



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 26, 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**
- 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. April 12, 2023 – Regular Meeting**

- 11. MAYOR'S REPORT**

- 12. UNFINISHED BUSINESS**

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

- 1. REPROGRAM UNEXPENDED BOND PROCEEDS FOR SLUDGE DEWATERING PROJECT TO AERATION BLOWER REPLACEMENT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. AUTHORIZATION FOR BONDING AND FY2024 CAPITAL IMPROVEMENTS APPROPRIATION FOR WATERFRONT TIF DEVELOPMENT SITE IMPROVEMENTS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)**
SPONSORED BY MAYOR CARRIER BY REQUEST



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13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B11001 WRIGHT-PIERCE, UPGRADES TO RIVER STREET PUMP STATION AMENDMENT NO. 1**
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. Committee for Racial Equity and Inclusion (Nemeth) |
| 5. Arts Commission (Nemeth) | 20. Recreation Advisory Board (Shanahan) |
| 6. Board of Health (Thibodeaux) | 21. Solid Waste Advisory Commission (Muffett-Lipinski) |
| 7. Collaborative City Council and School Board (M-Lipinski) | 22. Transportation Advisory Commission (Williams) |
| 8. Conservation Commission (Williams) | 23. Waterfront TIF Advisory Board (Shanahan) |
| 9. Downtown TIF Advisory Board (Hinkel) | 24. Joint Building Committee – DHS (Carrier) |
| 10. Energy Commission (Thibodeaux) | 25. COAST (Shanahan) |
| 11. Graffiti Management Ad Hoc Committee (Nemeth) | 26. Cochecho Waterfront Development Advisory Committee (Carrier) |
| 12. Heritage Commission (Nemeth) | 27. Dover Main Street (Carrier) |
| 13. Legislative Liaison (Shanahan) | 28. Strafford Regional Planning Commission (Williams) |
| 14. Library Board of Trustees (Thibodeaux) | 29. Government Affairs (Carrier) |
| 15. McConnell Center Advisory Committee (Thibodeaux) | |

B. RESOLUTIONS

1. **AWARD OF RE-BID B23006 COCHECHO WATERFRONT PUBLIC IMPROVEMENTS CONSTRUCTION**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **AUTHORIZATION TO ISSUE LICENSE TO SEACOAST EAT LOCAL, INC. FOR WEEKLY FARMERS MARKET IN A PORTION OF GUPPEY PARK (Tax Map 26, Lot 2)**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **REPROGRAM CERTAIN SCHOOL CIP APPROPRIATIONS TO THE ELEMENTARY SCHOOL HVAC UPGRADE PROJECT AND MAKE ADDITIONAL APPROPRIATION FOR THE ELEMENTARY SCHOOL HVAC UPGRADE PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.) (TO BE REFERRED TO A PUBLIC HEARING ON MAY 10, 2023.)**
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

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

City Manager's Report

Reporting On:
March 2023



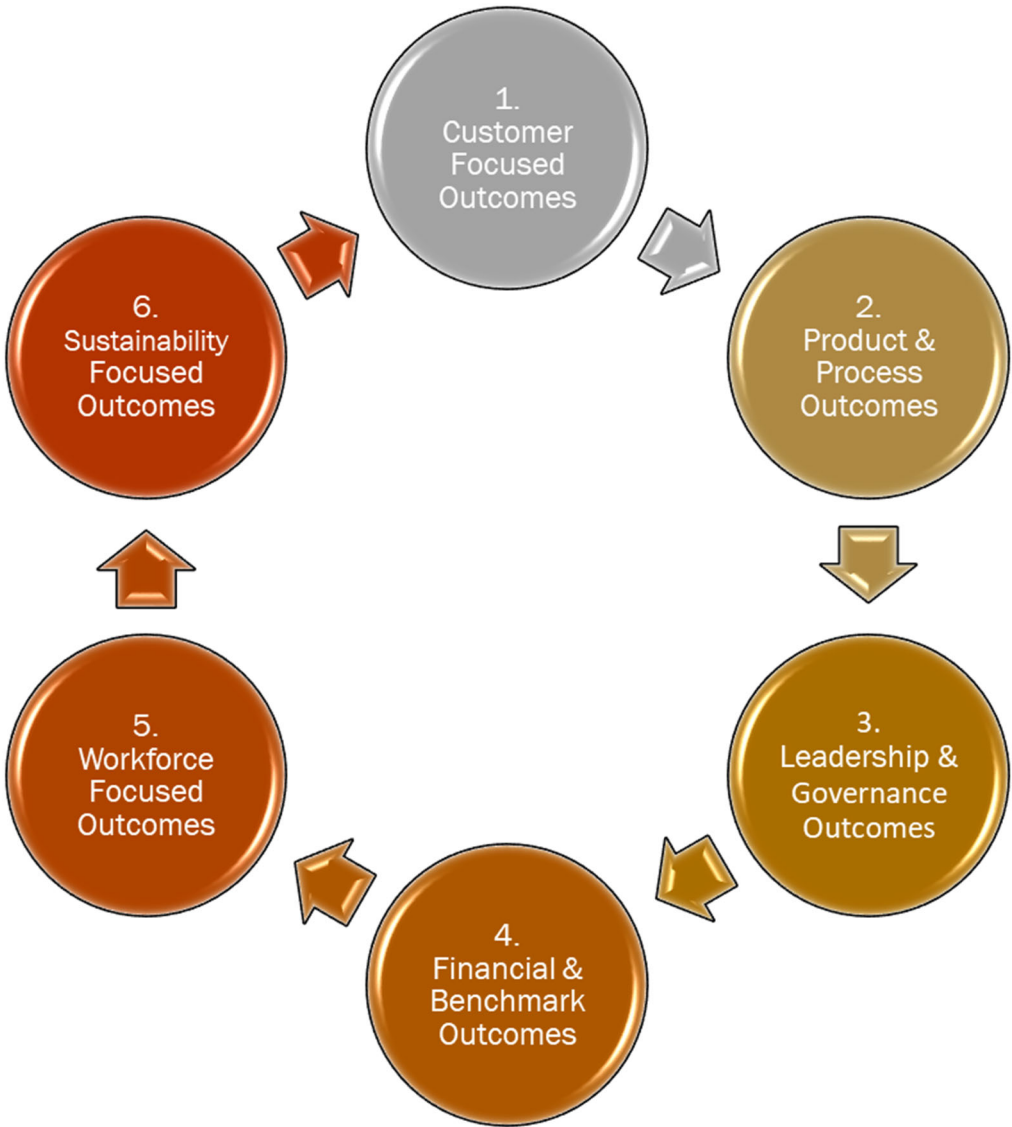
Dover Middle/Elementary School Resource Officer Luis Berdecia, Dover Police Social Worker Kaitlin Jones, Teen Center Director Steve Pappajohn, Prevention Services Unit Supervisor Vicki Harris and Lieutenant Alex Mitrushi of the Community Outreach Bureau at the Breaking Barriers: Strengthening Police-Community Relationships event discussing Youth Engagement.

APRIL 26, 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.

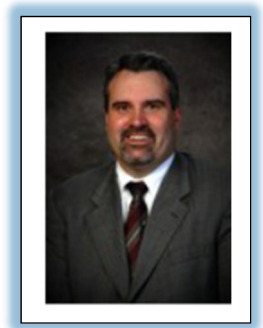
Goal #6
Resilient City

- 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



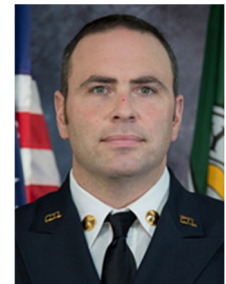
Michael Gillis
Media Services
Director



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

The City of Dover produced 53 million gallons during the month of March and averaged 1.7 million gallons per day. The wells that are in use are Smith, Cummings, Campbell, Calderwood, and Bouchard. Ireland, DPH-1, and Hughes wells are off line. The Utilities crews closed 10 service requests and closed 94 work orders in March.

Crews conducted monthly sampling and maintenance and had one notable event. During the snow storm on the 14th a line came down that powered Smith and Cummings wells but was restored within a few hours. The wells remained in service due to the backup generator.

The Utilities Division had a busy month with a couple of leaks and a service line issue. A leak was found at the Doverbrook mobile home park on Constitution Way. This leak was discovered by crews and after some investigation with the owners of the park, it was found that the leak was intermittent, particularly during the winter months. The owners thought there was a spring in the area but after some water testing it was discovered that it was City water. The line was dug up by the owner and found that the HDPE (high density polyethylene) line was leaking at two couplings that were used to join it together when it was constructed. The leak was caused by shrinking of the pipe causing water to leak by the couplings in the winter but in the warmer months the pipe would expand and seal the leak. The owners dug and repaired the line with new couplings and will be monitored by them and the City in the future.

The City had three leaks with two occurring on the same day late in the month. The first was on Industrial Park Drive after a crew installing a new pole struck a fire/service line. Utilities crews responded and repaired the leak with one building having no water for several hours. The second leak was on Hough Street, near Grove St. There was a hole in the 6-inch cast iron main which is over 125 years old. The leak affected 8 home but was isolated quickly. The repair took a few hours and while they were working on finding that leak, the other leak on Third Street and Grove Street was called in. Crews found that the water service line on the City side was leaking and was ultimately repaired.

Lastly, a poor water pressure complaint was filed with Community Services which was occurring on Towle Avenue. Crews found after testing the service line coming into the home that the corporation, which is the shut off at the water main, needed to be cleaned out. This can happen on metallic water mains such as ductile and cast iron. The cause is tuberculation which is chemical reaction between the water and metal in the pipe. This causes a narrowing of the pipe which can be kept clear by directional flushing. The crews used a special tool to ream out the corporation and replaced the water service line from the water main to the curb stop.



Above: Repair on Constitution Way



Above: 4 Grove St leak



Above: Grove St renewed service line



Above: Hole in main on Hough St



Above: Crews working on Hough St leak

Sewer Pump Stations and Collection

The Pump Stations and Utilities crews closed 6 service requests and 89 work orders for the month.

The Pumps Station crews worked on maintenance and luckily were not affected by the snow storm on the 14th as only a few power bumps occurred which did not have any major impacts.

The Utilities crew had one event which was a sewer back up called in by a resident on Oak Street and Broadway. This unfortunately was called in during the day of the snow storm on the 14th while most of the Community Services staff was out plowing. The Utilities Foreman and Superintendent investigated the back up and found that to be safe but the main sewer line should be cleaned. This proved to be difficult not only due to the snow, but because crews had to open a manhole at the intersection of Oak Street and Broadway. The Streets and Utilities Divisions coordinated plowing of the area to keep it as safe as possible. The line was cleaned but it did not relieve the backup. That was found to be a broken pipe that the homeowner is responsible to repair. The building is currently being rehabbed so no residents were impacted.



Utilities & Streets Crew working to clean the line.



Above left: Utilities foreman working on opening the sewer manhole at Oak St and Broadway. Above right: Utilities foreman verifying that the sewer jet is passing through the manhole.

Streets & Stormwater

During the month, the Streets Division dealt with a typical New England March. The first half of the month crews dealt with snow, by the end of the month they started spring street sweeping. The first storm was a weekend storm that started late on the 3rd continuing all day on the 4th. The division wrapped up plowing and pushing back snow in the early morning hours on the 5th. 7 inches of heavy wet snow fell during that weekend storm. Overnight on the 7th into the 8th, crews coordinated and worked a downtown snow pickup. They then had a couple days to prepare for the next storm. The next storm was the 14th into the 15th, where Dover saw 10" of heavy wet snow. Luckily after that storm temperatures started to increase and Dover saw plenty of March sun. The combination of those helped various crews out and they saw significant snow melt daily.

Conditions the last week of March allowed crews to start the annual spring street sweeping program. The first step is to sweep and blow the sidewalks off, which takes the crews a couple days to accomplish. The last day of the month two street sweepers were able to get an initial sweeping of the downtown area done.



Above photo shows a crew member next to a pile that was pushed onto a sidewalk by a private contractor.

The Streets Division also continued clean-up efforts from the January 23rd storm. Urban/Savatree was able to continue to provide the division with 1-2 crews for 12 days. Staff made significant progress throughout the month. 216 service requests were resolved during the month, bringing the remaining total of tree issue service requests down to 112. The division had a total of 591 tree issue service requests logged as a result of the storm.

The picture to the left gives an example of why clearing sidewalks is time consuming. As shown in this picture, a private contractor plowing a house has pushed the snow onto the sidewalk. When crews come by to clear this sidewalk, it can take some time to make this sidewalk passable and safe again.

Examples like this occur numerous times throughout the 40 miles of sidewalk the crews clear.

The Streets Division also took delivery of their newest 10 wheeler, Truck #118. Truck #118 is replacing the old truck #118 that was put out of service last fall leaving crews down a truck for the winter. The new truck has a built in live body spreader with a built in brine tank.



New 10 wheeler #118



The Streets Division also took delivery of the newest sidewalk machine, the Multihog. This will be a great addition to Dover's sidewalk fleet. The Multihog has many different attachments.



Multihog sidewalk machine

Facilities, Grounds & Cemeteries

During the month of March, Facilities, Grounds & Cemeteries Division addressed 74 service calls and 128 work orders. One marker was set and 2 full burial were tended to in Pine Hill Cemetery.

Facilities & Grounds addressed 79 work orders throughout the month. Winter storms that created much tree damage throughout the City meant that clean-up would continue into March. Employees helped with snow and sand salt operations.

Many hours were spent clearing tree debris and chipping it in Pine Hill Cemetery, several of the parks and athletic fields. Sav-a-Tree, to which Urban Tree Service now belongs, was called in to assist with the City wide clean up. They also removed several trees that had fallen on the fence and tennis courts in Long Hill Park. Besides the dozens of tree related service calls due to storm damage, there were seven work orders involving other tree issues.

Tennis courts were cleaned off and tennis nets were put up in City parks. Preparations for cleaning and opening the Jenny Thompson Outdoor Pool have begun. The fence at Henry Law Park was fixed, lighting for the Fish Ladder Park was moved from the Public Works Facility to the Facilities, Grounds & Cemeteries building.

Twenty-five work orders for signs needing attention were resolved and seven of these required new sign posts. At the intersection of Central Ave at Fifth St, the signs on the pedestrian crosswalk island continue to be frequent victims of damage by motor vehicles, being struck down three times this month. A new feature is to be installed on the Community Trail allowing people to walk and learn about our solar system. A trial run for the installation of the stations was conducted this month.

There were fourteen concerns regarding traffic signals, with most regarding lights going to flash or timing. The engineering firm, Sebago, is still working on timing and changes that have been made to try to assist the flow of traffic at peak times during the day in various locations. One green round lens was replaced. The pedestrian signal at Central Ave and Glenwood Ave was struck down and repaired by the Electric Light Company.

As noted on social media and the Channel 9 news, syringe disposal boxes were installed in Henry Law Park and also at the Dover Public Library in the public bathrooms. Small mower maintenance continued, all clocks were adjusted for Daylight Savings Time at the transportation station, City Hall, all the school zone lights, as well as internal building clocks.

Thirty-six work orders pertained to building issues. Two toilets were replaced in different bathrooms at City Hall. Several calls involved clogged toilets which were cleared. The Overhead Door Company has had to address several issues with various doors at the Public Works Facility, which is now over twenty years old.

Four HVAC issues were addressed, a VFD was installed on a circulator pump at City Hall, a thermostat was replaced in an office and automated controls were reviewed and adjusted as necessary. Filters were replaced in municipal buildings including the Transportation Station, Indoor Pool HAVC unit, City Hall, the Public Works Facility and the Facilities, Grounds & Cemetery Facility.

The Irish flag was flown for St Patrick's Day and the Greek Independence Day was celebrated by raising the flag of Greece on March 25th, 2023. There have been issues with some of these flagpoles and ideally, they should be replaced with new style poles that are easier to maintain.

Flags were lowered on March 28th in remembrance of the three children and three adults killed in a shooting at the Covenant Elementary School in Nashville, Tennessee. Our hearts go out to the families of those lost in that tragic event.

<i>Facilities, Grounds & Cemetery Division</i>	Burials Ash	Burials Full	Service Calls	Work Orders
<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
<i>March 2023</i>	0	2	74	128

Engineering:

Since the start of 2023 the Engineering staff has worked closely with Administrative staff to improve the tracking of Service Calls. The Table below shows the total calls year to date and over the past month. There has been an increase in calls this year over past years due to the change in how Admin receives calls to the department. This has shown to result in a quicker response to callers many of whom provide an email address for a quicker response from Engineering staff.

Time Period	Logged Service Calls	Resolved Service Calls
Year to Date (2023)	93	68
Last Month (Month)	49	35

Engineering staff advanced updates to department operating procedures in March with the preliminary development of the following documents:

01.01.1.003_ProjectCloseout

01.01.1.004_Site Observations

01.01.1.005_Request for Proposal Development

→ Projects

Stormwater Utility: The City's consultants (Stantec and VHB) have worked to advance the proposed outreach plan to 90% through March in preparation for meetings with the general public in late spring (May/June). After completing the initial meetings, engineering staff will schedule smaller meetings with groups around the City including HOAs and community organizations for the summer and early fall. The Stormwater Utility is on track for an early 2024 presentation to and possible vote by City Council.

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.

Dredge Cell Closure: City staff have continued to work with the consulting team at Verdantis Engineering to finalize a conceptual design. Consultants will begin permit drawings and applications in the coming months. The Dredge Cell continues to accept soils from street sweeping activities and will accept some soils from the waterfront development once construction at that site is underway.

Pump Station Evaluation: Engineering staff collected and provided data to the City's consultant, Wright Pierce, on all City owned pump stations for their review and assessment. Community Services Operations staff will work with the consultant to complete testing of the pump stations for approximately 2 weeks in April. The final evaluation report is due by December 31, 2023.

Smith Well Tank: A preconstruction meeting was held on March 8, 2023, and the contractor began work on 03/13/2023. The Contractor installed erosion control measures, cleared and graded the new water tank site, and dug the pit for the tank foundation. Final completion is scheduled for February 2024.

Cocheco Outfall Stormwater Master Plan: Engineering staff met with the NHDES and the City's consultant Kleinfelder to review the status of the Stormwater Master plan for the area north of the Broadway culvert that contributes to the Cocheco Street outfall. Engineering will meet again with NHDES and the consultant at the end of April to review alternatives



Foundation prep for the new water storage tank on Smith Well Rd.

for the drainage design. A preferred alternative will be selected and will serve as the basis of design for the Oak, Ham, and Ela Neighborhood reconstruction (+/- 100 acres). It is anticipated that the final report will be completed by the end of 2023

Waterfront Redevelopment: Two bids were received for the Waterfront Infrastructure Project in mid-March. The low bidder was Northeast Earth Mechanics whose bid was reviewed by the Engineering Division in conjunction with other City staff and the City's consultant. Engineering staff has been working with other Departments to identify what additional financing would be necessary for the project. In addition, Engineering is working to define the scope for the project by evaluating deductions that were identified in the bidding documents. It is anticipated that construction will commence in June provided funding can be secured. Lastly, a full time Waterfront Construction Manager was hired to work with Engineering and the other City Departments to oversee the day-to-day work at the project site. Jamie Stevens, a City employee for the past 22 years in Community Services, was hired in the position and started working on the project full time in early April.

Chestnut Street Bridge: The existing bridge rail has been reset on the west sidewalk. Additional deck repairs have been completed. Utility conduit within the eastern sidewalk have been upgraded in coordination with Eversource and Comcast and the sidewalk is nearing completion. The east sidewalk expansion joints have been replaced at both ends, new reinforcing has been installed, and concrete has been placed. Membrane installation and paving is scheduled to occur in late April early May which will allow the bridge to reopen by mid-May as scheduled. The project is tracking within the established City Council approved budget.

River St Pump Station: The City's engineering consultant, Wright Pierce, anticipates 100% documents by the end of April.



Eastern sidewalk on Chestnut St Bridge with new utility conduit and reinforcing. Sidewalk concrete being poured in the background.

Fifth Street and Grove Street Reconstruction: Engineering staff received and reviewed the 90% draft plans from the design consultant, Woodard and Curran.

Cocheco St Outfall Replacement: Engineering staff met with Eversource and the City's consultant in March to discuss the logistics of constructing the outfall. Eversource and their consultant are evaluating the possibility of constructing the outfall concurrently with the soil remediation. The City is waiting on Eversource to provide a cost estimate for this approach prior to advancing the City's outfall design.

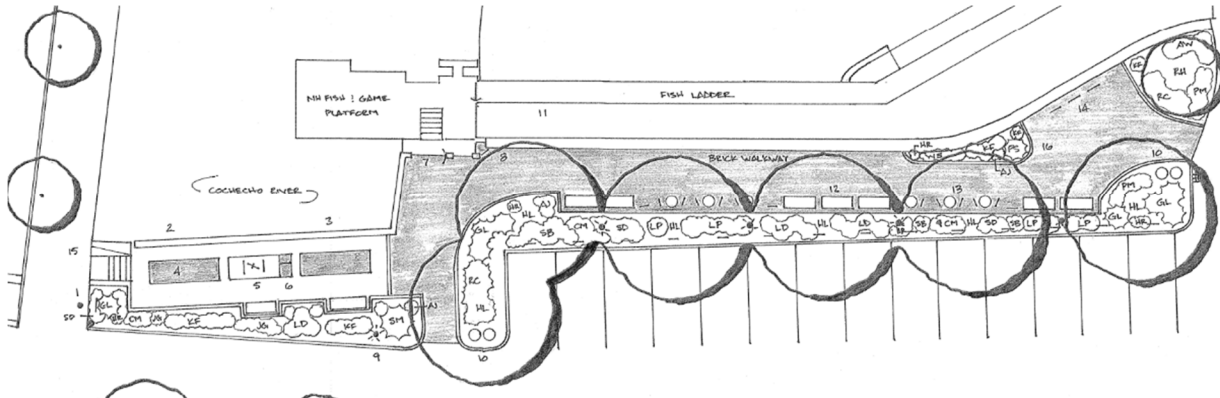
Street Paving Program: The 2023 annual street maintenance bid has been posted (B23065) and bids are due in mid-April. As per usual the final list of streets to be paved may be adjusted

LIST OF STREETS

Preliminary Street List and Repair Method

Street	From	To	Avg. Width (ft)	Approx. Length (ft)	Pavement Thickness (in)	Repair Method
BROOKLINE AVE	WASHINGTON ST	FOURTH ST	20	900	4	Reclaim & 4" repave
CEDARBROOK DR	FOURTH ST	END	26	1090	2	2" overlay (1/2" mix)
FOURTH ST	WASHINGTON ST	BRIDGE	30	2480	1.5	Edge Mill & 1.5" overlay (1/2" mix)
IONA AVE	BROOKLINE AVE	CITY LIMITS	20	330	4	Pave gravel road
KENNEDY CIR	FOURTH ST	END	32	490	2	Edge Mill & 2" overlay (1/2" mix)
MITCHELL CT	CEDARBROOK DR	END	26	260	2	2" overlay (1/2" mix)
CRESCENT AVE	GLENWOOD AV	HORNE ST	32	1220	2	2" overlay (1/2" mix)
GLENCREST AVE	GLENWOOD AV	HORNE ST	32	1090	2	2" overlay (1/2" mix)
GROVE ST	SIXTH ST	ASH ST	32	1700	2	Edge Mill & 2" overlay (1/2" mix)
HELLMAN AVE	HORNE ST	END	14	240	1.5	1.5" overlay (1/2" mix)
HILLCREST DR	HOUGH ST	HILLCREST DR (N)	24	2510	2	2" overlay (1/2" mix)
HORNE ST	SIXTH ST	25' N OF ASH ST (E)	28	1260	1.5	1.5" overlay (1/2" mix)
HOUGH ST	HORNE ST	CENTRAL AV	28	1550	1.25	1.25" shim (1/2" mix)
MAPLE ST	SIXTH ST	350' N OF ASH ST	32	1900	2	Edge Mill & 2" overlay (1/2" mix)
CHESTNUT ST	WASHINGTON ST	BRIDGE (S)	46	460	2	Full-Width Mill & 2" overlay (1/2" mix)
LOCUST ST	CENTRAL AV	SILVER ST	32	2960	3	Full-Width Mill & 3" overlay (1/2" mix)
FAIRFIELD DR	SUNSET DR	HARTSWOOD RD	28	590	4	Reclaim w/ cement injection & 4" repave
SUNSET DR	BELLAMY RD	CATARACT AV (E)	24	1830	4	Reclaim w/ cement injection & 4" repave
OLD GARRISON RD	RABBIT RD	289 OLD GARRISON RD	14	1470	4	Pave gravel road
LEATHERS LN	BACK RIVER RD	KATIE LN	24	1030	4	Reclaim & 4" repave
RED BARN DR	BACK RIVER RD	END	20	560	1.5	1.5" overlay (1/2" mix)

Fish Ladder Park: City staff are working to install area lighting (conduit and poles) as well as curbing to define planting areas. The City staff is completing this work alongside the adjacent property owner, Chinburg properties, who intends to install EV charging spaces in the adjacent parking area while the work is taking place. The RFP is expected to go out mid-April for landscaping to include planting, seating and paver installation in the park area.



Preliminary Fish Ladder Park Design (final design may be different)

Inspection Services Expansion at Mast Road: The Facilities Project Manager is finalizing, the RFP for the design build contract to expand the office space at the Mast Road Community Services Building. This expansion will be the new home for Inspection Services. New customer service areas as well as office space for the existing community services staff will be included in the building expansion plans.

City Hall Tower Lighting: As the restoration project on the clock tower comes to a close, Careno Construction will be installing exterior lights to help illuminate to body of the tower. These lights will be installed on the four corners of the building and will have the ability to change colors for special circumstances.

UNH Capstone Project: The UNH project team presented their findings to Community Services staff in early April. They have identified future sampling areas throughout the City including additional groundwater sampling. Community Services will be working with their consultants to study the results and determine what additional sampling may be necessary as we look for future water sources and evaluate recent drinking water standards from the EPA.



Technical Review Committee: Two projects came to TRC in March that required Engineering review:

- A mixed-use residential development at 30 Grapevine Dr
- An 11-lot subdivision off Gulf Road

In addition, two projects were reviewed in March for an early April TRC:

- Reconstruction/expansion of the COAST bus facility on Knox Marsh road
- A new community recreation building for the White Cliffs of Dover complex on Knox Marsh Rd.

→ Permits

Summary for March 2023:

Driveway Permits:	2
Utility Licenses:	5
Paving Licenses:	3
Excavation Permits:	7
Obstruction Permits:	2
Wastewater Connection Permit:	0
Septic Design Reviews:	0

→ Construction Oversight

Engineering Technician, Jordan Chambers, continues to conduct oversight of approximately 65 private construction projects approved by the Planning Board. Projects that are underway or have been completed include:

- Bluebird Self Storage (Littleworth Rd.)
- 5-unit Residential Property (Rutland St.)
- Copley Commons (Leathers Ln.)
- Tiny Home Development (Back River Rd.)
- 9 Lot Subdivision (Porchlight Dr.)
- Copper Drive Subdivision
- Until John Davis Station (55 Applevale)
- Bellamy Rd. (Sophie Dr.)
- Little Bay Marina (421 Dover Pt Rd)

In addition to the oversight of projects, Engineering facilitated one preconstruction meeting for a proposed Medical Office Building on Durham Rd in March.

Administration:



"I just wanted to take a moment to thank you and the city for the great work that they have done on the baseball fields over the past few weeks. I have received a lot of great comments from our coaches. A special thank you to Mike Wilson for all of his hard work".

"Wow, a street sweeper is out clearing Sandy Lane! Thank you so much! City workers are the best! Please let them know we appreciate it very much. We've tried hard to keep the street safe and so far, it's working. We haven't had a problem lately. I hope it continues that way".

"My thanks to you and your crew for all you do. In particular, as a regular commuter through the tunnel between Silver Street Extension and Old Littleworth Road, I was so glad to see the clean up of debris and loose sand on that path. The care and dedication of your staff helps make Dover a great place to live".

David Fredrickson, Deputy Community Service Director, Pat Pilewski, Pump Station Operator II, attended the PFAS in Drinking Water: Tools for Water Utilities, presented by New England Water Works Association. The class was held in Portsmouth, NH.

Jamie Stevens, Chief Operator Pump Stations & Wells, Bill Boulanger, Mike Nadeau, Superintendent of Utilities, Pat Pilewski, Pump Station Operator II, Mike Banester, Working Foreman, and Fulton Mountain, Pump Station Operator I, attended and hosted the yearly HAZWOPER Refresher Training. The training class was held at Dover Community Services.

John Ward, Heavy Equipment Operator I, Ben Murphy, Heavy Equipment Operator I, Matt Mitchel, Laborer I, Max Jacobson, Truck Driver, Tim Savageau, Maintenance Mechanic II, attended the Grade 2 Water Operator Distribution Exam Prep, presented by NH Water Works Association. The classes were held one day a week for six weeks in Manchester, NH.

Executive Department

Office of the City Manager

During the month of March, 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. A monthly Coordinating meeting was also held between Engineering, Planning, Business Development and the City Manager.

The City Manager's Assistant processed 5 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 5 job postings, monitored new position and/or new hire physicals, and background/motor vehicle checks for 4 employees. This ensures all employees and/or applicants were able to move on in the hiring process.

The City Manager's Assistant has been working with POLCO to verify documents being prepared for the National Citizen Survey which will soon be going out to Dover residents.

Office of Human Resources

Employment Anniversaries with the City of Dover April 2023

Employee Name	Department / Division	Number of Years
Sirois, Sharon	FG	38
Tweedy, Samuel M	Police	28
Terlemezian, David A	Police	27
LaFrance, Denise A	Library	24
Chabot, Craig S	Fire	23
Young, Edward W Jr	Public Works	22
Mountain, Fulton T	Public Works	18
Dwyer, Cheryl L	Public Works	16
Bretz, Jennifer	FG	15
Flanagan, Dennis M	Recreation	7
Gray, Janet E	Finance	7
Lynch, Bryon E	Police	7
Daley, Daniel R	Police	5
Donais, Jenna R	Police	5
Eaton, Bethany M	Finance	4
Elbert, Dennis	Police	4
Garnett, Leah M	Finance	2
Toffice, Tristen L	Recreation	2
Bassegio, Erin M	Planning	1
Carnes, Jodi L	Public Welfare	1
Palaima, Marie L	Police	1

March Employment Separations = 06		March Employment Hires = 06	
03	Community Services	01	Community Services
02	Police	01	Executive
01	Recreation	03	Police
		01	Recreation

Office of Information Technology

Office of Information Technology, including Police IT staff, managed 226 total monthly IT Support Tickets in February and again in March 2023. The majority of tickets were created in the Police and Community Services departments. The majority of tickets were categorized as User Account – Issue followed by Application – Issue.

Office of IT monthly meeting was held on April 14th, 2023. Baldrige Excellence Framework, City of Dover's core values, Office of Information Technology strategic plan with plan goals, monthly City Manager report and annual performance goals discussed during this meeting.

New GIS point layer for water meters has been added to assist in utility billing work order management.

Continued support of staff in their use of EnerGov for permit, plan and business license management. Support workflow updates and use of Outside Dining permit. Police completes first Entertainment annual license. Engineering completes Final Engineering inspections for Major Building permits. Support Inspection Services in annual health license, permit of assembly mailing guide customers to renew license online. Continued review of Planning Department custom documents. Supporting Assessing in their use of EnerGov to review construction activity.

IT Director attended "Advisory Board Meeting for the 1st NH Digital Government Summit" in collaboration with the NH Department of Information Technology and Government Technology, assisted in agenda development and will moderate GIS session.

Onsite visit with vendor Verizon Wireless,

Continued management of annual subscription and maintenance renewals for customer traffic counters, Security access, GIS and PDF editor/publishing applications.

New Public Safety IT Administrator starts and cross-trains with Police IT Administrator.

Hiring process for Utility Systems IT Administrator continues.

Supported Community Services in their use of VUEWorks portal and application to manage storm debris collection.

Support process improvement requests from CS on managing Dig Safe requests.

Office of Media Services

In March, 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; and previews of upcoming meetings of public bodies.

Weather-related events in March 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 March. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker. March's topics included a discussion about traffic safety and enforcement, a day in the life of the Finance Department, an interview with the city's new Business Development Coordinator, and a look at the city's resiliency work.

Throughout March, Media Services continued to update the city's online budget resource, Budget Revealed, with information about the 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 March, 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 March, Media Services sent out 79 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 200 updates were posted to social media and other external communications platforms.

Media Services in March distributed 71 news releases across multiple platforms for other city matters, including ongoing projects and special announcements.

Media Services provided live and taped televised coverage of 19 meetings and special events in March.

Finance Department

Purchasing

Purchase Orders over \$5,000:

Department/Division	PO Date	Vendor	Amount
Finance Office	3/7/2023	DEVINE, MILLIMET & BRANCH, PA	\$21,375.00
Info Technology	3/27/2023	CONSOLIDATED COMMUNICATIONS,INC	\$33,828.00
Community Services	3/1/2023	AQUALAW, PLC	\$5,000.00
Community Services	3/29/2023	SHANNON CHEMICAL CORPORATION	\$7,884.00
Community Services	3/23/2023	JM HAYDEN EQUIPMENT CO	\$13,883.00
Community Services	3/9/2023	MAQUOIT BAY MOTORS, INC.	\$55,851.00
Community Services	3/9/2023	McFARLAND FORD SALES, INC.	\$57,065.00
Community Services	3/30/2023	KLEINFELDER NORTHEAST, INC.	\$120,000.00
Community Services	3/29/2023	SIEMENS INDUSTRY, INC.	\$147,328.00
Fire and Rescue	3/21/2023	DOVER CHEVROLET / DOVER ICL 1, LLC	\$6,506.54
Fire and Rescue	3/29/2023	BERGERON PROTECTIVE CLOTHING LLC	\$22,283.00
Recreation	3/13/2023	GAMETIME, INC.	\$8,968.52
Recreation	3/28/2023	A YANKEE LINE, INC.	\$31,500.00

Bid Solicitation:

Department	Bid #	Bid Date	Description
Community Services	B23-061	3/1/2023	Pavement & Curbside Weed Control Services
Recreation	Q23-024	3/6/2023	Portable Toilets
Community Services	B23-072	3/20/2023	Miscellaneous Water Department Supplies
Community Services	B23-071	3/21/2023	Miscellaneous Sewer Department Supplies & Accessories

Fire & Rescue

Calls for Service / Activity Statistics

The past few months have realized an increase in displeased Inspection Services customers. Chief McShane and Building Official Maxfield have been working closely with internal stakeholders at City Hall, and with the customers to resolve customer focused outcome deficiencies. The factors contributing to customer dissatisfaction are varied, and include opportunities for customer service and internal work-flow improvements, as well as customer's self-imposed problems/dissatisfaction. Regardless of the causal factors, F&R and IS have committed attention to all customer service complaints and approach each complaint as an opportunity to improve customer focused outcomes.

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

Simultaneous calls – these are emergency calls that occur in an overlapping timeframe. If crews are committed on one emergency call, and another call comes in before the first one has been mitigated, it can create a situation where resources become limited, and crews need to respond to an incident outside of their response district, thus lengthening response times. 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 March, there were 195 times when 2 calls were going on simultaneously, and 109 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.

On March 13th Dover Fire & Rescue responded mutual aid to 54 Tonka Way in Rochester for a structure fire. The single-story residence was well involved with fire when crews arrived on scene. Because the residence was located in an area outside the hydrant district, a tanker shuttle had to be established from a hydrant nearly 2 miles away.



Fire & Rescue Calls for Service: Fires, Medical Emergencies, Hazardous Conditions, False Calls and Non- Emergent requests.	Month	Number of Calls	Simultaneous 2 calls	Simultaneous 3/+ calls
	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
	March 2023	603	195	109

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:

Municipality Assisted EMS Service

Durham	McGregor EMS
Rochester	Frisbie EMS
Rollinsford	York Ambulance
Somersworth	Stewart's Ambulance
South Berwick	York Ambulance

Chief McShane and Deputy Chief Chabot met with representatives from CSI to discuss Computer Aided Dispatch/Records Management System (CAD/RMS) program development. This meeting was called by Chief McShane to reinvigorate productivity by CSI staff in the development of Fire & Rescue's CAD/RMS software, and to reestablish CSI performance expectations.

Dover Fire & Rescue recently purchased new "green" foam to replace the current Aqueous Film Forming Foam (AFFF) the department has historically used. Unlike the AFFF foam, the new foam does not contain per- and polyfluoroalkyl substances (PFAS) which are known cancer causing agents. The new foam reduces impacts on the environment and most importantly prevents the City's firefighters from being exposed to carcinogens.

Fire & Rescue command staff met with NH Homeland Security and Emergency Management (NH HSEM) to coordinate training for all Fire & Rescue personnel in radiological decontamination. Command staff also met with NH HSEM personnel on numerous occasions to inventory Dover's Radiological Emergency Response Preparedness (RERP) equipment, update RERP command and operational org. charts, response plan, and administrative documents. These efforts were made in the month of March to prepare Fire & Rescue for department-wide training in April, and for an operational exercise in May.

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

Facility	State	# of individuals
Wentworth Douglass Hospital	NH	282
Free Standing ER – Dover (HCA)	NH	18
Frisbie Memorial Hospital	NH	04
Portsmouth Regional Hospital	NH	08
Mass General Hospital	MA	01
Brigham and Woman’s Hospital	MA	00
Boston Children's Hospital	MA	01
Maine Medical	ME	00
York Hospital	ME	00
Exeter Hospital	NH	00
Elliot Hospital	NH	00
Tufts Medical Center	MA	01
Total Transports		315
Non Transports/Sign offs/Refusal of Care		160

Every month, the Department provides on duty emergency medical continuation training to personnel. The Division of EMS coordinates this training through outside agencies, primarily Wentworth Douglass Hospital, Portsmouth Regional Hospital, and Emergency Education consultants. Between the 21st and 28th of this month, the topic was Pediatric Cardiac Arrest with the focus on hands-on practical scenarios and training.

All Dover Fire & Rescue personnel participated in training presented by Unitil. The training covered emergency response and natural gas distribution systems within Dover as well as Dover’s surrounding communities. Many of Dover Fire & Rescue’s emergency responses are requests to respond to natural gas odor investigations, and/or responses to actual natural gas leaks. This training provided personnel with updates and to changing utility distribution system infrastructure, technology, and policies. Maintaining a current knowledge-base of utility hazards is vital to informed decision making when mitigating hazardous materials.

On March 30th, Deputy Chief Chabot assisted with an assessment center at the New Hampshire Fire Academy for a Field Training Captain position. The training position coordinates and supervises fire service training programs for an assigned region of the State while overseeing all fire equipment, props, and burn buildings to ensure they are properly maintained for all fire training programs. The position also oversees the delivery of training programs and ensures each training program is following the approved curriculum and meeting all of the required cognitive and psychomotor objectives.

On March 6th, Chief McShane attended the New Hampshire Association of Fire Chiefs Board of Directors Meeting. This month, the board of directors met to discuss legislative bills impacting New Hampshire's fire and emergency services.

Command staff attended three NH HSEM weather briefings, and the monthly NH HSEM briefing hosted by NH HSEM Director Buxton. The monthly briefing provides updates and information sharing opportunities between NH HSEM, fire chiefs, and local government emergency management directors throughout the state.

March 1st, Division Chief Irwin attended the monthly Dover Mental Health Alliance Workgroup, conducted at the Emergency Operations Center. Primary topic was a presentation from Cornerstone VNA's capabilities and services.

March 2nd, Division Chief Irwin attended the monthly general membership meeting of the Seacoast Chief Fire Officers Mutual Aid District hosted by the Hampton Fire Department. The primary topics discussed were: 1) Congressionally Directed Spending funding opportunity through the town of Kittery for a Training trailer with Live Burn capability, and 2) Support for the New Hampshire Fire Academy's Explorer Academy.

March 6th, Division Chief Irwin attended the New Hampshire Harm Reduction Coalition's Strafford County Community Care Team meeting. This meeting is conducted bi-weekly to discuss issues with community members with housing, addiction, & mental health issues to facilitate coordination of efforts of a multitude of local, county, & state organizations.

March 6th, Division Chief Irwin attended the Wentworth Douglass Hospital's EMS Leadership meeting. These are conducted bi-monthly for regional service leaders to discuss issues and converse with hospital leadership.

March 9th, Division Chief Irwin assisted the Communication Bureau with conducting candidate oral boards for potential dispatchers.

March 10th, Division Chief Irwin attended the Communities that Care seminar. This was conducted by the Granite Y and hosted at the McConnell Center. Representatives from various organizations with a stake in mental health care came together to discuss community needs.

Dover Fire & Rescue began the implementation of EMS billing and data gathering quality improvement methods facilitated by the contracted services of a subject matter expert.

In the month of March, Command staff worked on and/or submitted for the following grants:

- Congressional Direct Spending
- Assistance to Firefighters Grant
- Fire Prevention and Safety Grant
- Wentworth Douglass Hospital Grant
- Hazard Mitigation Preparedness Grant
- Emergency Management Preparedness Grant.

Chief McShane met with Fire & Rescue command staff, Inspection Services, and suppression personnel in conjunction with development of the FY2024 budget.

Division Chief Irwin Coordinated the service contract to cover the Zoll equipment purchased for the newly acquired ambulance. This included the Cardiac Monitor/defibrillator, ventilator, & mechanical CPR assist device. This service contract will keep these devices in line with the other Zoll equipment already covered for the renewal cycle.

Chief McShane and Deputy Chief Chabot attended the NH HSEM-DOS Seabrook Station Summit on March 22nd. The summit discussed present and future options for mass notification to the public in the event of an emergency at the Seabrook power plant. A large discussion on the Integrated Public Alert & Warning System or IPAWS took place as one of the alerting options. IPASW is FEMA's national system for local alerting that provides authenticated emergency and life-saving information to the public through mobile phones using Wireless Emergency Alerts, to radio and television via the Emergency Alert System, and on the National Oceanic and Atmospheric Administration's Weather Radio. The inadvertent partial sounding of the emergency alert sirens in the summer of 2022 was also part of the discussion. The first week of March, Chief McShane attended the Center for Public Safety Excellence (CPSE) Conference. This week-long conference provided an opportunity to network with fire and emergency service leaders from throughout the U.S., Canada, and other foreign countries.



Programs offered by CPSE support development pertaining to Commission on Fire Accreditation International (CFAI) agency accreditation, CFAI professional credentialing, and fire & emergency services administration professional development. Some of the programs attended by Chief McShane included:

- **National Fire Incident Reporting System Modernization Project.**
 - Presented by U.S. Fire Administrator, Dr. Lori Moore-Merrell.
- **Lessons for Incident Commanders.**
 - Presented by Fire Chief Matthew Pegg, Toronto Fire Services.
- **Technology Solutions.**
 - Presented by various fire service information technology companies.
- **Center for Public Safety Excellence Strategic Plan.**
 - Presented by Mary Cameli, and Fire Chief Reginald Freeman, Oakland, CA.
- **21st Century Fire & Emergency Services White Paper.**
 - Presented by Preet Bassi, CPSE Chief Executive Officer.
- **Community Driven Strategic Planning: Compliance with the CFAI model.**
 - Presented by Matthew Keller, CPSE Technical Advisor.
- **Applied Leadership for Fire & Emergency Services.**
 - Presented by Fire Chief Chad Brocato, Pompano Beach Fire Rescue.
- **Courage Under Fire Leadership.**
 - Presented by Deputy Chief (Ret) Steve Prziborowski, Santa Clara County Fire Department.
- **Leading With Attitude for Organizational Change.**
 - Presented by Assistant Fire Chief (Ret.) Hanover (VA) Fire & EMS.
- **Can You Hear Me Now-Why is Communication Important.**
 - Presented by Deputy Fire Chief/Fire Marshal Tom Maloney, Marysville (WA) Fire District.
- **Leading in a Multi-Generational Department as Millennials Come of Age in the Fire Service.**
 - Presented by District Fire Chief Cedric Patterson, Navy Mid Atlantic Fire & Emergency Service.
- **Dealing with Workplace Toxicity (and Leading Through It!).**
 - Presented by Fire Chief Dan Curia, Charleston Fire Department and Assistant Chief David Griffin, Charleston Fire Department.
- **Respect and Inclusion in the Calgary Fire Department.**
 - Presented by Fire Chief Steve Dongworth, Calgary Fire Department.

- **Overcoming the Tyranny of the Urgent – How to Make Meaningful Progress in a World of Constant Emergencies.**
 - Presented by Assistant Chief Alan Butsch, Montgomery County (MD) Fire and Rescue Service and Division Chief Trevor Wilson, Indianapolis Fire Department.
- **Red to Green: Simplifying Huge Projects with Simple Tools.**
 - Presented by Lieutenant Nicholas Johnson, Key Biscayne (FL) Fire Rescue.
- **Delegating Your Way to Productivity and Accountability.**
 - Presented by Assistant Chief Jason Powell, Johnson City (TN) Fire Department.
- **A Frontline Leader's Transformational Journey "Day Zero to Hero."** This program discussed the importance of a fire officer development program.
 - Presented by Robert Waller, Fire Protection Advisor, Saudi Aramco Fire Protection Department.
- **Community Risk Reduction and Recruitment.**
 - Presented by Fire Chief Eddie Robinson, Cherokee County (GA) Fire & Emergency Services.

In the month of March, Fire & Rescue coordinated EMS clinical ride time for the following:

Institution	EMS Level	Number of Students	Total Shifts	Total Hours
New England EMS Institute	Paramedic	4	12	232
McGregor Institute of EMS	EMT	2	2	20
DHS CTC	EMT	2	2	10
St Thomas Aquinas HS	Internship	1	4	32
Non affiliated	Observation	1	1	10
Totals:		10	21	304

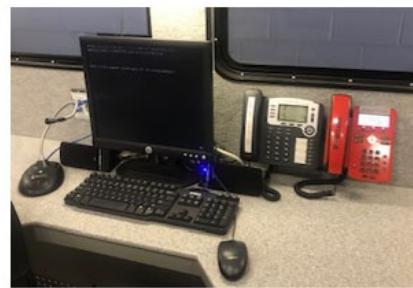
Chief McShane made two conditional offers of employment to fill current vacancies. Both candidates have successfully completed pre-employment conditions. Deputy Chief Chabot and Assistant Chief Hanna are coordinating the new employee's start dates, orientation week, and are expected to begin employment with the City in April. Command staff have been monitoring paramedic personnel for burn-out because Fire & Rescue paramedic staff levels are below the minimum number necessary to staff three ambulances with paramedics. Currently all paramedics are exclusively assigned to the ambulance.

Command staff have been coordinating the upcoming Engineer, Lieutenant, and Captain promotional exams and evaluations. All three promotional process are scheduled to occur over the next two months.

Fire & Rescue SWAT team medics participated in two full-day trainings in March.



The Seacoast Chief Fire Officers Mutual Aid District Mobile Command Unit (pictured left) was present for the monthly fire officers' meeting. All command officers and company officers were trained on the Mobile Command Unit's operations. This training included how to summons use of the Mobile Command Unit, its capabilities, set-up, operational, and demobilizing the unit were discussed.



Inspection Services in January had a total count of 602 inspections conducted and 60 permits issued. Here is the Inspection Services activity breakdown:

Inspections & Permits	
Life Safety Inspections	102
Business Inspections	33
Sprinkler / Alarm Inspections	67
Building Inspections	143
Electrical Inspections	133
Plumbing / Mechanical Inspections	66
Blasting Inspections	00
Health/Housing Standards Inspections	36
School / Daycare Inspections	21
Oil Burner Inspections	00
Woodstove / Fireplace Inspections	01
Building Permits	45
Blasting Permits	00
Certificate of Occupancy Permits	15

Planning & Community Development

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

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

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

Director Benton worked with the Chamber and Business Development to host the Northern New England Passenger Rail Authority (Amtrak Downeaster) station operator meeting on March 7th which included a historic walking tour of the downtown.

Zoning Administrator Kypfer, along with two members of the Arts Commission (Vice Chair Cliff Blake and Treasurer Nancy Vawter), recorded a podcast with the Deputy City Manager Christopher Parker entitled "What is the Arts Commission?" on March 15th.

For phase IV of the Community Trail, 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 Bassegio and Director Benton heard an update from the consultant on March 27.

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 finalized in March.

Outreach Coordinator Bassegio facilitated four "Vision on the Go" sessions in the month of March as part of outreach efforts to solicit input from the community for the Vision Chapter update.

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. Survey question closed 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.

Community Development Planner Carpenter generated the required 30-day public notice informing the public of their right to review and comment on the City Council's approval of the FY24 CDBG Action Plan. Any comments received are included with the Action plan that is sent to HUD for their review.

Resilience Manager Kaspari met with representatives from Solar on Earth to learn about options for community solar on March 7th.

Resilience Manager Kaspari attended a NHDES training session on March 8th to explore online GIS mapping tools to assist with permit reviews and projects.

Resilience Manager Kaspari attended a joint Risk Management Committee and Finance Committee meeting as well as a Board Meeting for the Community Power Coalition of New Hampshire (CPCNH) on March 10th. These meetings set the initial supply rates offered through CPCNH until August 1st. The basic rate offering is 22% lower than the current Eversource default electricity supply rate.

Resilience Manager Kaspari attended a SRPC Resiliency Subcommittee meeting on March 13th to plan the next Resiliency Roundtable which will be focused on Community Power.

Resilience Manager Kaspari reviewed an Energy Evaluation conducted for the Wastewater Treatment Facility. This Evaluation produced by Process Energy Services provides key information for energy efficiency improvements and provides a recommendation for a large onsite solar array which could significantly offset grid electricity demand.

Resilience Manager Kaspari produced a memo outlining the options for Dover to proceed with a Community Power Program. This memo was distributed to the City Manager and additional staff. The memo was then shared with the City Council ahead of the workshop scheduled for May 3rd.

Resilience Manager Kaspari attended a Net Zero Team meeting on March 21st where a sub quorum of the Energy Commission discussed data needs for establishing a path for the City to meet its 2035 renewable energy target established by the City Council. The Team is also planning to conduct a community wide greenhouse gas inventory.

Resilience Manager Kaspari attended a New Hampshire Department of Energy webinar on the Energy Efficiency Conservation Block Grant program on March 22nd.

Resilience Manager Kaspari assisted the Dover Housing Authority with the preparation of a grant application for solar benefiting low-moderate income residents on March 23rd.

Resilience Manager Kaspari was interviewed by Madelyn Bradley for a UNH project focused on local sustainability/resilience work on March 30th.

Resilience Manager Kaspari produced a draft workplan for the UNH Renewable Energy Analysis Fellow who will be joining the Department this summer to assist with preparing a scenario strategy that will guide the City towards achieving its 2035 renewable energy goal.

Outreach Coordinator Bassegio, with input from Zoning Administrator Kypfer, Director Benton, and the Arts Commission, submitted an AARP Community Challenge grant application on March 15th. The grant funds would be used for increased wayfinding towards the Community Trail from senior housing and the Senior Center. Results will be announced in mid-May.

Zoning Administrator Kypfer attended a pre-construction meeting at Mast Road for the 7 West project on March 28th.

Zoning Administrator Kypfer attended a virtual session hosted by the State Office of Planning and Development (OPD) for their NH CRS Users Group Meeting quarterly virtual meeting on March 30th.

Community Development Planner Carpenter worked with the Legal Department to create a streamlined package of HUD required contract requirements to be included in contracts between CDBG subrecipients and contractors.

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

Hiring process continued for the City Planner and Housing Navigator positions.

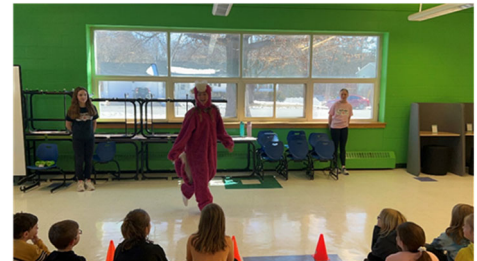
Director Benton and members of the Office of Business Development met with stakeholders at Liberty Mutual about their relocation to Portsmouth.

Director Benton attended the National Planning Conference in Philadelphia March 31st to April 4th and attended many sessions on a range of topics from housing, supervising, and planning law.

Police Department

Prevention Services Unit

On March 10th, seven Dover Youth to Youth students provided the Samantha Skunk Loves Her O's presentation as an assembly for the entire 2nd grade at Frances G. Hopkins Elementary School. The presentation teaches the audience about the impact of vaping or smoking "anything" on lung health and the associated reduction in the ability to run or play endurance sports. The session also addresses the value of exercise and the importance of helping friends make good decisions.



Dover Youth to Youth students present the Samantha Skunk Loves Her O's presentation to all 2nd grade students at Frances G. Hopkins Elementary School at Horne Street.

Dover Youth to Youth students conducted a webinar on March 20 for the State of Connecticut. Five Youth to Youth members provided a 90-minute training to youth leaders from around the state on how to develop Presentation Skills in youth advocates.



Dover Youth to Youth students present the TRUTH presentation to 4th grade classes at Garrison Elementary School.

During the week of March 20-24, Dana Mitchell provided 4 classroom presentations to 4 fourth grade classrooms at Garrison Elementary School on the consequences of using tobacco, e-cigarettes and vaping devices. A week later on March 27-31, four Youth to Youth teams provided a total of 4 classroom presentations to the same 4th grade classes to close out the program. Y2Y presenters focused on the deceptiveness of tobacco and vaping advertising and marketing, and their failure to warn users of the consequences of their products.

The Granite Youth Alliance Film Festival pitch event was held on March 21st. Eight Dover Y2Y students presented their concept for three film ideas. The students were awarded a \$350 grant for each idea to pay any expenses associated with making the films. As many as 10 other youth groups in Rockingham and Strafford Counties will also make films. The completed films will be premiered at the O’Neil Cinemas in Epping on June 4th and 5th.

The Dover Coalition for Youth continues to implement a data campaign at Dover High School. The Campaign “Opening the Door on YRBS Data” consists of data briefs and weekly call of action activates 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
- Deliver a Call to Action that allows for simple and concrete activities that help build protective factors among students and staff

On March 17th, the department held in person networking event where over 25 school staff attended and discussed ACEs. Kaitlin Jones provided a brief ACEs and Positive Childhood Experiences overview and then staff were given a variety of case studies to discuss. 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.

On March 17th Dover Youth to Youth planned a movie event for the 6th and 7th grade members of the program. A theater at Smitty’s in Sanford was rented exclusively for the group. 24 students participated in the activity.

On March 30th Dover Youth to Youth conducted the Sticker Shock program at Hannaford Supermarkets on Central Avenue. The students put stickers on cases of beer with the store’s permission. The stickers warned parents that the majority of kids take their first drink from their home or the home of a friend.



Dover Youth to Youth students conducting the Sticker Shock program at Hannaford on Central Avenue.

Dover Teen Center

During the month, there was a total of 389 youth in attendance over 20 days of programming at the Dover Teen Center. The average was about 19 youth per day.

TC After School Program – March 2023

Youth participants continued to take advantage of the after school program, where they received academic, social/emotional support and social programming via intern mentors and program mission.

These included, but were not limited to:

- “Friday Flix” (Movie & Popcorn Afternoon)
- TC Special Event – “Guest Chef Cooking Class”
- Outdoor Games Day
- TC Trip! – “Maine Celtics Game”
- St. Patrick’s Day Holiday Party – “Wear Your Green” & “Cookie Decorating”
- Featured Snack Special Days
- Mac n’ Cheese, Tacos, Pancakes, Chili, Sloppy Joes, etc.
- March Teacher Workshop Day –
- “Pizza & Ice Cream Party”



Dover Teen Center member Mikayla meeting two of the Maine Celtics Dancers on a Teen Center trip to see the Maine Celtics.

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 10 new registrations in March 2023.



Dover Teen Center members enjoying the monthly BINGO game.

Community Service Program

The youth community service program tracked one participant in the month of March 2023. A total of 6 hours of community service work was completed with one of the participants finishing their assigned community service hours.

Diversion Program

The Diversion Committee met in March. There are three new cases pending intake for April.

Community Response & Engagement Unit (CREU)

Lt. Mitrushi was the point of contact for any reports or issues associated with violent crime motivated by substance misuse. Lt. 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. Specifically, he conducted an analysis of the facts and circumstances known to the department regarding a murder/suicide that occurred during the month and determined that there was no indication that substance misuse played a role in that crime.

During the month of March, Lt. Mitrushi, completed the background investigation for the newly created Outreach Social Worker position. Following the background, the applicant was given a conditional offer by Chief Breault. The Outreach Social Worker is scheduled to begin working with the department in April 2023.

During the Month of March, Lt. Mitrushi and Prevention Services Unit Supervisor, Vicki Harris conducted three interviews for a Data Analyst & Prevention Programmer position within the unit. After selecting a candidate, Lt. Mitrushi began the background investigation prior to a conditional offer of employment. Chief Breault offered the candidate a position and she is scheduled to begin working with the department in April 2023. Lt. Mitrushi also participated in one oral board interview for a police officer candidate in the month of March.

On March 23, 2023, Lt. Mitrushi and PSW Jones met with Rochester Police Department Community Engagement Officer Kimbrough, Rochester Welfare Department Social Worker Erin Nasino, and Rochester Juvenile Diversion Coordinator Nicole Rodler in an effort to exchange information and learn what each other is finding successful when assisting unhoused individuals or people experiencing a mental health challenges in the two cities. These monthly meetings between municipalities helps better address and locate individuals experiencing homelessness in order to connect them with resources. At the March meeting, working with the City of Somersworth and identifying a point of contact there was discussed.

On March 28, 2023, Lt. Mitrushi, along with School Resource Officer (SRO) Molly Shoer, SRO Luis Berdecia, Captain Brad Gould, and Lt. John Tarmey attended a tabletop exercise involving at Dover High School. The exercise focused on the reunification process after a school is evacuated according to the Dover Schools' Emergency Operations Plan. In addition to Dover Police personnel, representatives from Dover Fire & Rescue, the SAU, and the Dover Schools' administrative teams were present. The exercise was presented by New Hampshire Homeland Security and Emergency Management.

Throughout the month of March, Lt. Mitrushi has been working on coordinating training for Peer Support and Critical Incident Stress Management for the Seacoast. Lt. Mitrushi met with Primex, the Dover Rotary, Strafford County Public Health Network, and the Dover Mental Health Alliance in an effort to gain support for the training. Lt. Mitrushi is scheduling two classes offered by the International Critical Incident Stress Foundation (ICISF) that will train between approximately 30 Seacoast area first responders and support staff in assisting Individuals in Crisis and Group Crisis Intervention. The goal is to increase the number of officers trained in crisis support and trauma informed response, and create a cadre or team representing first responders and first responder personnel; including police officers, dispatchers, and civilian staff that would be formed to provide crisis and peer support throughout the Seacoast region. A primary responsibility of this team would be to support the mental health of fellow officers, first responders, and civilian staff following exposure to trauma or critical incidents

Additionally, Lt. Mitrushi met with Dr. Katherine Godshall, a Clinical Assistant Professor from the University of New Hampshire to discuss possible future programs designed to improve officer wellness by locating grants and resources specific to increasing officer resilience. The goal of working with UNH is to search for programs and grants related to peer support, family support, and trainings that focus on developing understanding, language, and implementation of resiliency concepts.

On March 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 15 social media posts in the month of March.

Dover Middle School Liaison Officer

During the month of March, Officer Berdecia was involved with 50 calls for service, 4 of which resulted in school sanctions, and none resulted in a referral to the juvenile justice system.

One call of note was a reported assault that occurred outside of school and was reported by uninvolved Dover Middle School students. The students reported another DMS male student touched two female DMS students inappropriately and without their consent. Officer Berdecia spoke with all the students involved and their parents. After speaking with everyone involved, it was determined that the original report was unfounded.

A second call of note was a disturbance at Woodman Park School in which a 4th grade student claimed he had a gun. Officer Berdecia responded and found staff had already separated the student from his personal items which they searched and did not find a gun. Staff placed him in a student services room where he awaited the arrival of his mother. Officer Berdecia spoke with the student's mother and confirmed the student did not have access to any firearms. Upon further conversation with the parent, Officer Berdecia became aware the student has been struggling following domestic incidents between his parents. Officer Berdecia later forwarded the family to the Police Social Worker for an Adverse Childhood Experience Response Team (ACERT) referral. The student was issued an out of school suspension following the incident.

Officer Berdecia also handled 21 welfare checks, all of which resulted in successful contact being made with the subject(s) in question. There were 6 families that were called in for checks by Dover Public Schools on multiple occasions or had a history of concerning contacts prior to the check. Officer Berdecia forwarded the 6 families to the Police Social Worker for ACERT referrals.

In addition to these aforementioned calls for service, Officer Berdecia also handled 5 parking complaints, 4 property checks, 4 motor vehicle stops, 4 motor vehicle disturbances one of which resulted in a Driving While Intoxicated arrest, 2 escorts, 2 juvenile matters, 2 disturbances, 2 notifications, 1 suspicious person, and 1 assist citizen call.

On March 3, Officer Berdecia and Prevention Programmer Dana Mitchell hosted the DARE Graduation ceremony for 239 DMS fifth graders. All students received their DARE Certificates, Drug Free IDs, and a \$20 Funspot gift card that was donated by the business to support the DARE Program. DARE essay winners, who read their essays aloud before the audience, also received a \$25 Visa gift card. Additionally, ten members of Dover Youth to Youth performed a short theatrical skit during the event.

Dover High School Liaison Officer

Officer Shoer responded to 20 calls for service in the month of March. This included a variety of calls for service to include students in a mental health crisis, physical altercations, and a variety of other non-criminal and criminal incidents.

Officer Shoer assisted DHS administration as a liaison between the school, DCYF, other police agencies, and other state agencies to facilitate a team approach with student and family issues and investigations.

Officer Shoer coordinated several emergency mental health evaluations at local hospitals with the assistance of DHS and the student's families.

When working in her office, Officer Shoer received a call from dispatch who informed her that a male called from a Florida number stating he had a gun and was walking through the front doors of Dover High School. Dispatch advised they determined this to be a swatting call and learned of other departments who received the same call. Officer Shoer quickly notified DHS administration, and the school activated a "stay in place" while the building was searched by

Officer Shoer and other officers as a precaution. No issues were reported. This was the second swatting call received at Dover High School for this school year.

Officer Shoer along with the DHS Administration conducted several investigations into physical altercations that occurred in the building during school hours. Some of the cases have resulted in further police involvement, and some of them have remained at the school level, with the students receiving school sanctions.

Officer Shoer took a report of parental abuse on a current DHS student at home. Officer Shoer spoke to the student, and immediately notified DCYF, who assessed the family later that day. Detectives assisted DCYF with follow up.

Officer Shoer took a report of parental abuse by a student that lives outside of Dover. Officer Shoer notified DCYF along with the police agency where the student lives.

ACERT (Adverse Childhood Experiences Response Team) launched during the month of March, and Officer Shoer began home visits with the ACERT team on Wednesday evenings. Children and families are referred to the ACERT when the department learns that children have been exposed an adverse childhood experience. These can include the child experiencing violence, abuse, or neglect, witnessing violence in the home or community, having a family member attempt or die by suicide, substance use problems in the home, mental health problems in the home, instability due to parental separation, or household members being in jail or prison. So far the program has assisted many students of the Dover Schools and their families to get connected to community programs and resources.

The ACERT Team, which consisted of SRO Shoer, PSW Jones, and one ACERT Partner (either Greater Seacoast Community Health, HAVEN, or Waypoint) visited families referred to the team by patrol officers following a traumatic event or “adverse” experience by a child under the age of 18. The team visited 19 families on March 8th, 15th, 22nd, and 29th.

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

For the month of March 2023, Officer Gore responded to 81 calls for service. These calls consisted of checkups, disturbance, an untimely death, assistance calls, found property and traffic stops. Officer Gore also had 28 community contacts for this month and assisted patrol with 19 calls for service. Officer Gore also routinely assist patrol by covering several shifts this month due trainings, and time off requests.

Officer Gore responded to a welfare check. Officer Gore was able to make contact with the resident who is having mental health complications from a medical issue. Officer Gore was able to assist this resident in getting in touch with Police Social Worker Jones who was able to assist them with additional services to improve their quality of life.

Officer Gore responded to Union Court for a report of an unresponsive male. Officer Gore arrived with DFD to find that the resident had been deceased for several hours. Officer Gore was able to collect information for the Special Investigations Unit to include next of kin information, medical history, and personal information to assist detectives in their investigation. Based on the information collected, this unattended death was not suspicious.

Officer Gore was approached by a parent of an adult resident of Whittier Falls concerning a juvenile abusing a disabled parent. Officer Gore was able to document the matter, give the parent a referral for services for themselves, as well as for the child. Officer Gore also screened the juvenile in and made an ACERT recommendation. At this time the parent only wanted the matter documented in the event of future occurrences. Office Gore will continue to work with this family.

During the month of March, Officer Gore continued to get to know the members of the communities that are part of Whittier Falls. Officer Gore hosted several “meet and greet” events at Waldron Towers, Central Towers, Niles Community Center, and the Seymour Osman Community Center. Officer Gore Spoke to the residents about, registering cameras (RING, BLINK, ARLO) with Dover Police, scam prevention, and bicycle registration. Officer Gore provided handouts to attending members and left extras for members who were not able to attend. Officer Gore plans to schedule a date in the near future with the residents of Covered Bridge Manor to talk about elderly scam prevention.



Officer Gore doing a “meet and greet” with residents of Jack Buckley Commons on St. John’s Street.

Officer Gore also worked with St. Mary Academy during their annual silent auction for 2023. Officer Gore was able to facilitate a Dover Police cruiser ride to school as well as a tour of the police station for the winner. Officer Gore was happy to volunteer this time to the school, and is looking forward to meeting the student and their family on April 21, 2023.

For the upcoming spring and summer months, Officer Gore has spoken to residential service coordinator Mark Leno about hosting movie nights at the SOCC or outside for families to enjoy. This has been done in the past but had to be placed on hold due to the pandemic.

Officer Gore will also be hosting bike registration events in the spring and summer. These events will allow families to register their bicycles so that they may be quickly returned to the rightful owner of they are lost or stolen. Bicycle thefts are a growing trend in the spring and summer months.

Police Social Worker (PSW)

PSW Jones had 11 new cases in March 2023 and 6 cases carried over from previous months. In total, PSW Jones has had a caseload of 180 cases since beginning this assignment mid-February 2022.

Out of the 19 ACERT cases in March 2023, the precipitating calls for service included: 5 Welfare Checks, 5 Domestic Disturbances, 3 Disturbances, 2 Domestic Violence, 1 Emotionally Disturbed Person, 1 Death Investigation, 1 Juvenile Disturbance, and 1 DV Simple Assault.

PSW Jones received 1 submissions for the Just in Case Program in March.

Throughout the month of March, PSW Jones attended and participated several meetings. These include the Prevention Leadership Workgroup meeting on 3/7/23, and the Housing First Workgroup meeting on 3/9/23.

She presented on ACEs, PCEs, and ACERT at a Dover High School Teacher Workshop on 3/17/23, she met with Dr. Katherine Godshall of UNH on 3/20/23 to discuss a possible partnership moving forward, she attended Community Action Partnership Policy Council on 3/21/23 as a community member to sustain referral relationship, and she attended and participated in the Strafford County Public Health Network’s Legislative Planning session on 3/22/23.

Additionally, she attended the Dover Mental Health Alliance monthly meeting on 3/29/23, completed an interview with a CALEA assessor regarding the department's response to mental health on 3/29/23, and attended the Family Justice Center's networking event on 3/30/23.

PSW Jones completed interviews for the 2023-2024 UNH Social Work intern positions and selected a BSW candidate, Alexis Gates, and an MSW candidate, Lily Coakley. PSW Jones continued supervising Kelsey Rubio, MSW intern from Walden University, at 20 hours per week. She also submitted five Wellness Wednesday posts to Dover PD social media for the month of March.

Special Investigations Unit (SIU)

The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

SIU detectives presented 12 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 deaths in March 2023. This included the discovery of two deceased adults in a Dover residence. It was determined that the adult male murdered his wife and then committed suicide. This investigation is ongoing.

As a result of a lengthy SIU investigation related to suspicious vehicle sales, a Dover man was arrested for two felony counts of Forgery and a misdemeanor offense of Unlicensed Sales Prohibited.

SIU detectives conducted targeted drug operations within the City of Dover. These investigations are ongoing.

SIU detectives attended 5 forensic interviews at the Strafford County Child Advocacy Center. These interviews are designed to document detailed information about alleged crimes that were experienced or witnessed by children.

In March 2023, SIU detectives executed a search and arrest warrant at a Dover residence. As a result of the investigation, a Dover man was charged with Possession of Child Sexual Abuse Images.

SIU detectives referred 15 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 March, 4 of these investigations were ongoing.

At the end of March 2023, SIU detectives had 55 open investigations.

Administration



***Officer
Jonathan Palmer***

Officer Jonathan Palmer began his career with the Dover Police Department on March 13, 2023. He was a certified police officer with the Bellevue, Washington Police Department. Officer Palmer served with Bellevue Police Department for 4 years, and was previously employed as corrections officer for the Arizona Department of Corrections, where he worked on their Gang Task Force. Originally from Rhode Island, Officer Palmer, his wife, and two children (4 and 2), decided to move to New England to be closer to family. Officer Palmer began his field training on March 28, 2023.



***Parking Enforcement
Officer John Downs***

The Parking Bureau brought a new Parking Enforcement Officer on board in March. PEO John Downs started on March 13, 2023. Born in Virginia, John grew up in Rochester, NH. He and his wife reside in Dover, and they have two sons. John worked as a corrections officer for the York County Sheriff's Department from 2005 to 2016. He has also worked in the retail business at a managerial level. John has been in training over the last few weeks and has proven to be a quick study on learning all the nuances of downtown parking enforcement.

The Standards Unit administered 1 oral board and 2 written exams in February 2023.

From February 27-March 10, Vicki Harris & Dana Mitchell participated in training course entitled Guide for Substance Misuse Prevention Practitioners. This six-hour course is designed for anyone working in the field of substance misuse prevention. It covers key terminology, the six principles of the Prevention Code of Ethics, and a decision-making process to use when faced with an ethical dilemma. The course has been endorsed by the International Certification & Reciprocity Consortium and meets the prevention ethics education/training requirements for prevention specialist credentialing.

On March 8, Animal Control Officer Kathy Ladisheff attended a two hour training on Dangerous & Nuisance Dog Investigations held in Cumberland, Maine. Topics covered were guidelines for investigating dangerous and nuisance dogs; checklist for prosecutors, report writing; and ex-parte motions.

On March 8, Prevention Programmer Hannah Martuscello attended a one hour virtual training entitled Enhancing the Effectiveness of Public-led Overdoses Prevention in Black, Indigenous and People of Color Communities. This webinar presented a new approach to enhance the effectiveness of public-led overdose prevention in Black, Indigenous and people of color communities. It combines three proven models to enhance overdose prevention and response; trauma-informed care, recovery-oriented systems of care, and procedural justice.

On March 13-17, Sergeants Matt Harnish and David Collis attended FBI-LEEDA Training in Gilford, NH. This 4 ½ day program is built especially for supervisors and middle managers with the goal of enhancing their leadership competencies. Attendees will be engaged in personality diagnostic, leadership case studies, mentoring, developing personnel, performance management, risk management and credibility. The training is student-centered and rich in facilitated dialogue and group work.

On March 14-17, Sergeant Chris Plummer and Officer David Anderson attended Less Lethal ICP Instructor training in Nashua, NH. This course is comprised of four 8-hour instructor-level classes covering OC Aerosols, Impact Munitions, Chemical Munitions and Distraction Device Munitions. The students acquired instructor level knowledge of defense technology, both technically and tactically, along with the skills necessary to conduct in-service training.

On March 15, Prevention Programmer Hannah Martuscello attended online training entitled Adding Up the Cost of Health Inequity. This training addresses the failures in our health care system, consequences of health inequity on Black Americans and presents strategies to overcome this long-standing problem.

On March 20-24, Sergeant Matt Harnish and Detective Jenna Donais attended Death and Homicide Investigations, held in Portsmouth, NH. This class provided step-by-step instruction about the initial response to a major crime or death, scene preservation, and documentation intended to ensure a complete and legal investigation regardless of criminality or prosecution. Case studies were presented and students built upon their prior understanding of death scenes and major crime incidents through advanced interviewing and statement analysis tactics, behavior analysis, and polygraph examinations.

On March 22, Prevention Programmer Hannah Martuscello participated in a virtual entitled Using Podcasts to Promote Your Prevention Messages. This interactive workshop will explore how coalitions or prevention programs can optimize prevention messaging and reach a larger audience through the world of podcasting. She also learned how to create a podcast.

On March 23, Dispatchers Marie Palaima and Shannon Burke attended Crimes in Progress, held at Conway Police Department. Topics covered included how to anticipate the needs of public safety personnel in the field, maintain correct information about calls, calming techniques, handling multiple calls at once, child callers and armed robberies. The training also covered how dispatchers should handle shootings, homicides, missing children, kidnappings, pursuits, officer down calls and their role in responder safety.

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

On March 27-31, Chief William Breault, and Officers Nate Gurnsey and Bryon Gore 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 dignity and respect. 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 our officers in CIT. As of March, 64% of the agency's sworn officers have been through the 40-hour training.

On March 25, 2023, Lt. Mitrushi coordinated the Dover Police Department's first "Breaking Barriers: Strengthening Police-Community Relationships" event. This monthly series hopes to foster transparency, community, and connection between the police and the Dover community. The March topic was "Youth Engagement" and resulted in 18 attendees. The panel consisted of Police Social Worker Kaitlin Jones, Dover Middle School/Elementary School Resource Officer Luis Berdecia, Steve Pappajohn, Director of the Dover Teen Center, and Vicki Harris, supervisor of the Prevention Services Unit. Two members of Dover Youth to Youth, a teen center participant and a "little" from the Big Brothers/Big Sisters Bigs in Badges program also participated in the panel discussion.



Dover Middle/Elementary School Resource Officer Luis Berdecia, Dover Police Social Worker Kaitlin Jones, Teen Center Director Steve Pappajohn, Prevention Services Unit Supervisor Vicki Harris and Lieutenant Alex Mitrushi of the Community Outreach Bureau at the Breaking Barriers: Strengthening Police-Community Relationships event discussing Youth Engagement.



Youth from Dover Youth to Youth, the Dover Teen Center, and the Bigs in Badges Program answering questions from the audience at the Breaking Barriers event discussing Youth Engagement.

Some of the feedback from the event included:

- ★ "Dover is leading the way with youth engagement through [the] police department." – Cassandra S.
- ★ "Thank you for being the light in a stormy society!" – Marc A.
- ★ "...made me proud to be a Dover Resident." – Stefanie R.
- ★ "Dover PD is community involved, making a change, positive. Dover is a great example for where the state needs to be." – Stephanie A.
- ★ "Inspiring to see the support and engagement of Dover PD." – Jason J.

Lt. Mitrushi also began working on the next Breaking Barriers event, "Coffee with a Cop," which is scheduled for April 27th from 10:00am to 11:30am at Sunrise Pointe Café at Pointe Place in Dover.

Records Unit

Permit Applications Submitted/Reviewed March 2023

Taxi Cab Licenses	00	Road Toll Permits	02
Notifications to City Hall	00	Dance / Entertainment	00
Raffle/Tagging Permits	01	Gun - Seller	00
Block Party Permits	02	Other	
Parade Permits	01	Hawker / Peddler	01
License to Carry Firearm	04	Total	11

Traffic Bureau

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) for scheduled meetings on March 16 and 23. Projects under review included a residential site plan off Oak Street, and a commercial project on Grapevine Drive. Technical review committee staff also met to discuss logistics of the 2023 outdoor dining application process. Staff review of each project helps flesh out technical aspects in the purview of police, fire, engineering, and economic development to resolve potential conflicts before submission to the Planning Board.

On March 27, Lt. Speidel joined staff from the Planning and Community Services Departments at the regular meeting of the Transportation Advisory Commission. Lt. Speidel prepared the meeting agenda and related materials and helped coordinate correspondence with citizens with interest in agenda items. Lt. Speidel also coordinated staff preparation and follow-up of the committee recommendations. Agenda topics included neighborhood speed and traffic calming concerns, new crosswalk requests on New Rochester Road, Stark Avenue and Central Avenue, discussion on the Downtown Pedestrian and Vehicular Access Improvements project, proposed ordinance revisions for Chapter 141 affecting Emerald Lane and traffic control devices in general, discussion on deer crossing warning signs, and appointment of 2023 committee officers.

On March 23, Lt. Speidel met with a representative of the NH Towing Association and with a local business owner to discuss proposed amendments to the city's wrecker service agreement and tow rotation. Lt. Speidel works closely with the Purchasing Agent and City Attorney to update aspects of the agreement every two year cycle, and oversees the day-to-day implementation of the agreement on behalf of the police department. The agreement will be due for renewal in January 2024.

In March, Lt. Speidel worked closely with Community Services staff from both the water and sewer utility and engineering divisions to plan traffic logistics for upcoming spring projects. These include a private water line tap for a development off New Rochester Road, a sewer line replacement project on Court Street, and a retaining wall reconstruction project on Portland Avenue.

Lt. Speidel worked closely with Dover Main Street representatives in organizing the "Run Before You Crawl" 5K event on March 18, which was based at the Dover Transportation Center. Lt. Speidel coordinated the police department's operational planning for this event, to include the deployment of directional signs, barricades and cones to facilitate

road closures, parking restrictions and traffic diversions, the scheduling and assignment of police personnel, and coordination with railroad administrators for the temporary suspension of freight service. This event was a pre-cursor to the Saint Patrick's themed Dover Downtown Pub Crawl later that day, and was the first of ten planned footrace events of the 2023 Dover Race Series.

Lt. Speidel also 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 March:

→ American Cancer Society Relay For Life road toll fundraiser, March 25

Parking Bureau

In March a significant part of the Parking Bureau's efforts were related to winter storm activity. Parking personnel assisted in the enforcement of 5 Winter Parking Bans. More than 200 parking citations were issued in March for Winter Parking Ban violations. The total number of tickets issued for the season was 505.

Parking Bureau personnel continued its post winter storm clean-up efforts throughout the downtown area. Parking personnel also set up barricades related to the Run Before You Crawl 5K event on 03/18/2023. The Parking Manager participated in a meeting to discuss efforts on getting the downtown area ready for this year's 400th anniversary celebrations.



After a very snowy month of March, Parking Maintenance Coordinator Beth Hawthorne is welcoming spring by removing the Winter Parking Ban signs.

Dover Police Department Field Operations	Calls for Service	Traffic Stops	Non-Enforcement Contacts	Incidents Handled	Emergency 911 Responses	Alarm Responses	Traffic Accidents	Arrests Made
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
March 2023	1,788	402	110	2,300	15	42	84	56

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>Police Responses</i>	<i>October 2022</i>	<i>November 2022</i>	<i>December 2022</i>	<i>January 2023</i>	<i>February 2023</i>	<i>March 2023</i>
<i>Priority 1</i>	143	126	164	200	134	129
<i>Priority 2</i>	109	119	98	94	86	91
<i>Priority 3</i>	828	856	829	993	819	993
<i>Priority 4</i>	708	635	637	771	722	781

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.

On March 7, 2023, Officer David and K9 Vision responded to assist officers with a motor vehicle stop which turned into a narcotics investigation. K9 Vision was deployed on an exterior “sniff” of the vehicle and indicated that he had located the odor of illicit narcotics inside of the vehicle. The vehicle was seized for a search warrant and a quantity of illicit narcotics was located inside of a backpack within the vehicle.

On March 8, 2023, Officer David and K9 Vision responded to a residence to assist officers with locating a male, who had a violent history, and had just began lighting fires around the residence. K9 Vision was deployed and led officers on a nearly three-mile track. At the end of the track it was determined that the male they were searching for had been picked up by a motor vehicle and fled to Maine.

On March 11, 2023, Officer David and K9 Vision responded to assist and officer with a motor vehicle stop which turned into an arrest. During the interaction, it was determined that there was likely narcotics in the vehicle or in the female's purse which was outside of the vehicle. Officer David deployed K9 Vision and conducted an exterior "sniff" of the vehicle. Through Officer David's training and experience, he recognized that K9 Vision showed a change in behavior, showing he was in the odor of narcotics, but not enough of a change to show that narcotics were still in the vehicle. Officer David determined that the narcotics were likely in the female's purse. A quantity of illicit narcotics were later discovered inside of her purse.



K9 Vision poses next to the K9 cruiser.

On March 16, 2023, Officer David conducted a motor vehicle stop which turned into a narcotics investigation. While speaking with the operator, Officer David advised him that he will be deploying K9 Vision on an exterior sniff of the vehicle. At this time, the operator consented to a search of the vehicle. During the search, Officer David located multiple types and bags of narcotics in the vehicle.

On March 29, 2023, Officer David and K9 Vision responded to assist other officers with locating a male who they were looking to arrest on domestic violence related charges. It was reported that the male left on foot. K9 Vision cleared each avenue of escape, to ensure that the male was no longer in the area. This method of clearing the area is used to confirm that a person is not hiding nearby out of sight or that they did not flee in a different direction than was reported. This method of clearing is very efficient and keeps officers safe from suspects hiding in a position of ambush. It was later learned that the male had fled the scene in a vehicle.

Accident Reconstruction Team

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

Dispatch Communications

Dispatch Communications	Radio Transmissions	Phone Calls	911 Calls Received	Lobby Customers	Police Alarms Received	Fire & Medical Alarms
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
March 2023	16,383	7,418	515	230	69	58

Animal Control – March 2023

Total Calls for Service: 42	Breakdown:
Handled by Officers/Dispatch: 23	Found/Loose Animals: 18
Handled by Animal Control Officer: 19	Welfare Checks: 03
	Animal Bites: 04
	Misc/Other: 17

Public Library

March library circulation totaled 20,963 items. (8,602 adult + 6,986 children's print items; plus 5,375 items downloaded including 4,342 audiobooks & eBooks, 798 Hoopla streaming music, movies, and books, 126 Kanopy plays and 109 eMagazines).

126 new library patrons registered; total active cardholders 13,202.

The Dover Public Library's Book a Librarian service helped 17 community members.

The Dover Public Library's 3D printer produced 23 items requested by our patrons.

The Library's museum passes were borrowed 136 times saving our community members approximately \$4,195.59 in admission fees.

34 new patrons registered for downloadable audiobooks/ eBooks via Overdrive (total = 6,802) and 21 registered for Hoopla (total = 2,487) and 14 registered for Kanopy (total 272).

Internet and PC uses by the public totaled 928 on library workstations, plus another 6,049 via Wi-Fi, plus 17 Chromebook loans.

The library's website statistics showed 97,696 page views by 8,097 users in 15,425 sessions.

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

The Dover Public Library has 5,554 subscribers to its two monthly e-newsletters—Children's and Adults.

Library staff posted 440 items to its various social media platforms in March. Total social media platform followers = 16,229.



Pokemon Terrariums

We added 63 books to Dover's 2 little free libraries in March.

12,561 people visited the library during March an average of 433 per day (open 29 days).

The Dover Public Library hosted 86 programs in March which were attended by 1,791 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 53 attendees; 4 Shake Your Rattle and Roll with 224 attendees; 4 Family Story times with 99 attendees; 4 STEM Story Times with 52 attendees; 4 Sensory Storytimes with 15 attendees; 2 Knitting Group 21; 5 Book Groups 48; 1 Creation Station 357; 1 Crafternoon Emoji pillows with 10 attendees; 1 Adult Chapter Book Club with 32; 1 Books & Bites with 19; 1 Family Game Night with 19; 1 Cochecho Writer's Groups with 1; 1 Braided Rug Demo with 15 attendees; 1 NH Humanities Book Discussion 7 attendees; 1 Caregiver Café 5; 1 Dover 400 Meet the Authors with 56 people attending; 1 A Walk in their Shoes: Dementia with 25



Poetry Rocks

attendees; 1 Mindful Stitching with 16 attendees; 1 Softer Side of Celtic (music) with 27 attendees; 1 Quaking Dover with 51 attendees; 1 Organic Gardening with Vince with 30 attendees; 1 Pokemon Terrariums with 31 attendees; 1 Poetry Rocks with 25 attendees; 1 Lego Club with 30 attendees; and 1 Genealogy Club with 12 attendees

The Dover Public Library recently curated an indigenous-themed play in its Children's Room and is intended to help foster a deeper understanding of Dover's indigenous history. The space, made possible with the support of the New Hampshire Humanities Council, was created to encourage imaginative play and provide a reading nook for children and their families. It includes a structure to mimic traditional Native American

housing found in the local area, log seating around a low table where families and friends can gather, and a canoe. A tree bookshelf holds picture books highlighting many indigenous authors, and various indigenous crafts will be offered in this space on a rotating basis.

The Dover Public Library now offers Westlaw Public Access, a comprehensive legal research database designed especially for use in government, law, and public libraries. Westlaw access is provided through a partnership with the New Hampshire Law Library, the state's only public law library. Derry's, Portsmouth's and Littleton's public libraries also provide access to Westlaw. "Westlaw is a very powerful tool, and being able to offer free access to the public is a real boon to those doing legal research."

People interested in researching legal information in their cases have few options, and they tend to be either time-consuming, far away, or expensive. Free Westlaw access means that anyone who comes to the Dover, Derry, Portsmouth or Littleton libraries will have the same online sources used by attorneys. The public can also access Westlaw for free in Concord at the New Hampshire Law Library. "Partnering with public libraries increases the reach and impact of the state's law library," Searles said. "We're able to bring accurate and reliable legal information closer to the people who need it. Public librarians are available to help patrons use Westlaw and to find legal information and appropriate organizations for more help."

On Tuesday, March 21, Teen Librarian Emily Ainaire visited the Dover High 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. Nineteen students were in attendance.

Karin Mayer-Gottlob, Assistant Children's Librarian at the Dover Public Library, read to 3 Head Start classrooms in March (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 59 passport applications in March generating \$2,065 in revenue and provided notary services for 35 patrons generating \$175 in revenue.

Dover Public Library staff attended training in the following areas:

- Auditing collections
- Teaching and Reaching the Teen Brain
- First Amendment audits
- How to Build and Defend Inclusive Collections
- Going Beyond Captions in recordings

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.

As a continuing series the Dover Public Library is offering community craft/maker related programming. The program for March was a workshop on Mindful stitching. Mindful stitching is a combination of mindfulness/meditation practice and hand crafts. Participants all rated the program highly and expressed their thanks and interest in future programs. We will be offering programs in knitting next month and more creative programming in future months. We also offered a three-session class on rug braiding which was popular and participants are looking forward to a Penny Rug making class in May.

30 community members attended the 1st in a 3 part Organic Gardening Seminar with Vince Cirasole at the Dover Public Library. The course, totaling six hours over the three nights, will include practical tips on how to create a new garden, soil preparation, seed starting, planting techniques, container gardening, cultural techniques during the growing season (such as watering, fertilizing, and pest and weed control), how plants and soil interact, succession planting, planting multiple crops in the same space at the same time, how to compost, crop rotation, and cover cropping. During the course the Library is marketing our new garden friendly maker space items—Havahart traps and a PH soil meter.

On March 2, Dover Public Library partnered with the Dover 400th Committee for a "Meet the Authors" event. During this program, five authors who wrote or worked on books based on Dover history discussed their research and project. The authors included Cathy Beaudoin, Andy Galt and Tom Massingham who worked on "Dover Heritage Walks: A Compendium of Past Walks and Reveals"; Jnana Hodson, author of "Quaking Dover"; and "Dover Stories from the Past" author Tony McManus. The program was presented in hybrid format (online and in-person) with 56 in attendance. The library invited Hodson back later in the month on March 22 to discuss the findings of his book and how Quakers came to be the second-largest religion in Dover, despite persecution from the Puritans. This event was also presented in hybrid format and had 51 people in attendance. Tony McManus will return to the library in April, and Cathy Beaudoin and Andy Galt will present facts from their research in May.

Dover Public Library welcomed dementia expert Michael Merrigan from The Residence at Silver Square for a dementia simulation on March 8. The program, titled "A Walk in Their Shoes: A Dementia Simulation" explained the challenges people living with Alzheimer's or other forms of dementia go through and what steps caregivers can take to create a more understanding environment. After the presentation, volunteers from the audience were guided through a simulation using tools that compromised their vision, hearing and dexterity to show what having dementia can feel like. The program was presented hybrid and had 25 in attendance.

Public Welfare

During March, Dover Public Welfare had 161 customer contacts in 24 working days.

There were 52 interviews and 20 intakes. 111 people were served.

\$19,387.01 was spent for assistance of which \$12,347 was for rent assistance, \$3,017 was spent to hotel clients, \$665 for emergency shelter payments and \$1,475 for a security deposit. 28 vouchers were issued for an average cost of \$692.39.

Of the clients served, 8 had been receiving ERAP payments from CAP and the cost to Dover was \$8102.

All staff took the required Primex training "Preventing Workplace Harassment".

Welfare Director also took Primex trainings "Managing Conflict: A Collaborative Approach" and "Compassionate Directness".

Welfare staff handled some difficult client interactions with calm professionalism and were able to resolve difficulties so that clients left satisfied even when denied.

A number of clients refused shelter space and left without completing applications.

Recreation Department

Gym & Programs

A new session of Interval Strength with Lisa began in March with sessions running every 6 weeks. Pickleball and Badminton continue to be offered as well as youth & adult open gym for basketball. Open gyms were very well attended throughout the month for both youth and adult. Both the 35+ and 50+ basketball leagues held their playoffs throughout the month of March. 50+ wrapped up their league and the 35+ finals will be held in early April. Sign ups have been ongoing for over 30 spring men's basketball league on Monday and Thursday nights scheduled to run April - June. 4 sessions of Dover Basketball skills work for Boys and girls in grades 2 & 3 and grades 4-6 were held. Tuesday/Thursday programs were held at Woodman Park School while Saturday programs were held at the Butterfield Gym within the McConnell Center. Sign-ups were ongoing for Recreation's new spring HS basketball league. This league will just have weekly games with no practices during the week as kids also participate in their spring sports. Recreation's 5th & 6th grade all-star basketball teams competed in tournaments in the Seacoast as well as hosting scrimmages with local teams. Basketball rentals continued on the weekends. Plans were made for summer programs and the interview & hiring process has begun.

Indoor Pool & Jenny Thompson Pool

March brought some change at the Indoor Pool. The division had several weather related closures and staffing challenges that affected daytime operations. The pool schedule needed to be changed to account for changing availability from the lifeguard team. The division was able to hire new staff, however, every time this had been done, current staff availability would decrease resulting in the same number of schedulable hours. The result was the leadership team covering up to 50 hours per week lifeguarding along with administration. Division staff were able to find a balance in programming with the new pool schedule. Patrons are understanding of the changes and are adapting. Supervisors have ramped up hiring for summer operations and hope to be able to run a full schedule at the Jenny Thompson Pool. Spring programming is sold out for the number of instructors and pool space. Spring lessons

have 185 participants, 14 of which are adults in group swim lessons. More than 50% of lesson participants are Dover residents. Classes will begin at the end of June. There have been no issues mechanically with the Indoor Pool and are in the process of having the front door lock repaired and or replaced. The facility had a light control for the pool deck fail and it was replaced. Rentals: SOLO Aquatics, Birthday Parties: 8

Dover Ice Arena

March at the Dover Arena means the season for the Foster Rink has come to an end and will get it ready for several off-ice events and groups. The ice came out on March 20th. The first weekend of the month, the Arena hosted a Division II Quarter final game between Dover High School vs Somersworth High School. The game was very well attended by spectators supporting both schools. The COED League finished its Winter-Spring session on March 20th with the Red Team winning the Northern Division and the White Team winning the Southern Division. March 10th-12th hosted the Granite State League Peewee Tournament. The Arena Spring 3 on 3 League started on the last Thursday and Friday of the month. The league is full with 4 teams in each age group (Mini Mites/Mites, Squirts, Peewees/Bantams) 12 teams total made up of 130 players. The 3 on 3 League is a 7-week program, it will end on May 12th. On the last weekend of the month the Arena hosted the Tri-City Cup Hockey Tournament. This was an A Division Men's League Tournament made up of 7 teams of local players and other players from the New England area. The month of April means spring programs will be starting. A new session of Learn to Skate and Youth Intro to Hockey will start on Wednesday April 5th. Both of these classes are full. On April 14th-16th will host the Flyball Dogshow on the Foster Rink Floor. Cocheco Valley Rollers will return for their practices on the Foster Floor every Tuesday and Thursday night. The Arena hosts Dover Youth Softball practices Monday – Friday afternoons for the first couple weeks of April on the Foster Floor. April 17th will be the first day of Camp Kool registrations. Birthday Parties: 3, Adult and Youth Stick Practice: 355 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. Pickleball of course continued and the Center hosted a Vets breakfast with 27 attendees. Also held was a Pickleball-Safety clinic.

Administration

Jenny Thompson Pool Renovation Project is moving forward slowly as the specifications for the work to be done are being reviewed by City staff along with the associated costs. The exact items to be worked on are being determined based on available funds. The actual construction may be delayed until the fall of 2023 and be completed in the spring of 2024. An application for CDBG funds to pay for accessibility improvements is in the review process as well as LWCF Grant funds to help with the overall project.

There are more details to be worked out in how all of the needs can be met for the various user groups and the general public in the Waterfront Park facilities. The Architect to design the public park building has been hired and it is CJ Architects from Portsmouth and is to complete its work by June 2023. There is a LWCF grant application that was submitted and we received initial positive news. It can help fund the park building project.

The Skatepark construction process is starting to get moving this month with electrical work starting for the lighting and site work being completed in preparation for a 2023 building of the Skatepark area.

2023 WEATHER EVENT MANAGEMENT SUMMARY

Date of Event	Weather Condition	Accumulation Inches	Total OT Hours	Total OT Cost	Contractor Cost	Salt Tons	Salt Cost	Salt/Sand Mix-Yards	Salt/Sand Cost	Sand Only Yards	Sand Only Cost	Salt Brine Gallons	Salt Brine Cost	Total Event Cost
FY2023 Amount Budgeted:				\$167,000.00	\$90,000.00				\$264,500.00					\$593,676.00
12/11/2022	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

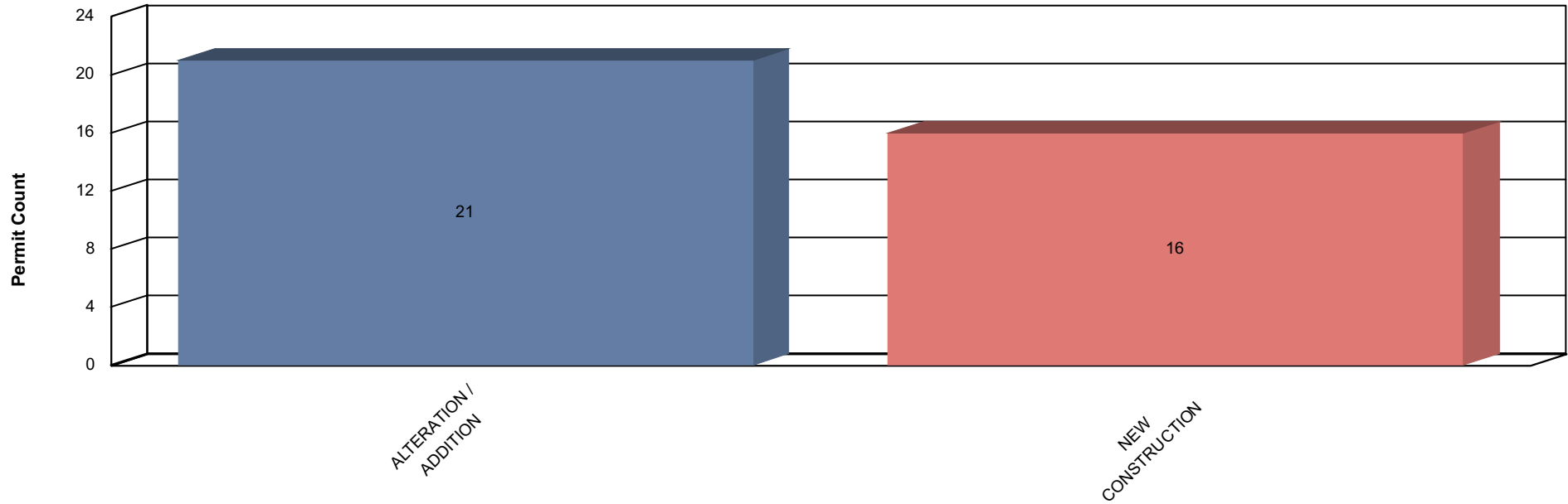
ANNUAL WEATHER EVENT MANAGEMENT OVERVIEW

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

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



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 <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	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	

PLANNING BOARD APPROVED PROJECTS

3/15/2023

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
Eakhourv	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									

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

Throughout the month of October, Sergeant Mitrushi continued to check known campsites throughout the city to address the needs of the unhoused as well as complaints of illegal camping or trespassing. Sergeant Mitrushi also

brought Police Social Worker Kaitlin Jones out to a few sites to meet directly with the unhoused residents to provide one-on-one interactions in hopes to aid in the proper referrals to social services they may need.

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

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

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

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

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

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 dedicated 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.

MARCH 2023:

In March, 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; and previews of upcoming meetings of public bodies.

Media Services produced five episodes of the Dover Download podcast in March. March's topics included a discussion about traffic safety and enforcement, a day in the life of the Finance Department, an interview with the city's new Business Development Coordinator, and a look at the city's resiliency work.

Throughout March, Media Services continued to update the city's online budget resource, Budget Revealed, with information about the 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 March, 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 March, Media Services sent out 79 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 200 updates were posted to social media and other external communications platforms.

Media Services in March distributed 71 news releases across multiple platforms for other city matters, including ongoing projects and special announcements.

Media Services provided live and taped televised coverage of 19 meetings and special events in March.

Zoning Administrator Kypfer, along with two members of the Arts Commission (Vice Chair Cliff Blake and Treasurer Nancy Vawter), recorded a podcast with the Deputy City Manager Christopher Parker entitled "What is the Arts Commission?" on March 15th.

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

Resilience Manager Kaspari assisted the Dover Housing Authority with the preparation of a grant application for solar benefiting low-moderate income residents on March 23rd.

During the month, there was a total of 389 youth in attendance over 20 days of programming at the Dover Teen Center. The average was about 19 youth per day.

Lt. Mitrushi and PSW Jones met with Rochester Police Department Community Engagement Officer Kimbrough, Rochester Welfare Department Social Worker Erin Nasino, and Rochester Juvenile Diversion Coordinator Nicole Rodler in an effort to exchange information and learn what each other is finding successful when assisting unhoused individuals or people experiencing a mental health challenges in the two cities. These monthly meetings between

municipalities helps better address and locate individuals experiencing homelessness in order to connect them with resources. At the March meeting, working with the City of Somersworth and identifying a point of contact there was discussed.

On March 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.

March 10th, Division Chief Irwin attended the Communities that Care seminar. This was conducted by the Granite Y and hosted at the McConnell Center. Representatives from various organizations with a stake in mental health care came together to discuss community needs.

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 Mitrushy 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.

MARCH 2023:

The Diversion Committee met in March. There are three new cases pending intake for April.

On March 27, 2023, Lt. Mitruschi 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 #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.

MARCH 2023:

Legal Office staff assisted Business Development with Waterfront Project bidding/procurement, as well as amendment to existing development agreement.

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.

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.

MARCH 2023:

Resilience Manager Kaspari assisted the Dover Housing Authority with the preparation of a grant application for solar benefiting low-moderate income residents on March 23rd.

Outreach Coordinator Bassegio, with input from Zoning Administrator Kypfer, Director Benton, and the Arts Commission, submitted an AARP Community Challenge grant application on March 15th. The grant funds would be used for increased wayfinding towards the Community Trail from senior housing and the Senior Center. Results will be announced in mid-May.

In the month of March, Command staff worked on and/or submitted for the following grants:

- Congressional Direct Spending
- Assistance to Firefighters Grant
- Fire Prevention and Safety Grant
- Wentworth Douglass Hospital Grant
- Hazard Mitigation Preparedness Grant
- Emergency Management Preparedness Grant.

GOAL #5: OUR CITY'S RESIDENTS ARE ENGAGED

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

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

JULY 2022:

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

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

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

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

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

AUGUST 2022:

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

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

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

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

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

On August 2, 2022, the Dover Police Department participated in the annual National Night Out event in front of the police department. National Night Out is an annual community building event that promotes police-community partnerships to make our neighborhoods safer, better places to live. Dover's National Night Out is an opportunity for citizens to meet and engage with their first responders and community partners.

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

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

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

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

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

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

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

SEPTEMBER 2022:

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

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

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

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

Sergeant Mitrushi, CREU Supervisor, created 3 social media posts in the month of September.

PSW Jones created social media content for 1 “Wellness Wednesday” post in the month of September, to align with the September theme: Recovery Month.

A new Caregiver Café began at the Dover Public Library in September. The support groups is led by Cornerstone VNA and they were on hand to support Dover area family caregivers. Three community members attended and raved about the group and are excited to share information about the group with friends.

In response to the growing patron base of families with young children, the Dover Public Library Children's Room staff added another program to their weekly schedule. The music and movement program for infants to two year olds, Shake Your Rattle and Roll, Baby!, consistently has an average attendance rate of fifty people. Adding Mother Goose on the Loose, an early literacy program for this same age group, gives families with kids this age another option. Since introducing this choice in September, the average attendance has been thirty people per week.

OCTOBER 2022, NOVEMBER 2022, DECEMBER 2022:

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

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

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

Media Services prepared and distributed 209 email newsletters and alerts during these three months, including weekly editions of Dover Download and numerous special announcements, as well as new project newsletters. These newsletters are designed to help communicate a wide variety of information to the public, of general interest and for specific projects and topics, and to instill the city's commitment to community stewardship.

Media Services distributed more than 200 press releases and numerous updates to the website and social media in October, November and December.

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

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

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

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

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

JANUARY 2023:

Prevention Services Unit staff worked with CREU on the rollout of the Police And Community Together (PACT) program. Staff assisted with data entry, communication with participants, and forming the program agenda. The third session was conducted on January 9, 11, and 17. At these sessions, Dover Youth to Youth students conducted 3 presentations for the parents of fifth graders in the PACT parent training program.

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.

MARCH 2023:

In March, 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.

Outreach Coordinator Bassegio facilitated four "Vision on the Go" sessions in the month of March as part of outreach efforts to solicit input from the community for the Vision Chapter update.

A weekly email is sent to the connected families and youth of the Teen Center, 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.

During the month of March, Officer Gore continued to get to know the members of the communities that are part of Whittier Falls. Officer Gore hosted several "meet and greet" events at Waldron Towers, Central Towers, Niles Community Center, and the Seymour Osman Community Center. Officer Gore Spoke to the residents about, registering cameras (RING, BLINK, ARLO) with Dover Police, scam prevention, and bicycle registration. Officer Gore provided handouts to attending members and left extras for members who were not able to attend. Officer Gore plans to schedule a date in the near future with the residents of Covered Bridge Manor to talk about elderly scam prevention.

On March 25, 2023, Lt. Mitrushi coordinated the Dover Police Department's first "Breaking Barriers: Strengthening Police-Community Relationships" event. This monthly series hopes to foster transparency, community, and connection between the police and the Dover community. The March topic was "Youth Engagement" and resulted in 18 attendees. The panel consisted of Police Social Worker Kaitlin Jones, Dover Middle School/Elementary School Resource Officer Luis Berdecia, Steve Pappajohn, Director of the Dover Teen Center, and Vicki Harris, supervisor of the Prevention Services Unit. Two members of Dover Youth to Youth, a teen center participant and a "little" from the Big Brothers/Big Sisters Bigs in Badges program also participated in the panel discussion.

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 likely hood 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.

MARCH 2023:

The Legal Division assisted the Community Services Department with the procurement of conservation land and also assisted the Planning Department with the purchase of a conservation easement and a donation of a separate conservation easement.

Media Services produced five episodes of the Dover Download podcast in March. March's topics included a discussion about traffic safety and enforcement, a day in the life of the Finance Department, an interview with the city's new Business Development Coordinator, and a look at the city's resiliency work.

For phase IV of the Community Trail, 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 Bassegio and Director Benton heard an update from the consultant on March 27.

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. Survey question closed 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.

Resilience Manager Kaspari met with representatives from Solar on Earth to learn about options for community solar on March 7th.

Resilience Manager Kaspari attended a NHDES training session on March 8th to explore online GIS mapping tools to assist with permit reviews and projects.

Resilience Manager Kaspari attended a joint Risk Management Committee and Finance Committee meeting as well as a Board Meeting for the Community Power Coalition of New Hampshire (CPCNH) on March 10th. These meetings set the initial supply rates offered through CPCNH until August 1st. The basic rate offering is 22% lower than the current Eversource default electricity supply rate.

Resilience Manager Kaspari attended a SRPC Resiliency Subcommittee meeting on March 13th to plan the next Resiliency Roundtable which will be focused on Community Power.

Resilience Manager Kaspari reviewed an Energy Evaluation conducted for the Wastewater Treatment Facility. This Evaluation produced by Process Energy Services provides key information for energy efficiency improvements and provides a recommendation for a large onsite solar array which could significantly offset grid electricity demand.

Resilience Manager Kaspari produced a memo outlining the options for Dover to proceed with a Community Power Program. This memo was distributed to the City Manager and additional staff. The memo was then shared with the City Council ahead of the workshop scheduled for May 3rd.

Resilience Manager Kaspari attended a Net Zero Team meeting on March 21st where a sub quorum of the Energy Commission discussed data needs for establishing a path for the City to meet its 2035 renewable energy target established by the City Council. The Team is also planning to conduct a community wide greenhouse gas inventory.

Resilience Manager Kaspari attended a New Hampshire Department of Energy webinar on the Energy Efficiency Conservation Block Grant program on March 22nd.

Resilience Manager Kaspari assisted the Dover Housing Authority with the preparation of a grant application for solar benefiting low-moderate income residents on March 23rd.

Resilience Manager Kaspari was interviewed by Madelyn Bradley for a UNH project focused on local sustainability/resilience work on March 30th.

Resilience Manager Kaspari produced a draft workplan for the UNH Renewable Energy Analysis Fellow who will be joining the Department this summer to assist with preparing a scenario strategy that will guide the City towards achieving its 2035 renewable energy goal.

Throughout the month of March, Lt. Mitrushi has been working on coordinating training for Peer Support and Critical Incident Stress Management for the Seacoast. Lt. Mitrushi met with Primex, the Dover Rotary, Strafford County Public Health Network, and the Dover Mental Health Alliance in an effort to gain support for the training. Lt. Mitrushi is

scheduling two classes offered by the International Critical Incident Stress Foundation (ICISF) that will train between approximately 30 Seacoast area first responders and support staff in assisting Individuals in Crisis and Group Crisis Intervention. The goal is to increase the number of officers trained in crisis support and trauma informed response, and create a cadre or team representing first responders and first responder personnel; including police officers, dispatchers, and civilian staff that would be formed to provide crisis and peer support throughout the Seacoast region. A primary responsibility of this team would be to support the mental health of fellow officers, first responders, and civilian staff following exposure to trauma or critical incidents

Additionally, Lt. Mitrushi met with Dr. Katherine Godshall, a Clinical Assistant Professor from the University of New Hampshire to discuss possible future programs designed to improve officer wellness by locating grants and resources specific to increasing officer resilience. The goal of working with UNH is to search for programs and grants related to peer support, family support, and trainings that focus on developing understanding, language, and implementation of resiliency concepts.

ACERT (Adverse Childhood Experiences Response Team) launched during the month of March, and Officer Shoer began home visits with the ACERT team on Wednesday evenings. Children and families are referred to the ACERT when the department learns that children have been exposed an adverse childhood experience. These can include the child experiencing violence, abuse, or neglect, witnessing violence in the home or community, having a family member attempt or die by suicide, substance use problems in the home, mental health problems in the home, instability due to parental separation, or household members being in jail or prison. So far the program has assisted many students of the Dover Schools and their families to get connected to community programs and resources.

The Police Social Worker attended the Dover Mental Health Alliance monthly meeting on 3/29/23, completed an interview with a CALEA assessor regarding the department's response to mental health on 3/29/23, and attended the Family Justice Center's networking event on 3/30/23.

Dover Fire & Rescue recently purchased new "green" foam to replace the current Aqueous Film Forming Foam (AFFF) the department has historically used. Unlike the AFFF foam, the new foam does not contain per- and polyfluoroalkyl substances (PFAS) which are known cancer causing agents. The new foam reduces impacts on the environment and most importantly prevents the City's firefighters from being exposed to carcinogens.

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.

MARCH 2023:

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. The Housing Navigator is set to start in early April.

Resilience Manager Kaspari assisted the Dover Housing Authority with the preparation of a grant application for solar benefiting low-moderate income residents on March 23rd.

Outreach Coordinator Bassegio, with input from Zoning Administrator Kypfer, Director Benton, and the Arts Commission, submitted an AARP Community Challenge grant application on March 15th. The grant funds would be used for increased wayfinding towards the Community Trail from senior housing and the Senior Center. Results will be announced in mid-May.

The Dover Public Library recently curated an indigenous-themed play in its Children's Room and is intended to help foster a deeper understanding of Dover's indigenous history. The space, made possible with the support of the New Hampshire Humanities Council, was created to encourage imaginative play and provide a reading nook for children and

their families. It includes a structure to mimic traditional Native American housing found in the local area, log seating around a low table where families and friends can gather, and a canoe. A tree bookshelf holds picture books highlighting many indigenous authors, and various indigenous crafts will be offered in this space on a rotating basis.

On Tuesday, March 21, Teen Librarian Emily Ainaire visited the Dover High 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. Nineteen students were in attendance.

Karin Mayer-Gottlob, Assistant Children’s Librarian at the Dover Public Library, read to 3 Head Start classrooms in March (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.

Prevention Programmer Hannah Martuscello attended online training entitled Adding Up the Cost of Health Inequity. This training addresses the failures in our health care system, consequences of health inequity on Black Americans and presents strategies to overcome this long-standing problem.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 12, 2023**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Shanahan led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Muffett-Lipinski.

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

5. PROCLAMATIONS/AWARDS

Mayor Carrier read a proclamation regarding Volunteers' Week.

6. APPROVAL OF AGENDA

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

Vote: 8/0.

7. PUBLIC HEARINGS

- A. REPROGRAM UNEXPENDED BOND PROCEEDS FOR SLUDGE DEWATERING PROJECT TO AERATION BLOWER REPLACEMENT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.) (COUNCIL VOTE TO OCCUR ON APRIL 26, 2023.)**
SPONSORED BY MAYOR CARRIER BY REQUEST

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

- B. AUTHORIZATION FOR BONDING AND FY2024 CAPITAL IMPROVEMENTS APPROPRIATION FOR WATERFRONT TIF DEVELOPMENT SITE IMPROVEMENTS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.) (COUNCIL VOTE TO OCCUR ON APRIL 26, 2023.)**
SPONSORED BY MAYOR CARRIER BY REQUEST

Sean Fitzgerald, Vice-Chairperson for the Cocheco Waterfront Development Advisory Committee, 39 Isaac Lucas Circle: He thanked the Council in advance for their consideration.

Mayor Carrier, seeing no one else 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.

NH Senator David Watters, 19 Maple Street: He spoke in support of Item 13.B.1.

Elizabeth Rogers, 9 Middlebrook Road: She spoke in support of having a Non-Toxic Dover.

Beth Colle, 1 Hull Avenue: She spoke in support of Item 13.B.1.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 12, 2023**
Meeting Time: **7:00 pm**

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing, which outlines the activities of the City Attorney's office and Business Development activities in the City. He said with the approval of his report he is going to reappoint Patricia Silberblatt to the Dover Housing Authority, and also with Council's consent he will arrange to donate a surplus dump truck to the Maine Department of Corrections for their educational program.

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

Vote: 8/0.

10. APPROVAL OF MINUTES

- A. March 22, 2023 – Regular Meeting**
- B. March 29, 2023 – Special Meeting**
- C. March 29, 2023 – Workshop Session**
- D. April 5, 2023 – Workshop Session**
- E. April 5, 2023 – Special Meeting**

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

Vote: 8/0.

11. MAYOR'S REPORT

Mayor Carrier gave an overview of events and meetings he attended since the Council last met. He said the Dover 400th Commemorative Plate is available for purchase in the City Clerk's office.

Deputy Mayor Shanahan moved to accept the Mayor's Report; seconded by Council Hinkel.

Vote: 8/0.

12. UNFINISHED BUSINESS

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

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. B14007 ADDITIONAL SCOPE OF WORK POLICE FACILITY UNFINISHED SPACE**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. B21051 TRAFFIC CONTROL FLAGGING SERVICES YEAR 3 EXTENSION**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. B21065 CONSULTING DESIGN SERVICES FOR PORTLAND AVENUE RETAINING WALL AND SIDEWALKS IMPROVEMENT PROJECT AMENDMENT NO. 2**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 12, 2023**
Meeting Time: **7:00 pm**

- 4. B23047 AWARD OF EVALUATION OF STRATEGIC PREVENTION FRAMEWORK PARTNERSHIP FOR SUCCESS GRANT**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 5. B23061 PAVEMENT AND CURBSIDE WEED CONTROL SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 6. ACCEPTANCE OF EXPRESS DRAINAGE EASEMENTS FROM WESTFIELD, LLC (MAP C, LOT 2)**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 7. ACCEPTANCE OF UTILITY EASEMENT FROM ERIC AND ELIZABETH HAGMAN (MAP 13, LOT 12)**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 8. AUTHORIZATION TO ACCEPT AND EXPEND A GRANT FROM NH SOCIETY OF GENEALOGIST**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 9. AUTHORIZATION TO ACCEPT AND EXPEND DONATION FROM FRIENDS OF THE LIBRARY**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 10. AUTHORIZATION TO ACCEPT AND EXPEND A GRANT FROM THE ROTARY CLUB OF DOVER**
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. Committee for Racial Equity and Inclusion (Nemeth) |
| 5. Arts Commission (Nemeth) | 20. Recreation Advisory Board (Shanahan) |
| 6. Board of Health (Thibodeaux) | 21. Solid Waste Advisory Commission (Muffett-Lipinski) |
| 7. Collaborative City Council and School Board (M-Lipinski) | 22. Transportation Advisory Commission (Williams) |
| 8. Conservation Commission (Williams) | 23. Waterfront TIF Advisory Board (Shanahan) |
| 9. Downtown TIF Advisory Board (Hinkel) | 24. Joint Building Committee – DHS (Carrier) |
| 10. Energy Commission (Thibodeaux) | 25. COAST (Shanahan) |
| 11. Graffiti Management Ad Hoc Committee (Nemeth) | 26. Cochecho Waterfront Development Advisory Committee (Carrier) |
| 12. Heritage Commission (Nemeth) | 27. Dover Main Street (Carrier) |
| 13. Legislative Liaison (Shanahan) | 28. Strafford Regional Planning Commission (Williams) |
| 14. Library Board of Trustees (Thibodeaux) | 29. Government Affairs (Carrier) |
| 15. McConnell Center Advisory Committee (Thibodeaux) | |

Deputy Mayor Shanahan moved for the adoption of the Consent Calendar; seconded by Councilor Nemeth.

Mayor Carrier asked the Council if they had items they would like pulled for further discussion. Councilor Cullen pulled Item 13.A.5.

Mayor Carrier asked for a roll call vote on the remaining items on the Consent Calendar.
Roll Call Vote: 8/0.

Deputy Mayor Shanahan moved for the adoption of Item 13.A.5.; seconded by Councilor Thibodeaux.

Councilor Cullen stated he was planning to vote against the resolution.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 12, 2023**
Meeting Time: **7:00 pm**

Councilor Nemeth asked about the options presented in the resolution.

City Manager Joyal noted a typographical error in the Resolution where it should say in the Now, Therefore, "Option A and" Option C" not "or".

Community Services Director Storer gave an overview of the resolution to the Council.

Deputy Mayor Shanahan explained why he would not vote for this resolution. He said it should remain as "or" and the City should go with Option C alone.

Councilor Thibodeaux gave an overview of why it should be amended to "and".

City Manager Joyal added that a citizen is donating a product, Option D. He recommended an amendment to the resolution to state options A, C, and the donated option D.

Councilor Thibodeaux made the motion to amend the resolution to state Options A, C, and the donated option D.; seconded by Councilor Hackett.

Roll Call Vote: 5/3; Passed. Deputy Mayor Shanahan, Councilor Cullen and Councilor Hinkel were opposed.

Deputy Mayor Shanahan moved for the adoption of the amended resolution; seconded by Councilor Thibodeaux.

Roll Call Vote: 5/3; Passed. Deputy Mayor Shanahan, Councilor Cullen and Councilor Hinkel were opposed.

Councilor Cullen gave an overview of the Planning Board Report to the Council.

Councilor Hackett gave an overview of the Arena Commission Report to the Council.

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

Councilor Williams gave an overview of the Conservation Commission Report to the Council.

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

B. RESOLUTIONS

1. AUTHORIZING LICENSE FOR BLACK HERITAGE TRAIL MARKER HONORING THE BROWN AND MITCHELL FAMILIES

SPONSORED BY MAYOR CARRIER BY REQUEST

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

Roll Call Vote: 8/0.

2. APPROVAL OF PURCHASE AND SALE AGREEMENT BETWEEN CITY OF DOVER AND D. ANNE DICKERSON, TRUSTEE OF THE "D. ANNE DICKERSON REVOCABLE TRUST OF 2005"

SPONSORED BY MAYOR CARRIER BY REQUEST

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

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

Roll Call Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 12, 2023**
Meeting Time: **7:00 pm**

3. DECLARING FIRST SETTLERS CEMETERY (ALSO KNOWN AS ROBERTS CEMETERY) ON DOVER POINT ROAD (TAX MAP L, LOT 93) ABANDONED (TO BE REFERRED TO A PUBLIC HEARING TO OCCUR AT LEAST SIXTY, BUT NO MORE THAN NINETY, DAYS AFTER PUBLICATION IN A NEWSPAPER IN ACCORDANCE WITH RSA 289:20.)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to amend public hearing on June 28, 2023; seconded by Councilor Hinkel.

Vote: 8/0.

Deputy Mayor Shanahan moved to amend public hearing on June 28, 2023; seconded by Councilor Hinkel.

Vote: 8/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

A. Letter from George Maglaras

Deputy Mayor Shanahan moved to place correspondence on file; seconded by Councilor Thibodeaux..

Vote: 8/0.

15. COUNCIL MATTERS OF INTEREST

Councilor Hackett recognized My Friends Place for being honored by the Dover Police Department as "Partner of the Year".

Councilor Nemeth gave an update on the MasterPlan Visioning Chapter to the Council.

Councilor Hinkel gave an overview of the Strafford County Ending Homelessness Committee to the Council, and said they are meeting on April 25, 2023.

Mayor Carrier gave a status update about the Loyal Order of Moose Lodge opening up again. He gave an overview of upcoming events in the City to the Council.

16. ADJOURN

Councilor Hinkel moved to adjourn; seconded by Councilor Nemeth.

Vote 8/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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#: 12.C.1.

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: 03/22/2023	Public Hearing Date: 04/12/2023
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:		
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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2023.03.29- 051**
Resolution Re: **Authorization for Bonding and FY2024 Capital Improvements Appropriation for Waterfront TIF Development Site Improvements**

- WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds.
- WHEREAS: On March 16, 2023 the City received bid responses for B23006 Cochecho Waterfront Improvement Construction; and
- WHEREAS: Based on the bid results the City has determined that additional appropriations are required for the Waterfront Development project to proceed; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital project funding is appropriated, with estimated useful lives in excess of the length indicated, as part of the FY2024 Capital Improvements Program:

Item #	Description	Proposed	Life/Yrs	Department	Fund
		Appropriation			
1	Waterfront Development Site Improvements	\$6,000,000	20	TIF - Waterfront	TIF
	Total	\$6,000,000			

AND FURTHER BE IT RESOLVED THAT:

To meet the appropriations of this resolution there is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation bonds of the City of Dover in a principal amount equal to the total of the appropriations. The full faith and credit of the City is hereby pledged for the principal and interest on said bonds. The bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the Finance Director and City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the bonds.

NOTE: This resolution 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 public hearing.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2023.03.29- 051**
Resolution Re: **Authorization for Bonding and FY2024 Capital
Improvements Appropriation for Waterfront TIF
Development Site Improvements**

DOCUMENT HISTORY:

First Reading Date: 03/29/2023
Approved Date:

Public Hearing Date: 04/12/2023
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:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2023.03.29- 051**
Resolution Re: **Authorization for Bonding and FY2024 Capital Improvements Appropriation for Waterfront TIF Development Site Improvements**

RESOLUTION BACKGROUND MATERIAL:

This resolution makes appropriations for the Waterfront Development Site Improvement project as part of the FY2024 Capital Improvements Program financed by debt and authorizes the sale of bonds.

This resolution makes appropriations for the Waterfront Development project which is scheduled to be completed over multiple years. The Finance Department will coordinate with the department overseeing the project to submit cash flow requirements for the project. These cash flow projections are used to determine the amount for upcoming bond issuance. Those projects that are not financed or are only partially financed remain as authorized unissued debt and bonded (financed) when the cash need is determined.

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired:

	Waterfront TIF
Description	Fund
Pending Authorization	6,000,000
Prior FY2024 CIP Authorization	4,000,000
FY2024 Principal Retirement	227,542
Net Change	9,772,458

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of March 29, 2023. Tax increment finance districts are exempt from statutory debt limits.

	Waterfront TIF
Description	Fund
Debt Outstanding	4,260,704
Authorized - Unissued	13,812,500
Total Issued & Unissued	18,073,204
This Authorization	6,000,000
Grand Total	24,073,204



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2023.03.29- 051**

Resolution Re: **Authorization for Bonding and FY2024 Capital
Improvements Appropriation for Waterfront TIF
Development Site Improvements**

Waterfront Development Authorized-Unissued Debt and Available Appropriations

The following table summarizes the existing debt authorizations for the Waterfront Development project that are unissued at this time. This table also shows the available appropriations for those authorizations made for prior years' Capital Improvements Programs.

Description	Appropriations	Available Balance	Authorized Unissued Debt	CIP Authorization
Cochecho Riverbank Stabilization	\$ 600,000	\$ 599,500	\$ -	FY2017 CIP Appropriation
Cochecho Riverfront Park Development	1,412,500	1,324,464	1,412,500	FY2018 CIP Appropriation
Waterfront Development Site Improvements	8,400,000	8,239,736	8,400,000	FY2023 CIP Appropriation
Site Improvements - Waterfront	4,000,000	4,000,000	4,000,000	FY2024 CIP Appropriation
	\$ 14,412,500	\$14,163,700	\$ 13,812,500	

The repayment of the Waterfront TIF Fund debt obligations are to be funded through the Tax Increment retained in the TIF Fund. The Tax Increment to be retained in the TIF Fund will be generated from the growth in the retained captured assessed value resulting from the guaranteed assessed value established in the Waterfront Land Development agreement.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2022.04.26 – 065**
Resolution Re: B11001 Wright-Pierce, Upgrades to River Street Pump
Station Amendment No 1

- WHEREAS: A sealed (RFQ) Request for Qualifications B11001 was issued and received for Professional Engineering Services for the Waste Water Treatment Facilities Plan on August 23, 2010 at 2:00 PM; and
- WHEREAS: Wright-Pierce was awarded design of equipment upgrades and plant processes via resolution [R-2012.07.25-96](#). City Council has approved various change orders throughout the years as additional scope of services were submitted using available fund; and
- WHEREAS: The River Street Pump Station Upgrade Conceptual Design was approved via resolution [R-2020.05.13-066](#) and completed by Wright-Pierce in the Spring of 2021. In August 2021 an additional scope of work to complete the Preliminary Design-Phase II and Final Design-Phase III in the amount not to exceed \$677,000.00 was approved by City Council via Resolution [R-2021.08.25-151](#); and
- WHEREAS: The City received an additional scope of work for the 100% Design Submittal (PE Stamped) delivered to City and NHDES for final review and authorization to bid the River Street Pump Station Upgrade in the amount not to exceed \$79,000.00 thereby making new total contract amount of \$756,000.00; 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 Wright-Pierce of Portsmouth, NH for the 100% design submittal for the River Street Pump Station Upgrade in the amount not to exceed \$79,000.00. 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
5320.1.300.43250.4757.04572.20	Sewer River St Pump Station	708,420.47	708,420.47

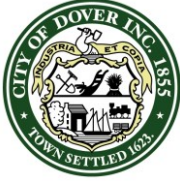
AUTHORIZATION

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.1.

Resolution Number: **R – 2022.04.26 – 065**
Resolution Re: B11001 Wright-Pierce, Upgrades to River Street Pump
Station Amendment No 1

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2022.04.26 – 065**
Resolution Re: B11001 Wright-Pierce, Upgrades to River Street Pump
Station Amendment No 1

RESOLUTION BACKGROUND MATERIAL:

Wright-Pierce Engineers completed a Comprehensive Wastewater Treatment Facilities Plan for the City in March 2012. The plan was necessary because the Wastewater Facility went on line in June of 1991, and although the facility has been maintained extremely well, many of the operating components of the facility were in need of an upgrade.

The River Street Pump Station is approaching 30 years old and a substantial amount of the existing building, control, and electrical systems are original to the station. As part of the City's ongoing efforts to maintain and upgrade existing infrastructure to ensure the reliable operations for the City's users, the City would like to begin planning for upgrades to the station. The River Street Pump Station and associated force main are critical components of the City's wastewater infrastructure as over 80% of the City's wastewater is conveyed through the station and force main. In order to better define the specific needs at the pump station, surge tanks, and force main, Wright-Pierce will complete a conceptual design memorandum for these items.

The current design amendment covers additional work researching various odor-control measures and equipment. Additional design effort was also required to resolve fire-suppression code issues, integrate the City's Information Technology requirements and ensure compatibility with existing supervisory control and data acquisition system (SCADA).

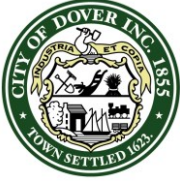
Award Information:

A purchase order revision will be issued to Wright-Pierce to authorize expenditures as outlined in this resolution. Approval of the Additional Scope of Work (aka Engineering Design Phase Contract for Professional Services for Treatment Works) was also required by the NHDES.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	117	Number of Responses:	8
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	May 2022
Recommended Award to:	Wright-Pierce	Fund:	CIP
Other Approvals Required:	NHDES	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.

[B11001 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2023.04.26 – 066**

Resolution Re: Award of Re-Bid B23006 Cochecho Waterfront Public Improvements Construction

WHEREAS: A sealed Request for Qualifications B22045 was issued in February 2022 with four firms responding. All four firms were deemed qualified to submit proposals for the anticipated B23006 Cochecho Waterfront Public Improvement Construction and Sealed Request for Proposal, which was released with a response due in October 2022. Due to various reasons, including timing constraints, no replies were received; and

WHEREAS: In January 2023 the Re-Bid of #B23006 Cochecho Waterfront Public Improvement Construction was issued and a prebid meeting was conducted on February 2, 2023 with all four firms attending with proposals due on March 16, 2023 at 2:00pm; and

WHEREAS: Two bid responses were received and reviewed for understanding of project scope, approach for completing the work, certification to design, deliver, support and manage proposed solution and the offer deemed most advantageous came from the low bidder Northeast Earth Mechanics LLC of Pittsfield NH. It is the recommendation to award project to Northeast Earth Mechanics, LLC in the amount of \$19,532,250.00; 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 Northeast Earth Mechanics of Pittsfield NH in the amount of \$19,532,250.00 for the Cochecho Waterfront Public Improvement Construction. 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
4017.1.300.41910.4715.03194.17	Cochecho River Stabilization	600,000	600,000
4018.1.350.45220.4715.05207.18	Cochecho Waterfront Park	1,412,500	1,280,400
4021.1.300.43121.4751.03121.21	Street/Utility Extension	1,519,703	1,519,703
4023.1.180.41910.4715.02513.23.	Cochecho Waterfront Development	8,400,000	8,239,237
4024.1.180.41910.4715.02513.24.	Cochecho Waterfront Development	10,000,000	10,000,000

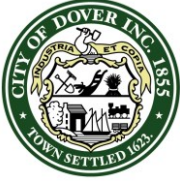
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

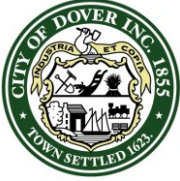
Resolution Number: **R - 2023.04.26 – 066**
Resolution Re: Award of Re-Bid B23006 Cochecho Waterfront Public
Improvements Construction

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

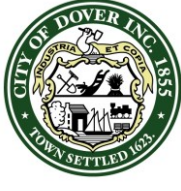
Agenda Item#: 13.B.1.

Resolution Number: **R - 2023.04.26 – 066**
Resolution Re: Award of Re-Bid B23006 Cochecho Waterfront Public
Improvements Construction

RESOLUTION BACKGROUND MATERIAL:

The City Solicited a Re-Bid of B23006 Cochecho Waterfront Public Improvements Construction to four prequalified construction firms with two replies being submitted. The city requested base bid pricing with a list of deduction alternate items that it may or may not remove from the bid price. The base bid pricing received from low bidder Northeast Earth Mechanics was in the amount of \$19,836,000.00. Northeast Earth Mechanics list of possible deduction alternates totaled \$1,220,501. Based on discussion with City planning and engineering staff, along with feedback from external consultants, staff recommend election of the following deductions totaling \$303,750.00 from the base bid for a new total amount of \$19,532,250.00:

- Deduction: Reduce the number of swinging benches from 3 to 2. (-\$50,000)
 - o Justification: It was determined that the reduction in this amenity could offset the cost of other optional amenities without detracting from the overall quality of the park.
- Deduction: Eliminate Big Belly trash receptacles and pad (-\$11,000)
 - o Justification: The Big Belly trash receptacles were determined to require some additional long term maintenance expenses by City staff that traditional receptacles, of which 10 are proposed, do not.
- Deduction: Reduce the number of water bottle filling stations from 2 to 1. (-\$2,250)
 - o Justification: It is anticipated that a second water bottle filling station will be incorporated into the proposed park building and thus not deemed needed with this project.
- Deductions:
 - o Changing the brick paving at the loading areas and townhouses to compacted gravel. (-\$25,000)
 - o Eliminate the top course of pavement on River Street and provide temporary striping. (-\$14,000)
 - o Eliminate the top course of pavement on all proposed City streets within the project area and provide temporary striping. (-\$69,000)
 - Justification: It was determined that ongoing construction at the site could be slowed if the private development had to work around finished brick sidewalks and pavement.
- Deduction: Replace all concrete driveway aprons with bituminous concrete. (-\$7,500)
 - o Justification: Community Services has been moving away from concrete driveway aprons in recent years and exercising this deduction is in line with that position.
- Deduction: Reduce width of granite curbing from 6 inches to 5 inches to comply with City standards. (-\$25,000)
 - o Justification: Community Services is revising their current design standards and exercising this deduction is in line with the recommendation of the City's Engineering Division's standard details as well as the NHDOT's.
- Deduction: Change the helical pile support system and decking material for the existing bulkhead area to concrete unit pavers. (\$-100,000)
 - o Justification: It was determined that this change in the type of deck support and decking material would could offset the cost of other optional amenities without detracting from the overall quality of the park.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.1. Resolution Number: R - 2023.04.26 – 066 Resolution Re: Award of Re-Bid B23006 Cochecho Waterfront Public Improvements Construction
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Bid Information:

A sealed Request for Proposal Re-Bid #B23006 Cochecho Waterfront Public Improvement Construction was issued and received on March 16, 2023 at 2:30 p.m

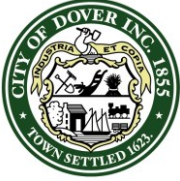
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	4 pre-qualified firms	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	
Recommended Award to:	Northeast Earth Mechanics LLC	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B2006 Rebid - Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2023.04.26 – 067**

Resolution Re: Authorization to Issue License to Seacoast Eat Local, Inc.
for Weekly Farmers Market in a Portion of Guppy Park
(Tax Map 26, Lot 2)

WHEREAS: Seacoast Eat Local, Inc. (“SEL”) has proposed to host and organize a farmer’s market in a parking lot adjacent to the softball field in Guppy Park (Dover Tax Map 26, Lot 2), occurring weekly on Wednesdays from June 7, 2023 through September 27, 2023; and

WHEREAS: The proposed use does not conflict with any existing use of the proposed area and would be a public benefit; and

WHEREAS: City staff have reviewed SEL’s proposal and worked with SEL to prepare a mutually acceptable license agreement outlining the proposed terms of use, which is attached.

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

The City Manager is authorized to negotiate, finalize, and execute a license agreement with Seacoast Eat Local, Inc. allowing of the parking lot adjacent to the softball field at Guppy Park for purposes of a farmers market on Wednesdays from June 7, 2023 through September 27, 2023.

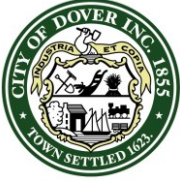
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2023.04.26 – 067**
Resolution Re: Authorization to Issue License to Seacoast Eat Local, Inc.
for Weekly Farmers Market in a Portion of Guppy Park
(Tax Map 26, Lot 2)

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:

A copy of the written proposal by Seacoast Eat Local, Inc. accompanies this resolution, as does a proposed draft license agreement.

Seacoast Eat Local - Dover Farmers' Market

Proposal to relocate to ball field on Portland Ave

Background

In 2022, Seacoast Eat Local (SEL) was asked to take over management of the Dover, Durham, Exeter, and Portsmouth Farmers' Markets from the Seacoast Growers Association (SGA), who had managed the markets for several years previously. SGA, which is a volunteer association of farmers, was no longer able to keep up with the work necessary to operate farmers markets. We confidently agreed to take over these markets after 15 years of operating winter farmers' markets. What we realized in our first year of operating the summer markets last year is that some of them need some serious work to bring back to a level that is able to provide value for both farmers and customers. The Dover market was particularly challenging and we've heard from both customers and vendors that they do not like the location at the Chamber of Commerce.

Hours of Operation

The Dover Farmers' Market operates on Wednesdays from 2:30-6:00 from June through September. Staff and vendors begin arriving at 1:00 and are gone around 6:30.

Proposal

Ideally, we would love to move the market somewhere that will enable it to grow into one of the most successful markets in the region and feel the parking lot at the Jenny Thompson Outdoor Pool has more potential than any other site we've considered. It's located just 1 mile from our most successful winter market location at Wentworth Greenhouses, so having a location so close for that customer base to utilize in the summer would be fantastic. We believe it would be beneficial for both the market and the City to partner on creating a vibrant summer farmers' market in a location that is already a valuable summer resource for residents and families of Dover.

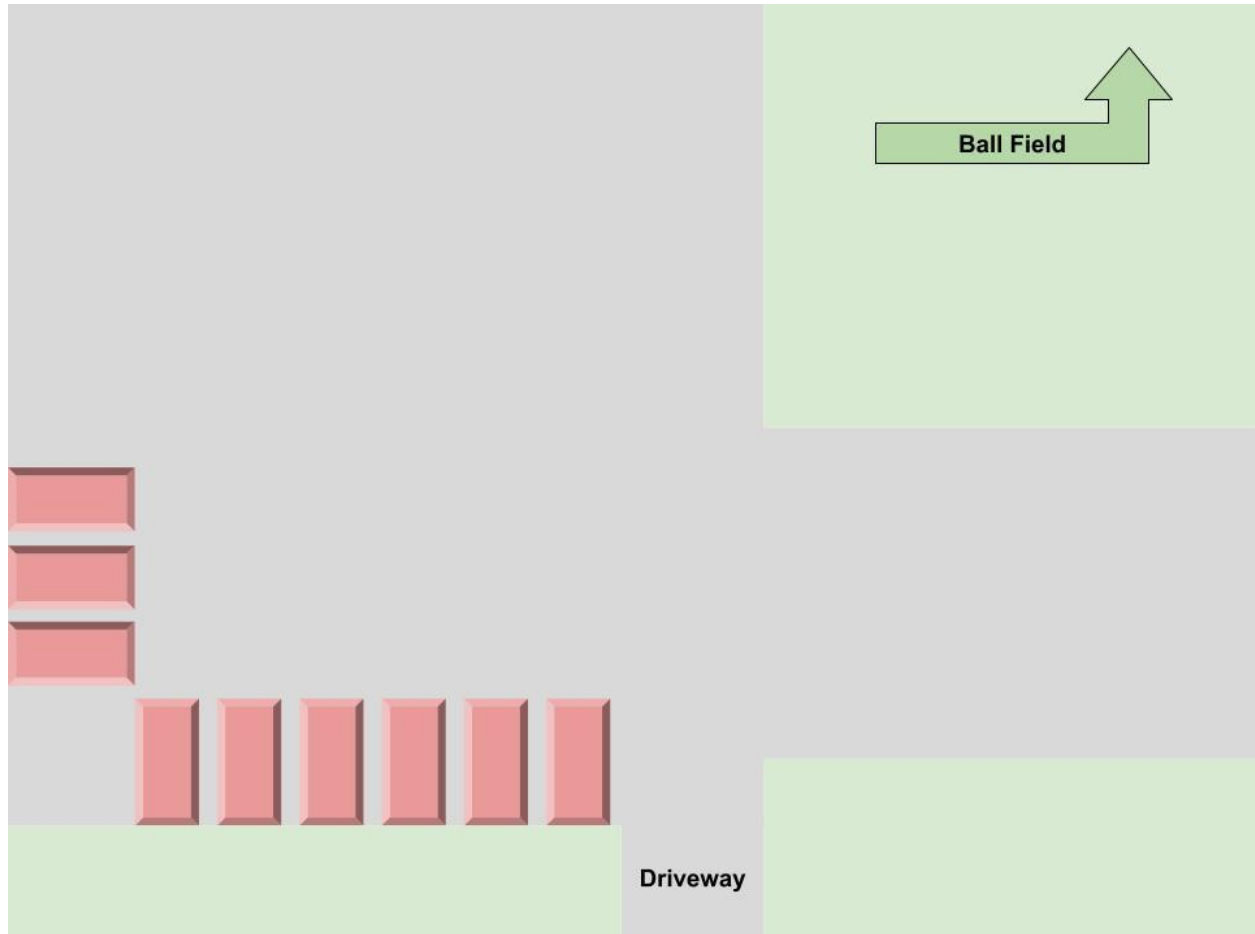
With the understanding that a new skatepark is being built next to the pool, we understand the City would like to ensure the necessary time and space is available for this construction project to take place. **With that in mind, SEL requests usage of the parking lot in the neighboring ball field on Portland Ave.** This would provide an immediate location for the market to operate in 2023 while also being close to our ideal future location closer near the pool. It is an opportunity for the City and SEL to assess the future viability of Recreation Department Facilities on Portland Ave as a market site.

Statistics

Our goal is for the 2023 market to have 8 vendors participating in the market each week. This would be an increase from the previous average of 4-5 at last year's market while also taking up a small footprint in the ball field parking lot. Being able to provide more products and vendors to Dover (and surrounding) residents would begin to restore confidence in the market after a few tough years since the pandemic. An estimate of customers over the 3.5 hours of market would be somewhere between 250-500 but it could vary because of the new location during the first year.

Market Layout

Below is a rough layout of the proposal market area. You will see there are 9 vendor stalls in red. Each stall has 10 feet of frontage with a vehicle parking behind it. The market area will take up the corner of the parking lot farthest from the ballfield. Depending on the needs of the men's league taking place on Wednesday evenings, we may add a couple additional stalls along the left side of the diagram.



Logistics

With opening day of the market scheduled for June 7th, we're looking to move this process along as quickly as possible. We have been taking vendor applications since mid-January but are not able to confirm vendors until we have a site commitment. SEL has multiple staff people who will work with the City and its various departments on planning the season. There will always be a staff person on site at the market with additional support behind the scenes for admin and marketing purposes.

Contact

This proposal was submitted to the Recreation Department on March 31, 2023 by Shawn Menard, Executive Director of Seacoast Eat Local. It may be shared with other City departments as needed.

Office Phone: 603-241-4400

Shawn's Cell: 207-358-0050

Shawn's Email: shawn@seacoasteatlocal.org

Website: seacoasteatlocal.org

LICENSE AGREEMENT

This LICENSE AGREEMENT ("**LICENSE**"), is made as of the _____ day of _____, 2023 by and between the **CITY OF DOVER, NEW HAMPSHIRE**, a New Hampshire municipal corporation having offices at 288 Central Avenue, Dover, New Hampshire 03820 ("**City**"), and **SEACOAST EAT LOCAL, INC.**, a New Hampshire Nonprofit Corporation, with an address at **2 Washington St. Suite 331, Dover, NH 03820** ("**Licensee**").

RECITALS

A. The City is the owner of real property known as Guppey Park (located on Dover Tax Map 26, Lot 2), which, among other things, contains a dirt/gravel parking lot adjacent to a softball field (shaded purple in Exhibit A attached) (hereinafter "Parking Lot").

B. Licensee has requested a license upon the Parking Lot to host a weekly outdoor farmers market in 2023.

LICENSE

Now Therefore, in consideration of the mutual covenants herein set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Licensee hereby agree as follows:

1. **License.** The City hereby grants to Licensee, and Licensee accepts from the City, a license over, across and through the Parking Lot for each Wednesday from June 7, 2023 through September 27, 2023, during the hours of 1:00 p.m. and 6:00 p.m. The Licensee's use of the Parking Lot shall not interfere with use of the softball field by the public or by the Dover Men's Softball League.

2. **Term.** The term of this License is June 7, 2023 to September 27, 2023. The parties may mutually agree to renew this license for future years.

3. **Cost.** There shall be no rental fee due from the Licensee to the City.

4. **Maintenance.** Licensee shall not cause any damage to the Parking Lot from Licensee's use. Licensee shall repair any damage to the Parking Lot caused by Licensee's use, including any condition that endangers or may endanger safety or public safety.

5. **Insurance.** At all times this agreement is in effect, Licensee shall procure and maintain, at Licensee's sole cost, one or more general liability insurance policy or policies. The coverage of said insurance policy shall be in an amount of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. An insurance certificate shall be supplied to the City of Dover by the Licensee, as well as proof of an endorsement or policy additional insured provisions confirming the City of Dover's additional insured status. The City of Dover shall be named as an additional insured on the Licensee's general liability insurance policy, which coverage shall apply on a primary and noncontributory basis, and, subject to the dollar amounts specified above, cover the City of Dover with the same scope of coverage provided to the Licensee under the general liability policy without subjecting the City of Dover to any different or additional terms, conditions, limitations or exclusions. The City of Dover shall receive at least thirty (30) days' prior to cancellation of any policy. The Licensee shall also provide the City of Dover certificates of renewal no later than ten (10) business days prior to the expiration of any renewing and/or expiring policy.

6. **Indemnification.** Licensee shall defend (with counsel acceptable to the City) and indemnify the City against alleged or actual claims and demands for injuries, damages, other damages to person or property, costs, expenses (including reasonable attorneys' fees and costs), arising out of or in relation to Licensee's use of the Parking Lot, Licensee's exercise of its rights hereunder, and/or any claims or causes of action arising out of or in relation to any individual vendor or vendor's products sold at the farmers market.

7. **Transferability and Assignment.** This License is not transferable or assignable without the prior written consent of the City. Licensee, however, is permitted to host a weekly farmers market event allowing individual vendors to use the Parking Lot as part of the farmers market, provided each vendor applies for and receives any required local permit or license.

8. **As Is; No Warranties.** The City makes no representation or warranty about the condition of the Parking Lot or its suitability for Licensee's intended use. Licensee accepts the property as is, and Licensee shall be solely responsible for Licensee's use of the Parking Lot and Licensee's compliance, or lack thereof, with applicable law, including but not limited to local zoning law, applicable laws concerning food service, and the Americans with Disabilities Act.

9. **Vendor Licensing.** Licensee shall ensure that any vendor or person selling food or drink products at the farmers market have a valid health license issued by the City of Dover (reference Dover Code Chapter 85). Licensee shall obtain, for itself and all vendors or persons selling products at the farmers market, a valid Peddler/Vendor license issued by the City of Dover (reference Dover Code Chapter 109). Licensee shall also provide a complete accurate list of all such vendors to the City Clerk.

10. **Notice.** Any notice required to be given under this License 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 Licensee, at: Seacoast Eat Local
2 Washington St. Suite 331
Dover, NH 03820
Attn: Shawn Menard

And if to the Licensor, at: City of Dover
288 Central Avenue
Dover, NH 03820
Attention: City Manager and Director of Planning and
Community Development

8. Governing Law. This License shall be governed and construed in accordance with the laws of the State of New Hampshire.

9. Real Property Taxes. Pursuant to RSA 72:23, I, Licensee agrees to pay all properly assessed current and potential real and personal property taxes no later than the due date. Licensee is obligated by the foregoing to pay real and personal property taxes on structures or improvements added by the Licensee. Failure of the Licensee to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said Lease by the City. Nothing in this License is intended to affect the Licensee's ability, pursuant to applicable law, to apply for and seek a real estate tax exemption or real estate tax abatement.

10. Council Authorization. This License was authorized by vote of the Dover City Council on _____.

11. No Implied Approvals. Nothing contained in this License shall constitute, be deemed to constitute or imply that the City Council, or any City of Dover board, department, office, or agency, officer, or employee of the City of Dover shall approve, authorize, or consent to any action or activity within or required for Parking Lot, including any land use approval, requirements for the provision of public utilities or services, or any administrative, judicial, quasi-judicial, or legislative action, unless and until such respective authorizations, approvals or consents are duly and properly issued by the City Council, and/or the City of Dover's respective board, department, office, agency, officer or employee, unless expressly set forth herein.

IN WITNESS WHEREOF, the parties hereto have caused this License to be executed by their duly authorized representatives on the date first above written.

CITY OF DOVER, NEW HAMPSHIRE

Witness
Print Name: _____

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

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this, the _____ of _____, 2023, before me, the undersigned Officer, personally appeared J. Michael Joyal, Jr., who acknowledged himself to be the City Manager of the City of Dover, and that he, as such City Manager, being authorized to do so, executed the foregoing instrument for the purposes therein contained and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act of the City of Dover.

Notary Public
My Commission Expires: _____

LICENSEE:

SEACOAST EAT LOCAL, INC.

Date

Title:

By:

STATE OF _____ COUNTY OF ____

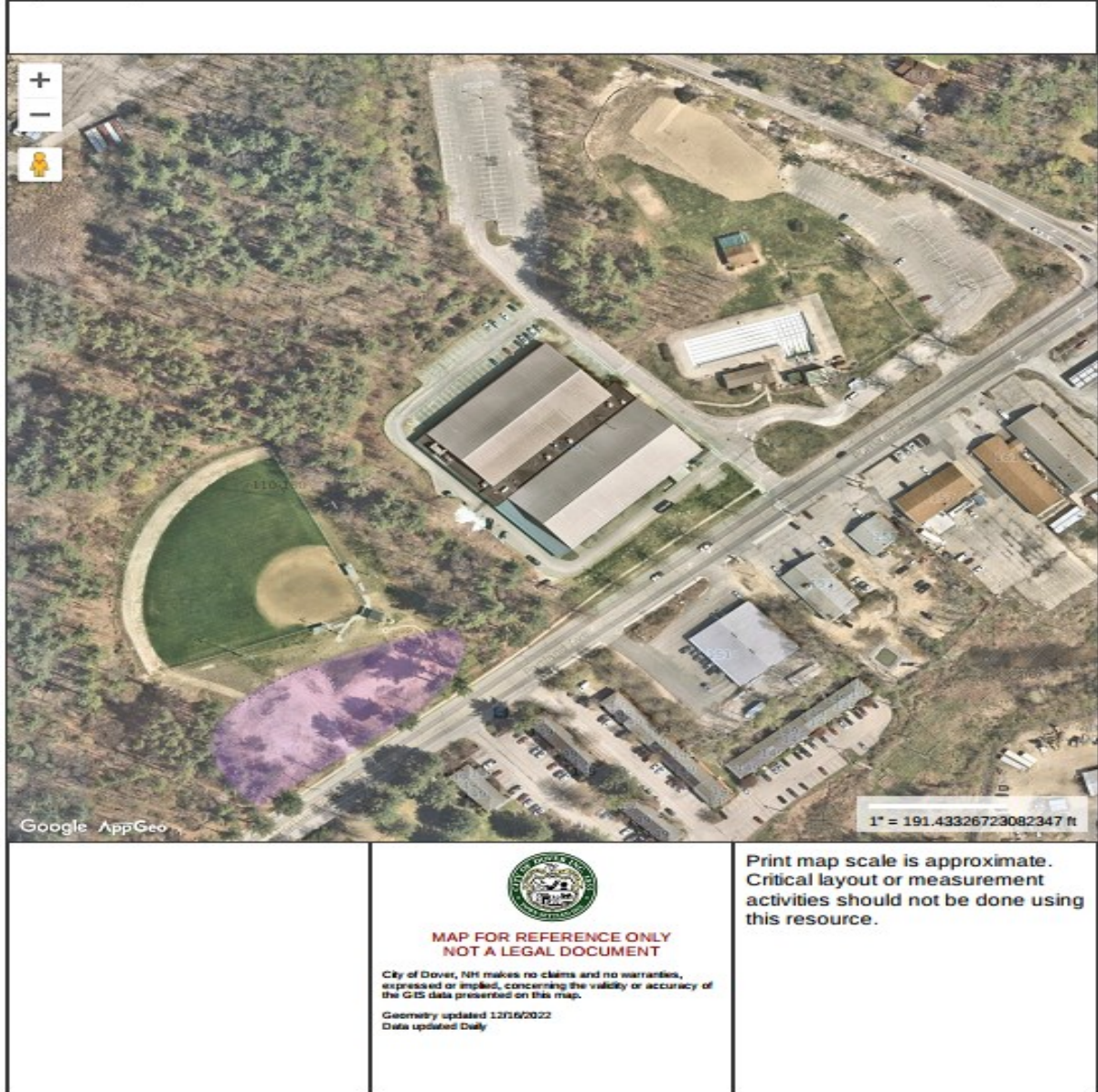
On this, the _____ of _____, 2023, before me, the undersigned Officer, personally appeared Shawn Menard who acknowledged himself to be the duly authorized _____ [title] of Seacoast Eat Local, Inc., a New Hampshire nonprofit corporation, and executed the foregoing instrument for the purposes contained herein and acknowledged the foregoing instrument to be his free act and deed in his said capacities and the free act and deed of Seacoast Eat Local, Inc.

Notary Public
My Commission Expires: _____

EXHIBIT A

City of Dover, NH

April 4, 2023





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2023.04.26 - 068**
Resolution Re: Reprogram Certain School CIP Appropriations to the Elementary School HVAC Upgrade Project and Make Additional Appropriation for the Elementary School HVAC Upgrade Project

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

WHEREAS: There is \$400,000.00 of unexpended appropriations in the School Maintenance & Repair Improvements CIP project and there is \$17,970.00 of unexpended appropriations in the Bellamy Academy Roof Replacement CIP project as it was completed under budget; and

WHEREAS: The School department has identified the immediate need for additional funding for completing the elementary schools' HVAC upgrades at Woodman Park Elementary School and Frances G. Hopkins Elementary School at Horne Street in the amount of \$600,000.00; and

WHEREAS: On April 10, 2023 the Dover School Board, via resolution (copy attached) voted to request the City Council authorize the reprogramming of existing CIP school department appropriations and also authorize an additional CIP appropriation for the Elementary School HVAC Upgrades project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of \$417,970.00 of unexpended appropriations is hereby reprogrammed from the School Maintenance & Repair Improvement CIP project and the Bellamy Academy Roof Replacement CIP project to the Elementary School HVAC Upgrade Project as follows:

Account Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
4024.1.600.46900.4430.07111.24	School Facility Improvements	100,000.00	(100,000.00)	0.00
4023.1.600.46900.4430.07111.23	School Facility Improvements	100,000.00	(100,000.00)	0.00
4022.1.600.46900.4725.07111.22	School Facility Improvements	100,000.00	(100,000.00)	0.00
4021.1.600.46900.4725.07111.21	School Facility Improvements	100,000.00	(100,000.00)	0.00
4019.1.600.46900.4725.07109.19	Bellamy Academy Improvements	17,970.00	(17,970.00)	0.00
4024.1.600.46900.4725.07119.24	Elementary School HVAC Improvements	0.00	100,000.00	100,000.00
4023.1.600.46900.4725.07119.23	Elementary School HVAC Improvements	0.00	100,000.00	100,000.00
4022.1.600.46900.4725.07119.22	Elementary School HVAC Improvements	0.00	100,000.00	100,000.00
4021.1.600.46900.4725.07119.21	Elementary School HVAC Improvements	0.00	100,000.00	100,000.00
4019.1.600.46900.4725.07119.19	Elementary School HVAC Improvements	0.00	17,970.00	17,970.00
	Total Available Funding	417,970.00	0.00	417,970.00

FURTHER BE IT RESOLVED THAT:

Document Created by: Finance Department
Document Posted on: April 21, 2023

R-2023.04.26 Reprogram Certain School CIP Appropriations to the Elementary School HVAC Upgrade Project and Make Additional Appropriation for the Elementary School HVAC Upgrade Project
Page 1 of 4



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2023.04.26 - 068**
Resolution Re: Reprogram Certain School CIP Appropriations to the Elementary School HVAC Upgrade Project and Make Additional Appropriation for the Elementary School HVAC Upgrade Project

The amount of \$182,030.00 is hereby appropriated as part of the FY2024 Capital Improvements Program for the purpose so designated and the Finance Director is authorized to transfer the funds from the respective Capital Reserve Fund in the amounts listed.

Description	Appropriation	Funding Source	Fund
Elementary School HVAC Upgrade Project	\$182,030.00	School Facilities Capital Reserve	Trust

NOTE: This resolution reprograms appropriations and authorizes additional appropriations, and therefore requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage. Vote may occur at same meeting as 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

DOCUMENT HISTORY:

Document Created by: Finance Department	R-2023.04.26 Reprogram Certain School CIP Appropriations to the Elementary School HVAC Upgrade Project and Make Additional Appropriation for the Elementary School HVAC Upgrade Project
Document Posted on: April 21, 2023	Page 2 of 4



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

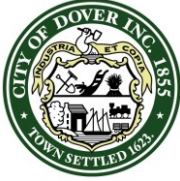
Resolution Number: **R – 2023.04.26 - 068**
Resolution Re: Reprogram Certain School CIP Appropriations to the Elementary School HVAC Upgrade Project and Make Additional Appropriation for the Elementary School HVAC Upgrade Project

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:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2023.04.26 - 068**
Resolution Re: Reprogram Certain School CIP Appropriations to the Elementary School HVAC Upgrade Project and Make Additional Appropriation for the Elementary School HVAC Upgrade Project

RESOLUTION BACKGROUND MATERIAL:

This resolution reprograms \$417,970.00 of appropriations from two existing School department CIP projects to Elementary School HVAC Upgrade project. The City Council previously authorized the appropriations for the two existing School department CIP projects.

This resolution authorizes an appropriation of \$182,030.00 for Elementary School HVAC Upgrade project in order to have \$600,000.00 in available appropriations for the project.

This resolution does not authorize an increase in the indebtedness of the City. The appropriations in this resolution are funded by the School Facilities Capital Reserve.

The City Council previously authorized financing the School Facilities Improvements project. This resolution reprograms funding from the School Facilities Improvements project to the Elementary School HVAC Upgrade project. On December 11, 2019 the City Council adopted the FY2021 Capital Improvements Plan (CIP) Non-debt financed projects, which included \$100,000 for the School Facilities Improvement project. On November 18, 2020 the City Council adopted the FY2022 Capital Improvements Plan (CIP) Non-debt financed projects, which included \$100,000 for the School Facilities Improvement project. On November 10, 2021 the City Council adopted the FY2023 Capital Improvements Plan (CIP) Non-debt financed projects, which included \$100,000 for the School Facilities Improvement project. On October 26, 2022 the City Council adopted the FY2024 Capital Improvements Plan (CIP) Non-debt financed projects, which included \$100,000 for the School Facilities Improvement project. Whereas completing the Elementary School HVAC Upgrade project is a top priority for the School department, it has been determined most advantageous to utilize unexpended School Facilities Improvements appropriations for the Elementary School HVAC Upgrade project.

On December 13, 2017 the City Council adopted the FY2019 Capital Improvements Plan (CIP) non-debt financed projects, which included \$115,000 for Bellamy Academy Roof Replacement. The roof replacement project is complete and there is \$17,970 of unexpended appropriations that can be reprogrammed to another School department CIP project.

The Elementary School HVAC Upgrade project needs \$600,000, with the reprogramming of \$417,970 in unexpended appropriations from other School department CIP projects, the amount of \$182,030 is still need and is being requested as an appropriation in this resolution. The \$182,030 appropriation is to be financed by the School Facilities Capital Reserve. The School Facilities Capital Reserve has a current available balance of \$1,057,935.

RESOLUTION

RE: TRANSFER FUNDS TO THE ELEMENTARY SCHOOL HVAC UPGRADE CIP PROJECT AND TO MAKE AN ADDITIONAL APPROPRIATION FOR THE ELEMENTARY SCHOOL HVAC UPGRADE CIP PROJECT

WHEREAS: On an annual basis the City Council adopts the Capital Improvements Program (CIP), which include the Capital Reserve (Non-Debt) Financing authorization for certain School funded CIP projects; and

WHEREAS: There is \$400,000 of unexpended appropriations in School Maintenance and Repair Improvement CIP projects and \$17,970 in the Bellamy Academy CIP project; and

WHEREAS: The Dover School Board has identified the need for additional funding for completing the elementary schools' HVAC upgrades at Woodman Park Elementary School and Frances G. Hopkins Elementary School at Horne Street in the amount of \$600,000; and

NOW, THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE DOVER SCHOOL BOARD TO THE MAYOR AND DOVER CITY COUNCIL THAT:

The amount of \$417,970 of unexpended appropriations from School Maintenance and Repair Improvement CIP projects and the Bellamy Academy CIP project is hereby reprogrammed to the Elementary School HVAC Upgrade CIP project; and

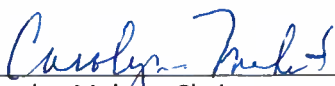
Account Number	Account Description	Available Balance	Reprogram Adjustment	Adjusted Balance
4024.1.600.46900.4430.07111.24.	Repairs and Maintenance Services	\$100,000.00	-\$100,000.00	\$0.00
4023.1.600.46900.4430.07111.23.	Repairs and Maintenance Services	\$100,000.00	-\$100,000.00	\$0.00
4022.1.600.46900.4725.07111.22.	School Facilities - Maintenance & Repairs	\$100,000.00	-\$100,000.00	\$0.00
4021.1.600.46900.4725.07111.21.	Building Improvements	\$100,000.00	-\$100,000.00	\$0.00
4019.1.600.46900.4725.07109.19.	Building Improvements	\$17,970.00	-\$17,970.00	\$0.00
4024.1.600.46900.4725.07119.24.	Elementary School Building Improvements - HVAC	\$0.00	\$100,000.00	\$100,000.00
4023.1.600.46900.4725.07119.23.	Elementary School Building Improvements - HVAC	\$0.00	\$100,000.00	\$100,000.00
4022.1.600.46900.4725.07119.22.	Elementary School Building Improvements - HVAC	\$0.00	\$100,000.00	\$100,000.00
4021.1.600.46900.4725.07119.21.	Elementary School Building Improvements - HVAC	\$0.00	\$100,000.00	\$100,000.00
4019.1.600.46900.4725.07119.19.	Elementary School Building Improvements - HVAC	\$0.00	\$17,970.00	\$17,970.00
	Total Available Funding	\$417,970.00	\$0.00	\$417,970.00

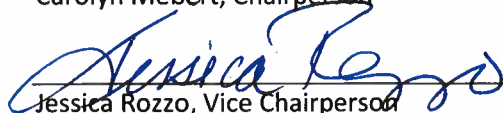
FURTHER BE IT RESOLVED THAT:

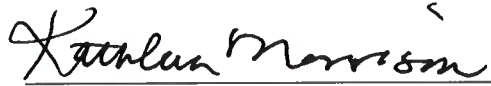
The amount of \$182,030 to be appropriated for the Elementary School HVAC Upgrade CIP project and the financing source to be from the School Facilities Capital Reserve Fund.

Description	Appropriation	Funding	Fund
Elementary School HVAC Upgrade Project	\$182,030.00	School Facilities Capital Reserve	Trust

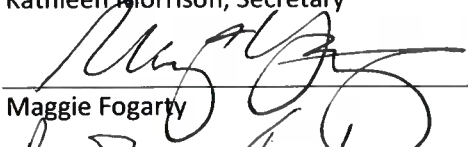
SUBMITTED BY:


Carolyn Mebert, Chairperson

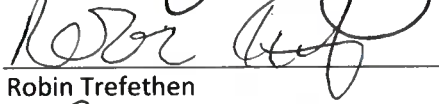

Jessica Rozzo, Vice Chairperson



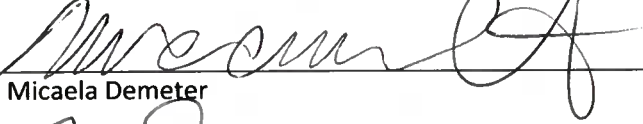
Kathleen Morrison, Secretary



Maggie Fogarty



Robin Trefethen



Micaela Demeter



Michelle Clancy

April 10, 2023