skits*, and *Creating Original PSAs*. The students also received training in (1) the ways the tobacco industry uses flavors in all of their various tobacco products, and (2) training in the difference between educating and lobbying, and (3) training on how to be an advocate on social media and developing a social media brand. Dover Youth to Youth students conducted 3 webinars for three different organizations in February. The first was a 90-minute training to 40 adult prevention professionals affiliated with the Michigan Youth Coalition Network. The second was a 2-hour training on underage drinking prevention provided to adult staff from Coalitions in western Colorado. A two-hour training was also provided to adults interested in starting a youth advocacy program from the counties of Benton and Franklin in Washington State.

The Prevention Services Unit continues to implement a data campaign at Dover High School. The Campaign “Opening the Door on YRBS Data” will consist of data briefs and weekly call of action activities designed to meet the following goals: Translate YRBS data in a way that is easy for school staff to understand and relate to their daily work, provide resources and best practices on what we can do 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.

On February 2nd the Prevention Services Unit held their first in person networking event where 16 school staff attended and discussed the mental health data and what that are seeing. They then moved the campaign into discussing ACEs data. 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 Prevention Services Unit worked with CREU on a culmination event for the PACT parent training program which was held on February 1, 2023. The parents of fifth grade students completed the 3-session PACT program and were invited to the event which featured food, a small gift for the parents, and a chance for the students to pick up their drug free ID cards.

On February 15th an awards program was conducted by the DARE Officers to conclude the Logo Lampoon Artwork Contest. During the DARE program, students submitted examples or art that lampooned or satirized a tobacco or vape company's logo, ad or packaging, with a challenge to remake it in a way that “tells the truth” about the product.



Officer Berdecia and Logo Lampoon Contestants.



**Officer Berdecia with Logo
Lampoon winner.**

Over 200 entries were received, and 30 finalists and their families were invited to the awards event at the McConnell Center Cafeteria. All of the artwork was displayed at the event and pizza and desert were provided. Each finalist was presented with a DARE gift bag that included a \$10 gift card to Lickee's & Chewy's. Six overall winners received a \$25 VISA card and the overall winner received a \$50 card.

Dover Teen Center

During the month, there was a total of 331 youth in attendance over 17 days of programming at the Dover Teen Center. The average was about 19 youth per day.

- ***TC After School Program***

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
- Maine Celtics Basketball Game Trip
- Arcade Hoops Hot-Shot Tournament
- UNH Women's Basketball Game Trip
- TC Valentines' Day Party
- Karaoke Jam Party
- February School Vacation Week Trips –
 - "Vacation Week Chill Zone Days" w/Lunch Provided
 - "Private Movie and Bowling @ Smitty's Cinema"
 - "Funspot Arcade"

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 registrations in February 2023.

Community Service Program

The youth community service program tracked five participants in the month of February 2023. A total of 8 hours of community service work was completed with one of the participants finishing their assigned community service hours.

Diversion Program

The committee did not meet in February.

Community Response & Engagement Unit (CREU)

At the end of January 2023, Sergeant Mitrushi was promoted to Lieutenant and was assigned to oversee the Community Outreach Bureau. The Community Outreach Bureau consists of the Community Response & Engagement Unit, the Prevention Services Unit, and the Dover Teen Center.

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

Lt. Mitrushi and PSW Jones interviewed several individuals 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. The position will work with PSW Jones and the Community Response & Engagement Unit. After interviewing several applicants, Lt. Mitrushi began the background investigation into one candidate for the position.

On February 16, 2023, Lt. Mitrushi and PSW Jones met with outreach social workers from NH and Southern Maine police departments in an effort to exchange information and learn what other departments are finding successful when assisting unhoused individuals or people experiencing a mental health challenges.

On February 14, 2023, Lt. Mitrushi held a Mental Health & Wellness Committee meeting at the department. The committee discussed efforts to check on officers and employees who may be experiencing stress due to heavy workload, extended workdays, and forced overtime due to low staffing levels. The committee also discussed organizing a department event or picnic in the late spring/early summer to bring all employees and families together. Lt. Mitrushi also announced that the Peer Support Team was accepting memos from sworn and civilian staff interested in joining the team.

On February 20, 2023, Lt. Mitrushi held a Recruitment & Retention Committee meeting at the department. The committee discussed efforts to address recruiting and hiring new officers as staffing levels continue to be low. Recruitment efforts such as better marketing of open positions and advertising the pay/benefits offered were suggested. Additionally, increasing photos and videos as marketing tools was suggested.

On February 27, 2023, Lt. Mitrushi attended the Graffiti Management Committee meeting at which he is the staff liaison. The committee continued to discuss cleanup efforts and effective ways to manage graffiti in the City of Dover.

Lt. Mitrushi created 11 social media posts in the month of January.

On February 2, 2023 Lt. Mitrushi taught a 3-hour NAMI Connect Suicide Prevention Program to 7 parents and community members in the Dover High School Library. On February 10, 2023, Lt. Mitrushi taught the class to 27 teachers and staff members at Somersworth High School.

Dover Middle School Liaison Officer

During the month of February, Officer Berdecia was involved with 27 calls for service, 4 of which resulted in school sanctions, and 1 that resulted in a referral to the juvenile justice system.

One call of note was a child pornography investigation that involved a Dover High School (DHS) student distributing a nude photo of a Dover Middle School (DMS) 8th grade student to other DMS students and asking them to share the photo. Officer Berdecia spoke with the DMS students that received the photo. Detectives then became involved and ultimately took over the investigation. The DHS student was referred to the juvenile justice system. Following the initial investigation, it was found that 2 DMS students were still sharing the photo. At the direction of the Juvenile Detective, Officer Berdecia and the DMS Dean of Students counseled the students and ensured the photos were deleted from their phones. Both students were issued a 3-day Out of School Suspension (OSS).

A second call of note was a Harassment investigation involving a 5th grade DMS student bullying a 7th DMS student. Officer Berdecia and the DMS Dean of Students interviewed both students and found the bullying started after both students stole one another's AirPods. Officer Berdecia spoke with the parents of both students and ensured all property was returned to the rightful owners. Both students were issued a 3-day OSS.

Officer Berdecia also handled 2 Welfare Checks, one of which involved a 7th grade DMS student that refused to attend school due to anxiety issues. Officer Berdecia responded to the student's residence with the DMS 7th grade Guidance Counselor, where they spoke with student about the importance of returning to school. A plan was agreed upon for the student to return to school that included Officer Berdecia and the Guidance Counselor transporting him to school the following day, which excited the student. Officer Berdecia notified the Police Social Worker (PSW) of this situation, who made arrangements with the family to ensure the student had access to services that would aid him in dealing with his anxiety issues.

In addition to these aforementioned calls for service, Officer Berdecia also handled 6 motor vehicle stops, 5 escorts, 4 juvenile matters, 1 disturbance, 1 follow-up investigation, 1 motor vehicle accident that resulted in the arrest of a suspended operator, 1 emotionally disturbed person call, 1 missing person call, 1 police information call, 1 medical aid assistance, and 1 public speaking event in which Officer Berdecia provided DMS Staff with "refresher" training for Civilian Response to an Active Shooter Event (CRASE).

On February 2, Officer Berdecia participated in World Read Aloud Day by reading books to several DMS 5th grade classes. Also on that day, Officer Berdecia co-hosted the Police And Community Together (PACT) Culmination Ceremony, in which students and parents who completed the program were invited to celebrate their accomplishment by gathering with staff that presented classes throughout the program, enjoying refreshments, and receiving parting gifts for their effort.

Dover High School Liaison Officer

Officer Shoer responded to 7 calls for service in the month of February. Officer Shoer responded to and assisted with a variety of calls for service to include students in a mental health crisis, motor vehicle accidents, medical aids, and a variety of other non-criminal and criminal incidents.

Officer Shoer assisted DHS administration with an assault investigation. It was later learned that a male student physically attacked another male student sitting next to him in class. The student was punched numerous times, and had a large bruise on his head. An investigation was performed, and the student was suspended. Additionally, a juvenile justice referral was done regarding potential juvenile petitions.

Officer Shoer worked with a student's family and DHS staff to obtain an emergency mental health evaluation after it was reported a student regularly brings a gun to school. It was later learned the student regularly lies and spreads stories that are false. In talking with the student, it was learned they had been struggling with mental health for a long

time, and confirmed that a gun was never brought to school. The student was brought to the hospital to receive mental health care and school sanctions for telling another student a false story regarding bringing weapons to school.

Officer Shoer performed several interviews with witnesses, and involved parties regarding an ongoing sexual assault investigation involving two DHS students.

Officer Shoer spoke with two male students involved in a physical altercation after school hours on school property. Officer Shoer noted that the two students were extremely disrespectful and unreasonable with police officers that responded. Officer Shoer has a good rapport with both of them, and was able to talk with them about the best way to communicate with the police.

On several occasions, Officer Shoer assisted student services in de-escalating a large autistic male, that she has been able to build a rapport with. This student easily escalates when things do not go as planned, and has a difficult time regulating his emotions.

ACERT (Adverse Childhood Experiences Response Team) was finalized this month, and is scheduled to launch March 8th, 2023. Officer Shoer will be conducting home visits with the ACERT team Wednesday evenings.

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.

Whittier Falls Liaison Officer

Officer Gore assumed the duties as the Whittier Falls liaison from Sergeant Cooper on February 12, 2023. During this time period, Officer Gore responded to 47 calls, and assisted patrol with 21 calls. These calls consisted of burglary, harassment, disturbances, and violations of criminal bail orders of protection. Officer Gore also logged a number of community contacts during this time.

Officer Gore also investigated a harassment call at Central Towers. The caller complained about an ongoing issue with another resident over the period of several years. Officer Gore was able to provide some information to the caller to prevent any unwanted communication between the caller and the other resident.

During this month, Officer Gore met the Ryan Crosby, the Director of DHA, and most of the staff. Director Crosby explained what DHA does, and future goals/projects of DHA. Officer Gore and Director Crosby were able to find some common ground as both are military veterans. Officer Gore and Director Crosby are excited to continue assisting families in DHA, as well as hosting and attending family events in the future.

Officer Gore traveled to all of the DHA properties in an effort to meet residents and introduce himself. Officer Gore spent a significant amount of time at these properties speaking with residents. Officer Gore attended a pot luck meal at the Covered Bridge Manor, lunch at the Waldron Towers location, attended a bingo game at the Central Towers location, and played cards at the Niles Community Center. Overall, Officer Gore was well received, and the residents seemed excited for future Karaoke parties, and activities. Officer Gore also walked around the locations at Addison Place and Whittier Falls meeting residents in those areas as well.

Officer Gore has also scheduled several meet and greets in the month of March at several DHA locations. Flyers with dates, times, and locations have been sent out to residents.

Officer Gore has been working with St. Mary Academy in participating in a silent online auction. The proceeds will benefit the school for future programs and SMA Auction. The Dover Police Department will participate in the auction by providing a ride to school to the winning student from a location within the City and a tour of the police department.

Police Social Worker (PSW)

PSW Kaitlin Jones had 3 new cases in February 2023 and 3 cases carried over from the previous month. In total, PSW Jones has had a caseload of 169 cases since beginning this assignment mid-February 2022.

PSW Jones hosted and facilitated an ACERT meeting with the core partners on February 15th, with an anticipated launch date of March 8, 2023. PSW Jones received 1 submissions for the Just in Case Program in February.

PSW Jones attended several important meetings throughout the month. These included the Community Action Partnership Policy Council on 2/2/23 as a community member to sustain referral relationship. She met with Joshua Colwell, Program Coordinator for Sobriety Centers of NH, to build referral relationship on 2/3/23. On 2/7/23, PSW Jones attended and participated in the Prevention Leadership Workgroup meeting. PSW Jones presented the Police Social Work programming to Concord Police Department's administration 2/7/23.

On 2/6/23 and 2/9/23, she and Lt. Mitrushi delivered Mental Health First Aid training to 11 participants at First Seacoast Bank. Additionally, she attended the NAMI Connect: Suicide Prevention Training on 2/10/23 at Somersworth High School.

PSW Jones also attended a NH & Southern ME Police Department Outreach Liaison meeting with Lt. Mitrushi in Sanford, ME on 2/16/23. PSW Jones also assisted a graduate student researching homelessness on 2/17/23 by answering questions related to the homeless population in Dover.

She continued supervising Kelsey Rubio, MSW intern from Walden University, at 20 hours per week and met with Rubio's Professor on 2/2/23. PSW Jones coordinated with University of NH BSW Field Coordinator about fall 2023 internships - interview scheduled with Alexis Gates for 3/23/23, a prospective BSW intern.

Throughout the month of February, she submitted four Wellness Wednesday posts to Dover PD social media.

Special Investigations Unit (SIU)

During the month of February 2023, 12 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

SIU detectives presented 9 investigations to a Grand Jury for indictment. All of the indictments resulted in a "true bill", meaning the Grand Jury determined that probable cause existed that the accused committed a crime. Cases presented to the Grand Jury are classified as a felony offense or a misdemeanor with an enhanced penalty.

SIU detectives investigated 4 unattended death in February 2023.

SIU detectives and members of the FBI Major Offender Task Force organized targeted drug operations. This includes consolidating tips, surveillance, and other intelligence in order to identify individuals involved in drug sales in Dover. These investigations are ongoing.

In February 2023, SIU detectives arrested a Dover man, who is also a registered sex offender, for a parole violation after an investigation into allegations that he contacted children, in violation of his sentencing orders.

SIU detectives attended 2 forensic interviews at the Strafford County Child Advocacy Center. These interviews are designed to document detailed information about alleged crimes that were experienced or witnessed by children.

SIU detectives referred 30 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 February, 5 of these investigations were ongoing.

At the end of February 2023, SIU detectives had 43 open investigations.

Administration

Hannah Martuscello began her career with the Dover Police Department on February 27, 2023. Hannah is a Dover native who is a former Dover Youth to Youth student, intern, and volunteer. She holds a bachelor's degree in English with a minor in Japanese from the University of Arizona. She will be working as a prevention programmer in the police department's prevention services unit.



**Hannah
Martuscello**



**Officer
Thomas Diep**

Officer Thomas Diep began his career with the Dover Police Department on February 13, 2023. Officer Diep is originally from Acton, Massachusetts and he graduated from Westfield State College with a bachelor's degree in Criminal Justice. Officer Diep previously served with the York, Maine Police Department as a reserve officer. He begins the New Hampshire Police Academy on February 27, 2023.

On February 3, Prevention Programmer Conor Wiley attended HIV Trends & Treatment held in Concord, NH. The goals of this workshop are to increase knowledge about HIV progression and treatment, increase understanding about NH HIV/AIDS profile, and increase awareness of the correlation between HIV/STD/HEP and TB. The workshop also addressed the utilization of Motivational Enhancement Therapy and Cognitive Behavioral Therapy in working with clients at high risks for HIV infection and secondary transmission. Particular attention was paid to the link between potential increased infection rate and the current rise of methamphetamine use.

From February 6-10, Sergeant Tim Keefe and Officers Tyler Malsbury and Adin Sobel attended CIT Mental Health Awareness & De-escalation Training held in Pembroke, NH. The New Hampshire chapter of the National Alliance for Mental Illness (NAMI-NH) facilitates this interactive training to provide extensive information on people living with mental illness – primarily focusing on those that commonly result in law enforcement contact. The training also provided techniques for de-escalation during these interactions with the safety of all involved being the primary goal. The training highlights best practices, improves community partnerships, and helps communities develop processes to serve people affected by mental illness with response and dignity. Topics covered included suicide prevention, basic de-escalation and intervention strategies, the stages of escalating crisis, PTSD, and Veterans. The Dover Police Department has committed to training 100% of officers in CIT. As of February, 55% of the agency's sworn officers have been through the 40-hour training.

On February 8, Animal Control Officer Kathy Ladisheff completed a 4 hour webinar on Equine Owner Assistance and Supportive Resources. This webinar provided information on identifying and supporting owners in need before they reach a crisis scenario, how to identify risk factors that may increase need locally (drought, high hay costs), and sharing supportive data collected through the Equine Welfare Data Collective.

On February 9, Lieutenant Mark Nadeau attended Hate Crime Forum held in Manchester, NH. This forum is a public gathering that provides community members, public officials, and other interested parties with information related to the Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act as well as state and municipal hate crime laws.

The forums will engage local law enforcement, federal law enforcement and community organizations in discussions and information sharing on methods to prevent and respond to local bias incidents and hate crimes.

From February 15-16, Detective Molly Martuscello attended Forensic Light Sources held at PSTC in Concord, NH. This seminar examines the use of wavelengths between 254nm to 1000nm in combination with the proper filters to process evidence. This class included lecture on the theory of light and the use of longpass and bandpass filters in combination with specific wavelengths for camera and filters.

On February 16, Prevention Programmer Conor Wiley attended a zoom training entitled What Does Not work in Prevention. The focus of this webinar was identifying what is not effective in preventing substance misuse and in some cases is harmful. It also spent time discussing strategies prevention professionals can use to address the resistance often expressed by individuals and organizations reluctant to change long-standing, popular prevention practices.

From February 22-23, Sergeant Dave Collis attended Rifle Armorer training inn Epping, NH. This two day course will qualify you to disassemble, service, inspect and re-assemble the rifle. The training is a mixture of classroom instruction and hands-on exercises, enabling each student to achieve a high degree of familiarity with the topics covered.

On February 23, Sergeant Matt Harnish attended Firearms Instructor Recertification training held at PSTC in Concord, NH. This certification is mandatory every two calendar years in order to keep the certification to instruct firearms training.

Records Unit

<i>Licensing Board Actions February 2023</i>			
Taxi Cab Licenses	00	Road Toll Permits	00
Notifications to City Hall	00	Dance / Entertainment	02
Raffle/Tagging Permits	01	Gun - Seller	00
Block Party Permits	00	Other	
Parade Permits	02	Total	05

Parking Bureau

Parking Manager Bill Simons attended a downtown retailers meeting on February 6th. Bill spoke with attendees about the current parking program and what to look forward to in the coming year.

The Parking Bureau responded to concerns regarding parking on Third and Fourth streets west of Chestnut Street. Part of the concern stems from 1-sided restrictions through the winter months on Fourth Street. Parking staff increased enforcement on Saturdays in that area, and passed along the request to Patrol on Sundays. There have been concerns raised by the pastor of St. Mary Catholic Church that on-street parking in the area is also being impacted by the success of a local pub.

By the end of February more than 360 citations had been issued for winter parking ban violations. The Parking Bureau has upheld the tickets that have been appealed but used these opportunities to speak with those who

received tickets in order to encourage them to sign up for the text and email alerts the city issues when a ban is called.

The Parking Bureau responded to a citizen complaint about a vehicle on Lincoln Street that had been parked on the street for several days. When contacted, the owner, who reported it was his daughter was using his car, was able to get the car removed.

Parking personnel worked several hours after recent winter storms to assist with snow removal in the downtown area. This included cutting holes in snow banks to improve access to the sidewalks from parking spaces.

Dover Police Department Field Operations	Calls for Service	Traffic Stops	Non- Enforcement Contacts	Incidents Handled	Emergency 911 Responses	Alarm Responses	Traffic Accidents	Arrests Made
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
February 2023	1,683	289	117	2,089	09	78	86	34

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.

	<i>October 2022</i>	<i>November 2022</i>	<i>December 2022</i>	<i>January 2023</i>	<i>February 2023</i>
<i>Priority 1</i>	143	126	164	200	134
<i>Priority 2</i>	109	119	98	94	86
<i>Priority 3</i>	828	856	829	993	819
<i>Priority 4</i>	708	635	637	771	722

K-9 Unit

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

This month, Officer David and K9 Vision finished a six-week Narcotic Detection Course, hosted by the Boston Police Department K9 Academy. During the final week, they took part in a Narcotics Detection Certification and passed without issue. They are now certified to search buildings, vehicle, packages, luggage, and various other items for illegal narcotics.

On the evening of February 15, 2023, K9 Vision was deployed to perform an exterior sniff of a vehicle, which was suspected to have illegal narcotics inside of it. During the exterior sniff, K9 Vision alerted to the presence of illegal narcotics. The vehicle was seized and a search warrant was obtained. During the execution of the search warrant, a quantity of illegal narcotics was located inside of the vehicle.

Accident Reconstruction Team

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

Dispatch Communications

Dispatch Communications	Radio Transmissions	Phone Calls	911 Calls Received	Lobby Customers	Police Alarms Received	Fire & Medical Alarms
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
February 2023	15,854	6,830	505	209	47	77

Animal Control – February 2023

Total Calls for Service: 39	Breakdown:
Handled by Officers/Dispatch: 28	Found/Loose Animals: 20
Handled by Animal Control Officer: 11	Welfare Checks: 08
	Animal Bites: 03
	Misc/Other: 08

Public Library

February library circulation totaled 18,765 items. (7,398 adult + 6,181 children's print items; plus 5,186 items downloaded including 4,179 audiobooks & eBooks, 762 Hoopla streaming music, movies, and books, 78 Kanopy plays and 135 eMagazines).

133 new library patrons registered; total active cardholders 13,107.

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

The Dover Public Library's 3D printer produced 130 items requested by patrons.

The Library's museum passes were borrowed 119 times saving community members approximately \$3,660.50 in admission fees.

50 new patrons registered for downloadable audiobooks/ eBooks via Overdrive (total = 6,768) and 17 registered for Hoopla (total = 2,466) and 12 registered for Kanopy (total 258).

Internet and PC uses by the public totaled 777 on library workstations, plus another 5,877 via Wi-Fi, plus 8 Chromebook loans.

The library's website statistics showed 90,976 page views by 6,649 users in 12,566 sessions.

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

The Dover Public Library has 5,486 subscribers to its two monthly e-newsletters—Children's and Adults.

Library staff posted 329 items to its various social media platforms in February. Total social media platform followers = 16,098.

Staff added 116 books to the 2 little free libraries in February

10,510 people visited the library during February an average of 389 per day (open 27 days).

The Dover Public Library hosted 79 programs in February which were attended by 1804 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 63 attendees; 3 Shake Your Rattle and Roll with 191 attendees; 1 Family Place Workshops with 31 attendees; 3 Family Story times with 73 attendees; 2 STEM Story Times with 23 attendees; 1 Lego Club 20 attendees; 2 Knitting Group 23; 6 Book Groups 54; 1 Creation Station 413; 1 Crafternoon Winter Slime with 28 attendees; 1 Adult Chapter Book Club with 33; 2 Books & Bites with 112; 1 Family Game Night with 8; 1 Cocheco Writer's Groups with 2; 1 Dogs of Chernobyl with 39 attendees; 2 Bullet Journaling with 13 attendees; 1 STEM Saturday with 31 attendees; 1 Braided Rug Demo with 15 attendees; 1 NH Humanities Book Discussion 20 attendees; 1 Caregiver Café 5; and 1 Genealogy Club with 16 attendees.



Rug Braiding

The Dover Public Library Children's Room Staff resumed the five week Family Place Workshop in January, and ended in February. Each week a professional from the community was onsite to speak to caregivers individually about a different topic; nutrition, speech and language, child development, music and movement, and early literacy. This play-based program was attended by an average of 30 people each week. The Workshops were held on Tuesday mornings and now that they are over we will resume Mother Goose on the Loose story times.

On February 4, the Dover Public Library Children's Room participated in the national initiative 'Take Your Child to the Library Day'. Throughout the day approximately 50 people made crafts and participated in STEM activities. The six children who got their first library card were entered in a raffle to win a Lickie's and Chewey's gift card. Winter vacation week in the Children's Room at the Dover Public Library was very busy. A family concert, STEM activities, slime making, and an interactive movie were all part of the fun. Attendance at the events as well as general usage and circulation was very healthy.

The Dover Public Library was awarded a New Hampshire Humanities grant to host one of their Perspectives book groups in February in honor of Black History Month. The book selected was "Stony the Road : Reconstruction, White Supremacy, and the Rise of Jim Crow" by Harvard professor Henry Lewis Gates, Jr. The meeting on Feb. 8 was held as a hybrid meeting which allowed the presenter and participants online to join a small crowd on-site at the library for a rousing discussion of this important book. The grant from New Hampshire Humanities provided multiple copies of the books which those who took one were able to keep for their own collections. The grant also paid for the facilitator, Mary C. Kelly, history professor at Franklin Pierce College where she has taught for twenty-five years.

On Tuesday, February 7, Dover Public Library Teen Librarian Emily Ainaire visited the Dover Middle School Library for a session of "Books and Bites", a program where students can learn about and check out new and popular books from Dover Public Library's teen collection while enjoying a snack. About 95 students visited and checked out over 20 books. On Tuesday, February 14, Emily Ainaire visited the Dover High School Library to host "Books & Bites", with 17 students attending.

Karin Mayer-Gottlob, Assistant Children's Librarian at the Dover Public Library, read to 3 Head Start classrooms in February (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 54 passport applications in December generating \$1,890 in revenue and provided notary services for 20 patrons generating \$100 in revenue.

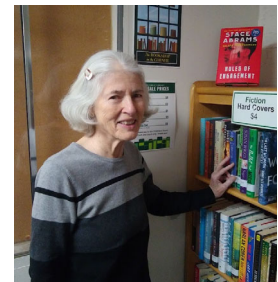
Dover Public Library staff attended training in the following areas:

- De-escalation tools in libraries for promoting intellectual freedom
- Community Asset Mapping
- Managing Conflict

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

Dover Public Library staff have been going on Library field trips to gather information and ideas to bring back to our own community. Libraries visited so far: NHSL, Concord Public Library, Biddeford Public Library, Portland Public Library, Cape Elizabeth Public Library, Falmouth Public Library, Kittery Public Library, Portsmouth Public Library, North Hampton Public Library and Newburyport Public Library.

Erin Pender has been volunteering at the Dover Public library for – years. Besides her obvious love of books, Erin enjoys staying active—dancing to the radio, walking, and hiking (with others as she has a regrettable sense of direction). She keeps her mind active solving crossword puzzles and the occasional Sudoku. She exercises her creative side fooling around with color—watercolors, pen, pencil or crayon tending toward suggestive rather than sharply defined subjects. Erin has also been the President of the Friends of the Dover Public Library. She has 2 children, 3 grandchildren, and 2 great grandchildren. Thank you Erin for all your hard work on behalf of the Dover Public Library!



Erin Pender



Shake Your Rattle and Roll, Baby.

rhythm and concepts. This has become a wonderful social time for families to get together while their children experience music on a different level. We like to change up our program each week to encourage a diverse range of music but some of our favorite songs are the ones we clap and sing together. Songs from this week's playlist included: "Three Little Birds" by Bob Marley, "Don't Stop Me Now" by Queen, "Here Comes The Sun" by The Beatles. Our Shake Your Rattle program has gotten so popular we now require a microphone and a speaker system! It's a wonderful event to be a part of each week!

Joanna Higgins, Dover Public Library Children's Room Assistant, hosts weekly sessions of "Shake Your Rattle and Roll, Baby". The February 10th program had a record turnout, 82! This program is intended for babies 0-3 with a parent/caregiver (older siblings are welcome). That week our theme was "It's All Good, Baby" and we sang songs about feeling good and being positive! Since this was the week before Valentine's Day we also incorporated rhymes/finger plays about love. Each week we build a unique playlist with a different theme, featured artist or genre and we dance along while playing instruments (egg shakers, tambourines, maracas, drums etc). In between these songs we do educational rhymes involving counting,

Public Welfare

Dover Welfare had 155 customer contacts in 19 working days this month.

The department served 120 individuals spending a total of \$22,561.50 of which \$19,226.50 was for assistance with rent. Of those assisted with rent, 13 were at one time receiving ERAP funding through CAP for a cost to the city of \$15,334.

The type of cases Dover Welfare is seeing are more time consuming to resolve averaging an hour to an hour and a half per first interview. Researching financial information from clients has become more complicated by various types of cash applications that are being used to handle incomes. (Venmo, cash out, chime, etc.)

The number of clients contacting Welfare with mental health issues seems to be increasing. With the lack of available services, it is increasingly difficult to assist these types of cases.

Hospitals have been contacting Welfare to provide housing for patients being discharged who need ongoing medical care. These patients can not go to shelters and there is currently no rehab beds available. Welfare is often being contacted by a hospital social worker the day the patient is being released.

Welfare received its first firm numbers of how many Dover residents are currently in hotels with ERAP funds from NH housing. On February 24th, there are 53 (single or couples) Dover residents who will be coming off April 1. Potentially this could cost the City of Dover as much as \$850 a week per client unit. CAP is supposed to have been working with these clients to find other alternatives to the hotels.

There was a NHLWAA training in Concord attended by both the Director and one staff member.

The Welfare Budget for FY2024 was finalized and the budget presentation and narrative created.

Recreation Department

Gym & Programs

All youth league basketball programs wrapped up for grades K-12. The elementary schools were used for practices as well as Woodman Park for Saturday programming for grades K-4. Games for grades 5-12 continued at the McConnell Center. Playoffs were held for all teams in grades 5 – 12. HS Finals will be on Sunday, March 5th. 18+ Men's league has 9 teams and started playoffs. The 50+ league has 6 teams and began playoffs on Wednesday nights in February. The 35+ Men's Basketball League has 7 teams and wrapped up regular season on Monday nights – and also started playoffs. All men's leagues are full with over 200 participants. Registration opened for Spring Dover Basketball Academy skills programs as well as Spring 30+ men's league and new Spring Co-ed High school league. 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. Evening/weekend sessions were added on Saturdays and Sundays as the schedule allowed. Outdoor courts were opened for an unseasonably warm week before another snowstorm led to their closure. Interval Strength wrapped up first session of the new year and will begin next session in March.

Indoor Pool & Jenny Thompson Pool

The pool saw another increase in hydro fitness class participation with a current average of 25 participants in each class. The demand for winter birthday parties is at a point where the pool is hosting 2 per day on an average weekend. Spring program registration has begun for both residents and non-residents. Dover residents filled a majority of the classes before non-resident registration began. Were able to bring back popular Saturday morning infant toddler class.

Staffing continues to be a challenge from the lifeguard side of operations. Management has onboarded some new staff, but until May the supervisory team will continue to cover many hours of lifeguarding. They have adjusted the pool schedule on what can be handled based on staffing. The pool is open early 3 days per week and has reduced recreation swim to 3 days midweek. The next lifeguard course has drawn a lot of interest and will run March 25-26, and April 1-2. It appears that several of summer staff will be returning this year. Rentals: SOLO, Dover High School, St Thomas High School, Berwick Academy, Rochester High School, Oyster River High School. Birthday Parties: 8

Dover Ice Arena

February at the Dover Arena is always a busy time of year as both Foster Rink and Holt Rink have programs going non-stop and High School hockey playoff games. High School hockey season is ending for the local schools, Dover will host a Division II Quarterfinal Playoff Game. Dover Youth Hockey is also ending its season with playoff games and tournaments throughout the month. Public Skate remains to be very popular on the weekends as well as during the school vacation week. The Bay State Tournament was a success, hosted 22 girls' teams and they are already looking forward to next year. The month of March means High School hockey season will come to an end as well as Dover Youth Hockey. The arena will host a Flyball Dog Show and the return of Roller derby practices as well as softball and other spring sports while the fields are not ready for use. The Foster Rink ice will be taken out on March 14th.
Birthday Parties: 0, Adult and Youth Stick Practice: 314 skaters

Dover Senior Center

This month continued to hold regular daily games and activities as well as Chair Yoga, Tai Chi, and Yoga for Bone Strength and Pickleball. The center welcomed back UNH Occupational Therapy grad students for a 10 week program. Members took the first trip of 2023 to see Man of La Mancha at Seacoast Rep!

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
12/11/2022	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
12/16/2022	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 Snow	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 snow	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 snow	2.00	293.72	\$10,370.35	\$4,165.00	303.10	\$20,865.40	29.50	\$1,219.53	10.50	\$241.50	100.00	\$10.18	\$36,871.96
1/19/2023	Wet Sow	4.00	223.75	\$8,211.82	\$210.00	322.00	\$22,166.48	24.00	\$992.16	3.00	\$69.00	140.00	\$14.25	\$31,663.71
1/20/2023	Icy Roads	0.00	45.98	\$1,506.94	\$3,575.00	149.80	\$10,312.23	6.00	\$248.04	4.50	\$103.50	0.00	\$0.00	\$15,745.71
1/22/2023	Wet Snow	7.00	607.39	\$22,381.74	\$11,510.00	464.80	\$31,996.83	39.50	\$1,632.93	0.00	\$0.00	0.00	\$0.00	\$67,521.50
1/25/2023	Wet Snow	2.50	295.32	\$10,623.69	\$5,300.00	106.40	\$7,324.58	13.00	\$537.42	11.00	\$253.00	0.00	\$0.00	\$24,038.69
2/8/2023	Icy Roads		4.00	\$133.56	\$210.00	28.70	\$1,975.71	6.50	\$268.71	4.50	\$103.50	2,880.00	\$293.13	\$2,984.60
2/14/2023	Icy Roads		8.12	\$302.46	\$210.00	25.90	\$1,782.96	2.00	\$82.68	0.00	\$0.00	0.00	\$0.00	\$2,378.10
2/22/2023	Snow	3.00	295.63	\$10,469.47	\$5,465.00	391.30	\$26,937.09	197.00	\$8,143.98	0.00	\$0.00	100.00	\$10.18	\$51,025.72
2/24/2023	Clean up	0.00	9.03	\$265.84	\$1,690.00	201.60	\$13,878.14	0.00	\$0.00	8.50	\$195.50	0.00	\$0.00	\$16,029.48
2/26/2023	Snow	1.00	131.65	\$4,413.46	\$862.50	158.50	\$10,911.14	28.00	\$1,157.52	11.50	\$264.50	50.00	\$5.09	\$17,614.21
2/28/2023	Snow	6.00	435.85	\$15,902.23	\$9,512.50	205.80	\$14,167.27	164.00	\$6,779.76	0.00	\$0.00	140.00	\$14.25	\$46,376.01
2022-2023 Season-Year to Date:		34.50	3,165.11	\$118,368.84	\$55,302.50	3,498.20	\$240,816.09	890.50	\$36,813.27	87.40	\$2,010.20	7,620.00	\$775.56	\$454,086.46
FY2023 Budget Spent:				70.88%	61.45%				106.00%					76.49%

Parking Ban

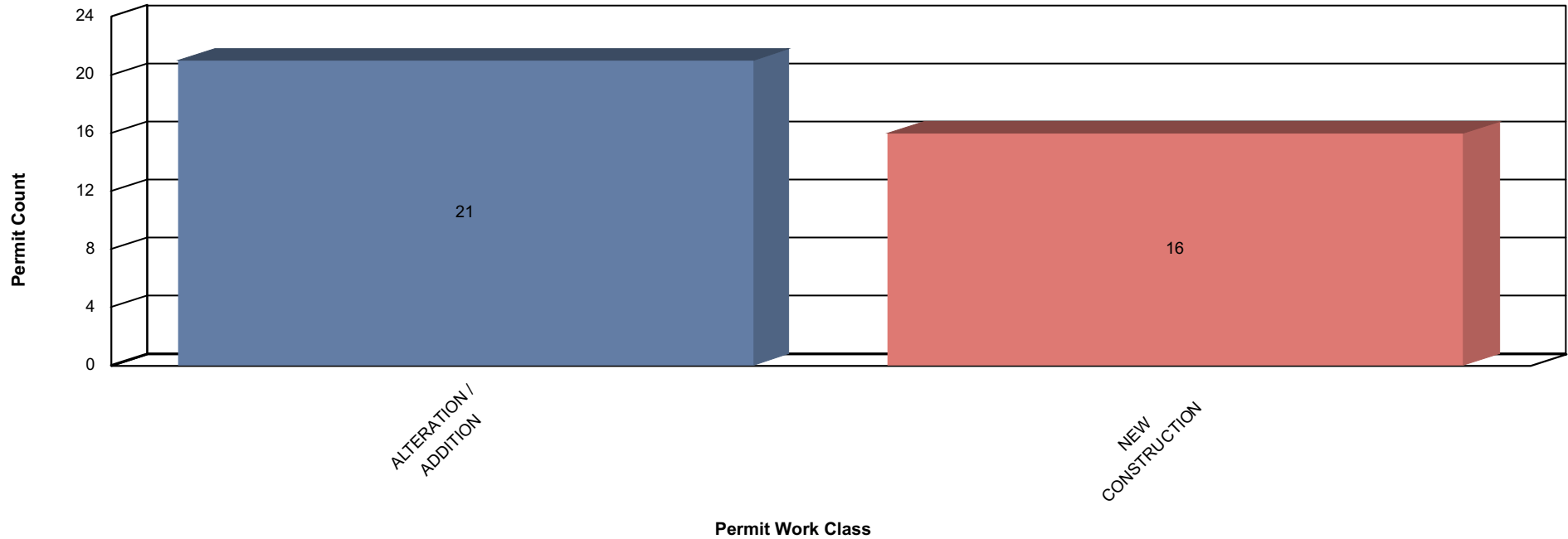
	Accumulation Inches	Total OT Hours	Total OT Cost	Contractor Cost	Salt Tons	Salt Cost	Salt/Sand Mix- Yards	Salt/Sand Cost	Sand Only Yards	Sand Only Cost	Salt Brine	Salt Brine Cost	Total Event Cost
Through February 2022	42.50	3,835.28	\$125,639.03	\$74,731.25	2,967.75	\$155,925.59	1,827.00	\$46,186.56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

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

NAME	STREET NAME		Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
Mixed Use														
Wooden Ruler	42-44 Third St	M	58	0	58		11/8/2022	Site	P22-60	6	32 & 40		H	1.74
Equine Properties	239 Knox Marsh Road	M	64	0	64		6/28/2022	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	P19-11	4	76		H	0.4
Soujourn	66 Third Street	A	10	0	10	7/2/2020	1/29/2020	Site	P19-61	31	7	7/2/2025	H	0.3
Salty Sea	52 Old Rochester Rd	A	15	0	15	1/9/2018	12/12/2017	Site	P17-74	40	25	1/9/2023	H	0.5
Little Bay Marina	421 Dover Point Road	A	25	24	1	7/31/2020	2/25/2020	Site	P19-05	8	9,10,11	7/31/2025	G	0.8
Total: Mixed Use			977	90	887									29.3
Multi-Family:														
Dover Coast, LLC	725 Central & 4 Brick	A	17	0	17	12/12/2022	7/26/2022	Site	P21-53	8	13 & 14	12/12/2027	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	11/21/2022	7/26/2022	Site	P22-15	28	7	11/21/2027	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	11/21/2022	9/13/2022	Site	P22-27	39	104	11/21/2027	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	16	24	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	132	100									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	348	1397									



PERMITS ISSUED BY WORK CLASS (02/01/2023 TO 02/28/2023) 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-2023-0007	Building - Minor 01/06/2023 RM-U Residential - Urb:	Alteration / Addition 02/01/2023 \$465.00	Issued 08/03/2023 500	39 Hough St, Dover, NH \$40,000.00	Residential	None Yes Jim Maxfield	30013-000000
<i>Description: Renovate kitchen, master bedroom and bathroom.</i>							
BLDM-2023-0024	Building - Minor 01/20/2023 R-40 Residential - Rura:	Alteration / Addition 02/01/2023 \$47.00	Issued 08/03/2023 0	72 Dover Point Rd, Dover, NH \$1,851.00	Residential	None Yes Jim Maxfield	M0084-A00000
<i>Description: Sister roof per Engineer's report prior to Solar installation.</i>							
BLDM-2023-0011	Building - Minor 01/10/2023 C Non-Residential - Co:	Alteration / Addition 02/01/2023 \$190.00	Issued 08/03/2023 10	250 Mast Rd, Dover 03820 \$15,000.00	Non-Residential	None Yes Jim Maxfield	H0004-003000
<i>Description: Structural repair due to a motor vehicle accident in accordance with Engineering report</i>							

PERMITS ISSUED BY WORK CLASS (02/01/2023 TO 02/28/2023)

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-2023-0003	Building - Minor 01/03/2023 RM-U Residential - Urb:	Alteration / Addition 02/01/2023 \$300.00	Issued 08/03/2023 1,975	92 Portland Av, Dover, NH \$25,000.00	Residential	None Yes Jim Maxfield	24073-000000
	Description: Drywall Repair, Repair corroded valves, Paint, New Flooring where needed, Addressing safety Concerns						
BLDM-2022-0293	Building - Minor 11/14/2022 R-12 Residential - Medi	Alteration / Addition 02/03/2023 \$575.00	Issued 08/07/2023 0	7 Crown Point Dr, Dover, NH \$50,000.00	Residential	None Yes Jim Maxfield	16015-001000
	Description: Repair/replacement of retaining wall.						
BLDM-2022-0321	Building - Minor 12/09/2022 CBD-T Central Busines	Alteration / Addition 02/03/2023 \$2,995.00	Issued 08/07/2023 54,166	66 Third St, Dover, NH \$270,000.00	Non-Residential	None Yes Jim Maxfield	31007-000000
	Description: This permit is only to replace all exterior windows. Additional permit required for siding						
BLDM-2022-0223	Building - Minor 09/28/2022 RM-U Residential - Urb:	Alteration / Addition 02/03/2023 \$817.00	Issued 08/07/2023 620	11 Nelson St, Dover 03820 \$71,500.00	Residential	None Yes Jim Maxfield	09074-000000
	Description: Construction of 2nd story addition off rear of building. Addition for new kitchen on 1st flr, master bath, walk in closets, additional kids bathrm & laundry room.						
BLDG-2022-0120	Building - Major 11/18/2022 HR Residential - Heritag	Alteration / Addition 02/07/2023 \$69.00	Issued 08/09/2023 320	132-134 Central Ave, Dover, NH 03820 \$4,000.00		None Yes Jim Maxfield	15106-000000
	Description: Demolish detached garage and remove debris per Conditional Use permit						
BLDM-2022-0299	Building - Minor 11/15/2022 RM-SU Residential - Su	Alteration / Addition 02/08/2023 \$3,567.00	Issued 08/10/2023 17,150	38 Westgate Drive, apts 1-24, Dover, NH \$322,000.00	Residential	None Yes Jim Maxfield	H0041-Q00000
	Description: Interior renovations of existing 24 unit apt building- removing existing cabinets, countertops, flooring, appliances and reinstall new material. Install washer/dryer in each unit. Demo walls as needed for new plumbing and additional closets as needed.						
BLDM-2023-0012	Building - Minor 01/11/2023 R-40 Residential - Rura	Alteration / Addition 02/09/2023 \$245.00	Issued 08/11/2023 250	164 Littleworth Rd, Dover, NH \$20,000.00	Non-Residential	None Yes Jim Maxfield	F0045-000000
	Description: Construct redi-rock retaining wall with total cost of \$20,000.00						
BLDM-2023-0031	Building - Minor 01/27/2023 CBD-G Central Busines	Alteration / Addition 02/13/2023 \$201.00	Issued 08/15/2023 779	25 School St, 9, Dover 03820 \$16,300.00	Residential	None Yes Jim Maxfield	03009-000000
	Description: Vinyl plank flooring, Drywall repairs, paint, Install carpet.						
BLDM-2022-0326	Building - Minor 12/14/2022 R-12 Residential - Medi	Alteration / Addition 02/14/2023 \$190.00	Issued 08/16/2023 1,500	906 Central Av, Dover, NH \$15,000.00	Residential	None Yes Jim Maxfield	38023-A00000
	Description: Demolition of Single family dwelling only. Further improvements will need approval and additional permits.						
BLDM-2023-0019	Building - Minor 01/17/2023 R-12 Residential - Medi	Alteration / Addition 02/17/2023 \$1,510.00	Issued 08/17/2023 1,000	103 Fourth St, Dover, NH 03820 \$135,000.00	Residential	None Yes Jim Maxfield	32037-000000
	Description: Demo existing mudrm & att. garage. lift house to replace failing foundation & rebuild mudrm with new foundation. trenching for new utilities for water and sewer, electrical.						

PERMITS ISSUED BY WORK CLASS (02/01/2023 TO 02/28/2023)

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-2023-0027	Building - Minor 01/25/2023 R-12 Residential - Medi	Alteration / Addition 02/17/2023 \$47.00	Issued 08/21/2023 0	47 Mast Rd, Dover, NH \$2,475.00	Residential	None Yes Jim Maxfield	I0053-000000
	Description: Sister roof per engineer's report						
BLDM-2023-0030	Building - Minor 01/26/2023 CM Non-Residential - C	Alteration / Addition 02/20/2023 \$245.00	Issued 08/22/2023 28,000	187 Crosby Rd, Dover, NH \$20,000.00	Non-Residential	None Yes Jim Maxfield	G0001-B00000
	Description: This permit is solely for Pallet racking installation. Racking shall comply with suppression, fire and life safety code requirements.						
BLDM-2023-0016	Building - Minor 01/14/2023 R-40 Residential - Rura	Alteration / Addition 02/21/2023 \$212.00	Issued 08/23/2023 350	27 Whiteley Dr, Dover, NH \$17,000.00	Residential	None Yes Jim Maxfield	N0018-018000
	Description: Finishing an existing room above the garage						
BLDM-2023-0041	Building - Minor 02/06/2023 R-12 Residential - Medi	Alteration / Addition 02/23/2023 \$91.00	Issued 08/25/2023 334	6 Briarwood Ln, Dover 03820 \$5,500.00	Residential	None Yes Jim Maxfield	K0018-A00005
	Description: Drywall Repairs, Paint, Vinyl plank flooring.						
BLDM-2023-0043	Building - Minor 02/07/2023 R-12 Residential - Medi	Alteration / Addition 02/23/2023 \$146.00	Issued 08/25/2023 238	35 Old Rochester Rd, Dover 03820 \$11,000.00	Residential	None Yes Jim Maxfield	40034-000000
	Description: Drywall Repairs on ceiling and walls, paint, oak flooring, insulation.						
BLDM-2023-0052	Building - Minor 02/11/2023 C Non-Residential - Cor	Alteration / Addition 02/27/2023 \$135.00	Issued 08/29/2023 2,000	42 Dover Point Rd, Dover, NH \$10,000.00	Non-Residential	None Yes Jim Maxfield	K0024-000000
	Description: Demo of drywall and flooring due to water leak in units						
	42 E "Optician" 42 F "Med-Tech" 42 G "Joint Unit" 44 F "massage storage" 44 E "Luminate"						
BLDM-2023-0045	Building - Minor 02/08/2023 CBD-G Central Busines	Alteration / Addition 02/28/2023 \$91.00	Issued 08/30/2023 36	555-557 Central Av, Dover, NH \$6,048.58	Residential	None Yes Jim Maxfield	04075-000000
	Description: replace lower cabinets and counter top with new, approx. 36 sq. ft						
BLDM-2023-0065	Building - Minor 02/20/2023 R-40 Residential - Rura	Alteration / Addition 02/28/2023 \$850.00	Issued 08/30/2023 500	36 Olive Meadow Ln, Dover, NH \$75,000.00	Non-Residential	None Yes Jim Maxfield	A0045-A00002
	Description: Water Damage caused by Sprinkler System						
	Repair 5 Rooms effected water by replacing 2' Drywall, wet Insulation, Trim 2 Rooms of suspended ceilings and VCT						
	1. Asbestos Testing came back Negative						
	2. Moisture mapping during dry out						
	3. Post construction Air Quality Testing						

PERMITS ISSUED BY WORK CLASS (02/01/2023 TO 02/28/2023)

Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
SUBTOTALS FOR ALTERATION / ADDITION:			109,728 Sq Ft	\$1,132,674.58	Residential:	14	PERMITS ISSUED: 21
					Non-Residential:	6	
					Mixed Use:	0	
NEW CONSTRUCTION							
BLDG-2022-0097	Building - Major 09/29/2022	New Construction 02/01/2023	Issued 08/03/2023	136 Industrial Park Dr, Dover, NH 03820		None Yes	G0004-F00000
	CM Non-Residential - C	\$4,974.00	800	\$383,000.00		Jim Maxfield	
	<i>Description: Addition of 20'x 40' showroom addition with interior modifications to offices</i>						
BLDG-2022-0124	Building - Major 12/08/2022	New Construction 02/03/2023	Issued 08/07/2023	38 Westgate Drive, Bldg. 5 Apt.'S 101-108, 201-208, 301-308 Way, Dover, NH 03820		None Yes	
		\$795.00	5,520	\$70,000.00		Jim Maxfield	
	<i>Description: Renovation of 7 vacant units in building.</i>						
BLDG-2022-0104	Building - Major 10/15/2022	New Construction 02/03/2023	Issued 08/07/2023	5 Walnut Drive, Dover, NH		None Yes	I0004-A00000
	RM-SU Residential - Su	\$11,956.00	1,381	\$276,200.00		Jim Maxfield	
	<i>Description: TDR UNIT new single family 2 beds 1.5 baths unfinished attic and basement. The structure shall be located and sized in compliance w/ applicable zoning setback and size regulations for TDR development (170-27.2 G) and approved by the Planning Board - Contact Zoning Administrator 516-6008 for confirmation of compliance applicable regulations.</i>						
	<i>This structure is limited to the following: No larger than 1400 square feet of total living area Limited to the square footage originally constructed.</i>						
BLDG-2023-0006	Building - Major 01/05/2023	New Construction 02/03/2023	Issued 08/07/2023	40 Pointe Pl, suite 125, Dover, NH		None Yes	K0019-011000
	IT Non-Residential - Inn	\$5,142.76	2,800	\$235,000.00		Jim Maxfield	
	<i>Description: Business tenancy for Chiropractic Office</i>						
BLDG-2023-0011	Building - Major 01/27/2023	New Construction 02/14/2023	Issued 08/16/2023	6 Walnut Drive Dr, Dover, NH 03820		None Yes	I0004-A00000
	R-12 Residential - Medi	\$12,000.00	1,400	\$280,000.00		Jim Maxfield	
	<i>Description: New 1400 sq ft. detached single family condominium with a one car garage, 3 bedrooms, unfinished basement and attic</i>						
BLDG-2022-0043	Building - Major 08/10/2022	New Construction 02/15/2023	Issued 08/17/2023	12 Uncommon Drive (Unit 20), Dover, NH		None Yes	I0006-000000
	R-12 Residential - Medi	\$5,176.00	564	\$49,860.00		Jim Maxfield	
	<i>Description: New Residential Unit. The structure shall be located and sized in compliance w/ applicable zoning setback and size regulations for TDR development (170-27.2 G) and approved by the Planning Board - Contact Zoning Administrator @516-6008 for confirmation of compliance applicable regulations.</i>						
	<i>As TDR this structure is limited to the following: No larger than 600 square feet of total living area Limited to the square footage originally constructed</i>						

PERMITS ISSUED BY WORK CLASS (02/01/2023 TO 02/28/2023)

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
BLDG-2022-0042	Building - Major 08/10/2022 R-12 Residential - Medi	New Construction 02/15/2023 \$5,176.00	Issued 08/17/2023 564	14 Uncommon Drive (Unit 19), Dover, NH \$49,860.00		None Yes Jim Maxfield	I0006-000000
<i>Description: Construct a 1.5 story, 1 bedroom dwelling unit. The structure shall be located and sized in compliance w/ applicable zoning setback and size regulations for TDR development (170-27.2 G) and approved by the Planning Board - Contact Zoning Administrator @516-6008 for confirmation of compliance applicable regulations.</i> <i>As TDR this structure is limited to the following:</i> <i>No larger than 600 square feet of total living area</i> <i>Limited to the square footage originally constructed</i>							
BLDG-2022-0046	Building - Major 08/10/2022 R-12 Residential - Medi	New Construction 02/15/2023 \$5,176.00	Issued 08/17/2023 564	76 Uncommon Drive (Unit 23), Dover, NH \$49,860.00		None Yes Jim Maxfield	I0006-000000
<i>Description: Construct a 1.5 story, 1 bedroom dwelling unit. The structure shall be located and sized in compliance w/ applicable zoning setback and size regulations for TDR development (170-27.2 G) and approved by the Planning Board - Contact Zoning Administrator @516-6008 for confirmation of compliance applicable regulations.</i> <i>As TDR this structure is limited to the following:</i> <i>No larger than 600 square feet of total living area</i> <i>Limited to the square footage originally constructed</i>							
BLDG-2022-0044	Building - Major 08/10/2022 R-12 Residential - Medi	New Construction 02/15/2023 \$5,176.00	Issued 08/17/2023 564	10 Uncommon Drive (Unit 21), Dover, NH \$49,860.00		None Yes Jim Maxfield	I0006-000000
<i>Description: Construct a 1.5 story, 1 bedroom dwelling unit. The structure shall be located and sized in compliance w/ applicable zoning setback and size regulations for TDR development (170-27.2 G) and approved by the Planning Board - Contact Zoning Administrator @516-6008 for confirmation of compliance applicable regulations.</i> <i>As TDR this structure is limited to the following:</i> <i>No larger than 600 square feet of total living area</i> <i>Limited to the square footage originally constructed</i>							
BLDG-2022-0051	Building - Major 08/10/2022 R-12 Residential - Medi	New Construction 02/15/2023 \$5,176.00	Issued 08/17/2023 564	66 Uncommon Drive (Unit 28), Dover, NH \$49,860.00		None Yes Jim Maxfield	I0006-000000
<i>Description: Construct a 1.5 story, 1 bedroom dwelling unit. The structure shall be located and sized in compliance w/ applicable zoning setback and size regulations for TDR development (170-27.2 G) and approved by the Planning Board - Contact Zoning Administrator @516-6008 for confirmation of compliance applicable regulations.</i> <i>As TDR this structure is limited to the following:</i> <i>No larger than 600 square feet of total living area</i> <i>Limited to the square footage originally constructed</i>							
BLDG-2022-0045	Building - Major 08/10/2022 R-12 Residential - Medi	New Construction 02/15/2023 \$5,176.00	Issued 08/17/2023 564	78 Uncommon Drive (Unit 22), Dover, NH \$49,860.00		None Yes Jim Maxfield	I0006-000000
<i>Description: Construct a 1.5 story, 1 bedroom dwelling unit. The structure shall be located and sized in compliance w/ applicable zoning setback and size regulations for TDR development (170-27.2 G) and approved by the Planning Board - Contact Zoning Administrator @516-6008 for confirmation of compliance applicable regulations.</i> <i>As TDR this structure is limited to the following:</i> <i>No larger than 600 square feet of total living area</i> <i>Limited to the square footage originally constructed</i>							

PERMITS ISSUED BY WORK CLASS (02/01/2023 TO 02/28/2023)

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
BLDG-2022-0050	Building - Major 08/10/2022 R-12 Residential - Medi	New Construction 02/15/2023 \$5,176.00	Issued 08/17/2023 564	68 Uncommon Drive (Unit 27), Dover, NH \$49,860.00		None Yes Jim Maxfield	I0006-000000
<i>Description: Construct a 1.5 story, 1 bedroom dwelling unit. The structure shall be located and sized in compliance w/ applicable zoning setback and size regulations for TDR development (170-27.2 G) and approved by the Planning Board - Contact Zoning Administrator @516-6008 for confirmation of compliance applicable regulations.</i> <i>As TDR this structure is limited to the following:</i> <i>No larger than 600 square feet of total living area</i> <i>Limited to the square footage originally constructed</i>							
BLDG-2022-0047	Building - Major 08/10/2022 R-12 Residential - Medi	New Construction 02/15/2023 \$5,176.00	Issued 08/17/2023 564	74 Uncommon Drive (Unit 24), Dover, NH \$49,860.00		None Yes Jim Maxfield	I0006-000000
<i>Description: Construct a 1.5 story, 1 bedroom dwelling unit. The structure shall be located and sized in compliance w/ applicable zoning setback and size regulations for TDR development (170-27.2 G) and approved by the Planning Board - Contact Zoning Administrator @516-6008 for confirmation of compliance applicable regulations.</i> <i>As TDR this structure is limited to the following:</i> <i>No larger than 600 square feet of total living area</i> <i>Limited to the square footage originally constructed</i>							
BLDG-2022-0049	Building - Major 08/10/2022 R-12 Residential - Medi	New Construction 02/15/2023 \$5,176.00	Issued 08/17/2023 564	70 Uncommon Drive (Unit 26), Dover, NH \$49,860.00		None Yes Jim Maxfield	I0006-000000
<i>Description: Construct a 1.5 story, 1 bedroom dwelling unit. The structure shall be located and sized in compliance w/ applicable zoning setback and size regulations for TDR development (170-27.2 G) and approved by the Planning Board - Contact Zoning Administrator @516-6008 for confirmation of compliance applicable regulations.</i> <i>As TDR this structure is limited to the following:</i> <i>No larger than 600 square feet of total living area</i> <i>Limited to the square footage originally constructed</i>							
BLDG-2022-0041	Building - Major 08/10/2022 R-12 Residential - Medi	New Construction 02/15/2023 \$5,176.00	Issued 08/17/2023 564	16 Uncommon Drive (Unit 18), Dover, NH \$49,860.00		None Yes Jim Maxfield	I0006-000000
<i>Description: Construct a 1.5 story, 1 bedroom dwelling unit. The structure shall be located and sized in compliance w/ applicable zoning setback and size regulations for TDR development (170-27.2 G) and approved by the Planning Board - Contact Zoning Administrator @516-6008 for confirmation of compliance applicable regulations.</i> <i>As TDR this structure is limited to the following:</i> <i>No larger than 600 square feet of total living area</i> <i>Limited to the square footage originally constructed</i>							
BLDG-2022-0048	Building - Major 08/10/2022 R-12 Residential - Medi	New Construction 02/16/2023 \$5,176.00	Issued 08/18/2023 564	72 Uncommon Drive (Unit 25), Dover, NH \$49,860.00		None Yes Jim Maxfield	I0006-000000
<i>Description: Construct a 1.5 story, 1 bedroom dwelling unit. The structure shall be located and sized in compliance w/ applicable zoning setback and size regulations for TDR development (170-27.2 G) and approved by the Planning Board - Contact Zoning Administrator @516-6008 for confirmation of compliance applicable regulations.</i> <i>As TDR this structure is limited to the following:</i> <i>No larger than 600 square feet of total living area</i> <i>Limited to the square footage originally constructed</i>							

PERMITS ISSUED BY WORK CLASS (02/01/2023 TO 02/28/2023)

Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
SUBTOTALS FOR NEW CONSTRUCTION:			18,105 Sq Ft	\$1,792,660.00	Residential:	0	PERMITS ISSUED: 16
					Non-Residential:	0	
					Mixed Use:	0	
			127,833 Sq Ft	\$2,925,334.58	Residential:	14	GRAND TOTAL OF PERMITS: 37
					Non-Residential:	6	
					Mixed Use:	0	

City of Dover

Revenues of Major Funds February 28, 2023

(General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 99,906,184	(629,325)	50,793,971	51.0%	\$ 49,112,213	\$ -	\$ 49,112,213	49.0%
Licenses & Permits	6,987,054	517,488	4,868,139	70.0%	2,118,915	-	2,118,915	30.0%
Intergovernmental	6,743,979	122,960	3,967,927	59.0%	2,776,052	-	2,776,052	41.0%
Charges for Services	4,466,329	505,612	3,437,922	77.0%	1,028,407	(35,365)	1,063,772	24.0%
Miscellaneous Revenue	935,934	17,662	1,069,716	114.0%	(133,782)	(5,982)	(127,800)	-14.0%
Education	20,192,012	980,706	13,454,864	67.0%	6,737,148	-	6,737,148	33.0%
Operating Transfers In	413,507	-	-	0.0%	413,507	-	413,507	100.0%
Other Financing Sources	129,900	22,947	22,947	18.0%	106,953	-	106,953	82.0%
Sub-total : 1000 General Fund	\$ 139,774,899	1,538,049	77,615,487	56.0%	\$ 62,159,412	\$ (41,347)	\$ 62,200,759	45.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 295,000	23,410	267,544	91.0%	27,456	\$ -	\$ 27,456	9.0%
Parking Income	892,231	102,992	664,948	75.0%	227,283	-	227,283	25.0%
Parking Fines	184,000	25,417	131,152	71.0%	52,848	-	52,848	29.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,371,231	151,819	1,063,644	78.0%	\$ 307,587	\$ -	\$ 307,587	22.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	-	-	0.0%	9,584	\$ -	\$ 9,584	100.0%
Charges for Services	1,804,395	129,267	1,102,701	61.0%	701,694	-	701,694	39.0%
Miscellaneous Revenue	0	13	4,327	0.0%	(4,327)	-	(4,327)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 1,813,979	129,280	1,107,027	61.0%	\$ 706,952	\$ -	\$ 706,952	39.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 756,668	62,799	509,860	67.0%	246,808	\$ -	\$ 246,808	33.0%
Operating Transfers In	72,304	3,857	30,853	43.0%	41,451	-	41,451	57.0%
Sub-total : 3381 McConnell Center	\$ 828,972	66,656	540,714	65.0%	\$ 288,258	\$ -	\$ 288,258	35.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	26,150	271,304	63.0%	159,116	\$ -	\$ 159,116	37.0%
Miscellaneous Revenue	11,500	360	3,732	32.0%	7,768	-	7,768	68.0%
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	26,510	276,146	60.0%	\$ 185,774	\$ -	\$ 185,774	40.0%
5300 Water Fund								
Intergovernmental	\$ 107,500	-	-	0.0%	107,500	\$ -	\$ 107,500	100.0%
Charges for Services	6,771,364	561,809	4,327,943	64.0%	2,443,421	-	2,443,421	36.0%
Miscellaneous Revenue	86,000	3,001	89,500	104.0%	(3,500)	-	(3,500)	-4.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	\$ 7,052,364	564,811	4,417,442	63.0%	\$ 2,634,922	\$ -	\$ 2,634,922	37.0%
5320 Sewer Fund								
Intergovernmental	\$ 191,013	-	21,060	11.0%	169,953	\$ -	\$ 169,953	89.0%
Charges for Services	9,154,224	726,898	5,360,620	59.0%	3,793,604	-	3,793,604	41.0%
Miscellaneous Revenue	70,000	7,081	76,049	109.0%	(6,049)	-	(6,049)	-9.0%
Other Financing Sources	520,992	-	-	0.0%	520,992	-	520,992	100.0%
Sub-total : 5320 Sewer Fund	\$ 9,936,229	733,978	5,457,729	55.0%	\$ 4,478,500	\$ -	\$ 4,478,500	45.0%
6100 Dovernet Fund								
Charges for Services	\$ 1,698,481	124,735	998,062	59.0%	700,419	\$ -	\$ 700,419	41.0%
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	1,023,062	59.0%	\$ 725,419	\$ -	\$ 725,419	41.0%
Total : REVENUES	\$ 162,988,075	3,335,838	91,501,251	56.0%	\$ 71,486,824	\$ (41,347)	\$ 71,528,172	44.0%

City of Dover

Expenditures of Major Funds

February 28, 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	\$ 7,569	\$ 115,934	24.0%	\$ 360,318	\$ 121,311	\$ 239,007	50.2%
Executive	2,169,947	155,736	1,243,476	57.0	926,471	725,952	200,519	9.2
Finance	2,459,971	158,816	1,416,305	58.0	1,043,666	652,564	391,103	15.9
Planning	966,396	59,256	529,015	55.0	437,381	258,569	178,812	18.5
Misc General Government	1,193,014	52,071	470,340	39.0	722,674	99,266	623,409	52.3
Police	10,449,863	644,282	5,861,289	56.0	4,588,574	2,340,104	2,248,470	21.5
Fire & Rescue	12,349,470	796,935	7,319,729	59.0	5,029,741	2,840,668	2,189,073	17.7
Community Service Public Works	9,721,708	561,961	4,050,016	42.0	5,671,692	1,975,656	3,696,037	38.0
Recreation	2,919,166	200,579	1,834,822	63.0	1,084,344	739,070	345,274	11.8
Public Library	1,727,385	123,245	1,026,958	59.0	700,427	493,669	206,758	12.0
Public Welfare	898,614	48,436	296,661	33.0	601,953	104,226	497,727	55.4
Debt Service	6,213,776	-	2,275,635	37.0	3,938,141	3,503,749	434,393	7.0
Other Financing Sources/Uses	4,152,324	2,573,793	3,578,313	86.0	574,011	-	574,011	13.8
School	74,228,580	5,085,530	37,969,480	51.0	36,259,100	34,472,463	1,786,636	2.4
Intergovernmental	9,848,433	-	9,848,433	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 139,774,899	\$ 10,468,209	\$ 77,836,405	55.7%	\$ 61,938,494	\$ 48,327,265	\$ 13,611,230	9.7%
3213 Parking Activity Fund								
Police	\$ 1,371,231	\$ 248,883	\$ 732,127	53.0%	\$ 639,104	\$ 216,206	\$ 422,898	30.8%
Sub-total : 3213 Parking Activity Fund	\$ 1,371,231	\$ 248,883	\$ 732,127	53.4%	\$ 639,104	\$ 216,206	\$ 422,898	30.8%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,118,309	\$ 137,837	\$ 1,006,152	47.0%	\$ 1,112,157	\$ 928,186	\$ 183,972	8.7%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,118,309	\$ 137,837	\$ 1,006,152	47.5%	\$ 1,112,157	\$ 928,186	\$ 183,972	8.7%
3381 McConnell Center Fund								
Recreation	\$ 828,972	\$ 36,722	\$ 270,772	33.0%	\$ 558,200	\$ 307,525	\$ 250,674	30.2%
Sub-total : 3381 McConnell Center Fund	\$ 828,972	\$ 36,722	\$ 270,772	32.7%	\$ 558,200	\$ 307,525	\$ 250,674	30.2%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 17,022	\$ 194,435	42.0%	\$ 267,485	\$ 15,239	\$ 252,246	54.6%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 17,022	\$ 194,435	42.1%	\$ 267,485	\$ 15,239	\$ 252,246	54.6%
5300 Water Fund								
Community Service Public Works	\$ 7,304,705	\$ 996,562	\$ 4,395,244	60.0%	\$ 2,909,461	\$ 1,125,620	\$ 1,783,840	24.4%
Sub-total : 5300 Water Fund	\$ 7,304,705	\$ 996,562	\$ 4,395,244	60.2%	\$ 2,909,461	\$ 1,125,620	\$ 1,783,840	24.4%
5320 Sewer Fund								
Community Service Public Works	\$ 10,108,373	\$ 1,158,864	\$ 5,516,585	55.0%	\$ 4,591,788	\$ 1,822,829	\$ 2,768,959	27.4%
Sub-total : 5320 Sewer Fund	\$ 10,108,373	\$ 1,158,864	\$ 5,516,585	54.6%	\$ 4,591,788	\$ 1,822,829	\$ 2,768,959	27.4%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 2,429,488	\$ 84,247	\$ 845,676	35.0%	\$ 1,583,812	\$ 404,573	\$ 1,179,239	48.5%
Sub-total : 6100 Dovernet Fund	\$ 2,429,488	\$ 84,247	\$ 845,676	34.8%	\$ 1,583,812	\$ 404,573	\$ 1,179,239	48.5%
Total : EXPENDITURES	\$ 164,397,897	\$ 13,148,346	\$ 90,797,396	55.2%	\$ 73,600,501	\$ 53,147,443	\$ 20,453,058	12.4%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) February 28, 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	168,209	815,712	69.9	350,918	0	350,918	30.1
Expenditures	1,150,381	95,033	731,490	63.6	418,891	361,224	57,667	5.0
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	16,249	73,177	84,222	6.3	(67,973)	(361,224)	293,251	25.1

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 Mitrushi, 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 the 23rd Drug Take Back event. The event once again provided the public with an opportunity to dispose of unused and unwanted prescription drugs.

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

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

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

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

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

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

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.

FEBRUARY 2023:

In February, Media Services provided numerous updates on a variety of city and school projects, public services, and current events. These included education updates; special events; a 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 February. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker. February's topics included a discussion with City Clerk Susan Mistretta about the role of the City Clerk and Tax Collector's Office, a look at the Vision Chapter of the City's master Plan, and a look at the proposed city budget for fiscal year 2024 with the City Manager.

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 and the Budget Revealed newsletter.

In February, Media Services sent out 81 email newsletters, including the weekly editions of Dover Download, special alerts, and 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 February distributed 82 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 18 meetings and special events in February.

On February 2nd the Prevention Services Unit held their first in person networking event where 16 school staff attended and discussed the mental health data and what that are seeing. They then moved the campaign into discussing ACEs data. 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

Lt. Mitrushi and PSW Jones interviewed several individuals 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. The position will work with PSW Jones and the Community Response & Engagement Unit. After interviewing several applicants, Lt. Mitrushi began the background investigation into one candidate for the position.

On February 2, 2023 Lt. Mitrushi taught a 3-hour NAMI Connect Suicide Prevention Program to 7 parents and community members in the Dover High School Library. On February 10, 2023, Lt. Mitrushi taught the class to 27 teachers and staff members at Somersworth High School.

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.

FEBRUARY 2023

She continued supervising Kelsey Rubio, MSW intern from Walden University, at 20 hours per week and met with Rubio's Professor on 2/2/23. PSW Jones coordinated with University of NH BSW Field Coordinator about fall 2023 internships - interview scheduled with Alexis Gates for 3/23/23, a prospective BSW intern.

Erin Pender has been volunteering at the Dover Public library for – years. Besides her obvious love of books, Erin enjoys staying active—dancing to the radio, walking, and hiking (with others as she has a regrettable sense of direction). She keeps her mind active solving crossword puzzles and the occasional Sudoku. She exercises her creative side fooling around with color—watercolors, pen, pencil or crayon tending toward suggestive rather than sharply defined

subjects. Erin has also been the President of the Friends of the Dover Public Library. She has 2 children, 3 grandchildren, and 2 great grandchildren. Thank you Erin for all your hard work on behalf of the Dover Public Library!

Members from Dover Fire & Rescue held an off-duty meeting to plan the fire departments involvement in the Dover 400 Parade this summer. A committee of volunteers was set up to coordinate DF&R's involvement and how to represent the fire departments history and evolution over the centuries.

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.

FEBRUARY 2023:

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 February with staff from Horsley Witten and Ironwood to review the status of state and federal permitting, discuss site plan updates and preparing re-bid documents.

Engineering staff has been working closely with Planning staff and the design consultant to respond to bidder questions. Bids are due on March 9th.

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.

FEBRUARY 2023:

DF&R began purchasing physical fitness equipment that was funded through the Assistance to Firefighters Grant. This alternative funding source provided over \$56,000 which is being used to support DF&R's health and wellness program.

Outreach Coordinator Bassegio and Facilities Project Manager Eric Sanderson met with the NH Preservation Alliance on Feb. 21 at the Lowell Ave. Water Works building and the Ricker Memorial Chapel to discuss the two sites as part of potential grant applications for a Preservation Assessment.

February 22nd, Division Chief attended an emergency Executive Board meeting of the Seacoast Chief Fire Officers Mutual Aid District to discuss a funding opportunity. The Executive Board has been working with Kittery Town Manager Kendra Amaral to work on the State of Maine funding for the District to enhance the training opportunities. During

those discussions, Manager Amaral offered to assist the District apply for a Congressionally Directed Spending allocation. Through extensive deliberation the Executive Board decided to apply for \$400,000 to purchase a multi-functional training trailer with live burn capability to be shared amongst all District members.

The Dover Public Library was awarded a New Hampshire Humanities grant to host one of their Perspectives book groups in February in honor of Black History Month. The book selected was "Stony the Road : Reconstruction, White Supremacy, and the Rise of Jim Crow" by Harvard professor Henry Lewis Gates, Jr. The meeting on Feb. 8 was held as a hybrid meeting which allowed the presenter and participants online to join a small crowd on-site at the library for a rousing discussion of this important book. The grant from New Hampshire Humanities provided multiple copies of the books which those who took one were able to keep for their own collections. The grant also paid for the facilitator, Mary C. Kelly, history professor at Franklin Pierce College where she has taught for twenty-five years.

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 Isabelle 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 Mitrush, 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.

FEBRUARY 2023:

In February, 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.

On February 27, 2023, Lt. Mitrushi attended the Graffiti Management Committee meeting at which he is the staff liaison. The committee continued to discuss cleanup efforts and effective ways to manage graffiti in the City of Dover.

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 NCESS 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.

FEBRUARY 2023:

Resilience Manager Kaspari attended a SRPC Resiliency Subcommittee meeting on February 6th to discuss coordinating outreach efforts with the Dover SAU and to plan the next Resiliency Roundtable session for the spring.

Resilience Manager Kaspari provided an overview of the Citywide Resilience Plan to the City Council on February 8th. The Plan was officially adopted by a unanimous vote and can be found through the Resilient Dover section of the city website.

Resilience Manager Kaspari reviewed bid options for sourcing municipal natural gas and electricity with Deputy Finance Director Legere on February 9th.

Resilience Manager Kaspari attended a CPCNH Risk Management Committee meeting on February 13th.

Resilience Manager Kaspari and Community Services Director Storer met with virtually with CPower on February 15th to discuss options for a municipal electricity demand response program.

Resilience Manager Kaspari, Deputy City Manager Parker with Media Services Director Gillis produced a Dover Download Podcast Episode on the Citywide Resilience Plan.

Resilience Manager Kaspari conducted interviews with Jenn Andrews, UNH Sustainability Institute Project Director, on February 21st for the Renewable Energy Analysis Fellow position.

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.

FEBRUARY 2023:

Director Benton attended a presentation on the Regional Housing Needs Assessment on February 7.

Outreach Coordinator Bassegio attended a Housing Academy session at NH Housing with Planning Board members and municipal staff from across the state on February 22 for the InvestNH Housing Navigator program.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, March 8, 2023**
Meeting Time: **6:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Hinkel 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 Workshop. Statements shall be limited to five minutes.

School Board Chairperson Carolyn Mebert, 254 Dover Point Road: She spoke in support of the proposed School Department budget.

School Board Member Robyn Trefethen, 3 Nantucket Court : She spoke in support of the proposed School Department budget.

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

6. DISCUSSIONS

A. BUDGET PRESENTATIONS

1. SCHOOL

Superintendent Harbron and Business Administrator Limanni gave a PowerPoint presentation on the proposed School Department budget.

7. ADJOURNMENT

Councilor Muffett-Lipinski moved to adjourn; 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, March 8, 2023**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. ~~MOMENT OF SILENCE~~

3. ~~PLEDGE OF ALLEGIANCE~~

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Shanahan, Councilor Cullen, Councilor 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 for Women's History Month.

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to add as Item 13.B.4. "B23057 Purchase of a 2023 Ford F550 Chassis Cab Truck" and motioned to accept the Agenda as amended; seconded by Councilor Thibodeaux.

Vote: 9/0.

7. PUBLIC HEARINGS

A. ACCEPTANCE OF THE FY24 ACTION PLAN AND THE EXPENDITURES FOR FY24 CDBG ENTITLEMENT FUNDS, FY23 PROGRAM INCOME AND FY24 PROGRAM INCOME

SPONSORED BY COUNCILOR CULLEN

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

B. AMENDMENT OF FISCAL YEAR 2023 SCHEDULE OF FEES FOR CEMETERY COLUMBARIA NICHES FEES

SPONSORED BY MAYOR CARRIER BY REQUEST

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

C. AMENDMENT OF FY2023 SCHEDULE OF FEES TO ADD OUTDOOR DINING FEE FOR USE OF PUBLIC PARKING SPACES

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.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

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

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing. He recognized the snow removal efforts of Public Works.

Deputy Mayor Shanahan moved to accept the City Manager's Report; seconded by Council Hinkel.
Vote: 9/0.

10. APPROVAL OF MINUTES

- A. February 22, 2023 – Regular Meeting**
- B. March 1, 2023 – Workshop Session**

Deputy Mayor Shanahan moved to accept the Minutes; seconded by Council Hackett.
Vote: 9/0.

11. MAYOR'S REPORT

Mayor Carrier recognized the Indonesian Community Connect (ICC) members who were present.

ICC President Raude Raychel and Little Indonesia Advisory Board Vice Chair Tricia Sumarijanto invited Dover citizens to the Indonesian International Week in Portsmouth, and gave an overview of the event.

Mayor Carrier recommended the reappointment of CWDAC members Sean Fitzgerald, Steve Brown, Matt Cox, and Kimberly Schuman.

Mayor Carrier recommended the appointment of Councilor Williams and Kathleen Blake to the Cocheco Local Advisory Committee.

Deputy Mayor Shanahan moved to accept the Mayor's Report and his appointment recommendations; 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 OF ANNUAL APPRAISAL OF REAL ESTATE FOR FISCAL YEAR 2024 (TAX YEAR 2023)**
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Muffett-Lipinski.
Roll Call Vote: 9/0



CITY OF DOVER

CITY COUNCIL - MINUTES

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

**2. ACCEPTANCE OF THE FY24 ACTION PLAN AND THE EXPENDITURES FOR
FY24 CDBG ENTITLEMENT FUNDS, FY23 PROGRAM INCOME AND FY24
PROGRAM INCOME**
SPONSORED BY COUNCILOR CULLEN

Councilor Hackett recused herself from discussion.

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

**3. AMENDMENT OF FISCAL YEAR 2023 SCHEDULE OF FEES FOR CEMETERY
COLUMBARIA NICHES FEES**
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.

**4. AMENDMENT OF FY2023 SCHEDULE OF FEES TO ADD OUTDOOR DINING
FEE FOR USE OF PUBLIC PARKING SPACES**
SPONSORED BY MAYOR CARRIER BY REQUEST

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

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. B21048 RFP22-002 DESIGN CONSULTING SERVICES FOR THE FIFTH AND
GROVE STREETS RECONSTRUCTION AMENDMENT #2**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. B23053 PURCHASE OF A 2022 XL FORD F250 CREW CAB FOR COMMUNITY
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 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 - MINUTES

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

Councilor Cullen moved to substitute as a whole Item 13.A.2; seconded by Councilor Muffett-Lipinski.

Vote: 9/0.

Deputy Mayor Shanahan moved for the adoption of the Consent Calendar; seconded by Councilor Muffett-Lipinski.

Roll Call Vote: 9/0.

Councilor Nemeth gave an overview of the Graffiti Management Ad-Hoc Committee Report to the Council.

Councilor Nemeth gave an overview of the Heritage Commission Report to the Council.

Deputy Mayor Shanahan gave an overview of the Legislative Liaison Report to the Council.

Councilor Thibodeaux gave an overview of the Library Board of Trustees Report to the Council.

Deputy Mayor Shanahan gave an overview of the Ordinance Committee Report to the Council.

Councilor Hinkel gave an overview of the Parking Commission Report to the Council.

Councilor Hinkel gave an overview of the Downtown TIF Advisory Committee Report to the Council.

B. RESOLUTIONS

1. APPROVAL OF LETTER IN SUPPORT OF NHDOT RAISE 2023 GRANT PROPOSAL SPONSORED BY MAYOR CARRIER BY REQUEST

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

City Manager Joyal gave an overview of the Resolution to the Council.

Vote: 9/0.

2. AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE CHARITABLE FOUNDATION GRANT (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 22, 2023.) SPONSORED BY MAYOR CARRIER BY REQUEST

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

Vote: 9/0.

3. AUTHORIZATION TO ACCEPT AND EXPEND LEAD SERVICE INVESTIGATION AGREEMENT GRANT (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 22, 2023.) SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing on March 22, 2023; 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, March 8, 2023**
Meeting Time: **7:00 pm**

4. B23057 PURCHASE OF A 2023 FORD F550 CHASSIS CAB TRUCK SPONSORED BY MAYOR CARRIER BY REQUEST

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

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Nemeth recognized women in the State and especially in Dover.

Councilor Thibodeaux recognized women in Science.

Deputy Mayor Shanahan thanked Councilor Williams and Councilor Cullen for filling for him while he was away.

Mayor Carrier recognized the City's staff for their snow removal efforts.

16. ADJOURN

Councilor Muffett-Lipinski moved to adjourn, seconded by Councilor Hackett.
Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Nemeth led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Muffett-Lipinski.

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

5. PUBLIC HEARING

A. FISCAL YEAR 2024 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM – SCHOOL PORTION ONLY (CITY PORTION PUBLIC HEARING TO BE HELD ON MARCH 22, 2023) SPONSORED BY MAYOR CARRIER BY REQUEST

Frances Meffen 16 Benjamin Way: She spoke in support of the proposed School Department budget.

James Verschueren, 102B Sixth Street: He spoke in support of the proposed School Department budget.

School Board Member Micaela Demeter, 33A Piscataqua Road: She spoke in support of the proposed School Department budget.

School Board Member Robin Trefethen, 3 Nantucket Court: She spoke in support of the proposed School Department budget.

Carolyn Mebert, 254 Dover Point Road: She spoke in support of the proposed School Department budget.

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

6. ADJOURNMENT

Deputy Mayor Shanahan moved to adjourn; seconded by Councilor Thibodeaux..

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, March 15, 2023**
Meeting Time: **To immediately follow Special Meeting**

1. CALL TO ORDER

2. ~~MOMENT OF SILENCE~~

3. ~~PLEDGE OF ALLEGIANCE~~

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Muffett-Lipinski.

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

5. PUBLIC FORUM

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

Frances Meffen, 16 Benjamin Way: She spoke in support of the departments making their budget presentations tonight.

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

6. DISCUSSIONS

A. BUDGET PRESENTATIONS

City Manager Joyal gave an overview of the handouts: Fee Schedule, Tax Cap Over-ride History.

1. PLANNING

Planning and Community Development Director Benton gave a PowerPoint presentation on the proposed budget for the Planning and Community Development Department.

2. POLICE

Police Chief Breault gave a PowerPoint presentation on the proposed budget for the Police Department.

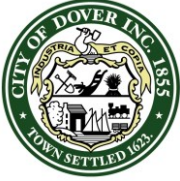
3. FIRE

Fire Chief McShane gave a PowerPoint presentation on the proposed budget for the Fire Department.

7. ADJOURNMENT

Councilor Williams moved to adjourn; seconded by Deputy Mayor Shanahan.

Vote: 8/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2023.03.08 – 041**

Resolution Re: Authorization to Accept and Expend the New Hampshire Charitable Foundation Grant

WHEREAS: The City of Dover Community Services Department has applied for a State of NH Charitable Foundation Grant in the amount of \$150,000.00; and

WHEREAS: The grant has been awarded to City of Dover, NH to establish of a comprehensive regional street sweeping program that will operate across municipal boundaries in the Great Bay watershed to significantly reduce nonpoint source pollution and measurably improve water quality. This grant is made possible by gifts from the Great Bay Watershed Fund; and

WHEREAS: There is a soft match of 10% required for this grant and the match will consist of industry expert's participating in an expert panel who will be donating time along with city staff time to administer the grant; and

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b and RSA 21-P:43, authorization by the City Council to expend the grant funds for eligible project costs is needed; and

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

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to expend the grant funds awarded to the City of Dover, and any funding received is hereby appropriated for said purposes. The City Council, in a majority vote, accepts the terms and requirements of the Grant, and authorizes the City Manager to sign all necessary paperwork for the grant as well as contract(s) with a vendor, consistent with the authority herein.

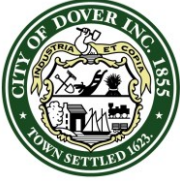
AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
TBD	Clean Sweep - Innovative Regional Steet Sweeping Program for Great Bay	150,000.00	150,000.00

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2023.03.08 – 041**

Resolution Re: Authorization to Accept and Expend the New Hampshire Charitable Foundation Grant

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

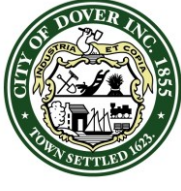
DOCUMENT HISTORY:

First Reading Date: 03/08/2023
Approved Date:

Public Hearing Date: 03/22/2023
Effective Date:

DOCUMENT ACTIONS:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 12.C.1. Resolution Number: R - 2023.03.08 – 041 Resolution Re: Authorization to Accept and Expend the New Hampshire Charitable Foundation Grant
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RESOLUTION BACKGROUND MATERIAL:

The City of Dover (in partnership with the Municipal Alliance for Adaptive Management)

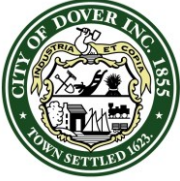
Establishment of a comprehensive regional street sweeping program that will operate across municipal boundaries in the Great Bay watershed to significantly reduce nonpoint source pollution and measurably improve water quality.

Current science shows greater nutrient load reduction can be achieved through strategic, targeted street sweeping activities (Clean Sweep, PREP/UNHSC); however, current individual municipal street sweeping programs in the region often lack operational and financial capacity to implement efficient programs. Staffing, equipment costs and upkeep, and route scheduling can be challenging which leads to implementation barriers. Because of these hurdles, street sweeping is not viewed as an effective measure for controlling nonpoint source pollution and achieving related co-benefits such as flood resiliency. The Clean Sweep project will leverage the strength of a regional partnership to standardize operations and costs thereby improving effectiveness.

The Clean Sweep – Phase One project represents the beginning of an ambitious multiyear regional effort to establish and implement this important program. This critical project phase will develop regional capacity and operational plans to fully implement the program. While much is understood about potential water quality benefits of a regional street sweeping program, many important program and operational elements do not exist and must be developed before the program can be fully implemented - including legal and intermunicipal frameworks, operational costs, labor logistics, sweeping schedules – including when to target sweeping for optimal pollutant removal, municipal participation terms and responsibilities, regional benefits, funding plans, and more. Once these important questions are answered, the City of Dover with the Municipal Alliance for Adaptive Management (MAAM) and partners will have the information necessary to move forward with implementation.

Clean Sweep - Phase One Deliverables:

- Clean Sweep Regional Operations Plan
- Intermunicipal Participation Agreement
- Equipment Bid Form (for acquisition of electric vacuum assisted sweeper truck) and full program funding assessment with timeline
- Statement of Anticipated Regional Benefits (water quality, economic, resiliency, human health)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R - 2023.03.08 – 042**

Resolution Re: Authorization to Accept and Expend the New Hampshire Department of Environmental Services Lead Service Line Investigation Grant

WHEREAS: The City of Dover Community Services Department has applied for a State of NH Department of Environmental Service (NHDES) Lead Services Line Inventory, Sampling Plan and Replacement Plan Grant Program in the amount of \$75,000.00 for the Water System Improvement project.; and

WHEREAS: The grant has been awarded to the City of Dover contingent upon Governor and Executive Council approval. The city will use the funding for data mining and for the development of a service line inventory with will meet the requirement of the revised lead and copper rules set by the federal standards; and

WHEREAS: There is a soft match of 10% required for this grant and the match will consist of city staff time to administer the Grant; and

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b and RSA 21-P:43, authorization by the City Council to expend the grant funds for eligible project costs is needed; and

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

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to expend the grant funds awarded to the City of Dover, and any funding received is hereby appropriated for said purposes. The City Council, in a majority vote, accepts the terms and requirements of the Grant, and authorizes the City Manager to sign all necessary paperwork for the grant as well as contract(s) with a vendor, consistent with the authority herein.

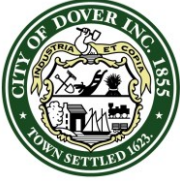
AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
TBD	Lead Service Line Inventory, Sampling plan and Replacement Plan Grant Program	75,000.00	75,000.00

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R - 2023.03.08 – 042**

Resolution Re: Authorization to Accept and Expend the New Hampshire
Department of Environmental Services Lead Service Line
Investigation Grant

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

First Reading Date: 03/08/2023

Public Hearing Date: 03/22/2023

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.		

RESOLUTION BACKGROUND MATERIAL:

The City of Dover will use funding for data mining and for the development of a service line inventory which will meet the requirements of the revised lead and copper rule set by the federal standards.

Once the service lines are classified, this will lead to a review of the City of Dover's sampling plan, development of a plan for the lead services replacement, and customer education efforts through outreach materials.

Deliverable: Submit the database with the updated sampling plan and all of the educational/outreach material to NHDES.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2023.03.22 - 044**
Resolution Re: B23031 Fire Inspection Services

WHEREAS: A Sealed (RFP) Request for Proposal # B23013 was issued and received for Fire Inspection Services for the City and School Departments on March 13, 2023 at 2:00 pm. Also requested were hourly rates and product costs for as needed repairs and equipment items outside inspection services. A pre-bid meeting was conducted on February 28, 2023 with five firms attending; and

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

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to BK Systems, Inc. Pembroke, NH. for fire inspection services at rates provided in conjunction with Bid B23013. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

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

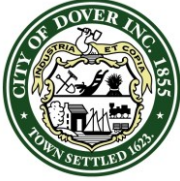
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2023.03.22 - 044**
Resolution Re: B23031 Fire Inspection Services

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2023.03.22 - 044**
Resolution Re: B23031 Fire Inspection Services

RESOLUTION BACKGROUND MATERIAL:

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

Bid Information:

A Sealed Request for Bid B23013 was issued and received for Fire Inspection Services for the City and School Departments on March 13, 2023 at 2:00 pm.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	180	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One year with option to renew for two additional one year terms	Estimated Delivery:	As needed
Recommended Award to:	BK Systems, Inc.	Fund:	Various
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

[B23013 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.03.22 – 045**
Resolution Re: B23052 General Carpentry, Sheetrock & Painting Services
As-Needed

WHEREAS: A sealed Request for Proposal #B23052 was issued and received for as needed General Carpentry, Sheetrock and Painting Services on March 6, 2023 at 2:00 PM with rates to hold for (1) one year, with the option to renew for two (2) additional one-year terms, not to exceed Consumer Price Index (Boston), subject to annual review, funding availability and negotiations at the end of each annual period; and

WHEREAS: The City received three (3) bid replies which were reviewed for necessary experience, technical and professional qualifications, skills and facilities, project understanding, approach, ability to comply with proposed or required time of completion or performance, possession of a satisfactory record of performance as well as cost; and

WHEREAS: It is the recommendation to accept the proposals deemed most advantageous to the City and with lowest offered rates submitted by Unified Builders, Inc. of Barrington, NH; and

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

The Purchasing Agent is hereby authorized to issue purchase orders to Unified Builders, Inc. of Barrington, NH at the given rates for as needed general carpentry, sheetrock and painting services provided in conjunction with Request for Proposal #B23052. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

AND, FURTHER BE IT RESOLVED THAT:

The Purchasing Agent is hereby authorized to renew or extend agreements with Unified Builders, Inc. of Barrington, NH, for two additional one year terms, per #B23052 contingent upon pricing not exceeding Consumer Price Index (Boston).

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

Financing

Account	Description	Appropriation	Balance
xxxx.1.xxx.xxxxx.4431	Maintenance of Building	\$ 412,164	\$ 125,358

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.03.22 – 045**
Resolution Re: B23052 General Carpentry, Sheetrock & Painting Services
As-Needed

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.03.22 – 045**
Resolution Re: B23052 General Carpentry, Sheetrock & Painting Services
As-Needed

RESOLUTION BACKGROUND MATERIAL:

The City is seeking proposals from qualified vendors who can provide general carpentry, sheetrock and painting services. The successful bidder must have at least five (5) years' experience in the field. The bidder shall submit qualifications for work and experience.

The contract pricing will be based on Time Only. Materials will be supplied by the City. Man hours paid under this agreement shall be only for production hours.

Rates are for a one (1) year period beginning upon award with the option to be renewed for two (2) additional one-year terms, subject to annual review, funding availability and negotiations at the end of each annual period, not to exceed Consumer Price Index (Boston).

Bid Information:

Sealed Request for Proposal #B23052 was issued and received for as needed General Carpentry, Sheetrock & Painting Services on March 6, 2023 at 2:00 PM.

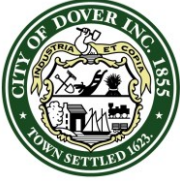
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	198	Number of Responses:	3
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:	Unified Builders Inc	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B23052 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2023.03.22 – 046**

Resolution Re: Approval of Revised Sub-Lease to Bubby's Delicatessen, LLC (Dover Transportation Center)

WHEREAS: The City of Dover and Bubby's Delicatessen, LLC seek to revise a Sub-Lease Agreement whereby the City has sub-leased to Bubby's Delicatessen, LLC ("Bubby's") a portion of the Dover Transportation Center building owned by the City of Dover but located on land leased from Cocheco Mills Holdings, LLC located at 33 Chestnut Street; and

WHEREAS: The rent and utility charges have been updated together with other matters summarized in the background of this resolution; and

WHEREAS: The initial term of the revised Sub-Lease Agreement would be for three (3) years beginning in March 2023 with renewal options.

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

Provided Cocheco Mills Holdings, LLC also consents to the revised Sub-Lease Agreement, the City Manager is hereby authorized to finalize and sign a revised Sub-Lease Agreement with Bubby's Delicatessen, LLC for a portion of the Dover Transportation Center located at 33 Chestnut Street.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

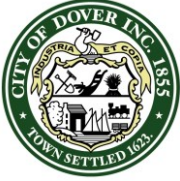
Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance:

Joshua M. Wyatt
City Attorney

Recorded by:

Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2023.03.22 – 046**
Resolution Re: Approval of Revised Sub-Lease to Bubby's Delicatessen, LLC (Dover Transportation Center)

DOCUMENT HISTORY:

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

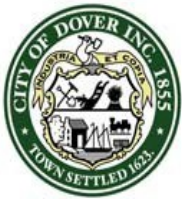
DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Attached is the proposed, revised Sub-Lease Agreement between the City of Dover and Bubby's Delicatessen, LLC. The attached draft lease is in red-line "compare" format showing proposed changes to the prior lease. In addition, below is a brief summary of the substantive proposed revisions:

- One additional parking permit granted to Lessee (from 3 to 4);
- Slightly modified hours/days of operation, including recognition of shut-down for vacation periods;
- New three-year initial term of March 1, 2023 through March 1, 2026;
- Stated \$200 monthly utility fee, with annual updates beginning March 1, 2024;
- Reduced base monthly rent (\$800 to \$600), but increased rent (\$300 monthly increase compared to prior \$100) applicable to future renewal periods. (Note, the monthly rent and utility fees are separate);
- Cooperation with efforts to better utilize interior space;
- Provisions addressing bathroom facilities and upkeep of same;
- Obligation of Lessee to keep area of trash, and provision for a separate maintenance agreement or memorandum of understanding on general maintenance obligations of parties;
- Improved indemnity clause in favor of the City;
- Clarified insurance requirements of Lessee;
- Clarified tax-payment obligation of Lessee.



288 CENTRAL AVENUE
DOVER, NH 03820
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603.516.6000

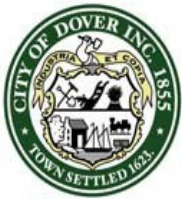
SUB-LEASE AGREEMENT

This Revised Sub-Lease Agreement is entered into this ___ day of ~~October, 2019~~ March, 2023, by and between ~~Gregg Schweitzer, Mgr. Mbr, Bubby's Delicatessen, LLC d/b/a Bubby's Bagel and Deli~~, 411 Cutts Avenue, Portsmouth, NH 03801 corporation (hereinafter called "Lessee") and the **City of Dover**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire (hereinafter referred to as "City") (hereinafter "Lessee" and "City" collectively "the Parties")

1. DESCRIPTION.

The City hereby sub-leases to the Lessee a portion of the Dover Transportation Center building leased by the City of Dover, including access to ~~the two (2) bathrooms, utility / maintenance closet~~, as shown on the attached **Exhibit A** (hereinafter the "Premises") and located at 33 Chestnut Street, Dover, New Hampshire (hereinafter the "Property"). In conjunction with the use of the Premises, Lessee shall be granted ~~34~~ parking permits for use solely by ~~its~~ Lessee's employees within the larger parking lot on the Property. The City shall also provide six (6) 15-minute free parking spaces near the Transportation Center which will be open to the public. The cost for the permits shall be contained within the lease rental rate set forth in paragraph 4. The City shall be solely responsible for relocating the so-called "Santa Shack" so that it is at least 100 feet away from the Premises.

Lessee shall have the exclusive right during the Term, ~~including exercised option periods,~~ (hereinafter defined) to sell or otherwise provide food or beverages to consumers within the Dover Transportation Center and platform/track area. The Lessee shall keep the building unlocked and open to the public ~~on Monday during its business hours which are typically Wednesday~~ through Friday between ~~67:00 a.m. and 2:00 pm and Saturday and Sunday between 7:00 a.m. and 1:00 p.m.~~ in addition to any other hours the Lessee is open for business. ~~At the first renewal, minimum Saturday hours of 8am to 2pm shall be added. These operating~~ Operating times do not include ~~Holidays~~ 2 vacation weeks a year, Federal, State or City holidays, serious weather events, and/or acts of ~~god~~ God which may interfere with the daily operation of the Lessee's business and as to which Lessee shall have the sole discretion on days and hours of operation for same. The City may maintain/staff a Dover Transportation Center volunteer booth in the seating area of the Premises in a location shown on Exhibit A. Said volunteers may be available to the general public within the Premises. The City will provide the Lessee with information regarding the City and its transportation services with both parties agreeing that this will be to their mutual benefit. There is no requirement that the volunteer booth be staffed during any particular operational hours during the period the Lessee has the building open. In addition, the City and volunteers will have control of the office/storage and mechanical space shown on Exhibit A as needed, and said space shall only be reconfigured per the City. The Lessee shall be allowed to share space in the storage room for employees' personal items and Lessee's cash safe and/or desk, per Exhibit A.



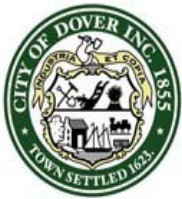
288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

Acknowledging that the Premises and Property is primarily a Transportation Center, and users of the Premises and Property include transient users, Lessee and the City shall cooperate, if and only to the extent allowed by law, to move along or remove, as the case is required, loiterers in any portion of the Premises in that both parties agree it is in both their respective interest to prevent individuals from staying in the Premises for extended periods of time, including but not limited to the seating or bathroom area, without utilizing the café or obtaining information from the City in regard to its transportation or other services Lessee shall attend a one-day training on the public transportation systems that are available at the Dover Transportation Center including, but not limited to COAST bus, Wildcat bus, Amtrak Downeaster, and Dover Community Trail, which will be scheduled by the City. The Lessee shall ensure its employees are generally familiar with the operations of these public transportation systems at the Dover Transportation Center.

Lessee shall have the right at its expense to install one (1) sign on the wire fence on the upper platform for the train and one (1) on the opposite side facing the parking lot for which commuters for the buses congregate. Said signs on the fence shall be directional signs with an arrow pointing to the café and be no greater than 2' long and 1' high. Lessee shall also have the right, on all four sides of the building, to place one (1) sign identifying the café. The look and design of said special and display materials shall be in keeping with the general appearance of the Premises, and shall be professionally created and managed. The Lessee may, at its own expense, purchase and use a temporary A-Frame chalk board sign to display specials on the track/platform area. Lessee shall also have the opportunity to utilize the top panel on the street side of the freestanding sign at the Chestnut Street entrance of the Property with said sign being created at the sole expense of the Lessee. All the above said signs, including the parking signs referred above, shall comply with all municipal ordinances by right and require permits. Banners, and electronic message centers shall not be included in any sign package. The City will support and assist with the expeditious processing of the sign applications.

2. TERM

This Sub-Lease shall commence ~~on November 15, 2019~~ upon approval by both parties, and ~~end on November 15, 2024~~ supersede and replace the lease which commenced in March of 2019, which prior lease is hereby terminated. The initial term of this Sub-Lease shall endure until March 1st, 2026, (the “initial three (3) year Term”), with ~~two (2) 5~~ three (3) 3-year renewal option periods with each option by the Lessee to be exercised in writing within 90 days of the end of the preceding initial three (3) year Term. ~~The, all of which collectively shall be referred to as “the Term shall include any exercised renewal option period.”~~ The Parties acknowledge the City’s right and obligation to sub-lease the Premises to Lessee for the Term is subject to and contingent upon the ~~lease on the Premises/Property, and any additional parking, set forth in the Third Amendment to Lease dated November 8, 2013~~ existence of a primary lease between Cocheco Mills Holdings LLC and the City which ~~ends,~~



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603.516.6000

as amended, would have ended on May 31, 2021 ("Cocheco Lease"), ~~which is subject though the City has exercised an option to the City's option, at its discretion, to renew extend~~ for an additional 20-year period. Should the City's lease with Cocheco Mills Holdings, LLC, ~~terminate or~~ be terminated, ~~for any reason~~ during ~~either renewal period~~ the Term, the City reserves the right to terminate this lease after a ~~180~~360 day written notice.

3. UTILITIES

The Lessee shall be solely responsible for payment of utilities, including gas, electricity, water, and sewer utilized inside the Premises. The ~~lessee~~Lessee shall pay the utilities in the amount of \$200 per month which is a flat rate based upon the difference between the previous monthly average and any future cost of utilities costs on the property for February 1, 2022 through February 1, 2023.. The Lessee shall reimburse the City on a monthly basis ~~for as part of its share within 10 business day of receipt of those charges~~ rental payment. This value shall be reviewed and updated, with the meter readings from average cost for the same twelve-month period beginning March 1, 2024. Should the Lessee add equipment that might significantly impact utility usage, the City. Parties agree to review this provision.

4. RENT

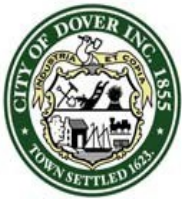
Pursuant to paragraph 3 above, Lessee shall be responsible during the Term of this Lease, including any renewal option periods, to pay the utilities for the Premises. ~~Payment of utilities, etc., for the initial term of this Lease, shall begin on Lessee's obtaining Certificate of Occupancy from the City of Dover to open the Café for business.~~

For the initial 3-year Term of the Lease, ~~reimbursement to the City of those said utilities for the interior of building rent~~ shall be ~~the sole rent paid by Lessee. Commencing in year 4 (the first of two (2) 5-year renewal periods) of the Term of this Lease rent shall be \$800~~\$600.00 per month ("Base Rent"), in addition to utility reimbursement pursuant to paragraph 3 above. Each 3-year renewal thereafter the monthly Base Rent shall increase by ~~\$100~~300.00, in addition to utility reimbursement consistent with paragraph 3 above. By way of example, ~~in year 5 of~~ on March 1, 2026 the Lease Term Base Rent per month shall be \$900.00 plus utilities, ~~in year 6 of the Lease Term Base Rent shall be \$1000.00 per month plus utilities,~~ and so forth.

5. IMPROVEMENTS AND REPAIR

The Parties recognize that previously the Lessee ~~shall make~~ made improvements to the Premises, ~~subject to the~~ upon receiving written approval from the City, at its sole cost as additional consideration for its rental of same, ~~including repainting of the bathroom and the placement of new fixtures in the bathroom sinks.~~ Both single-occupant bathrooms shall be rendered unisex

Improvements ~~shall also include~~ included:



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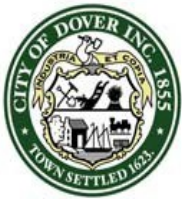
- installation of water and utility lines for café
- installation of cabinetry/counters/demising walls/access doors to prep area including walk-in refrigeration unit
- floor repairs as needed
- painting interior as mutually determined
- necessary IT/security infrastructure to operate business
- equipping the Premises for the operation of the café for benefit of customers and Lessee's employees
- ~~make space marketable for future tenants should lessee not renew~~
- relocating electrical equipment/panels
- ~~building of secondary office/storage for lessee's use~~
- ~~If any building code / life safety equipment and installation requirements for same are necessary for the leased premises change of use prior to if Lessee taking possession and obtaining a Certificate of Occupancy, Lessee shall have the sole option to deem this Lease null and void, thereby terminating same; chooses to build.~~
-

Attached as **Exhibit B** is an initial plan of the layout of the currently proposed improvements in the café area of the Premises. ~~The City shall cooperate with Lessee to expeditiously obtain the permits necessary for these Lessee improvements all subject to compliance with municipal ordinances. The Parties acknowledge that time is~~ Lessee's reasonable efforts to maximize efficient use of floorspace and furniture layout within the essence to get these improvements put into place for space to promote the operation Café use of the ~~café and for the Lessee's financing space.~~

The Parties further acknowledge that in consideration of the economic terms of this Lease including rent provisions above, the Lessee ~~is did~~ not requesting request the City to pay for any of these improvements for the build-out of the Café, yet it is considered as part of the consideration of the overall Lease Terms including the rent to be paid by the Lessee. Similarly, if the Lessee seeks further improvements, and receives written permission from the City, it may seek to do so at Lessee's sole cost as the City is in no way responsible for the costs of the improvements, modifications, or alterations.

The ~~Lessor~~ City will be responsible for the repair of the HVAC, exterior walls, water and sewer lines to the extent they are outside the Premises, structural portions of the building, exterior walls (excluding the Lessee's signs), roof, and parking areas and sidewalks including, but not limited to, snow removal and ice removal as necessary. Nothing within this Lease shall be construed as a creating a joint venture between Lessee and the City regarding the operation of that business.

At its sole cost, the City shall have the right to create a means for securing the main space



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from the bathroom facilities, so that they may be accessed from the exterior by City staff or any entity permitted access. The Lessee shall be consulted in advance of the improvement being made. The Parties agree that ongoing safety and security is important to the successful operation of the building. Furthermore, the Parties agree that Lessee shall have and bear reasonable operation costs. Should the City separate the bathroom facilities, the Parties will jointly monitor the usage and alter any arrangement/use of the bathrooms should vandalism or excessive operating costs result.

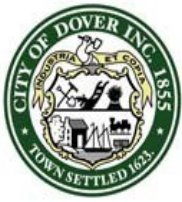
6. **PERSONAL PROPERTY REMAINING FOLLOWING LEASE TERMINATION**

The demising walls and countertops and bathroom improvements shall be considered permanent improvements of the Premises, yet removable tables and seating, as well as all equipment including walk-in refrigeration, shall not be part of the Premises (“Personal Property or Business Trade Fixtures”). To the extent Lessee or its lender does not remove said Personal Property or Business Trade Fixtures from the Premises within 60 days of the termination of the Lease, unless other written arrangements are made between the City and the Lessee, the City may take possession of the personal property subject to the security interest of the Lessee's lender.

Lessee agrees that any and all improvements, modifications, alterations to the Premises, other than Lessee's Personal Property or Business Trade Fixtures, shall, at City's option, be deemed real property and a part of the Premises and property belonging to the City. If City elects to treat any such improvements, modifications, or alterations as City's property, then the City has no obligation to reimburse Lessee for all or any portion of the cost or value of any such modifications, alterations or improvements so surrendered to the City. Upon termination of the Lease for any reason, Lessee shall ensure the Premises are tendered back to City broom clean and in a state that is safe, functional, meet existing code-compliance, and not in disrepair or in any need of further repair. City shall have the right to inspect the Premises upon such termination to review and determine compliance. For purposes of this paragraph, all lighting, plumbing, electrical, heating, ventilating and air conditioning fixtures, partitioning, window coverings, wall coverings, and floor coverings previously or hereinafter installed shall be deemed improvements to the Premises and not trade fixtures of the lessee.

7. **OPERATION AND ~~MAINTENANCE~~ MAINTENANCE**

The Premises of this Lease is for the purpose of the operation of a food and beverage service establishment and Lessee, at its own expense, shall maintain and keep the Premises in a sanitary and good working order and condition and remove all waste from the Premises as needed. Food waste shall be placed in a secure container prior to disposal by Lessee. Further, Lessee shall be responsible for placing of all solid waste and recyclables generated on the Premises in outside dumpster on the Property, and shall provide for the emptying of said



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dumpsters at its cost. The dumpster shall be provided by the City with a lock that the City and Lessee shall have a key. The Lessee shall help keep the surrounding area free from trash and acknowledges keeping the surrounding around outside the premises behooves the business and transportation patrons and therefore is a joint effort between the City, Train Volunteers, and Lessee. The parties will separately negotiate a maintenance agreement or joint memorandum of understanding to address general maintenance obligations of the respective parties.

Lessee shall keep the building including bathrooms open and clean for the public while the Café is open for business. In any event, Lessee shall have access to the building 7 days a week, 24 hours a day.

City shall be responsible for the ~~maintenance, upkeep and~~ liability insurance for the two (2) public bathrooms and provide the Lessee with an indemnification and hold harmless agreement in this regard. Public bathrooms shall be cleaned by the ~~City~~ Lessee on ~~a weekly~~ as needed basis ~~and~~. The City shall provide paper products as needed.

Lessee shall keep the Premises at no less than 62 degrees Fahrenheit year round and no warmer than 85 degrees Fahrenheit in the summer months.

Lessee shall be responsible for any applicable taxes related to the operation of its business and related to the income generated by the operation of its business.

8. ACCESS TO PREMISES

The City shall have right to enter the Premises during operating hours as well as non-operational hours for emergencies and shall also have access at all times to communication equipment located in one of the currently so-called office/storage closet.

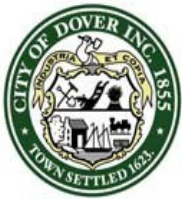
The City ~~and public~~ has the right to enter the ~~building outside of the~~ Premises during non-operational hours. The public will have access to the premises, if the City staff or train volunteers are present, if the Lessee is open for business, or if the public is utilizing the vestibule for transportation related purposes. If no one is on the Premises, then the building will remain locked and secured.

9. UNAVOIDABLE CASUALTY

In the event of an unavoidable casualty where the Premises or portion of it is destroyed, damages, or deemed unfit for use or occupancy, either Party may terminate this Lease.

10. SUBLETTING OR ASSIGNMENT

Lessee shall neither sublet nor assign the Premises or any portion thereof or parking spaces



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without prior written consent by the City, which shall not be unreasonable withheld.

11. DEFAULT/EARLY TERMINATION

In the event the Lessee fails to perform any of its obligations under this Lease (including not cooperating with the Train Rider Volunteers or the City), and fails to cure any said failure to perform within 30 days after written notice, the City, at its option, may deem the Lessee to be in default and terminate this lease, in addition to any other remedies allowable by law.

12. INDEMNIFICATION

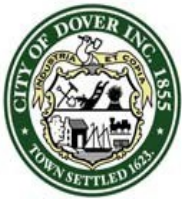
Lessee agrees to defend (with counsel acceptable to the City), indemnify and save harmless the City regarding all actions or inactions of Lessee or its agents, employees, contractors, subcontractors, invitees, licensees or other such persons or entities that take place within the leased ~~café~~ Premises and the City agrees to indemnify and save harmless the Lessee from all actions or inactions of the City or its agents or ~~volunteers~~ volunteers, and/or third parties that take part outside of the leased ~~café~~ Premises and/or in the two (2) public restrooms.

13. INSURANCE

Lessee shall procure and maintain in force, at its expense and throughout the duration of this lease and any extension, liability and property damage insurance for the Premises to be considered primary coverage. Said insurance to provide at least One Million Dollars per occurrence and Two Million Dollars in ~~both the aggregate in~~ liability ~~and coverage, and at least Five Hundred Thousand Dollars per occurrence and in the aggregate in~~ property damage coverage. City has no obligation for any loss to Lessee's personal property. Proof of Insurance shall be supplied to the City at the time of occupancy. City shall be named as an additional insured on the Lessee's insurance policy, which coverage shall apply on a primary and noncontributory basis, and, subject to the dollar amounts specified above, cover City with the same scope of coverage provided to the Lessee under the policy without subjecting City to any different or additional terms, conditions, limitations or exclusions. A condition of the insurance coverage shall be thirty (30) days' notice to City upon cancellation of the policy. The Lessee shall also provide City certificates of renewal for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy. Additionally, Lessee shall procure and maintain in force, at its expense, during the term workman's compensation insurance for employees, as required under New Hampshire law.

14. LIENS AND ENCUMBRANCES

Lessee shall not create or allow any lien, encumbrance or charge on the Premises or on the rents or income therefrom which may be superior to the City's rights hereunder.



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15. PARTIES BOUND

This Lease and any addendums are binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire Lease between the parties.

16. NOTICE

Any notice required to be given under this Lease shall be in writing, and shall be deemed properly served if delivered in person, or by overnight mail by a commercially recognized carrier, or on the third (3rd) day after deposit in the United States mail, as certified or registered mail, return receipt requested, postage prepaid, and sent as follows:

If to Lessee, at: **Gregg Schweitzer**
411 Cutts Avenue
Portsmouth, NH 03801

And if to the City, at: City of Dover
288 Central Avenue
Dover, NH 03820
Attention: City Manager

Not foregoing the above requirement for written notice, when the Lessee will be closed for the vacation or serious weather events, and/or acts of God which may interfere with the daily operation of the Lessee's business, Lessee shall notify the City in writing, email or verbally to the City Manager or designee. For vacations notice shall be given at least a week prior to closure.

17. MODIFICATION OF LEASE

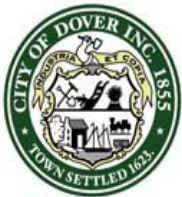
This Lease contains the entire Lease between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

18. SECTION HEADINGS

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

19. SEVERABILITY

Any determination that any provision of this Lease or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not affect the validity, legality



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or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Lease.

20. LAWS GOVERNING

The parties agree that this Lease has been entered into in the State of New Hampshire and that the laws of the State of New Hampshire will govern all disputes under this Lease and determine all rights hereunder.

21. TAXES

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

22. MERGER

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

IN WITNESS WHEREOF, the parties have hereunto executed this Lease this ____ day of _____, ~~2019~~ March 2023.

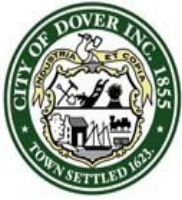
Bubby's Delicatessen, LLC d/b/a _____ **Name**

Bubby's Bagel and Deli

Witness

By: _____
Gregg Schweitzer, Mgr. Mbr
Bubby's Delicatessen, LLC d/b/a
Bubby's Bagel and Deli

The City of Dover



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Witness

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

~~Accepted~~Assented to By

~~Acknowledge~~Acknowledged and

Witness

By: _____

Cocheco Mills Holdings, LLC

APPOINTMENTS COMMITTEE REPORT

March 22, 2023

New Appointments

Jan Nedelka – Heritage Committee

Chris Straub – Open Lands Committee

Committee for Racial Equity and Inclusion:

Linnea Nemeth – City Council Member

Maggie Fogarty – School Board Member

Kathleen Blake

Rita Braceland

Cora Quisumbing-King

Sophia Robison

Lina Shayo

Reappointments:

Larry Raiche – Arena Commission

Nancy Vawter – Arts Commission

Brenda Labourdette – Cemetery Board

Amy Kramer-Perry – Conservation Commission

Mary Beth Rudolph – Open Lands Committee

Karen Weston – DBIDA

Douglas Glennon – Dover Downtown TIF Advisory Committee

William Baber – Energy Commission

Walter King – Energy Commission

Susan Smith – Energy Commission

Openings on Boards/Commissions:

Energy Commission – 2 alternate vacancies (new positions)

Pool Advisory Committee – 1 regular and 2 alternate vacancies

Racial Equity and Inclusion Committee – 2 regular and 2 alternate vacancies

Recreation Advisory Board – 2 regular and 2 alternates vacancies

Utilities Commission – 1 alternate position



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2023.03.22 – 047**

Resolution Re: B22013 Construction of the Pudding Hill Water Treatment Facility Amendment No. 7 Penta Corporation

- WHEREAS: A sealed Request for Bid #B22013 was issued and received for the Construction of the Pudding Hill Water Treatment Facility on October 27, 2021 at 2:00 p.m. A non-mandatory pre-bid meeting was held at Dover City Hall, as well as by a virtual conference platform on September 29, 2021 at 10:00 AM with eight vendors in attendance; and
- WHEREAS: On November 10, 2021, City Council approved the award to Penta Corporation of Moultonboro, NH in the total amount of \$13,927,910, as well as an additional \$900,000 to be held in contingency in conjunction with RFB #B22013 via resolution [R-2021.11.10-186](#); and
- WHEREAS: The City then became eligible to receive funding assistance through a PFAS American Rescue Plan Act (ARPA) grant for this project, Penta Corporation provided Additional Scope of Work No. 1 which included a cost proposal for added costs to comply with ARPA funding requirements to the current contract documents in the amount of \$959,226.76 which was approved via resolution [R-2022.04.27-093](#); and
- WHEREAS: A 3% or \$450,000.00 contingency allowance was included in the construction contract which has been utilized via amendments two through seven. The City is requesting an additional \$200,000.00 to be approved and held in contingency in conjunction with RFB #B22013 thereby making new contract total of \$15,087,136.76; 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 revision to Penta Corporation of Moultonboro, NH for the increase of Contingency Account in the amount of \$200,000.00 for the Construction of the Pudding Hill Water Treatment Facility project. 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
5300.1.300.43320.4720.03595.22.	Water-Pudding Hill WTP	17,400,000.00	1,301,855.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Name
Councilor

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2023.03.22 – 047**

Resolution Re: B22013 Construction of the Pudding Hill Water Treatment Facility Amendment No. 7 Penta Corporation

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 – 2023.03.22 – 047**

Resolution Re: B22013 Construction of the Pudding Hill Water Treatment Facility Amendment No. 7 Penta Corporation

RESOLUTION BACKGROUND MATERIAL:

The Pudding Hill water treatment facility will be new construction which will treat the Griffin, Ireland and DPH-1 wells. The construction contract includes, but is not limited to, a new CMU and steel building including plumbing, HVAC, and electrical systems; new process including piping and chemical feed systems; new instrumentation and SCADA, including integration with the City's existing SCADA system; site improvements to accommodate new facility including yard piping, driveway, grading, drainage, relocation of existing utilities and fencing; and concrete basins below grade.

The building at the Ireland Well will be demolished and the existing well will be connected to the new treatment facility including new controls and transmission main. The building at the DPH-1 Well will remain and the existing well will be connected to the new treatment facility including new controls and transmission main, as well as new electrical service from the new treatment facility. The Griffin Well will be connected to the new treatment facility and cleaned.

The City is requesting \$200,000 additional Contingency as original amount is getting low.

Bid Information:

A sealed Request for Bid #B22013 was issued and received for the Construction of the Pudding Hill Water Treatment Facility on October 27, 2021 at 2:00 p.m.

Award Information:

A purchase order will be issued to Penta Corporation to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	729	Number of Responses:	3
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until Completed	Estimated Delivery:	780 Calendar days from NTP
Recommended Award to:	Penta Corporation	Fund:	Fund 5300
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.

[B22013 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2023.03.22 – 048**

Resolution Re: B22040 HVAC Preventive Maintenance & Repair Services –
Amendment #1 – Year Two Extension

WHEREAS: A sealed Request for Proposal #B22040 was issued and received for Heating, Ventilation and Air Conditioning (HVAC) Preventive Maintenance and Repair Services on March 14th 2022 for a one-year agreement, effective April 1, 2022, with the potential for subsequent annual renewals; and

WHEREAS: The City received two bids and the offer deemed most advantageous came from Siemens Industry, Inc. of Scarborough, ME which was awarded and approved by City Council per Resolution R-2022.03.23-060; and

WHEREAS: Siemens Industry is offering to continue their annual preventive maintenance program in the amount of \$117,936.00 and an annual mechanical maintenance for automated controls in the amount of \$29,392.00, for total of \$147,328; and

WHEREAS: It is the recommendation to accept the proposal submitted by Siemens Industry, Inc. of Scarborough, ME in the total bid amount of \$147,328.00, at \$36,832.00 quarterly payments; 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 Siemens Industry, Inc. of Scarborough, ME for HVAC Preventive Maintenance and Repair Services in the total amount not to exceed \$147,328.00, and for as-needed repair services, at hourly rates provided in conjunction with bid #B22040. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.43180.4431.00000.00	F&G - Maint. Chrgs-Blg	164,100.00	134,578.00
1000.1.210.42170.4433.00000.00	Police-Maint. Chrgs-Equip.	18,110.00	12,750.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2023.03.22 – 048**

Resolution Re: B22040 HVAC Preventive Maintenance & Repair Services –
Amendment #1 – Year Two Extension

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested proposals from qualified vendors to service and maintain Heating, Ventilation and Air Conditioning (HVAC) equipment at various locations in the City and to provide all required equipment, materials, tools, labor and supervision. The Request for Proposal (RFP) requested the total annual cost for preventive maintenance and mechanical maintenance for automated controls and updates, as well as hourly labor rates and parts' discounts for materials and product.

The proposal deemed most advantageous to the City and lowest bid was submitted by Siemens Industry, Inc. for an annual preventive maintenance program in the amount of \$117,936.00 (an increase from \$110,255.00) and annual mechanical maintenance for automated controls in the amount of \$29,392.00, (an increase from \$20,704.00). The hourly rates for as-needed and as requested repair services are as follows.

Hourly rate, 8 a.m. – 4 p.m., weekday

Mechanic - \$147.00/Hour (increase from \$136.00/Hour)

Specialist - \$174.00/Hour (increase from \$156.00/Hour)

Weekday after hours and Saturdays

Mechanic - \$220.50/Hour (Increase from \$204.00/Hour)

Specialist - \$261.00/Hour (Increase from \$234.00/Hour)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2023.03.22 – 048**

Resolution Re: B22040 HVAC Preventive Maintenance & Repair Services –
Amendment #1 – Year Two Extension

Sundays and Holidays

Mechanic - \$294.00/Hour (Increase from \$272.00/Hour)

Specialist - \$348.00/Hour (Increase from \$312.00/Hour)

The Director of Community Services, along with the City's Facilities Project Manager, thoroughly reviewed the proposals and agreed to proceed with a recommendation to award to Siemens Industry, Inc. Siemens Industry, Inc. has been the City's service provider the previous five years and the City has been satisfied with their work.

Bid Information:

A sealed Request for Proposal #B22040 was issued and received for HVAC Preventive Maintenance and Repair Services on March 14, 2022 at 2:00 p.m.

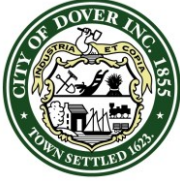
Award Information:

A purchase order will be issued to Siemens Industry, Inc. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	138	Number of Responses:	2
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	One Year	Estimated Delivery:	N/A
Recommended Award to:	Siemens Industry, Inc.	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B22040 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2023.03.22 – 049**

Resolution Re: Professional Engineering Services for the Construction of the Pudding Hill Water Treatment Facility, Amendment No. 2 – Underwood Engineers

WHEREAS: Underwood Engineers UE completed the final design for the construction of the Pudding Hill water treatment facility that was bid ([#B22013](#)) by the City on September 21, 2021; and

WHEREAS: The City received a scope of work from UE for professional engineering services for the construction of the Pudding Hill water treatment facility. The construction phase included construction administration, resident project representative services, startup services, preparation of an operation and maintenance manual, record drawings, as well as funding assistance and field testing in the total amount of \$1,125,000.00; and

WHEREAS: In December 2021, City Council approved a proposal of \$50,000.00 received from UE for professional engineering services for the construction of the Pudding Hill water treatment facility in the new amount of \$1,175,000.00 via resolution [R-2021.12.08-196](#); and

WHEREAS: In April 2022, City Council approved a proposal of \$35,000.00 which is eligible to receive funding assistance through a PFAS American Rescue Plan Act (ARPA) grant for this project. This Amendment No. 1 included a cost proposal for added costs to comply with ARPA funding requirements to the current contract documents via approved resolution [R-2022.04.27-191](#); and

WHEREAS: In February 2023, the city received Amendment No.2 to the agreement with UE for additional construction administration, project representative, and field-testing services in the amount of \$150,000.00, and is seeking approval to award Amendment No. 2: 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 revision to Underwood Engineers of Portsmouth, NH for Amendment No. 2 for professional engineering services for the construction of the Pudding Hill water treatment facility in the amount of \$150,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4720.03595.22.	Water-Pudding Hill WTP	17,400,000.00	1,301,855.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2023.03.22 – 049**

Resolution Re: Professional Engineering Services for the Construction of the Pudding Hill Water Treatment Facility, Amendment No. 2 – Underwood Engineers

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

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2023.03.22 – 049**

Resolution Re: Professional Engineering Services for the Construction of the Pudding Hill Water Treatment Facility, Amendment No. 2 – Underwood Engineers

RESOLUTION BACKGROUND MATERIAL:

The Pudding Hill water treatment facility will be new construction which will treat the Griffin, Ireland and DPH-1 wells. The construction contract includes, but is not limited to, a new CMU and steel building including plumbing, HVAC, and electrical systems; new process including piping and chemical feed systems; new instrumentation and SCADA, including integration with the City's existing SCADA system; site improvements to accommodate new facility including yard piping, driveway, grading, drainage, relocation of existing utilities and fencing; and concrete basins below grade.

	Task	Current Value	Cost Adjustment	Revised contract Amount
1	Construction Administration	461,000.00	90,000.00	551,000.00
2	Resident Project Representative	422,000.00	50,000.00	472,000.00
3	Start up Services	77,000.00		77,000.00
4	O&M Manuals	70,000.00		70,000.00
5	Record Drawings	40,000.00		40,000.00
6	Funding Assistance	55,000.00		55,000.00
7	Field Testing	35,000.00	10,000.00	45,000.00
8	Increased Insurance Coverage	50,000.00		50,000.00
	Total	1,210,000.00	150,000.00	1,360,000.00

Award Information:

A purchase order will be issued to Underwood Engineers to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	N/A	# of Responses:	N/A
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completed	Estimated Delivery:	780 Calendar days from NTP for Final Completion
Recommended Award to:	Underwood Engineers	Fund:	Fund 5300
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Exceeds \$25,000 council approval threshold and Competitive bidding waiver.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2023.03.22 – 050**

Resolution Re: Reprogram Unexpended Bond Proceeds from Sludge
Dewatering Project to Aeration Blower Project

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

WHEREAS: There is \$190,359.72 of unexpended bond proceeds from the Sludge Dewatering Improvements CIP project as it was completed under budget; and

WHEREAS: The City has identified the immediate need for additional funding for the Aeration Blower Retrofit CIP project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of \$190,359.72 of unexpended bond proceeds is hereby reprogrammed from the Sludge Dewatering Project to the Aeration Blower project as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
5320.1.300.43256.4741.04597.12.	Sludge Dewatering Project	190,359.72	(190,359.72)	0.00
5320.1.300.43250.4741.04593.12.	Aeration Blower Project	0.00	190,359.72	190,359.72
	Total Available Funding	190,359.72	0.00	190,359.72

NOTE: This resolution reprograms unexpended bond proceeds and therefore requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage with the vote deferred until at least three (3) days after the public hearing.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2023.03.22 – 050**
Resolution Re: Reprogram Unexpended Bond Proceeds from Sludge
Dewatering Project to Aeration Blower Project

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.		

RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Aeration Blower Retrofit project.

This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized financing the Sludge Dewatering project. This resolution reprograms funding from Sludge Dewatering Project to the Aeration Blower project. On November 17, 2010 the City Council adopted the FY2012 Capital Improvements Plan (CIP) Authorization for bonding, which included \$4,000,000 for the Sludge Dewatering project. The project is now completed and there is \$190,359.72 of unexpended bond proceeds that can be reprogrammed to another City CIP project.

The Aeration Blower project is an approved FY2023 CIP Project and is currently an active project. The project has need for additional funding for the construction portion in conjunction with the purchase of the two blowers.