CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 24, 2023**
Meeting Time: **7:00 pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
   - A. **CHAPTER 5, ADMINISTRATIVE CODE: SECTIONS 18, 19, 23, 24, 25, 26, 27, 28, 29, 30, 31, 33, 34, 35, 36, 40, 41**
     SPONSORED BY MAYOR CARRIER BY REQUEST
   - B. **AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES CYBERSECURITY IMPLEMENTATION GRANT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
     SPONSORED BY MAYOR CARRIER BY REQUEST
   - C. **AUTHORIZATION TO ACCEPT AND EXPEND THE MASS GENERAL BRIGHAM WENTWORTH-DOUGLASS HOSPITAL COMMUNITY BENEFIT GRANT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
     SPONSORED BY MAYOR CARRIER BY REQUEST
8. **PUBLIC FORUM**

   Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
    - A. **May 10, 2023 – Regular Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
    - A. **ORDINANCES IN THE 2nd READING**
      1. **CHAPTER 5, ADMINISTRATIVE CODE: SECTIONS 18, 19, 23, 24, 25, 26, 27, 28, 29, 30, 31, 33, 34, 35, 36, 40, 41**
         SPONSORED BY MAYOR CARRIER BY REQUEST
    - B. **ORDINANCES IN THE 3RD READING**
    - C. **RESOLUTIONS**
      1. **AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES CYBERSECURITY IMPLEMENTATION GRANT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
         SPONSORED BY MAYOR CARRIER BY REQUEST

2. **AUTHORIZATION TO ACCEPT AND EXPEND THE MASS GENERAL BRIGHAM WENTWORTH-DOUGLASS HOSPITAL COMMUNITY BENEFIT GRANT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
   SPONSORED BY MAYOR CARRIER BY REQUEST
3. **AUTHORIZING THE CITY MANAGER TO EXECUTE COMMUNITY POWER COALITION OF NEW HAMPSHIRE ("CPCNH") COST SHARING AGREEMENT AND MEMBER SERVICES CONTRACT AND APPROVING CPCNH'S POLICIES CONCERNING DATA SECURITY AND PRIVACY AS WELL AS ENERGY PORTFOLIO RISK MANAGEMENT, RETAIL RATES, AND FINANCIAL RESERVES POLICIES (RENEWED MOTION TO APPROVE.)**
   SPONSORED BY MAYOR CARRIER BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B23066 CATCH BASIN CLEANING SERVICES**
   SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B23076 PURCHASE OF 2023 VEHICLES – STATE OF NH CONTRACTS**
   SPONSORED BY MAYOR CARRIER BY REQUEST
3. **MERIT PLAN**
   SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

1. **FORMATION OF AD HOC HOUSING COMMITTEE TO ADDRESS COMMUNITY HOUSING NEEDS**
   SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B23069 COURT STREET EMERGENCY SEWER PROJECT**
   SPONSORED BY MAYOR CARRIER BY REQUEST

3. **AUTHORIZATION TO ACCEPT AND EXPEND INVESTNH MUNICIPAL DEMOLITION GRANT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
   (TO BE REFERRED TO A PUBLIC HEARING ON JUNE 14, 2023.)
   SPONSORED BY MAYOR CARRIER BY REQUEST
4. **FY2023 TRANSFER OF APPROPRIATION – GENERAL FUND CITY DEPARTMENTS**
   SPONSORED BY MAYOR CARRIER BY REQUEST
5. **FY2023 GENERAL FUND UNASSIGNED FUND BALANCE TRANSFERS TO CERTAIN SPECIAL REVENUE FUNDS AND CAPITAL PROJECT FUNDS TO ADDRESS FUND DEFICITS**
   (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
   (TO BE REFERRED TO A PUBLIC HEARING ON JUNE 14, 2023.)
   SPONSORED BY MAYOR CARRIER BY REQUEST
6. **DISSOLUTION OF CERTAIN SPECIAL REVENUE FUNDS AND CAPITAL PROJECT FUNDS INTO THE GENERAL FUND**
   (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
   (TO BE REFERRED TO A PUBLIC HEARING ON JUNE 14, 2023.)
   SPONSORED BY MAYOR CARRIER BY REQUEST
7. **FY2024 CIP APPROPRIATION FOR DOVER MIDDLE SCHOOL HVAC AND AUTHORIZATION FOR BONDING**
   (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
   (TO BE REFERRED TO A PUBLIC HEARING ON JUNE 14, 2023, AND CITY COUNCIL VOTE TO OCCUR ON JUNE 28, 2023.)
   SPONSORED BY MAYOR CARRIER BY REQUEST
8. **FY2024 CIP APPROPRIATION FOR DOVER SCHOOLS LED LIGHTING UPGRADES AND AUTHORIZATION FOR BONDING.**
   (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
   (TO BE REFERRED TO A PUBLIC HEARING ON JUNE 14, 2023, AND CITY COUNCIL VOTE TO OCCUR ON JUNE 28, 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

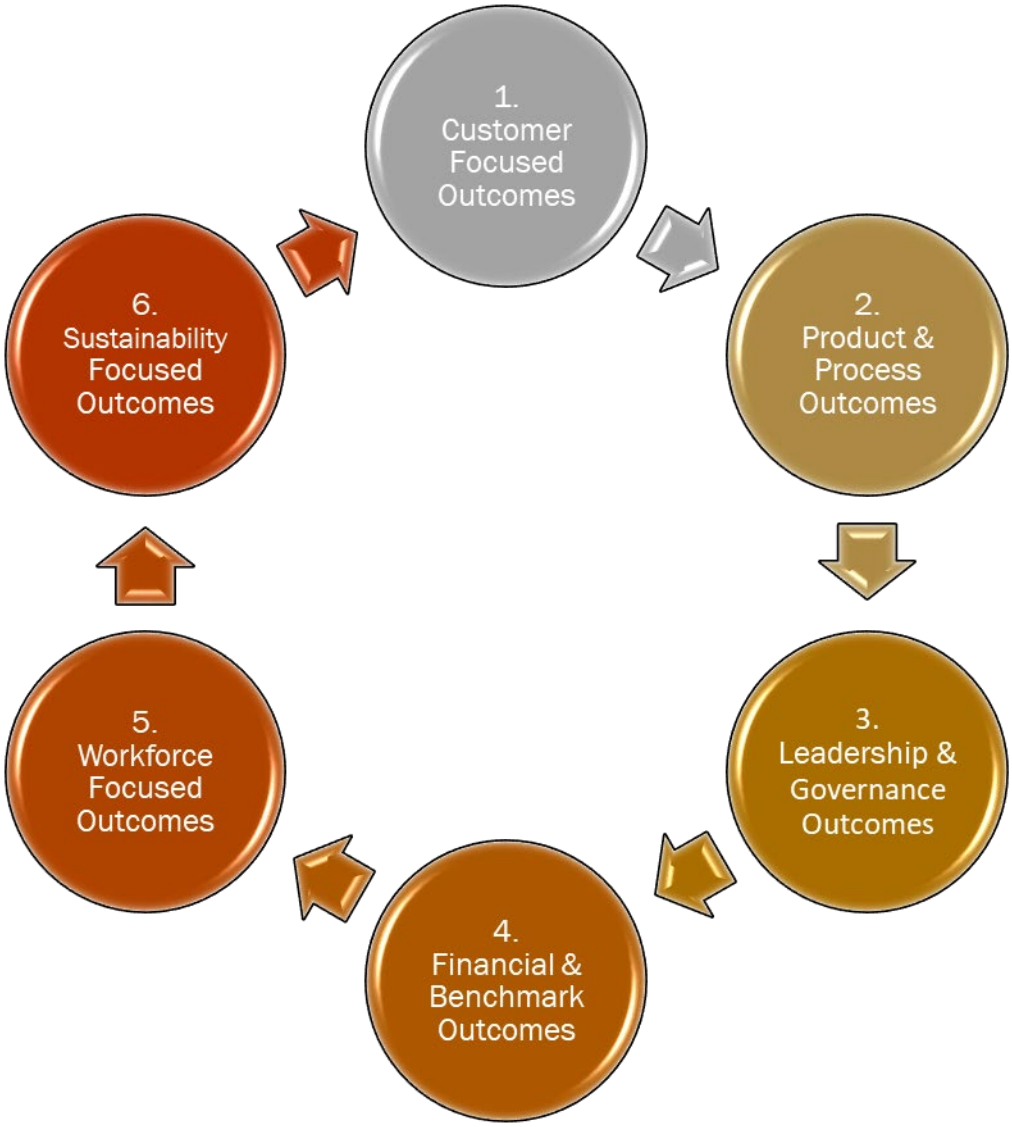
Reporting On:
April 2023



MAY 24, 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:



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



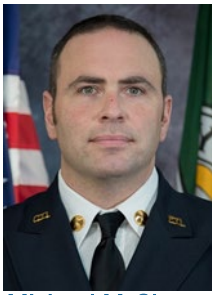
Michael Gillis
Media Services Director



Denise LaFrance
Public Library Director



Daniel Lynch
Finance Director



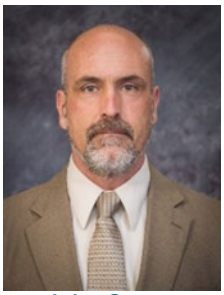
Michael McShane
Fire & Rescue Chief, Emergency Mgmt Director



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 52 million gallons for the month 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, and Wells crews closed 13 service requests and closed 62 work orders for April.

Wells crews conducted monthly sampling and maintenance and had no major events to note for the month.

The Utilities department had one water main break on Augusta Way. This main is located in a private development and had to be repaired immediately. The Utilities crew worked with the development to make the necessary repairs and restored service the same day.



Leak on Augusta Way



2 hole on ductile, Augusta Way



Section of Main cut out on Augusta Way



Repaired Water Main on Augusta Way

Sewer Pump Stations and Collection

The Pump Stations and Utilities crews closed 7 service requests and 81 work orders for the month.
The Pumps Station crews worked on maintenance and conducted evaluations of all the pump stations with the engineering firm Wright Pierce so that the City can have a better understanding of how well the stations are all running as well as to obtain any recommendations pertaining the operation of them to maintain peak performance.

The Utilities crew responded to a sewer overflow on Station Dr. This sewer main is privately owned and maintained. The City crews used the sewer jet truck to clear the blockage to relive the overflow and has been working with the property management company of the development to determine the cause and make the necessary repairs to prevent this from happening in the future.

Streets & Stormwater

During the month of April, the Streets Division was finally able to say goodbye to winter. Staff started the month off by finishing up blowing off the sidewalks from all the winter debris, which allowed the street sweepers to pick up that debris. Street sweeping began in earnest on April 3rd. Most days throughout the month crews were able to run 3 sweepers daily. They started out by working on roads that have painted lines, then continuing onto routes once that list was completed. During school vacation week, school areas were swept. Staff coordinated with the Parking Division to have roads posted for no overnight parking to allow crews better access to the curb line, which allows the sweepers to be more efficient.



Sweeper #36 making an initial pass along the curb line.



JCB loader w/clam picking up a tree debris pile

Crews continued clean up efforts from the January 23rd storm. They closed out 114 tree related service requests. This work was done as part of a joint effort between Streets, Utilities, F&G and Recycling crews. With everyone's help, staff made tremendous progress and came close to finishing it up.

Spring in New England means pothole season, 17 Pothole related service requests were closed out, as well as other problem areas that we knew about.

Facilities, Grounds & Cemeteries

In the month of April, the Facilities, Grounds & Cemeteries Division responded to 92 service calls and 185 work orders. There were 5 full burials and 8 ash interments in Pine Hill Cemetery. Spring clean-up of the cemetery continued and there was even some mowing towards the end of the month. There were eleven work orders generated for the installation of markers and six work orders generated for foundations to be poured in May. Several requests for genealogical information were responded to via e-mail.

Of the work orders processed, sixty-seven others dealt with “outside issues” while sixty-one work orders pertained to buildings. One graffiti issue was reported, but graffiti continues to be an issue throughout the downtown areas.

Fallen trees were removed from field areas at Shaw’s Lane Athletic fields. Sixteen other tree issues or complaints were addressed. Infields and baselines of ball fields in several parks were rototilled and groomed in preparation for the spring baseball games. Besides Shaw’s Lane, there are ball fields at Maglaras, Horne St, Garrison, Sullivan Drive and Woodman Park. The baseball field at Woodman Park was lined and groomed 8 times in April and the soccer fields were lined four times, including the initial spring layout of the field as the season commenced.

The Jenny Thompson Outdoor Pool is being prepped for the summer season. In April the plumbing is all inspected and put back together for the pumping system to drain the pool and the plumbing to refill the pool. The filters are inspected and cleaned. The huge pool cover is removed and the gutters are cleaned. There has been an issue with the in-line trash pump that helps drain the pool so an alternative had to be utilized. This difficulty has required that more time be spent trying to get the pool pumped down. A chlorine line was repaired. The pool cover is in very bad condition, so has been only moderately helpful in keep leaves out of the basin over the winter. A sump pump was replaced in the piping pit to keep the water that leaks in the pit down. The water heaters were re-installed as they are every year by Munson Plumbing & Heating.

Employees assisted the Recreation Department with the installation of the Public Dock on River St. Winter sand barrels were picked up from various locations, the seasonal waterline for Orchard St Riverwalk was turned on, gravel and stone dust were delivered to Bellamy Park for the repair of the road, parking area and some of the disc golf stations. A syringe collection container was vandalized, so it was removed and delivered to the Police Department.

Leaf bags were picked up, emptied and returned to Deborah Maher, a volunteer who picks up debris from the downtown area, weeding spaces and devoting a lot of time to cleaning up areas that appear neglected. She has been a wonderful resource for a few years now and we appreciate her efforts and time immensely!

Twenty-one work orders pertained to sign issues were resolved with ten of them needing new posts. The signs on the pedestrian island at Central Ave and Fifth St were knocked over and repaired twice in April.

Two green balls were replaced on different traffic signal heads and only two other complaints were investigated regarding timing issues. One décor light was repaired.

The HVAC preventative maintenance contracts for equipment and automation had gone out to bid in March and was awarded to Siemens as the City’s preventative maintenance provider. Ten work orders for HVAC preventive maintenance were generated for Siemens technicians and three others were addressed by Facilities, Grounds & Cemeteries staff.

Light bulbs were replaced in different office spaces at City Hall and at Public Works. Three paper towels dispensers were replaced at City Hall, they seem to be subject to breaking and several have been replaced over the last months. An old payphone was removed from the Transportation Station as it had been out of service for years but had recently started ringing randomly. A test timer issue was identified and investigated at the McConnell Center, as was one at Public Works. The Police Department Dispatch panel sends out a signal to all the places that have monitoring of fire alarms or security alarms and they “report” back, saying they have received the signal.

The fuel tank enclosure at the Facilities, Grounds & Cemeteries building that was damaged by a falling tree was repaired by GC/AAA Fence. One of three new book drop containers for the Library were received and one was installed, replacing the most deteriorated unit. The others will be installed when Facilities, Grounds & Cemeteries have time to install them. A bench donated to the City by the Lions Club in honor of the 400th Anniversary was installed near the front entrance to the Library.

Fifty-one requests for building issues were addressed. A walk around with the contractor for elevator maintenance was conducted with representatives from OTIS Elevator. Monthly elevator inspections and fire extinguisher inspections were conducted at municipal public buildings.

Five work requests to move various items were addressed, including moving bikes from the police department to storage at Mast Rd for auction. There were eight requests for delivery of supplies to various locations. Seven keys were issued. April showers were a bit late in arriving but the bulbs are blooming and the grass is greening up!

Facilities, Grounds & Cemetery Division	Burials Ash	Burials Full	Service Calls	Work Orders
April 2022	2	3	85	144
May 2022	5	3	94	191
June 2022	6	2	95	154
July 2022	7	4	88	148
August 2022	10	1	101	175
September 2022	05	0	81	162
October 2022	7	3	75	169
November 2022	8	3	64	123
December 2022	1	4	85	140
January 2023	0	6	87	162
February 2023	0	2	52	95
March 2023	0	2	74	128
April 2023	8	5	92	185

Engineering:

The Engineering Division is comprised of a dedicated team of individuals who work collectively to, as the division's statement reads, "provide the City of Dover with professional engineering services that ensure long-range comprehensive planning, sound project design, and quality construction management, and to provide technical engineering assistance to other departments of the City."

- Ken Mavrogeorge, PE – City Engineer
- Amelia DeGrace – Assistant City Engineer (Utilities)
- Jillian Semprini, PE – Assistant City Engineer (Transportation)
- Eric Sanderson – Facilities Project Manager
- Gretchen Young, PE – Environmental Projects Manager
- Jamie Stevens – Waterfront Construction Manager
- Jordan Chambers – Engineering Technician

Gretchen Young PE, Dover's Environmental Projects Manager, presented at the University of New Hampshire Environmental Justice workshop for research facility and scientists. The workshop was aimed at bringing an equity

lens to the work done at the Earth, Oceans, and Space research department.

City Engineer, Ken Mavrogeorge, served as a sponsor to a team of UNH students whose Capstone project included sampling various locations around Dover for evidence of PFAS. The team presented their finding to the City in March and to their class in early May. This project will likely lay the groundwork for future sampling throughout the City.

Assistant City Engineer Jill Semprini has been working with Planning Staff on securing a CMAQ grant for transportation improvements along Durham Rd. Over the past month she has been working with the SRPC as that organization completes the air quality study.

Time Period	Logged Service Calls	Resolved Service Calls
Year to Date (2023)	**162**	**122**
Last Month (Month)	**64**	**41**



Figure 1: Rover the Community Services Dog

Engineering staff has been working with a consulting team from VHB and Media Services on materials for public outreach for the Stormwater Utility. Part of the strategy is to adopt a mascot, Rover the Community Service dog, that will be used with various public education messages and highlight specific City services. This illustration development will lay the groundwork for a potential future use of the mascot for other public messages and public events such as Apple Harvest Festival. It is anticipated that a formal roll out of the mascot will coincide with Public Works Week (May 21st – 27th, 2023).

Projects

Stormwater Utility: The City's consultants (Stantec and VHB) have finalized a fact sheet for distribution to the general public in advance of public meetings in May and June. The first of the meetings is scheduled for Tuesday, May 23, at 5:30 p.m. in room 305 of the McConnell Center. 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. Staff will be holding a join DUC and Ordinance Committee meeting on June 19th, to discuss and seek recommendation on the specifics of the future fee structure. The Stormwater Utility is on track for an early 2023 presentation to, and possible vote by, City Council.

Dover Stormwater and Flood Resilience Utility
Fact Sheet



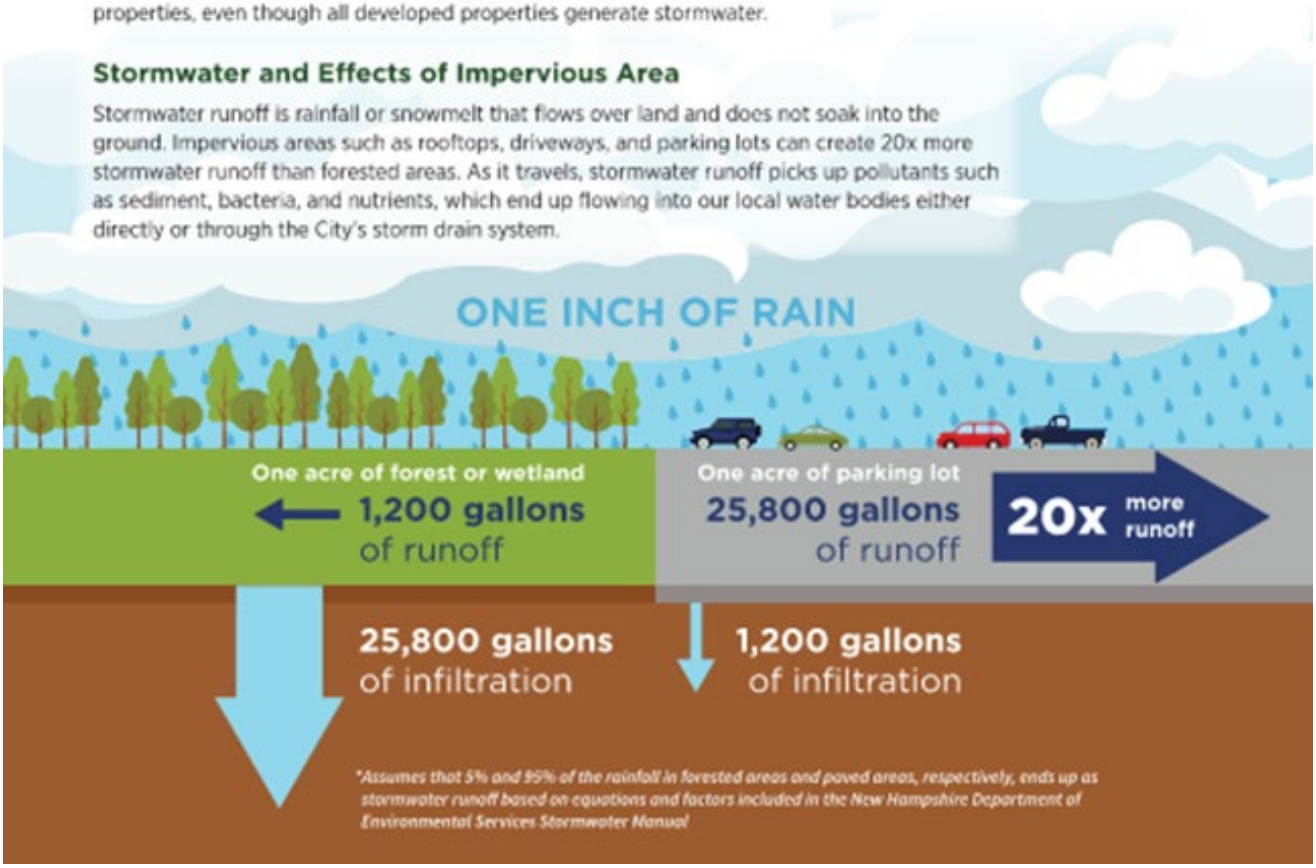
Growing Demands

As the City has grown and developed over time, the demands to keep up its stormwater infrastructure have also grown much like those of the water and sewer systems. The City now has over 100 miles of storm drainpipes and swales, and over 3,000 catch basins, as well as hundreds of culverts and outfalls. Much of this infrastructure is more than 100 years old and is overwhelmed during extreme rain events, resulting in increased flooding and property damage. At the same time, the City is facing more stringent regulatory requirements to manage stormwater and restore water quality in our adjacent water resources. These growing demands are causing the City's annual stormwater operating and capital improvement budgets to rise at an accelerated pace. Critical drainage and flood mitigation projects totaling more than $5 million have been deferred due to competing funding priorities. Using property taxes to fund the stormwater budget is not sustainable or equitable, as the property tax portion used to fund the stormwater budget is not tied to a property's usage of the system. Not all properties contribute to the City general fund, such as tax-exempt properties, even though all developed properties generate stormwater.

As Dover celebrates its 400th anniversary, the City seeks to secure a more flood resilient and sustainable future with a stormwater and flood resilience utility.

Stormwater and Effects of Impervious Area

Stormwater runoff is rainfall or snowmelt that flows over land and does not soak into the ground. Impervious areas such as rooftops, driveways, and parking lots can create 20x more stormwater runoff than forested areas. As it travels, stormwater runoff picks up pollutants such as sediment, bacteria, and nutrients, which end up flowing into our local water bodies either directly or through the City's storm drain system.



Pudding Hill Water Treatment Plant: Work this month primarily focused on completing the siding and exterior envelope and beginning the extensive plumbing network throughout the interior. Contractor is on track to complete project in spring of 2024.



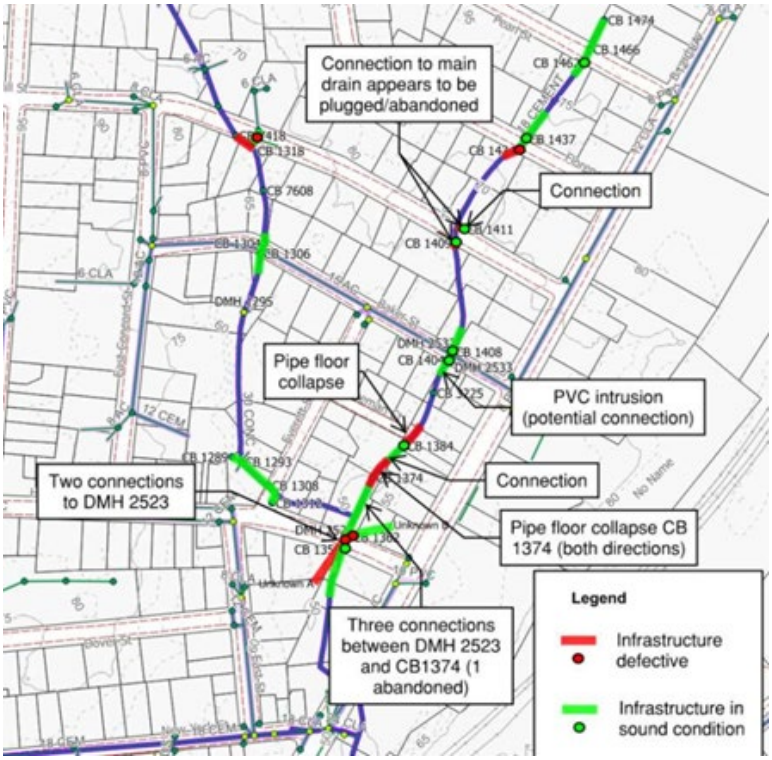
Pudding Hill Treatment Plant

Street Reconstruction: The Engineering staff continues to advance the designs of multiple street reconstruction projects including the following: Fifth and Grove St; Court and Union St.; Henry Law and River St. It is anticipated that these projects will be ready for bid this summer and released for bid in the late summer/fall. Work for these projects are anticipated to occur in spring 2024 and continue through mid-2025. Street Reconstruction projects are Capital Improvement Plan projects that include comprehensive upgrades to water, sewer, drainage, lighting, road surfaces, and sidewalks within neighborhoods.

River Street Pump Station: The River Street Pump Station is on track for a May bid release after review by Community Service staff and the NHDES. Improvements to the pump station are expected to take 18 months to complete and coincide with the Waterfront Infrastructure Improvements project.

Smith Well Road Elevated Tank: The foundation of the new elevated tank is under construction with pouring of the foundation scheduled for early May 2023. The new 1-million-gallon tank is being constructed to allow the City to take the Garrison Hill tank offline in 2024 for rehabilitation. The new tank is currently on track for final completion in early 2024.

Cocheco Stormwater Master Plan:
Engineering staff met with the NHDES and the City's consultant Kleinfelder on April 24th to review the alternative drainage alignments in the Oak/Ham/Ela neighborhoods. This area consists of over 200 acres that drains to the recently installed Broadway culvert that contributes to the Cocheco St. outfall. 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.



Field investigation summary for the Cocheco Stormwater Master Plan.

Waterfront Redevelopment: Engineering Staff evaluated the list of deductions submitted with the winning bid for the waterfront project and made recommendations on which deductions to exercise. Engineering staff has continued to coordinate with the consultants on the preparation of conformed documents for distribution to the contractor in advance of the start of construction. It is anticipated that construction will commence in summer 2023 and last between 2 to 3 years. The private portion of the project is likely to start in early 2024 once the developer secures the necessary permits for their development from the state. Engineering staff will provide full time oversight of the public improvements and part time observation of the private work.

Cocheco Street Outfall Replacement: Engineering staff met with Eversource and the City's engineering consultant in late April to review a preliminary cost estimate and schedule for the construction of the replacement for the existing stormwater outfall. It is anticipated that construction will start in November 2024 and run through March 2025.

Chestnut Street Bridge: On April 28th the Chestnut Street was opened to pedestrians and vehicles three weeks ahead of the original opening date. The bridge's new membrane, pavement, and striping were installed during the last week of April with some final cleanup and private utility work expected through May. In addition to completing the project ahead of schedule, the project is tracking below the budget approved by the City Council in late 2022 by approximately $650,000.

Portland Ave Retaining Wall: The City's Engineering consultant is currently value engineering the plans to reduce costs. The project is expected to go out to bid in the fall of 2023 and be completed by November 2024.



Chestnut Street opened to vehicles and pedestrians 3 weeks ahead of schedule.

Street Paving Program: The 2023 annual street maintenance bid was opened on April 27th with Continental Paving the apparent low bidder. The City anticipates awarding the contract at the May 10th City Council meeting with paving occurring soon thereafter and running through the summer of 2023. Below is the list of streets to be paved under the 2023 program. Engineering staff has also developed a preliminary list of streets to be paved in 2024 that will be released later this year

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)

Hough Street Emergency Culvert Repair: Engineering staff is soliciting bids for a precast concrete culvert to replace three failed corrugated metal culverts below Hough Street between Maple Ave. and Horne St. While an Emergency Authorization Permit was issued by the NHDES at the end of April, an early May storm washed out a portion of the road resulting in the temporary closure of this section of Hough St over Berry Brook. The replacement is expected to occur as soon as a culvert can be manufactured and delivered. This section of the road is expected to open prior to the end of August.



Failed triple culvert below Hough Street.

Fish Ladder Park: Staff met with potential bidders at the mandatory pre bid meeting on April 17, 2023, three companies attended. The Bid opening has been scheduled for May 17, 2023. While some prep work is anticipated to commence prior to 400th celebration, the majority of work will occur in late summer 2023. Park improvements include new brick walkways, park bench pads, trash receptacles pads, and landscaping.

Inspection Services Expansion at Mast Road: Staff have been finalizing the RFQ for the expansion of the 271 Mast Road facility house staff from Inspection Services. The City will be seeking qualifications from design build firms to address the needs identified in a space needs Assessment conducted by the Deputy City Manager in 2022. The goal is for Inspection Services to be moved into the expansion in the fall of 2024.



Concept Sketch for the Mast Rd Expansion for Inspection Services.

Community trail Scaled Solar System: Facilities and Grounds staff from the Community Services Department installed the 13 stanchions along the community trail. On each stanchion is a scaled example of the planet as well as a small informational plaque, 10 planets and 3 informational plaques were installed for this project. The display officially opened May 5, 2023.

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

PERMIT SUMMARY APRIL 2023	
Driveway Permits:	17
Utility Licenses:	05
Paving Licenses:	05
Excavation Permits:	09
Obstruction Permits:	09
Wastewater Connection Permit:	03
C/O Inspections	03
Septic Design Reviews:	02



Clearing for future medical office building on Durham Rd.

Site Review / Project Oversight Support

Four 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
- 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.

Engineering Technician, Jordan Chambers, continues to conduct oversight of approximately 63 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
- Unitil 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 757 Central Ave (Goosetail Dr) in April.



Progress at Courthouse Redevelopment on First St.



Sitework at residential project at 757 Central Ave.

In addition to their daily responsibilities, the City's Engineering staff also participate in the following Commissions, Committees, and Boards as either activate members or staff liaisons.

Dover Utilities Commission = Amelia DeGrace

→ No meeting in April

Transportation Advisory Committee = Jillian Semprini

→ No meeting in April

Planning Board = Ken Mavrogeorge

→ Planning Board met once in April and heard two Lot Line Adjustment Applications.

Municipal Alliance for Adaptive Management = Gretchen Young

→ No meeting was held in April. The next meeting will likely be in June and will focus on the recent petition for EPA to exercise its Residual Designation Authority in the Great Bay Watershed.

Administration:



Christina Lawrence of 6 Prospect Street called earlier this week about the sweeper missing a lot of the sand in front of her house and in the turn around. She called back to let staff know the sweeper came back and did a fantastic job.

Bill Purpura, Meter Backflow Foreman, attended the DPH423AG: Basics of Pumps, Pumping, and Hydraulics, presented by New England Water Works Association. The class was held in Madbury, NH.

Gretchen Young, Environmental Projects Manager, attended the WSO Water Treatment, Grades 3 & 4 Class, presented by American Water Works Association. The class was held on-line.

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 final classes of 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 during the months of March and April in Manchester, NH.

Cheryl Ward, Administrative Assistant attended the Outlook Training, presented by Allen Arbeau, IT Administrator for the City of Dover. The class was held at the Dover Police Training Center.

Executive Department

Office of the City Manager

During the month of April, 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 3 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 4 job postings, monitored new position and/or new hire physicals, and background/motor vehicle checks for 13 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.

The CMA continued to meet with the Deputy City Manager, Planning Director and Media Services Director on the City Hall signage project. The team reviewed the list of signs and will be getting back to the vendor with changes needed.

Workable, the City's recruitment platform was up for renewal. The CMA worked with the Purchasing and Legal Office to get the contracts moved through the approval process.

Office of Human Resources

Employment Anniversaries with the City of Dover
May 2023

Employee Name	Department / Division	Number of Years
Pilewski, Patrick M	Public Works	35
Clark, Ann M	Police	33
Ladisheff, Kathy M	Police	26
Irwin, Keith D	Fire	25
Purpura, William J	Public Works	24
Babel, Patrick C	Fire	23
Stevens, Jamie S	Public Works	22
Glidden, Jean M	Planning	20
Harris, Victoria H	Police	19
Madden, Kevin J	Finance	17
Donnelly, Christopher J	Fire	12
Travaglini, Matthew P	Police	12
Hitchcock, Christopher W	Recreation	11
Gaudreault, Adam R	Police	10
Harnish, Matthew B	Police	10
Ainaire, Emily M	Library	8
Higgins, Joanna M	Library	8
Arbeau, Allen	Executive	7
Holt, Hunter S	Fire	7
Bouchard, Jared P	Fire	6
Calderone, James M	Fire	6
Bernier, Amy S	Finance	4
Burke, Shannon M	Police	1
Frontiero, Christopher T	Public Works	1
Hall, Justin L	WWTP	1
Kent, James M	Fire	1
Kitchen, Todd W	Police	1
Lluberes, Isaac	Police	1
Whitehouse, Cameron P	Public Works	1

April Employment Separations = 05		April Employment Hires = 05	
05	Recreation	01	Community Services
		01	Planning
		01	Police
		02	Recreation

Office of Information Technology

Office of Information Technology, including Police IT staff, managed 235 total monthly IT Support Tickets in April 2023. The majority of tickets were created in the Police and Fire & Rescue departments. The majority of tickets were categorized as User Account – Issue followed by Application – Issue with Server – Maintenance a close third.

Office of IT monthly meeting was held on May 11th, 2023. City of Dover's core values along with Administrative Regulation on credit card use were reviewed at this meeting.

The office initiated processing of retail / over the counter credit card transactions for permit, plans and business licensing applications. Also automated email confirmation for scheduled inspections. The office also handled the creation of "construction permit", per Community Services Engineering request, to support pre and post construction site work inspections.

Staff continued development of water meter work orders in VUEWorks with Utility Billing and Community Services employees. Development site has form available for testing.

The City of Dover received a preliminary grant award of $100,000 from State of NH DES. This is a cybersecurity implementation grant to support licensing upgrades and configuration improvements.

Staff updated the permit application system so that automated notices (tasks) are appended to a permit if parcel is within 250' of a shoreland or 100' of a wetland zone.

Office of Media Services

In April, Media Services provided numerous updates on various 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 April. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker. April's topics included an update on summer events hosted by the Greater Dover Chamber of Commerce, an update on proposed downtown vehicular and pedestrian access improvements, a chat with new Dover residents about why they chose Dover, and a look at the Arts Commission.

Among the public service announcements and special video projects produced in April was an update of the Distinctly Dover initiative. The video included a conversation with Erin Bassegio, Outreach Coordinator for the City of Dover's Office of Planning and Community Development, about the ongoing update of the Vision Chapter of Dover's Master Plan.

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, concluding with the budget adoption on April 5. In addition, Media Services provided detailed updates about the budget across several publications, including Dover Download and the Budget Revealed newsletter.

In April, 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 videos. Additional assistance was provided to Dover400 for ongoing outreach.

In April, 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 200 updates were posted to social media and other external communications platforms.

Media Services in April distributed 83 news releases across multiple platforms for other city matters, including ongoing projects and special announcements.

Media Services provided live and taped televised coverage of 21 meetings and special events in April.

Also in April, work continued on two major communications improvement projects: the redesign of the City's public-facing website, and an overhaul and upgrade of the City's broadcast system.

Finance Department

Purchasing

Purchase Orders over $5,000:

Department/Division	PO Date	Vendor	Amount
Info Technology	4/20/2023	JOHNSON CONTROLS FIRE PROTECTION LP	$8,500.00
Info Technology	4/6/2023	ESRI CORP.	$25,054.52
Community Services	4/26/2023	DONOVAN EQUIPMENT CO, INC.	$6,500.00
Community Services	4/20/2023	ALLIED EQUIPMENT, LLC.	$6,714.95
Community Services	4/24/2023	DEBORAH ANNE DICKERSON	$52,800.00
Community Services	4/30/2023	K5 CORPORATION	$61,380.00
Community Services	4/30/2023	K5 CORPORATION	$118,586.86
Police	4/17/2023	MOTOROLA SOLUTIONS	$5,763.07
Police	4/18/2023	EXTERUS BUSINESS FURNITURE	$20,040.23
Police	4/20/2023	OMNI INSTITUTE	$30,000.00
Police	4/18/2023	HARVEY CONSTRUCTION CORPORATION	$135,000.00
Recreation	4/5/2023	MR. PORTABLE RESTROOM, LLC.	$5,376.00
Recreation	4/18/2023	DONOVAN EQUIPMENT CO, INC.	$7,450.00

Bid Solicitation:

Department	Bid #	Bid Date	Description
Community Services	B23-070	4/3/2023	Enterprise Park Lawns and Grounds
Community Services	B23-056	4/5/2023	Organic Turf Treatment

Fire & Rescue

Calls for Service / Activity Statistics

April saw Fire & Rescue responding to 594 calls for service, an average of over 19 calls per 24-hour period in each day of the month. Through our National Fire Incident Management Reporting System, these calls are generally broken down into Fires, Medical Emergencies, Hazardous Conditions (gas leaks; power lines down; etc), False Calls (good intent) and Non-Emergent requests. In the current COVID-19 pandemic, Dover Fire has reduced its' personnel exposure through a reduced amount of non-emergency service calls.

Simultaneous calls – these are emergency calls that occur in an overlapping timeframe. If crews are committed on one emergency call, and another call comes in before the first one has been mitigated, it can create a situation where resources become limited, and crews need to respond to an incident outside of their response district, thus lengthening response times. 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 April, there were 186 times when 2 calls were going on simultaneously, and 81 times when 3 or more calls were going on at the same time.

Fire & Rescue Calls for Service:	Month	Number of Calls	Simultaneous 2 calls	Simultaneous 3/+ calls
Fires, Medical Emergencies, Hazardous Conditions, False Calls and Non-Emergent requests.	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
	April 2023	594	186	81

Fire & Rescue	Month	Ambulance Given	Ambulance Received	Fire Given	Fire Received
Mutual Aid Given and Received	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
	March 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
Berwick	Stewart's Ambulance
Newington	Newington Fire
Rochester	Frisbie EMS
Rollinsford	York Ambulance
Somersworth	Stewart's Ambulance
South Berwick	York Ambulance

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

Facility	State	# of individuals
Wentworth Douglass Hospital	NH	272
Free Standing ER – Dover (HCA)	NH	39
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	00
Maine Medical	ME	00
York Hospital	ME	00
Exeter Hospital	NH	00
Elliot Hospital	NH	00
Tufts Medical Center	MA	00
Total Transports		324
Non Transports/Sign offs/Refusal of Care		127

All Fire & Rescue have received radiological decontamination training by NH Homeland Security and Emergency Management personnel. Dover Fire & Rescue personnel are responsible to perform radiological decontamination to persons who have been exposed to radiological contaminants from the Seabrook Nuclear Powerplant.



Truck 1 and Ladder 3 crews hanging the new Dover 400 banners on City Hall. Dover Fire & Rescue utilizes opportunities like this to conduct aerial operations training.

Deputy City Manager Parker, Chief McShane and Building Official Maxfield met as a group and with the Inspection Services Division to discuss organizational strategic planning initiatives. The Inspection Services Division also met twice during the month for their regular staff meetings which are used to provide updates on projects throughout the city.

Inspection Services and the Division of Information Technology met each Tuesday throughout the month of April to collaborate on Energov software and Inspection Services work-flow improvements.

Chief McShane met with IAFF Local 1312's executive board on April 19th. This is part of an on-going initiative to maintain effective communications throughout the department.

Chief McShane attended the monthly board of directors meeting, and the annual meeting of the New Hampshire Associations of Fire Chiefs (NHAFC). At the annual meeting, Assistant Safety Commissioner Steve Lavoie was introduced. In April, Commissioner Quinn, Assistant Commissioner Edwards, and Assist Commissioner Lavoie were confirmed by the Governor's council to serve in their respective capacities. A representative from the NHAFC testified on Senate Bill 71 at the House Executive Departments & Administrative committee in support of this cancer legislation. The NHAFC also testified House Bill 296, Relative to Local Authority for Granting Driveway Permits. Chief McShane and Building Official Maxfield have been following this bill to assess the impacts it may have on Dover.

Chief McShane was elected to serve another term on the NHAFC board of directors.

On April 22nd, Fire and Rescue personnel provided public education and tours through the department's Fire and Life Safety Trailer. This fire prevention detail was provided at the Woodman Institute.

Each year Dover Fire & Rescue donates a "fire truck ride" to the Portsmouth Christian Academy fundraiser. This year, the donation was auction and the lucky recipient was a 5 year old and her family who were able to enjoy a special ride in Dover's fire engine.

On Tuesday April 4th, Chief McShane met with Dover Fire & Rescue Fleet Mechanic David Duquette to discuss Dover Fire & Rescue's fleet maintenance and replacement program. Chief McShane and David Duquette also met with a representative from New England Fire Apparatus to discuss vendor options and which products will best fulfill the community's service delivery needs while maintaining fiscal responsibility.

All Fire & Rescue personnel received EMS training on reporting and documentation. The objectives of these trainings are to improve reporting accuracy related to EMS billing information. The goal of this initiative is to increase EMS billing revenue resulting from a more efficient and effective billing process.

During the week of April 23rd, Dover Fire & Rescue conducted a Captain promotional examination. This examination includes a written exam which compiled from a list of study material related to fire and emergency services operations, leadership & supervisory knowledge, skills and abilities, strategies and tactics, company officer roles and responsibilities, among others. The examination also involves an oral board interview, and tactical scenarios.

Deputy Chief Chabot attended a 3-day Public Information Officer (PIO) class through FEMA. Before, during, and after an incident, coordinated and timely communication to the public is critical. Effective communication can save lives and property, and can promote credibility and public trust. PIOs are key members of Incident Command System (ICS) and Emergency Operations Center (EOC) organizations, and they work closely with officials who are part of Multiagency Coordination Groups (MAC Groups). PIOs advise the Incident Commander (IC), Unified Command, and EOC director on public information relating to incident

management. When working in conjunction with the City's Media Services Department, the public will receive the most accurate and up to date information possible.

New Hampshire Homeland Security and Emergency Management provided Radiological Emergency Response Preparedness training to Dover Fire & Rescue personnel. This training was conducted in preparation for Dover's Reception Center Exercise scheduled for next month. Personnel received training in:

- Vehicle monitoring and decontamination
- Male and female decontamination
- Instruments and supplies
- Portal and secondary monitoring



Radiological Emergency Response Preparedness training

Wentworth-Douglass Hospital is designated as a Medical Service (MS-1) hospital in case of a Radiological event at Seabrook Station. On April 11th, Firefighters Taylor Denio and Keagan Ricker participated in an MS-1 drill with FEMA grading the State and local response and treatment of a contaminated person. FEMA grades various radiological preparedness exercises and drills in conjunction with New Hampshire Homeland Security and Emergency Management (HSEM) to help Seabrook maintain their license and prove that the State of New Hampshire is adequately prepared for a radiological event.

Medical Services drills are defined as "drills that involve a simulated, contaminated emergency worker and/or member of the general public and contain provisions for participation by support services agencies (i.e., ambulance and offsite medical treatment facility). These drills are conducted annually at each medical facility designated in the emergency plan.



Radiological Emergency Response Preparedness training

April 17-28th, Division Chief Irwin attended the Fire Investigations Essentials course conducted at the National Fire Academy, in Emmitsburg, MD. The 10-day course utilizes National Fire Protection Association (NFPA) 921, *Guide for Fire and Explosion Investigations* and NFPA 1033, *Standard for Professional Qualifications for Fire Investigator* and other professional documents to address technical and scientific knowledge and skills needed to conduct successful fire/arson investigations. The course was taught by agents from the ATF National Response Team, both current and retired. As a member of the Department's Fire Investigation Team, Division Chief Irwin will enhance his abilities when tasked to investigate the origin and cause of fire incidents within the City. Division Chief Irwin is also working on his certification as a Fire Investigation Technician through the International Association of Arson Investigators.



Pictures of Burn Cells used as part of the Origin and Cause determination training at the National Fire Academy.



With the arrival of the department's new Engine 4, a 2022 E-One pump, all four shifts received training from Greenwood Emergency Vehicles instructed by Jim Rogers. The class included a power point presentation, hands on demonstration of the vehicle and pumping evolutions. With so many changes in technology with fire apparatus there is much to learn. This presentation in only the beginning of training as our members continue to educate themselves through our training programs and eventually be able to be "checked off" to operate. Engine 4 will be in service and running frontline by the end of May.

Retired Captain David Duquette provided two classes for Fire & Rescue personnel. These classes were provided as part of a strategic plan initiative to increase professional development opportunities for personnel who plan on taking the upcoming Lieutenant and Captain promotional exams.



Jared Rowell
Firefighter/AEMT

Please Welcome Jared Rowell and his family to Dover Fire & Rescue! Jared started with the City on April 24th, 2023 and comes to Dover Fire & Rescue as a Firefighter/AEMT from the Wakefield, NH Fire Department. Firefighter Rowell lives in Farmington, NH with his wife and child. Jared also has a Bachelor of Science degree from Granite State College.

Fire Department members that want to become an officer had a great opportunity this past month. Retired Dover Fire & Rescue Captain, currently the full-time fleet mechanic, David Duquette, presented his class on the promotional process. "Duke" has a long and impressive career as a state instructor and was able to pass on his knowledge on how to successfully participate in a fire department style promotional exam. Dover Fire & Rescue wants all members to have a successful career with plenty opportunities to do so. There was great participation in the program with 20 off duty members in attendance.

Dover Fire & Rescue held a promotional process for the rank of Captain. The Captain is a shift commander stationed at the North End station and supervises 14 other members and three stations. This process includes a written test, oral interview and a tactical scenario. For members to prepare, besides on the job experience, it takes an endless number of hours and dedication.

This month, Inspection Services had a total count of 482 inspections conducted and 99 permits issued. Here is the Inspection Services activity breakdown:

Inspections & Permits	
Life Safety Inspections	30
Business Inspections	21
Sprinkler / Alarm Inspections	56
Building Inspections	96
Electrical Inspections	115
Plumbing / Mechanical Inspections	84
Blasting Inspections	00
Health/Housing Standards Inspections	64
School / Daycare Inspections	14
Oil Burner Inspections	02
Woodstove / Fireplace Inspections	00
Building Permits	92
Blasting Permits	00
Certificate of Occupancy Permits	07

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 changes needed before manufacturing.

The Housing Navigator, Ryan Pope, began employment on April 10th and has since assumed Housing Academy and InvestNH responsibilities.

Housing Navigator Pope and Director Benton met with a representative from the NH Youth Movement on April 27th about getting that generation more involved especially related to housing and the vision chapter update.

The Planning Board reviewed and posted amendments to the Zoning Ordinance in February and March and worked in April on the city-wide mailing that will go out for the May 23rd public hearing on posted zoning amendments.

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. On April 11, staff received a notice from the NH Division of Parks & Recreation with requested edits to the application. On April 21, staff submitted the amended LWCF grant application to the NH Division of Parks & Recreation who will, in turn, submit the amended application to the National Park Service for final review and consideration.

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 823 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 3,100 likes and 3,432 followers).

Planning and Media Services staff have created a video preview of Planning Board and Zoning Board agenda for the Board meetings on April 11, 20th and 25th. 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, welcoming the new housing navigator, advertising the Community Visioning sessions, overview of the FY24 CDBG Action Plan, Director Benton’s recap of the APA Conference in Philadelphia, Solar System exhibit grand opening, Director Benton as a panelist at the Recovery Housing Roundtable, City Council workshop on Community Power, words of the week included “Impervious” and “Excavation Permit”.

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.

Outreach Coordinator Bassegio worked with consultants from Resilience Planning and CJW Consulting to conduct five drop-in events on April 18 at community locations such as the Senior Center and Library. The draft Community Vision, based on input from residents and stakeholders, was presented throughout the day with the option for additional feedback.

Outreach Coordinator Bassegio launched a Polco survey on April 18 as another opportunity to generate public input on the draft Community Vision as part of the Vision Chapter update project. The survey has been shared via City newsletters, social media, and a video overview.

Outreach Coordinator Bassegio and Media Services staff created a video overview of the Distinctly Dover project.

In April, 2023, Housing Navigator Pope and Outreach Coordinator Bassegio began work on Housing Outreach Plan, including initial drafting of Council Resolution to establish a formal Housing Committee.

Planning staff submitted a site plan for the Voyage Mark II Solar System installation on the Community Trail. Director Benton submitted all the necessary documents to have Dover become one of 10 Generation 1 of Voyage Communities in North America. The solar system should be added to the Community Trail starting at Fisher Street and heading towards Central Avenue this spring. In September, contract documents were drafted by NCESSE and were signed by the City Manager. The exhibit was delivered on August 8 and the Planning and Community Services staff met on September 7 to plan installation for October or November but due to a scheduling conflict, the installation was rescheduled to 2023. The exhibit was successfully installed by the Community Services Department in April, 2023 with a grand opening event scheduled for May, 2023.

Resilience Manager Kaspari met with a sub-quorum group of the Energy Commission on April 10th to discuss a community scale greenhouse gas inventory which is related to the Council’s alternative energy goal.

Resilience Manager Kaspari attended a Strafford Regional Planning Commission Resiliency Subcommittee meeting on April 10th to discuss partnering with SRPC on the development of a Natural Resources Inventory for Dover which would inform the upcoming update to the Open Space and Conservation Chapter.

Resilience Manager Kaspari attended a Department of Energy webinar on the voucher option for the Energy Efficiency and Conservation Block Grant program on April 13th.

Resilience Manager Kaspari met with City Engineer Mavrogeorge and Assistant City Engineer Semprini on April 14th to coordinate for the submission of a proposal for a NHDES Aquatic Resource Mitigation Grant.

Resilience Manager Kaspari met with Arena Programing Marketing Supervisor Hitchcock on April 17th to discuss future energy options for the Dover Ice Arena.

Resilience Manager Kaspari coordinated with CPCNH to prepare a packet for the May 3rd City Council Workshop that included a report discussing the two options for launch as well as the associated attachments containing the relevant policy documents, agreements and other pertinent information to assist the Council with making an informed decision on the launch timeline.

Housing Navigator Pope has assumed many of the responsibilities associated with the Navigator Grant's reporting and Housing Academy attendance while conducting preliminary research into the community's housing needs and identifying potential uses for Housing Opportunity Grants to audit and review the City's land use ordinances for potential revision and simplification.

In April, Housing Navigator Pope attended several meetings with community stakeholders including representatives from City Welfare, Dover Housing Authority, Chamber of Commerce, Community Action of Strafford County, New Hampshire Housing, the Workforce Housing Coalition, City Business Development and Planning Staff, as well as members of the local business community.

Throughout April, Housing Navigator Pope began outreach to local banks to create ADU specific financing vehicle to encourage cost-effective production. Work and collaboration is ongoing.

On April 12, Planning Director Donna Benton and Housing Navigator Ryan Pope attended a workshop on Recovery Housing hosted by the Center of Ethics in Society at Saint Anselm College. Donna was one of the panelist representing the planning community on challenges recovery homes may face in communities. Other speakers throughout the day included Congressman Pappas, the Chair of the National Association of Recovery Residences, Executive Director of NH Coalition of Recovery Residences, NH State Fire Marshal, an Attorney, and representatives from Recovery Friendly Workplace initiatives, NH Building Officials, and the Executive Director of NH CDFA. The days was filled with powerful insight and conversation.



Planning Director Donna Benton as a panelist representing the planning community on challenges recovery homes may face in communities.

Community Development Planner Carpenter participated in webinar training related to CDBG Consolidated Planning process and the Build America, Buy America Act.

Zoning Administrator Kypfer attended the NNECAPA Executive Council virtual meeting on April 21st in order to report on the plans for the 2023 NNECAPA conference that will be held in New Castle, NH in November of this year.

Director Benton and Zoning Administrator Kypfer attended two pre-construction meetings at Mast Road for the 110 Venture and 757 Central projects on April 11th.

Zoning Administrator Kypfer attended a virtual session hosted by the State Office of Planning and Development (OPD) for the Legislative Monitoring Group related to this legislative session on April 24th.

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, planning law, transportation, financial data and psychology behind abutters' concerns, and more including a tour of the City and Philadelphia City Hall.

Police Department

Prevention Services Unit

On April 7th, seven Youth to Youth students provided the Samantha Skunk Loves Her O's presentation as an assembly for the entire 2nd grade at Woodman Park 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. During the 2024 school year this presentation was provided to all 3 elementary schools and reached almost 300 second graders.



Dover Youth to Youth students present the Samantha Skunk Loves Her O's presentation to all 2nd grade students at Woodman Park Elementary School.



Dover Youth to Youth students present the History of Lies presentation to entire 5th grade classes at Dover Middle School.

On April 14th, Dana Mitchell provided 4 classroom presentations to 4 fourth grade classrooms at Woodman Park Elementary School on the consequences of using tobacco, e-cigarettes and vaping devices. A week later on April 21st, two Youth to Youth teams provided a total of 4 classroom presentations to the same 4th grade classes to close out the program. Y2Y presenters focused on the deceptiveness of tobacco and vaping advertising and marketing, and their failure to warn users of the consequences of their products. During the 2024 school year this two-part lesson was provided in all 12 classrooms at the three elementary schools.

On April 19th, students from Dover Youth to Youth presented the History of Lies presentation to the entire 5th Grade at Dover Middle School. The presentation covered the manipulative and deceptive tactics used by the tobacco companies from over 100 years ago through the present activities of the Vape industry. It also introduced the 5th grade students to Dover Y2Y and provided info on how to sign up for the Summer Program in July. Over 275 students were in attendance.

On April 17th Kathi and Chris Sullivan spoke to the Junior and Senior classes at Dover High School. They shared their personal stories about the impacts of substance use and the need to make good decisions.

Dover Youth to Youth students conducted a webinar on April 11th for the New England Prevention Technology Transfer Center. Five Youth to Youth members provided a 90-minute training to prevention professionals on the influence of advertising and alcohol industry practices on underage drinking. A total of 175 prevention professionals were in the audience.



Dover Youth to Youth students filming a video PSA called "Pop-Ups" with Jeff Spires for the Granite Youth Alliance Film Festival.

The Granite Youth Alliance Film Festival is underway and teams across the region are filming and editing their videos that will appear during the Granite Youth Film Festival on June 4th and 5th at Epping O'Neil Cinema.

On Wednesday April 19th and Thursday April 27th, Y2Y students worked with Jeff Spires, owner of a local video production company, to film a video PSA called *Pop-Ups*. The film addresses how the alcohol industry fails to warn customers of the true consequences of using their product. Y2Y senior Zak Hill directed the film and five 7th grade students served as the cast.



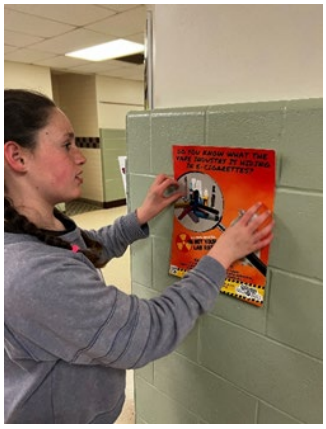
Dover Youth to Youth students filming a video PSA called "The Cost" with Jeff Spires for the Granite Youth Alliance Film Festival.

On Monday April 24th, Zak Hill and three high school students worked with Jeff Spires to film a second video PSA called *The Cost*. This film addresses the consequences of nicotine addiction.

The Coalition launched a data campaign at Dover High School in January. The Campaign "Opening the Door on YRBS Data" consisted 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

The focus of April was Underage Drinking. Each week 200 postcards were distributed to all adults in the building including teachers, paraprofessionals, custodians, food services, administrators etc. The postcards highlighted a piece of data and engaged staff in activities designed to promote prevention strategies such as building protective factors and promoting resiliency. The month ended with an in person networking event where 6 staff members participated and shared the feedback and experiences with the campaign.



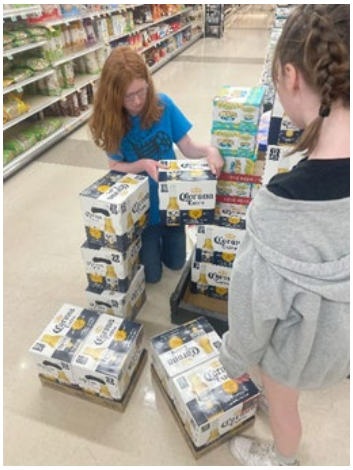
Dover Youth to Youth student conducting the Plaster the Walls project in the Dover Middle School.

On April 12th, members of Dover Youth to Youth conducted the Plaster the Walls project in the Dover Middle School. Ten Y2Y students put up informational posters on the walls of DMS in each grade level's wing of the building. The posters were based around the issue of vaping and provided facts about the risks and consequences of using vape products. The posters will stay up through May 5th.

During the school year, Dover Youth to Youth students in 6th grade wrote a letter to Storyland, a theme park in Glen NH, in regards to an advertisement for alcohol at the theme park which used cartoon characters and youthful colors. In the letter, the students expressed their concerns with the advertisement's appeal to youth and requested that Storyland not use it this summer. The letter was sent to Storyland this month and the group is awaiting a response.

On April 12th 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.

On April 22, 2023, the police department participated the 24th Drug Take Back event. The event once again provided the public an opportunity to dispose of unused and unwanted prescription drugs. In total, 8 boxes weighing 207.9lbs of drugs were taken in and subsequently destroyed as part of this event.



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 368 youth in attendance over 19 days of programming at the Dover Teen Center. The average was about 19 youth per day.

TC After School Program – April 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:

- → Outdoor Games Day
- → Street Hockey Challenge
- → Alley Hoops Hot-Shot Contest
- → Easter Celebration
- → Featured Snack Special Days
- → Ice Cream, Tacos, Pancakes, Chili, Hot Dogs, etc.
- → **April School Vacation Week Programs & Trips:**
  - ★ DVD "Movie-Fest" and Gaming Day
  - ★ Chill Zone Afternoon w/Ice Cream Sundaes
  - ★ Funspot Arcade Trip
  - ★ Hilltop Fun Center Trip



TC youth participants at Hilltop Fun Center.



TC staff and participants at Hilltop Fun Center.



TC participants Jonas, Marek, Sal, and Delaney singing at the TC Talent Show.

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 5 new registrations in April 2023.

Community Service Program

The youth community service program tracked one participant in the month of April 2023. A total of 4 hours of community service work was completed.

Diversion Program

The Diversion Committee met on April 19, 2023. The case breakdown is as follows:

- (2) cases in active Diversion Contracts
- (0) successful completion and release
- (2) new cases heard (April 2023)
- (0) new case pending for intake meetings (May 2023)

- (0) cases sent back to Detectives for “failure to comply”

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 also responsible for notifying the NH Information and Analysis Center of all felony drug arrests made by the department in the month of April.

During the month of April, Lt. Mitrushi worked with several patrol sergeants to attempt to locate campsites on city property. Lt. Mitrushi and the patrol sergeants checked along the community trail, the waterfront development, the transportation lot, and the woods near every city park in an attempt to locate any individuals camping on public property. Several sites were located, some abandoned and some active. Individuals located in the campsites were advised of laws regarding illegal camping. Individuals were also referred to city welfare and police department social workers to connect them with resources available. Twelve sites were located on city property and Lt. Mitrushi coordinated with Community Services and ServPro to schedule the sites for cleanup.

Lt. Mitrushi also had a meeting with Public Welfare to coordinate information and had discussion on refering unhoused individuals to welfare. Lt. Mitrushi expects an increase in referrals to welfare due to the hiring of an Outreach Social Worker at the police department. Kelli Jo Adkins, the new Outreach Social Worker, started with the department on April 17, 2023.

On April 12, 2023, Lt. Mitrushi taught a 2-hour NAMI Connect Suicide Prevention Program to 50 school teachers and school staff members in the Farmington School District.

On April 20, 2023, Lt. Mitrushi and PSW Jones taught an 8-hour Mental Health First Aid course to 35 City of Dover employees. Mental Health First Aid is a skills-based training course that teaches participants about mental health and substance-use issues. The class provides students with the ability to recognize signs and symptoms of someone who may be experiencing a mental health challenge or someone in crisis and provides students with the tools to connect the person with the appropriate resources available. The goal of the class is to reduce stigma around mental health and dispel any misconceptions people may have.



Officer Berdecia and Officer Gore talking with guests at the Breaking Barriers event “Coffee with a Cop” at Sunrise Pointe Café.

On April 27, 2023, Lt. Mitrushi coordinated the Dover Police Department’s second “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 April event was “Coffee with a Cop” and resulted in approximately 25 attendees. Officers and community members gathered at the Sunrise Pointe Café on Pointe Place and were engaged in casual conversations regarding various police and community topics. Residents from as young as 2 years of age up to age 80 attended.



Members of the Dover Police Department taking a photo op with Mayor Carrier and the owners of the Sunrise Pointe Café during the Breaking Barriers event, “Coffee with a Cop.”

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 9 social media posts in the month of April.

Lt. Mitrushi also began working on the next Breaking Barriers event, "The Police Department's Response to Homelessness," which is scheduled for May 17th, from 6:30pm to 8:30pm at the Dover Police Department.

Dover Middle School Liaison Officer

During the month of April, Officer Berdecia was involved with 44 calls for service, 4 of which resulted in school sanctions and none resulted in a referral to the juvenile justice system.

Officer Berdecia handled 5 juvenile matters, one in which a Dover Middle School (DMS) student was accused of taking a photo of another student using the restroom. The parent of the student in question gave permission for the Dean of Students to look through the student's phone to check if any such photos existed and were deleted. Officer Berdecia later met with the parent and student and counselled them on the behavior. The student was issued a 5-day Out of School Suspension (OSS). This incident was forwarded to DCYF.

Officer Berdecia also handled 5 disturbances, one in which a DMS student watched a video of police body camera footage of a recent response to an active shooting incident on the student's school issued computer while in class. Officer Berdecia and the Dean of Students spoke with the student about this unacceptable behavior. The student was issued a 1-day In School Suspension (ISS). Officer Berdecia spoke with the student's parent as part of a threat assessment and confirmed there was no access to firearms.

Officer Berdecia also handled 8 welfare checks, all of which resulted in successful contact being made with the students in question. There were 3 families that were called in for checks by Dover Public Schools that had a history of concerning contacts prior to the check. Officer Berdecia forwarded the 3 families to the Police Social Worker for ACERT referrals.

In addition to these aforementioned calls for service, Officer Berdecia also handled 7 motor vehicle stops, 3 property checks, 2 assistances, 2 police information calls, 2 motor vehicle accidents, 2 notifications, 2 suspicious activities, 1 emotionally disturbed person, 1 theft, 1 harassment, 1 civil matter, 1 subpoena service, and 1 meeting.

On April 3, Officer Berdecia assisted the Director of the Teen Center by acting as the supervisor that day. Officer Berdecia interacted with the participants, many of which were DMS students. Officer Berdecia played games with the participants and provided encouragement to those who needed it.

Dover High School Liaison Officer

Officer Shoer responded to 9 calls for service in the month of April. Officer Shoer responded to and assisted with a variety of calls for service to include students in a mental health crisis, motor vehicle accidents, and a variety of other non-criminal and criminal incidents.

Officer Shoer responded to Bellamy Academy, for a student who had brought a knife to school and injured themselves in a bathroom. The student was transported to the hospital for an emergency mental health evaluation and received school sanctions for bringing a knife to school.

Officer Shoer assisted a DHS student in understanding why their custody situation changed and why they were moved to a different family member. Officer Shoer also acted as a liaison between the student and other state agencies.

Officer Shoer assisted a DHS student who was the victim of extortion after falling victim to a common online scam. The case was then sent to the Special Investigations Unit for follow up.

Officer Shoer responded to Bellamy Academy for a student who had brought a weapon to school and was acting unruly. The student brought a multi-tool which included two blades, as well as a vape. The student received school sanctions.

Officer Shoer was made aware by Principal Driscoll that the tennis courts had been vandalized after hours. Officer Shoer was informed that the metal bleachers had been flipped over and been damaged in the parking lot. No camera footage of that area could be recovered.

Officer Shoer spoke with a student who was in a mental health crisis. The student was yelling and swearing, and ended up stating he didn't want to live anymore. Officer Shoer transported the student to the hospital for an emergency mental health evaluation.

Officer Shoer responded to the bathroom by the woodworking area after a Dean located a suspicious and possibly threatening message that appeared to be written in marker on a bathroom stall. The school was placed in a stay in place while Officer Shoer and DHS investigated the writing. After checking camera footage, and speaking to students who entered the bathroom, a time frame where the writing could have occurred was found. One suspect, a DHS student, denied writing the statement but three knives were found on this student as a result of the investigation. The student received school sanctions. This investigation is still ongoing

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

Whittier Falls Liaison Officer

For the month of April 2023, Officer Gore responded to 73 calls for service. Officer Gore assisted patrol with 13 calls for service and had logged 22 community contacts. Primarily, these calls consisted of background investigations, disturbances, MV Accident, assistance calls, found property, an overdose and traffic stops. Officer Gore also continues to assist patrol by covering several shifts for the month of April due trainings, and time off requests, vacations, etc.



Officer Gore preparing for the DHA Easter Egg Hunt Event.

The following calls are some of the more notable calls for the month of April 2023:

A resident reported being burglarized and having property damage. Officer Gore met with second shift officers who initially responded to the call, but ultimately Officer Gore took over the investigation. Officer Gore interviewed the resident and all guests in the home. After speaking to all involved parties, it was determined that there was not sufficient evidence to support any of the claims. There were no pry marks, cuts or noticeable damage to the exterior of the safe in question. The Special Investigations Unit responded and concurred with Officer Gore's assessment that there was no evidence to support the report of a burglary or property damage.

Officer Gore assisted patrol by serving a warrant on a male who had allegedly assaulted a juvenile during a disturbance. Office Gore facilitated the male turning himself in on the warrant and Officer Gore competing the booking process.

Officer Gore also responded to repeated calls for service regarding a Union Court resident. Officer Gore spoke with the resident on several occasions for violating DHA rules and regulations. The resident is scheduled to be evicted on 5/1 and was aware of the eviction and was told to contact DHA main office with any questions.

Officer Gore meet with residents in the park/playground located at Whittier Falls concerning needles and other drug paraphilia located in the park. Officer Gore was advised that the park is an active area after school hours and at dusk. Officer Gore will attempt to patrol this area more frequently and check the area for potentially dangerous items in the morning hours.

Officer Gore also attended several social events within the DHA communities to include: Tea Time at Jack Buckley Commons, a monthly Pot Luck at Covered Bridge Manor, and BINGO at Central Towers.

Officer Gore routinely stopped in and spoke to the residents at Waldron Towers during lunch time where he answered numerous questions from residents. Officer Gore ended the month with the DHA yearly Easter egg hunt in which 36 children and their families attended.

Officer Gore also assisted with the DEA Drug take back program by hosting a "Mobile Drug Take Back" event, and traveling to each of the senior living facilities collecting expired and unused medication and needles. He also participated in the "Coffee with a Cop" where he met with members of the community, adult and youth, bridging the gap between the community and the Dover Police Department.

During the month of March, Officer Gore requested permission to provide a ride to school in and tour of the police facility as an item for the annual St Mary's Academy auction. Officer Gore was surprised to hear that the ride and tour brought in $250.00 to the school. Officer Gore was happy to meet with the winning student and family on April 21, 2023 to provide the ride and tour. The student, family, and faculty of SMA were thrilled and hope to continue this relationship for years to come.



Officer Gore with the Bailey Family who won a ride to school in a cruiser as part of the St. Mary's Academy annual fundraising event.

Police Social Worker (PSW)

PSW Jones had 6 new cases in April 2023 and 8 cases carried over from previous months. In total, PSW Jones has had a caseload of 186 cases since beginning this assignment mid-February 2022.

The ACERT Team, which consisted of PSW Jones, SRO Shoer, 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 8 families total on April 5th, 12th, and 26th.

PSW Jones received 1 case for Post Arrest Diversion in April. The individual completed the diversion process with Live Free Recovery and the Resisting Arrest charge will not be brought forward as a result.

PSW Jones began the onboarding process for two fall 2023 UNH interns. PSW Jones continued supervising Kelsey Rubio, MSW intern from Walden University, at 20 hours per week, and began training the new Outreach Social Worker, Kelli Adkins, on 4/17/23.

Outreach Social Worker (OSW)

Outreach Social Worker (OSW) Kelli Jo Adkins began working with the Dover Police Department on April 17, 2023. She spent most of the month onboarding, learning how to use the different software programs, meeting with representatives from different units and bureaus within the police department, and learning how to document her future interactions. Throughout the month, OSW Adkins shadowed PSW Jones and Lt. Mitrushi in order to learn about the outreach efforts and philosophy of the department. OSW Adkins also compiled lists of resources in the Strafford county area and began connecting with providers to start building a relationship.

OSW Adkins had 11 new cases in April consisting of individuals experiencing homelessness and substance misuse. Those services she is providing are ongoing as she attempts to connect those individuals with appropriate resources. OSW Adkins also assisted PSW Jones with some previously established PSW cases in an effort to connect individuals and families with resources for housing, elderly services and mental health treatment.

OSW Adkins was able to attend the ACERT home visit on April 26th and later provided follow-up calls and referrals to appropriate services. OSW Adkins worked with PSW Jones to learn the ACERT model and process so she could be a part of the team for future home visits.

Throughout the month of April, OSW Adkins made contact with individuals who were currently experiencing homelessness and residing in tents along the Dover Community Trail. One of these individuals had been in contact with PSW Jones the previous spring and was willing and able to reconnect with services. OSW Adkins connected individuals with resources and made referrals as needed.

On April 20th, OSW Adkins attended Mental Health First Aid training and met several City of Dover employees; to include welfare office workers and librarians.

OSW Adkins attended the Legislative breakfast, Strafford County ending homelessness committee meeting, and the Dover-Rochester outreach team lunch where she discussed and learned about on-going efforts to assist those who are experiencing mental health challenges, substance misuse and homelessness.

Special Investigations Unit (SIU)

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

SIU detectives presented 5 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 1 unattended death in April 2023.

SIU detectives conducted targeted drug operations. These investigations are ongoing.

SIU detectives attended 3 forensic interviews at the Strafford County Child Advocacy Center. These interviews are designed to document detailed information about alleged crimes that were experienced or witnessed by children.

As a result of a SIU investigation, detectives executed a search warrant at a Dover residence arrested an adult male for 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 April, 2 of these investigations were on-going.

At the end of April 2023, SIU detectives had 50 open investigations.

Records Unit

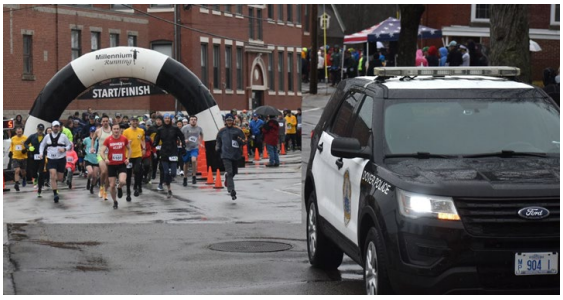
Permit Applications Submitted/Reviewed
April 2023

Taxi Cab Licenses	00	Road Toll Permits	01
Notifications to City Hall	02	Dance / Entertainment	00
Raffle/Tagging Permits	00	Gun - Seller	00
Block Party Permits	02	Hawker / Peddler	00
Parade Permits	01	Other	00
License to Carry Firearm	05	Total	11

Traffic Bureau

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) for scheduled meetings on April 6, 20 and 27. Projects under review included a residential addition off Knox Marsh Road, a commercial redevelopment on Sumner Drive, a commercial expansion on Back River Road, a residential subdivision off Oak Street, and a commercial development on Grapevine Drive. Technical review committee staff also met to discuss additional 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.

Between April 3 and 10, the police department participated in the statewide "U Drive, U Text, U Pay" initiative as part of the current year's grant contract with the NH Office of Highway Safety. This mobilization provided additional funding to cover several directed traffic patrols targeting distracted drivers. Distracted driving has become one of the leading causes of collisions both statewide and nationally. The Dover Police Department conducted 14 hours of directed patrols as part of this one-week initiative, during which 33 traffic stops were made that resulted in 20 citations and 11 warnings for violations of New Hampshire's Prohibition of Handheld Electronic Devices While Driving, along with an array of other motor vehicle warnings.



In the above photo, the police department provides a lead cruiser to kick off the start of the race on Church Street. (Photo credit: Mr. David Colby Young, https://mainerunningphotos.com)

On April 1, Lt. Speidel worked closely with Saint Mary Academy staff and volunteers to organize the annual SMA 5K road race, which was the second of the Dover Race Series events in 2023. 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, and scheduling and assignment of police personnel.

On April 15, Lt. Speidel worked closely with organizers of the Reds 5 Mile Race, the third event in the Dover Race Series. Lt. Speidel coordinated all traffic control particulars and police personnel assignments for this event. The Reds Race benefits a number of local nonprofit organizations, including Community Partners and the Seymour Osman Community Center.

Between April 19 and 21, Lt. Speidel coordinated the traffic detour plan for a daily closure of New Rochester Road in connection with utility work for the new Copper Drive residential development. The closure involved detouring southbound traffic via Old Rochester Road and active traffic control by police and traffic flaggers to manage key conflict points.

Lieutenant Speidel coordinated the traffic control particulars for the seventh annual Cochecho Challenge Half Marathon on September 4. The event is organized by the First Parish Church to raise funds for its various charitable programs, such as the food pantry. The 13.1 mile course is contained entirely within Dover City limits, with a start/finish line near the church and an outlying river crossing via the footbridge between Covered Bridge Lane and County Farm Road. The Traffic Coordinator and Parking Bureau teamed up to coordinate the advance deployment of barricades and signs to facilitate temporary parking restrictions, traffic diversions, and safe traffic flow. Lt. Speidel handled the police operational plan for the event, assigning officers to key intersections to ensure safe passage for race participants, and worked closely with organizers on other logistical matters.

In the month of April, the mobile Speed Alert radar awareness trailer was deployed in several locations to help increase driver awareness of speeding concerns. These locations included Lexington Street, Cushing Street, and Rutland Street.

A former multifamily home was demolished on April 24 to make way for an approved new residential apartment building at 725 Central Avenue. The Traffic Coordinator facilitated a lane shift and provided traffic control to maintain an appropriate safety zone while the building was being taken down.



Structure at 725 Central Avenue in the process of being demolished

The Traffic Coordinator 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 April:

- Lexington Street closure for tree work, April 26
- American Cancer Society Relay For Life road toll fundraiser, April 29

Administration

Kelli Jo Adkins began her career with the Dover Police Department on April 10, 2023. Kelli Jo comes to us with over 5 years of experience as a Child Protective Social Worker for NH DCYF as well as Maine Department of Health and Human Services. Kelli Jo has a Bachelor's Degree in Criminology from Merrimack College. She is originally from Concord, MA but now lives in Gonic, NH with her husband and two children. Kelli Jo will be working with CREU as the Outreach Social Worker.



Kelli Jo Adkins



Bridget Ryan

Bridget Ryan started on April 10, 2023. Bridget comes to us with prior experience as a research assistant at the UNH Crimes Against Children Research Center where she worked to collect data from law enforcement agencies around the country about internet crimes against children. Bridget has a Bachelor's Degree in Psychology and a minor in Criminal Justice from Stonehill College in Easton, MA. She is originally from New York, but now lives in Rochester with her boyfriend. Bridget will be working with the Prevention Services Unit as a Prevention Programmer.

On April 7, 14, & 21, Police Social Worker Kaitlin Jones attended three one hour webinars trainings entitled Local Strategies-Responding to Hoarding Conditions. This interactive, web based learning model provided knowledge of hoarding as a mental health concern, appropriate communication strategies, and utilization of partners and local resources. This webinar provided a platform for community members to come together to build connections.

On April 7, Prevention Programmer Hannah Martuscello attended a seven hour workshop entitled Internal Biases and the LGBTQIA+ Community in Substance Use and Mental Health Care, held in Concord, NH. This workshop facilitated a discussion around the impacts of ways society, and mental health practitioners specifically, view LGBTQIA+ identities on the body; in particular, how experiences of oppression and marginalization can lead to stored, unresolved trauma reactions in our nervous systems.

On April 10, Sergeant Dave Collis attended All Things K-9, held in Hooksett, NH.

All Things K-9 was a class designed to highlight the potential and capabilities of a K-9 team. Police supervisors gained a better understanding of how to support these valuable resources and prevent liability against their units. Course attendees learned about K-9 narcotics sniffs of vehicles, currency, parcels, buildings, and open areas. This course also explored the use of a K-9 in high-risk vehicle stops, tracking, trailing and open area searches for suspects.

On April 10, Prevention Programmer Hannah Martuscello attended a two hour virtual training entitled Approaches to Addressing Unsheltered Populations in New Hampshire. This training offered three different but complementary approaches to addressing the problem of youth and adults who are homeless.

From April 11-13, Assistant Communications Supervisor Christian Reed and Dispatcher Jon Gustafson attended the 2023 NH Emergency Dispatchers Association Conference held in Bartlett, NH. This three day offered numerous educational sessions to select from.

From April 13-14, Officer Bryon Gore attended a three day Rifle Armorer training held in Epping, NH. This training content focused on the mechanical functioning, disassembly, reassembly, maintenance, troubleshooting, and field repair of different variants of the M16/M4 rifle. The certification is good for a three year period, after which a one day re-certification class is required.

From April 10-14, Officers Tim David and Ryan Anderson attended CIT Mental Health Awareness & De-escalation Training held in Pembroke, NH. The New Hampshire chapter of the National Alliance for Mental Illness (NAMI-NH) facilitates this interactive training to provide extensive information on people living with mental illness – primarily focusing on those that commonly result in law enforcement contact. The training also provided techniques for de-escalation during these interactions with the safety of all involved being the primary goal. The training highlights best practices, improves community partnerships, and helps communities develop processes to serve people affected by mental illness with response and dignity. Topics covered included suicide prevention, basic de-escalation and intervention strategies, the stages of escalating crisis, PTSD, and Veterans. The Dover Police Department has committed to training 100% of our officers in CIT. As of March, 64% of the agency's sworn officers have been through the 40-hour training.

From April 17-21, Sergeant Juel Cooper attended FBI-LEEDA Training in South Portland, Maine. This 4 ½ day program is built especially for supervisors and middle managers with the goal of enhancing their leadership competencies. Attendees were engaged in personality diagnostic, leadership case studies, mentoring, developing your people, performance management, risk management and credibility.

On April 18, Animal Control Officer Kathy Ladisheff attended a webinar training called Investigating and Prosecuting Animal Abuse Cases.

On April 20, Officers Todd Kitchen, Isaac Lluberes, and Jonathan Palmer, Prosecutor Chelsea Driscoll, Secretaries AnnMarie Cummings, Dawn Harding, Kelley Tidball, Felicia Coffin, and Victim Advocate Patti Powers attended Mental Health First Aid. Mental Health First Aid is a skills-based training course that teaches participants about mental health and substance-use issues. The class provides students with the ability to recognize signs and symptoms of someone who may be experiencing a mental health challenge or someone in crisis and provided students with the tools to connect the person with the appropriate resources available. The goal of the class was to reduce stigma around mental health and dispel any misconceptions people have.

From April 24-28, Officer Molly Shoer attended Raider Solo Engagement training held in Portsmouth, NH. The training exposed first-on-scene responders to the tactical skills necessary when operating in an active shooter setting populated by large numbers of civilians. This training is designed to provide officers with a new skill set of moving alone in hostile environments. The course involved classroom, range, and scenario instructions.

From April 24-28, Officers Chris Gibbons and Ryan Anderson attended Field Training Officer training, held at the Dover Police Department. This course was designed for veteran officers to teach them how to develop their leadership skills necessary to effectively train and properly evaluate today's recruit officers or lateral transfers in preparation for their solo patrol duty.

Parking Bureau

Throughout the month, Parking Bureau personnel put out more than 450 No Parking barricades for various needs. Some were in support of early spring road races, including the Reds Race for a Better Community 5 Mile race, and the Cocheco Challenge 5K. Barricades restricting parking were also placed to aid Community Services' street sweeping efforts.

The Parking Bureau purchased 18 slightly used Parkeon/Flowbird parking meters from the City of Salisbury, MA at $50 each to be used for parts. The Parking Manager estimates the value of the parts to be $15,000.

Dover Police Department Field Operations	Calls for Service	Traffic Stops	Non-Enforcement Contacts	Incidents Handled	Emergency 911 Responses	Alarm Responses	Traffic Accidents	Arrests Made
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
April 2023	1,992	333	148	2,473	18	95	76	49

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.

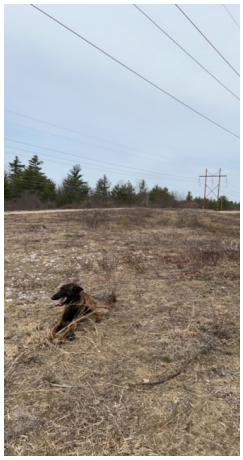
Police Responses	*October 2022*	*November 2022*	*December 2022*	*January 2023*	*February 2023*	*March 2023*	*April 2023*
Priority 1	143	126	164	200	134	129	156
Priority 2	109	119	98	94	86	91	115
Priority 3	828	856	829	993	819	993	866
Priority 4	708	635	637	771	722	781	967

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 April 6, 2023, Officer David and K9 Vision assisted officers with a narcotics investigation where three backpacks were seized. K9 Vision was deployed to sniff the backpacks. K9 Vision indicated that there were narcotics in all three backpacks. After a search warrant was executed on the backpacks, a wide variety of narcotics and a firearm were discovered inside of them.

On April 17, 2023, Officer David and K9 Vision assisted officers with a traffic stop that turned into a drug investigation. K9 Vision was deployed to sniff the exterior of the vehicle. K9 Vision alerted to the presence of narcotics in the vehicle. Prior to the sniff, a quanity of heroin and methamphetamine were removed from the vehicle, as they were on



K9 Vision enjoying one of the first warm days of the year

a person who was arrested. After the execution of a search warrant, a bag containing a residual amount of narcotics was discovered inside of the vehicle.

On April 29, 2023, Officer David responded to a call for service where two vehicles were broken into. Officer David noticed that some of the stolen items were in the woodline. K9 Vision was deployed on a track to determine where the suspects may have fled to. This track led directly to a campsite where two potential suspects were identified.

Accident Reconstruction Team

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

Dispatch Communications

Dispatch Communications	Radio Transmissions	Phone Calls	911 Calls Received	Lobby Customers	Police Alarms Received	Fire & Medical Alarms
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
April 2023	15,766	7,707	477	246	95	70

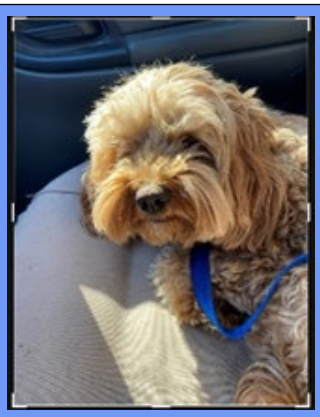
Animal Control – April 2023

Total Calls for Service: 41	**Breakdown:**
Handled by Officers/Dispatch: 27	Found/Loose Animals: 28
Handled by Animal Control Officer: 14	Welfare Checks: 01
	Animal Bites: 03
	Misc/Other: 09

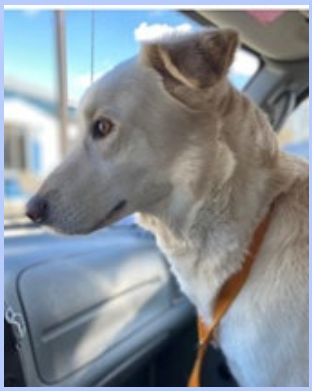
Three of these calls involved found dogs that were returned to their owners. One involved an orphaned gray squirrel that was rescued and transferred to a wildlife rehabilitation center.



Bear



Ruby



Marley



Gray Squirrel

Public Library

April library circulation totaled 19,045 items. (7,556 adult + 6,192 children's print items; plus 5,297 items downloaded including 4,362 audiobooks & eBooks, 738 Hoopla streaming music, movies, and books, 78 Kanopy plays and 119 eMagazines).

129 new library patrons registered, bringing the total active cardholders to 13,347.

The Dover Public Library's Book a Librarian service helped 18 community members.

The Dover Public Library's 3D printer produced 20 items requested by our patrons.

The Library's museum passes were borrowed 144 times saving community members approximately $4,300 in admission fees.

52 new patrons registered for downloadable audiobooks/ eBooks via Overdrive (total = 6,854) and 20 registered for Hoopla (total = 2,507) and 15 registered for Kanopy (total 287).

Internet and PC uses by the public totaled 906 on library workstations, plus another 7,825 via Wi-Fi, plus 15 Chromebook loans.

The library's website statistics showed 78,104 page views by 7,427 users in 13,110 sessions.

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

The Dover Public Library has 5,584 subscribers to its two monthly e-newsletters—Children's and Adults.

Library staff posted 235 items to its various social media platforms in April. Total social media platform followers = 16,331.

Staff added 105 books to our 2 little free libraries in April.

11,500 people visited the library during April an average of 397 per day (open 29 days).

The Dover Public Library hosted 69 programs in April which were attended by 2,001 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: 6 D & D sessions with 63 attendees; 2 Shake Your Rattle and Roll with 152 attendees; 2 Family Story times with 59 attendees; 2 STEM Story Times with 25 attendees; 2 Mother Goose on the Loose story times with 80 attendees; 3 Knitting Group 27; 6 Book Groups 41; 1 Creation Station 418; 1 Crafternoon Dog Man Crafts 25 attendees; 1 Adult Chapter Book Club with 26; 1 Books & Bites with 20; 1 Dover Shockwave Robotics with 15; 1 Family Game Night with 8; 1 Cocheco Writer's Groups with 5; 1 Braided Rug Class with 7 attendees; 1 Caregiver Café 5; 1 Dover Stories of Our Past with 49 people attending; 1 Butterfly Basics with 30 attendees; 1 NEMO: How to Maintain Outdoor Gear with 13 attendees; 1 Papercraft/Scrapbook with 13 attendees; 1 Learn to Knit with 16 attendees; 1 Music, Art, and Mindfulness 9 attendees; 2 Organic Gardening with Vince with 62 attendees; 3 All Abilities Club with 30 attendees; 1 Lego Club with 18 attendees; 1 Poetry Contest with 395 entries; 1 Peeps Contest with 26 entries; and 1 Genealogy Club with 11 attendees.



A Midsummer's Night Peeps

Dover Public Library Systems and Technology Librarian, Nick Gagnon, received recognition from the Margery Sullivan Chapter of the Daughters of the American Revolution for helping establish the First Settlers Burying Ground webpage. The webpage is hosted in the History section of the Dover Public Library website and allows users anywhere to access this researched information." The page can be found at https://www.dover.nh.gov/government/city-operations/library/research-learn/history/first-settlers-burying-ground/first-settlers-burying-ground.html



Award to Nick Gagnon

Teen Librarian Emily Ainaire and Children's Library Patty Falconer held a pop-up library event at Flight Coffee in Dover. At Flight, staff provided information about upcoming library events, services that are offered, and registering for library cards. This event was in alignment with the library's strategic plan of promoting library services to non-library users as well as working with local businesses to bring unique programming to patrons.

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 April (61 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.

Dover Public Library set up a booth at the Woodman Museum's Dover Day on April 22. Aimee Lockhardt, Community Engagement Librarian, spoke with 80 individuals during the time. She signed up 9 for library cards, renewed 10 library cards and reserved 1 museum pass. In addition, she handed out coloring books based on historical images in the library's collection. Aimee connected with Danielle Heaton, Director of Operations and Programs at Twenty-One Senses, and hopes to use that relationship to create calming spaces in the library or at programs for children who may be experiencing sensory sensitivity issues.

Passport application processing fees and notary services provide a continuing source of revenue for the Dover Public Library. The Library processed 52 passport applications in April generating $1,820 in revenue and provided notary services for 41 patrons generating $205 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

5 Dover Public Library staff members attended Mental Health First Aid training in April. The day long course aims to certify attendees in Mental Health First Aid by teaching how to recognize and respond to someone in emotional distress; understand the risk factors and warning signs of mental health challenges; and how to connect someone with help.

Rachel Gogan, Dover Public Library Librarian, attended a series of three webinars on building and defending inclusive collections in libraries. The Dover Public Library aims to support all Dover residents by providing materials of use and interest to the diverse population of Dover. The webinar covers the use of data in making collection decisions, assessing the existing collection to ensure that it continues to be relevant to the population it serves. The webinar also covered concepts in DEI Library work, sources for finding diverse materials and how to conduct a diversity audit of a library collection.

The Dover Public Library now has two new volunteers, Ashley Chambers and Suellen Pratt, to help us keep our two little free libraries well stocked and appealing to users. This will be especially helpful to us as the weather gets warmer and visits to the little free libraries increase, thus causing higher demand for new books in the libraries.

Tony McManus, author of the Dover 400th book "Dover: Stories of Our Past," joined the library on April 27th to share stories from his publication. The book covers stories from his Foster's Daily Democrat newspaper columns covering the families, events and stories that shaped the Dover community. Some stories he told included city hall burning, the Hale family house where President Monroe was entertained, and how doctors were trained on the Wentworth-Douglass Hospital campus. The program was offered hybrid and 49 attended.

Each day during the spring school vacation week (April 24-28), the Dover Public Library Children's Room staff had an activity for elementary-age students. Monday was a STEM event which allowed kids to explore mud. Fairy and Gnome houses were constructed outside using natural materials on Tuesday, Lego Club was held on Wednesday, and a DogMan program in honor of the release of the new book took place on Thursday. On Friday, staff debuted many new yard toys at the Come and Play! program. These toys are now all available for check out.

Public Welfare

This month there was an increase in activity in all five metric areas that the department tracks. There were 624 client contacts, 26 new clients and 105 in person client interviews.

169 people were served for an approximate cost of $27,400.00. This is the largest amount spent to date in FY2023.

Of the amount spent for assistance above, $19,906.58 was for rent payments and $5954.58 for hotel/motel payments for a total of $25,861.16 for housing costs. $1400 was expended to stop electric disconnects and $140 to transport clients to shelter.

19 of the clients assisted had at one time received Emergency Rental Assistance. These clients cost Dover $11,705.

All Welfare staff participated in the Mental Health First Aid class.

Recreation Department

Gym & Programs

Interval Strength with Lisa wrapped up a session on Tuesdays and Thursdays and will return in May. Field requests were completed and all youth leagues were able to begin their seasons outdoors. Cocheco Lacrosse utilizes school fields, Dover Baseball and Dover Youth Softball use a combination of their own fields and City fields and Garrison City FC uses the Shaw's Lane fields. Dover Little Green Cheerleading has also started their off-season conditioning in the DMS gym. Outdoor Pickleball courts continue to be increasingly popular – all 8 are often full on the weekends, especially in the mornings. Use is consistent throughout weekdays as well. They are open on a first come first serve basis with the exception of Tuesday & Friday mornings when they are reserved by the Dover Senior Center program. Indoor courts remained popular in April as the calendar indicated it was spring but the weather outside proved challenging for play. Were able to conduct summer camp registrations on online site – https://getactive.dover.nh.gov for both Playgrounds and Camp Kool. This meant parents could register online and use a credit card for payment rather than traveling to locations and waiting in line to get a spot. The division has also utilized this for fitness programs, hockey leagues and swim lessons. Summer camps have returned to normal capacity and both programs filled the day registrations opened with residents. The preview night and draft were held for Spring Men's 30+ basketball league. Games will be held on Monday and Thursday evenings and began on April 17th. Have 5 teams in the league.

Preview and draft were held for new HS spring basketball league on April 1st. This league plays games on Saturdays at the McConnell Center gym. New basketball training sessions with Colby "Bub" Conway began taking registrations and will begin session in May. Either private lessons or small groups will be held in the Butterfield gym to help kids in grades 3-8 with their off-season basketball skills and conditioning. Hiring for summer staff was on-going and summer programming was put in place.

Indoor Pool & Jenny Thompson Pool

April brought back some stability for the pool from a lifeguarding and programming standpoint. The pool gained 3 lifeguards from March lifeguarding class and had one return with open availability from seasons past. Several college students are returning in early May, which will allow staff to expand the current Indoor schedule along with provide added stability for opening the outdoor pool to swim teams and afternoon programming. Spring group swim lessons will end the second week of May and conclude the school year program. The pool had another strong session of lessons accommodating 185 participants. The division will take a break after this session to prepare for the summer season. Summer swim program will be 2 week sessions with 6 classes per session Tuesdays, Wednesdays and Thursdays. This is reduced from 8 classes per session last summer as unable to run classes on Mondays or Fridays due to swim instructor availability. A program guide will be released at the end of the month online. Registration for all summer sessions will be held in May and classes will begin at the end of June. Staff is running another lifeguard course in May alongside a WSI class. The dates and times are concurrent. Erika Holton will be teaching lifeguarding and Erika Friedman will be teaching WSI. Hope to gain more staff from these courses; however, the trend has been other Recreation Departments sending their staff to us for certification due to a lack of classes being offered in the surrounding area. There have been no issues mechanically with the Indoor Pool. Staff is working on some piping and valve replacements in the pit of the Outdoor Pool prior to opening it for the season. SOLO Aquatics, Birthday Parties: 4

Dover Ice Arena

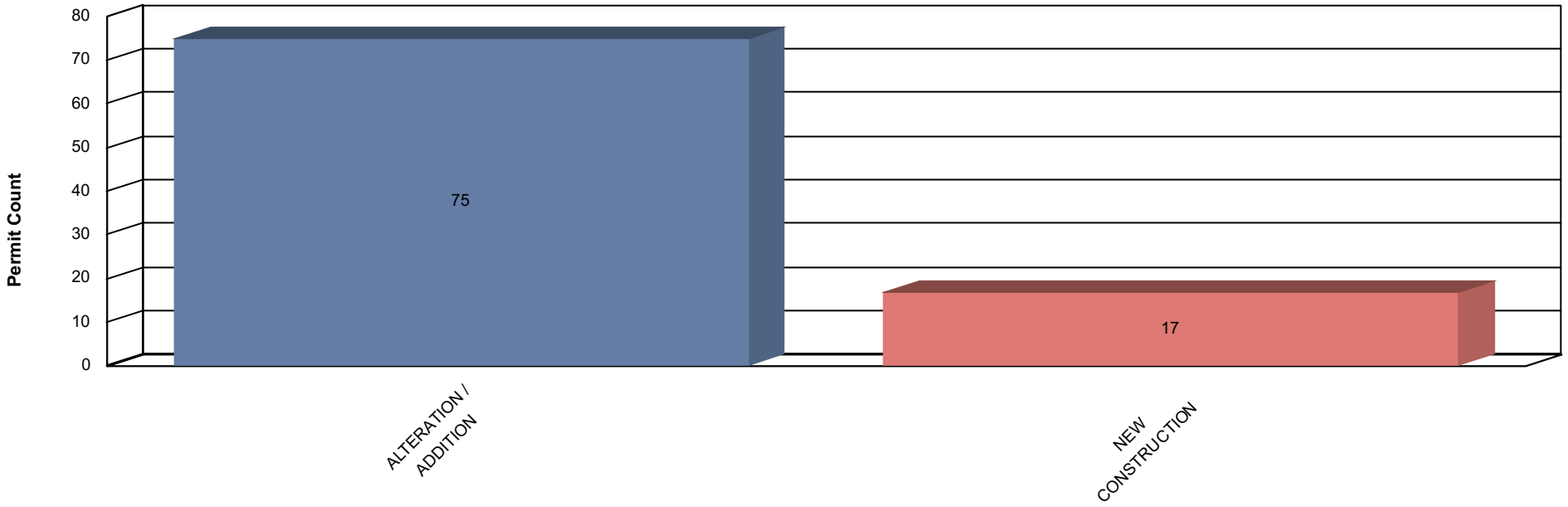
April at the Dover Arena is a busy time as hosted the first off-ice event of the season and spring programs continue. At the beginning of the month, the arena hosted the Flyball Dog Show which had a great turnout. Cocheco Valley Rollers continue practices on Tuesdays and Thursdays nights. As for the spring hockey programs – the Spring 3 on 3 league is meeting twice a week until the ice comes out in May. The spring Learn to Skate is on Wednesday's as well as Youth Intro to Hockey. Rock Night has had a steady turnout every Saturday night, the program runs till the first Saturday in May. Beginner Adult Skills on Friday mornings remains to be very popular as well as the weekly Chix with Stix program on Sunday afternoons. Opened up Camp Kool registration on April 17th and the program filled up in the first 20

minutes of registration! The month of May means that the spring programs will be wrapping up as prepare to take the ice out on the 15th. On the 13th of May will host the Seacoast Home and Food Show. On the 20th of May will host a Boxing Event by Jass Boxing. Preparations for Camp Kool will begin as well as regular cleaning and maintenance of the facility as get ready for next season! Birthday Parties: 1, Adult and Youth Stick Practice: 373 skaters

Dover Senior Center

This month continued to hold regular daily games and activities, as well as Chair Yoga, Tai Chi, and Yoga for Bone Strength and Pickleball. The center continued a partnership with UNH-OT grad students, members visited the Portsmouth Music Hall and Center for Wildlife in York and the center hosted a Back Pain clinic.

PERMITS ISSUED BY WORK CLASS (04/01/2023 TO 04/30/2023)
FOR CITY OF DOVER, N.H.



Permit #	Type	Workclass	Status	Main Address		District	Parcel
	Application Date	*Issue Date*	*Expiration*	*Last Inspection*	*Finaled Date*	*Applied Online*	
	Zone	*Fee Total*	*Sq Ft*	*Valuation*	*Project Zone*	*Assigned To*	
ALTERATION / ADDITION							
BLDM-2022-0262	Building - Minor	Alteration / Addition	Issued	165 Back River Rd, Dover, NH		None	I0088-000000
	10/23/2022	*04/01/2023*	*10/02/2023*			*Yes*	
	R-12 Residential - Medi	*$190.00*	*308*	*$15,000.00*	*Residential*	*Jim Maxfield*	
	Description: Adding a 14 x 22 shed in back yard,						
BLDM-2022-0323	Building - Minor	Alteration / Addition	Issued	15 Rutland St, Dover, NH		None	12147-A00000
	12/09/2022	*04/01/2023*	*10/02/2023*			*Yes*	
	HR Residential - Heritag	*$223.00*	*360*	*$17,663.00*	*Residential*	*Jim Maxfield*	
	Description: Installation of prefabbed 12x30 shed;						
BLDM-2022-0340	Building - Minor	Alteration / Addition	Issued	181 Spur Rd, Dover, NH		None	L0045-C00000
	12/30/2022	*04/01/2023*	*10/02/2023*			*Yes*	
	R-20 Residential - Low	*$498.00*	*100*	*$43,000.00*	*Residential*	*Jim Maxfield*	
	Description: Remodel master bath. Replace all fixtures, shower and floor tiles,						

PERMITS ISSUED BY WORK CLASS (04/01/2023 TO 04/30/2023)

Permit #	Type *Application Date* *Zone*	Workclass *Issue Date* *Fee Total*	Status *Expiration* *Sq Ft*	Main Address *Last Inspection* *Valuation*	 *Finaled Date* *Project Zone*	District *Applied Online* *Assigned To*	Parcel
BLDM-2022-0257	Building - Minor *10/20/2022* *C Non-Residential - Cor*	Alteration / Addition *04/01/2023* *$399.00*	Issued *10/02/2023* *0*	100 Sterling Wy, Dover 03820 *$33,700.00*	 *Non-Residential*	None *No* *Jim Maxfield*	11002-000000
	Description: partial change of use with interior alterations						
BLDM-2022-0315	Building - Minor *12/02/2022* *R-20 Residential - Low*	Alteration / Addition *04/01/2023* *$685.00*	Issued *10/02/2023* *2,040*	45 Boston Harbor Road Rd, Dover, NH 03820 *05/10/2023* *$60,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	07017-A00000
	Description: Perform interior finish work to weathertight shell where the rough plumbing, electrical and have been completed to create main dwelling unit area creating an ADU on lower level.						
BLDM-2022-0316	Building - Minor *12/08/2022* *R-12 Residential - Medi*	Alteration / Addition *04/01/2023* *$58.00*	Issued *10/02/2023* *14*	4 Woodland Rd, Dover, NH *$2,558.00*	 *Residential*	None *Yes* *Jim Maxfield*	17108-000000
	Description: Upgrade roof per engineers report prior to solar installation.						
BLDM-2022-0268	Building - Minor *10/26/2022* *R-40 Residential - Rura*	Alteration / Addition *04/01/2023* *$410.00*	Issued *10/02/2023* *1,200*	41 Whiteley Dr, Dover, NH *$35,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	N0018-020000
	Description: finish basement						
BLDM-2023-0107	Building - Minor *03/23/2023* *R-12 Residential - Medi*	Alteration / Addition *04/01/2023* *$223.00*	Issued *10/02/2023* *0*	90 Horne St, Dover, NH *05/09/2023* *$18,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	36034-F00000
	Description: Put 1/2 bath in existing room. *Add outdoor slider.*						
BLDM-2023-0025	Building - Minor *01/21/2023* *CBD-G Central Busines*	Alteration / Addition *04/03/2023* *$135.00*	Issued *10/03/2023* *450*	91 1/2 Henry Law Av, Dover, NH *$10,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	22006-000000
	Description: convert finished attic into a bedroom w/framed in walk-in closet. New electrical, insulation, and drywall.						
BLDG-2022-0127	Building - Major *12/13/2022* *R-40 Residential - Rura*	Alteration / Addition *04/03/2023* *$190.00*	Issued *10/03/2023* *0*	259 County Farm Rd, Dover, NH *$15,000.00*	 	None *Yes* *Jim Maxfield*	B0020-000000
	Description: Motorola to add dishes to existing rooftop						
BLDG-2022-0126	Building - Major *12/13/2022* *R-40 Residential - Rura*	Alteration / Addition *04/03/2023* *$157.00*	Issued *10/03/2023* *0*	308 Long Hill Rd, Dover, NH *$0.00*	 	None *Yes* *Jim Maxfield*	A0043-D00000
	Description: Adding Motorola dishes to existing tower						
BLDM-2023-0034	Building - Minor *01/29/2023* *R-40 Residential - Rura*	Alteration / Addition *04/04/2023* *$212.00*	Issued *10/04/2023* *800*	77 Childs Dr, Dover, NH *05/09/2023* *$17,200.00*	 *Residential*	None *Yes* *Jim Maxfield*	N0008-A00P00
	Description: Removing existing drop ceiling in 2 sections of basement, moving lights and 4 AC vents up between floor joist, and Finishing ceiling with sheetrock						
BLDM-2023-0032	Building - Minor *01/27/2023* *C Non-Residential - Cor*	Alteration / Addition *04/04/2023* *$36.00*	Issued *10/04/2023* *0*	30 Dover Point Rd, Dover, NH *$1,000.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	K0019-C00000
	Description: LPG EXCHANGE						

PERMITS ISSUED BY WORK CLASS (04/01/2023 TO 04/30/2023)

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-2023-0063	Building - Minor *02/17/2023* *CBD-G Central Busines*	Alteration / Addition *04/05/2023* *$157.00*	Issued *10/05/2023* *100*	5 Hale St, Dover 03820 *$12,000.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	09116-000000
	Description: Remove and dispose of stairs, landing and post. Pour concrete footings for posts and bottom of stingers. Install Posts frame landing and stairs. Install decking, treads and trim. install posts and railings.						
BLDM-2023-0044	Building - Minor *02/07/2023* *R-40 Residential - Rura*	Alteration / Addition *04/06/2023* *$256.00*	Issued *10/06/2023* *280*	34 Quaker Ln, Dover, NH *04/07/2023* *$21,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	M0083-012000
	Description: Project scope is a 280 square foot deck replacement with a total project cost of $21,000. Existing wood deck will be replaced with composite. Deck footprint will remain unchanged.						
BLDM-2023-0088	Building - Minor *03/13/2023* *R-20 Residential - Low*	Alteration / Addition *04/07/2023* *$795.00*	Issued *10/09/2023* *400*	135 Spur Rd, Dover, NH *$70,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	L0034-000000
	Description: In-ground pool						
BLDG-2023-0019	Building - Major *02/22/2023* *R-12 Residential - Medi*	Alteration / Addition *04/10/2023* *$1,675.00*	Issued *10/31/2023* *830*	2 Cobble Hill Dr, Dover, NH *05/04/2023* *$150,000.00*	 	None *Yes* *Jim Maxfield*	20114-020000
	Description: Removing existing sloped roof structure. Adding (2) shed dormer roofs off of the existing roof ridge. Reworking the second level floor space layout. Creating 3 bedroom spaces and 1 additional bathroom.						
BLDM-2023-0079	Building - Minor *03/07/2023* *C Non-Residential - Co*	Alteration / Addition *04/11/2023* *$674.00*	Issued *10/11/2023* *2,100*	863 Central Av, Dover, NH *$58,995.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	38005-000000
	Description: Remove existing Roof, iso and edge metal *Furnish and install new 060 tpo roof*						
BLDM-2022-0242	Building - Minor *10/11/2022* *R-40 Residential - Rura*	Alteration / Addition *04/11/2023* *$179.00*	Issued *10/11/2023* *1,750*	221 County Farm Rd, Dover 03820 *$14,000.00*	 *Non-Residential*	None *No* *Jim Maxfield*	B0020-000000
	Description: const. a 50' x 35' dog pavilion/play area						
BLDM-2023-0033	Building - Minor *01/29/2023* *R-20 Residential - Low*	Alteration / Addition *04/13/2023* *$520.00*	Issued *10/13/2023* *400*	44 Bellamy Rd, Dover, NH *$45,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	H0006-A00000
	Description: New master bedroom addition						
BLDM-2023-0138	Building - Minor *04/10/2023* *R-12 Residential - Medi*	Alteration / Addition *04/14/2023* *$300.00*	Issued *10/16/2023* *700*	7 Hayes Ln, Dover 03820 *$25,000.00*	 *Residential*	None *No* *Thomas Abbott*	17037-D00000
	Description: removing flat garage roof and const. a pitched roof over for storage roof						
BLDM-2023-0144	Building - Minor *04/12/2023*	Alteration / Addition *04/14/2023* *$234.00*	Issued *10/16/2023* *1,000*	44 Dover Point Rd Unit E, Dover, Nh 03820, Unit E, Dover, NH 03820 *$18,948.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	
	Description: Project scope is a 1000 sq ft restoration/service/remodel in an office space that flooded due to ruptured water pipes with a total project cost of $18,948.89. Cost breakdown is building materials=$6250.00 Building cost=$8160.00. And floor installation=$4538.89.						

PERMITS ISSUED BY WORK CLASS (04/01/2023 TO 04/30/2023)

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-2023-0110	Building - Minor *03/27/2023* *R-12 Residential - Medi*	Alteration / Addition *04/14/2023* *$113.00*	Issued *10/16/2023* *0*	28 Samuel Hanson Av, Dover, NH *$7,770.00*	 *Residential*	None *Yes* *Jim Maxfield*	21026-025000
	Description: REMOVE AND REPLACE 8 WINDOWS - SAME SIZE, LIKE W/LIKE, NO STRUCTURAL CHANGES						
BLDM-2023-0125	Building - Minor *04/04/2023* *R-40 Residential - Rura*	Alteration / Addition *04/14/2023* *$135.00*	Issued *10/16/2023* *0*	42 Toftree Ln, Dover, NH *$9,603.00*	 *Residential*	None *Yes* *Jim Maxfield*	M0160-000000
	Description: REMOVE AND REPLACE 12 WINDOWS, SAME SIZE, LIKE W/LIKE, NO STRUCTURAL CHANGES						
BLDM-2023-0054	Building - Minor *02/13/2023* *R-12 Residential - Medi*	Alteration / Addition *04/18/2023* *$157.00*	Issued *10/23/2023* *0*	13 Crestview Dr, Dover, NH *04/24/2023* *$12,068.00*	 *Residential*	None *Yes* *Jim Maxfield*	D0022-008000
	Description: REMOVE AND REPLACE 6 WINDOWS, SAME SIZE, LIKE W/LIKE, NO STRUCTURAL CHANGES						
BLDM-2023-0149	Building - Minor *04/13/2023* 	Alteration / Addition *04/18/2023* *$146.00*	Issued *10/18/2023* *1,700*	35 Atlantic Ave, Dover, NH 03820 *$11,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	
	Description: Roof replacement						
BLDM-2023-0115	Building - Minor *03/29/2023* *R-40 Residential - Rura*	Alteration / Addition *04/18/2023* *$69.00*	Issued *10/18/2023* *320*	81 Boxwood Ln, Dover, NH *$3,500.00*	 *Residential*	None *Yes* *Jim Maxfield*	B0021-006000
	Description: Floating deck. Not connected to home or pool						
BLDM-2023-0046	Building - Minor *02/08/2023* *RM-U Residential - Urb*	Alteration / Addition *04/18/2023* *$91.00*	Issued *10/18/2023* *775*	17 Forest St, Dover, NH *$6,500.00*	 *Residential*	None *Yes* *Jim Maxfield*	24090-000000
	Description: Replacing existing vinyl siding with new vinyl siding on back bump-out portion of the first floor only. Total of less than 8 squares.						
BLDM-2023-0092	Building - Minor *03/15/2023* *R-12 Residential - Medi*	Alteration / Addition *04/18/2023* *$69.00*	Issued *10/18/2023* *16*	18 Maplewood Av, Dover, NH *$4,250.00*	 *Residential*	None *Yes* *Jim Maxfield*	D0044-000000
	Description: remove 16' bump out pantry, to create more space in the none heated breezeway between the house and garage. renovate the breezeway with new doors, windows, floor and removal of existing exterior doors. Cost breakdown is: *Doors/Windows- $3000* *Floor- $250* *Drywall- $250* *Interior Finishes- $500* *Lumber- $250*						
BLDM-2023-0039	Building - Minor *02/06/2023* *R-12 Residential - Medi*	Alteration / Addition *04/18/2023* *$113.00*	Issued *10/18/2023* *1,786*	8 Fairfield Dr, Dover, NH *$8,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	14005-N00000
	Description: Demolish existing single family dwelling that was damaged in a fire. Excavator to take down structure and dumpster to remove debris.						
BLDM-2023-0123	Building - Minor *04/03/2023* *R-40 Residential - Rura*	Alteration / Addition *04/18/2023* *$146.00*	Issued *10/18/2023* *1,331*	320 Blackwater Rd, Dover, NH *$10,559.00*	 *Residential*	None *Yes* *Jim Maxfield*	A0029-B00000
	Description: Re-roof of mounting planes, shingles Break when Bent or Walked on, Granules Brush Away Easily, Sheen / Fiberglass Exposed						

PERMITS ISSUED BY WORK CLASS (04/01/2023 TO 04/30/2023)

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-2023-0078	Building - Minor *03/06/2023* *R-20 Residential - Low*	Alteration / Addition *04/18/2023* *$0.00*	Issued *10/18/2023* *10,115*	16 Daley Dr, Dover, NH *$45,000.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	H0011-001000
	Description: Project scope is repairs to water damaged wing of school to include insulation, drywall, suspended ceiling grid, suspended ceiling panels						
BLDM-2023-0120	Building - Minor *03/31/2023*	Alteration / Addition *04/18/2023*	Issued *10/18/2023*	11 Main St, A, Dover, NH 03820		None *Yes*	
		$300.00	*1,224*	*$25,000.00*	*Non-Residential*	*Jim Maxfield*	
	Description: Remodeling inside of existing restaurant space. Demo and construction of service counter. Building banquet seating. Constructing cabinets, installing sinks.						
BLDM-2023-0128	Building - Minor *04/04/2023* *C Non-Residential - Cor*	Alteration / Addition *04/18/2023* *$597.00*	Issued *10/18/2023* *500*	42 Dover Point Rd, G, Dover, NH *$51,800.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	K0024-000000
	Description: Replace two bathrooms, hot water, heater, and kitchen. All the same layout applies.						
TESTPERMIT	Building - Minor *04/19/2023*	Alteration / Addition *04/19/2023*	Submitted *10/24/2023*	 *04/27/2023*		None *No*	
		$0.00	*0*	*$0.00*	*Residential*	*System Administrator*	
	Description: IGNORE TEST PERMIT IGNORE TEST PERMIT						
BLDM-2023-0162	Building - Minor *04/17/2023* *CM Non-Residential - C*	Alteration / Addition *04/20/2023* *$113.00*	Issued *10/20/2023* *0*	45 Knox Marsh Rd, Dover, NH *$7,538.00*	 *Residential*	None *Yes* *Thomas Abbott*	H0032-000000
	Description: REMOVE AND REPLACE 8 WINDOWS, SAME SIZE, LIKE W/LIKE, NO STRUCTURAL CHANGES						
BLDM-2023-0166	Building - Minor *04/19/2023* *CBD-G Central Busines*	Alteration / Addition *04/20/2023* *$0.00*	Issued *10/20/2023* *700*	46 Chestnut St, Dover, NH *$135,000.00*	 *Non-Residential*	None *Yes* *Thomas Abbott*	02083-000000
	Description: Fit Up of Shell Space in existing Police Station. Room identified as Shell210A (see attached) 2nd Floor						
BLDM-2023-0119	Building - Minor *03/30/2023* *R-12 Residential - Medi*	Alteration / Addition *04/20/2023* *$157.00*	Issued *10/20/2023* *320*	3 Linda Av, Dover, NH *$12,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	I0079-U00000
	Description: Removal of existing ramp and addition of covered porch						
BLDM-2023-0098	Building - Minor *03/17/2023* *R-40 Residential - Rura*	Alteration / Addition *04/20/2023* *$146.00*	Issued *10/20/2023* *240*	59 Cottonwood Dr, Dover, NH *$11,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	B0004-060000
	Description: Building a 12 ft x 20 ft wood framed shed using traditional building methods and materials. Area prepped with crushed stone and will sit on blocks. *In December I cancelled BLDM-2022-0238 as the Zoning Admin stated I needed a 20 foot setback. They were mistaken and have concluded that I only require 10 foot setbacks. I am restarting my project because of this new information.*						
BLDM-2023-0164	Building - Minor *04/18/2023*	Alteration / Addition *04/20/2023*	Issued *10/20/2023*	67 Fifth Street St, 6 & 7, Dover, NH		None *Yes*	
		$432.00	*1,200*	*$37,420.00*	*Residential*	*Jim Maxfield*	
	Description: Drwyall patch and paint repairs due to sprinkler pipe - minor flooring, very light electrical						

PERMITS ISSUED BY WORK CLASS (04/01/2023 TO 04/30/2023)

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-2023-0163	Building - Minor *04/18/2023* *C Non-Residential - Cor*	Alteration / Addition *04/20/2023* *$1,136.00*	Issued *10/20/2023* *5,600*	42 Dover Point Rd, Dover, NH *$101,444.62*	 *Residential*	None *Yes* *Jim Maxfield*	K0024-000000
	Description: drywall and flooring repais due to flood damage						
BLDM-2023-0097	Building - Minor *03/17/2023* *RM-U Residential - Urb*	Alteration / Addition *04/20/2023* *$201.00*	Issued *10/20/2023* *85*	121 Henry Law Ave, Dover, NH 03820 *$15,500.00*	 *Residential*	None *Yes* *Jim Maxfield*	20012-000000
	Description: Existing porch removed and 3 season mudroom built in it's place. 3 existing windows removed and 2 new windows and new door installed. 44"x44"landing and stairs with rails per code.						
BLDM-2023-0104	Building - Minor *03/22/2023* *C Non-Residential - Cor*	Alteration / Addition *04/20/2023* *$47.00*	Issued *10/20/2023* *0*	869 Central Av, Dover 03820 *$0.00*	 *Non-Residential*	None *No* *Jim Maxfield*	38007-000000
	Description: 12 x 14 Pavilion on wheels for summer outdoor seating						
BLDG-2023-0023	Building - Major *03/06/2023* *R-12 Residential - Medi*	Alteration / Addition *04/20/2023* *$3,875.00*	Issued *10/20/2023* *1,408*	30 Harlans Wy, Dover, NH *$350,000.00*		None *Yes* *Jim Maxfield*	I0050-007000
	Description: Remove existing garage. New footings and foundation frost walls at front and back of existing garage foundation. New garage with 2nd level master suite above. New inground swimming pool with stamped concrete patio surrounding. New timber structure pavilion located on concrete patio.						
BLDM-2023-0159	Building - Minor *04/16/2023* *IT Non-Residential - Inn*	Alteration / Addition *04/21/2023* *$0.00*	Issued *10/23/2023* *504*	33 Littleworth Rd, Dover 03820 *$0.00*	 *Non-Residential*	None *No* *Jim Maxfield*	G0006-D00000
	Description: const. a 36' x 14', 1 story addition, previously approe with permit B21-296.						
BLDM-2023-0121	Building - Minor *04/01/2023* *RM-SU Residential - Su*	Alteration / Addition *04/21/2023* *$707.00*	Issued *10/23/2023* *5,060*	205 Spur Rd, Dover, NH *$61,989.00*	 *Residential*	None *Yes* *Jim Maxfield*	L0048-G00000
	Description: strip existing roof, check for any rot, re-roof with asphalt shingles and low slope Versiflex PVC roofing						
BLDM-2023-0117	Building - Minor *03/30/2023* *R-12 Residential - Medi*	Alteration / Addition *04/21/2023* *$960.00*	Issued *10/23/2023* *599*	24 Florence St, Dover, NH *$85,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	27151-000000
	Description: Reframe roof and create third floor master suite, laundry room, and office.						
BLDM-2023-0133	Building - Minor *04/05/2023* *R-12 Residential - Medi*	Alteration / Addition *04/21/2023* *$80.00*	Issued *10/23/2023* *0*	28 Samuel Hanson Av, Dover, NH *$5,015.00*	 *Residential*	None *Yes* *Thomas Abbott*	21026-025000
	Description: install new door (1)						
BLDM-2023-0151	Building - Minor *04/14/2023* *R-40 Residential - Rura*	Alteration / Addition *04/21/2023* *$113.00*	Issued *10/23/2023* *1,600*	27 Mallard Ln, Dover, NH *$7,916.00*	 *Residential*	None *Yes* *Jim Maxfield*	N0020-A00000
	Description: Roof Replacement						
BLDM-2023-0108	Building - Minor *03/24/2023* *R-40 Residential - Rura*	Alteration / Addition *04/21/2023* *$91.00*	Issued *10/23/2023* *0*	51 Willow St, Dover, NH *$5,708.00*	 *Residential*	None *Yes* *Jim Maxfield*	E0042-012000
	Description: remove and replace 1 patio door - same size, like w/like, no structural changes						

PERMITS ISSUED BY WORK CLASS (04/01/2023 TO 04/30/2023)

Permit #	Type	Workclass	Status	Main Address		District	Parcel
	Application Date	*Issue Date*	*Expiration*	*Last Inspection*	*Finaled Date*	*Applied Online*	
	Zone	*Fee Total*	*Sq Ft*	*Valuation*	*Project Zone*	*Assigned To*	
BLDM-2023-0167	Building - Minor	Alteration / Addition	Issued	22 The Garrison At 56 Durham Rd I0009-B00022, Dover, NH		None	I0009-B00000
	04/19/2023	*04/21/2023*	*10/23/2023*			*Yes*	
	RM-SU Residential - Su	*$102.00*	*0*	*$7,315.00*	*Residential*	*Thomas Abbott*	
	Description: REMOVE AND REPLACE 5 WINDOWS, 1 PATIO DOOR - SAME SIZE, LIKE W/LIKE, NO STRUCTURAL CHANGES						
BLDM-2023-0155	Building - Minor	Alteration / Addition	Issued	4 Valley Rd, Dover, MA 02030		None	
	04/15/2023	*04/21/2023*	*10/23/2023*			*Yes*	
		$91.00	*0*	*$5,782.00*	*Residential*	*Thomas Abbott*	
	Description: Remove and replace 1 casement window. Like for like, no structural changes.						
BLDM-2023-0069	Building - Minor	Alteration / Addition	Issued	9 1/2 Sixth St, Dover, NH 03820		None	30114-000000
	02/22/2023	*04/21/2023*	*10/23/2023*			*Yes*	
	CBD-G Central Busines	*$795.00*	*425*	*$70,000.00*	*Mixed Use*	*Jim Maxfield*	
	Description: Add small bathroom with washer/dryer to first floor of existing garage. Garage attic to remain unfinished area. Additional work will require additional approvals and permits.						
BLDM-2023-0095	Building - Minor	Alteration / Addition	Issued	44 Industrial Park Rd, Dover, NH		None	G0003-C00000
	03/16/2023	*04/21/2023*	*10/23/2023*			*Yes*	
	CM Non-Residential - C	*$245.00*	*16,000*	*$20,000.00*	*Non-Residential*	*Jim Maxfield*	
	Description: Change of Tenant in a portion of the existing warehouse space for the new tenants warehouse. The new tenant will be storing pallets of non-alcoholic beverages, less than 12' high. We recognize that the use could be considered S-2, however we are anticipating maintaining the S-1 use for simplicity in maintaining the exiting higher standard throughout the existing building. Install new exit signs to update space and accommodate tenant storage layout. Existing lighting, emergency lighting, egress doors, and sprinklers to remain. Installation of a temporary trailer mounted bathroom. *The temporary bathrooms will be installed with 10' or more clearance from the existing building, and is anticipated to remain in place a maximum of 6 months as a 2nd phase is permitted and constructed separate of this permit.*						
BLDM-2023-0094	Building - Minor	Alteration / Addition	Issued	24 Boston Harbor Rd, Dover, NH 03820		None	
	03/15/2023	*04/21/2023*	*10/23/2023*			*Yes*	
		$314.00	*234*	*$12,000.00*	*Residential*	*Jim Maxfield*	
	Description: Side Deck above sunroom.						
BLDM-2023-0112	Building - Minor	Alteration / Addition	Issued	50 Garrison Rd, Dover, NH		None	I0002-G00000
	03/29/2023	*04/21/2023*	*10/23/2023*			*Yes*	
	RM-SU Residential - Su	*$0.00*	*6,300*	*$131,000.00*	*Non-Residential*	*Jim Maxfield*	
	Description: Replace gym floor due to water damage *At the Garrison Elementary School.*						

PERMITS ISSUED BY WORK CLASS (04/01/2023 TO 04/30/2023)

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-2023-0015	Building - Minor *01/12/2023* *RM-U Residential - Urb*	Alteration / Addition *04/22/2023* *$1,675.00*	Issued *10/23/2023* *3,600*	78 Grove St, Dover, NH *$150,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	30079-000000
	Description: Kitchen and Bathroom remodel. *Creating 2 units.* *1st floor: 2bed 2bath* *2nd and 3rd fl: 4bed 2bath* *Plumbing: $45,000* *Electrical: $25,000* *Carpentry/Painter: $50,000* *Materials: $30,000*						
BLDM-2023-0042	Building - Minor *02/07/2023* *CBD-R Central Busines*	Alteration / Addition *04/22/2023* *$146.00*	Issued *10/23/2023* *2,000*	27 Fifth St, Dover, NH *$10,575.00*	 *Residential*	None *Yes* *Jim Maxfield*	31064-000000
	Description: rip & replace roof approx. 17sq and sheath over existing roof deck on back half						
BLDM-2023-0070	Building - Minor *02/22/2023* *CBD-G Central Busines*	Alteration / Addition *04/22/2023* *$146.00*	Issued *10/23/2023* *2,000*	12 Portland Av, Dover 03820 *$10,989.00*	 *Mixed Use*	None *Yes* *Jim Maxfield*	03003-000000
	Description: New Roof						
BLDM-2023-0074	Building - Minor *02/28/2023* *C Non-Residential - Co*	Alteration / Addition *04/22/2023* *$850.00*	Issued *10/23/2023* *1,680*	863 Central Av, Dover, NH *$75,000.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	38005-000000
	Description: Interior improvements. Replacing (same locations and layout), new carpeting (currently carpet), new lighting, new drop ceiling, new duct work and painting.						
BLDM-2023-0064	Building - Minor *02/18/2023* *R-20 Residential - Low*	Alteration / Addition *04/22/2023* *$1,400.00*	Issued *10/23/2023* *838*	14 Ivans Ln, Dover, NH *$125,469.00*	 *Residential*	None *Yes* *Jim Maxfield*	M0052-004000
	Description: 838sft irregular shaped inground pool with 2000-2300sft exposed aggregate concrete decking surrounding the pool. *Pool is clear of all required city setbacks and located within a full perimeter fenced backyard.*						
BLDM-2023-0077	Building - Minor *03/02/2023* *R-20 Residential - Low*	Alteration / Addition *04/22/2023* *$0.00*	Issued *10/23/2023* *3,000*	16 Daley Dr, Dover 03820 *$20,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	H0011-001000
	Description: Demolition needed on 8 rooms, hallways walls and drop ceilings due to water damage						
BLDM-2023-0055	Building - Minor *02/14/2023* *R-20 Residential - Low*	Alteration / Addition *04/22/2023* *$1,983.00*	Issued *10/23/2023* *416*	6 Beverly Ln, Dover, NH *$178,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	H0029-003000
	Description: remodel kitchen and first floor bathroom, add addition for family room and dinning room						
BLDM-2023-0014	Building - Minor *01/11/2023* *R-40 Residential - Rura*	Alteration / Addition *04/22/2023* *$333.00*	Issued *10/23/2023* *462*	39 Cordeiro Drive, Dover, NH 03820 *$27,500.00*	 *Residential*	None *Yes* *Jim Maxfield*	A0036-001E00
	Description: Exact Deck Replacement 14' x 33'						

PERMITS ISSUED BY WORK CLASS (04/01/2023 TO 04/30/2023)

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-2023-0059	Building - Minor *02/16/2023* *R-20 Residential - Low*	Alteration / Addition *04/22/2023* *$355.00*	Issued *10/23/2023* *2,000*	2 New Bellamy Ln, Dover, NH *$10,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	L0027-J00000
	Description: Lowe's to provide materials and labor to install new traditional clapboard style vinyl siding (D4 profile) on home.						
BLDM-2023-0093	Building - Minor *03/15/2023* *H Hospital*	Alteration / Addition *04/24/2023* *$190.00*	Issued *10/24/2023* *160*	789 Central Av, Dover, NH *04/26/2023* *$15,000.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	37001-000000
	Description: Renovate 2 Bathrooms and build office in Plant Ops 1st floor						
BLDM-2023-0140	Building - Minor *04/11/2023* 	Alteration / Addition *04/25/2023* *$135.00*	Issued *10/25/2023* *0*	11 Constitution Way, Dover, NH 03820 *$9,500.00*	 *Residential*	None *Yes* *Thomas Abbott*	
	Description: 9 window replacements						
BLDM-2023-0102	Building - Minor *03/21/2023* *R-40 Residential - Rura*	Alteration / Addition *04/25/2023* *$641.00*	Issued *10/25/2023* *320*	52 Picard Ln, Dover, NH *$56,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	A0019-012000
	Description: 16x20 single story addition off the south side of house.						
BLDM-2023-0171	Building - Minor *04/20/2023* *R-12 Residential - Medi*	Alteration / Addition *04/25/2023* *$410.00*	Issued *10/25/2023* *15*	205 Henry Law Av, Dover, NH *$35,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	21026-036000
	Description: Strip roof, install ice and water shield, and install Permalock roofing system.						
BLDG-2022-0089	Building - Major *09/01/2022* *R-40 Residential - Rura*	Alteration / Addition *04/26/2023* *$22,366.00*	Issued *10/26/2023* *0*	259 County Farm Rd, Dover, NH *$2,031,000.00*	 	None *Yes* *Jim Maxfield*	B0020-000000
	Description: This project is to include renovations and alterations to the HVAC system, and the HVAC support structure on the roof.						
BLDM-2023-0124	Building - Minor *04/03/2023* *R-40 Residential - Rura*	Alteration / Addition *04/26/2023* *$190.00*	Issued *10/26/2023* *280*	147 Emerald Ln, Dover, NH 03820 *$15,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	F0015-019000
	Description: const. a 14 x 20 foot shed, 30+ feet away from side property lines and greater than 50' from back property line where wetlands are. Hoping to contact Post Woodworking in Danville NH to do the construction using one of their standard shed designs						
BLDM-2022-0286	Building - Minor *11/09/2022* *C Non-Residential - Co*	Alteration / Addition *04/26/2023* *$69.00*	Issued *10/26/2023* *50*	5 Middlebrook Rd, Dover 03820 *$3,800.00*	 *Residential*	None *Yes* *Jim Maxfield*	K0048-000000
	Description: 5'x10' roof over existing front porch deck;						
BLDM-2023-0130	Building - Minor *04/05/2023* *R-40 Residential - Rura*	Alteration / Addition *04/27/2023* *$707.00*	Issued *10/27/2023* *560*	196 Middle Rd, Dover, NH *$62,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	M0101-000000
	Description: 1 story room addition/ bathroom/ laundry, porch						
BLDM-2023-0143	Building - Minor *04/12/2023* *R-12 Residential - Medi*	Alteration / Addition *04/27/2023* *$223.00*	Issued *10/27/2023* *96*	27 Tanglewood Dr, Dover, NH *$18,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	I0099-Q00000
	Description: 6 X 16 front porch						

PERMITS ISSUED BY WORK CLASS (04/01/2023 TO 04/30/2023)

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-2023-0174	Building - Minor *04/24/2023* *IT Non-Residential - Inn*	Alteration / Addition *04/27/2023* *$454.00*	Issued *10/27/2023* *2,200*	41 Conifer Commons, Dover, NH *05/15/2023* *$39,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	E0019-010000
	Description: Strip roof, install ice and water shield, install Permalock roofing system.						

SUBTOTALS FOR ALTERATION / ADDITION:	**90,551 Sq Ft**	**$4,851,574.62**	**Residential:**	**52**	**PERMITS ISSUED: 75**
			Non-Residential:	**16**	
			Mixed Use:	**2**	

NEW CONSTRUCTION

BLDG-2022-0133	Building - Major *12/22/2022* *R-12 Residential - Medi*	New Construction *04/01/2023* *$5,085.00*	Issued *10/02/2023* *3,108*	51 Webb Pl, Suite 220, Dover, NH *$3,108.00*		None *Yes* *Jim Maxfield*	D0002-000000
	Description: Office fit up for Cochecho Dental						
BLDM-2023-0058	Building - Minor *02/15/2023* *R-20 Residential - Low*	New Construction *04/04/2023* *$58.00*	Issued *10/04/2023* *660*	29 Boston Harbor Rd, Dover, NH *$3,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	07013-A00000
	Description: Demolition of existing dwelling unit. This permit is soley for the demolition, additional permits are required for additional work.						
BLDG-2023-0041	Building - Major *04/04/2023* *O Office*	New Construction *04/07/2023* *$25.00*	Issued *10/09/2023* *987*	10 Brick Rd, Dover, NH *$0.00*		None *Yes* *Jim Maxfield*	28015-000000
	Description: Demo roof and interior framing for reconstruction. Foundation, floor system and first floor exterior walls to remain.						
BLDG-2022-0093	Building - Major *09/26/2022* *R-12 Residential - Medi*	New Construction *04/11/2023* *$14,033.00*	Issued *10/11/2023* *3,560*	3 Arcola St, Unit 1 and Unit 2, Dover 03820 *$688,000.00*		None *No* *Jim Maxfield*	33114-000000
	Description: Construct a two story two family dwelling with unfinished basement, and attic with two- one car garages						
BLDG-2023-0037	Building - Major *03/28/2023* *G Gateway District*	New Construction *04/12/2023* *$11,692.00*	Fees Due *10/12/2023* *1,400*	9 Copper Drive, Dover, NH 03820 *$252,000.00*		None *Yes* *Jim Maxfield*	39104-000000
	Description: Construct a detached two story single family condominium with one car attached garage and unfinished attic.						
BLDG-2023-0035	Building - Major *03/28/2023* *G Gateway District*	New Construction *04/12/2023* *$11,692.00*	Fees Due *10/12/2023* *1,400*	14 Copper Drive, Dover, NH 03820 *$252,000.00*		None *Yes* *Jim Maxfield*	39104-000000
	Description: Construct a detached two story single family condominium with one car attached garage and unfinished attic.						
BLDG-2023-0034	Building - Major *03/28/2023* *G Gateway District*	New Construction *04/12/2023* *$11,692.00*	Fees Due *10/12/2023* *1,400*	10 Copper Drive, Dover, NH 03820 *$252,000.00*		None *Yes* *Jim Maxfield*	39104-000000
	Description: Construct a detached two story single family condominium with one car attached garage and unfinished attic.						

PERMITS ISSUED BY WORK CLASS (04/01/2023 TO 04/30/2023)

Permit #	Type *Application Date* *Zone*	Workclass *Issue Date* *Fee Total*	Status *Expiration* *Sq Ft*	Main Address *Last Inspection* *Valuation*	 *Finaled Date* *Project Zone*	District *Applied Online* *Assigned To*	Parcel
BLDG-2022-0138	Building - Major *12/26/2022* *R-20 Residential - Low*	New Construction *04/12/2023* *$3,886.00*	Issued *10/11/2023* *1,951*	29 Boston Harbor Rd, Dover, NH 03820 *04/14/2023* *$351,180.00*		None *Yes* *Jim Maxfield*	07013-A00000
	Description: Construct a two story SFD with attached two car garage with unfinished basement and attic						
BLDG-2023-0036	Building - Major *03/28/2023* *G Gateway District*	New Construction *04/12/2023* *$11,692.00*	Fees Due *10/12/2023* *1,400*	15 Copper Drive, Dover, NH 03820 *$252,000.00*		None *Yes* *Jim Maxfield*	39104-000000
	Description: Construct a detached two story single family condominium with one car attached garage and unfinished attic.						
BLDG-2023-0038	Building - Major *03/28/2023* *G Gateway District*	New Construction *04/12/2023* *$11,692.00*	Fees Due *10/12/2023* *1,400*	5 Copper Drive, Dover, NH 03820 *$252,000.00*		None *Yes* *Jim Maxfield*	39104-000000
	Description: Construct a detached two story single family condominium with one car attached garage and unfinished attic.						
BLDG-2023-0001	Building - Major *01/03/2023* *R-40 Residential - Rura*	New Construction *04/12/2023* *$28,055.00*	Fees Due *10/12/2023* *7,200*	21 Banner Drive, Units 1, 2, 3 & 4, Dover, NH 03820 *$1,050,000.00*		None *Yes* *Jim Maxfield*	H0050-006000
	Description: 4 unit Townhouse Structure with unfinished attics						
BLDG-2023-0002	Building - Major *01/03/2023* *R-40 Residential - Rura*	New Construction *04/12/2023* *$28,055.00*	Fees Due *10/12/2023* *7,000*	22 Banner Drive, Units 1, 2, 3 & 4, Dover, NH 03820 *$1,050,000.00*		None *Yes* *Jim Maxfield*	H0050-000000
	Description: 4 unit Townhouse Structure with unfinished attics						
BLDG-2023-0003	Building - Major *01/03/2023* *R-40 Residential - Rura*	New Construction *04/12/2023* *$28,055.00*	Fees Due *10/12/2023* *7,000*	26 Banner Drive, Dover, NH 03820 *$1,050,000.00*		None *Yes* *Jim Maxfield*	H0050-006000
	Description: 4 unit Townhouse Structure with unfinished attics						
BLDG-2023-0033	Building - Major *03/28/2023* *G Gateway District*	New Construction *04/12/2023* *$11,692.00*	Fees Due *10/12/2023* *1,400*	6 Copper Dr, Dover 03820 *$252,000.00*		None *Yes* *Jim Maxfield*	39104-000000
	Description: Construct a detached two story single family condominium with one car attached garage and unfinished attic.						
BLDM-2023-0051	Building - Minor *02/10/2023* *R-40 Residential - Rura*	New Construction *04/18/2023* *$113.00*	Issued *10/18/2023* *33*	364 Tolend Rd, Dover, NH *$8,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	F0011-C00000
	Description: adding bathroom in cellar						
BLDM-2023-0139	Building - Minor *04/10/2023* *C Non-Residential - Cor*	New Construction *04/25/2023* *$80.00*	Issued *10/25/2023* *0*	892 Central Av, Dover 03820 *05/11/2023* *$5,000.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	38023-D00000
	Description: opening new smoke and vape shop at this space we're not doing any construction or changes in this space we're applying for just change of use permits						

PERMITS ISSUED BY WORK CLASS (04/01/2023 TO 04/30/2023)

Permit #	Type *Application Date* *Zone*	Workclass *Issue Date* *Fee Total*	Status *Expiration* *Sq Ft*	Main Address *Last Inspection* *Valuation*	 *Finaled Date* *Project Zone*	District *Applied Online* *Assigned To*	Parcel
BLDG-2022-0128	Building - Major *12/19/2022* *O Office*	New Construction *04/26/2023* *$8,731.00*	Issued *10/26/2023* *1,744*	10 Brick Rd, unit 1 & Unit 2, Dover, NH *$206,000.00*		None *Yes* *Jim Maxfield*	28015-000000
	Description: Convert existing one story SFD to a Two story , two family dwelling w/ unfinished attic and basement *Building: $158,000.* *Electrical: $20,000.* *Plumbing: $28,000.*						

SUBTOTALS FOR NEW CONSTRUCTION:	**41,643 Sq Ft**	**$5,926,288.00**	**Residential:**	**2**	**PERMITS ISSUED:** **17**
			Non-Residential:	**1**	
			Mixed Use:	**0**	
	132,194 Sq Ft	**$10,777,862.62**	**Residential:**	**54**	**GRAND TOTAL OF PERMITS:** **92**
			Non-Residential:	**17**	
			Mixed Use:	**2**	

** Indicates active hold(s) on this permit*

PLANNING BOARD APPROVED PROJECTS

5/18/2023

NAME	STREET NAME		Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	L0T	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 Development	River Street	M	418	0	418	8/25/2022	6/14/2022	Site	P21-69	22	1-2 & 1-4	8/25/2027	G	12.54
Downtown Dover Storage, LLC	14 Broadway	A	24	0	24	9/13/2022	12/14/2021	Site	P21-29	4	5	9/13/2022	H	0.72
One First Street LLC	One First Street	A	58	0	58	1/11/2022	8/24/2021	Site	P21-30	6	20	1/11/2027	H	1.74
Chinburg	1 Washington	A	36	36	0	6/11/2020	5/26/2020	Site	P17-46A	23	14	6/11/2025	H	1.1
Pointe Place Phase V	Northfield Drive	A	84	30	54	10/13/2020	7/28/2020	Site	P20-32	K	19	10/13/2025	G	2.5
Fakhoury	12 Preble Street	A	12	0	12			Site	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	11	20	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***	***54***	***342***									138.6
Subdivisions:														
Knox Marsh Development LLC	36 New Rochester	H	8	8	0	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	17	23	4/27/2021	12/15/2020	Site	P20-71	I	4-A	4/27/2026	G	14.0
Georgakilas/Middle Road	Hayden Drive	H	13	4	9	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***	***138***	***94***									***77.1***
Elderly:														
Arbor Woods Townhomes	Cielo Dr	H	56	0	56		9/13/2022		P06-25F	H	4		W	
Arbor Woods	Cielo Dr	H	72	68	4	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			***128***	***68***	***60***									
TOTAL APPROVED UNITS			**1729**	**350**	**1383**									

* Built or permit issued and unit under construction

** Students are estimated based upon Impact Fee multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS
A:Apt, H:House, C:Condo

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FINAL 2023 WEATHER EVENT MANAGEMENT SUMMARY

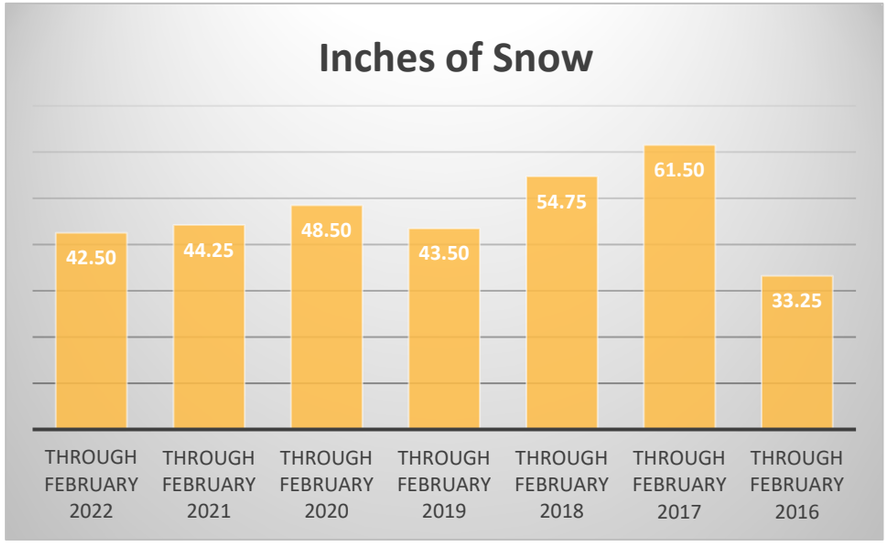
Date of Event	Weather Condition	Accumulation Inches	Total OT Hours	Total OT Cost	Contractor Cost	Salt Tons	Salt Cost	Salt/Sand Mix-Yards	Salt/Sand Cost	Sand Only Yards	Sand Only Cost	Salt Brine Gallons	Salt Brine Cost	Total Event Cost
FY2023 Amount Budgeted:				**$167,000.00**	**$90,000.00**				**$264,500.00**					**$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
1/30/2023	Down Town PU		144.22	$4,924.50	$735.00	0.00	$0.00	8.00	$330.72	0.00	$0.00	0.00	$0.00	$5,990.22
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	Wet Snow	4.00	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	$770.00	201.60	$13,878.14	0.00	$0.00	8.50	$195.50	0.00	$0.00	$15,109.48
2/26/2023	Wet Snow	2.00	131..65	$4,413.46	$1,452.50	158.50	$10,911.14	28.00	$1,157.52	11.50	$264.50	50.00	$5.09	$18,204.21
2/28/2023	Snow	6.00	435.85	$15,902.23	$10,702.50	205.80	$14,167.27	164.00	$6,779.76	0.00	$0.00	140.00	$14.25	$47,566.01
3/4/2023	Heavey Wet	7.00	520.17	$18,825.00	$9,720.00	119.00	$8,191.96	60.75	$2,511.41	0.00	$0.00	85.00	$8.65	$39,257.02
3/7/2023	Down Town PU		161.40	$5,933.16	$892.50	0.00	$0.00	8.00	$330.72	0.00	$0.00	0.00	$0.00	$7,156.38
3/14/2023	Snow	7.00	356.08	$12,872.94	$7,947.50	247.10	$17,010.36	41.00	$1,694.94	0.00	$0.00	150.00	$15.27	$39,541.01
2022-2023 Season-Year to Date:		**50.50**	**4,346.98**	**$160,924.44**	**$75,457.50**	**3,864.30**	**$266,018.41**	**1,008.25**	**$41,681.06**	**87.40**	**$2,010.20**	**7,855.00**	**$799.48**	**$546,891.09**
FY2023 Budget Spent:				96.36%	83.84%				117.40%					92.12%

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
2022-2023 Parking Bans: 10



City of Dover

Revenues of Major Funds
April 30, 2023
(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	$ 99,906,184	577,024	51,927,405	52.0%	$ 47,978,779	$ -	$ 47,978,779	48.0%
Licenses & Permits	6,987,054	658,486	6,327,493	91.0%	659,561	-	659,561	9.0%
Intergovernmental	6,743,979	5,027	3,973,865	59.0%	2,770,114	-	2,770,114	41.0%
Charges for Services	4,466,329	293,442	4,272,229	96.0%	194,100	(11,624)	205,724	5.0%
Miscellaneous Revenue	935,934	29,938	1,494,649	160.0%	(558,715)	(3,988)	(554,727)	-59.0%
Education	20,192,012	3,860,975	18,076,541	90.0%	2,115,471	-	2,115,471	10.0%
Operating Transfers In	413,507	-	-	0.0%	413,507	-	413,507	100.0%
Other Financing Sources	129,900	-	22,947	18.0%	106,953	-	106,953	82.0%
Sub-total : 1000 General Fund	$ 139,774,899	5,424,892	86,095,130	62.0%	$ 53,679,769	$ (15,612)	$ 53,695,382	38.0%
3213 Parking Activity Fund								
Licenses & Permits	$ 295,000	22,246	329,176	112.0%	(34,176)	$ -	$ (34,176)	-12.0%
Parking Income	892,231	67,472	833,581	93.0%	58,650	-	58,650	7.0%
Parking Fines	184,000	15,807	174,033	95.0%	9,967	-	9,967	5.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	$ 1,371,231	105,525	1,336,789	97.0%	$ 34,442	$ -	$ 34,442	3.0%
3320 Residential Solid Waste Fund								
Intergovernmental	$ 9,584	-	-	0.0%	$ 9,584	$ -	$ 9,584	100.0%
Charges for Services	1,804,395	114,625	1,322,630	73.0%	481,765	-	481,765	27.0%
Miscellaneous Revenue	0	1,906	6,428	0.0%	(6,428)	-	(6,428)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	$ 1,813,979	116,530	1,329,058	73.0%	$ 484,921	$ -	$ 484,921	27.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	$ 756,668	63,387	636,384	84.0%	$ 120,284	$ -	$ 120,284	16.0%
Operating Transfers In	72,304	3,857	38,567	53.0%	33,737	-	33,737	47.0%
Sub-total : 3381 McConnell Center	$ 828,972	67,243	674,951	81.0%	$ 154,021	$ -	$ 154,021	19.0%
3410 Recreation Special Revenue Fund								
Charges for Services	$ 430,420	116,053	416,036	97.0%	$ 14,384	$ -	$ 14,384	3.0%
Miscellaneous Revenue	11,500	270	4,572	40.0%	$ 6,928	-	6,928	60.0%
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	116,323	421,718	91.0%	$ 40,202	$ -	$ 40,202	9.0%
5300 Water Fund								
Intergovernmental	$ 107,500	-	-	0.0%	$ 107,500	$ -	$ 107,500	100.0%
Charges for Services	6,771,364	355,508	5,257,108	78.0%	$ 1,514,256	-	1,514,256	22.0%
Miscellaneous Revenue	86,000	17,926	119,007	138.0%	$ (33,007)	-	(33,007)	-38.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	$ 7,052,364	373,434	5,376,114	76.0%	$ 1,676,250	$ -	$ 1,676,250	24.0%
5320 Sewer Fund								
Intergovernmental	$ 191,013	-	884,829	463.0%	$ (693,816)	$ -	$ (693,816)	-363.0%
Charges for Services	9,154,224	495,650	6,930,631	76.0%	2,223,593	-	2,223,593	24.0%
Miscellaneous Revenue	70,000	19,658	110,410	158.0%	(40,410)	-	(40,410)	-58.0%
Other Financing Sources	520,992	-	-	0.0%	520,992	-	520,992	100.0%
Sub-total : 5320 Sewer Fund	$ 9,936,229	515,308	7,925,871	80.0%	$ 2,010,358	$ -	$ 2,010,358	20.0%
6100 Dovernet Fund								
Charges for Services	$ 1,698,481	124,750	1,247,572	73.0%	$ 450,909	$ -	$ 450,909	27.0%
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	124,750	1,272,572	73.0%	$ 475,909	$ -	$ 475,909	27.0%
Total : REVENUES	$ 162,988,075	6,844,006	104,432,202	64.0%	$ 58,555,873	$ (15,612)	$ 58,571,485	36.0%

City of Dover

Expenditures of Major Funds
April 30, 2023
(General Fund Includes County, School and Debt Service)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
EXPENDITURES								
1000 General Fund								
City Council	$ 476,252	$ 66,311	$ 187,281	39.0%	$ 288,971	$ 57,773	$ 231,199	48.5%
Executive	2,169,947	152,823	1,600,647	74.0	569,301	397,235	172,066	7.9
Finance	2,459,971	165,743	1,772,721	72.0	687,250	350,041	337,209	13.7
Planning	966,396	66,420	673,210	70.0	293,186	141,273	151,914	15.7
Misc General Government	1,193,014	57,127	593,796	50.0	599,218	139,800	459,419	38.5
Police	10,449,863	622,412	7,274,788	70.0	3,175,075	1,307,424	1,867,651	17.9
Fire & Rescue	12,349,470	810,157	9,104,711	74.0	3,244,759	1,531,103	1,713,656	13.9
Community Service Public Works	9,721,708	417,960	5,239,912	54.0	4,481,796	1,444,766	3,037,030	31.2
Recreation	2,919,166	199,638	2,305,212	79.0	613,954	397,549	216,405	7.4
Public Library	1,727,385	136,371	1,305,729	76.0	421,656	257,831	163,825	9.5
Public Welfare	898,614	48,375	395,957	44.0	502,657	56,795	445,862	49.6
Debt Service	6,213,776	-	2,360,933	38.0	3,852,843	3,503,749	349,094	5.6
Other Financing Sources/Uses	4,152,324	143,503	3,865,318	93.0	287,006	-	287,006	6.9
School	74,228,580	5,735,449	51,361,721	69.0	22,866,859	21,716,125	1,150,734	1.6
Intergovernmental	9,848,433	-	9,848,433	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	$ 139,774,899	$ 8,622,290	$ 97,890,368	70.0%	$ 41,884,531	$ 31,301,464	$ 10,583,067	7.6%
3213 Parking Activity Fund								
Police	$ 1,371,231	$ 57,715	$ 868,445	63.0%	$ 502,786	$ 126,501	$ 376,284	27.4%
Sub-total : 3213 Parking Activity Fund	$ 1,371,231	$ 57,715	$ 868,445	63.3%	$ 502,786	$ 126,501	$ 376,284	27.4%
3320 Residential Solid Waste Fund								
Community Service Public Works	$ 2,118,309	$ 102,831	$ 1,304,920	62.0%	$ 813,389	$ 551,765	$ 261,624	12.4%
Sub-total : 3320 Residential Solid Waste Fund	$ 2,118,309	$ 102,831	$ 1,304,920	61.6%	$ 813,389	$ 551,765	$ 261,624	12.4%
3381 McConnell Center Fund								
Recreation	$ 828,972	$ 32,232	$ 361,909	44.0%	$ 467,063	$ 236,734	$ 230,329	27.8%
Sub-total : 3381 McConnell Center Fund	$ 828,972	$ 32,232	$ 361,909	43.7%	$ 467,063	$ 236,734	$ 230,329	27.8%
3410 Recreation Special Revenue Fund								
Recreation	$ 461,920	$ 13,065	$ 223,131	48.0%	$ 238,789	$ 50,561	$ 188,228	40.7%
Sub-total : 3410 Recreation Special Revenue Fund	$ 461,920	$ 13,065	$ 223,131	48.3%	$ 238,789	$ 50,561	$ 188,228	40.7%
5300 Water Fund								
Community Service Public Works	$ 7,304,705	$ 426,194	$ 5,411,490	74.0%	$ 1,893,214	$ 663,992	$ 1,229,222	16.8%
Sub-total : 5300 Water Fund	$ 7,304,705	$ 426,194	$ 5,411,490	74.1%	$ 1,893,214	$ 663,992	$ 1,229,222	16.8%
5320 Sewer Fund								
Community Service Public Works	$ 10,108,373	$ 554,701	$ 6,834,965	68.0%	$ 3,273,409	$ 1,123,057	$ 2,150,352	21.3%
Sub-total : 5320 Sewer Fund	$ 10,108,373	$ 554,701	$ 6,834,965	67.6%	$ 3,273,409	$ 1,123,057	$ 2,150,352	21.3%
6100 Dovernet Fund								
Other Financing Sources/Uses	$ 2,429,488	$ 73,778	$ 994,403	41.0%	$ 1,435,085	$ 306,469	$ 1,128,616	46.5%
Sub-total : 6100 Dovernet Fund	$ 2,429,488	$ 73,778	$ 994,403	40.9%	$ 1,435,085	$ 306,469	$ 1,128,616	46.5%
Total : EXPENDITURES	$ 164,397,897	$ 9,882,806	$ 113,889,630	69.3%	$ 50,508,266	$ 34,360,544	$ 16,147,722	9.8%

City of Dover

Arena - General Fund
Revenue & Expenditure Report
(Including Arena Debt Service attributed to the General Fund)
April 30, 2023

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
Revenues	1,166,630	87,678	1,060,361	90.9	106,269	0	106,269	9.1
Expenditures	1,150,381	91,662	960,993	83.5	189,388	177,484	11,905	1.0
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	16,249	**(3,984)**	**99,368**	**7.3**	**(83,119)**	**(177,484)**	**94,365**	**8.1**

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 reached at bit.ly/nativedover, includes information about the history of the area's indigenous peoples, special events and programming, and additional resources. The page was created with the help of a New Hampshire Humanities Council grant. The launch of the page also coincided with several events that focused on indigenous history and recognition, including the raising of the Cowasuck Band of the Pennacook-Abenaki People flag at City Hall in October, and the unveiling of a land acknowledgement plaque in November. The bronze plaques are being installed at city facilities.

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

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

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

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

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

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

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

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

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

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

JANUARY 2023:

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

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

The Department of Planning and Community Development continued to update its newsletter, Facebook page, and Twitter feed to communicate with the public. The Department of Planning and Community Development has 805 Facebook followers (City of Dover NH Planning) and 905 followers on Twitter @DoverNHPlanning).

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

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

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

Outreach Coordinator Bassegio worked with consultants from Resilience Planning and CJW Consulting to launch a survey on Polco on December 13 to generate public input on the Vision Chapter. The survey has been shared via City newsletters and social media. Active survey question is currently set to close on March 31.

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

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

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

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

FEBRUARY 2023:

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

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

Media Services continued to update the city's online budget resource, Budget Revealed, with information about the School Board's FY2024 proposed budget. All budget meetings, documents, and additional information were added to the website over the course of several budget meetings. In addition, Media Services provided detailed updates about the budget across several publications, including Dover Download and the Budget Revealed newsletter.

In February, Media Services sent out 81 email newsletters, including the weekly editions of Dover Download, special alerts, and departmental and project updates. These newsletters are designed to help communicate a wide variety of information to the public, of general interest and for specific projects and topics, and to instill the city's commitment to community stewardship. More than 250 updates were posted to social media and other external communications platforms.

Media Services in February distributed 82 news releases across multiple platforms for other city matters, including ongoing projects and special announcements, as well as parking ban notifications.

Media Services provided live and taped televised coverage of 18 meetings and special events in February.

On February 2nd the Prevention Services Unit held their first in person networking event where 16 school staff attended and discussed the mental health data and what that are seeing. They then moved the campaign into discussing ACEs data. Each week 200 postcards were distributed to all adults in the building including teachers, paraprofessionals, custodians, food services, administrators etc. The postcards highlighted a piece of data and engaged staff in activities designed to promote prevention strategies such as building protective factors and promoting resiliency

Lt. Mitrushi and PSW Jones interviewed several individuals for the newly created Outreach Social Worker position. This is a Bachelors level social worker position which will conduct outreach into the community, specifically working with those experiencing homelessness. The position will work with PSW Jones and the Community Response & Engagement

Unit. After interviewing several applicants, Lt. Mitrushi began the background investigation into one candidate for the position.

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

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.

APRIL 2023:

Engineering staff has been working with a consulting team from VHB and Media Services on materials for public outreach for the Stormwater Utility. Part of the strategy is to adopt a mascot, Rover the Community Service Dog, that will be used with various public education messages and highlight specific City services. This illustration development will lay the groundwork for a potential future use of the mascot for other public messages and public events such as Apple Harvest Fest. It is anticipated that a formal roll out of the mascot will coincide with Public Works Week (May 21st – 27th, 2023).

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.

Outreach Coordinator Bassegio worked with consultants from Resilience Planning and CJW Consulting to conduct five drop-in events on April 18 at community locations such as the Senior Center and Library. The draft Community Vision, based on input from residents and stakeholders, was presented throughout the day with the option for additional feedback.

Outreach Coordinator Bassegio launched a Polco survey on April 18 as another opportunity to generate public input on the draft Community Vision as part of the Vision Chapter update project. The survey has been shared via City newsletters, social media, and a video overview.

Outreach Coordinator Bassegio and Media Services staff created a video overview of the Distinctly Dover project.

In April, 2023, Housing Navigator Pope and Outreach Coordinator Bassegio began work on Housing Outreach Plan, including initial drafting of Council Resolution to establish a formal Housing Committee.

The Prevention Services Unit of the Dover Police Department supported this City Council goal by offering the following:

- → On April 7th, seven Youth to Youth students provided the Samantha Skunk Loves Her O's presentation as an assembly for the entire 2nd grade at Woodman Park Elementary School.
- → Dana Mitchell provided 4 classroom presentations to 4 fourth grade classrooms at Woodman Park Elementary School on the consequences of using tobacco, e-cigarettes and vaping devices.
- → Students from Dover Youth to Youth presented the History of Lies presentation to the entire 5th Grade at Dover Middle School.
- → Kathi and Chris Sullivan spoke to the Junior and Senior classes at Dover High School. They shared their personal stories about the impacts of substance use and the need to make good decisions.
- → Dover Youth to Youth students conducted a webinar on April 11th for the New England Prevention Technology Transfer Center. Five Youth to Youth members provided a 90-minute training to prevention professionals on the influence of advertising and alcohol industry practices on underage drinking.
- → The Granite Youth Alliance Film Festival is underway and teams across the region are filming and editing their videos that will appear during the Granite Youth Film Festival on June 4th and 5th at Epping O'Neil Cinema.
- → Y2Y students worked with Jeff Spires, owner of a local video production company, to film a video PSA called *Pop-Ups*. The film addresses how the alcohol industry fails to warn customers of the true consequences of using their product.

- → On Monday April 24th, Zak Hill and three high school students worked with Jeff Spires to film a second video PSA called *The Cost*. This film addresses the consequences of nicotine addiction.
- → Members of Dover Youth to Youth conducted the Plaster the Walls project in the Dover Middle School. Ten Y2Y students put up informational posters on the walls of DMS in each grade level's wing of the building. The posters were based around the issue of vaping and provided facts about the risks and consequences of using vape products.

Lt. Mitrushi coordinated the Dover Police Department's second "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 ACERT Team, which consisted of PSW Jones, SRO Shoer, 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 8 families total on April 5th, 12th, and 26th.

Teen Librarian Emily Ainaire and Children's Library Patty Falconer held a pop-up library event at Flight Coffee in Dover. At Flight, staff provided information about upcoming library events, services that are offered, and registering for library cards. This event was in alignment with the library's strategic plan of promoting library services to non-library users as well as working with local businesses to bring unique programming to patrons.

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.

Assistant Children's Librarian read to 3 Head Start classrooms in April (61 kids) and also brought them a selection of hand-picked books.

Dover Public Library set up a booth at the Woodman Museum's Dover Day on April 22. Aimee Lockhardt, Community Engagement Librarian, spoke with 80 individuals during the time.

In April, 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 videos. Additional assistance was provided to Dover400 for ongoing outreach.

In April, Media Services provided numerous updates on various 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 April.

In April, Media Services sent out 81 email newsletters, including the weekly editions of Dover Download, special alerts, and departmental and project updates.

Media Services provided live and taped televised coverage of 21 meetings and special events in April.

On April 7, Prevention Programmer Hannah Martuscello attended a seven hour workshop entitled Internal Biases and the LGBTQIA+ Community in Substance Use and Mental Health Care, held in Concord, NH. This workshop facilitated a discussion around the impacts of ways society, and mental health practitioners specifically, view LGBTQIA+ identities on the body; in particular, how experiences of oppression and marginalization can lead to stored, unresolved trauma reactions in our nervous systems.

From April 10-14, Officers Tim David and Ryan Anderson attended CIT Mental Health Awareness & De-escalation Training held in Pembroke, NH. The New Hampshire chapter of the National Alliance for Mental Illness (NAMI-NH) facilitates this interactive training to provide extensive information on people living with mental illness – primarily focusing on those that commonly result in law enforcement contact. The training also provided techniques for de-

escalation during these interactions with the safety of all involved being the primary goal. The training highlights best practices, improves community partnerships, and helps communities develop processes to serve people affected by mental illness with response and dignity. Topics covered included suicide prevention, basic de-escalation and intervention strategies, the stages of escalating crisis, PTSD, and Veterans. The Dover Police Department has committed to training 100% of our officers in CIT. As of March, 64% of the agency's sworn officers have been through the 40-hour training.

GOAL 2: OUR CITY VOLUNTEERS ARE ENGAGED

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

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

July 2022

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

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

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

AUGUST 2022

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

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

SEPTEMBER 2022

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

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

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

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

OCTOBER 2022, NOVEMBER 2022, DECEMBER 2022:

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

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

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

JANUARY 2023:

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

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

FEBRUARY 2023

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

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

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

MARCH 2023:

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

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.

APRIL 2023:

The Dover Public Library now has two new volunteers, Ashley Chambers and Suellen Pratt, to help us keep our two little free libraries well stocked and appealing to users. This will be especially helpful to us as the weather gets warmer and visits to the little free libraries increase, thus causing higher demand for new books in the libraries.

Leaf bags were picked up, emptied and returned to Deborah Maher, a volunteer who picks up debris from the downtown area, weeding spaces and devoting a lot of time to cleaning up areas that appear neglected. She has been a wonderful resource for a few years now and we appreciate her efforts and time immensely!

PSW Jones began the onboarding process for two fall 2023 UNH interns. PSW Jones continued supervising Kelsey Rubio, MSW intern from Walden University, at 20 hours per week

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.

APRIL 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 two online meetings during April with staff from Horsley Witten and Ironwood to discuss deducts and award of bid coordination.

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.

APRIL 2023:

Assistant City Engineer Jill Semprini has been working with Planning Staff on securing a CMAQ grant for transportation improvements along Durham Rd. Over the past month she has been working with the SRPC as that organization completes the air quality study.

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. On April 11, staff received a notice from the NH Division of Parks & Recreation with requested edits to the application. On April 21, staff submitted the amended LWCF grant application to the NH Division of Parks & Recreation who will, in turn, submit the amended application to the National Park Service for final review and consideration.

Resilience Manager Kaspari attended a Department of Energy webinar on the voucher option for the Energy Efficiency and Conservation Block Grant program on April 13th.

Resilience Manager Kaspari met with City Engineer Mavrogeorge and Assistant City Engineer Semprini on April 14th to coordinate for the submission of a proposal for a NHDES Aquatic Resource Mitigation Grant.

The City of Dover received a preliminary grant award of $100,000 from State of NH DES. This is a cybersecurity implementation grant to support licensing upgrades and configuration improvements.

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.

APRIL 2023:

On April 27, 2023, Lt. Mitrushi coordinated the Dover Police Department's second "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 April event was "Coffee with a Cop" and resulted in approximately 25 attendees. Officers and community members gathered at the Sunrise Pointe Café on Pointe Place and were engaged in casual conversations regarding various police and community topics. Residents from as young as 2 years of age up to age 80 attended.

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 as 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 NCESSE and were signed by the City Manager. The exhibit was delivered on August 8 and the Planning and Community Services staff met on September 7 to plan installation for October.

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 NCESSE and were signed by the City Manager. The exhibit was delivered on August 8 and the Planning and Community Services staff met on September 7 to plan installation for October.

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 of 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.

APRIL 2023:

Engineering staff met with the NHDES and the City's consultant Kleinfelder on April 24th to review the Alternative drainage alignments in the Oak/Ham/Ela neighborhoods. This area consists of over 200 acres that drains to the recently installed Broadway culvert that contributes to the Cocheco St. outfall. 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.

Regarding the Smith Well, the foundation of the new elevated tank is under construction with pouring of the foundation scheduled for early May 2023. The new 1-million-gallon tank is being constructed to allow the City to take the Garrison Hill tank offline in 2024 for rehabilitation. The new tank is currently on track for final completion in early 2024.

Gretchen Young, PE Dover's Environmental Projects Manager presented at the University of New Hampshire Environmental Justice workshop for research facility and scientists. The workshop was aimed at bringing an equity lens to the work done at the Earth, Oceans, and Space research department.

City Engineer, Ken Mavrogeorge, served as a sponsor to a team of UNH students whose Capstone project included sampling various locations around Dover for evidence of PFAS. The team presented their finding to the City in March and to their class in early May. This project will likely lay the groundwork for future sampling throughout the City.

Resilience Manager Kaspari met with a sub-quorum group of the Energy Commission on April 10th to discuss a community scale greenhouse gas inventory which is related to the Council's alternative energy goal.

Resilience Manager Kaspari coordinated with CPCNH to prepare a packet for the May 3rd City Council Workshop that included a report discussing the two options for launch as well as the associated attachments containing the relevant policy documents, agreements and other pertinent information to assist the Council with making an informed decision on the launch timeline.

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.

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.

APRIL 2023:

Rachel Gogan, Dover Public Library Librarian, attended a series of three webinars on building and defending inclusive collections in libraries. The Dover Public Library aims to support all Dover residents by providing materials of use and interest to the diverse population of Dover. The webinar covers the use of data in making collection decisions, assessing the existing collection to ensure that it continues to be relevant to the population it serves. The webinar also covered concepts in DEI Library work, sources for finding diverse materials and how to conduct a diversity audit of a library collection.

CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 10, 2023**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Nemeth led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Councilor Cullen, Councilor Hackett, Councilor Hinkel, Councilor Muffett-Lipinski, Councilor Nemeth, Councilor Thibodeaux, and Councilor Williams.
Absent: Deputy Mayor Shanahan
Also Present: Deputy City Manager Parker, City Attorney Wyatt, and City Clerk Mistretta.

5. PROCLAMATIONS/AWARDS

Mayor Carrier read a proclamation for the Asian American, Native Hawaiian, and Pacific Islanders Month.

Mayor Carrier read a proclamation for the Jewish American Heritage Month.

6. APPROVAL OF AGENDA

Councilor Hackett moved to add Item 13.B.8. to the Agenda.
Councilor Hackett moved to approve the Agenda as amended; seconded by Councilor Hinkel.
Vote: 8/0.

7. PUBLIC HEARINGS

A. 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.)

SPONSORED BY MAYOR CARRIER BY REQUEST

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

8. PUBLIC FORUM

Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

Alex Barbehenn, 835 Central Avenue: She spoke about her experience with Source Power, and asked the Council to make sure they have all the information before proceeding.

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

9. CITY MANAGER'S REPORT

Deputy City Manager said City Manager Joyal provided his report in writing. He gave an overview of a few projects in the City.

Councilor Hackett moved to accept the City Manager's Report; seconded by Councilor Thibodeaux.
Vote: 8/0.

10. APPROVAL OF MINUTES

A. April 26, 2023 – Regular Meeting
B. May 3, 2023 – Workshop Session

Councilor Hackett moved to approve the Minutes; seconded by Councilor Williams.
Vote: 8/0.

11. MAYOR'S REPORT

Mayor Carrier gave an overview of events he has attended the past few weeks, and upcoming events.

Councilor Hackett moved to accept the Mayor's Report; seconded by Councilor Muffett-Lipinski.
Vote: 8/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. **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.)**
   SPONSORED BY MAYOR CARRIER BY REQUEST

   Councilor Hackett moved for its adoption seconded by Councilor Hinkel.
   Roll Call Vote: 8/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B11001 HYDRAULIC MODEL ANALYSIS UPDATE AT HENRY LAW PARK WRIGHT PIERCE**
   SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B23056 ORGANIC TURF TREATMENT**
   SPONSORED BY MAYOR CARRIER BY REQUEST
3. **AUTHORIZATION TO ACCEPT AND EXPEND GRANT FROM STRAFFORD REGIONAL PLANNING COMMISSION**
   SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

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

Councilor Hackett moved for the adoption of the Consent Calendar; seconded by Councilor Thibodeaux.
Mayor Carrier asked the Council if they had items they would like pulled for further discussion.
Councilor Cullen pulled Item 13.A.2.
Mayor Carrier asked for a roll call vote on the remaining items on the Consent Calendar.
Roll Call Vote: 8/0.

Councilor Hackett moved for the adoption of Item 13.A.2.; seconded by Councilor Muffett-Lipinski.
Community Services Director Storer gave an overview of the Resolution to the Council.
Roll Call Vote: 7/1; passed. Councilor Cullen was opposed.

Councilor Williams Appointments Committee report
Councilor Muffett-Lipinski SWAC report

Councilor Williams asked the Council if anyone was interested to be the Council Liaison for the Cemetery Board.

B. RESOLUTIONS

1. APPROVAL OF THIRD AMENDMENT TO WATERFRONT LAND DISPOSITION AND DEVELOPMENT AGREEMENT

SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Hackett moved for its adoption; seconded by Councilor Nemeth.
Deputy Mayor Parker gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.

2. B23065 HOT BITUMINOUS PAVING (ASPHALT) LAID IN PLACE

SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Hackett moved for its adoption; seconded by Councilor Thibodeaux.
Deputy Mayor Parker gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.

3. AMENDING CITY OF DOVER'S FINANCIAL POLICIES
SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Hackett moved for its adoption; seconded by Councilor Muffett-Lipinski.
Deputy Mayor Parker gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.

4. AUTHORIZING THE CITY MANAGER TO EXECUTE COMMUNITY POWER COALITION OF NEW HAMPSHIRE ("CPCNH") COST SHARING AGREEMENT AND MEMBER SERVICES CONTRACT AND APPROVING CPCNH'S POLICIES CONCERNING DATA SECURITY AND PRIVACY AS WELL AS ENERGY PORTFOLIO RISK MANAGEMENT, RETAIL RATES, AND FINANCIAL RESERVES POLICIES
SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Hackett moved for its adoption; seconded by Councilor Thibodeaux.
Deputy Mayor Parker gave an overview of the Resolution to the Council.
Dr. Kaspari, City Planner, answered questions regarding this Resolutions.

City Cullen moved to amend the resolution to strike the words "or after"; seconded by Councilor Hinkel,
Roll Call Vote: 8/0.

Councilor Hackett moved for the adoption of the Resolution as amended; seconded by Councilor Thibodeaux.
Roll Call Vote: 4/4; Failed. Mayor Carrier, Councilor Muffett-Lipinski, Councilor Nemeth, and Councilor Williams were opposed.

5. APPROVAL OF ANNUAL FUNDS OF $118,568.68 FOR GREAT BAY PERMIT
SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Hackett moved for its adoption; seconded by Councilor Muffett-Lipinski.
Deputy Mayor Parker gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.

6. APPROVAL OF LICENSE AGREEMENT FOR BELKNAP APARTMENTS, LLC (TAX MAP I, LOT 89) FOR COMMUNITY ART WALL
SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Hackett moved for its adoption; seconded by Councilor Nemeth.
Deputy Mayor Parker gave an overview of the Resolution to the Council.
Roll Call Vote: 7/1; Passed. Councilor Cullen was opposed.

7. AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES CYBERSECURITY IMPLEMENTATION GRANT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.) (TO BE REFERRED TO A PUBLIC HEARING ON MAY 24, 2023.)
SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Hackett moved to refer to a Public Hearing on May 24, 2023; seconded by Councilor Thibodeaux.
Vote: 8/0.

8. AUTHORIZATION TO ACCEPT AND EXPEND THE MASS GENERAL BRIGHAM WENTWORTH-DOUGLASS HOSPITAL COMMUNITY BENEFIT GRANT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.) (TO BE REFERRED TO A PUBLIC HEARING ON MAY 24, 2023.)
SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Hackett moved to refer to a Public Hearing on May 24, 2023; seconded by Councilor Nemeth.
Vote: 8/0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 5, ADMINISTRATIVE CODE: SECTIONS 18, 19, 23, 24, 25, 26, 27, 28, 29, 30, 31, 33, 34, 35, 36, 40, 41 (TO BE REFERRED TO A PUBLIC HEARING ON MAY 24, 2023.)
SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Hackett moved to refer to a Public Hearing on May 24, 2023; seconded by Councilor Nemeth.
Vote: 8/0.

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Williams spoke of upcoming events for the Conservation Commission.

Councilor Hinkel offered to be the Council Liaison to the Cemetery Board.

Councilor Cullen recognized Ann Torr's passing.

16. ADJOURN

Councilor Muffett-Lipinski moved to adjourn; seconded by Councilor Hinkel.
Vote: 8/0.

CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number:	**O – 2023.05.10 – 005**
Ordinance Title:	Administrative Code
Chapter:	5
Section:	5-18 Definitions 5-19 Purpose 5-23 Appropriations for purchases 5-24 Requisitions; forms 5-25 Small purchases 5-26 Emergency purchases 5-27 Quote purchases 5-28 Competitive bidding purchases; waiver 5-29 Exemptions to competitive bidding 5-30 Reporting 5-31 Exemptions to bidding and approval requirements 5-33 Competitive bidding procedure 5-34 Rebidding 5-35 Contract processing 5-36 Conditions of purchase 5-40 Negotiations after bidding 5-41 Professional services

The City of Dover Ordains:

1. **PURPOSE**
   The purpose of this ordinance is to update various sections of the City's purchasing code in order to: (1) provide City staff increased flexibility as operational needs dictate; (2) clarify the purchasing code and ensure consistency; (3) reorganize and relocate certain provisions; and (4) to ensure the public interest and the City's governmental interests are protected and that City procurements obtain the best possible terms of purchase, including monetary and non-monetary terms.

2. **AMENDMENT**
   Chapter 5 entitled "Administrative Code" is hereby amended by revising Section 5-18, "Definitions", as follows:

   a. **THE FOLLOWING ARE AMENDED:**

§ 5-18 **Definitions.**
For the purposes of this article, the following terms, phrases, words and their derivations shall have the following meanings:

COMPETITIVE BIDDING
The formal process involving ~~sealed~~ the solicitation of written bids as a means of achieving the bid most advantageous to the City for the goods and services desired by the City. Bid solicitation shall not be intended as an offer to purchase, but instead as an invitation for the vendor to make an offer.

EMERGENCY PURCHASE

A purchase occasioned by a potential threat to public health, safety or to property, or a potential loss of revenue or potential liability, or significant and unforeseen disruption of operations.

FORMAL BID(S)

Competitive bidding process where vendors submit written bids in a sealed envelope. Written bids shall be considered an offer by the Vendor to enter into a contract.

GOODS AND SERVICES

The complete array of purchases of the City, including but not limited to supplies, commodities, equipment, construction materials and labor, consulting services, and training.

GROUP PURCHASE

A purchase made by the Purchasing Agent by combining two or more departmental requisitions in one purchase order.

INFORMAL BID(S)

Quotation(s) obtained from the vendor(s) in writing or by oral communication.

LIST OF APPROVED VENDORS

The list of vendors who have qualified to bid on City purchases.

MOST ADVANTAGEOUS TO THE CITY

The lowest responsible and responsive bid taking into consideration the price, the quality of the commodity or service and the service reputation and experience of the bidder.

PURCHASE AMOUNT

The total cost of goods or services, including all determinable associated costs, e.g., construction, engineering, delivery, setup and training. Where the purchase consists of small, frequent charges, the aggregate twelve-month cost of goods or services shall be used to determine the anticipated amount of a purchase and the applicability of the specific sections of the Purchasing Code.

PURCHASE ORDER

The document used to accomplish and document approval of the City's purchase of goods and/or services.

~~**SEALED FORMAL BID**~~

~~Quotation from a vendor that is submitted in a sealed envelope.~~

QUOTATION

An offer issued by a vendor or prospective vendor providing a definite and fixed price and all other of vendor's proposed terms for the City's purchase of a good or service.

SPECIFICATIONS

The quantity and qualitative standards set by department heads as a guide to the Purchasing Agent and as a measure of quality that successful vendors must achieve. Specifications shall not unnecessarily restrict purchases as to trade name or eliminate bids being submitted on items that have the same specifications without a specific trade name, except where ongoing operational needs of a department require the procurement of a particular standard, format, compatible feature, or brand.

3. **AMENDMENT**

Chapter 5 entitled "Administrative Code" is hereby amended by revising Section 5-19, "Purpose", as follows:

a. **THE FOLLOWING ARE AMENDED:**

§ 5-19 **Purpose.**

The purpose of this article shall be to standardize the purchasing procedures of the City and to ensure the public interest is protected, thereby increasing savings and protecting~~protection of the~~ taxpayers~~' money~~ and ratepayers, to set forth the duties and responsibilities of the department heads in order to foster interdepartmental cooperation and trust with the office of the Purchasing Agent, and to assign overall responsibility for purchasing to the Purchasing Agent.

4. **AMENDMENT**

Chapter 5 entitled "Administrative Code" is hereby amended by revising Section 5-23, "Appropriations for purchases" as follows:

a. **THE FOLLOWING ARE AMENDED:**

§ 5-23 **Appropriations for purchases.**

No purchases shall be made until such time as the Council has approved the necessary appropriation or, in the case of federal or state grants to the City, the grant award has been received. The Purchasing Agent shall verify the availability of funds to be used for a purchase of or greater than $~~1~~3,000 prior to issuance of a purchase order. The Finance Director shall certify the availability of funds of all purchases to be approved by the City Council prior to its vote.

5. **AMENDMENT**

Chapter 5 entitled "Administrative Code" is hereby amended by revising Section5-24, "Requisitions; forms" as follows:

a. **THE FOLLOWING ARE AMENDED:**

§ 5-24 **Requisitions; forms.**

All goods and services in an amount of or greater than $~~1~~3,000 shall be requisitioned by department heads to the Purchasing Agent ~~on~~ by a prescribed requisition ~~form~~ system to be provided and overseen by the Finance Department.

6. **AMENDMENT**

Chapter 5 entitled "Administrative Code" is hereby amended by revising Section 5-25, "Small purchases" as follows:

a. **THE FOLLOWING ARE AMENDED:**

§ 5-25 **Small purchases.**

A. Small purchases of less than $~~1~~3,000 may be executed by informal, direct purchasing by the head of a department, or designee, on forms or a requisition system provided by the Purchasing Agent, provided however that the Purchasing Agent shall have ongoing ability to supervise, spot check, and if necessary disapprove and terminate such purchases.

~~B. A copy of the purchase order shall be turned in to the Purchasing Agent within seven days of the purchase.~~

~~C. The Purchasing Division copy of the purchase order shall always be turned in to the Purchasing Division within 24 hours of the time the purchase is made.~~

~~D~~B. Small purchases shall not be used if it is known or estimated, based on historic experience, that the aggregate twelve-month total cost of said purchases may exceed $~~1~~3,000.

~~E~~C. Department heads should take the appropriate steps to attain the best pricing and other terms practical when using purchase orders.

~~F. Informal bidding may be employed by the Purchasing Agent when requested by a department head.~~

7. **AMENDMENT**
Chapter 5 entitled "Administrative Code" is hereby amended by revising Section 5-26, "Emergency purchases" as follows:

a. **THE FOLLOWING ARE AMENDED:**

§ 5-26 **Emergency purchases.**

A. Notwithstanding the informal bidding and Purchasing Agent approval requirements stated elsewhere in this article, Department Heads may make ~~Emergency~~ emergency purchase~~s orders may be executed for emergency purchases~~ not exceeding $25,000. ~~A copy of the emergency purchase order and report shall be sent to the Purchasing Agent within seven days of the emergency purchase. The Purchasing Agent shall report the emergency purchase order to the Finance Director and the City Manager.~~ All attempts shall be made to obtain the most competitive price and other terms within the time available. The department head shall be responsible for notifying the Purchasing Agent and City Manager of any emergency purchase as soon as practicable and in no event later than two calendar days.

~~A.~~B. Notwithstanding the formal bidding and City Council approval requirements stated elsewhere in this article, the City Manager may authorize emergency purchases of up to $50,000 when there exists occasion for an emergency purposes within the meaning of this article as determined by the City Manager. All attempts shall be made to obtain the most competitive price and other terms within the time available. The City Manager

shall report all such emergency purchases to the City Council at its next regular meeting.

8. **AMENDMENT**
Chapter 5 entitled "Administrative Code" is hereby amended by revising Section 5-27, "Quote purchases" as follows:

a. **THE FOLLOWING ARE AMENDED:**

§ 5-27 ~~**Quote**~~ **Informal bidding purchases; waiver.**

A. ~~The Purchasing Agent shall conduct~~ Informal bidding using quotations shall be required for ~~quote~~ purchase~~s~~ amounts of $~~1~~3,000 to $~~249~~,999.99. ~~Quote~~ Informal bidding shall consist of receiving a minimum of three ~~quotes~~ quotations whenever possible. Unless the vendor submitting a quotation states otherwise, vendors shall honor their submitted quotation for a period of at least thirty days.

B. Verbal or oral ~~quotes~~ quotations shall be required for ~~quote~~ purchase~~s~~ amounts from $~~1~~3,000 to ~~$4,999.99~~ $9,999..

C. Written ~~quotes~~ quotations from vendors are required for ~~quote~~ purchase~~s~~ amounts from $~~5~~10,000 to $~~9~~24,999.99.

D. Oral, verbal and written ~~quotes~~ quotations ~~shall~~ may be solicited by telephone, direct mail, direct conversation or by electronic means, and documented by the person obtaining the quotations.

E. The Purchasing Agent shall solicit, or verify the solicitation of, at least three vendors' quotations when available on every informal bidding purchase unless exempted by the provisions of this article. The purchase shall be awarded to the vendor whose quotation is deemed by the Purchasing Agent in his or her discretion to be the most advantageous to the City of Dover. Quotations may be rejected at the discretion of the Purchasing Agent. In the event fewer than three quotations are received, the City Purchasing Agent may award the purchase on the basis of the quotation deemed by the Purchasing Agent most advantageous to the City of those submitted or may order a new procurement process or defer the procurement to a more appropriate time.

F. The Purchasing Agent may waive informal bidding for good cause documented by the Purchase Agent in writing.

9. **AMENDMENT**
Chapter 5 entitled "Administrative Code" is hereby amended by revising Section 5-28, "Competitive bidding purchases; waiver" as follows:

a. **THE FOLLOWING ARE AMENDED:**

§ 5-28 ~~**Competitive**~~ **Formal bidding purchases; waiver.**

A. The Purchasing Agent shall advertise and conduct formal ~~competitive~~ bidding for purchases of goods and services of $~~10~~25,000 or more.

B. ~~Competitive~~ Formal bidding may be waived by a majority vote of the City Council, which may be done at the time of making the award.

10. AMENDMENT

Chapter 5 entitled "Administrative Code" is hereby amended by revising Section 5-29 "Exemptions to competitive bidding" as follows:

a. THE FOLLOWING ARE AMENDED:

§ 5-29 **Exemptions to ~~competitive~~ formal bidding.**
~~Competitive~~ Formal bidding shall not apply to the following:

~~A. Emergency purchases. The City Manager may waive the competitive bidding procedures when there exists an emergency as determined by the City Manager. All attempts shall be made to obtain the most competitive price within the time available. The City Manager shall report all such emergency purchases to the City Council at its next regular meeting.~~

~~B~~A. Purchases made through the State of New Hampshire, other governmental agencies, or cooperative buying groups. The Purchasing Agent may, with approval by the City Manager, waive bidding procedures when purchasing can be accomplished through the State of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups.

~~C. Change orders. The Purchasing Agent is authorized to issue change purchase orders for changes in scope or quantity of an existing purchase. Change orders for a vendor may be permitted up to the limits of the available appropriation when the services are within the original scope of services. A change order may also be issued up to a cumulative amount of $25,000 without further City Council approval.~~

~~D. Requests for proposals (RFP). The Purchasing Agent may solicit competitive proposals if he/she determines that compiling detailed technical specifications is not feasible or advantageous. Solicitation and award of RFPs is subject to other provisions of the Purchasing Code.~~

~~E~~B. Regional purchasing. The Purchasing Agent may participate in solicitations to bid conducted by the City of Dover or another city or town or other entity where the goal is to bid for goods and services for more than one city, town or other government entity subject to other provisions of the Purchasing Code.

~~F~~C. Sole-source purchases where the proposed purchase is manufactured or provided by only one entity, and/or the City has already committed to a certain product, manufacturer, brand, or service provider.

~~G~~D. Purchases under extensions of contracts when the same or lower price is extended for another year or part of a year, or where the Purchasing Agent is able to negotiate a mutually acceptable price increase that is no greater than the most recent Consumer Price Index-Boston published by the United States Department of Labor.

~~H~~E. Purchases under intergovernmental agreements or contracts which require use of

procurement procedures consistent with the provisions of this section.

~~I. Expert consulting for litigation.~~

11. AMENDMENT

Chapter 5 entitled "Administrative Code" is hereby amended by revising Section 5-30, "Reporting" as follows:

a. THE FOLLOWING ARE AMENDED:

§ 5-30 **Reporting.**

A. The Purchasing Agent shall report exceptions to the bidding and award requirements to the City Manager.

B. All purchases of goods and services of $~~5~~10,000 or more shall be reported to the City Council by the City Manager on a monthly basis following said purchases.

C. For any proposed purchase requiring City Council approval, and for which formal bidding has resulted in the submission of fewer than two bids, the City Manager or Purchasing Agent shall explain, to the extent known and practicable, the reason(s) or likely reason(s) for the number of formal bids actually received.

12. AMENDMENT

Chapter 5 entitled "Administrative Code" is hereby amended by revising Section 5-31, "Exemptions to bidding and approval requirements" as follows:

a. THE FOLLOWING ARE AMENDED:

§ 5-31 **Exemptions to bidding and approval requirements.**

Payments and purchases exempt from the bidding and City Council approval requirements due to their nature or other statutory provisions include:

A. Utility consumption costs, including electrical, natural gas, water and sewer.

B. Telecommunication charges.

C. Advertising.

D. Postage.

E. Federal, state and local taxes.

F. Court or administrative agency judgments, fines, and/or civil penalty assessments.

G. Workers' compensation claims.

H. Debt service payments.

I. Police special investigative costs where disclosure may jeopardize an investigation.

J. Expert consulting for litigation.

K. The Purchasing Agent is authorized to issue change orders or contract amendments up to a cumulative amount of $25,000 for changes in scope or quantity of an existing purchase. Change orders for a vendor may be permitted up to the limits of the available appropriation when the services are within the original scope of services.

13. AMENDMENT

Chapter 5 entitled "Administrative Code" is hereby amended by revising Section 5-33, "Competitive bidding procedure" as follows:

a. THE FOLLOWING ARE AMENDED:

§ 5-33 ~~**Competitive**~~ **Formal bidding procedure.**

The procedure for ~~competitive~~ formal bidding is established as follows:

A. ~~Competitive~~ Formal bidding shall be initiated by the Purchasing Agent with a notice of solicitations for bidding sent to vendors and/or by advertising. The notice shall contain specifications and/or scopes of services as to quantity and quality, date and time for the closing of bids, the date and time for opening bids, and other details regarding the bidding process. All solicitations shall note that all purchases are subject to the conditions set forth in the City Purchasing Code.

B. The Purchasing Agent shall solicit at least three vendors when available on every purchase requiring ~~competitive~~ formal bidding unless exempted by the provisions of this article. Bids shall be awarded to the vendor whose bid is the most advantageous to the City of Dover as determined by the Purchasing Agent and, if required, the City Council. Bids may be rejected at the discretion of the Purchasing Agent or City Council. In the event fewer than three bids are received, the City Purchasing Agent may, with City Council approval where required, award the purchase on the basis of the bid most advantageous to the City of those submitted or may order a rebidding.

C. Technical specifications for bids shall state information as broadly as practicable, yet shall be specific enough to describe the requirements of the purchase. Nontechnical specifications for bids shall state the quality required in general terms.

D. ~~Sealed f~~Formal bids shall be submitted by qualified vendors before the bidding deadline, but may be withdrawn by any bidder before the deadline. After the bidding deadline, the Purchasing Agent shall receive no further bids, and no bidder shall withdraw a bid. Bidders shall honor their submitted bid for a period of at least thirty days. As part of any bid, all bidders shall expressly state any exception to the bidding requirements and/or additional proposed terms, or else said bidder shall be deemed to have knowingly and irrevocably waived any such exception or additional proposed term. The City shall have custody of all bids submitted pursuant to this Purchasing Code.

E. In accordance with RSA 447:16, the Purchasing Agent shall require security from vendors for construction projects estimated to be in excess of ~~$125,000~~the dollar amounts stated in RSA 447:16, as may be amended from time to time.

(1) The elements of a purchase to be secured include, but are not limited to, the following:

(a) A bid bond in the minimum amount of 5% of the bid price from the time of bid opening until signing of the contract to offset the cost of accepting the next lowest qualified bidder, in case of default by the bidder.

(b) A performance bond in the amount of 100% of the contract price to ensure compliance with and completion of the contract.

(c) A labor and materials bond in the amount of 100% of the contract price to ensure payment to suppliers and subcontractors by the contractor.

(2) The form of the security shall be prescribed by the Purchasing Agent and may consist of, but is not limited to, bonds issued by surety companies licensed within the United States, certified checks and irrevocable letters of credit at banks acceptable to the City. Except as required by RSA 447:16, ~~The~~ the Purchasing Agent may waive the bond requirements on a case-by-case basis with the approval of the City Manager. The Purchasing Agent may include security requirements for public works projects the costs of which are below the dollar amounts specified in RSA 447:16, as may be amended from time to time, ~~less than $125,000~~ and in other types of purchases where doing so is advantageous to the City, with the approval of the City Manager.

F. In each and every case where bids are presented to the City Council for award, information presented to the City Council shall include solicitation information and bid amounts.

G. The Purchasing Agent shall open bids, read them in public, inspect them and process for award. In determining the bid most advantageous to the City, the Purchasing Agent shall, whenever possible, analyze the bids so that the bids are compared on an equitable basis as determined in the sole discretion of the Purchasing Agent.

H. The ~~competitive~~ formal bid procedure may be waived by a majority vote of the City Council.

I. In conducting formal bidding, the Purchasing Agent may develop standard bidding instructions for all bids or, if needed or deemed advisable, specific bidding instructions for individual bids. The Purchasing Agent may, but is not required to, reject all bids determined to be non-compliant with the bid instructions.

14. AMENDMENT

Chapter 5 entitled "Administrative Code" is hereby amended by revising Section 5-34, "Rebidding" as follows:

a. THE FOLLOWING ARE AMENDED:

§ 5-34 **Rebidding.**
The Purchasing Agent is authorized ~~to~~ and may rebid any or all items that have been noticed for bidding where fewer than three bids have been received, or where no bid most advantageous to the City has been received, or for other good cause, as determined ~~by~~ within the Purchasing Agent's discretion.

15. AMENDMENT
Chapter 5 entitled "Administrative Code" is hereby amended by revising Section 5-35, "Contract processing" as follows:

a. THE FOLLOWING ARE AMENDED:

§ 5-35 **Contract processing.**
The City Manager is designated as the sole authorized contracting officer of the City, though the City Manager may assign a temporary designee to contract for the City where the City Manager is unavailable. Execution of a written contract or contract change order accompanying a purchase order or purchase change order ~~greater than $1,000~~ shall occur only after the contract has been reviewed as to form by legal counsel and funding confirmed by the Finance Director or designee. Purchases involving contracts are subject to all other provisions of the Purchasing Code.

16. AMENDMENT
Chapter 5 entitled "Administrative Code" is hereby amended by revising Section 5-36, "Conditions of purchase" as follows:

a. THE FOLLOWING ARE AMENDED:

§ 5-36 **Conditions of purchase.**
All purchases made by the City shall be subject to the following conditions:

A. All purchases shall be awarded on the basis of the bid most advantageous to the City.

B. All purchases shall be subject to the reservation of the right by the City to accept or reject any or all bids.

C. In the event of a tie for low bid for equally qualified bidders where one bid is not considered most advantageous over another, preference for award shall be given to any bidder who is located within Dover.

D. When an award of purchase shall be recommended to other than the low bidder, the Purchasing Agent shall submit such recommendation to the City Manager for approval or disapproval. Should the City Manager reject such recommendation, the award shall be made to the bid most advantageous to the City, unless all bids are rejected.

E. Any automatic renewal term or "Evergreen clause" stated in any Vendor-drafted contract where the City is a party shall be deemed an option of the City at each renewal interval to either accept or reject the contract renewal, and shall not be enforceable against the City

unless and until the City expressly and in writing accepts each subsequent contract renewal.

F. The submission of a bid or the provision of commodities or services by a vendor shall constitute acceptance of any requirements or specifications set forth in this article and the terms stated on any bid instructions, purchase order, agreement, or other document issued by the City to procure the commodity or service.

G. Purchases of information technology systems, software, and similar goods and services shall include as an incorporated contract document the City's Vendor Cybersecurity Agreement as prepared by the City's Director of Information Technology, Purchasing Agent, and City Attorney, which may be amended from time to time and which may likewise be negotiated with respect to a specific procurement and vendor, or may be waived with approval of the City Manager.

H. The following terms stated in favor of a vendor in a City agreement are found to be against the public interest and not for the well-being of the City, and shall not be authorized and, if and to the extent any agreement where the City is party recites such terms, then those terms shall be unauthorized, null, void, and of no effect unless specifically authorized by vote of City Council:

(1) Any contractual indemnity in favor of the vendor for the vendor's negligence or fault;

(2) Any choice of law provision precluding the applicability of laws outside New Hampshire, except for applicable federal law;

(3) Any exclusive venue provision requiring the City to enforce the agreement in a judicial district outside New Hampshire;

(4) Any limitation of vendor's liability, limitation of City's remedy, or cap on damages against vendor, any of which operates to relieve the vendor of performing the promised services or providing the promised goods;

(5) Any waiver of the City's legal immunities or the protections within RSA chapter 507-B.

(6) Any time-based limitation on asserting a claim arising out of the contract, other than the statutes of limitation, if any, in New Hampshire.

17. AMENDMENT

Chapter 5 entitled "Administrative Code" is hereby amended by revising Section 5-40, "Negotiations after bidding" as follows:

a. THE FOLLOWING ARE AMENDED:

§ 5-40 **Negotiations after bidding.**

The Purchasing Agent shall reserve the right to reject any and all bids, together with the right to negotiate with the bidder submitting the bid most advantageous to the City for a lower price and/or other terms consistent with this article as deemed acceptable by the Purchasing Agent and City Attorney.

18. AMENDMENT

Chapter 5 entitled "Administrative Code" is hereby amended by revising Section 5-41, "Section Description" as follows:

a. THE FOLLOWING ARE AMENDED:

§ 5-41 **Prequalification for ~~Professional~~ professional services.**

In the purchase of accounting, architectural, auditing, engineering, legal and medical services and purchases of independent professional consultant services for personnel, data processing, insurance, actuarial, planning, management, and other comparable ~~purchases~~professions, the following procedures may be followed:

A. An invitation shall be developed which will include a description of the scope of services and desired result and which shall request qualifications and an expression of interest.

B. The invitation shall be given adequate public notice by posting in two public places, and by publication in a newspaper of general circulation.

C. Depending on the scope of the project, up to six applicants shall be selected to submit formal proposals.

D. The Purchasing Agent shall develop a request for proposals, including terms, conditions, and other requirements and identifying the purpose of the work, the result desired, the specific work components the consultant is expected to perform, and the responsibilities of the applicant and the City.

E. Proposals shall be evaluated and selection made on the basis of demonstrated competence and qualification for the services required at a fair and reasonable price. In addition to price, and where applicable to a particular project, one or more of the following factors shall be used in ~~awarding the contract~~evaluating proposals:

(1) Specific experience with similar projects.

(2) Specific experience with earlier phases of the same project.

(3) Background and experience of staff members who would be assigned to the job.

(4) Availability.

(5) Locality of the firm.

(6) Ability to communicate ideas.

(7) Ability to supply all of the major disciplines necessary to perform the work.

(8) Qualifications of subcontractors.

(9) Conceptual designs.

(10) Accuracy of the firm in estimated time and cost requirements.

(11) Other as defined by Purchasing Agent.

F. Interviews may be a part of the selection process.

G. On award, all contracts for professional services shall be formalized in a written agreement signed by the applicant and the City Manager.

19. TAKES EFFECT

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

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Robert Carrier By Request
Approved as to Legal Form and Compliance:	Joshua M. Wyatt City Attorney		
Recorded by:	Susan M. Mistretta City Clerk		

DOCUMENT HISTORY:

First Reading Date:	05/10/2023	Public Hearing Date:	05/24/2023
Approved Date:		Effective Date:	

DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

The major changes set forth in this ordinance were discussed at a workshop meeting on May 3, 2023.

The City's Purchasing Code is required by C6-16 of the City's Charter. This ordinance aims to update and modernize the purchasing code with the benefit of substantial staff and City Council experience. While some items within the purchasing code have been amended from time to time in recent years, the purchasing code has not had substantial revision since being repealed and reenacted in 2010 (O-2010.06.23-009). The amendments in this ordinance can be substantively grouped into four main categories:

1. Increased staff flexibility for certain purchases. These amendments increase certain dollar thresholds, thereby generally according more flexibility to City staff and department heads for certain small-cost procurements and emergency purchases. This is a result of inflation over the years rendering the dollar thresholds in the current purchasing code stale and unrealistically low. In addition, certain operational needs of the City require a streamlined purchasing process. The City has reviewed purchasing requirements of peer communities and found that, generally, the City of Dover's purchasing code is in several ways on the more stringent end. City staff believe the additional process imposed by the purchasing code in these instances is not in the City's best interests.
2. Clarification of ambiguous or incomplete provisions: Certain definitions and concepts in the purchasing code have either confusing definitions or inconsistent usage of concepts. In addition, some definitions are incomplete and do not capture the true intent and reality of the purchasing system.
3. Reorganization. Over the years the purchasing code has evolved such that some provisions have been misplaced and should be moved to other sections. For example, there is currently a change order provision exempting in the section addressing exemptions from competitive bidding.
4. Addressing Contract Terms Not in the Public Interest. As time has gone by and commercial practices have evolved, in many if not most contractual arrangements vendors seek categorically unfair contract terms, such as automatic renewals, indemnity, limitations of liability, exclusive venue in another statue, and choice of law of another state. The implications of these terms are serious and not in the public interest, and the changes proposed in this ordinance aim to better position the City

for procurements. In addition, the amendments seek to hold vendors to their bids and maintain a level playing field. *See Marbucco Corp. v. City of Manchester*, 137 N.H. 629, 633 (1993) (classifying submitted bid as a contractual offer). The City has delegated statutory authority for "[m]aking and ordering their prudential affairs," RSA 31:39(l), and "for the well-being of the city," RSA 47:17, XV. The City also has statutory authority for contracting and purchasing as "necessary and convenient for the transaction of the public business." RSA 31:3; *see also* RSA 47:5. Since 1977, the United Kingdom has enacted an Unfair Contract Terms Act aiming to curtail one-sided terms that seek to avoid liability for non-performance. The State of New Hampshire's administrative rules governing purchasing have comprehensive requirements and expressly state that in providing services or goods a vendor is accepting the provisions of the purchasing code. *See N.H. Code of Admin. Rules*, Adm 605.02.

By way of further background, there is no statutory requirement for municipalities to conduct competitive bidding, unless a public official is a seller or contractor, *see* RSA 95:1. Once adopted, competitive bidding policies should be strictly followed. *See Gerard Construction Co. v. City of Manchester*, 120 N.H. 391 (1980)

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2023.05.10 – 079**

Resolution Re: Authorization to Accept and Expend the New Hampshire Department of Environmental Services Cybersecurity Implementation Grant

WHEREAS: The City of Dover Information Technologies Department has applied for a State of NH Department of Environmental Service (NHDES) Cybersecurity Implementation Grant in the amount of $100,000.00; and

WHEREAS: The grant has been awarded to the City of Dover contingent upon Governor and Executive Council approval. The city will use the funding to address potential cybersecurity vulnerabilities identified in an assessment titled "Nationwide Cybersecurity Review" of the Dover drinking water and wastewater utilities; and

WHEREAS: The City of Dover is seeking funding for aging systems and operating systems approaching end of life supporting SCADA operations to ensure systems are using current, supported hardware and software with active maintenance agreements in place. This project will also improve identity management and increase resiliency in alarming; and

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

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

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

AND, FURTHER BE IT RESOLVED THAT:

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

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

Account	Description	Appropriation	Balance
TBD	ARPA Cybersecurity Implemntation Grant	100,000.00	100,000.00

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

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2023.05.10 – 079**
Resolution Re: Authorization to Accept and Expend the New Hampshire Department of Environmental Services Cybersecurity Implementation Grant

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

Sponsored by: Mayor Robert Carrier, By Request

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

Recorded by: Susan M. Mistretta, City Clerk

DOCUMENT HISTORY:

First Reading Date:	05/10/2023	Public Hearing Date:	05/24/2023
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.		

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2023.05.10 – 079**

Resolution Re: Authorization to Accept and Expend the New Hampshire Department of Environmental Services Cybersecurity Implementation Grant

RESOLUTION BACKGROUND MATERIAL:

The City of Dover currently has aging systems and operating systems approaching end of life supporting SCADA operations. The current server operating system will no longer be supported after October 2023.

The City requested and received a penetration testing and cybersecurity assessment conducted by the ATOM group on behalf of a NH Primex pilot program in June 2020. Additionally, starting in 2020, the City has been participating in the annual Nationwide Cybersecurity Review (NCSR) provided by Multi State Information Sharing and Analysis Center (MS-ISAC) / Center for Internet Security (CIS). As a member of MS-ISAC, CIS conducts monthly testing of publicly facing IP addresses and services and sends results to the Office of IT for review and remediation.

Based on the cybersecurity assessments as noted, the City developed a Cybersecurity Action Plan in September 2021. This plan guides budgeting and grant application requests.

The proposed DES grant funding will implement upgrades to ensure SCADA systems are using current, supported hardware and software that is not nearing end of support. This project will also improve identity management and increase resiliency in alarming. Key deliverables or outcomes of the project will be:

- SCADA systems using new hardware systems.
- SCADA systems using most current release of SCADA application.
- New SCADA system in place, fully operational and successfully tested. Redundancy in alarm transports and originating alarm systems tested.
- Access to SCADA system, onsite or remote, is logged. Multifactor authentication (MFA) for remote access is in place.
- Documentation and training provided.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2023.05.10 – 080**

Resolution Re: Authorization to Accept and Expend the Mass General Brigham Wentworth-Douglass Hospital Community Benefit Grant

WHEREAS: The City has received notice from the Mass General Brigham Wentworth-Douglass Hospital Community Benefit Grant of an award of $62,000.00 of grant funds for the purpose of funding paramedic tuition for four city personnel at am accredited education program; and

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

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

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

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
TBD	Mass General Brigham Wentworth-Douglass Hospital Community Benefit Grant	62,000.00	62,000.00

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

Sponsored by: Mayor Robert Carrier, By Request

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

Recorded by: Susan Mistretta, City Clerk

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2023.05.10 – 080**
Resolution Re: Authorization to Accept and Expend the Mass General Brigham Wentworth-Douglass Hospital Community Benefit Grant

DOCUMENT HISTORY:

First Reading Date:	05/10/2023	Public Hearing Date:	05/24/2023
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:

The proposal presents how financial support from Mass General Brigham Wentworth-Douglass Hospital will be utilized to support Emergency Medical Services provided by the Dover Fire and Rescue (DF&R) Department and the resulting community at large. This proposal is aimed at promoting learning as well as strengthening the cooperative connection between the two agencies to achieve the common goal of high- quality health related outcomes from the community we serve together. DF&R is seeking funding for paramedic level training for four (4) personnel. Our organization makes every effort possible to have planned collaborations with other organizations to benefit the community such as Dover Rotary, Dover Chamber, Dover Mainstreet, Strafford County Public Health Network, Dover Mental Health Alliance, and The NH Harm Reduction Coalition's Strafford County Community Care Team.

Tuition costs include the cost of enrollment at the New England EMS Institute (NEEMSI) located in Manchester NH. Miscellaneous costs include application fees, entrance test, ALS practical Exam Fee, ALS Written Exam fee, and Uniforms.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R - 2023.05.10 – 076**

Resolution Re: Authorizing the City Manager to Execute Community Power Coalition of New Hampshire ("CPCNH") Cost Sharing Agreement and Member Services Contract and Approving CPCNH's Policies Concerning Data Security and Privacy as well as Energy Portfolio Risk Management, Retail Rates, and Financial Reserves Policies

WHEREAS: Pursuant to a resolution passed on July 14, 2021 (R-2021.07.14-130), the City Manager was authorized to execute the Joint Powers Agreement ("JPA") of the Community Power Coalition of New Hampshire ("CPCNH"); and

WHEREAS: On January 25, 2023, the City Council approved the City's Electric Aggregation Plan ("EAP") (R-2023.01.23-017), and on March 21, 2023 the New Hampshire Public Utilities Commission approved Dover's EAP; and

WHEREAS: The City can participate in the so-called "Wave 1.5" group of communities enrolling residents in the Community Power Program, expected to begin in June 2023, with residents having the ability to opt-out or opt-in if taking service from a competitive supplier. To do so, the City Council must review and authorize the City to enter into a Cost Sharing Agreement and Member Services Contract (including a Complete Service Bundle), as well as approve CPCNH's "Board Policy, Data Security and Privacy", as well as CPCNH's Energy Portfolio Risk Management, Retail Rates, and Financial Reserves Policies.

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

The Dover City Council hereby approves the Cost Sharing Agreement and Member Services Contract, together with the Complete Service Bundle (Exhibit C to the Cost Sharing Agreement and Members Services Contract), with the Community Power Coalition of New Hampshire (CPCNH), and authorizes the City Manager, at a time to be determined by the City Manager as part of or after the Wave 1.5 communities, to execute and enter into each agreement on behalf of the City of Dover. The City Manager is authorized to do all acts necessary to implement these agreements and perform the City's duties as stated within.

AND, FURTHER BE IT RESOLVED:

The City's Resilience Manager, Dr. Jackson Kaspari, is appointed as the Authorized Officer (as that term is used in the Complete Service Bundle) and is authorized, with respect to with Article VIII of the Complete Service Bundle, to: (a) delay commencing procurement pursuant to Article VI, Section 3 of the Complete Service Bundle; (b) specify default and optional products pursuant to the Retail Rates Policy; and (c) set Discretionary Reserve adders pursuant to the Retail Rates Policy.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R - 2023.05.10 – 076**

Resolution Re: Authorizing the City Manager to Execute Community Power Coalition of New Hampshire ("CPCNH") Cost Sharing Agreement and Member Services Contract and Approving CPCNH's Policies Concerning Data Security and Privacy as well as Energy Portfolio Risk Management, Retail Rates, and Financial Reserves Policies

AND, FURTHER BE IT RESOLVED:

That the Dover City Council hereby approves: (1) CPCNH Board Policy, Data Security and Privacy (effective December 15, 2022); and (2) CPCNH's Energy Portfolio Risk Management, Retail Rates, and Financial Reserves Policies (adopted December 19, 2022; amended March 3, 2023).

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

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

Recorded by: Susan M. Mistretta, City Clerk

Sponsored by: Mayor Robert Carrier, By Request

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R - 2023.05.10 – 076**

Resolution Re: Authorizing the City Manager to Execute Community Power Coalition of New Hampshire ("CPCNH") Cost Sharing Agreement and Member Services Contract and Approving CPCNH's Policies Concerning Data Security and Privacy as well as Energy Portfolio Risk Management, Retail Rates, and Financial Reserves Policies

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

This matter was discussed during a workshop meeting of the City Council on May 3, 2023 (see attached slides and report). This resolution represents the next step—and authorizations—needed before the City can begin mailing out notices and enrolling electric customers in the City of Dover.

The report attached hereto contains the following documents:

1. Community Power Coalition of New Hampshire Cost Sharing Agreement (with the Complete Services Bundle included within as Exhibit C) (beginning on PDF page 50);
2. Community Power Coalition of New Hampshire Board Policy, Data Security and Privacy (effective December 15, 2022) (beginning on PDF page 45);
3. Community Power Coalition of New Hampshire Energy Portfolio Risk Management, Retail Rates, and Financial Reserves Policies (adopted December 19, 2022; amended March 3, 2023) (beginning on PDF page 8).

COMMUNITY POWER COALITION OF NEW HAMPSHIRE
For communities, by communities.

Dover Community Power

CPCNH Status Update & Options for Launch

To: Dover City Council

From: Dr. Jackson Kaspari, City of Dover Resilience Manager, CPCNH Board Director

Date: April 26, 2023

Subject: CPCNH Update and Options for Launching Dover Community Power

Report Summary

On April 21, 2023, the Community Power Coalition of New Hampshire (CPCNH) held its second Annual Membership and Board Meetings. Business conducted at the meetings included:

- Admittance of CPCNH's thirty-first, -second, and -third members (including neighboring towns of Rollinsford and Stratham).
- Welcome CPCNH's incoming CEO, Mr. Brian Callnan.
- Election of a slate of twenty standing Board Directors, including myself.
- Adoption of a budget for Fiscal Year 2023.
- Election of CPCNH's Officers (Chair, Vice Chair, Treasurer, Secretary).
- Appointment of chairs and members to CPCNH's seven current committees.

This report provides an update on the status of CPCNH's organizational structure and operational readiness to inform Dover City Council's consideration of two options / timelines for the launch of Dover Community Power:

> **Option 1:** Act on 5/10/23 to authorize launch of Dover Community Power targeting initial customer enrollments for 6/26/23.
>
> **Option 2:** Defer action authorizing launch of Dover Community Power until a future date (likely Spring 2024).

Attachments to the report include:

1. March 23, 2023 Memo
2. CPCNH Energy Portfolio Risk Mgmt., Retail Rates, & Financial Reserves Policies.
3. CPCNH Data Security and Privacy Policy.
4. CPCNH Cost Sharing Agreement & Member Services Contract for the Complete Service Bundle.
5. Ascend Analytics 11-Month Financial Forecast for Dover Community Power.
6. Example Customer Notice and Enrollment Mailer (Portsmouth).
7. CPCNH FY 2023 Adopted Budget.
8. CPCNH FY 2023 Roster — Members, Board, Committees.

Background & Context

Dover Participation & Progress to Date

On September 22, 2021, the Dover City Council adopted the Joint Powers Agreement of CPCNH, becoming one of fourteen founding member municipalities and counties.

Dover officials have served on the CPCNH Board since incorporation, have actively participated in CPCNH's start-up phase, and served on various committees including Executive, Member Operations and Engagement, Risk Management, and CEO and Staff Search.

On January 25th, 2023, the Dover City Council adopted the Dover Community Power Electric Aggregation Plan. On March 21, 2023, the Plan was approved by New Hampshire Public Utilities Commission.[1]

Launch of Community Power Wave 1

As of April 24, 2023, CPCNH has commenced enrolling customers across the ten "Wave 1" communities including the cities of Lebanon and Nashua, and the towns of Enfield, Exeter, Hanover, Harrisville, Peterborough, Plainfield, Rye, and Walpole.

Projected Community Benefits for 10 "Wave 1" Communities

Default Customers:	65,994
Average Customer Energy $ Savings:	23%
Total Three-Month Customer Savings:	$ 5,855,000
Total Three-Month Community Reserves:	$ 8,104,000
Expected Annual Megawatt-hours Served:	564,000

Rate Savings Relative to Investor-Owned Utilities

	Utility Supply Rates*	Coalition Granite Basic*	Customer Savings
Eversource	20.2 ¢/kWh	15.8 ¢/kWh	22%
Liberty	22.0 ¢/kWh		28%
Unitil	25.9 ¢/kWh		39%

[1] NHPUC Order No. 26,796: https://www.puc.nh.gov/regulatory/Docketbk/2023/23-010/ORDERS/23-010_2023-03-31_NHPUC_ORDER-26796.PDF

Electricity Choices for Customers

Power Option	Renewable Content	Rate ¢/kWh*
Granite Basic	23.4%	15.8
Granite Plus	33%	16.2
Clean 50	50%	16.9
Clean 100	100%	19.1

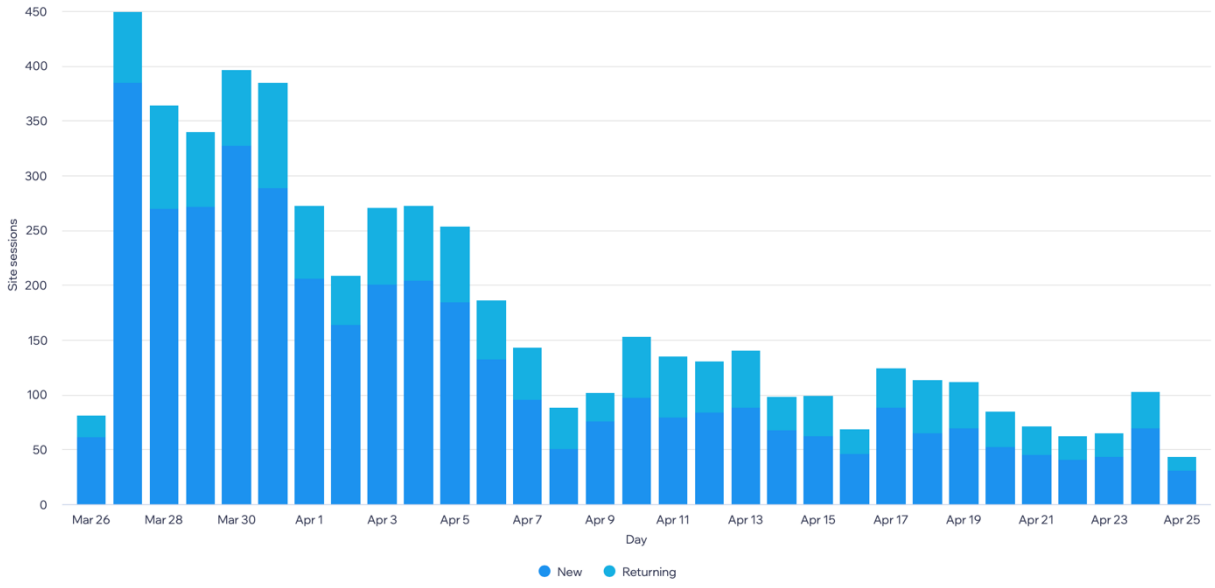
Rates effective through July 31, 2023.

The City of Portsmouth and the Town of Canterbury have additionally authorized program launches and are scheduled to enroll customers starting May 30, 2023.

CPCNH's contact center reports having fielded 712 customer calls from 3/27/23 to 4/23/23, with the top five inquiry types documented in the table below:

Interaction Type	Count of Interaction Type	% of Documented Calls
General Info	304	46%
Account Status Inquiry	115	17%
Opt Out	115	17%
Opt In	114	17%
Granite Basic	94	14%

Customers may also opt-in/out/up/down by visiting CommunityPowerNH.gov or by emailing info@CommunityPowerNH.gov. Web traffic is shown in the graph below:



Financial Forecast: Dover Community Power

CPCNH base electricity supply rates for residential and small commercial customers are set at 15.8¢ per kilowatt-hour (kWh), effective through July 31, 2023. Eversource electricity supply rates for most customers are set at 20.2¢ per kWh, effective through July 31, 2023. For the current period, CPCNH offers a ~22% energy supply rate discount compared to Eversource.

Commencement of service of Dover Community Power in June 2023 is forecasted to produce a collective $233,351 savings for Dover electric customers in the first month of operation (July 2023). The program will concurrently generate $385,536 during the first month of operation in financial reserves to support long term rate stability and other community benefits.

In June 2023, Eversource will conduct an auction to procure six months of utility default power supply for the period of August 1, 2023 – January 31, 2024. CPCNH has the flexibility to make power procurement and hedging decisions on a month-to-month basis, and to actively manage its power portfolio as market conditions change. This is a structural advantage relative to the closely regulated procurement approach imposed on Eversource.

CPCNH will adjust rates with >30 days advanced public notice with the objective of offering at least one supply option at a discount relative to the Eversource supply rate along with cleaner 'opt up' choices. The financial forecast conservatively assumes Dover Community Power will be able to offer a 7.5% discount for the August 2023 – January 2024 period, and thereafter assumes a 5% discount relative to Eversource.

The financial forecast projects 11-month customer savings of $899,658 and 11-month financial reserve contributions of $1,059,936.

See Attachment 5 for further details.

Options for Dover Community Power Launch

There are two options for launching Dover Community Power:

Option 1: Act on 5/10/23 to authorize launch of Dover Community Power targeting initial customer enrollments for 6/26/23.

Option 2: Defer action authorizing launch of Dover Community Power until a future date (likely Spring 2024).

Please refer to the additional memo from March 23rd more insight into the two options.

For Option 1, and to launch Dover Community Power service this spring, the City Council would act to approve (1) CPCNH policies, and (2) CPCNH Cost Sharing Agreement and Member Services.

Approval of these policies and agreements authorizes CPCNH to provide all services required to finance and operate Dover Community Power such as power supply procurement and management, data and billing, and customer service.

To: City Manager Joyal
Cc: Christopher Parker, AICP
Donna Benton, AICP
Ann Legere, CPPB
William Baber
From: Jackson Kaspari, Ph.D.
Date: March 23, 2023
Re: Community Power

ISSUE:
If the City proceeds with Community Power it must decide to either launch a program with Wave 1.5 in June, 2023 or Wave 2 in April (Spring), 2024.

INTENT:
This memo lays out the pathways.

GOALS:
Provide a concise description of the available options for launch including recommendations for covering the municipal load obligations.

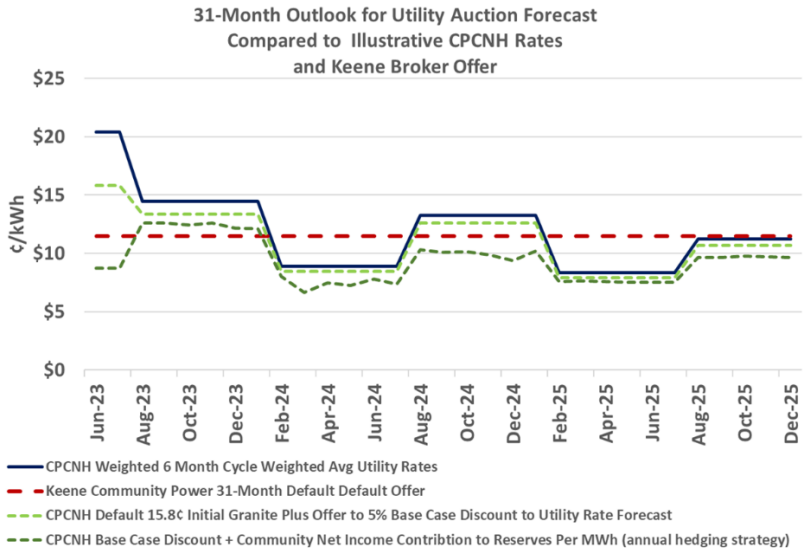
Options for Community Power and the Municipal Load

The Community Power Coalition of New Hampshire (CPCNH) recently announced rates which will be available through participating programs from May through July (Table 1).

Table 1. Comparison between the current Eversource default supply rate and rates offered through CPCNH. Percentages represent the mix of carbon free or renewable energy in the supply stack.

Eversource Residential & General Service	CPCNH	
20.221 ¢	Granite Basic (23%)	15.8 ¢
	Granite Plus (33%)	16.2 ¢
	Clean 50 (50%)	16.9 ¢
	Clean 100 (100%)	19.1 ¢

The base rate represents a 22% discount from the current Eversource Residential & General Service Rate of 20.221 ¢ per kWh. CPCNH intends to adjust rates in accordance with the six-month utility auction schedule. This allows the Coalition to ensure that rates offered through participating community programs are below those available via the distribution utilities. In June Eversource will announce rates for the August through January period and CPCNH will determine rates shortly thereafter. This rate change will take effect on August 1st.



The above figure produced by Ascend Analytics, highlights how utility rates are projected to drop off in the coming months and years as the situation in global energy markets continues to recover from the disruption caused by the Russo-Ukrainian war. Fixed broker-based rates that may seem attractive now, like in the case for Keene's program with Standard Power, in the around 11 – 11.5 ¢/kWh range

are projected to likely come in above the utility default rate in the future. This speaks to the benefit of the Coalitions active portfolio management strategy utilizing hedging and 6-month rate adjustments.

The City has two major pathways it could take to move forward with community power.

Option 1 – June, 2023 Launch | Wave 1.5
If the City wants to move expeditiously towards launching a program the following actions/approvals would be necessary.

- City Council Workshop on the Cost Sharing Agreement (CSA), Complete Services Contract and Policy Documents held on May 3rd, 2023.
- City Council vote regarding the CSA, Contract and Policy Documents on May 10th.
- Execution of the Contract by the City Manager.
- CPCNH Risk Management Committee holds a hedge authorization meeting on May 11th.
- Notify Public Utilities Commission and Eversource on intent to launch a program on May 12th.
- Distribute community wide mailers on May 26th.
- Engage in public media campaign with the assistance of Clean Energy NH.
- Launch/enrollment commences on June 26th.
- Rate change occurs on August 1st.

The municipal load could integrate into the program in December 2023 following the end of the current competitive supply contract with NextEra.

Option 2 – April (Spring), 2024 Launch | Wave 2
The first three steps could be completed in the same timeframe with the intent to participate in second wave of programs starting likely in April, 2024. This would allow for increased public engagement as well potential inclusion of the SAU load. Waiting until Wave 2 would allow CPCNH to mature as an organization while a staff team is built out under a CEO. Furthermore, it allows more time for any potential kinks between utility data interchange with CPCNH to be worked through including the ability to enroll customers participating in net metering. The municipal load could also be included in the program at the same time as the community load which is advantageous. However, for this to occur the municipal load would need to go back onto Eversource default supply from December until April. By incorporating the municipal load, the City could choose to increase its renewable supply mix over time, decreasing its environmental impact and progressing towards the City Council's 2035 renewable energy goal for municipal facilities.

Recommendation

While customer savings and reserves could be realized sooner with a June, 2023 launch it is my recommendation that the City take the risk adverse approach of waiting to launch a program with Wave 2 in Spring, 2024. The City does not need to act regarding a competitive supply contract and can simply include the load as part of the Dover Community Power Program at that time.

Energy Portfolio Risk Management, Retail Rates, and Financial Reserves Policies

For Communities, By Communities



COMMUNITY POWER COALITION OF NEW HAMPSHIRE

AMENDED: March 3, 2023

ORIGINAL ADOPTION DATE: December 19, 2022

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ENERGY PORTFOLIO RISK MANAGEMENT POLICY

Philosophy, Objectives & Scope

This Energy Portfolio Risk Management Policy (EPRM Policy) outlines the philosophies and objectives of the Community Power Coalition (CPCNH) Board of Directors (Board) in governing and making decisions necessary to provide the credit support, portfolio analytics, hedging, and daily operating activities required to implement and operate Community Power Aggregation (CPA) power supply services.

The Risk Management Committee (RMC) is responsible for ensuring the development and maintenance of CPCNH's Energy Portfolio Risk Management Regulations (EPRM Regulations) to expand on the roles, strategies, controls, and authorities authorized in this policy to form a comprehensive energy risk management program.

Risk Philosophy

As a Joint Powers Agency, CPCNH is in the business of procuring and generating energy for the benefit of its participating Member CPAs. The goal of this policy is to:

- Serve Member CPA needs subject to Board approved risk tolerance limits.
- Provide as much energy supply cost certainty for CPA customers as reasonably possible while maintaining a least cost portfolio.
- Develop and enhance the value of CPCNH and Member CPA assets to meet the financial and local policy goals of the participating Members.

CPCNH recognizes that novel technologies, market dynamics, and regulatory shifts are combining to create new levels and dimensions of risk, and opportunities, that must be integrated into CPCNH's portfolio risk management program.

CPCNH's objective is to develop the least cost, greatest value portfolio to meet load requirements of CPA customers, while maximizing revenues from sales of surplus energy from wholesale and local project resources, and creating new sources of revenue through the intelligent design and integration of price-responsive customer rates, market-enabling products, and local programs (e.g., portfolio optimization).

Unlike a private-sector supplier, CPCNH's primary business purpose is to serve its Members. CPCNH's goal is to be a cost hedger for its Member CPAs load and is therefore precluded by this policy from engaging in purely speculative activities typical to many organizations oriented toward profit maximization.

CPCNH also recognizes that there are additional risks beyond those related to normal power supply operations and hedging activities. CPCNH's goal is to limit, to the extent practicable, exposure to those risks This document serves as a vehicle to describe and define the limits for activities considered as appropriate for CPCNH in a normal course of business of serving loads and procuring power.

Business Activities

CPCNH's primary business is to procure or produce electricity supply to meet CPA customer load requirements. The resource supply portfolio may consist of fixed and variable priced supply contracts of varying lengths, physical assets (such as power plants and distributed energy resources), and agreements for other related supplies and services needed to ensure reliable delivery of electricity to CPA customers.

The objective of the EPRM Policy is to provide a framework for conducting procurement activities that maximize the probability of CPCNH meeting its goals. The policy documents the framework by which CPCNH will:

- Identify risks associated with the procurement of power supply.
- Identify those responsible for administering the various elements of the risk management policy from procurement operations to oversight activities.
- Set parameters and methodologies for managing risk associated with procuring and hedging the power supply portfolio including the specification of authorized products, terms, and transaction limits.
- Provide for the accrual of reserve funds for the purpose of satisfying all financial obligations and objectives associated with management of the portfolio.

The EPRM Policy applies to all power procurement and related business activities that may impact the risk profile of CPCNH and its Member CPAs.

Transacting Objectives

CPCNH's objectives when transacting on behalf of Member CPAs for the procurement of energy and energy related supplies and services are as follows:

1. Meet customer all-requirements electricity requirements, inclusive of all of the electrical energy, capacity, reserves, ancillary services, transmission and distribution losses, congestion management, and other such services or products necessary to provide firm power supply to participants and meet the requirements of New Hampshire's Renewable Portfolio Standard.
2. Provide competitive rates for the participating Member CPAs, and stability and choice for participating customers.
3. Obtain the best available price for power supply while complying with the requirements of this policy and other objectives established by the Board.
4. Develop local renewable, battery storage, and distributed energy projects and customer programs.
5. Manage CPCNH's assets to optimize value.
6. Act to limit exposure to extreme market system changes.
7. Follow effective wholesale counterparty credit management procedures.
8. Develop and maintain financial reserves.

9. Develop and maintain CPCNH's investment grade credit rating.

CPCNH's overall transacting objective is to meet the load requirements of Member CPA customers with an optimized portfolio.

Scope of Policy

This EPRM Policy prescribes the management organization, authority, and processes to monitor, measure and control the risks to which CPCNH is exposed in the normal course of business arising primarily from CPCNH's participation in the wholesale energy markets. CPCNH is exposed to three quantifiable risks:

1. Volumetric risk: load and resource variability.
2. Price risk: market-related cost variability.
3. Counterparty Credit and Collateral Call risk: potential default by a counterparty or requirement to post collateral

This policy applies to all energy and energy related transactions made by CPCNH, and the term "risk management" is herein understood to refer solely to risks related to participation in wholesale energy markets as herein defined.

Specific methodologies used to measure, monitor, and control these risks shall be established by the Risk Management Committee, in accordance with sound utility practices and included in the EPRM Regulations.

From the perspective of risk mitigation, CPCNH's primary objective is to cover load and optimize the value of assets. Taking risks unrelated to CPCNH's normal power supply business activities, is not permitted.

CPCNH is also exposed to regulatory, operational and reputation risks. These risk categories and exposures are managed pursuant to CPCNH's Enterprise Risk Management Policy (ERM Policy).

Policy Administration, Review and Amendments

Energy Portfolio Risk Management will be a regular reporting standing agenda item at meetings of the Risk Management Committee and Board.

The Board, in consultation with the Risk Management Committee, is responsible for adopting this policy and reviewing it as needed at least every two calendar years.

The Board must approve amendments to the EPRM Policy. Advance written notice of Board meetings at which changes to this Policy are proposed shall be sent by the CEO or Board Chair to the principal executive officers of each Member that has executed the Member Services Contract for the Complete Services Bundle. Subsequently, any such amendment shall be sent by the CEO or Board Chair to the principal executive officers of each Member that has executed the Member Services Contract for the Complete Services Bundle.

Approval and Amendment of Regulations

After the EPRM Regulations are initially approved by the Board, the regulations may be amended with approval of the CEO, in consultation with the RMC, provided that the CEO sends prompt written notice to the Board of any such amendments.

Applicability

This EPRM Policy is effective immediately upon its adoption by the Board. It applies to CPCNH's wholesale supply operations, long-term contracting for energy/capacity and services, acquisition of generation resources, credit risk management and other related ancillary activities undertaken by CPCNH.

CPCNH Officers, Directors, staff, and contractors engaged in portfolio risk management will adhere to and be governed by this EPRM Policy.

Risk Exposures

CPCNH must procure electric power supplies and operate in the wholesale energy market which exposes CPCNH, and ultimately the customers of participating Members, to various risks. The risks listed relate to CPCNH participation in wholesale and retail markets as a Load Serving Entity (LSE). These categories are defined and explained as follows.

Market Risk

Market risk is the uncertainty of CPCNH's financial performance due to variable commodity market prices (market price risk) and uncertain price relationships (basis risk). Variability in market prices creates uncertainty in CPCNH's procurement costs, which has a direct impact on customer rates.

Volumetric Risk

Volumetric risk reflects the potential adverse financial outcomes due to the uncertainty in the quantity of different power supply products required to meet the needs of CPCNH and its members. Customer load is subject to fluctuation due to customer opt-outs or departures, temperature deviation from normal, unforeseen changes in the growth of behind the meter generation by CPCNH customers, unanticipated energy efficiency gains, new or improved technologies, as well as local, state, and national economic conditions.

Opt-Out Risk (Customer Attrition Risk)

Opt-out or attrition risk occurs when customers opt-out of the program by choosing a different supplier. Opt-out risk may be realized by any condition or event that creates uncertainty within, or a diminution of, CPCNH's customer base. Opt-out risk is manifested in two separate ways:

1. First, the ability of customers to return to bundled service from NH utilities creates uncertainty in CPCNH's revenue stream, which is critical for funding EPRM goals

2. Second, customer opt-out risk can potentially challenge the ability of CPCNH to prudently plan for, and cost effectively implement, long-term resource commitments made on behalf of its member communities and the customers it serves

Counterparty Credit Risk

Performance and credit risk refers to the inability or unwillingness of a counterparty to perform according to its contractual obligations or to extend credit. Failure to perform may arise if an energy supplier fails to deliver energy as agreed. There are different general performance and credit risk scenarios:

- Counterparties and wholesale suppliers may fail to deliver energy or environmental attributes, requiring CPCNH to purchase replacement products elsewhere, possibly at a higher cost.
- Counterparties may fail to take delivery of energy or environmental attributes sold to them, necessitating a quick resale of the product elsewhere, possibly at a lower price.
- Counterparties and suppliers may refuse to extend credit to CPCNH, possibly resulting in higher collateral posting costs impacting CPCNH's cash and bank lines of credit.

During the normal course of business CPCNH is exposed to counterparty risk from energy suppliers. In this context, an important subcategory of credit risk is concentration risk. When a portfolio of positions and resources is concentrated in one or a very few counterparties, sources, or locations, it becomes more likely that major losses will be sustained in the event of non-performance by a counterparty or supplier or as a result of price fluctuations at one location.

Liquidity and Collateral Risk

During the normal course of business CPCNH is exposed to liquidity risk to fund operations, meet ISO-NE collateral requirements and potential collateral obligations from bilateral power purchases.

Liquidity Risk is the risk that CPCNH will be unable to meet its financial obligations. This can be caused by unexpected financial events and/or inaccurate pro forma calculations, rate analysis, and debt analysis. Some unexpected financial events impacting liquidity could include:

- Breach of CPCNH credit covenants or thresholds. Any breaches of existing and future credit covenants on CPCNH agreements could result in the withdrawal of CPCNH's line of credit or trigger the requirement to post collateral.
- Calls for collateral from the ISO-NE or CPCNH's counterparties based on terms of transacting agreements.

- CPCNH may be the subject of legal or other claims arising from the normal course of business. Payment of a claim by CPCNH could reduce CPCNH's liquidity if the cause of loss is not covered by CPCNH's insurance policies.

CPCNH will use industry best practices to manage potentially collateral posting and liquidity risk to the energy suppliers (i.e., requirement to post collateral per contractual terms).

Regulatory and Legislative Risk

CPCNH is subject to an evolving legal and regulatory landscape. Regulatory risk encompasses risks associated with shifting state and federal regulatory policies, rules, and regulations that could negatively impact CPCNH. Legislative risk is associated with actions by federal and state legislative bodies, such as any adverse changes or requirements that may infringe on CPCNH's autonomy, increase its costs, impact its customer base, or otherwise negatively impact CPCNH's ability to fulfill its mission.

Operational Risk

Operational risk is the uncertainty of CPCNH's financial performance due to weaknesses in the quality, scope, content, or execution of human resources, technical resources, and/or operating procedures within CPCNH. Operational risk includes the potential for:

- Organizational structure that is ineffective in addressing risk (i.e., the lack of sufficient authority to make and execute decisions, inadequate supervision, ineffective internal checks and balances, incomplete, inaccurate, and untimely forecasts or reporting, etc.).
- Absence, shortage or loss of key personnel or lack of cross functional training.
- Lack or failure of facilities, equipment, systems, and tools such as computers, software, communications links and data services.
- Exposure to litigation or sanctions resulting from violating laws and regulations, not meeting contractual obligations, failure to address legal issues and/or receive competent legal advice, not drafting and analyzing contracts effectively, etc.
- Errors or omissions in the conduct of business, including failure to execute transactions, violation of guidelines and directives, etc.
- Model risk that results in an inaccurate or incomplete representation of CPCNH's actual or forecast financial performance due to deficiencies in models and/or information systems used to capture all transactions.

Reputation Risk

Reputation risk is the potential that CPCNH's reputation is harmed, causing members or customers to opt-out of CPCNH service and migrate back to NH utilities. It includes the potential for energy market participants to view CPCNH as an

untrustworthy business partner, thus reducing the pool of potential counterparties and/or having counterparties apply a CPCNH-specific risk premium to pricing.

Risk Strategy & Parameters

An important aspect of implementing an overall energy risk management policy is the development of related strategies to mitigate all of the related risks associated with energy transacting activities. The key strategies of CPCNH are outlined below.

Portfolio Strategy & Cost Allocation

The portfolio management process involves (1) continuous monitoring and modeling of market developments, customer load commitments, rates, attrition, and any offsetting hedge positions, (2) entering into and out of transactions with counterparties to minimize the cost and risk of providing all-requirements electricity, and (3) scheduling load and resources into the ISO-NE wholesale market, and subsequently settling financial obligations with the market operator and counterparties after the conclusion of each trading day.

To minimize the administrative and transaction costs associated with portfolio management, CPCNH will manage one whole portfolio to meet the combined electricity requirements of its Member CPAs. Probabilistic "at-risk" metrics will be used to inform portfolio hedging decisions to manage risk in the context of NH and ISO-NE markets, within the limits set in this policy and the EPRM Regulations. Structures will be put in place to address the accounting of cost to serve by CPA, timing of launch, and customer class.

Portfolio Diversification

CPCNH will strive to develop and maintain a diversified portfolio of physical and financial energy contracts to manage wholesale market risk exposures in an optimal fashion by incorporating a variety of fuel types, contract and pricing terms, counterparties, geographic locations, and types of products and preferred sources (e.g., renewables and battery storage assets, local generators, customer-generators, demand response programs, etc.).

Counterparty Diversification & Credit Exposure

To the extent practical, CPCNH will strive to create a diversified portfolio with multiple counterparties to diversify counterparty exposure.

Pursuant to master enabling agreements approved by the Board, the RMC may authorize entering into transactions with counterparties that possess at least a BBB- (or equivalent investment grade rating) by a nationally recognized statistical rating organization (NRSRO), and with counterparties rated below BBB- pending collateral, parental guarantees, or mutual concessions in credit requirement negotiations.

Effective counterparty management and credit analysis is essential to mitigate counterparty risks from wholesale market transactions. The market value, credit exposure and potential collateral requirements will be monitored using Mark-to-

Market (MtM), Potential Future Exposure, and Collateral Call risk metrics. Methodologies for these metrics and objectives are set forth in the EPRM Regulations.

Default Rate Benchmarking

CPCNH's active portfolio management strategy involves taking certain risks relative to benchmark procurement practices from NH utilities. As of December 2022:

- Eversource, Unitil, and Liberty Utilities set default supply rates every six months after entering into all-requirements contracts with suppliers, with fixed prices that include a premium to cover the volumetric risk that suppliers are assuming by agreeing to serve customers.
- The New Hampshire Electric Cooperative actively manages its portfolio, and therefore retains and manages the associated risk of supplying customers itself.

CPCNH will monitor competitor procurement practices and modify its procurement strategy as warranted. Certain key risks for CPCNH in this context are that:

- Any net open positions that CPCNH has relative to the benchmark procurement practice of the utility in question represents an active risk position for CPCNH.
- CPCNH will also be exposed to volumetric risk from higher/lower loads than expected volumes and covariance with market prices.

Reporting Requirements

A vital element of this Policy is the regular identification, measurement, and communication of risk. To effectively communicate risk, all risk management activities must be monitored on a frequent basis using risk measurement methodologies that quantify the risks associated with CPCNH's procurement-related business activities and performance relative to goals.

CPCNH measures and updates its risks using a variety of tools that model programmatic financial projections, market exposure and risk metrics, as well as through short term budget updates.

CPCNH seeks to manage financial exposure to higher-volatility spot market wholesale electricity using hedges. Hedge execution and/or adjustments decisions are supported through timely and automated reporting that presents essential factors behind CPCNH success such as headroom and attrition potential.

The following items are measured, monitored, and reported on at least a weekly basis, or as warranted given daily monitoring of market conditions, with monthly delivery of a reporting packet to RMC:

1. **Open Position (MWh):** net open positions for all energy, capacity, and environmental products.
2. **Open Position ($):** the notional dollar and/or probabilistic-based risk exposure of open portfolio positions at current market prices.

3. **Expected Gross Margins:** expected GM based on current market prices
4. **Expected Cost of Supply:** marking to market is the process of determining the current value of contracted supply
5. **Expected Reserve Levels:** to ensure reserves meet the targeted thresholds as outlined in CPCNH's Financial Reserve Policy.

Risk measurement methodologies shall be re-evaluated on a periodic basis to ensure CPCNH adjusts its methods to reflect the evolving competitive landscape.

Risk Metrics

Portfolio management decisions are supported by risk metrics derived from simulations of future market conditions, loads, and other material risk drivers for the portfolio. The following probabilistic risk metrics are regularly calculated and reported:

1. **Gross Margin at Risk:** Potential adverse changes in net revenues for a given time period and confidence level.
2. **Rates at Risk:** Potential adverse changes to CPCNH's rate competitiveness, relative to the four default utility supply rates, for a given time period and confidence level.
3. **Reserve Levels at Risk:** Potential adverse change in reserves for a given time period and confidence level.
4. **Potential Future Exposure for counterparty credit risk**: Maximum Mark-to-market counterparty exposures for a given time period and confidence level.
5. **Potential Collateral Exposure:** Maximum of collateral that CPCNH may have to post for a given time period and time horizon with a given counterparty.

Stress tests will also be used to understand the potential variability in CPCNH's projected procurement costs, and resulting retail rate impacts and competitive positioning, associated with adverse scenarios of material risk drivers.

Position Limits (Hedge Ratios)

While relying on risk metrics to guide procurement decisions over time, CPCNH will purchase energy on a forward basis to hedge against the risk of open load positions within the minimum and maximum Hedge Ratio Percentages defined herein.

- Hedge Ratio Percentages are calculated monthly, separately for on-peak and off-peak periods, as the sum of supply resources and fixed price contracts for day-ahead power delivered to the ISO-NE New Hampshire Zone divided by forecasted loss-adjusted weather-normalized load (i.e., covered positions expressed as a percentage of forecasted wholesale load).
- Maintaining minimum and maximum Hedge Ratio Percentages is intended as a framework to manage market risk, by limiting CPCNH's net open exposure while allowing flexibility in procurement sufficient to maintain competitive rates.

- The objective in allowing such flexibility is to develop a procurement strategy focused on hedging against the risk of open load positions, so as to mitigate exposure to market price volatility and other pricing risk.

CPCNH's Hedge Ratio Percentages shall be a function of the rate setting method relied upon to offer rates for customers over different periods and methodologies:

- "Discount to Utility" or "Auction Based Rates" refers to setting rates over the same periods as the incumbent utilities and is designed to support and enable CPAs to consistently maintain discounts for customers. CPCNH intends to offer default service primarily under this ratesetting methodology.
- "Cost of Service" or "Fixed Price Rates" refers to setting rates for periods that are not designed to align with or necessarily discount against the incumbent utility's default rate periods and prices.
- "Index Plus Adder Rates" or "Pass-Through Rates" refers to rates that charge customers the ISO-NE wholesale cost of their actual interval metered electricity usage priced at the ISO-NE New Hampshire Zone, with an adder to cover the customer's RPS compliance and capacity costs as well as CPCNH's cost of providing service. Since the customer is bearing the price risk, index rates are not covered by Hedge Ratio Percentages, unless a portion of the rate offered to the customer is fixed (e.g., a "Fixed & Index Blend" or "Variable Term Rate"), in which case the fixed-rate load obligation is included in the Cost of Service or Discount to Utility Hedge Ratio Percentages (as appropriate).

Discount to Utility Rates

If rate setting is based upon setting rates for the same periods as incumbent utilities, then CPCNH shall hedge load obligations by maintaining Hedge Ratio Percentages in accordance with the limits below:

- Leading up to and during the Utility Standard Offer Flow Period:
  - By one month prior to the period, Hedge Ratio Percentages shall be maintained between 40% and 110% for the period.
  - By the last trading day prior to the period, Hedge Ratio Percentages shall be maintained between 60% and 110% for the period.
  - By one month prior to power delivery, Hedge Ratio Percentages for the delivery month shall be maintained between 80% and 110%.
  - By one month prior to power delivery and thereafter, throughout the current period, Hedge Ratio Percentages may be increased up to 125% with the approval of the LSE.
- For the period following the current Utility Standard Offer Flow Period:
  - For the twelve-month period following the current Utility Standard Offer Flow Period, Hedge Ratio Percentages may be up to 70%.

- For the subsequent period, Hedge Ratio Percentages may be up to 50% for the period extending 24-months from CPCNH's Power Start Date.
- Beginning one year after CPCNH's Power Start Date, Hedge Ratio Percentages may be up to 50%, for the period extending 36-months from the current trading day.

Fixed Price Rates

If rate setting is based upon fixed price offer extended to customers over periods that are not designed to align with and discount against utility default rate periods, the following table of Hedge Ratio Percentages shall apply to hedging load obligations:

Months to Delivery *		Cost of Service ("Fixed Price" Rates)	
		Minimum	Maximum
0+	3	80%	110%**
3+	6	50%	110%
6+	9	40%	90%
9+	12	40%	90%
12+	18	30%	90%
18+	24	20%	90%
24+ *	36	20%	90%

* Hedging shall not extend beyond 36 months from the date that CPCNH first begins providing electricity service to CPA customers, until one year from that date.

** May be increased up to 125% with the approval of CPCNH's Load Serving Entity, as provided for in the EPRM Regulations.

Risk Control Principles

Control Principles

CPCNH will strive to conduct its energy risk management activities following best practices of the wholesale electric industry. A balance between costs and benefits will determine most effective controls, which are generally expected to meet the requirements of generally accepted auditing standards (GAAS), financial institutions and credit rating agencies. The processes to identify, monitor, control and track risk exposure will follow these principles:

1. Delegation of authority that is commensurate with responsibility and capability, and relevant training to ensure adequate knowledge to operate in and comply with rules associated with the markets in which they transact (e.g., ISO-NE).

2. Contract origination, commercial approval, legal review, invoice validation, and transaction auditing shall be performed by separate staff or contractor for any single transaction. No single staff member shall perform all these functions on any transaction.
3. Defining authorized products and transactions.
4. Defining proper trade capture process for executing power supply contracts.
5. Complete and precise capture of transaction data.
6. Meaningful summarization and accurate reporting of transactions and other activity at regular intervals.
7. Consultation with legal counsel on all legal issues related to this Policy.
8. Timely and accurate risk and performance measurement at regular intervals.
9. Compliance reviews to ensure that this Policy and the EPRM Regulations are adhered to, with specific guidelines for resolving instances of noncompliance.
10. Active participation by senior management in risk management processes.
11. CPCNH and service providers relied upon to provide for operations will be appropriately subject to regular audits.

The RMC is responsible for ensuring that the EPRM Regulations provide for the controls required to implement this Policy. The required controls shall include all customary and usual business practices designed to (1) prevent errors and improprieties, (2) ensure accurate and timely reporting of results of operations and other information pertinent to management, and (3) facilitate attainment of business objectives.

Transaction Structures and Authorization

CPCNH will transact in certain types of physical and financial products to mitigate various risks outlined in this policy. CPCNH shall have authorization to transact the following products subject to the enabling procedures and limits set forth in the EPRM Regulations:

- Physical power (e.g., Internal Bilateral Transactions (IBTs), physical tolls, etc.).
- Financial power or gas swap or futures (e.g., fixed-for-floating swaps, basis swaps, exchange-traded futures contract).
- Financial power or gas options.
- Financial Transmission Rights (FTR) obligations.
- Financial Transmission Rights (FTR) options.
- Environmental products to meet the Renewable Portfolio Standard (RPS).
- Products to hedge ISO-NE non-energy costs (Capacity, Ancillaries, etc.).

The RMC is responsible for ensuring that the EPRM Regulations authorize transaction types in accordance with this policy.

Segregation of Duties

CPCNH will ensure that integrated but separate responsibilities are in place to control risks with clearly defined roles and responsibilities for the Front Office, Middle Office, and Back Office. Those responsibilities will be delegated to third parties until CPCNH assumes some or all of those functions. CPCNH will maintain oversight functions of these defined roles and ensure they are performed in compliance with this policy.

Conflicts of Interest

CPCNH Directors, Officers, Alternates, Employees, Volunteers, consultants, and any other person acting for or on behalf of CPCNH — except for employees of Members who are not Directors or Alternates, acting in a ministerial (i.e., non-decisional) capacity as part of their public employment — are bound by the terms of CPCNH's Conflict of Interest Policy, unless otherwise noted in contractual agreements between CPCNH and said parties.

CPCNH employees engaged in energy supply resource transactions, counterparty credit evaluation or oversight of the foregoing, are barred from directly investing in or otherwise having a direct financial interest in any company with whom CPCNH has consummated energy or related purchases or sales within the last two years.

Roles, Responsibilities & Organization

This section defines the overall roles and responsibilities for implementation of this EPRM Policy. The coordinated efforts of personnel across several divisions are required to successfully implement CPCNH's risk management program. The basic roles and responsibilities of each organizational function are outlined below.

CPCNH Board of Directors

The Board has the ultimate oversight over CPCNH operations and is responsible for establishing an organizational-wide framework for risk management and ensuring that risk management results are achieved as planned. The Board shall approve and establish organizational policies for risk management and delegate to the CEO the responsibility for implementing the EPRM Policy. With responsibility for the ultimate oversight over CPCNH operations, the Board shall be responsible to ensure that risk management results are achieved in accordance with this policy.

Chief Executive Officer or Board Chair

The CEO (or alternatively hereafter, in the absence of the CEO, the Board Chair) has specific and overall responsibilities for implementing the EPRM Policy and for communicating risk management issues to the Board. The CEO shall be responsible for delegating specific duties for carrying out the policy and ensuring compliance with it by all affected CPCNH employees or contractors. The Board acknowledges

that the CEO may delegate certain functions to the RMC, where delegation is ratified by this policy.

Risk Management Committee (RMC)

The RMC is responsible for maintaining and overseeing compliance to this policy. The primary responsibility of the RMC is to ensure that the procurement activities carried out on behalf of CPCNH are executed within the guidelines of this Policy and are consistent with the Member's goals. RMC is responsible for:

- Evaluating and voting on all proposed hedging recommendations.
- Determining if changes in the hedging strategy, or changes to this policy, are warranted.
- Understanding the financial and risk models relied upon to support hedging decisions.
- Understanding and reviewing the risk reports used to monitor for compliance with this policy.
- Reviewing the effectiveness of all hedging and procurement activities.
- Reviewing any reported violations to this policy.

Front Office

CPCNH's Front Office role has the responsibility for managing CPCNH's market price risk associated with Member CPA load serving requirements. The Front Office is responsible for:

1. Analyzing fundamental factors affecting load and supply, and net position.
2. Analyzing CPCNH's net position's exposure to market price risk.
3. Communicating results to the RMC and proposing transactions within the limits of this policy to balance those positions.
4. Recommending additional transaction types for approval by RMC, pursuant to the EPRM Regulations.
5. Negotiating the price and structure of hedging transactions with counterparties.
6. Transacting with counterparties only after approval from the RMC or within delegated limits approved by the RMC, and subject to those transactions:
    - Being for an approved product and executed with a counterparty with an approved credit limit.
    - Being duly authorized, within risk limits, and not causing either aggregate or individual counterparty credit limits to be exceeded.
    - Utilizing contract terms intended to minimize the risk of loss if a counterparty fails to deliver, take delivery, or pay for transactions provided.
    - Being executed and documented following standardized procedures.

- Complying with applicable laws, regulations, and court orders.

CPCNH's Front Office will maintain a list of authorized personnel approved to transact by the RMC. Any requested changes to the list of authorized personnel will be subject to RMC approval.

Middle Office

CPCNH Middle Office will provide independent oversight of the Front Office functions and adherence to this policy. The Middle Office is responsible for:

- Providing independent oversight of load, supply, hedge positions, and net position.
- Maintaining the list of approved products.
- Ensuring accurate market curves used in valuation and risk management.
- Overseeing and validating the risk management models including prices, price volatilities and price correlations used in price simulations.
- Ensuring accurate load forecasts and load simulations.
- Calculating Counterparty Credit Exposure.
- Preparing position and risk reports for and providing feedback to the RMC.

Back Office

CPCNH Back Office Functions will provide the administrative activities to support the execution of Front Office transactions. The Back Office will provide a wide range of supporting activities necessary to settle transactions with counterparties and support Middle Office risk control responsibilities consistent with this policy.

The Back Office has the responsibility for ensuring that transactions with counterparties meet all the terms intended by the Front Office. Primary responsibilities are:

- Confirmation of all transactions and reconciliation of differences with the counterparty.
- For exchange traded products through a clearing broker, the Back Office should balance daily with the broker statement.
- Reviewing transactions adherence to approved limits.
- Ensuring all trades have been entered into the system of record.
- Monitoring Counterparty Credit Exposure and report mark-to-market exposures relative to contractual contract requirements.

Authorities, Delegations, Limits, and Prohibitions

All executed transactions shall conform to the policies set forth herein. It shall be the responsibility of the RMC, with approval of the CEO, to establish appropriate

individual transacting authority limits for the various personnel and contractors involved in the Front Office function in the EPRM Regulations.

All staff and contractors with designated responsibility for Middle Office or Back Office functions are strictly prohibited from executing any wholesale transactions. The Middle Office shall be responsible for informing counterparties of such approved authorizations, including transacting authority and restrictions, along with product types and/or term and dollar limits.

Policy Compliance

Compliance Exceptions

Compliance exceptions are actions which violate the authority limits or directives set forth herein or in the EPRM Regulations as developed and adopted pursuant hereto by the RMC.

Reporting of Exceptions

Exceptions to mandated policies, procedures and regulations shall be reported to the RMC within two business days after they are identified, and the Front Office shall prepare a full report for review and discussion at the next RMC meeting.

Independent Performance Evaluations

Compliance with this EPRM Policy, and with the specific requirements of the EPRM Regulations instituted pursuant to this policy, shall be subject to examination by CPCNH's independent auditors or by such other reviewers that CPCNH may appoint to evaluate the effectiveness of mandated controls. Pursuant to CPCNH's Joint Powers Agreement:

1. The RMC shall commission an independent agent to conduct and deliver to the Board and to the Members at the Annual Meeting an evaluation of the operational performance of CPCNH relative to the Enterprise Risk Management Policy (including this EPRM Policy) and as otherwise requested by the Board.
2. CPCNH shall budget an amount necessary for the evaluation as determined by the RMC, which shall cause to be hired a firm or individual that has no other direct or indirect business relationship with CPCNH.
3. The evaluation shall be conducted at least once every two years, starting within three years of the initial provision of electricity supply to a Member CPA.
4. No individual or firm may be hired to conduct more than two consecutive evaluations.

Reserves

Reserve levels shall be reviewed monthly by the Finance Committee.

Internal Systems, Tools, and Staff Training

CPCNH employees who are authorized to perform energy risk management functions on behalf of CPCNH shall be provided with the necessary systems and tools to support all risk management processes.

Commensurate to the level of portfolio risk management functions performed by CPCNH staff:

- Provision shall be made in the budget for the acquisition and maintenance of computer systems, software, communications equipment, data services and other analytical, measurement and reporting tools.
- Provision shall also be made in the budget for managers and staff to attend seminars and courses in risk management on a regular basis.

RETAIL RATES POLICY

Purpose

This Retail Rates Policy outlines the requirements, objectives, rate setting authorities, rate setting processes, Member rate product and Discretionary Reserve adder election procedures, and different types of rate structures, products, and content of the Community Power Coalition of New Hampshire (CPCNH).

Requirements and Objectives

Member Electric Aggregation Plans typically require the CPA to offer default rates to one or more customer groups that are lower than or competitive with utility default rates at the time of launch. CPCNH shall only launch new Member CPAs subject to meeting any such requirements.

Thereafter, CPCNH will strive to maintain default service rates that are lower than or competitive with utility default service rates on average and over time — acknowledging that utility rates may dip below CPCNH rates on occasion, for short periods of time, due to market volatility and other factors.

Rates will be set at a level such that revenues from CPA customers are projected to meet or exceed CPCNH's ongoing operating and capital costs, inclusive of financial reserve targets, and other requirements set by the Board.

- Rate setting will be performed in concert with hedge decision making, as different rate structures may impact the appropriate hedging approach, in accordance with the procedures and methodologies summarized in the Energy Portfolio Risk Management Regulations (EPRM Regulations).
- CPCNH shall strive to provide innovative rate structures and offers that maximize choice and create value for CPA customers and for the Members, while aligning to the extent beneficial, allowable, and practical within and across CPA service territories.
- Changes to CPCNH default service rates shall be set and publicly noticed at least 30 days in advance of any rate change.
- Pursuant to RSA 53-E, CPCNH rate setting shall ensure the equitable treatment of all classes of customers, subject to any differences arising from varying opportunities, tariffs, and arrangements between different electric distribution utilities in their respective franchise territories when setting default service rates.
- Pursuant to Puc 2204.05, CPCNH shall provide for the proper advance notice of rates to new customers, and update customer rate information whenever it changes, but no less frequently than once per month, on the New Hampshire Department of Energy's Shopping Comparison website.

CPCNH shall comply with all other applicable statutory and rule requirements.

Electric Assistance Program Discounts

Income eligible households can qualify for discounts on their electric bills under the Electric Assistance Program. CPCNH will support income eligible customers who enroll in the Electric Assistance Program to receive their discount. Discounts are funded by all ratepayers as part of the System Benefits Charge, which is charged to all customers and collected by the distribution utilities. At present, the Public Utilities Commission and utilities only support provision of the discount to individual customers when the customer's electricity supply charges are billed through the distribution utility. CPCNH will therefore elect utility consolidated billing to bill all customer accounts known to be enrolled in the Electric Assistance Program.

Policy Amendments

The Board must approve amendments to this Policy. Advance written notice of Board meetings at which changes to this Policy are proposed shall be sent to the principal executive officers of each Member by the CEO. Subsequently, prompt written notice of the effective date of such amendment shall be sent to the principal executive officers of each Member by the CEO.

Default Rate Setting Process

The CEO, in consultation with the Risk Management Committee and the Finance Committee — or in the absence of the CEO, the Risk Management Committee, in consultation with the Finance Committee — shall recommend default rates to the Board for approval with sufficient notice to be implemented commensurate with regulated default utility rate changes, or otherwise as deemed necessary to support the requirements and objectives of this Policy.

The Risk Management Committee and Finance Committee shall each convene at least one public meeting to provide for deliberation and public input regarding changes to default rates.

Advance written notice of Board meetings at which changes to default rates are proposed shall be sent to the principal executive officers of each Member by the CEO. Subsequently, prompt written notice of approved default rate changes shall be sent to the principal executive officers of each Member by the CEO.

Member Elections of Rate Products and Discretionary Reserve Adders

Pursuant to this policy, individual Members will be provided the opportunity to elect to offer different rate products on a default and opt-in basis and to elect to adjust their CPA's default and opt-in rates to include an adder for the accrual and use of Discretionary Reserves, as provided for under the Financial Reserves Policy.

Any such elections of rate products and/or Discretionary Reserve adders must be approved by both the CEO and the Member's governing body, or the Member's Representative or other individual authorized pursuant to a delegation of such

authority by the Member's governing body or approved Electric Aggregation Plan, in advance of or during the meeting at which changes to default rates are approved by the Board.

Emergency Default Rate Adjustment Authority

This Policy acknowledges that, while rate structures or levels may be expected to persist for an expressed and/or intended period of time, unexpected events may warrant an immediate indefinite or temporary rate adjustment. Sound portfolio risk management will in most cases prevent the necessity of such action. However, risk factors such as market price risk may lead to a situation for such action to mitigate cash reserve constraints.

The Board must approve emergency rate adjustments as necessary to maintain the financial integrity of CPCNH. Prompt written notice of emergency rate adjustments shall be sent to the principal executive officers of each Member by the CEO.

Rate Structure Types

CPCNH may offer CPA customers the following rate structures:

Discount to Utility Tariff Rates

A rate structure that is discounted relative to utility rates ensures customer savings. This rate structure mitigates attrition risk. It will be based upon an expressed percentage discount to the rates offered by a customer's incumbent utility.

Fixed Price Cost of Service Based Rates

A rate structure that is based upon a budget build-up of cost of service, and/or another method whereby CPCNH offers a defined fixed price rate, is different than a discount to a utility rate. While it may be lower than a utility rate at inception and/or intent, a fixed rate could move above the utility rate due to wholesale market price movements, non-energy cost changes and/or regulatory changes impacting prices.

Time of Use (TOU) Rates

Time of use rates are rates that employ different pricing based on periods of time during a given day (e.g., daytime, nighttime) and/or weekday (e.g., weekday, weekend). Time of use rates incent customers to consume electricity at times that are lower cost and/or more environmentally friendly.

Net Metering Rates

Net metering rates allow a customer to benefit from behind-the-meter generation and possibly electricity storage capabilities through periodic meter reads where, at the end of the billing period the customer is charged for their net positive load (consumption) or if they have net exports to the grid at the end of the billing period they are either: 1) credited for those net exports to the grid on a kWh basis, such that they can carry forward a negative kWh balance to offset future consumption, or 2) get paid a rate for the surplus kWh exported to the grid and zero out their net kWh

usage. This rate construct is typically indifferent to the time of behind-the-meter generation, production, or customer consumption, but may be provided with TOU rates.

Generation in excess of a customer's usage each month is accounted for as a reduction to the CPA's wholesale load obligations by the utility, net of any applicable line loss adjustments, as approved by the Public Utilities Commission.

Customer-generators will continue to receive any non-supply related components (e.g., transmission and distribution credits) directly from their utility, as specified under the terms of their applicable net energy metering (NEM) tariff.

Index Plus Adder Rates (Pass-Through)

Index rates take hourly (or, as contemplative of technology that may allow, subhourly) consumption and multiply a loss adjustment factor and an ISO-NE New Hampshire Zone power price, plus a CPCNH administrative adder, to arrive at an effective monthly cost based predominantly on market-based prices. Index rates should typically not be hedged, and the customer should bear all price risk under such arrangement, provided, however, that a collar or sleeve product that sets an upper and lower limit to such index prices for some period of time may be available for a price that covers the cost and risk of such a hedge. Demand flexibility options may be priced and included in the product.

Fixed & Index Blend and/or Variable Term Rates

Likely of particular interest to non-residential customers, a Fixed & Index blended rate would be a combination of a fixed price rate as expressed above and an index rate as expressed above. The offering could be fixed to 50/50 or some other risk sharing split of the fixed and index portion. CPCNH should only hedge the fixed portion. Non-residential customers may also be interested in such rate for varying term lengths, such as for 12- or 24-month periods, which may be subject to meeting certain contractual, creditworthiness, and/or collateral posting requirements. Demand flexibility options may be priced and included in the product.

Other Rate Structures

This policy precludes CPCNH from offering rate structures not expressly authorized herein, such as tiered rate structures (progressive or regressive), total dollar "all-you-can-consume" fixed cost offers, and rate structures that utilize a demand charge. Board approval is required to authorize additional rate structures.

Rate Product Types and Approval Authorities

CPCNH is authorized to provide or offer CPA customers the following rate products:

Default Service

Default Service shall be the default rates selected to offer CPA customers in each utility territory, priced relative to the prevailing utility default rate, and, if practical,

based upon the same or a comparable structure as the prevailing utility rate structure, as approved by the Board.

Member Default Service Election

The Member Default Service Election is an exception to the Default Service Offer that would extend a default rate to the residents and/or businesses of a Member CPA different than other communities or CPCNH customers at large. Community offers may be rates that are higher or lower than the Default Service Offer, to reflect a different product content (e.g., higher or lower renewable and/or carbon-free content).

CPCNH shall provide Members with a schedule by which to request Community Default Service Offer Elections, which are subject to Board approval in consultation with the Risk Management Committee.

Local Power Offer

The Local Power Offer acknowledges and integrates the rate impact of local generation projects (e.g., a local community solar project), community investment programs (e.g., investment in EV charging stations), or other programs or projects benefiting a targeted community.

Subject to the terms of a Project Contract, or Board approval in the absence of governing terms in a Project Contract, the Local Power offer may extend a default or custom rate to the residents and/or businesses of a Member CPA different than other communities and customers.

Alternate Customer Rate Options (Opt-Up or Opt-Down)

Customers may select an optional rate extended by CPCNH through expressed choice of an alternative rate offer instead of Default Service. The option is held by the customer and CPCNH shall not move customers to an alternative rate without customer consent.

Alternative Customer Rate Options will be subject to Board approval at the same time as Default Service rates. Alternative Customer Rate Options shall be offered under the same rate structure as Default Service and may additionally be offered as a time-of-use rate.

Net Energy Metering Offer

CPCNH will provide new rates and terms that compensate or credit participating customer-generators for the electricity supply component of their net metered surplus generation.

For group net metering, to the extent CPA default rates are lower than utility default rates, it may be most advantageous for the host customer-generator to remain a utility default service customer, while the other group members may enroll in CPA supply and continue to receive on-bill credits for their participation in the group.

Additionally, CPCNH will pursue additional development of NEM rates and programmatic enhancements that benefit and encourage customers to adopt distributed generation.

Net Metering terms, conditions, and rates for compensating and crediting different types of NEM customer generators will be set by the Board and fully disclosed to all prospective NEM customers through the program's enrollment notification process and thereafter.

Non-Residential Additional and Custom Offers (Opt-In)

CPCNH may offer non-residential customers Index Plus Adder (Pass-Through) Rates, Fixed & Index Blend Rates, and/or Variable Term Rates thereof. Demand flexibility options may be priced and included in the product, to encourage and incentivize customers to shape their electricity usage patterns, including for the objective of lowering peak charges.

Rate Product Content and Member Elections

CPCNH shall offer the following rate products and contents:

PRODUCT	CONTENT *	MEMBER ELECTIONS
Granite Basic	Minimum RPS Content (23.4%)	Default, opt-down/in, or N/A**
Granite Plus	33% Renewable or Carbon Free	Default, opt-up/in, or N/A**
Clean 50	50% Renewable or Carbon Free	Opt-up/in or N/A
Clean 100	100% Renewable or Carbon Free	Opt-up/in or N/A

* Specified percentages are minimums (floors).
** One of these two products must be offered as Default Service

Member Elections

Each Member shall be provided the opportunity to elect whether to offer "Granite Basic" or "Granite Plus" as a default product, by customer class or as otherwise determined by the Board and will be advised on the cost implications of such elections by the CEO. Absent any election, "Granite Basic" shall be the default product.

Each Member that elects "Granite Plus" as their default product may also elect to offer "Granite Basic" as an opt-down choice for customers seeking the most affordable rate product. Absent any election, "Granite Basic" shall be offered as an opt-down/in product.

Each Member shall be provided the opportunity to elect whether to offer "Clean 50" and/or "Clean 100" as opt-up/in products. Absent any election, "Clean 50" and "Clean 100" shall be offered as opt-up/in products.

Product Content

Carbon-free content is power that is reported as carbon-free on an Environmental Disclosure label pursuant to Puc rule 2205.11.

Renewable content that is in addition to the minimum requirements of the New Hampshire Renewable Portfolio Standard shall be provided by Renewable Energy Credits pursuant to RSA 362-F, with a preference for sourcing Renewable Energy Credits from in-state generation.

FINANCIAL RESERVES POLICY

Purpose

This Financial Reserves Policy establishes minimum, target, and maximum levels of cash reserves that will be jointly accrued, used, maintained, and monitored by CPCNH, on behalf of all Members ("Joint Reserves"), and provides for the collection of Joint Reserves in excess of the maximum target joint reserve level to be applied at the discretion of individual Members ("Excess Reserves"). Separately, the policy allows for the collection and use of additional reserves at the sole discretion of each individual Member ("Discretionary Reserves").

Joint Reserves, Excess Reserves, and Discretionary Reserves are collectively referred to herein as "reserves".

Objectives

Reserves are accrued and maintained by CPCNH on behalf of and for the benefit of Member CPAs. The establishment of Joint Reserves, pursuant to this policy, is intended to secure the following objectives:

1. **Protect against emergency default rate adjustments.** Reserves can help minimize the risk that rates, after being set for a given period, would need to be quickly adjusted upwards due to market volatility (power supply shocks), weather impacts on demands, economic downturns, emergencies (such as natural disasters), and regulatory changes.
2. **Strive to adjust rates gradually over time.** In a rising price environment, reserves may be used to spread out the impact of price increases on customers over multiple rate setting periods. For example, if market prices are expected to increase over the medium-term, deciding to collect additional reserves over the near-term (when prices are lower) would later allow more funds to be used to offset rate increases in later periods, thereby adjusting rates more gradually and predictably for customers over time.
3. **Ensure cash availability when net revenues are unavailable.** To bridge seasonal times of the year that normally see temporary low or negative net revenues, which would otherwise require CPCNH to have sufficient credit to maintain liquidity.
4. **Lower and avoid interest expenses.** To avoid interest expense to cover short-term cash shortfalls, first by accruing reserves sufficient to execute a credit facility for CPCNH, and subsequently by having sufficient reserves to use in place of credit or debt instruments. CPCNH intends to negotiate and directly execute a credit facility on behalf of Member CPAs within the first year of operations.
5. **Enable the development of local energy projects.** Project developers typically seek to contract with entities that are willing and able to commit to paying for electricity over a 10 year or longer period. The accrual of financial reserves

hereunder is intended to provide CPCNH with the financial stability required to be a creditworthy counterparty for the purposes of soliciting and entering into long-term contracts to develop local energy projects on behalf of participating Members.

6. **Achieve a credit rating and maintain good standing with rating agencies.** After accruing sufficient reserves, CPCNH can apply for a credit rating, which would allow power to be secured at lower costs, that is, without posting credit enhancements, for the benefit of all Member CPAs. CPCNH intends to achieve and maintain strong financial performance metrics sufficient to receive an investment-grade credit rating within three-to-five years after launch.
7. **Manage risks identified in the Energy Portfolio Risk Management Policy**, such as those associated with market prices, counterparty credit and performance, load volumes and net revenues, gross margin levels, liquidity and collateral requirements, regulatory and legislative policy changes, and gross margin levels.
8. **Establish clear expectations between the Board of Directors, staff, contractors, and suppliers of electricity to CPCNH.** A formal reserve policy creates a shared understanding of the proper level and use of reserves.

Rights of Members to Reserve Contributions

Member Reserve & Cost Allocation Accounting

Reserve contributions shall be tracked and accounted for on behalf of each Member CPA. For each Member, reserves accrued shall be adjusted to reflect the equitable allocation of costs between Members pursuant to Cost Sharing Agreements.

To the extent that provisions in this policy are inconsistent with the Cost Sharing Agreements entered into by Members, the Cost Sharing Agreements shall control.

Member Accrual and Usage of Discretionary & Excess Reserves

Individual Members that request to adjust their CPA's default and opt-in rates to include an adder for the accrual of Discretionary Reserves, pursuant to the Rates Policy, will accrue reserves that are separate from Joint Reserves. Such reserves shall be tracked, accounted for, and transferred to the individual Member or otherwise applied or held by CPCNH as directed by the individual Member's governing body.

Joint Reserves that accrue in excess of the Maximum Operating Reserve Level hereunder are Excess Reserves, which shall be allocated back to Members for use as Discretionary Reserves.

Members may use such Excess and Discretionary Reserves to invest in developing new local energy projects, or to fund programs benefiting their customers specifically, or for other uses as determined solely by each individual Member.

Member Reserve Settlements Upon Withdrawal or Termination

If a Member withdraws from CPCNH or is involuntarily terminated, the balance of any reserves accrued by the Member will be distributed or applied as directed by the Member's governing body, after satisfaction of the Member's contractual obligations with CPCNH and in accordance with any applicable law and regulation.

Joint Reserve Target Levels Established

Joint reserves will be used to honor financial commitments and will be used to cover the operations of CPCNH over a number of days in the event of emergencies or other significant unforeseen events, amongst other goals outlined in this policy.

For purposes of this policy, Joint Reserve levels are defined as a projected or estimated amount accrued at the conclusion of a forecasted period.

Three target levels of Joint Reserves are defined below, which shall be in addition to any financial covenants entered into by CPCNH, relative to the forecasted expense of operations as reflected in CPCNH's budget:

1. Minimum Operating Reserve: reserves sufficient to cover 60 days of operations.
2. Target Operating Reserve: reserves sufficient to cover 120 days of operations.
3. Maximum Operating Reserve: reserves sufficient to cover 180 days of operations.

Rates shall be set to accrue Joint Reserves sufficient to meet the target levels on a forecasted basis, as follows:

1. To reach the Minimum Operating Reserve level within 3 years.
2. To reach the Target Operating Reserve within 5 years.
3. The Maximum Reserve level would provide strong protections against any significant adverse events and represents a longer-term goal.

Joint Reserve Target Levels Maintained

Replenishment of Minimum Reserves

Once Minimum Reserves levels are initially achieved, should CPCNH drawdown reserves below the Minimum Operating Reserve level, CPCNH will implement plans to return reserves to their minimum targets within two (2) years on a rolling forecast basis. The CEO shall oversee the preparation and submittal of such plans in subsequent budget and rate discussions with the Board.

Reserves between Minimum and Maximum

To the extent that reserves are above the Minimum and below the Target Operating Reserve level, continued consideration should be given to the rate that reserves are accumulating toward the Target Operating Reserve.

To the extent that reserves are above the Target Operating Reserve and below the Maximum Operating Reserve level, no action by CPCNH would be required.

Joint Reserve Forecasting, Reporting, and Evaluation

Regular Forecasting of Reserve Levels

The conditions for use of reserves, being expressed as a percentage of the reserve level at the conclusion of a rolling 12-month forecast basis, require the reserve level to be regularly updated on a projected basis.

The reserve level forecast methodology shall be approved by Risk Management Committee, reviewed by the Finance Committee, and periodically assessed and updated as required to ensure appropriate reserve levels are maintained and funded.

The Risk Management Committee, supported by staff and contractors, shall ensure that the reserve level forecast is updated and reported to the Finance Committee and Board of Directors at each regular meeting.

The Treasurer shall report the reserve level in quarterly and annual financial reports.

Periodic Review of Reserve Target Levels

Reserve target levels shall be periodically reviewed for consistency with industry standards by the Risk Management Committee. If significant risk factors are eliminated or significant new risks emerge as a result of changes in the industry, legislation, or economic conditions, the basis of the reserve policy shall be reviewed, and the funding level shall be adjusted accordingly. Unless the Reserves are lower than 120% of the minimum levels, formal Reserve funding discussions with the Board may be deferred until the next budget process.

Annual Consideration of Forecasted Reserve Levels and Targets

An analysis of over or under forecasting of reserve levels during the fiscal year shall be made in conjunction with year-end financial results. These results will be reported to the Board of Directors as part of the year-end financial report presentation.

The Board shall review and consider the target reserve levels defined in this Policy, in the context of CPCNH's overall financial condition and taking under consideration changes to the industry and/or CPCNH's exposure to the risk factors defined in the Enterprise Risk Management Policy.

Conditions for Use of Joint Reserves

A temporary reduction in cash consistent with the expected peaks or dips in revenues and expenditures are normal cyclical occurrences to be expected over the course of any 12-month period, and do not constitute an expenditure of Joint Reserves.

The use of Joint Reserves is defined as an expenditure that is forecasted to result in a more than 10% reduction of the reserve level, relative to its then-prior forecasted level at the conclusion of the fiscal year, or $10 million, whichever is greater.

The use of Joint Reserves is subject to approval by the Board. However, the CEO has the authority to use reserves for operating liquidity in emergency situations in consultation with the Board Chair and either the Vice Chair or Treasurer, and such actions must be noticed to the Board in the next meeting.

Board and Membership Authority to Amend

The Board may, by resolution, modify or suspend any provision of this Policy for any duration at any time, except that the provisions under this section, "Board and Membership Authority to Amend," and under "Rights of Members to Reserve Contributions" may only be modified or suspended by a written amendment unanimously approved by the votes cast at a meeting of the Membership at which a quorum is present.

The CEO or Board Chair shall send written notice of any proposed amendments to or suspension of the provisions under this section and under Rights of Members to Reserve Contributions to the Member Representatives and principal executive officers of each Member at least fourteen (14) days prior to such meeting at which it is to be acted upon. Subsequently, prompt written notice of the effective date of such amendment or suspension shall be sent to the Member Representatives and principal executive officers of each Member by the CEO or Board Chair.

Definitions

- “Board” means the Board of Directors of CPCNH.
- “CEO” means the Chief Executive Officer of CPCNH, or, in the absence of a CEO, the Board Chair (unless where otherwise provided for in the policies).
- “Cost Sharing Agreements” means the agreements entered into by CPCNH and individual Members pursuant to Article V, Section 3 of the CPCNH Joint Powers Agreement.
- “CPA” means Community Power Aggregation.
- “CPCNH” means the Community Power Coalition of New Hampshire.
- “EPRM Policy” means the Energy Portfolio Risk Management Policy.
- “EPRM Regulations” means the Energy Portfolio Risk Management Regulations.
- “ERM Policy” means the Enterprise Risk Management Policy.
- “GAAS” means generally accepted auditing standards.
- “ISO-NE” means ISO New England, Inc., the entity serving as the regional transmission operator and which oversees the operation of New England's bulk electric power generation and transmission system and administers the regional wholesale markets for electric energy and other electricity products, or its successors.
- Financial power or gas swap or futures. Includes fixed-for-floating swaps, basis swaps, exchange-traded futures contracts. Swaps and futures are financial settled instruments based on the difference between a fixed and floating reference price times a contracted volume. CPNCH could be the fixed side or float side of the settlement depending upon whether is buying or selling financial power.
- Financial power or gas option. The buyer of an option pays a premium to have the right, but not obligation, to exercise the option prior to expiry and receive a financial settlement.
- “Financial Transmission Rights (FTRs) obligations”: An FTR provides the FTR holder a revenue stream that equals the quantity of the FTR multiplied by the hourly price difference (day-ahead) between the source and sink locations specified in the FTR. An FTR can be used by CPCNH as a Load Serving entity to hedge congestion risk between a load zone and a supply location such as a generator or hub. The payoff of a FTR can be positive or negative,
- “Financial Transmission Rights (FTRs) options”: FTR option buyers pay a premium to have the right, but not the obligation to exercise the payoff of an FTR settlement.

- “Gross Margin at Risk” is a measure of the potential adverse changes in net revenues for a given time period and confidence level.
- “IBT” or “Internal Bilateral Transaction” is a contract tool that transfers the ISO load obligation between the buyer and the seller. Participants with load or generators often sign bilateral contracts with each other to obtain price certainty rather than risking the uncertain energy market price. A Buyer’s load obligation decreases and therefore pay less to the ISO while a Seller’s load obligation increase and pay more to the ISO.
- “Load Serving Entity (LSE)” means an entity that is registered with ISO-NE as a market participant and secures and sells electric energy and related services, which may include transmission service if not provided by the distribution utility, to serve the demand of end-use customers at the distribution level.
- “MTM” or Mark-to-Market is a measure of the current replacement value of physical or financial contracts based on prevailing market forward curves, rather than the book value.
- “NRSRO” means nationally recognized statistical rating organization.
- “Physical Power Purchases and Sales": see IBT.
- “Potential Future Exposure for counterparty credit risk” means the maximum MTM counterparty exposures for a given time period and confidence level.
- “Potential Collateral Exposure” means the maximum of collateral that CPCNH may have to post for a given period and time horizon with a given counterparty.
- “Rates at Risk” is a measure of the potential adverse changes to CPCNH’s rate competitiveness, relative to the four default utility supply rates, for a given time period and confidence level.
- “RMC” means the CPCNH Risk Management Committee.
- “Financial Reserve Uncertainty” is a measure of the potential adverse change in reserves for a given time period and confidence level.
- “Stress tests” refer to analysis of portfolio performance under stress scenarios of material risk drivers. Used to understand the potential variability in CPCNH’s projected procurement costs and resulting retail rate impacts and competitive positioning.

COMMUNITY POWER COALITION OF NEW HAMPSHIRE
For communities, by communities.

Board Policy
Data Security and Privacy

Policy Title	Data Security and Privacy
Policy Number	CPCNH-2022-04
Effective Date	Original: December 15, 2022

PURPOSE

To define the specific goals, requirements, and controls necessary to safeguard the confidentiality, integrity, and availability of confidential individual customer information.

POLICY

WHEREAS, the General Court adopted RSA 359-C (*the New Hampshire Right to Privacy Act*), RSA 91-A (*Access to Governmental Records and Meetings*), RSA 363:37-38 (*Privacy Policies for Individual Customer Data*), RSA 53-A:3 (*Agreements Between Government Units*, and RSA 53-E (*Aggregation of Electric Customers by Municipalities and Counties*), as amended from time to time;

WHEREAS, RSA 53-E:4 (*Regulation)* provides that Community Power Aggregators ("CPAs") may use Individual Customer Data ("ICD") for specific purposes, exempts ICD from public disclosure under RSA 91-A, requires CPAs to maintain the confidentiality of ICD in compliance with their obligations as service providers under RSA 363:37 (*Definitions*) and RSA 363:38 (*Duties and Responsibilities of Service Providers*), and provides CPAs with access to Electric Distribution Utility ("EDU") Electronic Data Interchange ("EDI") system;

WHEREAS, RSA 359-C:19, V (*Notice of Security Breach*) requires reporting of data security breaches, as defined in RSA 359-C:20 (*Definitions*);

WHEREAS, RSA 53-E:7 (*Aggregation Program*) required the Public Utilities Commission ("PUC") to adopt Administrative Rules governing "*access to customer data for planning and operation of aggregations*" and other matters;

WHEREAS, the PUC has recently adopted Administrative Rules for CPAs, including Puc 2204.03 (*Request for Names, Addresses, and Account Numbers of* Customers), Puc 2204.04 (*Notification of CPA Commencement of Service*), Puc 2204.05 (*Notification of CPA Service Rates and Customer Enrollment*), Puc 2204.06 (*Use of Electronic Data Interchange*), Puc 2205.13 (*Individual Customer Billing Information*), Puc 2205.05 (*New Utility Service Customers*) and Puc 2205.14 (*Enabling Meter Reading Authority and Access to Interval Meter Data*), and had previously adopted Administrative Rules for Competitive Electric Power Suppliers ("CEPS") and brokers, including Puc 2004.19 (*Protection of Confidential Customer Information*), and

WHEREAS, CPCNH is a Joint Powers Agency and governmental instrumentality authorized under RSA 53-A:3 (*Joint Exercise of Powers*) and RSA 53-E:3 (*Municipal and County Authorities*), pursuant to Article III of the Joint Powers Agreement of Community Power Coalition of New Hampshire, effective as of October 1, 2021, that expressly authorizes CPCNH through its CEO and Board to:

1. "*Comply with orders, tariffs, and agreements for the establishment and implementation of community power aggregations and other energy related programs*" (Section 2.3.11 of the CPCNH By-Laws);
2. "*Make and enter into contracts*" (Section 2.3.6 of the CPCNH By-Laws);
3. "M*ake and enter into service agreements relating to the provision of services necessary to plan, implement, operate, and administer CPCNH's affairs*" (Section 2.3.9 of the CPCNH By-Laws); and
4. "*Do all acts permitted… as well as any act necessary, consistent with New Hampshire law to fulfill the purposes*" (Section 2.3 of the CPCNH By-Laws) set forth under the Joint Powers Agreement, which include assisting "*member municipalities and counties in complying with the provisions of NH RSA 53-E in developing and implementing … Community Power Aggregations*" (Section 2.1 of the CPCNH By-Laws);

WHEREAS, CPCNH and third parties under contract with CPCNH, acting on behalf of CPAs in the capacity as a service provider to CPAs, will need to access and use ICD for operational needs including for the research, development, and implementation of CPAs, new rate structures and tariffs, demand response, customer assistance, energy management, or energy efficiency programs;

WHEREAS, third parties under contract to CPCNH that may require access to ICD on behalf of CPAs may include CEPS functioning as Load Serving Entities ("LSEs") for the supply of all requirements energy, or other third-parties under contract with CPCNH to provide LSE services, as well as portfolio management, Electronic Data Interchange (EDI), Customer Information System (CIS), billing, accounting, and related services, and other contractors and academic institutions under contract with CPCNH to support the research and development of potential new energy services to offer to CPA customers;

WHEREAS, specific types of ICD that CPCNH and third parties contracted through CPCNH are expected to receive and possess on behalf of CPAs include:

1. Name, address, account number, and other information about electric customers for purposes of sending required notification of CPA Commencement of Service and performing other tasks required prior to or shortly after the enrollment of customers in CPA service, consistent with Puc 2204.03, Puc 2204.04, and Puc 2204.05, or equivalent rule provisions as may be adopted by the PUC from time to time, and the requirements of RSA 53-E, as may be amended by the General Court from time to time;

2. Individual customer information used for operation of CPAs received after the enrollment of customers in CPA service, such as that in Puc 2205.13, most of which may be accessed through the Electric Distribution Utility (EDU) Electronic Data Interchange (EDI) system pursuant to Puc 2204.06, and received from EDUs to enable new customer notifications thereafter, pursuant to Puc 2205.05, and for directly reading certain customer meters or otherwise accessing customer meter data held by the EDU more directly, pursuant to Puc 2205.14 and subject to the PUC's approval in future; and
3. Other confidential customer information that may be received or collected directly by CPAs, CPCNH and/or third parties under contract with CPCNH, from sources other than the EDU due to customer participation in particular related programs or services, billing operations, other customer services, or that may be volunteered by customers and/or Members, which shall likewise only be used for statutorily authorized purposes as ICD or pursuant to the express consent of the customer and are also referred to as ICD herein.

WHEREAS, ongoing collection and use of ICD will be used for both:

1. General planning and operational needs for CPA retail power supply and related energy services requirements, such as load and supply forecasting, portfolio management, billing, revenue collection, and audit processes, and for research and development of potential new energy services to offer to customer participants; and
2. Programmatic and customer-specific services and offerings, such as responding to customer account queries, opt-in rates or demand side management for customers with flexible demand, distributed generation or storage, and interval meters; and other energy services that may be offered including programs for Low to Moderate Income (LMI) participants that are qualified in the Electric Assistance Program (EAP).

NOW THEREFORE, in consideration of the above, it is CPCNH's policy to define the specific goals, requirements, and controls necessary to safeguard the confidentiality, integrity, and availability of Individual Customer Data, as follows:

1. In compliance with RSA 53-E:4 (*Regulation*) and RSA 53-E:7 (*Aggregation Program*); RSA 363:38 *(Duties and Responsibilities of Service Providers*) and RSA 363.37 (*Definitions*); and RSA 359-C:20 (*Privacy Policies for Individual Customer Data*) and RSA 359-C:19 (*Definitions*), as amended by the General Court from time to time:
    a. CPCNH and third parties contracted through CPCNH that will receive or access ICD on behalf of CPAs are required to:
        i. Comply with all Administrative Rules related to the access and use of ICD under Puc 2200 (*Municipal and County Aggregation Rules*),

as may be amended from time to time, and any other applicable PUC rules or orders;

b. Use ICD solely as authorized with the express consent of the customer or for legitimate primary purposes, specifically to comply with the provisions of RSA 53-E and RSA 368:38, such as for: providing or billing for electrical service; meeting system, grid, or operational needs; researching, developing, and implementing new CPA programs, rate structures and tariffs, demand response, customer assistance, energy management, or energy efficiency programs; and for research and development of potential new energy services to offer to customer participants (Primary Purposes);

i. Implement and maintain reasonable security procedures and practices appropriate to the nature of the ICD to ensure that only authorized individuals have access to ICD for Primary Purposes or as provided by the express consent of the customer;

ii. Protect ICD from unauthorized access, use, destruction, modification, or disclosure, and report any data security breach as required by RSA 359-C:20 and any other applicable laws, rules, regulations, or utility tariffs;

iii. Collect, store, use, and disclose only as much ICD as is necessary to accomplish the Primary Purposes or as provided by the express consent of the customer;

iv. Not use ICD for a secondary commercial purpose unrelated to the Primary Purposes without the express consent of the customer; and

v. Return or permanently delete all ICD after contract termination and deliver a certificate, signed by an authorized representative, stating that all ICD has been returned or permanently deleted and that all materials based on ICD has been destroyed, as appropriate, i.e., except for copies necessary for tax, billing, other required legal compliance or financial purposes, or as may be created residually due to system backups, provided that the confidentiality of data is maintained in accordance with applicable laws.

c. Further, if CPCNH contracts with one or more CEPS to provide LSE services to participating customers, or brokers to support operations in a capacity that would require access to ICD, then the CEPS and/or brokers shall additionally be required to comply with the requirements of Puc 2004.19 (*Protection of Confidential Customer Information)*, pursuant to Puc 2205.02 (*Application of Puc 2000 to CEPS When Providing Electricity Supply to CPA Customers*), as may be amended by the PUC from time to time.

2. The Chief Executive Officer (CEO) as provided under Article VIII of the CPCNH By-Laws, or in the absence of the CEO, the Chair of the Board of Directors, as provided under Section 5.1 of the CPCNH By-Laws, shall (i) ensure that contracts CPCNH enters into with third parties that will receive or access ICD on behalf of CPAs have (a) incorporated the above requirements, as appropriate, and as amended, and (b), additionally provide for independent security assessments, documentation, and reporting to safeguard these requirements, as deemed necessary or prudent, and (ii) will deliver a signed attestation, upon request, to this effect to the General Counsel and Secretary to be maintained with the records of the Corporation.
3. The Regulatory and Legislative Affairs Committee shall advise on and recommend changes to this policy to the Board of Directors as necessary to maintain compliance with applicable laws, rules, and regulations that supersede the considerations and requirements established herein.
4. Use of Legal Counsel. CPCNH's CEO or Board will seek the advice of legal counsel in matters relating to data security and privacy, including but not limited to the policies adopted hereunder, when appropriate, and specifically, counsel will be employed to review:
    a. Enacted Changes to RSA 359-C (*the New Hampshire Right to Privacy Act*), RSA 91-A (*Access to Governmental Records and Meetings*), RSA 363:37-38 (*Privacy Policies for Individual Customer Data*), RSA 53-A:3 (*Agreements Between Government Units*, and RSA 53-E (*Aggregation of Electric Customers by Municipalities and Counties*) or other related statutes that modify, alter, or negate the stated policies herein; and
    b. Amendments to contracts with any third parties that contract with CPCNH that may require access to ICD on behalf of CPCNH that modify, alter, or negate terms and conditions of said contracts related to data security and privacy.

COMMUNITY POWER COALITION OF NEW HAMPSHIRE

COST SHARING AGREEMENT

This Cost Sharing Agreement ("Agreement") is made and entered into this __ day of _____, ____, by and between the City of Dover, a subdivision of the State of New Hampshire, ("the Member") and the Community Power Coalition of New Hampshire ("CPCNH" or "Corporation"), pursuant to the provisions of the CPCNH Joint Powers Agreement ("JPA") (collectively, the "Parties").

RECITALS

WHEREAS, the City of Dover may choose to implement Community Power Aggregation ("CPA") service to provide all-requirements electricity for its residents and businesses pursuant to New Hampshire Revised Statutes Annotated ("RSA") 53-E, the Community Power Act, which found "*it to be in the public interest to allow municipalities and counties to aggregate retail electric customers, as necessary, to provide such customers access to competitive markets for supplies of electricity and related energy services*;"

WHEREAS, the Constitution of New Hampshire declares that "*Free and fair competition in the trades and industries is an inherent and essential right of the people and should be protected against all monopolies and conspiracies which tend to hinder or destroy it;*"

WHEREAS, CPCNH is a nonprofit all-requirements Joint Powers Agency and governmental instrumentality operating pursuant to the Joint Powers Agreement entered into by the City of Dover on the 22nd day of September, 2021, for the purpose of jointly exercising the powers granted to municipal corporations pursuant to NH RSA 33-B, NH RSA 53-E, NH RSA 53-F, and NH RSA 374-D (including, by reference, NH RSA 33) in accordance with RSA 53-A, Agreements Between Governments;

WHEREAS, CPCNH is jointly controlled and governed by its Members, united as a single entity to operate for the mutual benefit of the Members collectively, to promote the common good, general welfare, economic vitality, and prosperity of local communities in New Hampshire, to use the powers and authority granted by the Members to gain economies of scale and scope to launch, operate, and evolve Community Power Aggregation ("CPA") programs, and to advance other energy and climate policies and actions on behalf of the Members; and

WHEREAS, CPCNH's Joint Powers Agreement requires this Cost Sharing Agreement be entered into by all Members to ensure that the costs, expenses, debts, and liabilities directly or indirectly incurred by CPCNH on each Member's behalf are recovered through said Member CPA's revenues, or from grants or other third-party sources;

NOW, THEREFORE, in consideration of mutual benefits, covenants, and considerations hereinafter set forth, CPCNH and the Member hereby agree as follows:

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ARTICLE I
PURPOSE

The purpose of this Cost Sharing Agreement is to ensure that (i) the expenses, debts, and liabilities ("costs") directly or indirectly incurred by CPCNH on behalf of the Member are allocated to them based upon cost causation principles, to the extent practical, and (ii) that such costs are recovered from their CPA program revenues, or revenues from grants or other third-party sources.

This Cost Sharing Agreement (i) affirms that the resolutions and articles of the Joint Powers Agreement, as applicable herein, represent a mutual and collectively beneficial approach to cost allocation, whether Members are active or withdrawn from CPCNH, (ii) obligates CPCNH to carry out cost tracking and allocation for recovery from Member CPA revenues in accordance with the methodologies and procedures herein, which are intended to ensure fairness across all Members.

Execution of this Cost Sharing Agreement is a requirement for all Members. Upon execution of this Agreement, Members may subsequently elect to take certain CPA Member Services, which are provided in Exhibit C; each Member Service requires separate execution by the Member to authorize and obligate CPCNH to provide services on behalf of the Member's CPA.

Electing the Complete Service Bundle of CPA Member Services thereunder authorizes and delegates authority to CPCNH to, pursuant to CPCNH's Energy Portfolio Risk Management, Rates, and Reserves policies: (i) take all actions necessary and proper to finance, launch, and operate the Member's CPA; (ii) set rates and provide all-requirements electricity to eligible retail customers taking service within the Member's service territory; and (iii) collect customer revenues to accrue financial reserves on behalf of the Member and recover the costs allocated to the Member's CPA pursuant to this Agreement.

ARTICLE II
AMENDMENT

CPCNH's Joint Powers Agreement requires that the Cost Sharing Agreements between the Corporation and each individual Member be uniform in all material respects, except with regard to the scope of Member services and Project Contracts that each Member selects to participate in and pay for.

This Agreement duly provides flexibility to update and evolve the scope of services offered to all Members, for individual Member election, by permitting CPCNH to update Exhibit C for all Members, and to incorporate any Project Contracts entered into by an individual Member in Exhibit F. Similarly, Exhibit B: Cost Allocation Reference Table, Exhibit D: Template Cost Allocation Report, Exhibit E: Template Report Glossary, and the list of current CPCNH Members presented under Article III, below, may all be updated by CPCNH. Excerpts from CPCNH's Joint Powers Agreement herein are also updated upon amendment to the Joint Powers Agreement. The Corporation shall promptly distribute any such updates to all Members in a uniform manner, except that Exhibit F of each Member's Cost Sharing Agreement shall only reflect the Project Contracts, if any, entered into by each Member. The Member agrees that all such updates provided by CPCNH to the Exhibits and Joint Powers Agreement language herein shall be incorporated into and do not constitute an amendment to this Agreement.

To ensure that all other aspects of this Agreement, including the cost allocation methodologies prescribed hereunder, are similarly capable of evolving over time, and in recognition that the changeable nature of energy markets, technologies, and cost-drivers may well warrant refinements to the cost allocation methodologies herein at some point in the future**, this Agreement may be amended by a written amendment unanimously approved by the votes cast at a meeting of the Membership at which a quorum is present, provided that CPCNH's Chief Executive Officer or Chair of the Board shall send written notice of any proposed amendments to the Member Representatives and principal executive officers of each Member at least thirty (30) days prior to such meeting at which it is to be acted upon.**

The Member recognizes that, absent this mechanism, it may become impractical to otherwise amend this Agreement as the number of Members grows over time, given the requirement that the Agreement be maintained as uniform in all material respects across the Membership, and that such an eventuality would be contrary to the interest of every Member.

ARTICLE III
MEMBERSHIP

CPCNH's current Membership, pursuant to CPCNH's Joint Powers Agreement, may individually execute this Agreement and thereby jointly rely on CPCNH to finance, launch, and operate their CPA programs. The Parties acknowledge that the actual sequencing of CPA implementation may vary from this table:

Members currently intending to implement CPA program service in 2023:

City of Lebanon	Town of Rye	Town of Exeter
Town of Hanover	Town of Walpole	Town of Peterborough
City of Nashua	Town of Plainfield	Town of Durham
Cheshire County	Town of Enfield	Town of Harrisville

Members in the process of authorizing CPA programs:

City of Dover	Town of Newmarket	City of Portsmouth
Town of Warner	Town of Canterbury	Town of Westmoreland
Town of Pembroke	Town of Wilmot	Town of Hudson
Town of Webster	Town of Shelburne	Town of Sugar Hill
Town of New London	Town of Hancock	Town of Brentwood

ARTICLE IV
ELECTION OF CPA MEMBER SERVICES & PROJECT CONTRACTS

The CPA Member Service Agreements currently authorized by the Board are provided in Exhibit C, inclusive of any additional terms of service thereof, for elective execution by the Member. Enrollment periods during which any Members may execute a given contract for CPA Member Services offered in Exhibit C may be for pre-defined periods or open-ended, and the Board may also close enrollment in any CPA Member Service contract that was previously open-ended. During the active enrollment period applicable to any given Member Service Agreement, all executed Agreements between CPCNH and each Member that has elected the same service must be uniform in all material respects.

All of the services required to undertake and provide CPA service are initially offered as a Complete Service Bundle. The Board may authorize additional CPA Member Services, including the disaggregated services comprising the Complete Service Bundle, for Members to elect and pay for on an a la carte, elective basis thereunder. The Member agrees that, from time to time, CPCNH may update Exhibit C to modify enrollment periods for specific CPA Member Services contracts, remove CPA Member Services contracts that are no longer offered and in use by any Member, and incorporate new CPA Member Services contracts offered to all Members.

Project Contracts that an individual Member has entered into, upon execution, shall be placed into Exhibit F of the Member's Cost Sharing Agreement and incorporated by reference hereunder.

Exhibit B provides a reference table summarizing how costs shall be allocated, for all Members' ease of reference, which shall be updated by CPCNH commensurate with the removal and/or addition of any CPA Member Services to Exhibit C, or as otherwise warranted at CPCNH's discretion.

ARTICLE V
COST RECOVERY COMMITMENT; LIMITATION

Article V, Section 3 of the JPA requires that the Cost Sharing Agreement entered into by each Member "*ensure that the costs, expenses, debts, and liabilities ("Costs") … directly or indirectly incurred by the Corporation on such Member's behalf are recovered through said Member's CPA revenues, or from revenues from grants or other third-party sources*."

The Member acknowledges and agrees that the costs directly or indirectly incurred by CPCNH on the Member's behalf shall be recovered through the Member's CPA revenues, or from revenues from grants or other third-party sources.

The debts, liabilities, and obligations of CPCNH shall not be debts, liabilities, and obligations of the Member unless and only to the extent agreed to under a Member Service contract entered into by the Member, pursuant to Exhibit C, or Project Contract separately entered into by the Member.

ARTICLE VI
COST REPORTING & RECORDS

This Cost Sharing Agreement puts in place a mandate for transparency regarding how costs are tracked, and allocations are computed. CPCNH will provide for the data collection, analysis, accounting, reconciliation of receipts and aging, and cost allocation between Member CPAs under the methodologies and processes set forth in this Cost Sharing Agreement. As provided for under Article IX hereunder, actual metered customer electricity consumption will be employed where consumption is the determinant of allocation, to the extent possible. However, the Member acknowledges that CPCNH's reasonable estimations of usage may need to be employed, initially and/or

even permanently, depending upon the availability of actual data by Member CPA, but estimations should be subject to periodic reconciliation with actual loads when reasonably practical.

CPCNH will deliver monthly reports to each Member CPA, after it closes its books, encompassing and presenting all costs and allocations by Member. Reports will be prepared at an appropriate level of line-item granularity and will be uniform in all material respects, except with regard to the scope of CPA Member Services and Project Contracts that each Member selects to participate in and pay for. Exhibit D shall present the current report template in use by CPCNH, accompanied by the glossary in Appendix E, which shall be kept current by CPCNH for the Member's reference. Reports will be delivered and distributed to all Members by CPCNH.

Pursuant to CPCNH JPA Article XIII, "*The books and records of the Corporation shall be open to inspection at all reasonable times to each Member and its representatives."* The Member may, at any time, request detail, clarification and/or revisions of monthly reports, which shall be distributed to all Members.

ARTICLE VII
CPCNH IMPLEMENTATION COSTS

The funding to implement CPCNH is derived from four sources. These sources will cover the initial cost of CPCNH during the Implementation Phase, which refers to the period from the incorporation of CPCNH, on October 1, 2021, through the Start-Up Date, which shall be deemed to be the first of the calendar month in which CPCNH begins receiving customer revenues for delivery of all-requirements electricity to serve the demand of the customers of Member CPAs:

1) Funds provided by Members, gifts, or grants received and recorded by CPCNH as cash contributions.

2) Credit extended by contract to, and received by, CPCNH from vendors or banks, whether extended with interest or deferred interest cost or charged on an alternate basis.

3) Interest-free cash advances, grants, or loans extended by contract to, and received by, CPCNH.

4) Deferred compensation by vendors and contractors under contract for future payment by CPCNH, contingent upon the delivery of all-requirements electricity to serve the demand of the customers of Member CPAs.

The Member acknowledges and affirms that the cost of implementing CPCNH should not be borne solely by the customers taking service from initial Member CPAs, as such costs are foundational to the benefit of all Members of CPCNH at any point. As such, the Agreement provides that:

1) Implementation Costs are defined as costs incurred or accrued by CPCNH during the Implementation Phase which are not directly allocatable to any one Member CPA, in that such costs would have been incurred or accrued by CPCNH irrespective of the participation of any one Member CPA, inclusive of interest or financing charges that continue to accrue on such costs subsequent to the Implementation Period, less funds received by CPCNH pursuant to (1) above.

2) Implementation Costs shall be equitably allocated, on an equal volumetric retail electricity usage basis, to the CPA of each Member that (i) executes this Cost Sharing Agreement and, (ii) supplies all-requirements electricity to retail customers through said Member's CPA program within the five (5) year period commencing on the Start-Up Date ("Implementation Cost Recovery Period").

3) CPCNH intends to pay off Implementation Costs during the initial three (3) years following the Start-Up Date. Consequently, over the course of the five (5) year Implementation Cost Recovery Period, each Member CPA will receive an allocation obligation, providing for the direct payment of Implementation Costs and/or reimbursements to the Member CPAs that have already paid for the Implementation Costs, such that, at the

conclusion of the five (5) year period, the sum of electricity used by retail customers taking service from each CPA over the course of the period divided into the Implementation Costs allocated to each CPA shall be equivalent on a dollar per megawatt-hour ($/MWh) basis.

4) CPCNH shall maintain an internal accounting of the amount of Implementation Costs, and the allocation obligations, payments, and reimbursements of such costs, which record shall be available for inspection by Members at any reasonable time.

ARTICLE VIII
CLASSIFICATION OF COSTS

The three primary categories of costs into which CPCNH must classify all costs, pursuant to Section 3 of Article V of the JPA, are described in further detail below. Refer to Exhibit A for excerpts from the JPA regarding cost sharing principles, which are incorporated herein.

1) **CPA Member Services Costs** are costs related to undertaking and providing CPA service on behalf of Members. Such costs will represent the bulk of the cost that CPCNH will incur, including for the provision of:

- **a)** **CPA Power Supply Costs:** costs incurred by CPCNH to secure and sell all-requirements electricity supply to serve the demand of the customers of each Member CPA, the definition and requirements of which are subject to changes in law and rules, and to engage in portfolio risk management, which includes:
  - **i)** The cost of electrical energy, capacity, reserves, ancillary services, transmission services (to the extent allocated to Member CPA service), transmission and distribution losses, congestion management, and other such services or products necessary to provide firm power supply and meet the requirements of New Hampshire's Renewable Portfolio Standard, and financial products.
  - **ii)** The cost of financial products related to portfolio risk management, such as power or natural gas options, swaps, or futures contracts, Financial Transmission Rights (FTR) obligations and options, and products to hedge non-energy cost components of the power supply portfolio.
  - **iii)** Additional attributable costs authorized by individual Member CPAs for any other power supply related products and services, such as for securing or purchasing Renewable Energy Credits in excess of the requirements of New Hampshire's Renewable Portfolio Standard, or for resources that reduce the ISO-NE wholesale load obligations and/or reduce transmission cost allocations, if any, attributable to the Member CPAs, which may also generate credit for avoided transmission costs or avoided capacity costs attributable to customers and/or Member CPAs.
- **b)** **CPA Operational Costs:** costs related to undertaking and providing CPA service on behalf of Members that are not CPA Power Supply Costs, which include but are not limited to the following:
  - **i)** Staff, overhead, legal, banking, technical, regulatory, and financial services costs attributable to the provision of CPA service.
  - **ii)** Financing and credit charges incurred for the provision of all-requirements electricity supply, and for operating costs hereunder, excluding those associated with any Project.
  - **iii)** Compliance costs attributable to the provision of CPA service.
  - **iv)** Direct costs and/or costs incurred from third-party providers under contract with CPCNH to provide services, including:
    - **(1)** Marketing, advertising, community engagement, and customer noticing pertaining to CPA service.

(2) ISO-NE Load Serving Entity (LSE) services.

(3) Portfolio and risk management services.

(4) Utility data interchange, data management, and customer billing services.

(5) Call center and customer engagement services.

(6) Local program design, administration, and/or financing.

v) Attributable Implementation Costs of the Corporation.

2) **General and Administrative Costs:** costs incurred for the common objectives of all CPCNH Members that are not incurred specifically in connection with a particular Project, Project Contract, or Member Service. Typical costs in this category, which may be fully or partially defined as General and Administrative Costs, include:

a) Administrative offices.

b) CPCNH-wide financial management.

c) Business services.

d) Budget and planning.

e) Personnel management.

f) Central management information systems and operations.

g) General management of CPCNH, such as for strategic direction and Member affairs, Board functions, accounting, procurement, and legal services; operation and maintenance expense; depreciation and use allowances; and interest costs.

h) Attributable Implementation Costs of the Corporation.

3) **Direct Project Costs** are costs incurred for a particular Project pursuant to a Project Contract for a specific Member and/or CPA, or subset thereof, that are not allocated to General and Administrative Costs, to the extent appropriately assigned to specific projects pursuant to Section 4 of Article V of the JPA. These projects can take on many forms but carry a distinct attribute that they are defined by a specific Project Contract entered into by Members participating in particular projects. As such, Direct Project Costs are identified by contract for recovery from the Members that are signatories to the Project Contract.

ARTICLE IX
ALLOCATION OF COSTS

Costs directly or indirectly incurred by CPCNH relating to (1) the CPA Member Services elected by the Member pursuant to Exhibit C, (2) General and Administrative Costs of the Corporation, and (3) the Project Contracts entered into by the Member, if any, will be allocated to the Member in accordance with this Article IX. Refer to Exhibit B for a reference table summarizing these costs and allocation methodologies.

1) **CPA Member Services Costs.** Services required to undertake and provide CPA Member Services are allocated to Member CPAs pursuant to cost causation principles, to the extent reasonably practical, as described herein.

a) CPA Power Supply Costs. Each Member will be allocated all costs incurred by CPCNH attributed to the provision of all-requirements electricity supply to the retail customers of said Member's CPA, inclusive of the cost of financial products related to portfolio risk management, as follows:

i) For the net costs attributable to the provision of all-requirements electricity supply to retail customers for each Member CPA:

(1) Where retail customer usage on a temporal and/or geographically specific basis is the determinant of costs:

(a) Actual metered customer electricity usage will be employed to the extent reasonably practical for each Member and to the extent such usage is used for load settlement purposes with ISO-NE ("actual usage").

(b) Estimated or profiled electricity usage will be employed only to the extent that actual metered customer electricity usage is not reasonably available or is not used for load settlement purposes with ISO-NE for said Member.

(2) Where retail customer usage on a temporal and/or geographically specific basis is not the determinant of costs, Members will be allocated net costs on a pro rata volumetric usage basis.

ii) For costs incurred pertaining to financial products related to portfolio risk management, net costs may be allocated either to all Members on a pro rata volumetric usage basis or to each Member based upon either their actual electricity usage, if reasonably available, or alternatively, estimated, or profiled electricity usage.

iii) For costs incurred pertaining to any other power supply related products and services authorized by each Member CPA, net costs will be allocated to said Member CPAs based on a reasonable determination of the cost of providing that service.

b) CPA Operational Costs. Each Member will be allocated all costs incurred by CPCNH related to undertaking and providing CPA service on behalf of said Member that are not CPA Power Supply Costs, as follows:

i) For costs attributable to staff, overhead, legal, banking, technical, regulatory, and financial services, costs will be allocated to all Members on a pro rata volumetric usage basis.

ii) For costs incurred pertaining to compliance requirements:

(1) Costs reasonably attributable to each Member will be allocated to said Member.

(2) Costs that are not reasonably attributable to any one Member will be allocated to all Members on a pro rata volumetric usage basis.

iii) For financing and credit charges incurred for the provision of all-requirements electricity supply, and operating costs hereunder, costs may be allocated either to all Members on a pro rata volumetric usage basis or to each Member based upon their actual usage, if reasonably available, or alternatively, estimated, or profiled electricity usage.

iv) For costs incurred from third-party providers of services under contract with CPCNH:

(1) Services charged based on a metric or fee structure that can be reasonably applied to an individual Member basis will be allocated to each Member on that basis.

(2) Services charged based on a metric or fee structure that cannot be reasonably applied on an individual Member basis will be allocated to all Members on a pro rata volumetric usage basis.

2) General and Administrative Costs.

a) Each Member will be allocated General and Administrative Costs on a pro rata basis in accordance with the following formula: Member CPA's Annual Retail Electricity Load divided by all Member CPAs' Annual Retail Electricity Load.

i) "Annual Retail Electricity Load" means the annual amount of metered electricity delivered to retail consumers and supplied through the Member CPA during the most recent 12 whole months.

ii) If less than 12 whole months of load have been supplied through the Member CPA, the calculation of a Member's Annual Retail Electricity Load shall be as follows:

(1) Within a CPCNH Fiscal Year, the Member CPA's allocation of General and Administrative Costs shall initially be based on a reasonable forecast provided by CPCNH of the Member CPA's load for the duration of the Fiscal Year divided by all Member CPAs' forecast Annual Retail Electricity Load for that Fiscal Year.

(2) After the close of the CPCNH Fiscal Year, to the extent reasonably practical, such forecasts shall be reconciled to the Member CPA's actual load over the Fiscal Year divided by the total of actual loads for all Member CPAs for that Fiscal Year.

3) **Direct Project Costs.** Costs incurred for a particular Project pursuant to a Project Contract will be recovered pursuant to the Project Contract that governs Member cost responsibility for the Project. Nothing contained in a Project Contract shall obligate non-participating Members in any respect with the Project. If CPCNH incurs additional costs for a particular Project, then:

a) CPCNH shall provide notice to the Project Committee in question regarding the date upon which the Project Committee must vote upon the matter of how to fully allocate such additional costs amongst participating Members, which shall be considered a Project Matter for this purpose, and CPCNH shall allocate costs pursuant to an affirmative vote by the Project Committee thereof.

b) In the absence of an affirmative vote by the Project Committee thereof, CPCNH shall allocate such additional costs to each Member in proportion to their participation share allocation for the Project.

ARTICLE X
GENERAL TERMS & CONDITIONS

The Joint Powers Agreement carries with it several elements with which this Cost Sharing Agreement shall hold generally consistent but apply specifically to this Cost Sharing Agreement.

Limitations of Liability

As provided for in Article XII of the JPA, *"No debt, liability, or obligation of the Corporation shall be a debt, liability, or obligation of any Member unless otherwise specified and agreed to by individual Members under a Cost Sharing Agreement or Project Contract under this Agreement."*

Indemnification

This Cost Sharing Agreement is a continuation of the authority in the Joint Powers Agreement, and as such, its indemnification language applies (By-Laws, Article 13.1):

> *"Each Member (including its governing body), Member representative, Director, Officer, committee member, employee, assignee, or agent of CPCNH, (and the irrespective heirs, executors and administrators), shall be indemnified and held harmless by CPCNH against any and all claims, demands, losses, costs, penalties, expenses (including attorneys' fees), judgments, damages and liabilities reasonably incurred by, or imposed upon them in connection with any action, suit or proceeding to which they may be made a party or with which they shall be threatened, by reason of their being, or having been, a Member, Member representative, Director, Officer, committee member, employee, assignee, or agent of CPCNH (whether or not they continue to be a Member, Member representative, Director, Officer, committee member, employee, assignee, or agent of CPCNH at the time such action, suit or proceeding is brought or threatened), arising in whole or in part, directly or indirectly from conduct in which such Member, Member representative, Director, Officer, committee member, employee, assignee, or agent has engaged in good faith. However, no such indemnification shall apply in relation to any matter involving (i) a breach of their*

duty of loyalty to CPCNH; (ii) acts or omission which are not in good faith or which involved intentional misconduct or a knowing violation of law; or (iii) a transaction from which the Director, Officer, Member representative, committee member, employee, assignee, or agent derived an improper personal benefit. In the event of settlement of any such action, suitor proceeding brought or threatened, such indemnification shall be limited to matters covered by the settlement as to which CPCNH is advised by counsel that such Member, Member representative, Director, Officer, committee member, employee, assignee, or agent is not liable for misconduct as such. The foregoing right of indemnification shall be in addition to any rights to which any Member (including its governing body), Member representative, Director, Officer, committee member, employee, assignee, or agent may otherwise be entitled."

Further, CPCNH shall, "*Defend, hold harmless, and indemnify, to the fullest extent permitted by law, each Member from any liability, claims, suits, or other actions.*" Articles of Agreement of the Corporation, Article 7.21.

Dispute Resolution

This Cost Sharing Agreement affirms the dispute resolution approach defined in Article XVIII, Section 2 of the JPA, and the Member hereby agrees to extend this provision in support of the Cost Sharing Agreement:

"The Members and the Corporation shall make reasonable efforts to settle all disputes arising out of, or in connection with, this Agreement. Before exercising any remedy provided by law, a Member or Members and the Corporation shall engage in nonbinding dispute resolution or in a manner agreed upon by the Member or Members and the Corporation. The Members agree that each Member may specifically enforce this provision, Article XVI, Section 2, Dispute Resolution. In the event that dispute resolution is not initiated or does not result in a resolution within 60 days after a written request for dispute resolution, any disputing Member or the Corporation may pursue any remedies provided by law."

Continuing Obligations: Participant Withdrawal and Obligations or Buyout Provisions

Continuing obligations shall be pursuant to the same terms for continuing obligations as provided for under Article IV, Section 6 of the JPA:

"Any withdrawn or terminated Member shall continue to be liable for its obligations under any Project Contract and Cost Sharing Agreement(s) for the remaining term of any such Project Contract or Cost Sharing Agreement. The Member's equity or deficit position while a participant in any Project Contract will continue to be reflected in the records and reports of the Corporation. The Corporation may withhold funds otherwise owing to the Member or may require the Member to deposit sufficient funds with the Corporation, as reasonably determined by the Board, to cover the Member's liability for the costs described herein. Any amount of the Member's funds held on deposit with the Corporation above that required to pay any liability or obligation shall be returned to the Member."

ARTICLE XI
TERM

This Agreement shall be deemed to have been in effect commencing upon the date the Member became a Member of CPCNH following execution of the CPCNH Joint Powers Agreement. This Agreement shall continue in full force and effect until terminated by the earlier of (1) dissolution and liquidation of the Corporation, and distribution of any net proceeds, as provided for in Article XI of the By-Laws or (2) the later of (a) withdrawal or involuntary termination of the Member from the Corporation, as provided for in Article 4 and 5 of the JPA, subject to any continuing obligations, as provided for in Article 6 of the JPA, or (b) as otherwise specified in this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed and attested by their respective officers thereunto duly authorized:

MEMBER: _____

By: _____

Title: _____

Name: _____

Date: _____

ATTESTATION: _____
Clerk

COMMUNITY POWER COALITION OF NEW HAMPSHIRE

By: _____
Chair of the Board of Directors

Name: _____

Date: _____

ATTESTATION: _____
Secretary of the Board

APPROVED AS TO FORM: _____
General Counsel to the Board

EXHIBIT A: COST SHARING PRINCIPLES

1) **CPCNH's Joint Powers Agreement, Article V,** defines certain cost sharing principles, which are provided below for the Member's reference, and Sections 3-7 thereunder are expressly incorporated herein**:**

ARTICLE V
COST SHARING PRINCIPLES

SECTION 1. Fiscal Year. *The fiscal year shall be the calendar year, subject to the Board's discretion to amend the Fiscal Year. Before changing the Fiscal Year, the Board shall confer with the Treasurer and may confer with the auditor.*

SECTION 2. Budget. *The budget will be established pursuant to the terms reflected in the By-Laws.*

SECTION 3. Cost Sharing Agreements. *An agreement shall be entered into between the Corporation and each respective Member, uniform in all material respects, except with regard to the scope of Member services and Project Contracts that each Member selects to participate in and pay for, to ensure that the costs, expenses, debts, and liabilities ("Costs") directly or indirectly incurred by the Corporation on such Member's behalf are recovered through said Member's CPA revenues, or from revenues from grants or other third-party sources. Such Costs shall be classified as:*

(a) CPA Member Services Costs*: Costs incurred to provide the Complete Service Bundle, or such services that CPCNH offers, shall be recovered directly from Member(s) for the period they contract to receive such service(s). The Complete Service Bundle will include those services CPAs will require to undertake and provide Electric Aggregation Plans and Programs, such as: power supply procurement and management, data and billing, and customer service;*

(b) General and Administrative Costs*: Costs described in Article V, Section 4 are incurred for the common objectives of all Members of the Corporation, and are not incurred specifically in connection with a particular Project, Project Contract, or Member Service and shall be allocated to, and recovered from, each Member on a pro rata basis in accordance with the following formula: Member CPA's Annual Retail Electricity Load divided by all Member CPAs' Annual Retail Electricity Load; and*

(c) Direct Project Costs*: Costs incurred for a particular Project pursuant to a Project Contract shall be recovered directly from the Member(s) that participate in a particular Project or pursuant to the Project Contract that governs Member cost responsibility for the Project.*

SECTION 4. General and Administrative Costs. *General and Administrative Costs include those that have been incurred for the general operation and administration of the Corporation, and other expenses of a general character, including but not limited to Costs relating to: administrative offices that serve the Corporation; Corporation-wide financial management, business services, budget and planning, and personnel management; operations of the Corporation's central management information systems; general management of the Corporation, such as strategic direction and member affairs, Board functions, accounting, procurement, and legal services; operation and maintenance expense; depreciation and use allowances; and interest costs.*

General and Administrative Costs do not include Costs that relate solely to, or are incurred by, the Corporation for CPA Member Services or as a result of any specific Project or Project Contract. The intent of the Members is to ensure that all Costs incurred by the Corporation that are directly related to CPA Member Services will only be paid by the Members receiving such services or for any specific Project will be paid only by the Project Participants of that specific Project. As such, when an activity or cost generally

included within the General and Administrative Cost category benefits CPA Member Services, a specific Project or Project Contract, or is performed or budgeted for a specific Project or Project Contract, an appropriate adjustment shall be made to assure that the proper portion of the Cost of such activity is categorized and allocated as CPA Member Services costs to a Member receiving such service, or as a Direct Project Cost to the Project Participants, subject to Cost allocation under the applicable Project Contract. The Members intend that all Costs of the Corporation that are not directly assigned for recovery to CPA Member Services, a specific Project or Project Contract will be recovered as General and Administrative Costs.

SECTION 5. Member Advances, Contributions and Repayment. *Upon the request or approval of the Board, any Member may make payments, advances, or contributions to the Corporation for any and all purposes set forth herein, and may contribute personnel, equipment or property, in lieu of other contributions or advances, to assist in the accomplishment of one or more of such purposes. All such payments, advances or contributions, whether in cash or in kind, shall be made to, and may be disbursed or used by, the Corporation. Except as otherwise specified in contracts with Members by the Board, the approved advances will be treated as indebtedness of the Corporation and shall be payable and repaid as such.*

SECTION 6. Refunds. *No Member that withdraws or is terminated shall be entitled to a refund of any payments made in connection with General and Administrative Costs.*

SECTION 7. Funding of Initial Costs*. Any Members that have funded activities necessary to implement the Corporation may request that the Board consider reimbursing said Members for said costs over a reasonable time period and shall provide such documentation of costs paid as the Board may request.*

2) CPCNH's Articles of Agreement, under the Joint Powers Agreement, provide for the powers of the Corporation that are expressly incorporated herein, including, as follows:

7.13 *Incur debts, liabilities, and obligations, provided that all debts, liabilities and obligations shall be non-recourse to any and all of the Members unless expressly agreed to by such Members through a Member's Cost Sharing Agreement or Project Contract as those terms are defined in the JPA;*

7.14 *Issue revenue bonds and incur other forms of indebtedness including but not limited to loans from private lending sources, pursuant to NH RSA 33-B, RSA 53-E, RSA 53-F, and RSA 374-D, provided that any such bond or debt issuance is approved by participating Members' governing and legislative bodies as required by statute.*

EXHIBIT B: COSTS ALLOCATION REFERENCE TABLE

Classification	Cost Factor	Allocation Method
General & Administrative	All Costs	$/MWh forecasts and annual true-up to pro rata share of actual "Annual Retail Electricity Load" (JPA defined term)
Direct Project	Costs identified in Project Contracts	As specified in Project Contracts
	Unanticipated Costs	As directed by Project Committee vote; alternatively, Member Project Contract participation share %
CPA Member Services *Power Supply*	All Requirements Electricity	Member CPA actual cost
	Net Hedging	$/MWh (across all CPAs) or actual cost (for each CPA)
	Optional / Opt-Up Products	Member CPA actual cost
CPA Member Services *Operations*	Allocated Staff, Overhead & Misc. Svc	$/MWh
	Member CPA Compliance Costs	Member CPA actual cost
	General Compliance Costs	$/MWh
	Financing and Credit Support	$/MWh (across all CPAs) or actual cost (for each CPA)
	Portfolio & Risk Management Services	$/MWh
	ISO-NE Load Serving Entity (LSE) Services	$/MWh
	Marketing & Community Services	$/MWh
	Customer Notifications	$/Notice
	Data Management & Billing Services	$/Meter
	Call Center & Customer Services	$/Meter
	Local Program Design, Admin & Finance	$/MWh (across all CPAs) or actual cost (for each CPA)
CPA Member Services *Elective Services*	Additional services as authorized by the Board	

I: COMPLETE SERVICE BUNDLE

AS AUTHORIZED BY THE BOARD OF DIRECTORS ON DECEMBER 27, 2022

MEMBER ENROLLMENT PERIOD: OPEN

COMMUNITY POWER COALITION OF NEW HAMPSHIRE

CPA MEMBER SERVICES CONTRACT: COMPLETE SERVICE BUNDLE

This CPA Member Services Contract ("Contract") is made and entered into this __ day of _____, ____, ("Effective Date") by and between the City of Dover, a subdivision of the State of New Hampshire, ("the Member") and the Community Power Coalition of New Hampshire ("CPCNH" or "Corporation"), pursuant to the provisions of the CPCNH Joint Powers Agreement ("JPA") (collectively, "Parties").

RECITALS

WHEREAS, the City of Dover desires to implement Community Power Aggregation ("CPA") service to provide all-requirements electricity for its residents and businesses pursuant to New Hampshire Revised Statutes Annotated ("RSA") 53-E, the Community Power Act, which found "*it to be in the public interest to allow municipalities and counties to aggregate retail electric customers, as necessary, to provide such customers access to competitive markets for supplies of electricity and related energy services*";

WHEREAS, CPCNH is a nonprofit all-requirements Joint Powers Agency and governmental instrumentality operating pursuant to the Joint Powers Agreement entered into by the City of Dover on the 22nd day of September, 2021, for the purpose of jointly exercising the powers granted to municipal corporations pursuant to NH RSA 33-B, NH RSA 53-E, NH RSA 53-F, and NH RSA 374-D (including, by reference, NH RSA 33) in accordance with RSA 53-A, Agreements Between Governments;

WHEREAS, CPCNH is jointly controlled and governed by its Members, united as a single entity to operate for the mutual benefit of the Members collectively, to promote the common good, general welfare, economic vitality, and prosperity of local communities in New Hampshire, to use the powers and authority granted by the Members to gain economies of scale and scope to launch, operate, and evolve CPA programs, and to advance other energy and climate policies and actions on behalf of the Members;

WHEREAS, the Cost Sharing Agreement between the City of Dover and CPCNH permits the City of Dover to enter into agreements for CPCNH to provide certain CPA Member Services, and ensures that the costs, expenses, debts, and liabilities directly or indirectly incurred by CPCNH on the City of Dover's behalf are recovered through Dover Community Power's CPA program revenues, or from grants or other third-party sources;

WHEREAS, the City of Dover adopted an Electric Aggregation Plan on the 25th day of January, 2023, and desires CPCNH to finance, launch, and operate a CPA on its behalf;

WHEREAS, this Contract for the Complete Service Bundle shall be inclusive of all services, expertise, and financial support that Dover Community Power requires to "*undertake and provide Electric Aggregation Plans and Programs, such as: power supply procurement and management, data and billing, and customer service*" in accordance with to Section 3(a) of Article V of the JPA; and

WHEREAS, the City of Dover hereby endorses and adopts CPCNH's Data Security and Privacy Policy, Energy Portfolio Risk Management Policy, Retail Rates Policy, and Financial Reserves Policy, as may be amended from time to time by CPCNH's Board of Directors, to provide for the security of individual customer information, procurement of all-requirements electricity supply, price risk management, prudent budgeting and rate setting, and the collection of financial reserves by CPCNH on the City of Dover's behalf for the term of this Contract.

NOW, THEREFORE, in consideration of mutual benefits, covenants, and considerations hereinafter set forth, CPCNH and the Member hereby agree as follows:

ARTICLE I

Purpose

1. Definition. The Complete Service Bundle, pursuant to Section 3(a) of Article V of the Joint Powers Agreement ("JPA"), is inclusive of all services, expertise, and financial support that Member CPAs require to "*undertake and provide Electric Aggregation Plans and Programs, such as: power supply procurement and management, data and billing, and customer service*" (hereafter, the "Services").

2. Purpose. The Board of Director's ("Board") overarching purpose, in offering the Complete Service Bundle, shall be to achieve a greater financial benefit for every Member collectively than any one Member would be able to achieve individually, by creating and sustaining: (i) public oversight, transparency, and unbiased expert advice to decision-makers regarding operations and planning; (ii) administrative cost efficiencies and business model innovations; (iii) a sustainable balance, and equitable consideration, between short-term cost-savings and long-term fiscal stability; (iv) powerful representation at the New Hampshire legislature and Public Utilities Commission, including on matters regarding market-enabling reforms and infrastructure investments that impact the Membership's energy future; and (v) the acceleration and development of cost-effective local programs, advanced rate structures, new customer services, and local energy project developments that create new financial value and resiliency for participating Members, at the community-level, and for customers, in terms of their total energy costs, including by lowering transmission and generation capacity charges in addition to wholesale energy purchases.

3. Endorsement. By executing this Contract, the Member endorses this collective purpose for the Services.

ARTICLE II
Decision-Making Framework

1. Acknowledgement. The Member acknowledges that (i) efficient administration imposes limitations to individual Member choice, (ii) procurement and rate setting will present inherent trade-off decisions, (iii) collective decision-making must therefore be relied upon to satisfy and balance the divergence of the Members' prioritization of competing objectives over the short- to long-term, and (iv) achieving the above-stated purpose therefore requires a decision-making framework to define which decisions must be made collectively versus left up to each Member.

2. Establishment of Decision-Making Framework. The Member hereby endorses and adopts CPCNH's Data Security and Privacy Policy, Energy Portfolio Risk Management Policy, Retail Rates Policy, and Financial Reserves Policy ("Policies"), which, in conjunction with and pursuant to the Joint Powers Agreement, establishes an appropriate framework that balances the Member's individual versus collective decision-making considerations regarding CPCNH's provision of services under this Contract.

Appendix A summarizes how the framework is intended to function during initial implementation of the Member's CPA, specifically identifying which decisions will be made collectively, and where the Member may make or delegate certain key decisions, including regarding: (i) choice of whether to procure power initially on the Member's behalf, (ii) choice of rate products offered to the Member's customers, (iii) choice of collecting additional financial reserves for the Member's sole use, and (iv) choice of termination of this Contract, before and after enrollment of the Member's customers.

3. Amendment of Decision-Making Framework. The Member agrees that the Policies are integral to CPCNH's provisions of Services under this Contract, to provide for the security of individual customer information, procurement of all-requirements electricity supply, price risk management, prudent budgeting and rate setting, and the collection of financial reserves on behalf of participating Members. The Member acknowledges that the Board or the Membership of CPCNH may amend the Policies from time to time, and that the Member, pursuant to the Joint Powers Agreement, may observe, inform, and/or participate directly on the Board and in committee decision-making processes relevant to the provision of the Services. The Member agrees that CPCNH shall update this

Contract to reflect any amendments to CPCNH policies, which shall be incorporated herein and not constitute an amendment to this Contract.

Appendix B summarizes the Policies and amendment procedures and is provided for the Member's reference. Current Policies are available to the Member upon request and publicly available on CPCNH's website.

ARTICLE III
Limitation of Member Liability

The Member is not liable for the debts, liabilities, or obligations incurred by CPCNH to provide the Services under this Contract.

ARTICLE IV
Delegation of Authority & Commitment to Act

1. Delegation of Authority. The Member hereby expressly authorizes and delegates authority to CPCNH, with immediate effect, to act as an agent of the Member in all circumstances and capacities required to provide the Services as contemplated under this Contract.

2. **CPCNH Commitment to Act.** CPCNH shall take all actions required to provide for the timely delivery of the Services, including by: ensuring effective community engagement and customer noticing, completion of registration requirements with utilities, and compliance with statutory and rule requirements to the provision of CPA service; negotiating and executing contracts for credit support and all-requirements electricity to satisfy the Member's load obligations and manage price risk; setting rates to satisfy the Member's revenue requirements and obligations under this Contract; arranging for revenues received from utilities and CPA customers to be deposited into CPCNH's secured revenue account and pledged to CPCNH's financiers and supplier counterparties; providing for general administration and oversight of the Services; and accruing and tracking financial reserves on behalf of the Member.

2. Member Commitment to Act. The Member agrees to take and perform all acts required to effectuate the delegation of authority to CPCNH as contemplated herein, including by promptly making all necessary filings with any Governmental Authority or Electric Distribution Utility upon CPCNH's request. If requested by CPCNH, the Member shall assist CPCNH in obtaining information regarding the Member's customers from the Electric Distribution Utility. The Member agrees to provide to CPCNH all data, including reports, records, and other information, in the Member's possession, or cause to be provided data not in the Member's possession, which may reasonably facilitate the timely performance of the Services described hereunder.

ARTICLE V
Professional Ability & Service Contracts

CPCNH relies upon qualified service providers, consultants, and personnel to provide the Services jointly, at a beneficial economy of scale, across all Member CPAs. Services will be performed by qualified staff, contractors, consultants, Member Representatives and/or volunteers, as determined by the CPCNH Board of Directors or its designee, and carried out in a competent, professional, and satisfactory manner, in accordance with the standards prevalent in the industry and any applicable policies adopted by the Board.

The Member acknowledges and accepts that the extent of CPCNH's services under this Contract, as a start-up power agency, are predicated on (i) contracts CPCNH has executed with service providers hired through competitive solicitations, (ii) CPCNH's internal capacity, including staff capacity commencing with an anticipated hire of a CEO in March 2023, and (iii) the timeline by which distribution utilities implement Puc 2200 rules, which have not been fully implemented as of December 2022.

CPCNH's current contacts with service providers and consultants are available through CPCNH's website and listed in Appendix C.

ARTICLE VI
Electric Aggregation Plan

1. Acknowledgement. The Member acknowledges that the terms and requirements of the Member's Electric Aggregation Plan may prevent CPCNH from being able to commence provision of some or all the Services.

2. Mutual Commitments. CPCNH commits to promptly review the Member's Electric Aggregation Plan to assess any impact on CPCNH's provision of Services, and to identify and recommend any amendments prudent or necessary thereof. Member commits to promptly consider adoption of any such amendments. During the term of this Contract, the Parties will coordinate on, and the Member may seek CPCNH's advice regarding, any amendments to their Electric Aggregation Plan and shall strive to align any amendments thereto with the common interest and intent of this Contract, the underlying Services, and consistent with applicable statutes or regulations or with CPCNH's provision of the Services.

ARTICLE VII
Term; Procurement and Termination Elections; Financial Reserves

1. Term. The term of this Contract shall commence on the Effective Date and expire upon the termination of the Services as set forth herein.

2. Termination Prior to Commencement of Procurement. The Member may elect to terminate this Contract with immediate effect by submitting written notice to CPCNH, provided that CPCNH has not authorized entering into transactions for power on behalf of the Member's CPA.

3. Election to Delay Initial Procurement.

The Member's Authorized Officer, if authorized hereunder, may elect to delay commencing procurement on behalf of the Member's CPA during the Risk Management Committee meeting convened to authorize the first transactions entered into by CPCNH on the Member's behalf, provided that such election is made prior to the vote authorizing such procurement.

The Committee shall call for any such elections by the Member to be made verbally, after review and discussion of current market conditions and corresponding rate forecasts, and prior to the Committee's vote on whether to authorize procurement. Verbal elections made at the meeting by the Authorized Officer shall be immediately considered effective by CPCNH and promptly followed by written confirmation from the Authorized Officer to CPCNH and the Member's Principal Representatives.

4. Notice of Termination before and after First-Year Operations.

CPCNH's Energy Portfolio Risk Management Policy provides that "*hedging shall not extend beyond 36 months from the date that CPCNH first begins providing electricity service to CPA customers, until one year from that date*." After the first year of operations, CPCNH may authorize entering into forward hedging transactions extending up to 36 months out, on a rolling basis, to serve the collective load of all Member CPAs taking Service.

At any time during the 12-month period after the initial launch of CPCNH's power supply service, commencing on the date when CPCNH first supplies electricity to the retail customers of any Member CPA, the Member may submit written notice to terminate the Services on the first day of the month thirty-six (36) months following the date when CPCNH first supplied electricity to the retail customers of any Member CPA.

At any time after the 12-month period after the initial launch of CPCNH's power supply service, the Member may terminate this Contract by submitting written notice at least thirty-six (36) months in advance of the termination date.

5. Early Termination after Commencement of Service.

The Member may also, submit notice that it wishes to terminate this Contract at an earlier date than as provided for above. Upon receipt of such notice, CPCNH shall promptly assess and inform the Member of the minimum waiting period under which the Member would have no costs for withdrawal. Costs of withdrawal at an earlier date include, but are not limited to, losses from the resale of power contracted for by CPCNH to serve the Member CPA's load. The waiting period will be set to the minimum duration such that there would be no costs transferred to the remaining Members that have elected the Services.

Alternatively, the Member may elect to terminate this Contract during the waiting period, provided that the Member first deposits sufficient funds with CPCNH, as reasonably determined by CPCNH and approved by a vote of the Board of Directors, to cover the Member's liability for the costs described above. The Member may elect to use its allocated share of Joint Reserves or its Discretionary Reserves, collected on Member's behalf and held by CPCNH, for this purpose.

6. Return of Allocated Joint Reserves. After the effective date of the Member's termination of this Contract, any amount of the Member's allocated share of Joint Reserves above that which is required to pay any costs incurred by CPCNH through the date of termination on behalf of the Member shall be allocated back to the Member for use as Discretionary Reserves, pursuant to CPCNH's Financial Reserves Policy.

ARTICLE VIII
Authorized Officer for Member Service Decisions

1. Authorized Officer. The Member may designate an Authorized Officer to take specific actions, as defined in Section 2: Authorizations below, on behalf of the Member pursuant to this Agreement and the Policies. The Member's Authorized Officer, as specified in the Member's Electric Aggregation Plan, or otherwise delegated authority by the governing body hereunder, is:

Title	Name	Phone	Email
CPCNH Director	Jackson Kaspari	(603) 516-6008	j.kaspari@dover.nh.gov

The Member's Principal Executive Officer may specify a new Authorized Officer by submitting written notice by electronic mail to CPCNH's Principal Representative, which shall be promptly acknowledged and effective thereof, and such updates to this Contract shall not be considered an amendment.

2. Authorizations. The Authorized Officer may act on behalf of the Member to instruct and authorize CPCNH only on the matters and to the extent explicitly authorized by the Member hereunder. The Member hereby delegates the following authorities to the Authorized Officer to act on the Member's behalf (specify "yes" or "no"):

a) Pursuant to Article VI, Section 3, the Authorized Officer may elect to delay commencing procurement: YES;

b) Pursuant the Retail Rates Policy, the Authorized Officer may specify default and optional products: YES; and

c) Pursuant the Retail Rates Policy, the Authorized Officer may set Discretionary Reserve adders: YES.

3. Disclaimer. CPCNH shall have no liability to the Member for actions taken in reliance on authorizations or instructions received by the Authorized Officer as contemplated hereunder or in compliance with the Policies. Until such time as the Member instructs CPCNH in writing that the individual above, if any, is no longer an "Authorized

Officer" hereunder, CPCNH shall have no duty to inquire as to the authority of such Authorized Officer to provide the authorizations or instructions in connection with the Services.

4. Alternatives. If an Authorized Officer is not identified hereunder, or if CPCNH is at any time unsure as to the identity of the Authorized Officer hereunder, or regarding a decision on any matter for which the Member has not delegated authority to the Authorized Officer under Section 2: Authorization, CPCNH may request written instructions from the Member's Principal Executive Officer, or the Member's governing body, pursuant to any applicable Policy, as to the course of action to be adopted by CPCNH. CPCNH shall be entitled to conclusively rely upon such written instructions thereof.

ARTICLE IX
Principal Representatives

The Member's Principal Representatives, for purposes of communicating with CPCNH on any matter associated with the performance of the Services set forth hereunder, in addition to the Authorized Officer, shall be:

Title	Name	Phone	Email
Member Representative	Jackson Kaspari	(603) 516-6008	j.kaspari@dover.nh.gov
Alternate Representative	William Baber	(603) 749-5969	W.Baber@dover.nh.gov
Principal Executive Officer	Michael Joyal		M.Joyal@dover.nh.gov
_____			

CPCNH's Principal Representative, for purposes of communicating with the Member on any matter associated with the performance of the Services set forth hereunder, shall be CPCNH's Chief Executive Officer, or in the absence thereof, the Chair of the Board of Directors.

Title	Name	Phone	Email
Chief Executive Officer			
Board Chair	Clifton Below		

The Parties shall update the Principal Representatives identified in this section by submitting written notice by electronic mail to the other Party, which shall be promptly acknowledged, and such updates shall not be considered an amendment to this Agreement.

ARTICLE X
Amendments

Article IV of the Cost Sharing Contract requires that "*all executed [Member Services] Agreements between CPCNH and each Member that has elected the same service must be uniform in all material respects*"; any material amendments to this Contract are subject to approval and incorporation by all Members that have executed Member Services Contracts for this Complete Service Bundle. CPCNH may update Appendices, and this Contract to incorporate any amendments to the Policies hereafter, neither of which constitute an amendment to this Contract.

ARTICLE XI
Attestation of Signing Authority; Execution

The Member has taken and performed all acts necessary and has received all necessary authorizations and approvals required to enter into this Contract and to bind the Member to the terms herein. The Member has attached a resolution of its governing body authorizing the execution of this Contract by the authorized signatory below, and any other authorization documents thereof. The authorized signatory represents that (i) this is a true, complete, and accurate list of all such necessary authorizations, approvals, actions and filings, (ii) the Member has provided true, complete, and accurate copies of the authorization documents to CPCNH as of the Effective Date, and (iii) other than the authorization documents, there are no other authorizations, approvals, filings or other actions required for Member to enter into this Contract, perform its obligations hereunder, and delegate authority to CPCNH to perform the Services.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be executed and attested by their respective officers thereunto duly authorized:

MEMBER: _____

By: _____

Title: _____

Name: _____

Date: _____

ATTESTATION: _____
Clerk

COMMUNITY POWER COALITION OF NEW HAMPSHIRE

By: _____
Chair of the Board

Name: _____

Date: _____

ATTESTATION: _____
Secretary of the Board

APPROVED AS TO FORM: _____
General Counsel to the Board

Authorization Documents:

1. Resolution of the Member's governing body authorizing the signatory's execution of this Member Service Contract, inclusive of all individuals named and duly empowered hereunder.

2. The Member's Approved Electric Aggregation Plan.

Appendix A
Decision-Making Framework: Member CPA Implementation

This Appendix summarizes how the decision-making framework for the Complete Service Bundle is intended to function during initial implementation of the Member's CPA. It identifies which decisions will be made collectively, and where the Member may make or delegate certain key decisions, including regarding: (i) choice of whether to procure power initially on the Member's behalf, (ii) choice of rate products offered to the Member's customers, (iii) choice of collecting additional financial reserves for the Member's sole use, and (iv) choice of termination of this Contract, before and after enrollment of the Member's customers.

Activities and decision-making are presented with reference to applicable Policy, in approximate sequential order:

Pursuant to this Contract:

1. CPCNH will assist or provide for the Member's public engagement efforts to market the program in advance of customer enrollment, and work with the Member to finalize marketing materials. The Member will receive a program logo, a content-populated website hosted on a Dot Gov address as follows: [Member].CommunityPowerNH.gov, and template marketing materials including FAQs, flyers, two-pagers, and public presentation decks.
2. The Member's committees, staff, and other individuals involved in the Member's public engagement will be provided with a Public Engagement Campaign handbook, offered training in media and public engagement, and provided direct support to carry out an effective campaign in advance of launch, including for the purpose of carrying out the public meeting required after customer notifications are sent.
3. CPCNH will complete all required utility testing and registration requirements, meet other statutory and rule requirement obligations, implement customer service functions, such as Interactive Voice Recording and live-agent call center services, and design, print, mail, and process customer opt-in and opt-out notices sent on behalf of the Member.

Pursuant to the Energy Portfolio Risk Management Policy, or, as noted, pursuant to this Contract:

4. The decision of whether or not to procure power, by commencing the execution of hedges in advance of the target launch date for any new Member CPAs, is a collective decision made by the Risk Management Committee. The decision is informed by then-current market conditions and the forward-looking analysis and advice of CPCNH's service provider for procurement, price risk forecasting and analysis, and portfolio management.
5. Under this Contract, the Member (1) may terminate this Contract, at any time, before CPCNH has first authorized procurement on behalf of the Member, and (2) may choose to designate an Authorized Officer to elect to delay commencing procurement on behalf of the Member's CPA. The Authorized Officer's election must be made during the Risk Management Committee meeting convened to consider authorizing the first transactions entered into by CPCNH on behalf of the Member, after review and discussion of current market conditions, transaction offers, and corresponding rate forecasts, and prior to the Committee vote.
6. Depending upon market conditions and transaction offers, CPCNH may procure sufficient power on the same day, or the Risk Management Committee may decide to authorize transactions for multiple transaction types, terms, and volumes, on a rolling basis for a period of time, in order to seek price advantages. Regardless, CPCNH will procure and cover its open positions to comply with the Hedge Ratios defined in the Energy Portfolio Risk Management Policy. (Hedge ratios are covered positions expressed as a percentage of load, calculated as fixed price purchases and supply resources divided by forecasted load; maintaining CPCNH's minimum and maximum hedge ratios provides a framework to manage market risk, by limiting CPCNH's net open exposure while allowing flexibility in procurement to maintain competitive rates over time.)
7. After procurement has concluded, rates will be calculated and set at a level that ensures the revenues from Member CPA customers are projected to meet or exceed CPCNH's ongoing operating and capital costs, inclusive of financial reserve targets pursuant to the Financial Reserves Policy.

Pursuant to the Retail Rates Policy, or, as noted, pursuant to this Contract:

8. The Risk Management Committee and Finance Committee shall each convene at least one public meeting to provide for deliberation and public input regarding changes to default rates, prior to rate setting. The CEO (or in the absence of the CEO, the Risk Management Committee, in consultation with the Finance Committee), will then recommend rates to the Board for approval. Advance written notice of Board meetings at which default rates are proposed shall be sent by the CEO or Board Chair to the Member's Principal Executive Officer.

9. The Member may then, in advance of or during the meeting at which rates are approved by the Board, elect to offer different rate products to its customers on a default and opt-in basis, per the framework summarized below:

a) CPCNH shall offer the following rate products and contents to all Members:

PRODUCT	CONTENT *	MEMBER ELECTIONS
Granite Basic	Minimum RPS Content (23.4%)	Default, opt-down/in, or N/A**
Granite Plus	33% Renewable or Carbon Free	Default, opt-up/in, or N/A**
Clean 50	50% Renewable or Carbon Free	Opt-up/in or N/A
Clean 100	100% Renewable or Carbon Free	Opt-up/in or N/A

* Specified percentages are minimums (floors).
** One of these two products must be offered as Default Service.

b) The Member's governing body, or if designated hereunder, the Member's Representative or an alternative Authorized Officer acting on the Member's behalf, may elect:

i) Whether to offer "Granite Basic" or "Granite Plus" as a default product, by customer class or as otherwise determined by the Board and will be advised on the cost implications of such elections by CPCNH's CEO (or Board Chair). Absent any election, "Granite Basic" shall be set the Member's default product. If the Member elects "Granite Plus" as their default product, they may also elect to offer "Granite Basic" as an opt-down choice for customers seeking the most affordable rate product. Absent any election, "Granite Basic" shall be offered as an opt-down/in product.

ii) Whether to offer "Clean 50" and/or "Clean 100" as opt-up/in products. Absent any election, "Clean 50" and "Clean 100" shall be offered as opt-up/in products.

iii) Whether to increase their CPA's rates to include an adder for the accrual and use of Discretionary Reserves, which are financial reserves accrued and allocated for the Member's sole use pursuant to the Financial Reserves Policy.

c) The Member acknowledges that (i) CPCNH may be unable to offer the ability to collect Discretionary Reserves during the initial months of operations following the launch of CPCNH's first Member CPAs, due to system implementation timeline constraints, (ii) the Member's elections are subject to approval by CPCNH's CEO, or in the absence of the CEO, the Board Chair, in advance of or during the meeting at which changes to default rates are approved by the Board.

10. Thereafter, CPCNH's Board and Committees will undertake a variety of activities pursuant to Energy Portfolio Risk Management Policy, Retail Rates Policy, and Financial Reserves Policy designed to ensure continuously monitoring and effective management of CPCNH's power portfolio and rate setting process. The Member may observe, inform, and/or participate directly in these decision-making processes on Board and committees pursuant to the Joint Powers Agreement. The Member will also regularly be afforded the option to decide upon rates in the manner provided for above, in all subsequent rate setting periods, pursuant to the Retail Rates Policy.

11. The Member may elect to terminate this Contract subject to advance notice and satisfaction of obligations thereof, as provided for under this Contract.

Appendix B
CPA Launch Process: Member Elections & Collective Decision-Making

CPCNH's Data Security and Privacy Policy, Energy Portfolio Risk Management Policy, Retail Rates Policy, and Financial Reserves Policy are summarized below, along with amendment procedures, for reference.

Current Policies are available to the Member upon request and publicly available on CPCNH's website.

1. <u>Data Security and Privacy Policy.</u>

CPCNH's Data Security and Privacy Policy defines the specific goals, requirements, and controls necessary to safeguard the confidentiality, integrity, and availability of confidential individual customer information, in compliance with RSA 53-E:4 (Regulation) and RSA 53-E:7 (Aggregation Program); RSA 363:38 (Duties and Responsibilities of Service Providers) and RSA 363.37 (Definitions); and RSA 359-C:20 (Privacy Policies for Individual Customer Data) and RSA 359-C:19 (Definitions); inclusive of procedures that require counsel review of any enacted changes to RSA 359-C (the New Hampshire Right to Privacy Act), RSA 91-A (Access to Governmental Records and Meetings), RSA 363:37-38 (Privacy Policies for Individual Customer Data), RSA 53-A:3 (Agreements Between Government Units, and RSA 53-E (Aggregation of Electric Customers by Municipalities and Counties) or other related statutes that may necessitate, in future, modifying or altering, or otherwise risk negating, the policy.

Note that Members must necessarily comply with applicable statutory and rule requirements prior to accessing individual customer information held in confidence by CPCNH on their behalf.

The Board of Directors may amend the policy by resolution at any time.

2. <u>Energy Portfolio Risk Management Policy.</u>

CPCNH's Energy Portfolio Risk Management Policy outlines the philosophies and objectives of the CPCNH Board of Directors in governing and making decisions necessary to provide the credit support, portfolio analytics, hedging, and daily operating activities required to implement and operate Member CPA power supply services. The Board must approve amendments to the EPRM Policy.

Advance written notice of Board meetings at which changes to the policy are proposed shall be sent to the principal executive officers of each Member by the CEO or Board Chair. Subsequently, any such amendment shall be sent to the principal executive officers of each Member by the CEO or Board Chair.

Pursuant to the policy, CPCNH's Risk Management Committee is responsible for ensuring the development and maintenance of CPCNH's Energy Portfolio Risk Management Regulations (EPRM Regulations) to expand on the roles, strategies, controls, and authorities authorized in the policy to form a comprehensive energy risk management program. After the EPRM Regulations are initially approved by the Board, the regulations may be amended with approval of the CEO, in consultation with the RMC, provided that the CEO sends prompt written notice to the Board of any such amendments.

The Member may directly participate on CPCNH's Board of Directors and Risk Management Committee pursuant to the Joint Powers Agreement.

3. <u>Financial Reserves Policy.</u>

CPCNH's Financial Reserves Policy establishes minimum, target, and maximum levels of cash reserves that will be jointly accrued, used, maintained, and monitored by CPCNH, on behalf of all Members ("Joint Reserves"), and provides for the collection of Joint Reserves in excess of the maximum target joint reserve level to be applied at the discretion of individual Members ("Excess Reserves"). Separately, the policy allows for the collection and use of additional reserves at the sole discretion of each individual Member ("Discretionary Reserves").

The Board of Directors may, by resolution, modify or suspend any provision of the policy for any duration at any time, except that the provisions under the section governing amendments and the section "Rights of Members to Reserve Contributions" may only be modified or suspended by a written amendment unanimously approved by the votes cast at a meeting of the Membership at which a quorum is present. In the event such an amendment is proposed, CPCNH's CEO or Board Chair shall send written notice to the Member Representatives and principal executive officers of each Member at least fourteen (14) days prior to such meeting at which it is to be acted upon. Subsequently, prompt written notice of the effective date of such amendment or suspension shall be sent to the Member Representatives and principal executive officers of each Member by the CEO or Board Chair.

4. Retail Rates Policy.

CPCNH's Retail Rates Policy outlines the requirements, objectives, rate setting authorities, rate setting processes, Member rate product and Discretionary Reserve adder election procedures, and different types of rate structures, products, and product content offered to the Member hereunder.

The CEO, in consultation with the Risk Management Committee and the Finance Committee, or in the absence of the CEO, the Risk Management Committee, in consultation with the Finance Committee, shall recommend default rates to the Board for approval with sufficient notice to be implemented commensurate with regulated default utility rate changes, or otherwise as deemed necessary to support the requirements and objectives of the policy. The Risk Management Committee and Finance Committee shall each convene at least one public meeting to provide for deliberation and public input regarding changes to default rates. The Member acknowledges that CPCNH's Board is required to approve, when necessary to maintain the financial integrity of CPCNH, emergency rate adjustments. Prompt written notice of emergency rate adjustments shall be sent to the principal executive officers of each Member by the CEO, or in the absence of the CEO, the Board Chair.

The Member may directly participate on CPCNH's Board of Directors, Finance Committee, and Risk Management Committee pursuant to the Joint Powers Agreement.

The Board of Directors must approve amendments to the Retail Rates Policy. Advance written notice of Board meetings at which changes to the policy are proposed shall be sent to the principal executive officers of each Member by the CEO. Subsequently, prompt written notice of the effective date of such amendment shall be sent to the principal executive officers of each Member by the CEO

Appendix C
CPCNH Service Contracts

CPCNH's current contracts with all service providers and consultants are accessible online, under "Key Documents" at:

https://www.cpcnh.org/about

EXHIBIT D: TEMPLATE COST ALLOCATION REPORT

[Insert upon commencement of CPA service]

EXHIBIT E: TEMPLATE REPORT GLOSSARY

[Insert upon commencement of CPA service]

EXHIBIT F: PROJECT CONTRACTS EXECUTED BY MEMBER

Dover Community Power — Financial Forecast & Estimate — Prepared by Ascend Analytics, 3/22/23

	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Monthly 2204.02 MWh	8,323	10,146	9,932	7,880	7,456	8,068	9,584	10,323	9,036	8,652
Municipal Load	750	750	750	750	750	750	750	750	750	750
Default Enrollment Ramp Factor	0	0.5	1	1	1	1	1	1	1	1
Municipal Enrollment Ramp Factor	0	0	0	0	0	0	0.5	1	1	1
Total Volume	0	5,073	9,932	7,880	7,456	8,068	9,959	11,073	9,786	9,402
Estimated Utility Rate	$204	$204	$135	$135	$135	$135	$135	$135	$100	$100
Estimated CPCNH Rate	$158	$158	$125	$125	$125	$125	$125	$125	$95	$95
Estimated Cost of Supply $/MWh	$73	$75	$108	$108	$108	$108	$108	$108	$80	$80
Estimated Operating Cost $/MWh	$8	$7	$9	$9	$9	$9	$9	$7	$7	$7
Total Cost of Service $/MWh	$81	$82	$117	$117	$117	$117	$117	$115	$87	$87
Customer Savings $/MWh	$46	$46	$10	$10	$10	$10	$10	$10	$5	$5
Reserve Contribution $/MWh	$77	$76	$8	$8	$8	$8	$8	$10	$9	$9
Total Customer Savings	$0	$233,351	$100,557	$79,782	$75,497	$81,683	$100,831	$112,115	$48,929	$47,012
Total Reserve Contribution	$0	$385,536	$83,177	$65,993	$62,448	$67,565	$83,404	$114,883	$83,179	$79,920
Res	6,642	8,136	7,973	6,309	5,963	6,473	7,693	8,140	7,143	6,863
Non Res	1,681	2,010	1,959	1,571	1,494	1,594	1,891	2,183	1,893	1,789

Apr-24		Assumptions
7,210		Based on best available data from technical assessment
750		Based on 9,000 Annually
0.5		Assumes 1/2 month usage for enrollment period
0.5		April only 1/2 as that is the alternative and the opportunity cost is 1/2 of April 2024
3,980		
$100		
$95		Assumes 7.5% CPCNH discount to tariff from Aug-Jan, 5% thereafter
$80		Based on Technical assessment (curve near current market)
$7		Technical Assessment with estaimated adjustment for more volume on earlier Dover enrollment
$87		Sum of the two above
$5		
$9		
	TOTAL	
$19,901	**$899,658**	
$33,832	**$1,059,936**	
5,736		
1,475		

COMMUNITY POWER COALITION OF NEW HAMPSHIRE
For communities, by communities.

PORTSMOUTH COMMUNITY POWER
City of Portsmouth NH

PUBLIC NOTICE
CUSTOMER NOTIFICATION FOR THE CITY OF PORTSMOUTH
COMMENCEMENT OF SERVICE OF PORTSMOUTH COMMUNITY POWER

[CUSTOMER NAME]
[ADDRESS LINE 1]
[ADDRESS LINE 2]

Welcome to Portsmouth Community Power!

Portsmouth Community Power gives our city greater energy choices while lowering costs. In February, the City Council adopted the Community Power plan. We are now putting that plan into action and launching service in June to benefit our residents and businesses.

Please attend our Public Information Session on Portsmouth Community Power:
5/11/23 | 6-8 pm | Portsmouth City Hall (Council Chambers) | One Junkins Avenue, Portsmouth NH 03801

How Community Power Works

Portsmouth Community Power aggregates, or pools, the buying power of residents and businesses so that together we have the local control to achieve competitively priced electricity.

By accessing the power market, we can offer competitive supply rates and more choices for renewable energy. This helps us control price volatility and enables us to choose which energy sources to buy or build!



Source

Portsmouth Community Power purchases electricity from the sources you choose.

Delivery

Eversource delivers the electricity using the same power lines and billing mechanisms.

Community

Portsmouth Energy Customers save money, access new rates & products, and choose how much renewable electricity to buy.

Electricity Supply Choices and Rates

Portsmouth Community Power offers four electricity options with different levels of renewable energy. Eversource charges most customers 20.2¢ per kilowatt-hour (kWh). Our rates start at 15.8¢ per kWh.

Scan the QR Code or visit Portsmouth.CommunityPowerNH.gov to choose your power option.

Do I need to take action to benefit from Portsmouth Community Power?

If Eversource is currently the electricity 'Supplier' listed on your monthly bill, most customers will not need to take any action to participate (limited exceptions are listed on the next page). Unless you opt-out or choose a different option by calling us or visiting our website within 30 days, you will be automatically enrolled into our Granite Basic power option and start saving money beginning on the day of the month in June that your meter is read. Your meter reading date is shown on your bill.

Will I continue to receive my Electric Assistance Program discount?

Yes, Electric Assistance Program participants will continue to receive their benefits.

Will I notice any change?

No, you will not notice any change in your electricity service. Eversource will continue to be your electric distribution utility, respond to emergencies, read meters, and maintain the power lines. Reliability and quality of service will remain the same. You will continue to receive one bill and send payments to Eversource for processing. The only difference is that 'Community Power' will be listed as the 'Supplier' on your monthly bill. All other charges and existing consumer rights and protections are maintained.

ELECTRICITY SUPPLY CHOICES

Residential, General Service & Outdoor Lighting

Fixed supply rates effective through July 2023

Renewable Content	Power Options	Rate ¢/kWh	Estimated Cost*
23.4%	Granite Basic (DEFAULT)	15.8¢	± $95 / month
33%	Granite Plus	16.2¢	± $97 / month
50%	Clean 50	16.9¢	± $101 / month
100%	Clean 100	19.1¢	± $115 / month
23.4%	Eversource	20.2¢	± $121 / month

*Based on usage of 600 kWh per month

I am a mid-sized commercial customer and my Eversource supply rate changes monthly. Does Community Power save me money?

Yes! Eversource charges Primary General Service (Class GV customers) rates of 14.997 ¢/kWh for electricity used in June and 18.098 ¢/kW for July. Class GV customers enrolled onto Portsmouth Community Power's Granite Basic service will be charged 13.301 ¢/kWh beginning on when Eversource reads their meter in June, and 16.288 ¢/kWh beginning on when Eversource reads their meter again in July. (Thereafter, both Eversource and Community Power will announce new rates for the next 6-month period, from August 2023 through January 2024, as explained on the next page).

Class GV customers may also opt-up to our Granite Plus, Clean 50 or Clean 100 products for an additional 0.4¢, 1.1¢, or 3.3¢ per kWh on top of the variable monthly rates listed above.

	JUNE	JULY
Eversource Class GV Rate	14.779¢	18.098¢
Portsmouth Community Power	13.301¢	16.288¢

What are my options? Can I choose another power option, or decline to participate?

The choice is yours. To choose another power option or to opt out of Portsmouth Community Power scan the QR code or visit Portsmouth.CommunityPowerNH.gov and use the portal under "Electricity Choices" OR call us at 1-866-603-POWR. Have your Eversource account number handy so we can easily process your selection.

You are always free to choose to buy power from Eversource or from a competitive supplier without penalty or fee for switching if you switch at the next available regular meter reading date. Customers requesting transfer of supply service upon dates other than on their next available regular meter reading date (if such a service is available from Eversource) may be charged an off-cycle meter reading and billing fee by the utility.

EXCEPTIONS TO AUTOMATIC ENROLLMENT

Please visit our website for additional information regarding exceptions.

I am a large commercial or industrial customer. Can Community Power benefit me?

Large General Service, Backup Service, and Commercial & Industrial electric vehicle charging station customers (Classes LG, B, and EV-2) will NOT be automatically enrolled but may request to enroll in Portsmouth Community Power. Contact us at 1-866-603-POWR to discuss your options.

I buy my electricity from a third-party supplier. What does this mean for me?

If Eversource is not currently your electricity 'Supplier' (as listed on your monthly bill) you will NOT be automatically enrolled — but you may request to enroll now or at any time in the future by scanning the QR code, or by calling 1-866-603-POWR, or visiting Portsmouth.CommunityPowerNH.gov and using the portal under "Electricity Choices".

(Don't forget to check with your current provider to determine if there are any early termination fees or penalties for leaving their supply service.)

I am a Net Metered customer. Can I participate in Portsmouth Community Power?

At this time, if you are a Net Metered Customer you will NOT be automatically enrolled until such time as Eversource complies with New Hampshire law and regulations to enable Portsmouth Community Power to serve net metered customers — which we very much want to do!

When Eversource is able to provide us the necessary data (as required by law), we will offer Net Metering rates and terms to compensate or credit customers for the electricity supply component of their net metered surplus generation. Contact us at Info@CommunityPowerNH.gov to discuss your options.

COMMUNITY POWER COALITION OF NEW HAMPSHIRE
For communities, by communities.

Portsmouth has joined with more than two dozen other New Hampshire cities and towns to create our own locally accountable nonprofit power agency: the Community Power Coalition of New Hampshire.

The Coalition provides power supply and other services on behalf of its member cities and towns, ensuring revenues are managed in the public interest. The City of Portsmouth appoints representatives to the Coalition's Board of Directors to oversee the agency's governance and finances. Board and Committee meetings are open to the public.

Through the Coalition, we access the expertise to ensure the highest quality service for customers, and the collective leadership to drive important policy improvements at the state level for a stronger and cleaner New Hampshire energy economy.

How often will Portsmouth Community Power's rates change?

Portsmouth Community Power will set and adjust rates with the objective of saving you money by offering you at least one supply option at a discount relative to your utility supply rate (along with 'opt up' choices). Most utility rates are set from February to July 2023. Our default rates will change for the next utility rate period, scheduled from August 2023 through January 2024.

Our rates are set through Community Power Coalition of New Hampshire, the public non-profit governed by New Hampshire cities, towns and counties, including the City of Portsmouth. All future default rate changes will be publicly noticed at least 30 days in advance.

A Message from the Portsmouth Energy Advisory Committee (PEAC):

The City Council established the PEAC to explore community power as an option for lowering energy costs and increasing renewable options. Portsmouth committed to being an Eco-Municipality in 2007 on a unanimous City Council vote. As a coastal city, Portsmouth is already experiencing climate change first hand with flooding on the waterfront from storm surges and higher tides. However, if we commit to minimizing our impact on the environment, for instance adopting clean energy to reduce greenhouse gas emissions, we can minimize how much the environment impacts us. We encourage you to consider "opting-up" to a greener option.

ENVIRONMENTAL DISCLOSURE LABEL

Electric providers are required by the New Hampshire Public Utilities Commission to provide customers with an environmental disclosure label with information to evaluate services offered by competitive suppliers and electric utilities, and to provide information about the environmental and public health impacts of electric generation. Further information can be obtained by calling your electric utility or competitive electric supplier or by contacting the Public Utilities Commission. Additional information on disclosure labels is also available at www.puc.nh.gov or on your electric provider's website.

The Coalition has contracted for electricity supply from **System Power** contracts on behalf of Portsmouth Community Power, and will procure **Renewable Energy** (New Hampshire Renewable Portfolio Standard Renewable Energy Credits) in the following proportions depending on the product you choose.

SUPPLIER RENEWABLE ENERGY

Granite Basic	23.4%
Granite Plus	33%
Clean 50	50%
Clean 100	100%

The electricity you consume comes from the New England power grid, which receives power from a variety of power plants and transmits the power as needed to meet the requirements of all customers in New England. When you choose a power supplier, that supplier is responsible for generating and purchasing power that is added to the power grid in an amount equivalent to your electricity use.

KNOWN RESOURCES	0%
SYSTEM POWER	100%
	100%

- **"Known Resources"** include resources that are owned by, or under contract to, the supplier.
- **"System Power"** represents power purchased in the regional electricity market.
- Electric suppliers are required to obtain a certain amount of **renewable energy** in accordance with RSA 362-F, the state's renewable portfolio standard law. They may also choose to obtain amounts of renewable energy above their legal obligation.

SYSTEM POWER SOURCES

Supplier / NEPOOL System Mix	
Biomass	1.61%
Coal	0.28%
Hydro	10.49%
Imports	11.85%
Landfill Gas	0.86%
Municipal Waste & Trash	2.29%
Natural Gas	36.49%
Nuclear	18.63%
Oil, Diesel & Jet Fuel	5.73%
Other Renewables	1.92%
Solar PV & Thermal	4.48%
Wind	5.35%
	100%

System Power Sources and **Emissions** are reported as specified in the system mix report available from the New England Power Pool Generation Information System (NEPOOL GIS, for Q3 2021 through Q2 2022):

- Carbon Dioxide (CO2) is a greenhouse gas, released when certain fuels are burned (e.g., coal, oil, natural gas), that contributes to climate change.
- Nitrogen Oxides (NOX) form when certain fuels are burned at high temperatures, and contributes to acid rain, ground-level ozone (or smog), oxygen deprivation of lakes and coastal waters, and may cause respiratory illness (with frequent high level exposure).
- Sulfur Dioxide (SO2) is formed when fuels containing sulfur are burned (e.g., coal and oil), and contributes to acid rain (which raises the acidity of lakes and streams, and accelerates the decay of buildings and monuments) and health effects (primarily asthma, respiratory illness, and cardiovascular disease).

SYSTEM POWER EMISSIONS

Supplier / NEPOOL System Average	
Carbon Dioxide	648 lbs /MWh
Nitrogen Oxides	0.56 lbs/MWh
Sulphur Dioxides	0.34 lbs/MWh

lbs/MWh = pounds per Megawatt-hour
1 Megawatt-hour = 1,000 kilowatt-hours

PUBLIC ADVOCACY

Portsmouth Community Power and the Coalition represent your interests before state policymakers and regulatory agencies, including the Public Utilities Commission (a quasi-judicial board that supervises New Hampshire's electric distribution utilities). The Coalition estimates that **building community-scale renewables and battery storage systems across New Hampshire may save up to 30%** compared with power purchased and delivered from the New England regional electricity market. Unlocking this opportunity requires the political will to put in place new market mechanisms that appropriately compensate local projects for the benefits they create for our customers and communities. **Sign up to receive the Coalition's 'Action Alerts' and join our campaigns to advance energy reforms at:**
www.cpcnh.org/community-leader-sign-up

CPCNH Board Draft Budget - 2023
Cash Funds Budget with Actual and Projected Accrued Revenue & Expenses
Projected = indicative estimates

	BUDGET TOTALS			2023												2023
	CY 2021	CY 2022	CY 2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
FUND BALANCE (End of Period)	**$35,005**	**$36,684**	**$12,419,786**	**$92,841**	**$17,282**	**$100,464**	**$155,461**	**$1,973,151**	**$5,840,095**	**$10,484,748**	**$10,910,587**	**$11,279,277**	**$11,625,230**	**$12,009,739**	**$12,499,129**	$12,499,129
REVENUES	**$35,005**	**$265,975**	**$51,263,229**	**$125,000**	**$0**	**$200,000**	**$150,000**	**$3,654,634**	**$7,636,727**	**$11,282,931**	**$6,172,602**	**$3,794,582**	**$3,466,590**	**$5,147,077**	**$9,568,523**	$51,198,666
Donations	*$35,005*	*$35,975*	$600					600								600
Grant - NHCF		*$80,000*	$0													0
Calpine Startup Funding		$150,000	$600,000	$125,000		$200,000	$150,000	$125,000								$600,000
Customer Revenues, P50 400MWh in 2023			$55,246,369				$93,259	$4,400,596	$8,643,448	$10,910,495	$7,607,104	$5,834,883	$5,375,469	$5,735,311	$6,645,804	$55,246,369
Hedging			-$4,583,740				-$28,696	-$871,562	-$1,006,721	$372,436	-$1,434,502	-$2,040,301	-$1,908,879	-$588,234	$2,922,719	-$4,583,740
EXPENSES	**$0**	**$264,296**	**$38,880,127**	**$68,843**	**$75,559**	**$116,819**	**$95,003**	**$1,836,944**	**$3,769,783**	**$6,638,278**	**$5,746,763**	**$3,425,892**	**$3,120,638**	**$4,762,568**	**$9,079,133**	$38,736,221
ENERGY OPERATIONAL COSTS:																
ISO Settlement			$27,271,255				$17,277	$837,800	$2,370,591	$4,990,563	$4,154,765	$2,055,581	$1,807,105	$3,407,780	$7,629,793	$27,271,255
Non-Energy Costs			$7,868,257				$14,684	$703,323	$998,211	$1,195,939	$1,154,054	$948,867	$892,089	$933,344	$1,027,746	$7,868,257
Utility Fees			$38,487				$1,379	$3,807	$4,828	$4,763	$4,742	$4,742	$4,742	$4,742	$4,742	$38,487
Ascend			$784,026				$87,114	$87,114	$87,114	$87,114	$87,114	$87,114	$87,114	$87,114	$87,114	$784,026
Calpine			$549,790				$19,702	$54,380	$68,969	$68,049	$67,738	$67,738	$67,738	$67,738	$67,738	$549,790
LSE			$33,750				$3,750	$3,750	$3,750	$3,750	$3,750	$3,750	$3,750	$3,750	$3,750	$33,750
DEFERRED COMP SCHEDULE			$485,905						$69,415	$69,415	$69,415	$69,415	$69,415	$69,415	$69,415	$485,905
STAFF																
CEO			$244,931					$11,600	$33,333	$33,333	$33,333	$33,333	$33,333	$33,333	$33,333	$244,931
Temp. Total for all other staff			$450,000							$75,000	$75,000	$75,000	$75,000	$75,000	$75,000	$450,000
Employee benefits			$229,327					$3,828	$11,000	$35,750	$35,750	$35,750	$35,750	$35,750	$35,750	$229,327
CONTRACTORS																
CCPartners (1)		*$160,000*	$130,000	$20,000	$30,000	$20,000	$20,000	$20,000	$20,000							$130,000
Herndon Entp (2)		*$69,118*	$64,601	$12,198	$8,798	$12,495	$10,370	$10,370	$10,370							$64,601
Executive Search Firm		*$31,250*	$97,500	$31,250	$31,250			$35,000								$97,500
Accounting Firm			$160,000						$55,000	$40,000	$25,000	$10,000	$10,000	$10,000	$10,000	$160,000
IT Services Firm			$43,075				$3,075	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$43,075
PR Firm			$11,150		$1,500	$2,500	$4,650	$2,500								$11,150
Legal and Regulatory (DWGP)			$200,000					$25,000	$25,000	$25,000	$25,000	$25,000	$25,000	$25,000	$25,000	$200,000
FACILITIES																
Rent & Computer Equipment			$16,000					*$2,000*	*$2,000*	*$2,000*	*$2,000*	*$2,000*	*$2,000*	*$2,000*	*$2,000*	$16,000
MARKETING																
CPA Logo Designs		*$0*	$7,095	$3,780		$315		$1,500			$1,500					$7,095
Equipment (table banner, screen, portable power station)		*$0*	$380				$380									$380
Event and Public Meeting Materials (posters, handouts)			$12,183				$7,183	$2,500	$2,500							$12,183
Paid Media Campaigns (social media, radio, local ads)			$22,385		$1,320	$800	$20,265									$22,385
CUSTOMER SERVICES																
Call Center 800 #		*$0*	$906		$906											$906
Design of Opt-In and Opt-Out Customer Notifications		*$0*	$1,176		$1,176											$1,176

CPCNH Board Draft Budget - 2023
Cash Funds Budget with Actual and Projected Accrued Revenue & Expenses
Projected = indicative estimates

	BUDGET TOTALS			2023												2023
	CY 2021	CY 2022	CY 2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Printing and Postage		*$0*	$117,642			$77,642	$20,000	$20,000								$117,642
CPCNH MEETINGS																
Mileage Reumbursement		*$0*	$3,855				$605	$1,500	$250	$250	$250	$250	$250	$250	$250	$3,855
Meeting Fees		*$150*	$0													$0
Annual Member Meeting		*$0*	$6,000			$769	$5,231									$6,000
MISC G&A																
Postage / Office Supplies / Bank Fees		*$25*	$250		$50		$100		$100							$250
Insurance, D&O, General Liabillity		*$1,300*	$5,000	$1,380				$3,620								$5,000
IRS filing fees (3)		*$50*	$700				$700									$700
Quickbooks Online		*$335*	$660	$55	$55	$55	$55	$55	$55	$55	$55	$55	$55	$55	$55	$660
Trade name fees		*$150*	$150												150	$150
Microsoft Enterprise License		*$0*	$20,000			$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$20,000
Digital - CRM		*$0*	$405				$45	$45	$45	$45	$45	$45	$45	$45	$45	$405
Digital accounts		*$1,918*	$3,287	$180	$504	$243	$343	$252	$252	$252	$252	$252	$252	$252	$252	$3,287

Notes:

(1) Community Choice Partners, Inc.: with December 5, 2022 Executive Committee recommended contract extension. Deferred compensation is contingent on launch of services.

(2) Herndon Enterprises, LLC: with December 5, 2022 Executive Committee recommended contract extension. Deferred compensation is contingent on launch of services.

(3) IRS fees include application for 1024A filing for tax exemption.

(4) DWGP, P.C.: Legal Counsel services, invoiced charges shown as deferred compensation contingent on launch of services. Estimated total through launch $300K+.

(5) Clean Energy NH. Deferred compensation is contingent on launch of services

(6) Ascend deferred compensation contingent on starting power procurement.

Balance Sheet Items (Deferred Compensation)	CY 2021	CY 2022	CY 2023 Q1-Q2	2023 JAN	FEB	Mar	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Total Deferred Comp. Liability	$1,652	**$486,578**	**$1,561,226**	**$1,279,953**	**$70,163**	**$64,218**	**$63,318**	**$45,185**	**$38,485**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
DWGP Legal Services (4)	*$1,652*	*$284,348*	$136,559	$34,217	$37,342	$25,000	$25,000	$10,000	$5,000						
Services & Credit Support															
Community Choice Partners (1)		*$176,867*	$133,133	$20,000	$20,000	$30,000	$23,133	20000	20000						
Clean Energy NH (5)		*$0*	$40,703	$3,210	$5,698	$3,494	$10,000	$10,000	$8,300						
Clean Energy NH Int (5)					25.41	70.72									
Ascend Analytics (6)			$1,218,276	$1,218,276											
Herndon Enterprises (2)		*$25,363*	$32,555	$4,250	$7,098	$5,653	$5,185	$5,185	$5,185						

Total Deferred Comp. Liability	**$2,049,455**
DWGP (2)	*$422,559*
Services & Credit Support (6)	*$0*
CCPartners (3)	*$310,000*
CENH	*$40,703*
Ascend	*$1,218,276*
Herndon Entr (4)	*$57,918*

Attachment 7 — CPCNH FY 2023 Roster, Members, Board, Committees

Membership of CPCNH, Circa. 4/21/23		
Member	Primary Representative	Alternate Rep.
Berlin	Jeffrey Quackenbush	Henry Noel
Boscawen	Charlie Niebling	Ed Cherian
Brentwood	Rick Labrecque	Bob Radlinski
Canterbury	Howard Moffett	Scott Doherty
Cheshire County	Terry Clark	Chris Coates
Dover	Jackson Kaspari	Bill Baber
Durham	Steve Holmgren	Todd Selig
Enfield	Kimberly Quirk	Jo-Ellen Courtney
Exeter	Nick Devonshire	Julie Gilman
Hancock	Jim Callihan	Robbie Hertnecky
Hanover	April Salas	Peter Kulbacki
Harrisville	Andrea Hodson	Andrew Maneval
Hudson	Craig Putnam	Kate Messner
Lebanon	Clifton Below	Greg Ames
Lyme	Hebe Quinton	James Graham
Nashua	Doria Brown	Deb Chisholm
Newmarket	Joe Lamattina	Steve Fournier
New London	Jamie Hess	Robin Rainie-Lobacz
Peterborough	Bruce Tucker	Dori Drachman
Pembroke	Matt Miller	Jackie Wengenroth
Plainfield	Evan Oxenham	Steve Ladd
Portsmouth	Kevin Charette	Peter Rice
Randolph	Kathleen Kelley	
Rollinsford	Charles George	Peter T. Lampesis, Jr.
Rye	Lisa Sweet	Howard Kalet
Shelburne	Michael Prange	Ray Danforth
Stratham	Paul Deschaine	Charlie Case
Sugar Hill	Jordan Applewhite	Margo Connors
Walpole	Paul Looney	Dennis Marcom
Warner	Clyde Carson	George Packard
Webster	Dave Hemenway	Martin Bender
Westmoreland	Mark Terry	John Snowdon
Wilmot	William Chaisson	

CPCNH Board of Directors, Elected 4/21/23		
Member	Director	Term expires
Walpole	Paul Looney	2024
Hanover	April Salas	2024
Durham	Steve Holmgren	2024
Enfield	Kim Quirk	2024
Exeter	Nicholas Devonshire	2024
Peterborough	Bruce Tucker	2024
Webster	David Hemenway	2025
Portsmouth	Kevin Charette	2025
New London	Jamie Hess	2025
Plainfield	Evan Oxenham	2025
Newmarket	Joseph Lamattina	2025
Warner	Clyde Carson	2025
Cheshire County	Terry Clark	2025
Pembroke	Matt Miller	2026
Harrisville	Andrea Hodson	2026
Randolph	Kathleen Kelly	2026
Dover	Jackson Kaspari	2026
Lebanon	Clifton Below	2026
Nashua	Doria Brown	2026
Rye	Lisa Sweet	2026

Audit Committee		
Member	Name	Chair
Randolph	Kathleen Kelley	X
Berlin	Henry Noel	
New London	Robin Rainie-Lobacz	
Hanover	Peter Kulbacki	
Harrisville	Andrea Hodson	
Portsmouth	Kevin Charette	

Executive Committee		
Member	Name	Office
Lebanon	Clifton Below	Chair
Portsmouth	Kevin Charette	V.Ch.
Enfield	Kim Quirk	Treas.
Plainfield	Evan Oxenham	Sec.
Rye	Lisa Sweet	5th

Finance Committee		
Member	Name	Chair
Warner	Clyde Carson	X
Enfield	Kim Quirk	
Lebanon	Clifton Below	
Hanover	April Salas	
Walpole	Paul Looney	
Cheshire County	Terry Clark	
Harrisville	Andrea Hodson	
Randolph	Kathleen Kelley	
Berlin	Henry Noel	

Governance Committee		
Member	Name	Chair
Harrisville	Andrea Hodson	X
Harrisville	Andrew Maneval	
Cheshire County	Terry Clark	
Westmoreland	Mark Terry	
Hanover	April Salas	
Berlin	Henry Noel	
Nashua	Doria Brown	
Newmarket	Joseph Lamattina	
Pembroke	Jackie Wengenroth	

Member Outreach & Engagement Committee		
Member	Name	Chair
Rye	Lisa Sweet	X
Rye	Howard Kalet	
Durham	Steve Holmgren	
Newmarket	Joseph Lamattina	
New London	Jamie Hess	
Enfield	Jo-Ellen Courtney	
Pembroke	Jackie Wengenroth	
Hudson	Craig Putnam	
Peterborough	Bruce Tucker	

Regulatory & Legislative Affairs Committee		
Member	Name	Chair
Dover	Bill Baber	X
Rye	Howard Kalet	
Exeter	Julie Gilman	
Lebanon	Clifton Below	
Plainfield	Evan Oxenham	
Warner	Clyde Carson	
Webster	David Hemenway	
Boscawen	Edward Cherian	
Berlin	Henry Noel	

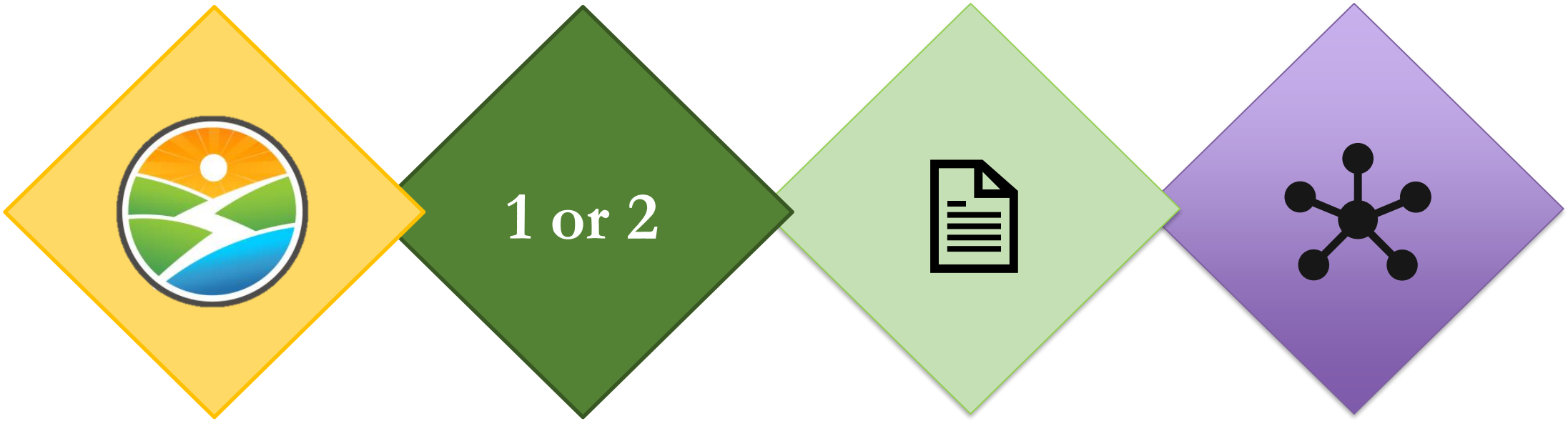
Risk Management Committee		
Member	Name	Chair
Pembroke	Matt Miller	X
Hanover	Peter Kulbacki	
Lebanon	Clifton Below	
Dover	Jackson Kaspari	
Exeter	Nick Devonshire	
Portsmouth	Kevin Charette	
Newmarket	Joseph Lamattina	
Nashua	Doria Brown	
Shelburne	Michael Prange	

City of Dover Planning & Community Development Department

Dover Community Power
Status Update & Options for Launch

Jackson Kaspari, Ph.D.
Resilience Manager
CPCNH Board Director

City Council Workshop
May 3, 2023


1 or 2
Community Power Update
Options for Launch
EPRM, RR & FR Policies
Cost Sharing Agreement

Update on Community Power

Dover's Participation and Progress to Date

9.22.21 — JPA Adopted by the City Council

2.23.22 — Energy Commission appointed as EAC

1.18.23 — EAP Approved by EAC

3.21.23 — EAP Approved by NHPUC Order No. 26,796

Participation on CPCNH Board & Committees — Ongoing

EAC drafts EAP and held 2 Public Hearings — 11.16.22 & 12.14.22

EAP Approved by City Council — 1.25.2023

EAC Recommends Adoption of Policies & CSA — 4.19.2023

Update on Community Power

Projected Benefits for 10 Wave-1 Communities

Default Customers	65,994
Average Customer Energy Savings (%)	23
Total Three-Month Customer Savings ($)	5,855,000
Total Three-Month Customer Reserves ($)	8,104,000
Expected Annual Megawatt-hours Served (MWh)	564,000

Rate Savings Relative to Investor-Owned Utilities

Utility	Utility Supply Rates (¢/kWh)	CPCNH Granite Basic (¢/kWh)	Customer Savings (%)
Eversource	20.2	15.8	22
Liberty	22.0		28
Unitil	25.9		39

Update on Community Power

Electricity Choices for Customers – Rates Through July 2023

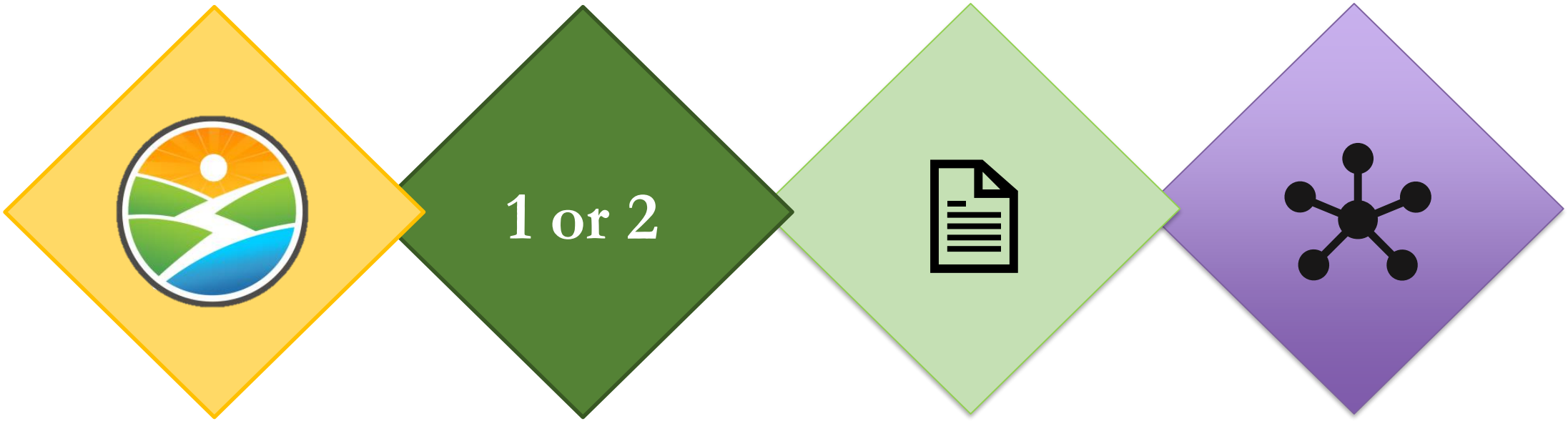
Power Option	Renewable Content	Rate ¢/kWh
Granite Basic	23.4% (RPS)	15.8
Granite Plus	33%	16.2
Clean 50	50%	16.9
Clean 100	100%	19.1

Update on Community Power

April 21st, 2023, Annual Meeting Recap

- Admitted three more Members
  (Total = 32 municipalities and 1 county)
- Welcomed incoming CEO, Mr. Brian Callnan
- Elected 20 standing Board Directors
- Adopted a FY2023 Budget
- Elected Board Officers
- Appointed Members for Seven Committees




1 or 2
Community Power Update
Options for Launch
EPRM, RR & FR Policies
Cost Sharing Agreement

Options for Program Launch

Comparison of Advantages and Drawbacks

Option #1

Act on 5.10.2023 to authorize launch with enrollments beginning in June

Advantages

- Customer savings and reserves begin sooner
- Approximately $900k in customer savings over 11 months
- Approximately $1M in reserve contributions over 11 months
- Strong headroom

Drawbacks

- Aggressive timeline for increased outreach prior to launch
- Municipal load could not participate at time of launch
- Rate change occurs on August 1st
- Limited ability to assess initial wave enrollment process

Option #2

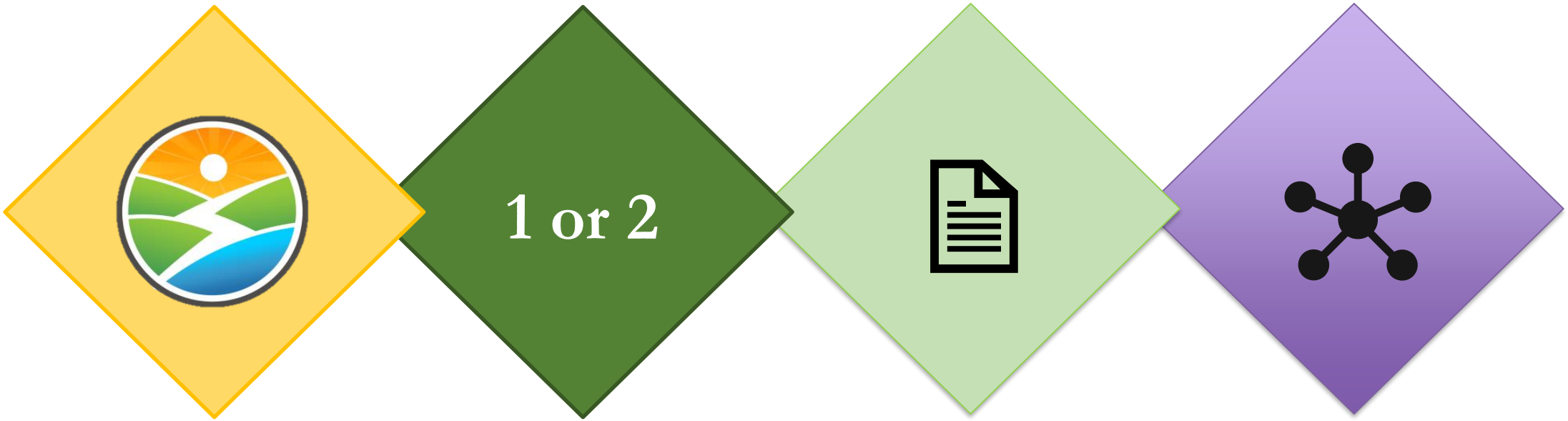
Defer launch until Spring 2024

Advantages

- Increased time for outreach
- CPCNH matures as an organization
- Enhanced time for any issues to be worked out with the utilities
- Municipal load and potentially SAU load participation at launch

Drawbacks

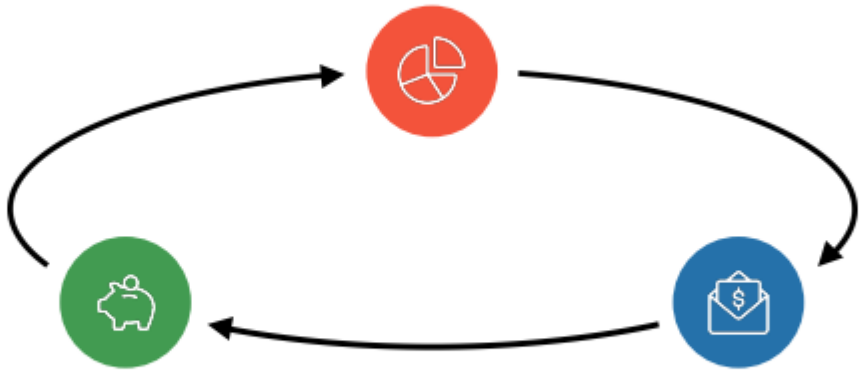
- Customer savings and reserve contributions are delayed
- Rate offers may not provide the same level of discount that could be captured this summer


1 or 2
Community Power Update
Options for Launch
EPRM, RR & FR Policies
Cost Sharing Agreement

Interplay of Three Policies

Energy Portfolio Risk Management Policy

Outlines the mechanisms, financial safeguards, and reporting/transparency to procure electricity for members.



Financial Reserves Policy

Describes how the Financial Reserve will be established/maintained; mechanisms for utilization; how excess reserves are allocated and made available to Members.

Retail Rates Policy

Describes how retail rates will be set and what types of rates will be offered.

Energy Portfolio Risk Management

Provides a power procurement framework to maximize probability that CPCNH:

- **Identifies & manages risks of procuring and hedging the power supply portfolio**
- **Accrues reserve funds to satisfy financial obligations**

Core Objectives

- ❖ Meet customer "all requirements electricity"
- ❖ Obtain best available rates
- ❖ Maintain rate stability
- ❖ Develop and maintain financial reserves

Energy Portfolio Risk Management

Policy Contents

- ✓ Risk categories are defined
- ✓ Establishes mitigation strategy and parameters
- ✓ Set risk control principles
- ✓ Defines related roles and responsibilities for policy implementation
- ✓ Describes process for reporting, investigating and reviewing any violations to EPRM



Retail Rates

The Retail Rates Policy Outlines the:

- Requirements
- Objectives
- Rate setting authorities
- Rate setting processes
- Different types of rate products offered through CPCNH



Retail Rates

Policy Contents

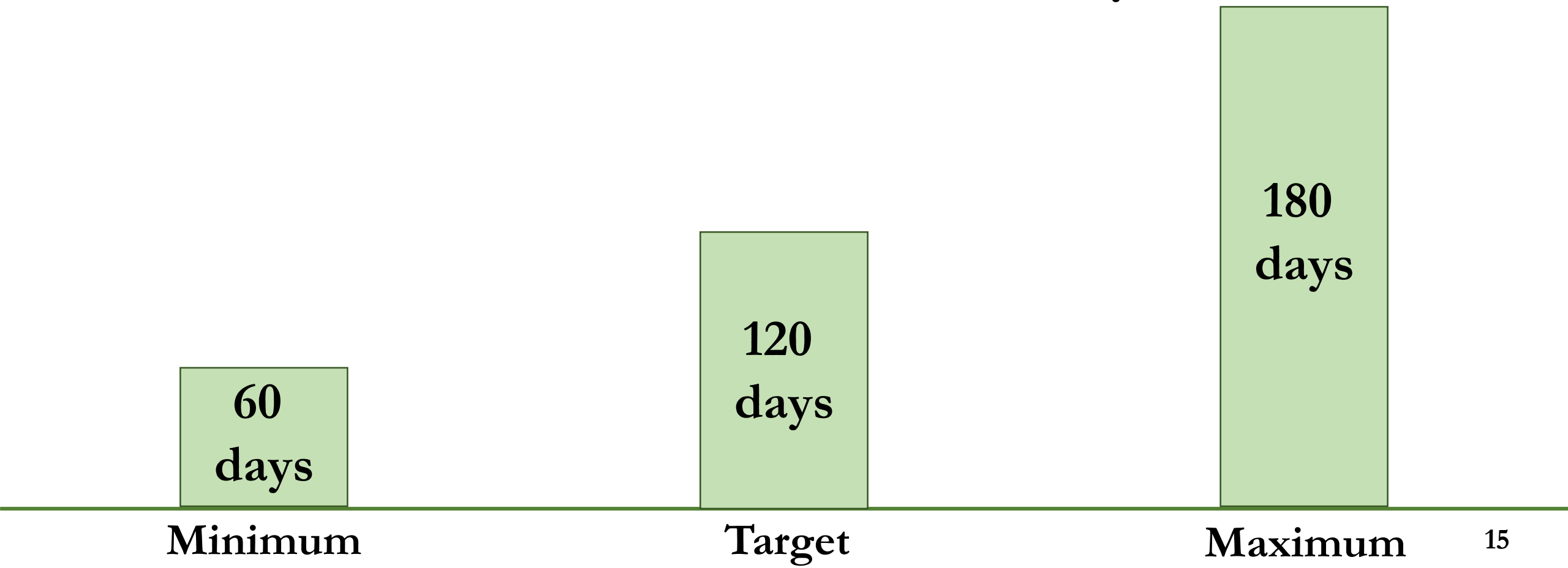
- Establishes considerations & requirements for rate setting
- Discusses the process for amendments to the policy
- Describes the default rate setting process
- Lists and defines:
  - Rate structure types
  - Rate offer types & approval authorities



Financial Reserves Policy

The Purpose is to Establish:

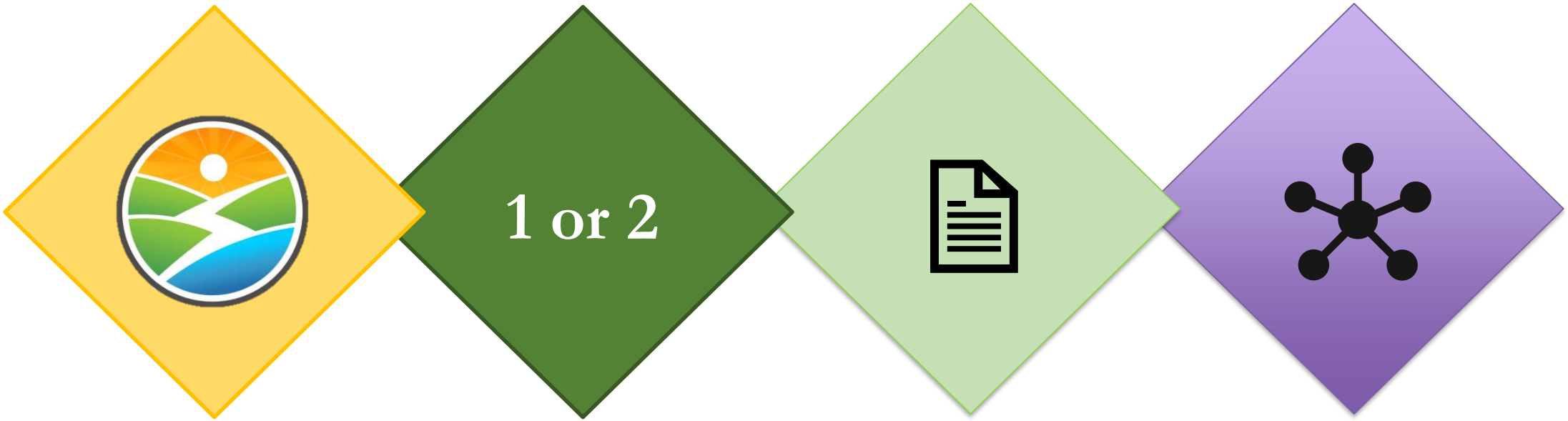
Minimum, target and maximum levels of cash reserves that will be accrued, used, maintained, and monitored by CPCNH



Financial Reserves Policy

Policy Contents:

- Sets objectives for the reserves
- Discusses rights of members to the reserve contributions
- Establishes the three reserve levels and associated targets
- Discusses forecasting & evaluation of reserve levels


1 or 2
Community Power Update
Options for Launch
EPRM, RR & FR Policies
Cost Sharing Agreement

Cost Sharing Agreement

Article I – Purpose

- Fair and proportional cost sharing among Members
- Establishes a "Menu of Services"
- Defines categories of cost
- Provides operational clarity to all parties
- Requires monthly cost reporting

COMMUNITY POWER COALITION OF NEW HAMPSHIRE
For communities, by communities.

Cost Sharing Agreement

Policy Contents:

- Article II – Amendment
- Article III – Current CPCNH Membership
- Article IV – Election of CPA Member Services & Project Contracts
- Article V – Cost Recovery Commitment; Limitation
- Article VI – Cost Reporting & Records
- Article VII – CPCNH Implementation Costs
- Article VIII and IX – Cost Classification and Allocation
- Article X – General Terms and Conditions
- Article XI – Term

Thanks for your time!
Any questions?

Jackson H. Kaspari, Ph.D.
City of Dover Resilience Manager
Planning & Community Development
Tel: (603) 516-6008
Email: j.kaspari@dover.nh.gov

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

CITY OF DOVER

Resolution Number: **R – 2023-05.24 – 081**
Resolution Re: B23066 Catch Basin Cleaning Services

WHEREAS: A Sealed Request for Bid #B23066 was solicited and received on May 10, 2023 at 2:00 PM for Catch Basin Cleaning Services of approximately 1,657 catch basins in the South end of the City for work to begin after July 1, 2023 and completed no later than December 31, 2023; and

WHEREAS: Two (2) bid responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. It is the recommendation by the Community Services Department, to award to Triton Storm Water of Harrisville, RI, the low bidder and who previously worked for the City in 2022 completing catch basin cleaning services on the South end of the City, at the rate of $60.00 per basin for a total projected amount of $99,420.00; 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 Triton Storm Water of Harrisville, RI for Catch Basin Cleaning Services given the rates provided in conjunction with Bid #B23066 in the projected amount not to exceed $99,420.00. 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.

Account	Description	FY23 Appropriation	Balance	Charge
1000.1.300.43155.4443.00000.00	Stormwater Rental of Equip.	93,812.00	932.00	932.00
1000.1.300.43155.4443.00000.00	Stormwater Rental of Equip.	98,488.00	98,488.00	98,488.00
			Total	99,420.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

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

Recorded by: Susan Mistretta, City Clerk

Sponsored by: Mayor Robert Carrier, By Request

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2023-05.24 – 081**
Resolution Re: B23066 Catch Basin Cleaning Services

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis 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 – 2023-05.24 – 081**
Resolution Re: B23066 Catch Basin Cleaning Services

RESOLUTION BACKGROUND MATERIAL:

The City of Dover, NH has approximately 4,450 catch basins in its storm water drainage system, including schools and City-owned parking lots. The Community Services Department is responsible for the operation and maintenance of the storm water system and oversees the contracted cleaning of the catch basins on the South side of Dover one year and the North side of Dover the following year.

The City has identified a vendor to clean the South side catch basins this summer/fall 2023. The City will provide the selected contractor with a map of the storm water system indicating the structures that are to be cleaned. The vendor will be allowed to leave their equipment at the Dover Public Works Facility on Mast Road to help facilitate timely daily operational activities. The vendor selected will be responsible for transporting catch basin debris to the City of Dover Dredge-Cell Landfill located off River Street or to the Waste Water Treatment Plan at 484 Middle Road in Dover for proper disposal. Work is to be completed by December 31, 2023.

A Community Services Department employee will be assigned to the selected vendor for coordination and inspection of basins to ensure compliance with the city of Dover MS4 requirements. The City will provide the vendor with a location map. City staff will be notified immediately by the Vendor if a basin is found with a silt bag in it.

Community Services Department is making this recommendation to award Triton Storm Water, as they were the lowest responsible bidder and have successfully performed similar work for the City in prior years.

Award Information:

A purchase order will be issued to Triton Storm Water to authorize expenditures as outlined in this resolution.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2023-05.24 – 081**
Resolution Re: B23066 Catch Basin Cleaning Services

Purchasing Information:

Type:	Purchase Order	**Advertised:**	Yes
Invitations emailed:	101	**Number of Responses:**	2
Warranty:	N/A	**Terms:**	Net 30, FOB Dover
Work Bonded:	N/A	**Contract:**	Yes
Prices will hold for:	December 31, 2023	**Estimated Delivery:**	As needed, after July 1, 2023
Recommended Award to:	Triton Storm Water	**Fund:**	Operating
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.

B23066 Bid Documents

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.05.24 – 082**
Resolution Re: B23076 Purchase of 2023 Model Year Vehicles - State of NH Contracts

WHEREAS: A sealed Request for Bid #2682-23 was solicited and received by the State of New Hampshire in September 2022 for pricing of various 2023 model year vehicles. Contracts were awarded to several vendors for several different types of vehicles for the period of 10.01.2022 to 09.30.2023; and

WHEREAS: The City would like to make purchases, as needed, off these State of New Hampshire contracts utilizing the low bid pricing for various 2023 model year vehicles including any adjustment costs for additional options and or trim levels as deemed necessary, and while using available appropriations; and

WHEREAS: Per 5-29B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing through the State of New Hampshire or at State bid prices; and

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

The Purchasing Agent is hereby authorized to issue purchase orders to various vendors for the purchase of 2023 model year vehicles at costs that correspond with prices provided in State of New Hampshire Bid#2682-23. The City Manager, or designee, is hereby authorized to contract with the vendor(s), consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
xxxx.1.xxx.xxxxx.4742.xxxxx.xx	Light Vehicles	444,871	237,380

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

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

Recorded by: Susan Mistretta, City Clerk

Sponsored by: Mayor Robert Carrier, By Request

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.05.24 – 082**
Resolution Re: B23076 Purchase of 2023 Model Year Vehicles - State of NH Contracts

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.05.24 – 082**
Resolution Re: B23076 Purchase of 2023 Model Year Vehicles - State of NH Contracts

RESOLUTION BACKGROUND MATERIAL:

A sealed Request for Bid #2682-23 was solicited and received by the State of New Hampshire in September 2022 for pricing of various 2023 model year vehicles. Contracts were awarded to five vendors for several vehicles for the period of 10.01.2022-09.30.2023.

The City would like to make purchases off this State bid, utilizing the low bid pricing for various vehicles including any options deemed necessary while using only available appropriations.

At this point in time the Dover Fire & Rescue Department would like to purchase a 2023 Chevrolet Tahoe that is in stock at MacMulkin Chevrolet Cadillac at the base price of $39,991 as listed in the State of NH bid, along with additional options totaling $1,983.00 for a total cost of $41,974.00

Bid Information:

State of New Hampshire bid solicitation. Per 5-29B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing through the State of New Hampshire or at State bid prices.

Purchasing Information:

Type:	Purchase Order	**Advertised:**	N/A
Invitations Mailed:	N/A	**Number of Responses:**	N/A
Warranty:	Per manufacturer	**Terms:**	Net 30, FOB Dover
Work Bonded:	No	**Contract:**	Yes
Prices will hold for:	10/01/22-09/30/23	**Estimated Delivery:**	As needed
Recommended Award to:	Various Vendors as identified under State of NH Bid#2682-23	**Fund:**	CIP
Other Approvals Required:	State of NH	**References Checked:**	Satisfactory
Previously Worked for City:	Yes	**Reason for Council Approval:**	Purchase to exceed the $25,000 amount requiring Council approval.

B23076 - State of NH Bid #2682-23 Results

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R - 2023.05.24 – 083**
Resolution Re: **Adopting Amendments to Merit Plan, Classification Plan and Pay Plan**

WHEREAS: The City Charter requires the City Manager to submit any amendments to the Merit Plan to the City Council as an item on a regular Council meeting agenda; and,

WHEREAS: The City Council shall, within sixty days after having received the amendments, take action to approve or disapprove them at a regular Council meeting; and,

WHEREAS: The Merit Plan includes, as specific attachments, (1) the Classification Plan, which establishes authorized position classifications and grade levels for each class of position in the City's Administrative Service, and (2) the Pay Plan, which provides minimum, maximum, and intermediate pay rates established for each grade; and,

WHEREAS: To ensure consistency remains between the Merit Plan and ratified Collective Bargaining Agreements, amendments to the Merit Plan and its accompanying documents are needed to reflect the current grade assignments for all position classifications in the City's Administrative Service, the pay rates negotiated for fiscal year 2024, and provisions pertaining to the date upon which wage increases are awarded.

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

The City Council approves and adopts the attached Merit Plan, Classification Plan, and Pay Plans, as amended and submitted by the City Manager, effective July 1, 2023.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

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

Recorded by: Susan M. Mistretta, City Clerk

Sponsored by: Mayor Robert Carrier, By Request

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R - 2023.05.24 – 083**
Resolution Re: **Adopting Amendments to Merit Plan, Classification Plan and Pay Plan**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Attached and accompanying this resolution are: (1) Merit Plan (effective July 1, 2023); (2) Pay Plan (Wage Schedule) for Fiscal Year 2024; and (3) Classification Plan for Fiscal year 2024.

The Merit Plan includes a Classification Plan, which establishes position classifications and grade levels for each class of position in the City's Administrative Service, as well as a Pay Plan, which provides minimum, maximum, and intermediate pay rates established for each grade.

To allow for consistency with the provisions included in ratified Collective Bargaining Agreements, the City Manager is submitting the attached amended versions of the plans to properly reflect the grade system and classification titles for all positions in the City's Administrative Service.

Also attached to this resolution is certain wage data collected by the New Hampshire Municipal Association, relating to compensation rates for Town Clerks and Deputy Town Clerks across various communities.

MERIT PLAN

CITY OF DOVER
New Hampshire

Submitted by

J. Michael Joyal, Jr
City Manager

Effective July 1, 2023~~2~~

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MERIT PLAN OF THE CITY OF DOVER, NH

ARTICLE I. PURPOSE

It is the purpose of this Merit Plan to give effect to the provisions of the Dover, New Hampshire City Charter. The rules and regulations that comprise the Merit Plan and are contained herein shall be applied in accordance with the purpose of section C7-2 of the City Charter, which is interpreted and declared to be as follows:

Section 1: To provide for an efficient system of modern personnel administration based on the principles of merit and designed to ensure sound and consistent employment practices.

Section 2: To provide for the selection, appointment, promotion, training, transfer, lay off, discipline, and removal of City of Dover employees on the basis of merit.

Section 3: To provide for a position classification system within the Administrative Service of the City, to be known as the Classification Plan.

Section 4: To provide for a compensation system for City of Dover employees holding positions in the Classified Service of the City, to be known as the Pay Plan.

Section 5: To provide for City of Dover employees a definite policy regarding annual leave, personal illness leave, and other leaves of absence.

Section 6: To provide for City of Dover employees a definite policy regarding eligibility for participation in a retirement plan and other benefits.

Section 7: To provide for City of Dover employees a procedure for appeals related to the application of these rules and regulations.

Section 8: To provide for other matters necessary to ensure the maintenance of efficient service and the improvement of working conditions.

ARTICLE II. AMENDMENT OF MERIT PLAN

The City Manager may amend the rules and regulations contained within this Merit Plan from time to time as deemed suitable and necessary to carry out the provisions of the City Charter by submission of such amendments to the City Council. An amendment shall become effective pursuant to the provisions of the Dover City Charter C7-2. The Classification Plan and the Pay Plan are appended to and made a part of this Merit Plan. All amendments to the Classification Plan and all amendments to the Pay Plan shall become effective only after approval of the Dover City Council through the use of the procedure contained in Dover City Charter C7-2

ARTICLE III. DEFINITIONS

For the purpose of the rules and regulations contained herein, the following words and terms shall have the meaning indicated below:

Definition 1: ADMINISTRATIVE SERVICE shall mean the entire body of employees holding positions in the Classified Service, all of whom serve under the appointive powers of the City Manager and/or department heads.

Definition 2: APPOINTING AUTHORITY shall mean the City Manager or department head, who shall have the authority to hire and/or terminate the employment of persons for the City of Dover in accordance with the duties and powers conferred by the City Charter and these rules and regulations.

Definition 3: APPOINTMENT shall mean the selection and hiring by the Appointing Authority of a person to fill a position in the Classified Service of the City. Appointments shall be of the following types: Original, Temporary, Re-Employment, Transfer, Promotion, Demotion.

Definition 4: CLASSIFICATION, OR CLASS OF POSITIONS shall mean a position or grouping of positions in the Classified Service of the City having similar duties and responsibilities and requiring similar qualifications.

Definition 5: CLASSIFICATION PLAN shall mean the overall organization of positions into groups or classes on the basis of the duties and responsibilities of the position and knowledge, skill and ability necessary for adequate performance of the essential functions of the position.

Definition 6: CLASSIFIED SERVICE shall mean the collection of all full-time and part-time positions included in the Classification Plan of the City which are subject to the appointing authority of the City Manager and/or department heads.

Definition 7: DEMOTION shall mean a change of the employment status of an employee from a position in one class to a position in another class having a lower maximum salary rate.

Definition 8: DISCRETIONARY AND PROFESSIONAL SERVICE shall mean department heads or other employees who are immediate subordinates and report directly to the City Manager. Such employees are particularly qualified and regularly and routinely as part of their duties, exercise discretion and judgment over the performance of their functions. These employees are considered part of the Classified Service, but shall not always be subject to all provisions of the Merit Plan. As such, for the purposes of recruitment and retention of this type of personnel, the City Manager may provide these employees with additional benefits or incentives. The City Manager may enter into employment and severance agreements with employees who are members of the Discretionary and Professional Service. A Resolution for each agreement shall be placed as a separate item on the next regular Council agenda prior to the execution of the agreement by the City Manager. The proposed written agreement shall be available to the Council and to the public. The City Council shall review and approve or disapprove the cost items of all employment and severance agreements at the first available regular council meeting or within thirty (30) days whichever is less**.** Persons employed as part of the Discretionary and Professional Service shall be appointed by reason of their particular training and experience as determined by the City Manager to be the best qualified and available person for the job. Such persons shall not necessarily be appointed or promoted according to standard promotional procedures as applicable for all other employees of the Classified Service. Discretionary and Professional Service employees shall receive a salary in compensation for their services rendered, irrespective of their regular hours of employment. Discretionary and Professional Service employees shall include, but not necessarily be limited to

the Assistant City Manager, City Attorney, City Clerk and the department heads or other administrative staff as may be defined in the Administrative Code.

Definition 9: EMPLOYEE shall mean any person who has been appointed to a position in the Classified Service of the City in accordance with the provisions of the City Charter and these rules and regulations.

Definition 10: ENTRANCE EXAMINATION shall mean a standard examination which may be given to all applicants for appointment to a position in the Classified Service of the City, to determine their general qualification for service with respect to the particular position for which they are applying.

Definition 11: HOURLY EMPLOYEE shall be any employee compensated for each hour of work performed at an hourly rate as stipulated in the Pay Plan of the City of Dover for their particular position and pay step. Hourly employees are Fair Labor Standards Act non-exempt employees and are distinguished from salaried employees.

Definition 12: ORIGINAL APPOINTMENT shall mean the appointment of a person having never been previously employed by the City to a position in the Classified Service of the City.

Definition 13: PROBATIONARY PERIOD shall mean an evaluation period following appointment to a position in the Classified Service of the City which shall be utilized as fully as possible to determine the ability of the employee to satisfactorily fulfill the requirements of the position to which they were appointed. All employees appointed to positions in the Classified Service whose employment is intended to exceed four (4) months in a single calendar year shall be subject to a probationary period.

Definition 14: PROMOTION shall mean a change of the employment status of an employee from a position in one class to a position in another class having a higher maximum salary rate.

Definition 15: PROMOTIONAL EXAMINATION shall mean a qualifying examination which may be given to all applicants for appointment to a higher classified position in the Classified Service of the City, to determine their general qualification for service with respect to the particular position for which they are applying.

Definition 16: PROVISIONAL APPOINTMENT shall mean a non-competitive appointment of a person to a position in the Classified Service of the City made on a temporary basis pending the completion of a selection and appointment process.

Definition 17: RE-EMPLOYMENT shall mean the appointment of a person having been previously employed by the City to a position in the Classified Service of the City.

Definition 18: REGULAR FULL-TIME EMPLOYEE shall mean an employee who works more than thirty-~~-~~two (32) hours per week for twelve (12) or more consecutive calendar months in any position classification included in the Classification Plan of the City.

Definition 19: REGULAR PART-TIME EMPLOYEE shall mean an employee who works thirty-two (32) hours or less per week and who is retained to work twelve (12) or more consecutive calendar months in any position classification included in the Classification Plan of the City.

Definition 20: SALARIED EMPLOYEE shall be any employee receiving a salary as stipulated in the Pay Plan of the City of Dover for their particular position and pay step as compensation for their services rendered, irrespective of their regular hours of employment. Salaried employees are Fair Labor Standards Act exempt employees and are distinguished from hourly employees.

Definition 21: SEASONAL OR TEMPORARY FULL-TIME EMPLOYEE shall mean an employee who works more than thirty-two (32) hours per week for less than twelve (12) consecutive calendar months in any position classification included in the Classification Plan of the City.

Definition 22: SEASONAL OR TEMPORARY PART-TIME EMPLOYEE shall mean an employee who works thirty-two (32) hours or less per week for less than twelve (12) consecutive calendar months in any position classification included in the Classification Plan of the City.

Definition 23: TRANSFER shall mean a change of the employment status of an employee from a position in one class to a position in another class having an equal maximum salary rate.

ARTICLE IV. IMPLEMENTATION AND ADMINISTRATION

Section 1: Status of Present Employees: Any person holding a position of employment in the City's service, upon the adoption and subsequent amendment of these rules and regulations, shall assume the status of the position held, and shall be presumed to have been appointed in accordance with the rules and regulations contained herein.

Section 2: Personnel Officer: The City Manager shall be the Personnel Officer of the City of Dover, except as he/she may delegate such duties to another specific individual. Further, the City Manager may delegate limited aspects of the personnel function to other officers, department heads, or agents of the City. Duties of the Personnel Officer shall include the administration of all rules and regulations contained herein.

Section 3: Applicability: The Merit Plan rules and regulations apply to all employees in the Classified Service of the City except, however, certain parts of these rules and regulations shall be superseded by any conflicting provision contained within an agreement executed pursuant to State Statute between the City of Dover and an authorized employee bargaining unit whose wages, benefits and conditions of employment are embodied in such agreement.

Section 4: Regulatory Compliance: The City Manager shall have the authority to establish Administrative Regulations and such other administrative policies and procedures consistent with the intent and purpose of the Merit Plan as may be necessary to ensure ongoing compliance with federal and/or state employment regulations. The City Manager shall notify the City Council of proposed changes and shall provide the City Council with a written copy of the regulations and policies by placing a copy in the City Clerk's office.

ARTICLE V. CLASSIFICATION PLAN

Section 1: There shall be a Classification Plan for all positions of service in the City. For each class of positions within the City, this Plan shall establish a class title, a

statement of purpose and general duties, authority and responsibility thereof, and the qualifications necessary or desirable for the satisfactory performance of the duties of said class. Any changes shall be approved by the City Council pursuant to the procedure stated in the City Charter C-7-2.

Section 2: In maintaining the Classification Plan, the Personnel Officer shall approve and allocate to its appropriate class each position to be included in the Classified Service. In making such allocations, the Personnel Officer shall administer and provide for the uniform and equitable application of the Classification Plan to all positions of service in the City.

Section 3: The class titles set forth in the Classification Plan shall be used to designate positions in the Classified Service of the City in all official records, vouchers and communications, and no person shall be appointed or employed in a position in the Classified Service under any class title which has not been first approved and allocated by the Personnel Officer. This requirement shall not exclude the use of statutory or working titles that may be used informally as appropriate or expedient.

ARTICLE VI. PAY PLAN

Section 1: The Personnel Officer shall be responsible for the development and maintenance of a uniform and equitable Pay Plan, which shall consist of minimum and maximum rates of pay for each class of position and such intermediate steps or increments as considered necessary and equitable. Any changes shall be approved by the City Council pursuant to the procedures stated in the City Charter C7-2.

Section 2: The Pay Plan shall be linked directly with the Classification Plan and shall be established and amended with due regard to ranges of pay for each class of positions; requisite qualifications for each class; prevailing rates of pay for comparable work in other private and public employment within the Dover area, or other comparable municipalities; cost of living factors; suggestions from department heads; other benefits received by employees; the financial condition of the City; and other economic considerations.

Section 3: The compensation of each employee shall be reviewed annually by the City Manager and/or each department head for the purpose of determining which employee shall receive a wage adjustment. Wage adjustments shall mean an increase in the rate of pay, which will result in a move to the next higher step or increment of the established wage scale for the particular position of employment. Said increases in rate of pay shall be made in conjunction with the employee's annual performance evaluation, and shall be awarded on the first day of the pay period immediately following July 1st of the fiscal year after completion of the respective performance evaluation.

Section 4: Wage increases shall be based upon merit. An annual performance appraisal shall be completed for each employee by their supervisor(s) relating generally to their work habits, performance, and other related factors. Employees found to be performing satisfactorily by their supervisor(s) shall be recommended for a wage adjustment to the next higher pay step or increment on an annual basis. The performance review shall be made in order that employees who perform

satisfactorily shall be rewarded, thus providing incentive for continued efficient work. All personnel records, including an annual performance evaluation, tardiness, and absences from work, and length of service to the City, shall be considered when making recommendations for wage adjustments.

Section 5: All other pay increases received by employees shall be limited to salary adjustments or increases in the Pay Plan itself as a result of those adjustments considered necessary and equitable.

ARTICLE VII. RECRUITMENT AND APPOINTMENT

Section 1: Equal Employment Opportunity: Individuals shall be selected for employment with the City from the best qualified persons applying for said employment without discrimination as to sex, age, race, color, national origin, creed, religion, political affiliations or any other non-merit based factors; preference being given to citizens of the City of Dover when all other qualifications are equal.

Section 2: Recruitment: Within the limits of time during which a position must be filled, there shall be as wide a search for qualified candidates as is practical. The character of such search will vary from position to position, but normally shall include posting of notices of vacancy, advertising, and contact with State and other employment offices.

Section 3: Selection: After completing all candidate evaluation procedures as the Appointing Authority may determine as relevant, necessary, and within the limits of the law, selection shall be made by the Appointing Authority from among those persons who have qualified for appointment.

Section 4: Promotion: Present employees shall be given maximum opportunity for advancement in the service of the City. Present employees shall be given first consideration in filling a vacancy and shall be afforded training opportunities to qualify for promotion. It is recognized that from time to time, the good of the service may require that a vacancy be filled from outside the current service of the City. Pay increases associated with a promotion shall conform to language provided in the respective collective bargaining agreements. Absence of such language shall be at the discretion of the Personnel Officer.

Section 5: Probation: The probationary period shall be regarded as an integral part of the appointment process and shall be utilized for closely observing an employee's work, ensuring the most effective adjustment of a new employee to ~~his/her~~their position, and for rejecting any employee whose performance does not meet the required work standards. All original and promotional appointments shall be for a probationary period of twelve (12) consecutive calendar months which may be extended by the Appointing Authority as may be required, but not for a period of more than four (4) additional consecutive months. At a minimum, each probationary employee shall receive a six (6) month performance evaluation. In cases of original employment with the City, during the probationary period, an employee may be dismissed at any time without the right of appeal or hearing in any manner. An employee dismissed during the probationary period from a position to which he/she was promoted, may be reinstated to the position from which he/she was promoted, unless such dismissal is the result of a disciplinary

action. Any employee may be placed on probation for a period not exceeding twelve (12) months for cause after having completed probation, in which case the employee may be dismissed at any time without the right of an appeal or hearing in any manner. The provisions of this section apply to employees appointed to fill regular full-time and part-time positions in the Classified Service of the City.

Section 6: Training: In order that employees may perform their work more efficiently and be able to qualify for positions of increasing difficulty and responsibility, the Personnel Officer shall develop and implement educational training programs whenever possible.

Section 7: Transfer: If an employee, possessing the qualifications necessary to fill a vacant position within the Classified Service of the City, wishes to be transferred from ~~his/her~~their present department to another department, ~~she/he~~they shall be afforded an opportunity to apply and be considered for the position.

ARTICLE VIII. SENIORITY AND LENGTH OF SERVICE AWARDS

Section 1: When an employee transfers from one department to another, or is promoted within the Classified Service of the City, the date of original employment with the City shall count as the starting date for purposes of calculating seniority as it applies to longevity awards, vacation leave and other benefits. Classification seniority shall apply from the date of appointment to the most current position. Classification seniority and/or department seniority shall be distinguished from overall longevity or employment with the City. Employees who leave the employ of the City for a period greater than twenty-four (24) consecutive hours, and who do not work at least one (1) normal work day by reason of their termination of employment with the City, shall be considered permanently severed from employment with the City. Should a former employee of the City return to the employ of the City in either ~~his/her~~their former department or another department within one (1) year from the date of termination, ~~he~~ they shall be entitled to consideration for the purposes of longevity pay and vacation benefits only. In all other respects, the re-employment of a former employee shall be considered as a new employment subject to all rules and regulations for new employees as of the date of their most current appointment.

Section 2: Longevity awards paid to employees for length of service shall be calculated on an annual basis from the date of first employment by the City and continuous employment thereafter. Longevity awards shall be paid to each employee on an annual basis as follows:

Five (5) years up to Ten (10) years	$400/yr
Ten (10) years up to Fifteen (15) years	$800/yr
Fifteen (15) years up to Twenty (20) years	$1,200/yr
Twenty (20) years up to Twenty Five (25) years	$1,600/yr
Twenty Five (25) years and greater	$2,000/yr

The provisions of this section shall apply only to regular full-time employees and on a pro rata basis to regular part-time employees.

ARTICLE IX. POLITICAL ACTIVITY

Section 1: No person holding a position in the Classified Service of the City shall seek or accept election, nomination or take an active part in, or make a contribution or donation to any municipal campaign or serve as a member of a committee of such club or organization or seek signatures to any petition provided for by any law, or act as a worker at the polls or distribute badges or pamphlets, or handbills of any kind favoring or opposing any candidate for election or for nomination to a municipal office. Nothing in this ordinance shall be construed to prevent any such employee or officer from becoming or continuing to be a member of a political organization, or from attendance at a political meeting, or enjoying entire freedom from all interference in casting ~~his/her~~their vote. Any person who wishes to accept or seek election or appointment to municipal office shall resign from the City Service upon indicating such intention by formal declaration or other evidence of candidacy. Any violation of this rule shall be sufficient grounds for the discharge of any officer or employee determined guilty of such violation.

Section 2: Solicitation of Contributions: No officer or employee in the City service shall directly or indirectly contribute, solicit or receive, or be in any manner concerned in contributing, soliciting, or receiving any assessment, subscription, contribution, whether voluntary or involuntary, for any municipal political purpose whatever.

ARTICLE X. HOURS OF EMPLOYMENT, ATTENDANCE AND LEAVE

Section 1: The City Manager and/or department heads shall establish hours of employment and work schedules of employees with due consideration for the varying requirements of the different City operations. Whenever possible, hours of employment for employees in the same class of the same work shall be uniform. The City Manager and/or department heads may, for temporary periods, change the work schedule to accommodate business needs.

Section 2: Holidays: The following paid holidays shall be provided for employees by the City of Dover:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day/Indigenous People's Day
Washington's Birthday	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving
Christmas Day	

When a holiday falls on a Sunday, the following Monday shall be declared a holiday for City Employees. When a holiday falls on a Saturday, the preceding Friday shall be declared a holiday. The provisions of this section shall apply to regular full-time employees and on a pro rata basis to regular part-time employees.

Section 3: Annual Leave: Annual leave shall be afforded to regular full-time employees and on a pro rata basis to regular part-time employees. Annual leave shall

accrue from the date of original hire. An Employee may take annual leave only after the end of the probationary period. If an employee is terminated from employment with the City for any reason during the probationary period, no payment of annual leave will be made by the City. The posting of accrued leave shall occur each pay period in hourly units based on the employee's normal work day, or as otherwise prescribed by the City Manager. Normal work day shall be based on the number of hours usually assigned to an employee. This shall exclude overtime, call-ins or other unusual work assignments. For employees who work varying number of hours per day, the average hours per day over the pay cycle may be used as their normal work day. Accrued annual leave may not exceed three hundred (300) hours at any given time, excepting when upon application by an employee, the City Manager shall have granted an exception to this limitation. Any Annual leave to be taken shall be taken at the discretion of the employee's department head, and for department heads shall be taken at the discretion of the City Manager. The taking of annual leave will not be unreasonably denied. Accrual rates and other provisions related to the application for and usage of annual leave are as specified in the appropriate collective bargaining agreements or as may be prescribed by the City Manager for each class of position in the Classified Service. Employees maintaining a minimum of eighty (80) hours of accrued vacation shall be eligible to receive cash payment(s) to "buy-down" a portion of such accruals in an amount not to exceed the value of one hundred and eighty (180) vacation hours per fiscal year. To receive an accrual "buy-down" payment(s), a member will be required to complete and submit an accrual buy-down election form during the annual Benefit Open Enrollment process, or through payroll. Payment for the eligible weekly "buy-down" shall be made to the member weekly during the corresponding benefit plan year. Payment for the eligible lump sum "buy-down" shall be made to the member during the corresponding payroll week immediately following submittal of the election form. Any vacation buy-down payment made to a member shall be calculated based upon the member's base hourly rate in effect the first full pay period immediately following July 1 of the corresponding benefit plan year with vacation accruals awarded at 100%. The minimum and maximum hour limitations and application time periods specified herein may be waived solely at the discretion of the City Manager upon written request by the member.

Section 4: Personal Illness and Disability Leave: Personal illness and disability leave shall be afforded to regular full-time employees and on a pro rata basis to regular part-time employees. An employee must work twenty (20) or more hours per week to be eligible for disability leave. Personal illness and disability leave shall be considered a matter of grace and not a privilege and shall be allowed only in case of necessity and actual sickness, or disability of the employee. Employees who find it necessary to meet dental or doctor appointments or other illness prevention measures, including maternity, may also utilize personal illness leave time for such purposes, excepting when prior written City Manager and/or department head approval has been obtained, in which case no personal illness leave shall be charged. Personal illness leave, at the discretion of the City Manager and/or department head, may be granted in the instance of illness of a member of the employee's immediate family. At the discretion of the department head, a doctor's certificate may be required for absences due to illness or disability in excess of three (3) days. If the department head has a reasonable basis to believe or suspect an employee has abused personal illness leave privileges, ~~he/she~~they may require a doctor's certificate for an illness of less than three (3) days. Proof of illness or disability may be required at any

time by the City Manager, department head or division head. Abuse of personal illness and disability leave privileges may be cause of dismissal. Personal illness and disability leave shall be recorded regularly in the personnel records and the Personnel Officer shall review all illness and disability related leave records periodically and shall investigate any cases which indicate abuse of the privilege. Accrual rates and other provisions related to the application for and usage of personal illness and disability leave are as specified in the appropriate collective bargaining agreements or as may be prescribed by the City Manager for each class of position in the Classified Service.

Section 5: Injury Leave: All employees of the City who become injured while in the performance of their duties shall receive their regular salary while on injury leave, provided, however, that those who are covered by Workers' Compensation shall receive only the difference between Workers' Compensation and their regular rate of pay, by the City, for the first ninety (90) calendar day period of said job connected injury. The first ninety (90) calendar day period shall commence upon the first day the employee is out of work due to the job connected injury, but not including the day of the injury. At the expiration of the first ninety (90) day period, the employee shall receive the difference between Workers' Compensation and the employee's regular salary chargeable to their accrued annual and/or personal illness leave. Additionally, after expiration of the first ninety (90) day calendar period, the City Manager and/or department head may order a complete physical and/or mental examination of said employee by two registered physicians. If the report of their examination establishes the injury as one that permanently incapacitates said employee, application shall be made for retirement by the employee under the provisions of the New Hampshire Retirement Law. The commencement of payments under the New Hampshire Law shall end the Employer's obligation of payment on annual and/or accumulated personal illness leave and/or Workers' Compensation payments. Further, if it is determined by two registered physicians selected by the department head immediately after the employee is injured that said employee will not be able to return to ~~his/her~~their regular duties at any time in the future, the Employer shall not be obligated to pay the difference between Workers' Compensation and the employee's regular salary for the first ninety (90) calendar days of injury in compliance with this section. There will be a free exchange of medical data and reports during the period of incapacity and while such determinations are being made, and to facilitate such exchange, an incapacitated employee shall execute medical authorization directing ~~his/her~~their physician to release reports concerning the medical condition of the employee. Copies of such reports shall be provided to the employee.

Section 6: Emergency Leave: Emergency leave may be granted by the City Manager without loss of pay for emergency purposes, which shall include: critical illness or death in the immediate family; if an employee is subpoenaed to appear before a court, public body or commission; and such other situations considered meritorious by the City Manager who shall certify allowance or disallowance of the emergency leave sought. Emergency leave shall be supplementary to, and not in restriction of, personal illness leave, annual leave or other eligible leave

authorizations as herein provided. For the purpose of this section, immediate family shall be considered as spouse, children of either the member or spouse; mother, father, brother or sister of either the employee or spouse; grandchildren or grandparents of either the employee or spouse; or person residing in the same household, providing said person is not solely related to the member as a commercial tenant.

Section 7: Military Leave: Any employee who is a member of the National Guard or Military Reserves, and is required to undergo field training therein, shall be entitled to a leave of absence with pay for the period of such training, but not to exceed two (2) weeks in any one year, and any such leave shall not affect the member's annual vacation leave. The amount of compensation paid to such employee for such leave of absence shall be the difference between the employee's compensation for military activities as shown by a satisfactory statement by military authorities giving the employee's rank, base pay and the amount of the employee's regular weekly pay. If the employee's base pay for military service is equal to or greater than the pay due as a City employee for the period covered by such military leave, then no payment shall be made.

Section 8: Other Leave: The City may grant other leaves of absence for employees with or without pay and/or benefits and/or service credit at the discretion of the City Manager.

Section 9: Care of Newborn Child (CNC): Each employee will be eligible for a leave of absence for care of a newborn child for a period of up to ninety (90) calendar days at any time within twelve (12) months from the date of birth inclusive of any period of disability, if applicable, associated with delivery. CNC Leave will be without pay, subject to any disability payments due but with full service credit and benefits. An employee may apply to the City Manager for an extension of CNC prior to expiration of the initial ninety (90) calendar days leave provided that: a) the employee will exhaust all vacation time prior to the start of any extended leave; and b) the request is substantiated by evidence that the child has a certified medical condition requiring extended parental attention and/or the operating needs of the City permit an extension of the leave; and c) that the total period of the initial CNC, vacation and the extended leave will not exceed 120 days from date of birth inclusive of any period of disability, if applicable, associated with delivery. Upon completion of the CNC leave, the employee shall return to work or be subject to disciplinary action. Upon completion of the CNC leave, the employee shall be reinstated to ~~his/her~~their position prior to ~~his/her~~their leave or other comparable position, except that in the event of a force reduction or reorganization, such employee will be treated in accordance with the layoff provisions contained herein. An employee on leave for CNC shall not be eligible to collect unemployment compensation. In the event a member applies for unemployment compensation during the period of CNC leave, he/she will be considered as having resigned. Nothing above will preclude a member from taking such leave by utilization of previously accrued and grandfathered personal illness leave and/or annual leave.

Section 10: Jury Duty: An Employee called as a juror will be paid the difference between the fee received for such service and the amount of straight-time earnings lost by reason of such service. Satisfactory evidence of such service must be

submitted to the employee's immediate supervisor. Employees who are called to jury duty and are excused from jury duty for a day(s) shall report to their regular work assignment as soon as possible after being excused.

Section 11: Storm Days: When due to weather conditions, the City Manager determines that City services will be curtailed and/or limited, the affected employees so notified shall not be required to report to work, or employees who have reported for work shall be relieved without loss of pay. When an employee is unable to report to work due to weather conditions, and the City Manager has not curtailed and/or limited City services in accordance with the preceding paragraph, the employee may draw from ~~his/her~~their annual leave time or take a personal day as provided for above in this Article. Employees who are not working due to other leaves of absence, injuries, or choice, shall not be compensated for storm days. All other personnel will receive pay on an hour for hour basis. The provisions of this Article shall apply to regular full-time and seasonal/temporary full-time employees, and on a pro rata basis to regular part-time and seasonal/temporary part-time employees.

ARTICLE XI. RETIREMENT AND OTHER BENEFITS

Section 1: The Personnel Officer shall take the steps necessary to provide employees in the Classified Service of the City with membership in the State of New Hampshire Retirement System.

Section 2: All regular full-time and regular part-time employees shall be eligible for participation in the City's health, dental and life insurance programs and other benefit offerings. Provisions related to types of coverage, eligibility and premium contributions are as specified in the appropriate collective bargaining agreements or as may be prescribed herein for each class of position in the Classified Service.

Section 3: All employees of the City shall be subject to the benefits of Workers' Compensation regardless of their status in the City's service; whether an employee is considered regular, seasonal or temporary or full-time or part-time.

ARTICLE XII. SEPARATIONS AND DEMOTIONS

Section 1: Demotions: The City Manager and/or a department head may reduce the wage rate of an employee within the range provided in the Pay Plan, or demote an employee for cause. A written statement for the reasons for any such action shall be filed with the Personnel Officer and a copy shall be filed in the employee's personnel folder. No disciplinary demotion shall be made to a lower class of position if such action would cause an employee in the lower class to be laid off as a result of such action.

Section 2: Layoffs: The City Manager and/or a department head may lay off an employee in the Classified Service of the City by reason of shortage of work and/or funds, abolition of the position(s), other material changes in the organization, or for other reasons beyond the employee's control and which do not reflect discredit upon the service of an employee. No employee shall be laid off while another person in the same class in the department is employed on a probationary or

temporary basis. Layoff of employees shall be made in inverse order of employment in the class and department involved. The City Manager and/or a department head shall give written notice to the employee of any proposed layoff and reasons therefore, two weeks before the effective date of the action. A copy of such notice shall be filed with the Personnel Officer.

Section 3: Disciplinary Action: The City Manager, department head, or designated supervisory person may reprimand, orally or in writing; suspend, with or without pay; demote or dismiss an employee due to inefficiency, incompetence, misconduct, negligence, insubordination, or other sufficient cause. All disciplinary action shall be handled in a fair manner and shall be consistent with the infractions for which the disciplinary action is being taken. All suspensions and discharges must be stated in writing and the reasons shall be communicated to the employee at the time of the suspension or discharge. Disciplinary actions will normally be taken in the following order:

a) A documented Verbal Warning or supervisory counseling
b) Written Warning
c) Suspension With or Without Pay
d) Demotion or Discharge

Notwithstanding the above, however, the above sequence need not be followed if an infraction is sufficiently severe to merit immediate suspension or discharge.

Section 4: Resignations: The resignation of an employee, once submitted, shall be deemed to have been accepted by the City and shall not be subject to the grievance procedure afforded herein.

ARTICLE XIII: GRIEVANCE PROCEDURE

A grievance shall be defined as an alleged violation, misinterpretation of and/or misapplication of the provisions of this Merit Plan with respect to one or more City employees covered by the rules and regulations contained herein. Grievances regarding the terms and conditions of this Merit Plan shall be processed in the following manner:

Step #1: Any grievance shall be filed by the employee, in writing, within ten (10) calendar days from the date of the occurrence of the violation. Such filing shall be made to the department head and shall contain an abbreviated statement as to the nature of the grievance and shall state specifically the areas which the employee, or a designated representative, feels have been violated. The employee shall be required to sign the original grievance filed with the department head. Within ten (10) calendar days of receipt of the grievance, the department head shall conduct an informal inquiry concerning the grievance and render a decision, in writing, by no later than the close of the normal business day of the tenth day. The time requirements under this step may be extended by mutual consent of the department head and the employee and/or the designated representative.

Step #2: If the aggrieved employee is not satisfied with the decision of the department head, or if no decision has been rendered within the ten (10) calendar day period as defined above, said employee may appeal ~~his/her~~their grievance, in writing, to the Personnel Officer within ten (10) calendar days of the receipt of the

department head's decision, or that date upon which such decision should have been rendered, provided however, that the aggrieved employee sets forth the specific reasons for such appeal and the terms and conditions of this plan and the specific areas which the employee feels have been violated. The Personnel Officer or a designated representative, shall hold an administrative hearing concerning the grievance within ten (10) calendar days of receipt of the aggrieved employee's appeal. The Personnel Officer or designated representative shall decide the grievance based upon the information supplied and any further information that he/she may request during or subsequent to the hearing. The Personnel Officer or designated representative shall render a decision, in writing, within ten (10) calendar days from the close of the hearing, said procedure to take not more than thirty (30) calendar days from receipt of the original grievance by the Personnel Officer. The time limitations under Step #2 may be extended by mutual consent of the Personnel Officer and the aggrieved Employee, or ~~his/her~~their designated representative.

Step #3: If the decision of the Personnel Officer, or the designated representative, is found to be unsatisfactory, or if no decision has been rendered during the time period specified above, said employee may within ten (10) calendar days appeal, in writing, the decision of the Personnel Officer setting forth an abbreviated statement as to why said decision has been found unsatisfactory and those specific areas which have been violated to the Personnel Advisory Board. The Personnel Advisory Board shall conduct their first hearing session regarding the grievance within fifteen (15) calendar days from the date of its receipt, and shall render their decision, in writing, within fifteen (15) calendar days from the close of their final hearing date. The written report, which shall be advisory only in nature, containing the Personnel Advisory Board's findings and recommendation, shall be issued to the City Manager. The Personnel Advisory Board shall have no power to reinstate and employee unless it finds, after investigation, that the action was taken against the employee for discrimination as to sex, age, race, color, national origin, creed, religion, or political affiliations or other non-merit based factor. The City Manager, after consideration of said report and other pertaining information, shall file a written statement of ~~his/her~~their decision within ten (10) calendar days, and such decision shall be final.

ARTICLE XIV: SEPARABILITY

If any portion of these rules and regulations, or the application thereof, to any person or circumstance, should be held invalid or unenforceable, the remainder these rules and regulations shall remain in full force and effect.

FY2024 Wage Schedule
City of Dover, NH

Grade/Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
D01	$10.24	$10.59	$10.92	$11.25	$11.59	$11.92	$12.24	$12.57	$12.91	$13.24	$13.57	$13.90	$14.24	$14.57	$14.90
D02	$11.01	$11.37	$11.72	$12.07	$12.43	$12.78	$13.14	$13.49	$13.85	$14.21	$14.56	$14.91	$15.27	$15.62	$15.97
D03	$11.84	$12.22	$12.59	$12.97	$13.34	$13.72	$14.09	$14.48	$14.86	$15.24	$15.61	$15.98	$16.36	$16.73	$17.12
D04	$12.73	$13.14	$13.55	$13.96	$14.36	$14.77	$15.18	$15.60	$16.01	$16.41	$16.83	$17.23	$17.64	$18.04	$18.46
D05	$13.69	$14.13	$14.58	$15.02	$15.45	$15.90	$16.35	$16.80	$17.23	$17.67	$18.12	$18.56	$19.00	$19.45	$19.88
D06	$14.71	$15.18	$15.66	$16.14	$16.61	$17.10	$17.57	$18.03	$18.52	$18.99	$19.47	$19.94	$20.43	$20.89	$21.37
D07	$15.82	$16.33	$16.84	$17.34	$17.86	$18.36	$18.88	$19.39	$19.88	$20.40	$20.90	$21.41	$21.92	$22.43	$22.94
D08	$16.99	$17.54	$18.09	$18.63	$19.17	$19.72	$20.25	$20.80	$21.34	$21.88	$22.42	$22.97	$23.50	$24.06	$24.60
D09	$18.28	$18.88	$19.46	$20.05	$20.62	$21.22	$21.81	$22.39	$22.98	$23.56	$24.15	$24.74	$25.32	$25.92	$26.49
D10	$19.65	$20.27	$20.90	$21.54	$22.17	$22.80	$23.43	$24.07	$24.69	$25.32	$25.96	$26.59	$27.22	$27.85	$28.48
D11	$21.13	$21.81	$22.47	$23.15	$23.83	$24.50	$25.18	$25.85	$26.52	$27.21	$27.88	$28.56	$29.23	$29.91	$30.58
D12	$22.71	$23.44	$24.17	$24.90	$25.64	$26.36	$27.09	$27.82	$28.56	$29.29	$30.01	$30.74	$31.48	$32.21	$32.94
D13	$24.42	$25.20	$25.99	$26.77	$27.56	$28.34	$29.13	$29.92	$30.70	$31.49	$32.27	$33.06	$33.84	$34.63	$35.42
D14	$26.25	$27.08	$27.92	$28.77	$29.61	$30.45	$31.28	$32.14	$32.97	$33.81	$34.65	$35.50	$36.34	$37.17	$38.02
D15	$28.22	$29.11	$30.02	$30.93	$31.84	$32.75	$33.65	$34.56	$35.47	$36.38	$37.29	$38.19	$39.10	$40.01	$40.92
D16	$30.33	$31.29	$32.27	$33.25	$34.22	$35.19	$36.17	$37.14	$38.12	$39.09	$40.06	$41.04	$42.02	$42.98	$43.96
D17	$32.59	$33.64	$34.70	$35.76	$36.80	$37.85	$38.90	$39.96	$41.01	$42.06	$43.11	$44.17	$45.21	$46.26	$47.31
D18	$35.05	$36.17	$37.30	$38.43	$39.56	$40.68	$41.81	$42.94	$44.06	$45.20	$46.32	$47.47	$48.59	$49.72	$50.85
D19	$37.68	$38.88	$40.08	$41.30	$42.50	$43.70	$44.92	$46.12	$47.32	$48.53	$49.74	$50.94	$52.15	$53.36	$54.57
D20	$40.50	$41.80	$43.11	$44.41	$45.72	$47.02	$48.33	$49.63	$50.94	$52.26	$53.56	$54.87	$56.17	$57.48	$58.78
D21	$43.54	$44.94	$46.32	$47.73	$49.12	$50.51	$51.91	$53.30	$54.69	$56.09	$57.49	$58.88	$60.28	$61.66	$63.07
D22	$46.81	$48.31	$49.82	$51.32	$52.82	$54.33	$55.84	$57.35	$58.85	$60.35	$61.86	$63.37	$64.86	$66.37	$67.87
D23	$50.32	$51.94	$53.54	$55.16	$56.77	$58.39	$60.01	$61.62	$63.24	$64.85	$66.47	$68.09	$69.70	$71.32	$72.94
D24	$54.09	$55.82	$57.56	$59.30	$61.05	$62.77	$64.51	$66.26	$68.00	$69.72	$71.47	$73.21	$74.94	$76.68	$78.42

FY2024 Dover Classification Plan

Classification Title	Pay Plan Grade	Union
ACCOUNT CLERK I	D07	DMEA
ACCOUNT CLERK II	D09	DMEA
ACCOUNTANT I	D13	DMEA
ACCOUNTANT II	D20	DMEA
ADMINISTRATIVE ASSISTANT	D13	non-union
ADMINISTRATIVE MANAGER	D15	non-union
ANIMAL CONTROL OFFICER	D12	DPA
AQUATIC FACILITY MANAGER	D16	DPEA
ARENA FACILITY MANAGER	D17	DPEA
ARENA PROGRAM - MARKETING SUPERVISOR	D16	DPEA
ASSISTANT CITY ENGINEER	D18	DPEA
ASSISTANT CITY MANAGER	D22	non-union
ASSISTANT CITY PLANNER	D17	DMEA
ASSISTANT FIRE MECHANIC	D13	non-union
ASSISTANT LIBRARY DIRECTOR	D19	DMEA
ASSISTANT REC DIRECTOR	D18	DPEA
ASSISTANT TAX ASSESSOR	D17	DMEA
BOOKKEEPER	D12	DMEA
BUILDING INSPECTOR	D15	DMEA
BUILDING MAINTENANCE MECHANIC	D08	DMEA
BUILDING OFFICIAL	D19	DMEA
BUSINESS DEVELOPMENT MANAGER	D19	non-union
BUSINESS DEVELOPMENT SPECIALIST	D14	non-union
CITY ATTORNEY	D24	non-union
CITY CLERK-TAX COLLECTOR	D19	non-union
CITY ENGINEER	D21	DPEA
CITY PLANNER	D19	DMEA
CITY TAX ASSESSOR	D18	DMEA
CITY TREASURER	D18	non-union
CLERK TYPIST I	D06	DMEA
CLERK TYPIST II	D08	DMEA
CUSTODIAN	D07	DMEA
DEPUTY CITY ATTORNEY	D21	non-union
DEPUTY CITY CLERK	~~D11~~ **D12**	DMEA
DEPUTY CITY MANAGER	D24	non-union
DEPUTY COMMUNITY SERVICES DIRECTOR	D21	non-union
DEPUTY FINANCE DIRECTOR	D21	non-union
DEPUTY INFORMATION TECHNOLOGY DIRECTOR	D20	non-union
DEPUTY PARKING MANAGER	D12	DPAAII
DEPUTY TAX COLLECTOR	~~D11~~ **D12**	DMEA
DIRECTOR OF COMMUNITY SERVICES	D23	non-union
DIRECTOR OF FINANCE	D23	non-union
DIRECTOR OF HUMAN RESOURCES	D20	non-union
DIRECTOR OF INFORMATION TECHNOLOGY	D23	non-union
DIRECTOR OF MEDIA SERVICES	D21	non-union
DIRECTOR OF PLANNING & CDBG	D21	non-union
DIRECTOR OF PUBLIC LIBRARY	D21	non-union
DIRECTOR OF PUBLIC WELFARE	D19	non-union
DIRECTOR OF RECREATION	D19	non-union
ELECTRICAL INSPECTOR	D15	DMEA
ENGINEERING TECHNICIAN	D15	DPEA
ENVIRONMENTAL PROJECTS MANAGER	D19	DPEA
EXECUTIVE ASSISTANT TO CITY MANAGER	D15	non-union
EXECUTIVE SECRETARY	D13	non-union
FIRE - RESCUE CHIEF	D23	non-union
FIRE ASSISTANT CHIEF	D20	DPFOA
FIRE CAPTAIN	D18	DPFOA
FIRE DEPUTY CHIEF	D21	DPFOA
FIRE DIVISION CHIEF	D19	DPFOA
FIRE LIEUTENANT	D16	DPFOA
FIRE MECHANIC	D19	non-union
FIREFIGHTER-AEMT	D13	IAFF
FIREFIGHTER-EMT	D12	IAFF
FIREFIGHTER-PARAMEDIC	D15	IAFF
FIRE-HEALTH INSPECTOR	D15	DMEA
FIRE-LIFE SAFETY INSPECTOR	D15	DMEA
FLEET SUPERVISOR	D18	DPEA

Revision Date: 05/24/2023
Council Approved Date:

FY2024 Dover Classification Plan

Classification Title	Pay Plan Grade	Union
HEAVY EQUIPMENT MECHANIC I	D12	AFSCME
HEAVY EQUIPMENT MECHANIC II	D13	AFSCME
HEAVY EQUIPMENT OPERATOR I	D11	AFSCME
HEAVY EQUIPMENT OPERATOR II	D13	AFSCME
HUMAN RESOURCES ASSISTANT	D14	non-union
INFORMATION TECHNOLOGY ADMINISTRATOR	D16	non-union
INFORMATION TECHNOLOGY TECHNICIAN	D13	non-union
INVENTORY COORDINATOR	D12	AFSCME
LABORER I	D08	AFSCME
LABORER II	D09	AFSCME
LIBRARIAN I	D13	DMEA
LIBRARIAN II	D15	DMEA
LIBRARY ASSISTANT I	D08	DMEA
LIBRARY ASSISTANT II	D10	DMEA
LIBRARY PAGE	D03	DMEA
MAINTENANCE MECHANIC I	D10	AFSCME
MAINTENANCE MECHANIC II	D11	AFSCME
MAINTENANCE MECHANIC III	D15	DPEA
MAINTENANCE SPECIALIST I	D11	AFSCME
MAINTENANCE SPECIALIST II	D13	AFSCME
MAINTENANCE SPECIALIST III	D16	DPEA
MANAGEMENT ANALYST	D13	non-union
OFFICE MANAGER	D12	DMEA
OFFICE SUPPORT ASSISTANT	D06	non-union
PARKING ENFORCEMENT OFFICER	D09	DPA
PARKING MANAGER	D17	non-union
PAYROLL & BENEFITS ADMINISTRATOR	D12	DMEA
PERSONNEL ASSISTANT	D11	DPAAII
PLANT&PUMP STATION SUPERVISOR	D17	DPEA
PLUMBING INSPECTOR	D15	DMEA
POLICE CAPTAIN	D21	DPAAII
POLICE CHIEF	D23	non-union
POLICE COMMUNICATIONS SUPERVISOR	D16	DPAAII
POLICE DEPUTY COMMUNICATIONS SUPERVISOR	D14	DPAAII
POLICE DISPATCHER I	D10	DPA
POLICE DISPATCHER II	D12	DPA
POLICE LIEUTENANT	D19	DPAAII
POLICE OFFICER I	D13	DPA
POLICE OFFICER II	D15	DPA
POLICE PREVENTION COORDINATOR	D16	~~non-union~~ **DPAAII**
POLICE PREVENTION PROGRAMMER	D12	~~non-union~~ **DPA**
POLICE PROSECUTOR	D19	DPAAII
POLICE RECORDS SUPERVISOR	D15	DPAAII
POLICE SERGEANT	D17	DPAAII
POLICE VICTIM-WITNESS ADVOCATE	D15	~~non-union~~ **DPA**
PROJECT MANAGER	D19	DPEA
PUBLIC WELFARE TECHNICIAN I	D13	DMEA
PUBLIC WELFARE TECHNICIAN II	D14	DMEA
PUBLIC WELFARE TECHNICIAN III	D15	DMEA
PUBLIC WORKS SUPERVISOR	D17	DPEA
PUMP STATION OPERATOR I	D11	AFSCME
PUMP STATION OPERATOR II	D13	AFSCME
PUMP STATION OPERATOR III	D15	DPEA
PURCHASING AGENT	D19	DMEA
RECREATION PROGRAM ASSOCIATE I	D04	non-union
RECREATION PROGRAM ASSOCIATE II	D05	non-union
RECREATION PROGRAM ASSOCIATE III	D06	non-union
RECREATION PROGRAM SPECIALIST I	D07	non-union
RECREATION PROGRAM SPECIALIST II	D08	non-union
RECREATION PROGRAM SPECIALIST III	D09	non-union
RECREATION PROGRAM SPECIALIST IV	D10	non-union
RECREATION PROGRAM SUPERVISOR	D13	DPEA
SEASONAL MAINTENANCE WORKER I	D05	non-union
SEASONAL MAINTENANCE WORKER II	D06	non-union
SEASONAL MAINTENANCE WORKER III	D07	non-union
SECRETARY I	D09	DMEA
SECRETARY II	D10	DMEA

FY2024 Dover Classification Plan

Classification Title	Pay Plan Grade	Union
SOLID WASTE ASSISTANT	D12	AFSCME
SOLID WASTE COORDINATOR	D17	DPEA
SUPERINTENDENT OF FACILITIES, GROUNDS & CEMETERIES	D20	DPEA
SUPERINTENDENT OF PUBLIC WORKS	D20	DPEA
SUPERINTENDENT OF UTILITIES	D20	DPEA
TAX ASSESSING DATA TECHNICIAN	D11	DMEA
TEEN CENTER COUNSELOR	D17	~~non-union~~ **DPA**
TELEVISION BROADCAST OPERATOR	D01	non-union
TRUCK DRIVER	D10	AFSCME
UTILITIES SYSTEM SUPERVISOR	D17	DPEA
WORKING FOREMAN	D16	DPEA
WWTP CHIEF OPERATOR	D17	DPEA
WWTP LAB TECHNICIAN	D13	DPEA
WWTP LAB/INDUSTRIAL PRETREATMENT COORDINATOR	D16	DPEA
WWTP OPERATOR I	D14	AFSCME
WWTP OPERATOR II	D16	AFSCME
WWTP SUPERVISOR	D19	DPEA

NHMA Wage Data

Deputy City Clerk and Deputy Tax Collector

Role	Organization	Population	Salary Type	Minimum Wage Range	Maximum Wage Range
Deputy Tax Collector (DTAX)	City of Somersworth	11,766	Hourly	$19.38	$23.64
Deputy Town Clerk (DCLK)	City of Lebanon	13,151	Hourly	$25.97	$35.06
Deputy Tax Collector (DTAX)	City of Lebanon	13,151	Hourly	$25.97	$35.06
Deputy Town Clerk (DCLK)	Town of Wakefield	5,078	Hourly	$18.86	$22.40
Deputy Tax Collector (DTAX)	Town of Wakefield	5,078	Hourly	$18.86	$22.40
Deputy Town Clerk (DCLK)	City of Dover	29,987	Hourly	$21.84	$31.67
Deputy Tax Collector (DTAX)	City of Dover	29,987	Hourly	$21.84	$31.67
Deputy Tax Collector (DTAX)	Town of New Hampton	2,165	Hourly	$12.00	$13.00
Deputy Town Clerk (DCLK)	Town of Hollis	7,684	Hourly	$20.94	$25.76
Deputy Tax Collector (DTAX)	Town of Eaton	393	Hourly	$17.00	$20.00
Deputy Tax Collector (DTAX)	Town of Tuftonboro	2,387	Hourly	$20.71	$27.32
Deputy Town Clerk (DCLK)	Town of Tuftonboro	2,387	Hourly	$20.71	$27.32
Deputy Town Clerk (DCLK)	Town of Monroe	788	Hourly	$12.00	$17.00
Deputy Town Clerk (DCLK)	Town of Milford	15,115	Hourly	$17.10	$27.46
Deputy Town Clerk (DCLK)	Town of Haverhill	4,697	Hourly	$14.68	$14.68
Deputy Town Clerk (DCLK)	Town of Loudon	5,317	Hourly	$18.00	$18.00
Deputy Tax Collector (DTAX)	Town of Loudon	5,317	Hourly	$13.76	$13.76
Deputy Town Clerk (DCLK)	Town of Marlow	742	Hourly	$17.47	$17.47
Deputy Town Clerk (DCLK)	Town of Farmington	6,786	Hourly	$16.68	$19.34
Deputy Tax Collector (DTAX)	Town of Dorchester	355	Hourly	$15.00	$15.00
Deputy Tax Collector (DTAX)	Town of Dunbarton	2,758	Hourly	$20.68	$22.93
Deputy Town Clerk (DCLK)	Town of Dunbarton	2,758	Hourly	$20.05	$22.69
Deputy Tax Collector (DTAX)	Town of Salem	28,776	Hourly	$22.75	$26.94
Deputy Tax Collector (DTAX)	Town of Hampton Falls	2,236	Hourly	$20.30	$25.38
Deputy Town Clerk (DCLK)	Town of Rindge	6,014	Hourly	$15.00	$15.00
Deputy Town Clerk (DCLK)	Town of New Boston	5,321	Hourly	$18.50	$24.71
Deputy Town Clerk (DCLK)	Town of Alstead	1,937	Hourly	$16.00	$16.00
Deputy Town Clerk (DCLK)	Town of Chesterfield	3,604	Hourly	$15.00	$18.00
Deputy Tax Collector (DTAX)	Town of Chesterfield	3,604	Hourly	$15.00	$17.00
Deputy Tax Collector (DTAX)	Town of Stoddard	1,232	Hourly	$18.00	$21.00
Deputy Tax Collector (DTAX)	Town of Gilsum	813	Hourly	$15.00	$15.00
Deputy Tax Collector (DTAX)	Town of Hanover	11,260	Hourly	$23.92	$36.29
Deputy Town Clerk (DCLK)	Town of Orange	331	Hourly	$13.60	$13.60
Deputy Town Clerk (DCLK)	Town of Barrington	8,576	Hourly	$18.51	$24.89
Deputy Tax Collector (DTAX)	Town of Barrington	8,576	Hourly	$18.51	$24.89

Greater Min	Greater Max	Position
Lebanon	Lebanon	DCC & DTC
Salem		DTC
Hanover	Hanover	DTC
Rye		DCC
Hooksett	Hooksett	DTC
Rochester	Rochester	DCC & DTC
	Sunapee	DTC
	Wolfboro	DTC
Concord	Concord	DCC & DTC
Salem	Salem	DCC
Portsmouth	Portsmouth	DCC & DTC
Manchester	Manchester	DTC
Nashua	Nashua	DCC

NHMA Wage Data

Deputy City Clerk and Deputy Tax Collector

Role	Organization	Population	Salary Type	Minimum Wage Range	Maximum Wage Range
Deputy Town Clerk (DCLK)	Town of Hillsborough	6,011	Hourly	$13.75	$24.38
Deputy Town Clerk (DCLK)	Town of Rye	5,298	Hourly	$23.80	$29.26
Deputy Tax Collector (DTAX)	Town of Orford	1,237	Hourly	$13.50	$15.50
Deputy Town Clerk (DCLK)	Town of Orford	1,237	Hourly	$13.50	$15.50
Deputy Town Clerk (DCLK)	Town of Auburn	4,953	Hourly	$16.19	$23.58
Deputy Tax Collector (DTAX)	Town of Auburn	4,953	Hourly	$16.19	$23.58
Deputy Tax Collector (DTAX)	Town of Windham	13,592	Hourly	$21.50	$26.15
Deputy Town Clerk (DCLK)	Town of Enfield	4,582	Hourly	$19.50	$19.50
Deputy Tax Collector (DTAX)	Town of Lyndeborough	1,683	Hourly	$15.14	$21.56
Deputy Tax Collector (DTAX)	Town of Hooksett	13,451	Hourly	$22.35	$31.29
Deputy Town Clerk (DCLK)	Town of Danville	4,387	Hourly	$20.50	$20.50
Deputy Town Clerk (DCLK)	Town of Gilsum	813	Hourly	$13.50	$13.50
Deputy Tax Collector (DTAX)	Town of Freedom	1,489	Hourly	$15.00	$20.00
Deputy Tax Collector (DTAX)	Town of Sandwich	1,326	Hourly	$18.00	$19.00
Deputy Town Clerk (DCLK)	Town of Hudson	24,467	Hourly	$21.31	$27.35
Deputy Town Clerk (DCLK)	Town of Weare	8,785	Hourly	$18.50	$18.72
Deputy Town Clerk (DCLK)	City of Rochester	29,752	Hourly	$22.55	$30.23
Deputy Tax Collector (DTAX)	City of Rochester	29,752	Hourly	$22.55	$30.23
Deputy Town Clerk (DCLK)	Town of Rumney	1,480	Hourly	$14.00	$18.00
Deputy Town Clerk (DCLK)	Town of Nottingham	4,785	Hourly	$13.00	$13.00
Deputy Town Clerk (DCLK)	Town of Swanzey	7,230	Hourly	$19.16	$23.92
Deputy Tax Collector (DTAX)	Town of Swanzey	7,230	Hourly	$18.24	$25.12
Deputy Tax Collector (DTAX)	Town of Sunapee	3,365	Hourly	$20.62	$29.81
Deputy Town Clerk (DCLK)	Town of New Castle	968	Hourly	$20.00	$25.00
Deputy Tax Collector (DTAX)	Town of New Castle	968	Hourly	$20.00	$25.00
Deputy Tax Collector (DTAX)	Town of Enfield	4,582	Hourly	$16.80	$16.80
Deputy Town Clerk (DCLK)	Town of New London	4,397	Hourly	$20.71	$29.14
Deputy Tax Collector (DTAX)	Town of Effingham	1,465	Hourly	$17.00	$20.00
Deputy Town Clerk (DCLK)	Town of Effingham	1,465	Hourly	$17.00	$21.00
Deputy Town Clerk (DCLK)	Town of Wolfeboro	6,269	Hourly	$17.01	$24.29
Deputy Tax Collector (DTAX)	Town of Wolfeboro	6,269	Hourly	$20.69	$29.54
Deputy Town Clerk (DCLK)	Town of Errol	291	Hourly	$11.45	$17.00
Deputy Tax Collector (DTAX)	Town of Errol	291	Hourly	$11.45	$18.21
Deputy Tax Collector (DTAX)	Town of Moultonborough	4,044	Hourly	$19.18	$25.02
Deputy Town Clerk (DCLK)	Town of Moultonborough	4,044	Hourly	$19.18	$25.02

NHMA Wage Data

Deputy City Clerk and Deputy Tax Collector

Role	Organization	Population	Salary Type	Minimum Wage Range	Maximum Wage Range
Deputy Town Clerk (DCLK)	City of Concord	42,695	Salary	$32.43	$47.00
Deputy Tax Collector (DTAX)	City of Concord	42,695	Salary	$29.42	$42.59
Deputy Town Clerk (DCLK)	Town of Salem	28,776	Salary	$24.17	$29.82
Deputy Town Clerk (DCLK)	Town of Salem	28,776	Salary	$24.17	$29.82
Deputy Tax Collector (DTAX)	City of Portsmouth	21,233	Salary	$25.64	$32.67
Deputy Town Clerk (DCLK)	City of Portsmouth	21,233	Salary	$25.64	$32.67
Deputy Tax Collector (DTAX)	City of Manchester	109,565	Salary	$28.28	$40.32
Deputy Town Clerk (DCLK)	City of Nashua	86,494	Salary	$29.13	$38.34
Deputy Town Clerk (DCLK)	Town of Shelburne	372	Stipend	$100.00	$100.00
Deputy Tax Collector (DTAX)	Town of Shelburne	372	Stipend	$100.00	$100.00
Deputy Town Clerk (DCLK)	Town of Westmoreland	1,874	Stipend	$1,500.00	$1,500.00
Deputy Tax Collector (DTAX)	Town of Westmoreland	1,874	Stipend	$1,500.00	$1,500.00
Deputy Town Clerk (DCLK)	Town of Londonderry	24,129	Stipend	$5,000.00	$5,000.00
Deputy Tax Collector (DTAX)	Town of Londonderry	24,129	Stipend	$5,000.00	$5,000.00
Deputy Town Clerk (DCLK)	Town of Jaffrey	5,457	Stipend	$500.00	$500.00
Deputy Tax Collector (DTAX)	Town of Jaffrey	5,457	Stipend	$500.00	$500.00
Deputy Tax Collector (DTAX)	Town of Haverhill	4,697	Stipend	$5,000.00	$5,000.00
Deputy Tax Collector (DTAX)	Town of New Boston	5,321	Stipend	$392.25	$392.25
Deputy Town Clerk (DCLK)	Town of Hooksett	13,451	Stipend	$1,500.00	$1,500.00
Deputy Tax Collector (DTAX)	Town of Webster	1,872	Stipend	$700.00	$700.00
Deputy Tax Collector (DTAX)	Town of Dunbarton	2,758	Stipend	$296.60	$335.99

Ad Hoc Committee for Graffiti Management

FINAL REPORT

May 2023

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ABOUT THIS REPORT

The Ad-Hoc Committee for Graffiti Management was established by the Dover City Council in May 2021 and began meeting in November 2021. Since then, the committee met with representatives from Planning, Police, Community Services, and Recreation, as well as with members of the general public to form a list of recommendations. This report was approved in April 2023 by the following members of the committee:

- Marguerite Ferrer
- Jacqueline Finnerty, *Secretary*
- Bobbie Glidden
- Patrick Manning, *Vice Chair*
- Kim Massaro
- Rick Mikulis, *Chair*
- Linnea Nemeth, *City Council Liaison*
- Steve Piper

Thank you also to Alex Mitrushi from the Dover Police Department and Erin Bassegio from the Planning Department for their guidance and support throughout the process.

OVERVIEW

Contained within this report are 13 recommendations to the city council, built off of several core tenets formed from external research, meeting with experts, and direct experience on graffiti management in Dover. Those core tenets are as follows:

1. **Graffiti is an all-encompassing term** that includes vandalism/tagging as well as street art.
   The city should strive to discourage, prevent, and clean up vandalism and tagging while at the same time encouraging street art in designated locations.
2. **Effective graffiti management is multi-faceted**, and will require a mix of prevention, enforcement, and cleanup principles.
   There is no single one-size-fits-all approach to graffiti management because there is no one single reason or location for vandalism and illegal tagging. Instead, multiple solutions must be simultaneously employed.
3. **Complete elimination of the problem is impossible**, and instead the goal must be to mitigate and manage.
   It only takes a vandal with a can of spray paint a few seconds to tag public property, while cleanup will take significantly longer. The ideal result is one in which these instances become rarer, and cleanup happens much quicker.
4. **The community must be involved** in all aspects of graffiti management.
   The City does not have enough resources to fully address the problem; instead, citizen volunteers and collaboration with local businesses will be essential for effective management.

In the pages that follow, this report lays out all 13 recommendations, divided into two main sections: first, on **Prevention and Enforcement**; and second, on **Cleanup and Management**.

PREVENTION AND ENFORCEMENT

Graffiti management begins with effective prevention and enforcement methods that work in tandem to discourage illegal tagging and vandalism.

Community Art Walls

Currently, there are no areas in Dover for street artists to express themselves. By adding a few locations for this purpose, Dover may be able to redirect street artists from inappropriate tagging locations and instead towards designated spots where their art can be appreciated.

Materials and Design

While more permanent community art walls may be necessary in the long run, for the immediate future, Dover should look to inexpensive options that are easy to install. To that end, the best option is to use OSB plywood mounted on timber posts, which are sunk into the ground with concrete. This will make maintenance and replacement cheaper and easier than fully concrete walls. Additionally, this approach allows for a more modular structure of wall, and adding additional panels in the future to any existing wall will be easy.

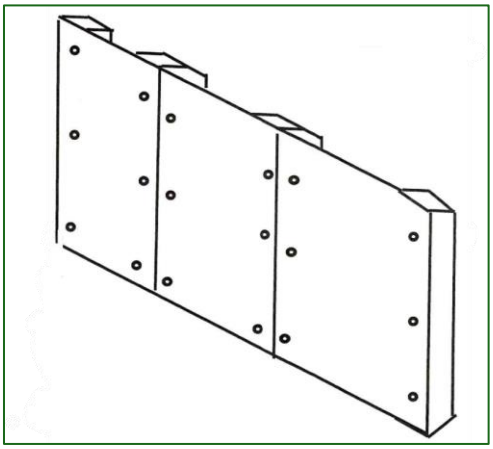


Figure 1: Design of proposed graffiti walls.

***Recommendation #1**: Create community art walls using three 4ft x 8ft planks of OSB plywood, sanded and primed, mounted on timber posts.*

The materials for these walls are relatively inexpensive. OSB panels are around $25 each, the posts are about $20 each, and together with the hardware and concrete, each graffiti wall will cost roughly $250 for the materials. The best source of funding for these walls is through the Arts Commission, which is actively supportive of installing graffiti walls throughout the city. The Arts Commission recently approved $1,000 for the initial installation of two to three graffiti walls. See **Appendix A** for completed application form.

***Recommendation #2**: Fund the installation of graffiti walls through the Dover Arts Commission.*

While the walls will be city property, most of the content moderation will be conducted by members of the community. In keeping with common practices at other graffiti walls in different cities, when an artist is looking to add their artwork but there isn't enough space on the wall, they will first completely cover up one existing piece of artwork, then add their own to that space. In instances where something obscene or inappropriate is painted on the wall, artists typically move quickly to cover it up. If necessary, the city can also cover up offensive messages. Annually, the city will paint over the entire wall. Please see **Appendix F** for a draft agreement endorsed by the committee. A small sign will be placed next to each wall expressing these principles:

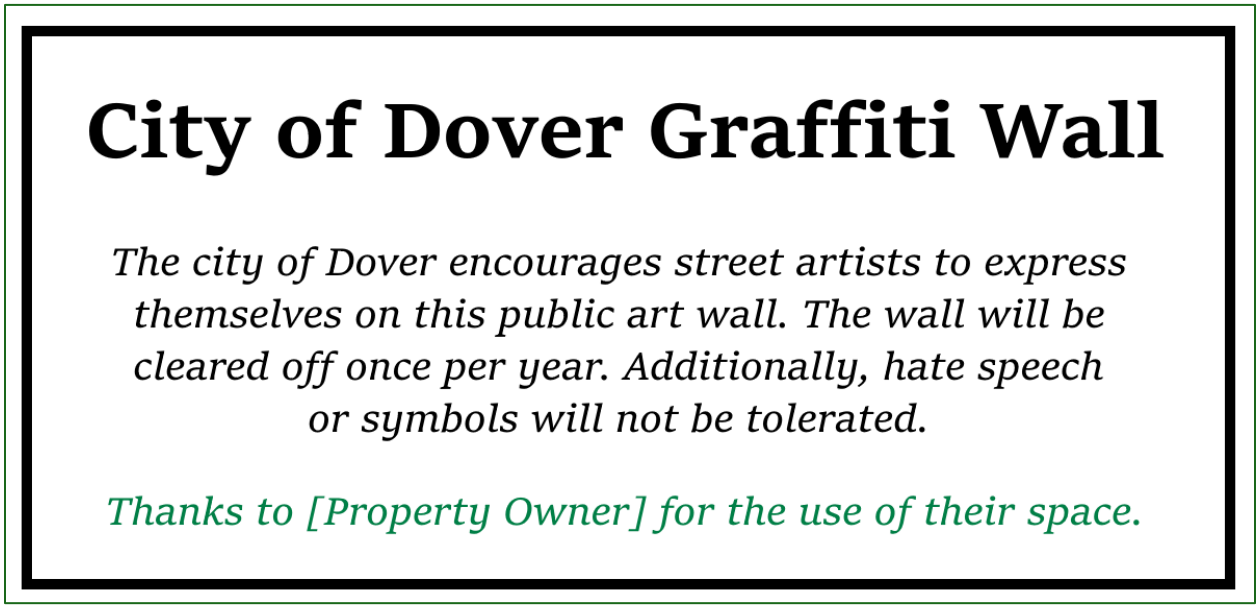


Figure 2: Draft wall rules sign.

***Recommendation #3**: Add a sign to the side of each graffiti wall encouraging street artists to express themselves, but prohibiting hateful and/or obscene language/symbols.*

Locations

Graffiti is not contained to only a couple of locations within the city, but walls should generally be installed near areas with high rates of graffiti to divert those individuals looking to create street art towards the designated spots. The Ad-Hoc Committee for Graffiti Management is currently recommending **four** locations for graffiti walls:

- Community Trail, at the green building near the Silver Street tunnel
- Garrison Hill Park, near the tower
- Park Street Park
- Guppey Park, at the new skate park

If these walls prove to be successful, additional walls could be considered at other high-graffiti areas such as Henry Law Park and Willand Pond Park.



Figure 3: Community Trail graffiti wall location.

***Recommendation #4A**: Collaborate with the Community Trail Committee, Arts Commission, and the city to install a designated wall on the Community Trail.*



Figure 4: Potential location for public graffiti wall at Garrison Hill Park.

***Recommendation #4B**: Install a public graffiti wall at the Garrison Hill Tower.*



Figure 5: Graffiti at Park Street Park.

***Recommendation #4C**: Install a public graffiti wall at Park Street Park.*



Figure 6: Skate Park in development at Guppey Park.

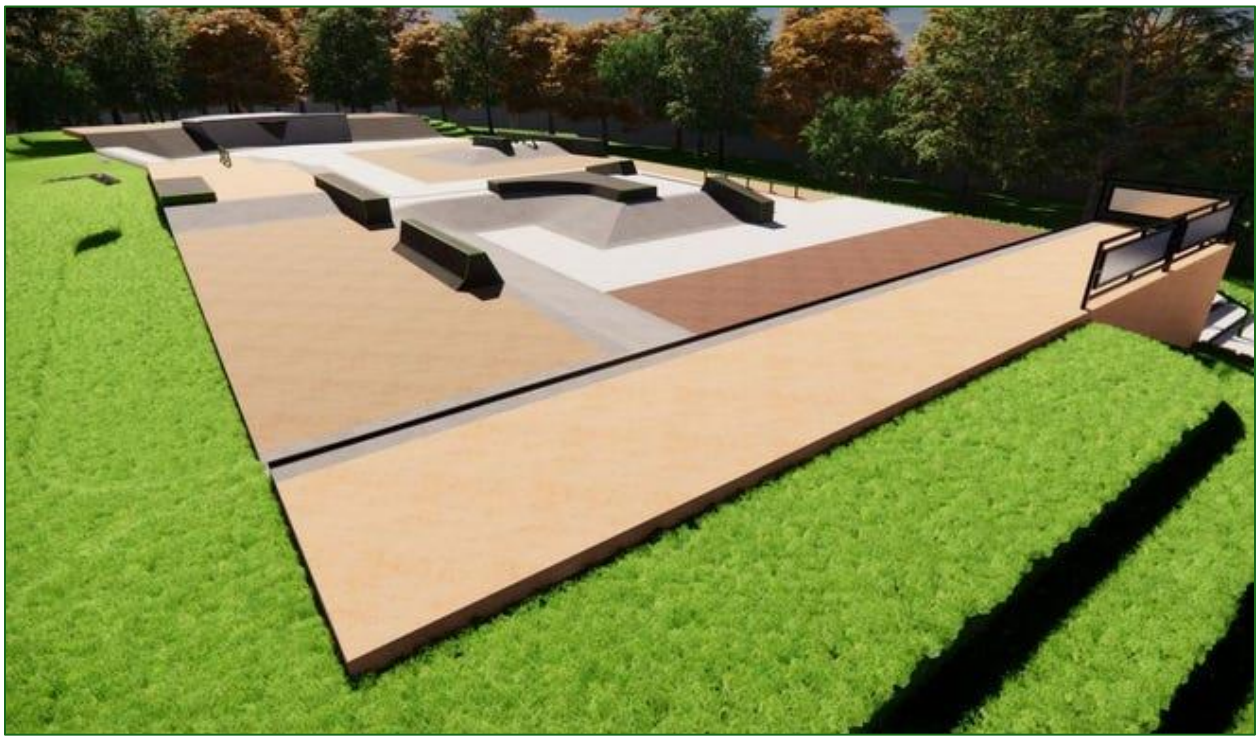


Figure 7: Skate Park draft design.

***Recommendation #4D**: Install a public graffiti wall at the skate park.*

Public Safety

According to a 2012 study by the Justice Policy Center at the Urban Institute – a nonprofit, nonpartisan policy research and educational organization based in Washington, D.C., installing surveillance cameras in cities had a positive benefit-to-cost ratio. For instance, in Chicago, for every $1 spent on additional surveillance equipment for the city, $4.29 in benefits were recouped in court, law enforcement, and victimization costs. Additionally, the most effective way to maximize the benefit of surveillance on crime reduction was to increase active monitoring, camera density, and integration with law enforcement activities. Finally, the study found no evidence of so-called “crime displacement” where if crime is reduced in one area it will then move to another.



Figure 8: One surveillance camera at the Transportation Center.

The city’s surveillance cameras need to be modernized; for instance, the camera at Garrison Hill Park constantly rotates, which makes point-in-time footage review of a specific angle impossible. More cameras and lights need to be installed to further deter tagging and vandalism. By scaling up the city’s investment in public safety-oriented security projects, property damage rates can be reduced and vandalism better prevented. A draft amendment to the relevant program for the FY25-30 CIP can be found in **Appendix B** of this report.

***Recommendation #5**: Scale the public safety communications/security improvements project up to $200,000 annually over five years in the FY25 CIP.*

Additionally, understanding the root cause behind graffiti incidents is paramount to designing targeted anti-vandalism policies. In many cases, taggers seek notoriety or a sense of ownership over an area. Some are street artists (that may use the new graffiti walls instead). In some specific instances, like with some of the graffiti at the Garrison Hill Tower, taggers share specific messages tailored to the location. At the Tower, some of the graffiti is anti-suicide messaging.



Figure 9: Graffiti message at the Garrison Hill Tower discouraging suicide.

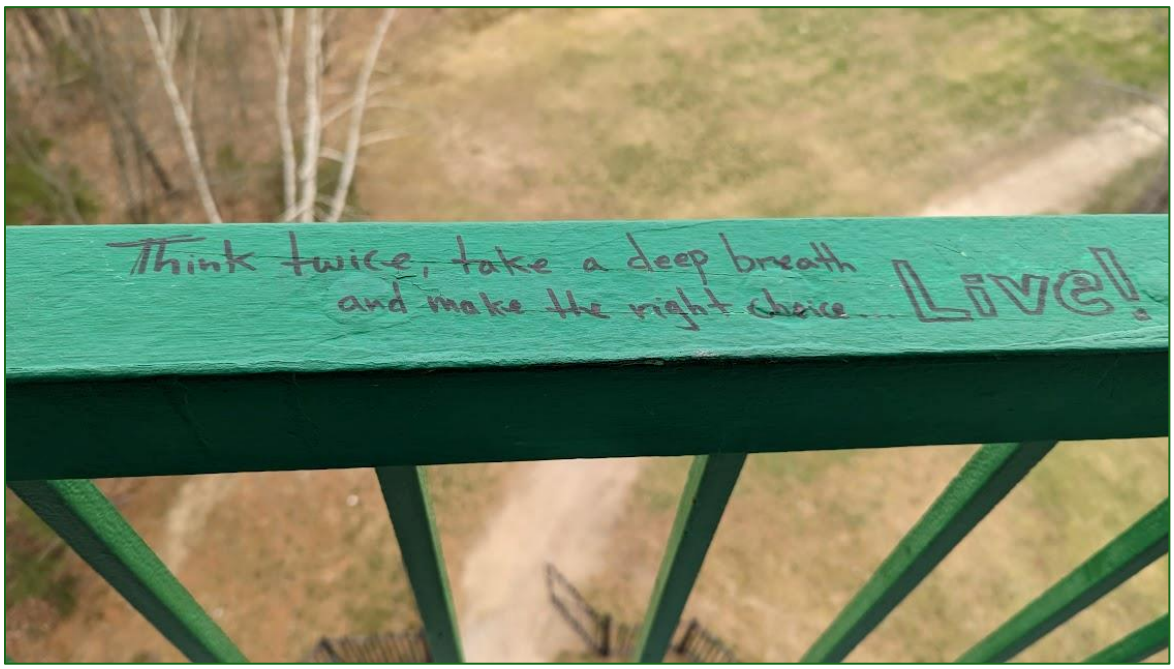


Figure 10: Additional anti-suicide messages at the Tower.

By adding signage and messaging to accomplish this same purpose, the city may be able to prevent some of the graffiti at the Tower.



Figure 11: Draft anti-suicide sign for the Garrison Hill Tower.

***Recommendation #6**: Design and install anti-suicide sign(s) on the Garrison Hill Tower.*

Zoning Regulations

Current zoning regulations for Dover's Central Business District state:

Zoning Regulations:

STREETSCAPE

(1) Sites within the CBD shall be developed so that BUILDINGs are placed at or near the STREET, along the outer edge of their sites and so as to ensure the unity of those STREETs. Furthermore, these standards establish an environment that encourages and facilitates pedestrian activity. The Dover Streetscape Standards will serve as a reference document for many of the elements below.

(2) General Principles and Intent

(a) The STREETSCAPE

(i) The STREET and BUILDING façade receives more attention than the rest of the BUILDING.

(ii) STREETSCAPE elements, such as pavers, benches and waste-bins must be consistent within a project and adjacent properties where these elements are present.

(iii) PUBLIC ART is encouraged.

(b) FRONTS AND REARS

(i) BUILDING facades are the public "face" of every BUILDING. Owners are encouraged to place planters and window boxes with flowering plants and/or climbing vines along the area in front of their BUILDINGs.

(ii) The private, REAR portions of the LOTs allow commercial operators to utilize these spaces as efficient working environments unseen by the public and allow residents to have private and semiprivate (for apartment and condominium BUILDINGs) OPEN SPACE.

Figure 12: Zoning Regulations

Given that the language around public art and green space (highlighted in Figure 12 above), is purely an encouragement and not a requirement, this encouragement should be broadened to all commercial buildings within Dover city limits.



Figure 13: Public art and greenery on ground level of The Orpheum.

***Recommendation #7**: Expand current zoning language around public art/greenery encouragement to all commercial buildings in the city.*

Figure 13 above shows the benefit of having public art and greenery on the ground level of downtown buildings; it does not provide a blank canvas to would-be graffiti artists and it is generally more attractive than a cement wall. Figure 14 below, taken of a building only a few feet away from Figure 13, has been tagged recently.



Figure 14: Graffiti on ground level of Central Ave building with "Complete Labor & Staffing" business.

Introducing stricter rules around blank space on buildings within the Central Business District will help to prevent vandalism by offering fewer canvasses for taggers while also beautifying the downtown area.

***Recommendation #8**: Amend zoning rules such that new buildings in the Central Business District be allowed to have no more than 4 feet of lateral blank space on the ground level, by covering that space with public art, greenery, or anything else approved by the Planning Department.*

Teen Center Mural Collaboration

Adding murals to the sides of buildings helps to reduce the likelihood of tagging and vandalism. For instance, Figure 15 below shows the benefit of having public art on a building that otherwise would be likely to experience vandalism.



Figure 15: Mural on the side of Earcraft on Central Avenue.

However, because most of the buildings in Dover that are likely to be tagged are privately owned, mandating or otherwise unilaterally adding murals is not feasible. However, the Dover Teen Center has expressed interest in painting murals in the city. By collaborating with Dover Main Street and the Chamber of Commerce, the Dover Police Department through the Teen Center will be able to acquire grants for painting murals and use downtown businesses as the canvas. This will also have the dual benefit of engaging teens in learning about the benefits of public art and the damage that vandalism causes.

***Recommendation #9**: Engage in an annual mural project through the Teen Center.*

CLEANUP AND MANAGEMENT

Because no individual method will be 100% effective, structures must be created and strategies enacted to ensure swift cleanup and proper management.

Structuralize Volunteer Cleanups

In September 2022, the Ad-Hoc Committee for Graffiti Management organized a cleanup of the Garrison Hill Tower. The event was a great success, and in the span of an afternoon, the entire structure was repainted in its hallmark green and gray.



Figure 16: A section of the top of Garrison Hill Tower, before and after cleaning.



Figure 17: Garrison Hill Tower, after being cleaned.

This cleanup was only possible because enough members of the community were committed to addressing the problem. Community Services does not have enough staff, time, and resources to conduct massive cleanups on a regular basis, but with help from the public and groups like the Girl Scouts that helped on that cleanup day, the problem becomes more manageable. By establishing a permanent standing Graffiti Management Committee for the purpose of coordinating more cleanup events, evaluating the success of graffiti management methods, and providing additional recommendations to the city as necessary, Dover can ensure it structuralizes the community investment in cleaning up graffiti.

***Recommendation #10**: Establish a permanent standing Graffiti Management Committee.*

The Graffiti Management Committee may need to coordinate with private property owners to coordinate cleanup activities in areas not owned by the City. For instance, at Willand Pond Park, where community members have flagged significant graffiti and vandalism incidents, property ownership is split between the city of Dover, the city of Somersworth, and with private property owners. If needed, volunteers will sign waivers provided by the City.

Graffiti Management Coordinator

Additionally, a dedicated municipal employee for graffiti management would ensure that cleanups are organized frequently, and that Community Services and the Police Department are properly coordinating. This Graffiti Management Coordinator, would, among other things, do the following:

- Organize community volunteer graffiti cleanup events at public city sites.
- Work with the Police Department to review security camera footage and otherwise assist with graffiti and vandalism incidents.
- Coordinate with the Planning Department and Recreation Department to develop and maintain public street art walls in the city.

Additionally, the Graffiti Management Coordinator would serve as the primary city liaison to the Graffiti Management Committee. A full proposed job description can be found in **Appendix C** of this report.

***Recommendation #11**: Create and hire for a new city Graffiti Management Coordinator position.*

Graffiti-Proof Coating and Cleanup

The Ad Hoc Committee for Graffiti Management had the opportunity to test numerous products for graffiti prevention and cleaning. Some proved significantly more effective than others.

Coating

In April 2023, the committee tested several options for graffiti-proof coatings on twelve different surfaces of varying materials such as wood, metal, concrete, and granite. According to the product details, these coatings, when applied to a surface, allow for any graffiti painted on top to be easy to wash away. Each surface had four separate sections, each with a different coating for the test:

- **Sacrificial:** The cheapest of the options, the sacrificial coating is designed for one use at a time; after the graffiti is wiped away, the coating would need to be reapplied.
- **Non-Sacrificial:** Slightly pricier than the sacrificial coating, this coating lasts for 5-10 years before a reapplication is necessary.
- **Premium Non-Sacrificial:** A significantly pricier version of the non-sacrificial coating.
- **Control (no coating):** No treatment.



Figure 18: Metal Post at Transportation Center after applying coatings (left), after spray painting (center), and after cleaning with soap and water (right).

However, though some sources online assert these products are effective, **no difference** was noticeable between any of the coatings and the control on any of the twelve surfaces tested. In some instances, the coatings made cleaning more difficult.

Cleaning

While the graffiti-proof coatings were wholly ineffective in allowing for easier graffiti cleaning, the committee found that Goof Off Graffiti Remover is incredibly effective, easy to use, and works very quickly. All remaining test graffiti was cleaned in minutes.



Figure 19: The same metal post as in Figure 18, mid-cleaning with Goof Off.



Figure 20: Sharpie graffiti found at the entrance to the Community Trail at the Transportation Center.



Figure 21: The same location as in Figure 20, after applying Goof Off and brushing for only a couple of seconds.



Figure 22: Graffiti on a rock at the entrance to the Community Trail at the Transportation Center. The top of the third and fourth characters were cleared with Goof Off.

***Recommendation #12**: Use Goof Off Graffiti Remover on surfaces to clean graffiti.*

Increasing Graffiti Reporting

Currently, instances of vandalism and tagging are under-reported in Dover. While Community Services will clean up graffiti when they can, these incidents need to be first reported. Additionally, to continue to monitor actual incidences of graffiti in Dover to evaluate the effectiveness of different management strategies, the city needs to have reliable data. To increase reports, signs should be added to city parks asking for additional reports of vandalism to be placed through the city's service request portal.



Figure 23: Draft graffiti reporting sign.



Figure 24: Potential location for graffiti reporting signs.

The QR code and link direct to the Service Request Portal on the Dover website.



Figure 25: Dover website homepage with Service Request Portal

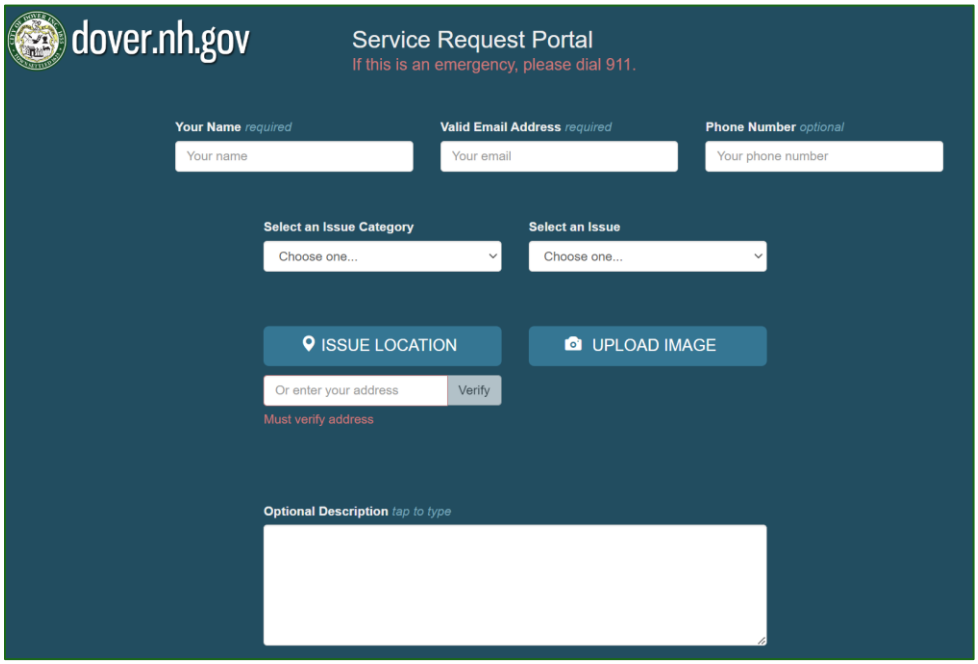


Figure 26: Service Request Portal

***Recommendation #13**: Place signs at city parks encouraging residents to report vandalism.*

APPENDIX

- **Appendix A**: Arts Commission Funding Request
- **Appendix B**: Draft Amended Security CIP Program
- **Appendix C**: Draft Graffiti Management Coordinator Description
- **Appendix D**: Reported Graffiti Locations, 2022
- **Appendix E**: Ad-Hoc Committee for Graffiti Management Motions
- **Appendix F**: Community Art Wall License Agreement

Appendix A: Arts Commission Funding Application

City Arts Grants

2022–2023 APPLICATION

For projects occurring between July 1, 2022 & June 30, 2023

Contact Information for Artist or Project Manager (for organizations and minors).

NAME:	Rick Mikulis
TITLE:	Chair
ORGANIZATION:	Ad-Hoc Committee for Graffiti Management
STREET ADDRESS:	40 Northfield Dr
CITY, STATE, ZIP:	Dover, NH 03820
PHONE:	443-546-0550
EMAIL:	rickmikulis@gmail.com
WEBSITE:	N/A

1. **If applicant is an organization, briefly describe your organization and its mission.**

   The Committee for Graffiti Management will meet regularly, as determined by the members, to review data and recommend to the City Council and City Manager an action plan outlining existing and new steps to be taken to work to manage the graffiti problem along the Community Trail and throughout the City. The Committee for Graffiti Management shall not have the authority to commit the City Council to any action or position, but instead will bring recommendations and reports to the City Council. Formation of this Committee will expire after two years unless renewed by the City Council.

2. **Project Title:** Public Street Art Walls

3. **Project Description (a written summary of your project may be attached):**

   One of the major recommendations of the Ad Hoc Committee for Graffiti Management is the establishment of several public street art walls in the city. The objective is to offer a sanctioned space for artists to practice their craft and display their work. So far, the committee has recommended that walls be created at the Skate Park, Garrison Hill Tower, and at Park Street Park. The committee has also recommended materials and dimensions for the walls.

4. **Project Start Date:** 5/1/2023 **Project End Date:** 9/1/2023

5. **Grant Request:** $ 1,000 **Total Project Budget:** $ 1,500

6. **This application represents** (please check only one):
   - [x] A first-time request in support of a new project
   - [ ] A first-time request in support of an existing project
   - [ ] A request for continued funding of an existing project

7. **Briefly describe your experience and qualifications relevant to the project for which you are seeking this grant. (Additional pages may be added.)**

   Because these walls will essentially be serving as blank canvasses for the city's artists to paint on, we are keeping the design simple and straightforward. As far as qualifications, the members of the committee, in working with Community Services and/or Recreation, should have sufficient experience to install the walls.

8. **Identify which city space (e.g. City Hall, McConnell Center, Henry Law Park, Dover Middle School, Dover High School, other) you intend to utilize for your project.**

   Optimistically, we are hoping $1,000 would support the installation of three walls, at the new Dover Skate Park, the Garrison Hill Tower, and at Park Street Park. If that amount of funding is only enough for two walls, we would prioritize the Tower and Park St.

9. **Describe the timeline of the project. Include planning and design time, installation & removal dates for artwork (if applicable), and if performance based, the run of show. (Additional pages may be added.)**

   Early Summer 2023: Install walls
   June 2023: Formally open walls to the public
   Each Spring: Paint over all art to offer fresh canvas

10. Explain the goal(s) and intended outcome(s) of the project. How will you know if they are achieved? (Additional pages may be added.)

The predominant goal is to encourage the city's artists to use these walls as an outlet to express creativity and practice their art. That will be measured by usage of the walls (square footage used by three months following installation).

Broadly, this is part of the Committee's overall goal of reducing illegal tagging and vandalism. The walls are being established in areas of high amounts of illegal graffiti - so if the tagging decreases in those areas, that would indicate the walls were successful.

11. Describe how the community will be involved in and/or impacted by your project. If you are involving other civic organizations in your project identify them and explain their role. (Additional pages may be added.)

We encourage any and all interested members of the community to come and express themselves through art on the walls. However, as is the case with all city property, hate speech and offensive content will not be tolerated.

12. Summarize your funding strategy. Is this project free to participants? If not, please define the fee structure for the participants.

If the funding award from the Arts Commission isn't large enough to fully support the project, we would likely ask the Recreation Department and/or Community Services for additional funding to finish installing the walls; or, come back to the Arts Commission for a supplemental ask. In the below budget, we are assuming a total project cost of $1,500, with $1,000 coming from this request.

Displaying art on the walls will be free.

13. Complete the Budget Worksheet below. Be sure to include your total project budget as well as the amount of grant funding requested. Income and Expenses must be equal.

Budget Worksheet
Double click on the table to open the spreadsheet and enter your data.

	Projected Cost	In-Kind Donations	Total
INCOME			
DAC City Arts Grant	1000	0	-
Admissions	0	0	-
Fees	0	0	-
Contributions	0	500	-
Applicant Cash	0	0	-
TOTAL PROJECT INCOME	1000	500	$ -
EXPENSES			
Artist fees	0	0	-
Technical Fees	0	0	-
Advertising	0	0	-
Supplies & Materials	1000	500	-
TOTAL PROJECT EXPENSES			$ -

14. Describe the marketing plan and any promotional activities that will support this project. (Additional pages may be added.)

We anticipate inviting members of the community to attend a grand opening and painting of the walls when they are installed this Summer, and each year the city will take pictures of the walls before they are cleared off to post to an official social media account.

SUPPLEMENTAL MATERIALS

16. As part of the application process, we'd like to see examples of your previous work. Please indicate how you will address this requirement by checking the applicable boxes below:

- ☐ You can view my work online at:
- ☐ I will attach copies of my work (in JPG, PNG, or PDF format) when I submit this application.

17. In addition to this grant application, a completed Public Art Installation Application is required. Please be sure to include it.

18. Please provide contact information for three professional and/or academic references:

	REFERENCE #1	REFERENCE #2	REFERENCE #3
NAME:	Alex Mitrushi	Erin Bassegio	Gary Bannon
RELATIONSHIP:	DPD Liaison	Planning Dept Liaison	Recreation Director
PHONE:	603-516-6122	603-516-6008	603-516-6410

APPLICATION CHECKLIST

Please review the list below to ensure that your grant application is complete and contains all required supplemental materials:

- ☒ Answers to Narrative Questions
- ☒ Completed Budget Worksheet
- ☒ Work Samples (in JPG or PDF format) or a link to an Online Portfolio
- ☒ Completed Public Art Installation Application
- ☒ Three References

City Arts Grants

2022–2023 APPLICATION

For projects occurring between July 1, 2022 & June 30, 2023

DOVER ARTS COMMISSION

AGREEMENT TO GRANT TERMS

By signing this application form, the applicant hereby indicates agreement with the following terms and conditions:

1. The information contained in this application and in any attachments is true and correct to the best of my knowledge.
2. A **final grant report** must be submitted to the Dover Arts Commission by the due date specified in the grant award letter.
3. Grant recipients must participate in at least one **community event** hosted by the City of Dover. A member of the Dover Arts Commission will contact the recipient to discuss specifics related to participation.
4. The organization must publicly recognize the support of the City of Dover by prominently featuring the Dover Arts Commission logo in the project marketing materials.
5. Any funds received as a result of this application will be used only for the purpose specified in the award letter.
6. Any funds received as a result of this application will be expended within 12 months of the payment date. At the end of this period, any unexpended grant funds will be returned to the City of Dover, or a written request for an extension of time will be submitted to the Dover Arts Commission for approval.

Rick Mikulis	Chair
Applicant's Name (*please print*)	**Title**
Rick Mikulis	4/3/2023
Applicant's Signature	**Date**

FOR INTERNAL USE ONLY	Arts Commission	City Council
Date Received:		
Date Reviewed:		
Status:	O Approved O Denied	O Approved O Denied
Amount Awarded:	$	

2. Category: Police	3. Priority: High
4. Location: 271 Mast Road	5. Purpose of Project Request: Equipment: Increased Safety

6. Master Plan Chapter, Section and page #:
Community Facilities

7. Project History (Previous CIP Year or connection to other projects):
FY21$123,418
FY22$105,000
FY23 $

8. Description (including incorporating Resiliency):

This project will build out and extend infrastructure related to public safety that will enhance the safety of the community and protect city property. Specifically, this program will fund security enhancements such as surveillance cameras and security lighting at city recreational and transportation locations. Furthermore, annually the funding will allow for the manageable replacement and repair of components of the system to safeguard against the likelihood of extreme repair/replacement costs.



9. Criteria: *Useful Life: 10 Years*	Meets
Protects health and Safety of employees/community	X
Significantly improves the efficiency of existing services	X
Preserves a previous capital investment made by the City	X
Reduces future operating costs	X
Increases future operating revenues:	
Supports efforts to promote economic vitality	X
Supports efforts to promote a high quality of life	X
Supports climate change resiliency	
Responds to a Federal or State requirement	
PCI # or Consequence of Failure #	
Consistent with Dept. Strategic Plan	X

10. Cost (Years 2 – 6 use an inflationary factor of 4%)

10A. Recommended Sources of Financing

BUDGET FY	TOTAL (Interest cost not included)	COST ELEMENT	PRINCIPAL	SECONDARY
Program year FY 2024	$100,000 $100,000	Machinery and Equipment	Operating Budget	Reserve Financing
Program year FY 2025	$100,000 $120,000	Machinery and Equipment	Operating Budget	Reserve Financing
Program year FY 2026	$100,000 $140,000	Machinery and Equipment	Operating Budget	Reserve Financing
Program year FY 2027	$100,000 $160,000	Machinery and Equipment	Operating Budget	Reserve Financing
Program year FY 2028	$100,000 $180,000	Machinery and Equipment	Operating Budget	Reserve Financing
Program year FY 2029	$100,000 $200,000	Machinery and Equipment	Operating Budget	Reserve Financing
TOTAL SIX YEARS	$600,000 $900,000	Note: Public Safety Impact Fees will be used when adding new capacity.		
After Sixth Year	$100,000 $200,000	10B. Source of Cost Estimate: Vendor		

Appendix C: Draft Graffiti Management Coordinator Position Description

##-### Graffiti Management Coordinator

Dover, New Hampshire, United States · Community Services · Part time · ##-###

Description

The Community Services Department is seeking a responsible individual to coordinate graffiti management in the city, including the cleanup of graffiti and the promotion of sanctioned street art. Coordinates across city departments such as the Police Department, Recreation Department, and Community Services department, as well as with community groups and the public.

This is a part-time position, hours may vary. $##.## to $##.## per hour. Position is open until filled.

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

- Organizes community volunteer graffiti cleanup events at public city sites.
- Compiles reports of graffiti incidents from the Police Department, the Community Services Department, and from any other sources as necessary.
- Works with the Police Department to review security camera footage and otherwise assist with graffiti and vandalism incidents.
- Coordinates with the Planning Department and Recreation Department to develop and maintain public street art walls in the city.
- Coordinates with community groups and city departments to develop new public murals and art installations and restore or improve existing murals and installations.
- Responds to local citizens inquiring about graffiti incidents and cleanup requests.
- Attends meetings of the Graffiti Management Committee, and meetings of other city boards and committees as necessary.
- Cleans graffiti and treats surfaces as applicable to prevent additional graffiti.
- Performs other related duties as required.

Requirements

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Demonstrates oral and written communication skills. Ability to follow oral and written orders, directions and instructions, and abides by the rules and regulations of the department. Ability to lead and instruct others in techniques and methods used in various work activities. Ability to write reports

and maintain accurate records. Ability to establish and maintain effective working relationships with city employees, other agencies and the general public.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Minimum qualifications include Bachelor’s Degree in a related field or any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Valid motor vehicle operator license.

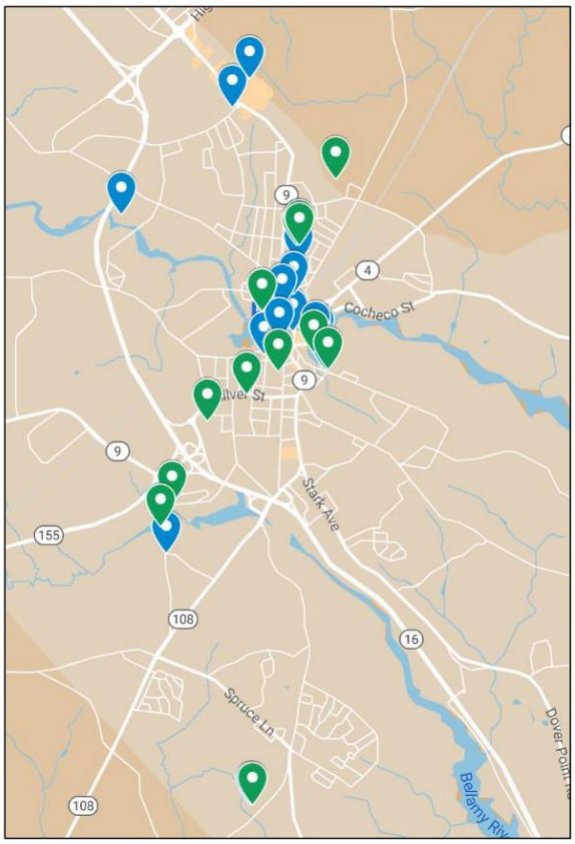
Benefits

Benefits associated with part-time employment.

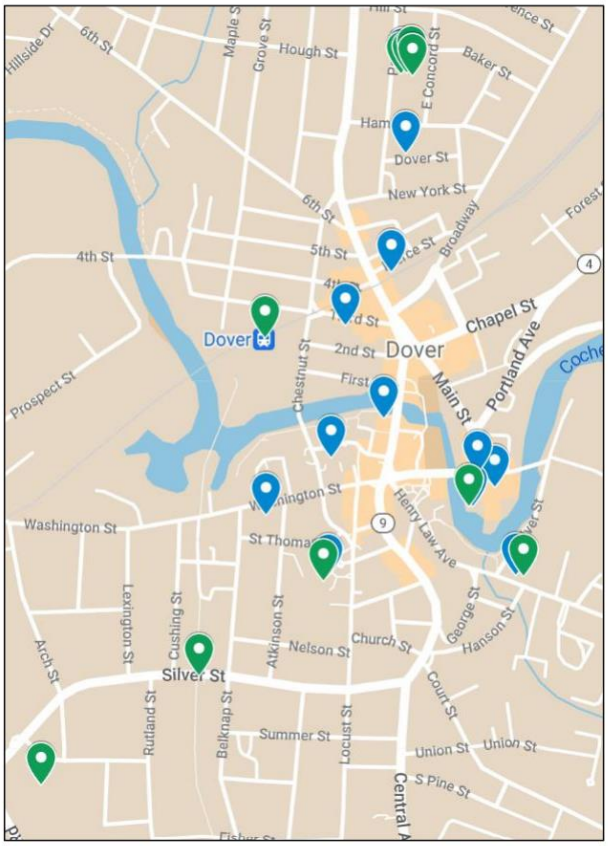
Appendix D: Reported Graffiti Locations, 2022

Dover Police Department (blue) and Community Services (green) reported graffiti incidents 2022 January - October

All reports:



Zoomed in to show downtown:



Appendix E: Committee Motions

Mtg #	Date	Motion	Moved By	Second	Vote
1	11/18/2021	Electing Rick Mikulis as Chair	Rick	Patrick	Unanimous
		Electing Patrick Manning as Vice Chair	Patrick	Rick	Unanimous
		Adjourn	Patrick	Steve	Unanimous
DECEMBER 2021 MEETING CANCELLED					
2	1/24/2022	Electing Darren Tapp as Recording Secretary	Patrick	Jacqueline	Unanimous
		Adjourn	Patrick	Steve	Unanimous
3	2/28/2022	Approve Minutes from November 18, 2021	Patrick	Marguerite	Unanimous
		Approve Minutes from January 24, 2022, with amendment	Martin	Patrick	Unanimous
		Adjourn	Patrick	Martin	Unanimous
MARCH 2022 MEETING CANCELLED					
4	4/25/2022	Approve Minutes from February 28, 2022, with amendment	Inge	Darren	Unanimous
		Approve Committee Operating Rules	Martin	Darren	Unanimous
		Establish Cleanup Team Proposal Subcommittee	Darren	Martin	Unanimous
		Adjourn	Martin	Bobbie	Unanimous
5	5/23/2022	Approve Minutes from April 25, 2022	Martin	Martin	Unanimous
		Approve Cleanup Subcommittee Rules	Darren	Patrick	Unanimous
		Give the Community Trail Committee consent to proceed with logistics in creating a designated graffiti wall pending Community Trail Committee, arts commission, and city approvals	Patrick	Steve	Unanimous
		Adjourn	Patrick	Steve	Unanimous
6	6/27/2022	Approve Minutes from May 23, 2022	Patrick	Linnea	Unanimous
		Approve updated Committee Operating Rules	Patrick	Bobbie	Unanimous
		Support the establishment of a graffiti wall at the new skate park within Phase 1	*Darren*		*Motion withdrawn*
		Adjourn	Patrick	Nate	Unanimous
JULY 2022 MEETING CANCELLED					
7	8/22/2022	Adjourn	Patrick	Marguerite	Unanimous
8	9/26/2022	Approve Minutes from June 27, 2022	Patrick	Bobbie	Unanimous
		Approve Minutes from August 22, 2022	Patrick	Jacqueline	Unanimous
		Recommend to the city that signs be placed at city parks encouraging residents to report vandalism, provided that the design be approved by the Planning Department first	Patrick	Bobbie	Unanimous
		Adjourn	Patrick	Marguerite	Unanimous
9	10/24/2022	Approve Minutes from September 26, 2022	Jacqueline	Patrick	Unanimous
		Urge the Planning Department to design and install anti-suicide sign(s) on the Garrison Hill Tower	Jacqueline	Patrick	Unanimous
		Adjourn	Patrick	Bobbie	Unanimous
10	11/28/2022	Electing Rick Mikulis as Chair	Jacqueline	Steve	Unanimous
		Electing Patrick Manning as Vice Chair	Steve	Cliff	Unanimous
		Electing Jacqueline Finnerty as Secretary	Bobbie	Patrick	Unanimous
		Approve Minutes from October 24, 2022	Patrick	Cliff	Unanimous
		Recommend graffiti walls be three 4ftx8ft planks of OSB plywood, sanded and primed, with 6ft pine posts as a frame	Patrick	Bobbie	Unanimous
		Recommend adding a sign to the side of the graffiti walls encouraging street artists to express themselves, but prohibiting hateful or obscene language/symbols	Steve	Cliff	Unanimous
		Recommend that new buildings in the Central Business District have no more than 4ft of lateral blank space on the ground level, by covering with public art, greenery, or anything else approved by the Planning Department	Jacqueline	Patrick	Unanimous

		Recommend expanding current planning department language to all commercial buildings in the city	Patrick	Cliff	Unanimous
		Adjourn	Patrick	Bobbie	Unanimous
DECEMBER 2022 MEETING CANCELLED					
JANUARY 2023 MEETING CANCELLED					
11	2/27/2023	Approve Minutes from November 28, 2022	Cliff	Patrick	Unanimous
		Recommend supporting the installation of a public graffiti wall at Garrison Hill Tower	Patrick	Cliff	Unanimous
		Recommend supporting the installation of a public graffiti wall at Park Street Park	Kim	Patrick	Unanimous
		Recommend supporting the installation of a public graffiti wall at the skate park	Patrick	Bobbie	Unanimous
		Adjourn	Patrick	Bobbie	Unanimous
12	3/27/2023	Approve Minutes from February 27, 2023	Patrick	Linnea	Unanimous
		Request $1,000 from the Arts Commission for three graffiti walls	Patrick	Kim	Unanimous
		Encourage the city to engage in an annual mural project through the Teen Center	Bobbie	Kim	Unanimous
		Recommend establishing a permanent standing Graffiti Management Committee	Patrick	Bobbie	Unanimous
		Recommend hiring a new city Graffiti Management Coordinator	Jacqueline	Steve	Unanimous
		Adjourn	Jacqueline	Steve	Unanimous
13	4/24/2023	Approve Minutes from March 27, 2023	Patrick	Marguerite	Unanimous
		Encourage the city to use Goof Off Graffiti Remover on surfaces to clean graffiti	Patrick	Bobbie	Unanimous
		Recommend that the public safety communications/security improvements project in the CIP be scaled up to $200,000 annually by FY29	Patrick	Marguerite	Unanimous
		Endorse the draft Community Wall License Agreement	Jacqueline	Patrick	Unanimous
		Support the full Ad-Hoc Committee for Graffiti Management final report, as amended, and make all recommendations contained therein to the City Council	Rick	Jacqueline	Unanimous
		Adjourn	Patrick	Steve	Unanimous

Appendix F: Community Art Wall License Agreement

THIS COMMUNITY ART WALL LICENSE AGREEMENT ("Agreement") is made as of the date executed by all parties below, by and between Belknap Apartments, LLC of 35 Third Street, Dover, NH 03820, New Hampshire 03820, (hereinafter referred to as "Licensor"), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire 03820 (hereinafter referred to as "City"). For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

WHEREAS: Grantor owns and manages real property at 12 1-4 Folsom St, Dover, NH (Tax Map I, Lot 89) upon which there is an existing metal utility building that directly abuts the Dover Community Trail ("Building"); and

WHEREAS: One of the Building's wall faces the Dover Community Trail as shown in Exhibit A ("Wall"), the exterior/façade of which the City has requested be made available as a permitted area for public graffiti art, as part of the City's efforts to mitigate and address graffiti; and

WHEREAS: Licensor has agreed to allow the public use of the exterior of the Building's Wall for purposes of a public graffiti art program, to be administered by the City (or a fixed mural, at the City's election).

NOW THEREFORE, the undersigned parties, for good and valuable consideration acknowledged by all parties, agree as follows:

1. **Definitions.** For purposes of this Agreement, the following terms have the following meanings:
    i. "Graffiti": the term graffiti shall mean creative and/or expressive writings and/or drawings painted or sprayed on a public wall surface.
    ii. "Temporary": the term temporary shall mean lasting for only a limited period of time and transitory in duration
2. **Grant of License.** The City is hereby granted a revocable license to install plywood (at the City's sole cost) on the Building Wall, and develop and implement a program permitting members of the public to use the Building's Wall for purposes of applying and re-applying temporary graffiti art from time to time. This license is in no way intended to authorize or permit *permanent* graffiti art by any public user. At the City's election, the City may at any point this Agreement is in

effect choose to uninstall the plywood and convert the Building's Wall to a fixed mural, at the City's sole cost.

3. **Release of Property Rights in Temporary Graffiti.** The City shall have complete discretion and permission to periodically remove and/or paint over any and all graffiti so as to allow continual use of the Building's Wall for public graffiti art. Licensor hereby irrevocably waives and releases any claim, right, copyright, moral right, or other right it has, may have, or may hereinafter have in the graffiti art placed on the Building's Wall from time to time. The City shall post a notice in front of the Building Wall advising users (i) that the scope of permission given to users to apply graffiti is strictly limited to temporary graffiti art with no expectation of any particular duration or permanency, (ii) that all users will be deemed to have irrevocably waived and released any common law or statutory claim of right, copyright, moral right, or other right it has or may have in said temporary graffiti, including but not limited to any and all rights set forth in the Visual Artists Rights Act ("VARA"), 17 U.S.C § 106A together with all rights and enumerated in 17 U.S.C. § 106A(a), and that by signing their graffiti work on the Building Wall they are also signing and agreeing to this waiver and release.
4. **Term.** This Agreement is and shall remain in place until terminated by either party in accordance with Section 8 of this Agreement.
5. **Fee.** No fee shall be due to the Licensor.
6. **Maintenance.** Licensor is and shall remain fully responsible for the structural maintenance and upkeep of the Wall and the Building. The City or its contractor(s) or volunteer(s) may periodically paint or refresh the exterior portion of the Wall, at the City's convenience.
7. **Assignment.** The City shall not assign any rights in this Agreement without Licensor's written consent.
8. **Default/Termination.** Except in the event the City converts the Building's Wall to a fixed mural, either party may terminate this Agreement at any time, for cause, convenience, or any reason, in which case terminations for cause shall become effective immediately upon written notice to the User, and terminations for any other reason shall become effective upon thirty days' prior written notice to the other party. In the event the City converts the Building's Wall indefinitely and may only be changed or removed with the City's written consent, not to be unreasonably withheld.
9. **Laws Governing.** The parties agree that the laws of the State of New Hampshire will govern all disputes arising out of or in relation to this Agreement and determine all rights hereunder.
10. **Relationship of Parties.** The City is in all respects an independent contractor and is neither an agent nor an employee, partner, joint venturer of the Licensor. Nothing within this Agreement shall be construed to: (i) give either party the power to direct and control the day-to-day activities of the other, (ii) allow either party to bind, create or assume any obligation on behalf of the other party for any purpose whatsoever.

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

CITY OF DOVER

Resolution Number: **R - 2023.05.24 – 084**
Resolution Re: Formation of Ad Hoc Committee to Address Community Housing Needs

WHEREAS: Recent US Census data and subsequent analysis conducted by New Hampshire Housing and Strafford Regional Planning Commission indicate that Dover's population growth is outpacing the supply of available housing; and

WHEREAS: Market conditions and a lack of inventory have resulted in significant increases to average purchase prices and rents, 42% and 36% respectively, over the last five years; and

WHEREAS: Public feedback received during the Master Plan's Vision Chapter update revealed widespread concern about the availability, affordability, and attainability of housing options for residents of varied incomes, abilities, and ages; and

WHEREAS: The Council has adopted goals to support Inclusion, Civic Engagement, Community Engagement, Resiliency, and Diverse Housing; and

WHEREAS: By this resolution, an ad-hoc advisory committee, to be called the Committee to Address Community Housing Needs, is created in order to investigate, study, and identify and make recommendations to the City Council to better meet the housing needs of the City and its residents.

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

A Committee to Address Community Housing Needs is hereby established and will be an ad-hoc, advisory committee to the City Council composed of nine members as follows:

(a) One City Councilor recommended by the Mayor and ratified by the City Council;
(b) One member of the Planning Board recommended by the City Council's appointments committee and ratified by City Council;
(c) The Executive Director, or designee, of the Dover Housing Authority;
(d) The Executive Director, or designee, of the Community Action Partnership of Strafford County;
(e) One real estate developer in Dover recommended by the City Council's appointments committee and ratified by City Council;
(f) One business owner or representative recommended by the City Council's appointments committee and ratified by City Council;
(g) One landlord or property manager in Dover recommended by the City Council's appointments committee and ratified by City Council;
(h) One residential property owner in Dover recommended by the City Council's appointments committee and ratified by City Council;
(i) One citizen at large representative of Dover's renter population recommended by the City Council's appointments committee and ratified by City Council;

AND, FURTHER BE IT RESOLVED THAT:

The Committee to Address Community Housing Needs will meet regularly, as deemed advisable, to assist the City Council with reviewing data, options, and other information, and ultimately will recommend long-term strategies to City Council and City Manager to encourage and incentivize thoughtful development for residents of all incomes, ages, and abilities.

AND, FURTHER BE IT RESOLVED THAT:

The Committee to Address Community Housing Needs shall author and submit a final, written report to City Council no later than September 30, 2024, summarizing its findings, potential solutions, and the Committee's ultimate recommendations.

AND, FURTHER BE IT RESOLVED THAT:

The Committee to Address Community Housing Needs shall adopt rules to be approved by the City Council and elect a Chair and Vice Chair from its membership; 5 members of the Committee shall constitute a quorum, and the Committee to Address Community Housing Needs shall determine an appropriate meeting schedule.

AND, FURTHER BE IT RESOLVED THAT:

The Committee to Address Community Housing Needs is established for a period ending September 30, 2024 and may be extended by further act of the City Council, barring which the Committee to Address Community Housing Needs shall automatically lapse and cease to exist.

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 - 2023.05.24 – 084**
Resolution Re: Formation of Ad Hoc Committee to Address Community Housing Needs

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The Strafford Regional Planning Commission's Housing Needs Assessment concludes that the region's population is both growing and aging while average household sizes are shrinking. These trends, coupled with an already limited supply, are driving up the costs of housing for both owners and renters, with a particularly significant impact to low-wage earners, older adults, disabled persons, and those receiving public assistance. https://strafford.org/uploads/documents/plans/rpc/RHNA_2023.pdf

On April 27, 2022 the City Council adopted Seven Goals, four of which are directly supported by the establishment of a Housing Committee: Goal #1 – Our City is Inclusive and Welcoming, Goal #2 – Our City Volunteers are Engaged, Goal #5 – Our City's Residents are Engaged, and Goal #7 – Our City is Diverse and Attainable.
https://www.dover.nh.gov/Assets/government/boards-commissions/city-council/document/Council%20Goals%2022.pdf

By statute, the City of Dover is obligated to provide "reasonable and realistic" opportunities for the development of workforce housing, *see* RSA 674:58 to :61, and may utilize innovative land use controls as defined in RSA 674:21 to incentivize same. These statutes define "workforce housing" as follows:

> IV. " Workforce housing " means housing which is intended for sale and which is affordable to a household with an income of no more than 100 percent of the median income for a 4-person household for the metropolitan area or county in which the housing is located as published annually by the United States Department of Housing and Urban Development. " Workforce housing " also means rental housing which is affordable to a household with an income of no more than 60 percent of the median income for a 3-person household for the metropolitan area or county in which the housing is located as published annually by the United States Department of Housing and Urban Development. Housing developments that exclude minor children from more than 20 percent of the units, or in which more than 50 percent of the dwelling units have fewer than two bedrooms, shall not constitute workforce housing for the purposes of this subdivision.

RSA 674:58, IV.

The application for grant funds from InvestNH awarded to the City on October 14, 2022, includes the establishment of an Attainable Housing Steering Committee as a deliverable of the proposed Community Engagement Plan.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2023-05.24 – 085**
Resolution Re: B23069 Court Street Emergency Sewer Project

WHEREAS: A Sealed Request for Bid #B23069 was solicited and received on May 4th, 2023 at 2:00 PM for qualified contractors to install a sewer line along a section of Court Street Sewer; and

WHEREAS: Three (3) bid responses were received, in addition to one non-compliant bidder, and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. It is the recommendation by the Purchasing and Finance Departments, to award to D&C Construction Company of Weymouth, MA for a total projected amount of $202,100.00. Vendor previously worked for the City for the Spur Road Reconstruction project; 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 D&C Construction Company of Weymouth, MA, given the rates provided in conjunction with Bid #B23069 in the projected amount not to exceed $202,100.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Account	Description	FY23 Appropriation	Balance	Charge
5320.1.300.43250.4757.04530.19	Sewer Main Replacement	97,183.00	84,387.91	75,387.91
5320.1.300.43250.4757.04530.20	Sewer Main Replacement	2,104.69	2,104.69	604.69
5320.1.300.43250.4757.04530.21	Sewer Main Replacement	47,154.01	7,482.05	732.05
5320.1.300.43250.4757.04530.22	Sewer Main Replacement	151,900.00	82,493.35	24,743.35
5320.1.300.43250.4757.04530.23	Sewer Main Replacement	123,161.21	44,189.11	44,189.11
5320.1.300.43250.4757.04530.24	Sewer Main Replacement	168,730.00	168,730.00	56,442.89
TOTAL				**202,100.00**

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

Sponsored by: Mayor Robert Carrier, By Request

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

Recorded by: Susan Mistretta, City Clerk

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2023-05.24 – 085**
Resolution Re: B23069 Court Street Emergency Sewer Project

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2023-05.24 – 085**
Resolution Re: B23069 Court Street Emergency Sewer Project

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested pricing to install approximately 1,200 linear feet of new 8-inch, SDR 35 gravity sewer along a section of Court Street. The City discovered that the existing gravity sewer had experienced sections of collapse, and is beyond repair. The City had planned on completing the emergency repair with its own crews and equipment, and as such, had pre-purchased all pipe, fittings, concrete structures, frames & grates. But the scope of work was deemed too substantial, and would significantly impact the Utilities crew from keeping up with other required maintenance items, so an RFP was issued for the actual installation of the new sewer line.

The new sewer line will be installed directly over the location of the existing, collapsed line. The current line is almost 20 feet deep in some areas, and the new gravity line does not require such deep installation. The Contractor will be responsible for coring through the existing sewer manhole structures and setting the new SDR-35 pipe concentrically within the cores. Core diameters should provide at least 2 inches of space on all sides of the pipe. Once the new sewer line is tested and accepted for service, the City will come back and use some type of flowable fill or other material to fill the old manhole structures. The City will also remove and abandon the old manhole structures, as may be applicable.

This sewer work was deemed urgent, and is not tied to the larger reconstruction project for Court Street. That project is scheduled to go out to bid later this summer, and the reconstruction work might not commence until spring of 2024. The current collapse of the sewer line risks potential back-ups if not addressed soon.

The City will work with the contractor to keep sewer service flowing and operational during construction.

Award Information:

A purchase order will be issued to D&C Construction to authorize expenditures as outlined in this resolution.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2023-05.24 – 085**
Resolution Re: B23069 Court Street Emergency Sewer Project

Purchasing Information:

Type:	Purchase Order	**Advertised:**	Yes
Invitations emailed:	537	**Number of Responses:**	3 (and one non-compliant reply)
Warranty:	N/A	**Terms:**	Net 30, FOB Dover
Work Bonded:	Yes	**Contract:**	Yes
Prices will hold for:	September 1, 2023	**Estimated Delivery:**	ASAP
Recommended Award to:	D&C Construction Company	**Fund:**	Sewer
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.

B23069 Bid Documents

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2023.05.24 – 086**

Resolution Re: Authorization to Accept and Expend the InvestNH Municipal Demolition Grant from NH Department of Business and Economic Affairs

WHEREAS: The City has received notice from the NH Department of Business and Economic Affairs (BEA) of and award of the InvestNH Municipal Demolition Grant in the amount of $138,760.00 for the purpose of funding municipalities for demolition of vacant or dilapidated buildings as part of larger community revitalization strategies that will positively impact the current housing shortage in New Hampshire; and

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

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

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

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
TBD	InvestNH Municipal Demolition Grant	138,760.00	138,760.00

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

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2023.05.24 – 086**
Resolution Re: Authorization to Accept and Expend the InvestNH Municipal Demolition Grant from NH Department of Business and Economic Affairs

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

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

NH Business and Economic Affair's InvestNH program had an option for municipalities to apply for funding towards demolishing vacant or dilapidated buildings to increase the housing supply. Dover Coast, LLC asked the Planning Department to apply for their buildings at 725-727 Central Ave and 4 Brick Road. The applicant went through the Planning Board process and received site plan approval for a new building on Central to have 14 2-bedroom units with associated parking and the home at 10 Brick to become a duplex with a parking lot to serve both buildings. The applicant also has received the demolition permits from Inspection Services.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2023.05.24 – 087**
Resolution Re: FY2023 Transfer of Appropriation – General Fund City Departments

WHEREAS: The City Council adopted the FY2023 Budget on May 4, 2022; and

WHEREAS: Some non-school departments have incurred expenditures not originally anticipated as part of the budget; and

WHEREAS: Unspent appropriations exist within some non-school department accounts; and

WHEREAS: A transfer of appropriations is necessary to cover the expenditures not originally anticipated in the department budgets; and

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

Pursuant to C6-8 of the City Charter, the City Manager is authorized to transfer unspent FY2023 appropriations as deemed necessary between non-school departments within the General Fund to cover these unanticipated expenditures.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

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

Recorded by: Susan M. Mistretta, City Clerk

Sponsored by: Mayor Robert Carrier, By Request

CITY OF DOVER	CITY OF DOVER - RESOLUTION
	Agenda Item#: 13.B.4.
	Resolution Number: **R – 2023.05.24 – 087**
	Resolution Re: FY2023 Transfer of Appropriation – General Fund City Departments

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:
There are certain departments and divisions within the General Fund that are anticipated to exceed the appropriations and others that will have remaining appropriations. This resolution allows the City Manager to move appropriations between departments in order to cover needed unanticipated expenditures.

The following areas have, or are projected to have, a need for appropriations:

Department	**Projected Shortfall**
Misc. General Government	**$44,241**
City Departments Total:	**$44,241**

The above areas have a need for appropriations based on current actual expenditures, as well as, estimates of expenditures for the remaining portion of the fiscal year. These areas have been identified because there is currently a need for appropriations.

This resolution does not increase appropriations.

Miscellaneous General Government function has an estimated shortfall of $44,241 due to compensated absences payments for eleven employee retirements during the year that were not anticipated at the time of the FY2023 budget adoption.

The estimated shortfall is anticipated to be covered by position vacancy savings in the Police department portion of the General Fund budget.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2023.05.24 – 088**

Resolution Re: FY2023 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

WHEREAS: The City Council has adopted the creation of Special Revenue Funds to account for specific sources of revenue and account for the expenditure of those revenues for said purpose; and

WHEREAS: On an annual basis the City Council adopts the City's six-year Capital Improvements Plan and in conjunction adopts appropriations for projects to be debt financed or reserved financed, with a capital project fund being created for each annual adoption of appropriations; and

WHEREAS: Due to extraordinary circumstances certain Special Revenue Funds have an existing fund deficit; and upon completion of projects within certain Capital Project funds anticipated revenues are actually less than planned resulting in fund deficits; and

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

To address the following Special Revenue and Capital Project Funds existing and projected Fiscal Year 2023 fund deficits, the following amounts are to be transferred from General Fund Unassigned Fund Balance.

			Transfer
		Fund	From
Fund	Description	Deficit	General Fund
3415	Recreation Field Maintenance Fund	(14,746)	14,746
4320	Tolend Road Landfill Closure Fund	(276,782)	276,782
	Total Transfer to Capital Project Funds		291,528

AND FURTHER BE IT RESOLVED:

The following Special Revenue Funds and Capital Projects Funds will be closed out as of June 30, 2023:

Fund	Description
3415	Recreation Field Maintenance Fund

Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2023.05.24 – 088**
Resolution Re: FY2023 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

Sponsored by: Mayor Robert Carrier, By Request

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

Recorded by: Susan M. Mistretta, City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2023.05.24 – 088**

Resolution Re: FY2023 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

RESOLUTION BACKGROUND MATERIAL:

The Tolend Road Landfill Fund was established by City Council to track the expenditures incurred for closure and post closure maintenance of the former landfill. The City debt financed the closure costs and post closure costs had been debt financed as well. Starting in FY2017 the City began financing post closure costs through annual operating budget transfers into the Tolend Road Landfill Fund.

Upon EPA completing the Five Year Review of the landfill post closure operations, recommendations for additional work at the former landfill including the Eastern Plume, and additional work for the Southern Plume were issued by EPA. Two new contaminants are a national concern for EPA and sampling is being required for these contaminants in the landfill and in the two extended plumes. The FY2023 City operating budget reflected an annual operating budget transfer of $529,044 to the Tolend Road Landfill Fund to finance the estimated annual operations and maintenance costs. However, cost increases in FY2023 resulted in the Tolend Road Landfill fund deficit for FY2023. The annual operations and maintenance costs are $805,826 in FY2023 for the City's obligations. This results in a fund deficit of $276,782.

On September 9, 1998 the City Council created the Recreation Field Maintenance Fund as a Special Revenue Fund to account for the receipt of revenues from the sale of gravel funds from the City owned gravel deposits on Mast Road. The Recreation Field Maintenance Fund received 10% of the gravel sale revenue and 90% of the gravel sale revenue went to the Recreation Field Construction Fund.

The Recreation Field Maintenance Fund has a fund deficit of $14,746. The Fund can be dissolved as the City no longer sells gravel deposits from Mast Road parcel. The City last receipted revenues from the sale of gravel deposit in fiscal year 2016. All the sale of gravel deposit revenue received into the Recreation Field Maintenance Fund has been expended.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2023.05.24 – 089**
Resolution Re: Dissolution of Certain Special Revenue Funds and Capital Project Funds into the General Fund

WHEREAS: On an annual basis the City Council adopts the City's six-year Capital Improvements Plan and in conjunction adopts appropriations for projects to be debt financed or reserved financed; and

WHEREAS: On an annual basis a Capital Project fund is being created for each annual adoption of appropriations; and

WHEREAS: Due to extraordinary circumstances certain Capital Project Funds have an existing fund balance and upon completion of projects within certain Capital Project funds revenues are actually greater than expenditures resulting in fund balances; and

WHEREAS: City Council has adopted various Special Revenue Funds to account for specific sources of revenues and the expenditure of those revenues; and

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

The following Special Revenue Funds and Capital Project Funds, with fund balances, are hereby dissolved and will be closed out into the General Fund as of June 30, 2023.

			Transfer
		Fund	Into
Fund	Description	Balance	General Fund
4510	Recreation Field Construction Fund	2,612	2,612
	Total Transfer to General Fund		2,612

AND FURTHER BE IT RESOLVED:

The following Capital Projects Funds will be closed out as of June 30, 2023:

Fund	Description	
4014	Capital Improvements Projects Fund FY2014	

Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2023.05.24 – 089**
Resolution Re: Dissolution of Certain Special Revenue Funds and Capital Project Funds into the General Fund

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director
Sponsored by: Mayor Robert Carrier, By Request

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

Recorded by: Susan M. Mistretta, City Clerk

DOCUMENT HISTORY:

First Reading Date:	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.6.

Resolution Number: **R – 2023.05.24 – 089**
Resolution Re: Dissolution of Certain Special Revenue Funds and Capital Project Funds into the General Fund

RESOLUTION BACKGROUND MATERIAL:

On September 9, 1998 the City Council created the Recreation Field Construction Fund as a Special Revenue Fund to account for the receipt of revenues from the sale of gravel funds from the City owned gravel deposits on Mast Road. The Recreation Field Construction Fund received 90% of the gravel sale revenue and 10% of the gravel sale revenue went to the Recreation Field Maintenance Fund.

The Recreation Field Construction Fund has a fund balance of $2,612. The Fund can be dissolved as the City no longer sells gravel deposits from Mast Road parcel. The City last receipted revenues from the sale of gravel deposit in fiscal year 2016. All but $2,612 of the sale of gravel deposit revenue received into the Recreation Field Construction Fund has been expended.

A Capital Improvements Project fund is created to account for the appropriations adopted on an annual basis as part of the Capital Improvements Plan. This annual fund is put in place to account for appropriations to be debt or reserve financed consistent with the resolutions adopted by City Council. The Capital Project funds listed in this resolution are ready to be closed out as the projects have been completed, yet the funds have existing fund balances. A portion of these balances could have been created due to posting of revenues to the incorrect capital project year, resulting in revenues greater than expenditures.

Capital Improvements Project Fund 4014 has no fund balance or fund deficit. The City Council adopted resolution R 2022.05.11-107 on June 8, 2022 to make a transfer into this CIP Fund from the General Fund to resolve a fund deficit for the Capital Improvements Project Fund 4014. This resolution is now authorizing the close out of this fund.

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

CITY OF DOVER

Resolution Number: **R - 2023.05.24 – 090**
Resolution Re: FY2024 CIP Appropriation for Dover Middle School HVAC and Authorization for Bonding

WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds; and

WHEREAS: The Dover School department obtained a cost proposal for the Middle School HVAC upgrades in the total amount of $4,900,000.00, and as part of the FY2024 CIP there is $650,000.00 appropriated for Middle School roof replacement; and

WHEREAS: The Dover School Board has identified a priority need for additional funding for completing the HVAC upgrades at Dover Middle School in the amount of $4,250,000.00 and at the May 8, 2023 meeting of the School Board they voted to request the additional funding; and

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

The amount of $4,250,000.00 is hereby appropriated for the Middle School HVAC upgrades capital project with an estimated useful life in excess of the life indicated:

Item #	Description	Proposed Appropriation	Life/Yrs	Department	Fund
1	Dover Middle School HVAC Upgrades	$4,250,000	20	Education	General
	Total	$4,250,000			

AND, FURTHER BE IT RESOLVED;

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 not to exceed 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.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R - 2023.05.24 – 090**
Resolution Re: FY2024 CIP Appropriation for Dover Middle School HVAC and Authorization for Bonding

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director
Sponsored by: Mayor Robert Carrier, By Request

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

Recorded by: Susan M. Mistretta, City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

CITY OF DOVER

Resolution Number: **R - 2023.05.24 – 090**
Resolution Re: FY2024 CIP Appropriation for Dover Middle School HVAC and Authorization for Bonding

RESOLUTION BACKGROUND MATERIAL:
This resolution makes an appropriation for a FY2024 Capital Improvements Program project in the amount of $4,250,000 for the Dover Middle School HVAC Upgrades. This project is to be financed through the sale of General Obligation bonds. The resolution authorizes the City to issue bonds to finance the project.

The $650,000 appropriated as part of the FY2024 CIP Non-Debt Financed projects resolution approved by City Council on October 26, 2022, is to be financed through the School Facilities Capital Reserve Fund.

This project will provide HVAC upgrades at the Dover Middle School and also includes the replacement of the existing EPDM roof.

Debt Authorization versus Debt Retirement
The following table compares the tentative authorization amount to the amount of debt being retired**:**

	School
Description	**General Fund**
Pending Authorization	4,250,000
Prior FY2024 CIP Authorization	0
FY2024 Principal Retirement	3,457,160
Net Change	792,840

Legal Debt Limits
The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2023 and this authorization, against the statutory debt limit and policy debt limit.

	School
Description	**General Fund**
Debt Outstanding	79,439,386
Authorized - Unissued	1,106,000
Total Issued & Unissued	80,545,386
This Authorization	4,250,000
Grand Total	84,795,386
Legal Debt Limit	405,280,193
Under (Over) Legal Limit	320,484,807
Percent Under (Over)	79.1%

	School
Description	**General Fund**
Debt Outstanding	79,439,386
Authorized - Unissued	1,106,000
Total Issued & Unissued	80,545,386
This Authorization	4,250,000
Grand Total	84,795,386
Policy Debt Limit	113,478,454
Under (Over) Policy Limit	28,683,068
Percent Under (Over)	25.3%

Notes: Legal debt limit for School is based on 7% percent of equalized assessed value. Policy debt limit for School is based on 28% of legal debt limit.

Budgetary and Rate Impacts

The $4,250,000 debt obligation is expected to be paid back over a 20-year period. Principal repayments would be $212,500 per year. The annual impact to the General Fund budget is based upon annual principal and interest repayment. The interest that would accrue on outstanding principal balances over the 20-year period, based on an interest rate of 3.44%, is estimated to be a total of $1,681,300 impact to the General Fund budget. The annual impact for interest in Year 1 would be approximately $146,200 and appropriately decrease annually over the 20-year repayment period. The combined principal and interest repayment for the debt financing in Year 1 would be a budgetary impact of $358,700 ($212,500 + $146,200). The impact on the school portion of the property tax rate would be $0.07 per $1,000 of assessed property value. For an average single family home for taxes, based on the FY2023 assessed value at $471,406, the property tax impact would be $32.99 for Year 1.

RESOLUTION

RE: TRANSER 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

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

CITY OF DOVER

Resolution Number: **R - 2023.05.24 – 091**
Resolution Re: FY2024 CIP Appropriation for Dover Schools LED Lighting Upgrades and Authorization for Bonding

WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds; and

WHEREAS: The Dover School department obtained a cost proposal for the Dover Schools LED Lighting upgrades in the total amount of $1,305,100.00; and

WHEREAS: The Dover School Board has identified a priority need for funding for completing the LED Lighting upgrades at Dover Schools in the amount of $1,305,100.00, and at the May 8, 2023 meeting of the School Board they voted to request the additional funding; and

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

The amount of $1,305,100.00 is hereby appropriated for the Dover Schools LED Lighting upgrades capital project with an estimated useful life in excess of the life indicated:

Item #	Description	Proposed Appropriation	Life/Yrs	Department	Fund
1	Dover Schools LED Lighting Upgrades	$1,305,100	20	Education	General
	Total	$1,305,100			

AND, FURTHER BE IT RESOLVED;

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 not to exceed 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

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

Recorded by: Susan M. Mistretta, City Clerk

Sponsored by: Mayor Robert Carrier, By Request

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R - 2023.05.24 – 091**
Resolution Re: FY2024 CIP Appropriation for Dover Schools LED Lighting Upgrades and Authorization for Bonding

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 - RESOLUTION

Agenda Item#: 13.B.8.

CITY OF DOVER

Resolution Number: **R - 2023.05.24 – 091**
Resolution Re: FY2024 CIP Appropriation for Dover Schools LED Lighting Upgrades and Authorization for Bonding

RESOLUTION BACKGROUND MATERIAL:
This resolution makes an appropriation for a FY2024 Capital Improvements Program project in the amount of $1,305,100 for the Dover Schools LED Lighting Upgrades. This project is to be financed through the sale of General Obligation bonds. The resolution authorizes the City to issue bonds to finance the project.

This project will provide LED Lighting upgrades at Bellamy Academy, Dover Middle School, Woodman Park Elementary School, Garrison Elementary School and Frances G. Hopkins Elementary School at Horne Street. The project is eligible for incentive awards in the amount of $115,099 and is estimated to result in annual savings of $150,000 in utility expense.

Debt Authorization versus Debt Retirement
The following table compares the tentative authorization amount to the amount of debt being retired**:**

	School
Description	**General Fund**
Pending Authorization	1,305,100
Prior FY2024 CIP Authorization	4,250,000
FY2024 Principal Retirement	3,457,160
Net Change	2,097,940

Legal Debt Limits
The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2023 and this authorization, against the statutory debt limit and policy debt limit.

	School
Description	**General Fund**
Debt Outstanding	79,439,386
Authorized - Unissued	5,356,000
Total Issued & Unissued	84,795,386
This Authorization	1,305,100
Grand Total	86,100,486
Legal Debt Limit	405,280,193
Under (Over) Legal Limit	319,179,707
Percent Under (Over)	78.7%

	School
Description	**General Fund**
Debt Outstanding	79,439,386
Authorized - Unissued	5,356,000
Total Issued & Unissued	84,795,386
This Authorization	1,305,100
Grand Total	86,100,486
Policy Debt Limit	113,478,454
Under (Over) Policy Limit	27,377,968
Percent Under (Over)	24.1%

Notes: Legal debt limit for School is based on 7% percent of equalized assessed value. Policy debt limit for School is based on 28% of legal debt limit.

Budgetary and Rate Impacts

The $1,305,100 debt obligation is expected to be paid back over a 20-year period. Principal repayments would be $65,255 per year. The annual impact to the General Fund budget is based upon annual principal and interest repayment. The interest that would accrue on outstanding principal balances over the 20-year period, based on an interest rate of 3.44%, is estimated to be a total of $516,297 impact to the General Fund budget. The annual impact for interest in Year 1 would be approximately $44,895 and appropriately decrease annually over the 20-year repayment period. The combined principal and interest repayment for the debt financing in Year 1 would be a budgetary impact of $110,150 ($65,255 + $44,895). The impact on the school portion of the property tax rate would be $0.02 per $1,000 of assessed property value. For an average single family home for taxes, based on the FY23 assessed value at $471,406, the property tax impact would be $9.43 for Year 1.

RESOLUTION

RE: DOVER SCHOOLS LED LIGHTING UPGRADE AND AUTHORIZATION FOR BONDING

WHEREAS: The City of Dover solicited and awarded a bid to Affinity LED Lighting, a Dover based business, via City Council Resolution R-2015.03.11-027, to install LED lighting on any City property; and

WHEREAS: Affinity LED Lighting submitted a proposal to the school district for LED lighting upgrades at Bellamy Academy, Dover Middle School, Woodman Park Elementary School, Garrison Elementary School and Frances G. Hopkins Elementary School at Horne Street in the amount of $1,305,100 and which is eligible for incentive awards in the amount of $115,099; and

WHEREAS: It is anticipated that the conversion to LED lighting will save the school district an estimated annual amount of $150,000 in utility expense; 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 $1,305,100 to be appropriated for the Dover schools' LED Lighting Project and to be financed through the issuance of bonds.

SUBMITTED BY:

Carolyn Mebert, Chairperson

Jessica Rozzo, Vice Chairperson

Kathleen Morrison, Secretary

Maggie Fogarty

Robin Trefethen

Micaela Demeter

Michelle Clancy

May 8, 2023