



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, July 26, 2023**
Meeting Time: **7:00 pm**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**
 - A. AUTHORIZATION TO ACCEPT AND EXPEND ARPA CHAPEL STREET RAVINE STORMWATER TREATMENT SYSTEM PROPERTY ASSESSMENT GRANT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. AUTHORIZATION TO ACCEPT AND EXPEND THE InvestNH MUNICIPAL HOUSING OPPORTUNITY PLANNING GRANT FROM NH DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - C. AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE OFFICE OF HIGHWAY SAFETY 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. July 12, 2023 – Regular Meeting**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2nd READING**
 - B. ORDINANCES IN THE 3RD READING**
 - C. RESOLUTIONS**
 - 1. AUTHORIZATION TO ACCEPT AND EXPEND ARPA CHAPEL STREET RAVINE STORMWATER TREATMENT SYSTEM PROPERTY ASSESSMENT GRANT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
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**2. AUTHORIZATION TO ACCEPT AND EXPEND THE InvestNH MUNICIPAL HOUSING OPPORTUNITY PLANNING GRANT FROM NH DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
SPONSORED BY MAYOR CARRIER BY REQUEST**

**3. AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE OFFICE OF HIGHWAY SAFETY GRANT
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
SPONSORED BY MAYOR CARRIER BY REQUEST**

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. OPERATION AND MAINTENANCE OF THE CLOSED CITY OF DOVER LANDFILL SUPERFUND SITE LIFT STATION
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 2. B23087 TREE REMOVAL AND OTHER RELATED TREE WORK SERVICES
SPONSORED BY MAYOR CARRIER BY REQUEST**

COMMITTEE REPORTS

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

B. RESOLUTIONS

- 1. RESOLUTION FOR SPECIAL ASSESSMENT ON 4 JACKSON BROOK TERRACE
(TO BE REFERRED TO A PUBLIC HEARING ON A DATE TO BE DETERMINED.)
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 2. FISCAL YEAR 2024 CIP APPROPRIATION AND AUTHORIZATION FOR CWSRF LOAN FOR HENRY LAW PARK STORMWATER BEST MANAGEMENT PRACTICES
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
(TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 9, 2023, WITH A CITY COUNCIL VOTE TO OCCUR ON AUGUST 23, 2023.)
SPONSORED BY MAYOR CARRIER BY REQUEST**



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- 3. FISCAL YEAR 2024 CIP APPROPRIATION AND AUTHORIZATION FOR BONDING OF PORTSMOUTH DOVER WATER SYSTEMS INTERCONNECT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.) (TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 9, 2023, WITH A CITY COUNCIL VOTE TO OCCUR ON AUGUST 23, 2023.) SPONSORED BY MAYOR CARRIER BY REQUEST**

C. ORDINANCES IN 1ST READING

- 1. CHAPTER 145 – WASTE MANAGEMENT, SECTION 2 (TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 9, 2023.) SPONSORED BY MAYOR CARRIER BY REQUEST**

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

CITY MANAGER'S REPORT

REPORTING ON: MAY & JUNE, 2023

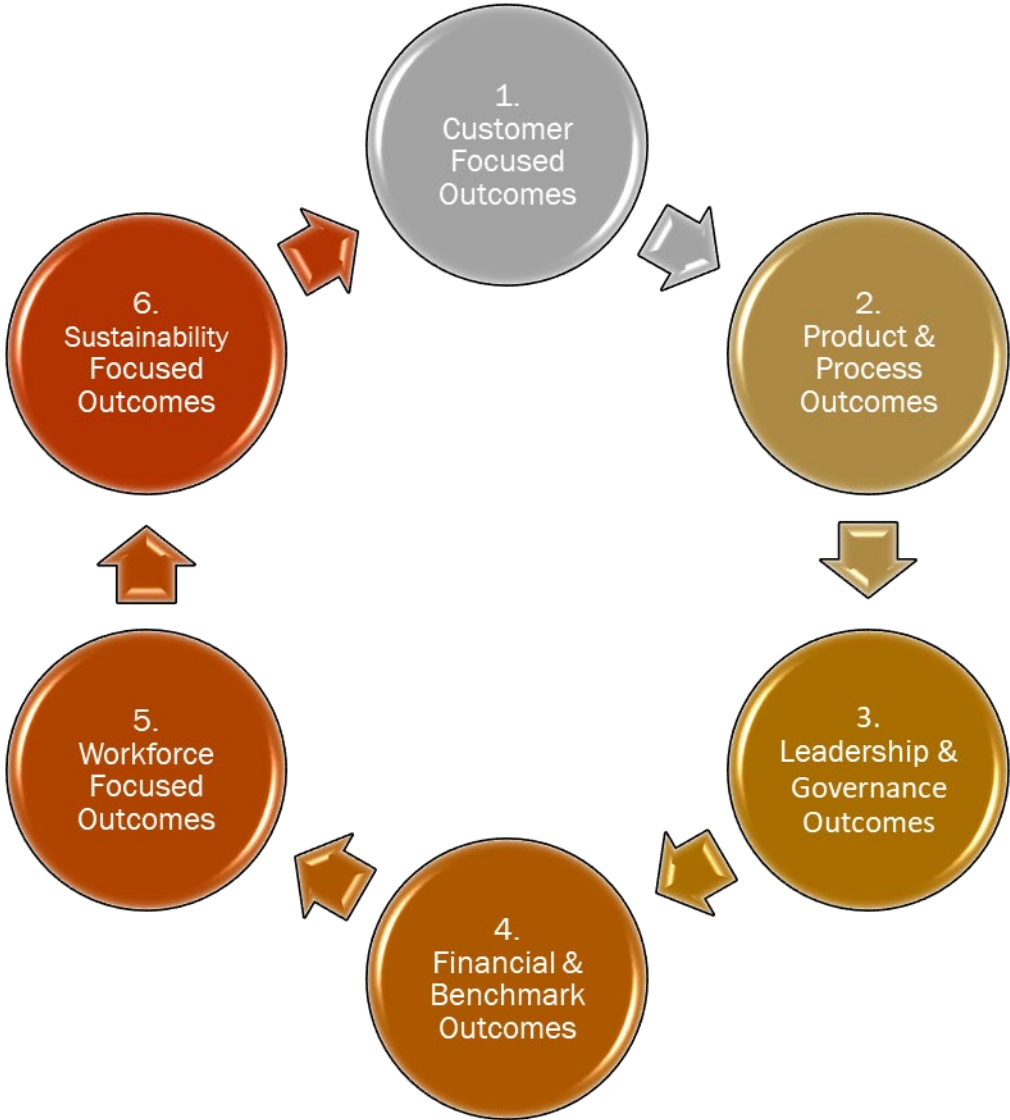


City Hall Clock Tower
by: Jeff Whitten

July 26, 2023

By: City Manager Michael J. Joyal, Jr.

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



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

Goal #1
Inclusive & Welcoming City

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

Goal #2
Volunteer Engagement

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

Goal #3
Develop Waterfront

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

Goal #4
Collaboratively Create a City Budget

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

Goal #5
Resident Engagement

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

Goal #6
Resilient City

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

Goal #7
Diverse & Attainable City

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

City of Dover's Municipal Leadership Team



City Manager
J. Michael Joyal, Jr.



David Balian
Public Welfare
Director



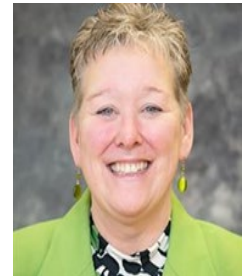
Gary Bannon
Recreation Director



Donna Benton
Planning & CDBG
Director



William Breault
Police Chief



Susan Daudelin
Human Resources
Director



Annie Dove
Information
Technology Director



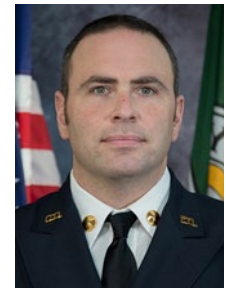
Michael Gillis
Media Services
Director



Denise LaFrance
Public Library
Director



Daniel Lynch
Finance Director



Michael McShane
Fire & Rescue Chief,
Emergency Mgmt
Director



Susan Mistretta
City Clerk Tax
Collector



Christopher Parker
Deputy City Manager



John Storer
Community Services
Director



Joshua Wyatt
City Attorney

Community Services Department

Water Division



The City of Dover produced 65 million gallons during the month of May and 63 MGD during the month of June. An average of 2.1 million gallons per day for both May and June. 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 27 service requests for May and 10 for June. There were also 80 work orders in May and 81 in June.

Well crews conducted monthly sampling and maintenance and had a failure of one of the finish pumps for the French Cross Road Water Treatment Plant. After further investigation it was found that both finish pumps will need to be replaced. That work is expected to be completed in July.

The utilities division handled a couple of service leaks on the resident's side in late May and early June that have been repaired.



Pin hole on water service

Sewer Pump Stations and Collection



The Pump Stations and Utilities crews closed 11 and 8 service requests for May and June, respectively; and 84 work orders each for the months of May and June.

There was a significant pump station failure issue at River Street Pump Station (RSPS) early in the morning of May 23rd. RSPS is by far and away the largest pump station the City maintains, as it averages pumped flows of over 2 million gallons of sewer, and can handle a maximum capacity of 15 million gallons per day during severe wet-weather. The RSPS is what allowed for abandonment of the old wastewater treatment at the Waterfront. As when the WWTP was relocated to its present location on Middle Road, RSPS had to be constructed to convey all the sewer flow to the remote WWTP site.

RSPS has a "dry" side where the sewer pumps are located, and a "wet" side where the raw incoming flow passes through a bar rack and grit removal settling process. The failure in late-May saw a break in the piping on the dry side, such that raw sewerage was flowing into the dry chamber where all the sewer pumps, motors, and electrical equipment are located.

The dry side of the station immediately started flooding with raw sewerage. Crews responded to alarm conditions and quickly identified a need for emergency pumping equipment to try and salvage equipment on the dry side of the station, and to prevent sanitary sewer from overflowing to the Cocheco River. A

private contractor was contacted for pumping equipment, and the City of Rochester provided a high-capacity, trailer-mounted emergency pump. By the time emergency pumps were operational, there was approximately an accumulation of roughly 15 feet of raw sewerage flooded in the dry side. This meant all electrical equipment, pumps, control panels, lights, etc were all completely flooded in sewerage.

After multiple emergency pumps were employed, the level of flooding slowly started to recede. Meanwhile, the dry side pumps did remain operational, meaning that all sewerage continued to flow to the WWTP. The temporary pumps simply took raw sewerage from the dry side and pumped it back to the wet side. The station pumps had to be increased to have a higher net flow leaving the station than was coming in from regular flow, and the flooded volume of the dry side.

After the pumping equipment was able to lower the flooded portion to about 3 feet of raw sewerage, two employees donned rain gear and extended height boots or hip-waders. All electrical equipment and pumps had to be temporarily locked-out and de-energized to avoid electrocution hazards as the 2 staff had to wade through the raw sewerage to close knife-gate valves to isolate the broken section of piping. As soon as the knife-gate valves were closed, flooding flow into the dry side ceased. Crews then needed to completely dewater the dry side, and it took several days to clean up the debris from the raw sewerage and sanitize the remaining components.

Fortunately, the 2 high capacity, wet-weather pump motors avoided flooding, as due to their large size they just barely stayed above the highest level of flooding. However, all electrical equipment and the 2 small pump motors all had to be pulled, repaired or replaced. A local motor company was able to salvage the 2 150-horsepower motors that drive the smaller pumps. The motors were taken to a local shop, disassembled, “baked” to remove moisture, disinfected, balanced, and returned to service.

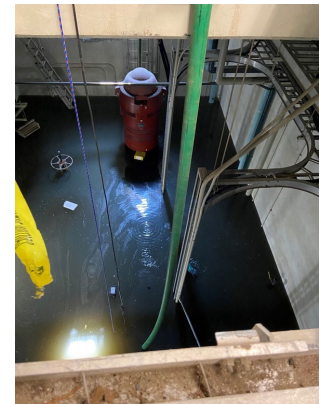
The overall damage was extensive, as the hypochlorite feed system, surge tank compressors, flow monitoring, and all lighting components were lost. The pumping equipment had to be modified to react to changes in the wetwell levels. Efforts remain underway to completely rebuild the control panels and replace all damaged equipment. Staff reacted very quickly and proactively, which helped keep the station fully operational, and critically avoided the overflow of any sanitary sewer to the environment, or Cocheco R.



Crews installing pumps.



Crews isolating the leak.



River St flood high water level

The Utilities crew responded to several requests for sewer backups in May and June that were found to be on the residents' side. The crews also did the quarterly cleaning on sewer mains that are "trouble spots". These sites have been noted as areas where there are backups that occur often enough to warrant regular cleaning to prevent any issues. Crews were also sent out to work on using the CCTV tractor to record conditions of the gravity mains to help build accurate records of the condition of the gravity main and also locations of sewer service locations.

Streets & Stormwater



The Streets division started the month off by dealing with a good size rain storm. The heavy rains contributed to the failure of the culvert on Hough Street. The culvert was already starting to fail and was already getting fast tracked to be replaced. The heavy rains backed up the culvert which led to the road being compromised. The road being compromised led crews to close the portion of road on Hough Street between Horne Street and Maple Street. The culvert is scheduled to be replaced in July.

During the month of May, 113 service requests were closed out, 26 of those service requests were pothole related. Crews also were able to close out 23 service requests for landscaping issues which was mostly attributed to winter plowing operations.

The spring sweeping program continued throughout the month which wrapped up by Memorial Day weekend. The downtown area was swept early on Friday mornings. Since this year is filled with 400th celebrations, the sweepers will continue to help keep the downtown looking clean throughout the summer.

The City's 2022 paving contractor, Brox, was back to finish up work from last fall. Oxbow lane received granite curbing ahead of the top course of pavement. The driveways on Oxbow also got trimmed to provide a good point to tie the top course into, the castings were also raised to final pavement grade. Whittier Street saw plenty of work as well, with trimming and castings being adjusted. The streets crew also installed a new headwall on Whittier Street.

Crews also spent a day at the warming shelter cleaning up the property. The property had quite a bit of lawn damage as staff grubbed out the bad areas and placed new loam and seed down.



Whittier Street Headwall



Hough Street closure at Berry Brook.

During the month of June, the Streets Division was preparing roads for Continental paving which is the City's paving contractor for this year. Branches were trimmed and brush was cut back from the roads on the paving list. Continental then got started on Sunset and Fairfield, and those roads were reclaimed and a base course of hot top was laid down. Brookline and Iona was also reclaimed and a base course was put down as well. Iona was one of the remaining gravel roads. Those roads will be getting a top course and shoulder gravel as needed.



Oxbow Lane granite curbing.

78 Service Requests were closed out during the month of June.



Outdoor pool after pavilion was taken down and cleaned up

Crews spent most of a day at the outdoor pool taking down the pavilion. The pavilion was taken down by the excavator, the debris was then loaded onto a roll-off can and then hauled off. Once the debris was cleaned up, the uneven patio blocks were removed and gravel was then put in place and compacted. As the end of the month approached, crews were preparing for the 400th celebration. Two ramps were prepared for a classic car show on the grass at Henry Law Park. A ramp was prepared for an entrance onto the grass from Henry Law and an exit ramp was prepared on River Street. The sidewalk sweeper was out often, cleaning up sidewalks throughout the downtown core. 2 street sweepers were out early on the morning of the 30th to give the downtown a good cleaning before the long weekend of celebrations.

Facilities, Grounds & Cemeteries



During the month of May, the Facilities, Grounds & Cemeteries division responded to 90 service calls and 154 work orders.

In May, there were 9 interments of ashes in Pine Hill Cemetery and 1 full burial. Five markers were installed, several were raised up to grade, 5 foundation holes were dug for monuments to be placed before Memorial Day. Clean-up of the cemetery went into high gear in preparation for Memorial Day.

Limbs and branches were picked up, mowing was underway and string trimming around the 35,000 plus stones was completed. Facilities & Grounds employees are thankful and very appreciative of the assistance from their Public Works & Utilities co-workers, who came and worked a few hours each day, after their regular work day to assist in preparing the cemetery for Memorial Day ceremonies. Fences along the edge of the cemetery were repaired.

Memorial Day baskets from flower trusts are placed each year at a dozen locations in Pine Hill Cemetery, flowers are planted near the flag poles and the Veterans Monument in the Veterans Circle.

Ninety-three work orders were related to outside tasks. Dover Clean Up Day was held on May 6 and volunteers helped to clean out several areas of debris that accumulated in the fall and over the winter. This was collected and new mulch was spread in these areas. Park clean up continued, mulch was delivered to municipal buildings and also several public areas. A new sharps container was received and will be installed near the transportation station. The Santa House was boarded up as someone had been occupying the structure. A sign giving information on the artwork from Bedrock Gardens that was put in place last fall near Fisher Street was installed on a post mounted near the "Snake Eyes" sculptures.

Tree limbs were collected and stacked at the edges of Roberts / First Settlers Cemetery by volunteers, who also reattached boards and repainted the fence. City employees removed limbs, chipping them and hauling the debris away.

Volunteers worked in other areas, including the Orchard Street Riverwalk, cleaning out flower beds and planting new plants and also giving the Garrison Hill tower a fresh coat of paint, covering over the prolific graffiti that is applied to the structure on a regular basis. Graffiti was also removed from the new solar display located on the Community Trail between Fisher Street and Central Avenue. Picnic tables in Henry Law Park also needed to be repainted due to offensive graffiti.

Seventeen whiskey barrels were delivered to Wentworth Greenhouses for planting. The tulip bulbs were pulled from the upper square flag pole island and the fountain island was cleaned out of winter debris with the help of Deb Clough and Jean Finnerty. They helped to replant the fountain island flowers and also replaced the window boxes on the Central Ave bridge.

Beth Fischer and her bevy of gardeners, who take care of all the beds on the Riverwalk abutting Orchard Street, have been hard at work also and the City of Dover extends thanks to them, as well. Not to be forgotten are Deborah Maher and Joan Kula who give hours of their time; Joan at City Hall and Deborah who is all about town, weeding, picking up litter and helping out wherever needed.

Wentworth Greenhouses graciously donates flowers for the whiskey barrels and the horse trough in the fountain island. City employees assist planting the fountain island flowers, also purchasing, delivering and planting flowers for municipal buildings, the Upper Square flagpole island, as well as in the Pine Hill Cemetery.

Sprinkler heads were marked at locations where there is irrigation so the company doing the City's organic turf treatment, PJC Organics in conjunction with Go Green, could put down the first application of organic fertilizer and to over-seed the athletic fields and public green spaces. Mower and trimming equipment maintenance was ongoing. Keeping blades sharp is essential to the organic treatment program. Several areas in irrigated fields needed attention before the systems could be turned on, with sprinkler heads being replaced and two lines being repaired.

Employees continue evaluating trees to see if they are on City or private property, getting appropriate paperwork in order for the removal of a hazardous tree, and meeting with residents to discuss specific tree concerns they report. Several limbs were picked up and two downed trees were removed after storms. There were fourteen concerns pertaining to trees this month. Three trees were removed from the Community Trail between Fisher Street and Silver Street by the Savatree/Urban Tree Company. Other limbs were attended to by Facilities & Grounds employees.

The baseball field at Woodman Park was lined and groomed 17 times and the soccer fields were lined four times, as the season commenced. The Jenny Thompson Outdoor Pool was prepped, filled and is open for the summer season. The aging pool is in need of some structural repair in one corner and the deck is in need of replacement so a new pool cover can be purchased and installed.

Adventure Park water features were serviced and turned on, the mulch was turned over and freshened, landscaped areas cleaned up, picnic tables were put out for the season. Two swing features and musical instrument attachments were replaced.

Twenty-four work orders pertaining to sign issues were resolved with several of them needing to be put back in place. The signs on the pedestrian island at Fifth Street and Central Avenue were knocked over twice and repaired in May. Historical markers were cleaned and put out for the summer season.

Five traffic signal concerns were investigated pertaining to timing. Issues with one street light were addressed.

Three HVAC work orders were resolved. One issue had been ongoing as parts had been on order for some time. Various other building issues were attended to, tables were moved to the Library for the Book Sale, bikes were moved from the police department to storage at Mast Rd, eight work orders for supplies were delivered to various locations and three keys were issued. The City Hall auditorium was set up for different events, including the Employees Benefits fair on May 3rd.

Flags were replaced at City buildings and public areas maintained by the City, ahead of Memorial Day. There were several notable dates that required flags to be lowered in memory of those lost under different circumstances as noted below:

- May 6, 2023 Fire Service Memorial Day
- May 6, 2023, as a mark of respect for the victims of the senseless acts of violence perpetrated in Allen, Texas
- Flags were lowered on Monday, May 15, 2023 in honor of Peace Officers Memorial Day.
- May 19 2023 flags were lowered for Law Enforcement Officer's Memorial Day.
- Flags were lowered on May 29th and raised after Memorial Day, May 30, 2023, a day that is dedicated to those who have died in service to our great country.

Facilities, Grounds and Cemeteries employees addressed 79 Service calls and 150 work orders in the month of June. They conducted 10 ash interments and 1 full burial in Pine Hill Cemetery this month. There were six work orders for setting markers and two foundations were poured, one being for the Nellie Brown Mitchell Black Heritage Trail marker being placed near the entrance to the Pine Hill Cemetery.

The city hall clock tower looks phenomenal since its restoration and the installation of decorative lighting which allows four different colors at one time to be projected upwards onto the clock tower. Bunting was hung in preparation for the 400th anniversary celebrations and ensuing events. The colored lights, which can be changed using a controller that allows one to select from a circular spectrum of colors, providing a wide variety of shades and allows control of the intensity were reflecting the colors of the 400th and will be red, white and blue for the 4th of July celebrations.

There were twenty-seven work orders pertaining to buildings, there were some slow draining sinks and toilets, filters were changed and some HVAC issues needed to be addressed as warmer weather finally approached. Six keys were issued and four requests for deliveries of supplies were satisfied. The usual

monthly inspections of fire extinguishers and elevators were conducted as they are each month by City employees.

Ninety-six work orders concerned outside issues. School zone lights were turned off for the summer, twenty-three traffic signal concerns were investigated, with three green balls, three red balls and one yellow ball needing to be replaced. The Electric Light Company was called in to address some timing concerns at various intersections. Eleven signs were attended to in addition to four street signs that had been pulled out of their locations. This is interesting as the same thing happened with the signs at the same time last year.

Replacement of trees in the downtown tree pits has been on the agenda for a couple of years and ten more trees were planted after Public Works and Facilities & Grounds employees pulled stumps from tree pits in nine locations. This is in addition to ten trees that were planted in 2021. This will be an ongoing project. Three were planted by Holy Rosary Credit Union, one at Franklin Plaza, one on Central Ave across from First Street, two on Washington Street near Aubuchon Hardware and another one in front of City Hall.

The outside mowing of public turf areas was ongoing, tree pits on Central Ave were cleaned out by volunteers Deb Clough, Jean Finnerty and Cliff Blake and then mulched by City employees. Repairs to a section of fence on the Community Trail were made and trail maintenance commenced along the Whittier Falls entrance of the Community Trail. The area under the playground at Overlook Park was mulched and tennis nets were put up at Horne St Park. Banners were hung on the Rotary Stage for sponsors of events that will be held there over the summer.

Eighteen tree issues were looked into, broken limbs were removed and ownership is being determined on others. Watering of trees, whiskey barrels and flowers sporadic as we only had seven dry days in June. The irrigation system in the Upper Square was repaired again, as was the system in Rotary Park.

Soccer fields were lined four times, The Rotary Pavilion Stage was repainted on the bottom half and the seating area was cleaned for seasonal use. Adventure Park water features required attention and issues were properly addressed so the features are back in use. Picnic tables were refurbished and put out and the shade sails were reinstalled in hopes that the sun would be out.

One décor light was worked on and preparations for the Fourth of July celebration were completed. Picnic tables were repainted and moved to Henry Law Park, the turf areas were mowed and extra trash barrels were put out. The area was cleaned up after the celebration as well.

Director Storer and Superintendent Sirois met with members of the business community to discuss current conditions at Waldron Court and the potential for upgrades to the space in regard to the trees, lighting and furnishing in that space. More to come in the future on this project.

The Pride flag, which symbolizes a call for more inclusivity, was flown throughout the month of June with the exception of the days between June 16th and June 20th when the Juneteenth flag was flown in honor of the Federal Juneteenth holiday, observed on June 19th. The colors and symbols on the Juneteenth flag are representative of freedom and the end of slavery.

<i>Facilities, Grounds & Cemetery Division</i>	Burials Ash	Burials Full	Service Calls	Work Orders
<i>May 2022</i>	5	3	94	191
<i>June 2022</i>	6	2	95	154
<i>July 2022</i>	7	4	88	148
<i>August 2022</i>	10	1	101	175
<i>September 2022</i>	05	0	81	162
<i>October 2022</i>	7	3	75	169
<i>November 2022</i>	8	3	64	123
<i>December 2022</i>	1	4	85	140
<i>January 2023</i>	0	6	87	162
<i>February 2023</i>	0	2	52	95
<i>March 2023</i>	0	2	74	128
<i>April 2023</i>	8	5	92	185
<i>May 2023</i>	9	1	90	154
<i>June 2023</i>	10	1	79	150

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

The Engineering Staff is currently managing or involved with over 150 City projects ranging from annual projects such as the General Streets Improvements - Annual Paving Program to projects in the Capital Improvements Program such as the reconstruction of various neighborhood. Included in that total are projects for other departments including but not limited to Planning (Community Trail Solar System), Recreation (Jenny Thompson Pool Evaluation and New Skate Park), and Library (Roof Replacement).

In addition to their daily project management responsibilities, the City's Engineering staff also participate in the Dover Utilities Commission, Transportation Advisory Committee, Planning Board and Municipal Alliance for Adaptive Management.

Staff is also simultaneously working on developing standard procedures for the team in conjunction with operations and administrative staff. In addition, staff are also updating Construction Guidelines and developing specification that standardize around NHDOT specifications for capital construction projects.

The table below shows the total calls year to date and over the past month. There has been an increase in calls this year over past years due to the change in how Admin receives calls to the department. This has shown to result in a quicker response to callers many of whom provide an email address for a quicker response from Engineering staff.

Time Period	Logged Service Calls	Resolved Service Calls
Year to Date (2023)	228	217
May/June 2023	46/30	40/40

Some of the most common questions received by the Engineering Department include:

Question: *When will my street be paved?*

Answer: *Each fall, the Engineering and CS Operations staff work together to generate a list of streets to be paved each fall that looks two years into the future. This list is based on, but not limited to, an assessment of the following:*

- 1) **Pavement Condition Index (PCI)**
rating: *In 2022, consultants drove every public street in the City to calculate an updated PCI rating. This assessment occurs every 3 to 5 years and is important to determine how the various types of roads in Dover are deteriorating and what type of maintenance they should receive. A presentation was made to the City Council on the PCI assessment in November of 2022. A copy of the presentation can be viewed here:*
https://publicrecords.dover.nh.gov/TempFiles/06071202389179_2022.11.30_PavementConditionIndexUpdate.pdf
- 2) **Capital Improvement Projects:** *Roads that have utilities scheduled for replacement or roads receiving a PCI rating below 24 (out of 100) are*



typically identified for a future Street Reconstruction under the Capital Improvement Program. Roads that fall into this category may receive temporary improvements such as pavement shims until a comprehensive reconstruction project is funded and constructed.

- 3) Staff knowledge: Operations crews who are responsible for maintaining the City roads in all seasons continuously assess the condition of the roads throughout the year to ensure not only that potholes are repaired in a timely manner in warm months but that the roads are able to be maintained safely in the winter months.*

The City maintains the webpage below with information on the paving program.

<https://www.dover.nh.gov/government/city-operations/community-services/engineering/paving/>

Question: I would like to pave my driveway. How do I obtain a permit to do so?

Answer: Driveway permits are required when the construction, reconstruction, alteration, surfacing or resurfacing of any driveway which intersects with the right-of-way of any City-owned and City-maintained way is proposed. If the property is located on a NHDOT right of way then a permit from the NHDOT, and not the City of Dover, would be required.

As noted in Section 157-50 of the Dover Code (<https://www.ecode360.com/DO0878>), “It shall be unlawful to construct, reconstruct, alter, surface or resurface any driveway in a manner which affects the size, elevation or grade of such driveway until the Community Services Director has reviewed and approved of such construction or alteration and has issued a written permit for such work.”

Driveway Permits can be submitted through the City’s online permitting portal at the following link:

<https://www.dover.nh.gov/government/city-operations/community-services/permitting/>

Question: Can I have a second driveway to my property?

Answer: As outlined in section 157-50 of the Dover Code, “Unless an all-season sight distance of 400 feet in both directions along the street can be obtained, the Community Services Director shall not permit more than one access to a single parcel of land, and this access shall be at that location determined to be safest. The

Community Services Director shall not give final approval for use of any additional access until it has been demonstrated that the 400-foot, all-season sight distance has been approved.”

An engineered driveway plan may be requested along with the permit application to show that the proper all-season sight distance can be obtained and maintained with the second driveway. Submission of the plan alone does not necessarily guarantee approval of the second access point if the other requirements of the Code are not met or if the proposed driveway is a safety concern. It is recommended to reach out to the Engineering Division at 603 516 6450 with specific questions on driveways.

Question: *Do I need a permit to dig on my property?*

Answer: *It is required per the “Dig Safe Law” (RSA 374:48), to call the Underground Facility Damage Prevention System prior to excavating or digging whether on private or public property.*

Per Section 125-8 (Permit required to work in public roads and sidewalks) of the Dover Code, “No person shall grade, fill, disturb, excavate, or open the ground or pavement in any public road, sidewalk, or on City property, without first obtaining a written permit of authorization. Such permit shall be issued by the Community Services Department on an application form provided by the Department.”

Excavation Permits can be submitted through the City’s online permitting portal at the following link:

<https://www.dover.nh.gov/government/city-operations/community-services/permitting/>

The City’s consultants working on the development of a Stormwater and Flood Resilience Utility have finalized materials for public outreach for the Stormwater Utility including the development of a mascot, Rover the Community Service Dog. The mascot development includes a unique logo for each of the divisions within Community Services that can be used with various public education messages and public events such as Apple Harvest Fest.



Figure 1: Rover the Community Service Mascot

Projects

As noted previously, the Engineering staff is actively supporting a large number of projects across the City. The following are some highlights on just some of the active projects.

Chestnut Street Bridge: **May:** Final punch list items and private utility work were completed in May. In addition to completing the project ahead of schedule, the final closeout documents show that project ended up \$661,000 below the allocated budget.

Portland Ave Retaining Wall: **May:** 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 summer of 2023 and be completed by November 2024. **June:** Engineering staff met with the design consultant to review alternatives to reduce construction costs. The consultant is moving the final construction documents forward with the preferred alternative, and the project is expected to go out to bid at the end of summer of 2023 and be completed during the winter.

Street Reconstructions: **May:** 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 is 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. It is anticipated that additional public meetings will be occurring in July of 2023 for each of the projects prior to going out to bid.

River Street Pump Station Upgrade: **May:** The River Street Pump Station Upgrade project went out to bid on May 15, 2023, a pre-bid meeting was held on May 31, 2023, and bids close on June 15, 2023. Improvements to the pump station are expected to take 18 months to complete and coincide with the Waterfront Infrastructure Improvements project. **June:** Bids were open on June 29, 2023 for the River Street Pump Station Upgrade project. Waterline Industries Corporation was the low bidder, and a Resolution to award the project is expected to go before City Council on July 12, 2023. Improvements to the pump station are expected to take 18 months to complete and coincide with the Waterfront Infrastructure Improvements project.



Engineering Staff collecting stormwater sample for MS4 compliance.

Pudding Hill Water Treatment Plant: **May:** Work in May focused on interior plumbing and electric. Contractor is on track to complete project in Spring of 2024. Once completed the plan will be able to treat approximately 1 million gallons per day of drinking water to boost the City's supply.

Stormwater Management Plan: **May:** Staff gave an annual update on the City's stormwater management plan, and compliance with the MS4 permit. The permit is in its final year and it is anticipated to be

extended for a year, with a draft revised permit to become available for public comment in the fall of 2023. **June:** MS4 permit year completed on June 30. The permit is in its final year and it is anticipated to be extended for a year, with a draft revised permit to become available for public comment in the fall of 2023. Staff completed annual requirements including continuing wet weather sampling.

Cocheco St Outfall Replacement: **May:** 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.

Leathers Lane Sidewalks and Intersection Improvements: **June:** Engineering and Operations staff are working to layout a new sidewalk on Leathers Lane in advance of paving of the roadway in 2023. The sidewalks and intersection improvements were part of the Copley Commons Site Plan Review Approvals.

Stormwater and Flood Resiliency Utility: **May:** The first Stormwater and Flood Resilience Utility workshop was held on Tuesday, May 23, with over twenty residents in attendance.

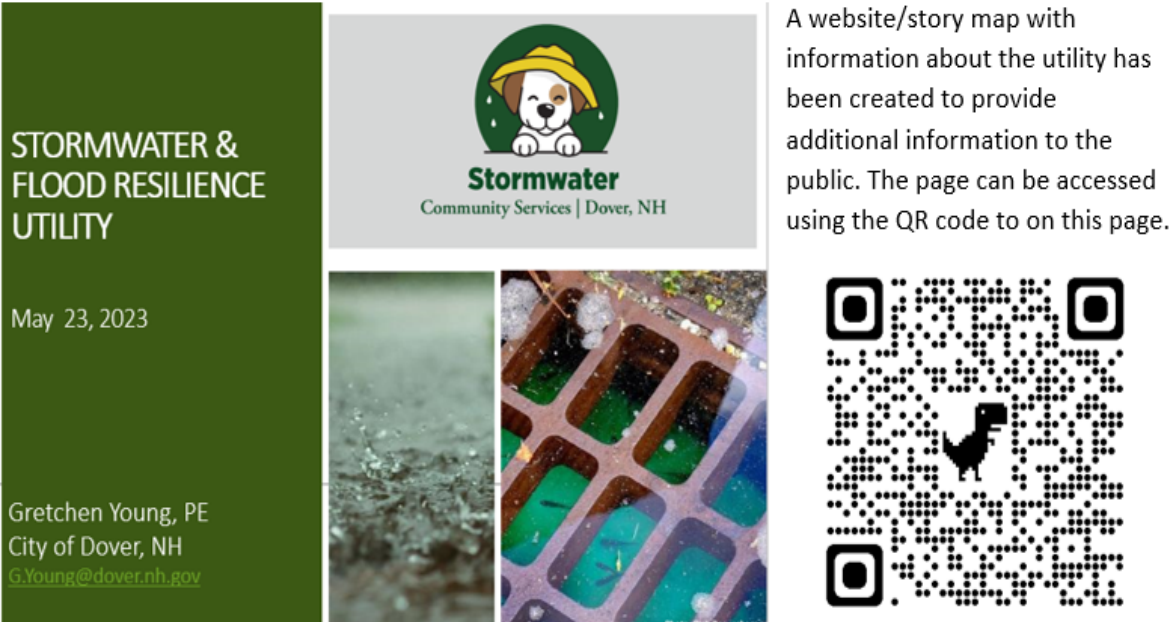


Figure 3: Excerpt from Stormwater and Flood Resiliency Presentation.

Staff will continue to work with the City’s consultants to finalize recommendations for the implementation of the Stormwater and Flood Resilience Utility in advance of a joint Dover Utilities Commission (DUC) and Ordinance Committee meeting on July 10th. The goal of the joint meeting will be to discuss and seek recommendations for the utility’s fee and credit structure. The Utility is on track for a presentation to, and possible vote on implementation by, City Council by the end of 2023. **June:** Staff also conducted Stormwater and Flood Resilience Utility outreach at the June Dover Rotary meeting.

Traffic Signal Management: **June:** Engineering staff met with the city's traffic engineering consultant, Sebago Technics, twice in June. The first meeting held was to review the management software for the signals. The second meeting was a monthly meeting to review signal concerns received from calls to Community Services or other City Departments. Community Services is working with the consultant to develop a plan for traffic signal management including annual improvements, timing adjustments, and upgrades to include for capital improvement projects.

Smith Well Road Elevated Tank: **May:** The foundation of the new elevated tank is complete. During the month of May 2023, the concrete was poured for the foundation footing, rebar was installed for the foundation ring wall, and concrete was poured for the ring wall. Construction of the tank pedestal and installation of watermain on Smith Well Rd are scheduled to start in June 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



Foundation Ring Wall for Smith Well Road Elevated Tank



June: Pedestal for Smith Well Road Elevated Tank

Cocheco Stormwater Master Plan: **May:** Engineering staff met with the NHDES and the City's consultant Kleinfelder on May 30th as part of a monthly check in for 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

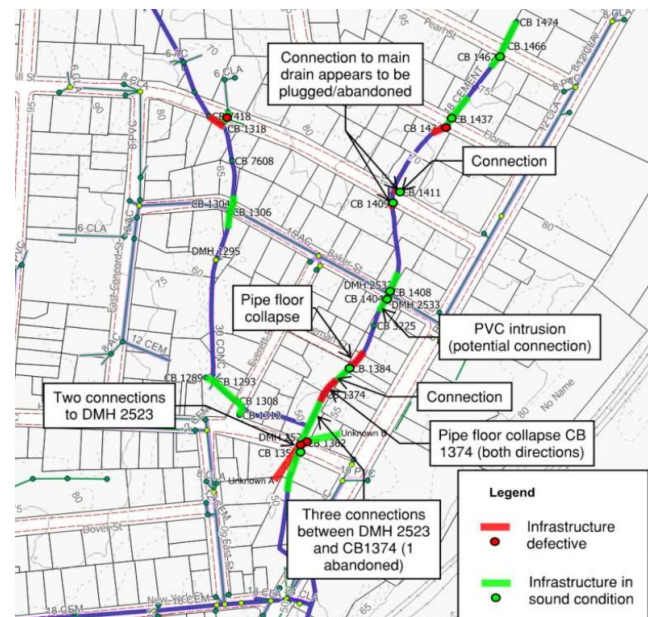


Figure 1: Field investigation summary for the Cocheco Stormwater Master Plan.

Waterfront Redevelopment: **May:** Engineering Staff led a preconstruction kickoff meeting with the selected contractor, Northeast Earth. Engineering staff 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 late June 2023 with a formal groundbreaking scheduled tentatively for June 20th at the project site. The project is scheduled to last between 2 and 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.

Fish Ladder Park: **May:** Bids were opened on May 17th. Engineering staff is working with the selected contractor to schedule the proposed work to avoid disruption with planned 400th anniversary celebrations. 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: **May:** The RFQ for the expansion of the 271 Mast Road facility house staff from Inspection Services has been released and scheduled for opening in mid-June. 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. **June:** Two bidders were selected to submit formal proposals for the expansion of the 271 Mast Road facility to house staff from Inspection Services. A contractor is expected to be awarded the project late summer with the design and construction to commence once permitting through Planning Board is completed. The project aims 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.

Street Paving Program: **May:** The 2023 annual street maintenance bid was awarded to Continental Paving in May. A kickoff with the contractor is scheduled for June 6th and it is anticipated that paving will begin the week of June 12th and run throughout 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: May: Engineering staff has procured a precast concrete culvert to replace three failed corrugated metal culverts below Hough Street between Maple Ave. and Horne St. The precast structure is scheduled to be delivered to the City in early July and installed shortly thereafter along with some minor utility improvements. Notices to affected properties will be sent out in early June. This section of the road is expected to open prior to the end of July. **June:** Engineering staff continued to coordinate with the precast manufacturer, contractor, and the city's operations department for the installation of the replacement structure. Notices for temporary easements were sent out to affected properties, and two abutter meetings were held at the project site. The precast structure is scheduled to be delivered to the City in late July and installed shortly thereafter along with some minor utility improvements. This section of the road is expected to open prior to the end of August.



Figure 1: Failed triple culvert below Hough Street.

Ice Arena Sprinkler Repairs: May: During the summer of 2022, Capitol Fire Protection replaced all sprinkler main lines in both the Holt and Fosters rinks. During the testing period, after the installation of the new main lines many leaks were discovered. With an overlap of repairs and the ice being reinstalled for the 2022-23 skating season, the air temperature was too cold to add water to the system, it was determined that final testing would be completed in the spring of 2023. When the system passed all tests, a nitrogen generator was installed to reduce moisture in the piping, reducing corrosion from the inside out. The final test was completed on June 1, 2023 and the system is operational.



Skate Park: **May:** Facility Project Manager is working with recreation staff to complete the new skate park located at Guppy Park. In late fall underground conduits were installed to bring power to all light poles around the park area, wires were pulled and lights installed on all light bases mid-May. A pre-construction meeting was conducted 6/5/2023, staff from Artisan Skateparks will start site layout the second week of June, with construction to

follow. Construction is estimated to take 2-3 months, followed by site work finishes to be completed in early fall. **June:** Artisan Skateparks has begun working on the concrete prep work for the skate park with concrete schedule for installation in July. Once the new skate park is completed, the existing skate park will be demolished.



City Hall Tower Improvements: **June:** Community Services staff worked with the City's contractor to finish the installation of decorative lighting on the clock tower at City Hall. The multicolored LED lighting will be illuminated in various colors to celebrate special occasions such as the 400th anniversary of Dover and the fourth of July.

City Hall Tower lit up for the Fourth of July.

Permits

PERMIT SUMMARY MAY 2023	
Driveway Permits:	17
Utility Licenses:	03
Paving Licenses:	03
Excavation Permits:	31
Obstruction Permits:	04
Wastewater Connection Permit:	01
C/O Inspections	05
Septic Design Reviews:	01

PERMIT SUMMARY JUNE 2023	
Driveway Permits:	10
Utility Licenses:	02
Paving Licenses:	02
Excavation Permits:	17
Obstruction Permits:	01
Wastewater Connection Permit:	00
C/O Inspections	04
Septic Design Reviews:	02

Site Review / Project Oversight Support

Three projects came to TRC in May that required Engineering review:

→ A 24 lot subdivision off Tolend Road

- A new community recreation building for the White Cliffs of Dover complex on Knox Marsh Rd.
- A new storage facility at 56 Sixth Street.

Four projects came to TRC in June that required Engineering review:

- Parking Lot improvements to Kids Culture on Back River Road
- Improvements to the COAST Bus facility on Knox Marsh Road
- A new storage facility at 56 Sixth Street
- An Electric vehicle charging facility on Sterling Way near Rt 16 exit 8E.

In May, Engineering Technician Jordan Chambers, continued 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. & Banner Dr.)



Brick installation on the future Bluebird Storage on Littleworth Road.



Sitework at residential project at 757 Central Ave.

In June, Jordan Chambers continued to conduct oversight of over 60 private construction projects approved by the Planning Board. Projects that are underway or have been completed include:

- Bluebird Self Storage (Littleworth Rd.)
- Rutland Street Residential Development (Abbey Ln.)
- Copley Commons Subdivision (Leathers Ln.)
- Tiny Home Development (Back River Rd.)
- Porchlight Dr. Subdivision (Cataract Ave.)
- Copper Drive Subdivision (New Rochester Rd.)
- Sophie Drive Subdivision (Bellamy Rd.)

Gretchen Young, PE Dover's Environmental Projects Manager was a speaker and panelist at the New England Water Environment Association Stormwater Conference, focusing on the potential for watershed wide collaboration for stormwater management.

Gretchen Young was a presenter at the New England Environmental Business Council, discussing the work that the Stormwater Funding Ad-Hoc Committee did.

Gretchen Young, PE Dover's Environmental Projects Manager was a panelist at the Association of Environmental Engineering and Science Professors - Accelerating Implementation of Environmental Sustainability through Financial and Policy Incentives.

Asst. City Engineer Jillian Semprini, PE and City Engineer Ken Mavrogeorge, PE attended a Pavement Preservation Event in Portsmouth in June. Topics at the event focused on innovated pavement preservation techniques and tools to improvement the lifespan of our roadways.

Administration:

Gretchen Young, PE, Environmental Projects Manager, and Kenneth A. Mavrogeorge, PE, City Engineer attended the New England Water Environmental Association Stormwater Conference. The conference was held in Framingham, MA.

David Fredrickson, Deputy Director of Community Services, John Storer, Director of Community Services, and Scott Greene, Fleet Supervisor of Community Services attended the Green Your Fleet an Alternative Fuel and Electric Vehicle and Infrastructure Event, presented by The Granite State Clean Cities Coalition. The event was held in at the New Hampshire Motor Speedway in Loudon, NH.

John Storer, Director of Community Services, attended the 2023 State of Our Estuaries Conference, presented by Piscataqua Region Estuaries Partnership. The event was held in Portsmouth, NH.

Keegan Glidden, Lead Mechanic Fleet, attended the webinar for Cybersecurity & SCADA for Medium Systems, presented by Granite State Rural Water Association.

Ken Mavrogeorge, City Engineer, Jillian Semprini, Assistant City Engineer, & Brian Landry, Public Works Supervisor, attended The Importance of Pavement Preservation, presented by Indus & BETA Group, Inc.. The event was held in Portsmouth, NH.

Executive Department

Office of the City Manager

The City Manager's Assistant processed 4 Worker's Compensation Claims in May and 5 in June, as well as 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 a total of 10 job postings in May and June, monitored new position and/or new hire physicals, and background/motor vehicle checks for 14 employees. This ensures all employees and/or applicants were able to move on in the hiring process.

The City Manager's Assistant has finished up working with Polco on the National Citizens Survey and results have been given to the City Manager for review.

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 are making final adjustments.

Office of Human Resources

**Employment Anniversaries with the City of Dover
June & July 2023**

Employee Name	Department / Division	Number of Years
Shepherd, Richard W	Police	28
Young, Melissa A	Police	28
Legere, Ann M	Finance	25
Johnstone, Allan	WWTP	24
Moore, Michael T	Public Works	24
Speidel, Marn E	Police	24
Vermette, Raymond A Jr	WWTP	24
Langley, Donna L	Finance	22
Driscoll, Brendan C	Fire	18
Anderson, Nancy T	Library	16
Lang, Paul E	FG	14
Downs, Robert	Fire	12
Duquette, David	Fire	12
Reynolds, Alexander J	Fire	12
Boese, Kelsey M	Recreation	11
Amy, Reid	Executive	7
Clement, Lynne M	Executive	6
Barham, Michael W	Public Works	5
Wyatt, Joshua M	Executive	4
Driscoll, Chelsea	Police	3
Pexton, Olivia	Library	3
Berdecia, Luis M	Police	2
Denio, Taylor M	Fire	1
Mayer-Gottlob, Karin M	Library	31
Joyal, J Michael Jr	Executive	30
Gould, Brad J	Police	24
Powers, Patti I	Police	22
Comeau, Craig T	Fire	20
Gingras, Brenda L	Recreation	20
Jalbert, Rebecca F	Fire	19
Anderson, Jon E	Fire	18
Carney, Matthew S	Fire	18
Jacques, Brian D	Fire	18
McShane, Michael R	Fire	18
Lynch, Daniel R	Finance	16
Cicchese, Michael	Police	14
Schrempf, Derick W	Fire	13
Adams, Matthew	Fire	10
Dunker, Susan E	Library	9
Ambrose, Nicole K	Fire	8
Benton, Donna P	Planning	8
Murphy, Connie M	Finance	8
Brown, Maxwell	Fire	7
Chase, Ryan S	Fire	7

Storer, John B	Public Works	6
Roy, Ross J	Public Works	5
Bowker, Karen	FG	4
Ryder, Bradley J	Fire	4
Engelman, Rachel N	Library	2
Gunnison, Robert S	Public Works	2
Mitchel, Matthew K	Public Works	2
Rogers, Brian R	Public Works	2
Holton, Erika F	Recreation	1

May Employment Separations = 03		May Employment Hires = 11	
01	Community Services	02	Community Services
01	Finance	01	Fire
01	Fire	01	Police
		07	Recreation
June Employment Separations = 33		June Employment Hires = 11	
01	Executive	02	Community Services
01	Fire	01	Executive
01	Police	02	Fire
30	Recreation	05	Police
		01	Recreation

Office of Media Services

In May, 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 May. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker. May's topics included a look at the Woodman Museum opening for the season, conversations about the role of the Recreation Advisory Board and Arena Commission, what it's like to work for the city, and an appreciation of Community Services during Public Works Week.

Media Services provided additional coverage and production for a variety of events held in May, including a discussion on homelessness held at the Police Department, training videos for the Dover School District, video previews of public meetings, and public service announcements.

In May, Media Services helped Dover400 launch its new oral history project, Voices of Dover. In addition to the release and postproduction of the oral histories, Media Services in May recorded additional interviews with Dover residents as part of the project.

In May, Media Services sent out 74 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 May 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 18 meetings and special events in May.

Also in May, 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
City Finance Office	6/1/2023	MAC PAPER CONVERTERS, INC. DBA	\$8,213.60
Info Technology	5/23/2023	SHI INTERNATIONAL CORP	\$5,108.00
Info Technology	5/2/2023	CARASOFT TECHNOLOGY CORP.	\$5,250.00
Info Technology	5/3/2023	DELL MARKETING L.P.	\$25,539.96
Community Services	5/22/2023	BARRIE MILLERS WELL & PUMP SERVICE	\$5,000.00
Community Services	5/17/2023	PETE'S TIRE BARN, INC.	\$5,000.00
Community Services	6/30/2023	H.D. INDUSTRIES, INC.	\$5,115.02
Community Services	6/8/2023	F.W. WEBB	\$5,296.00
Community Services	6/1/2023	MACKINNON & SONS EXCAVATING, LLC	\$5,640.00
Community Services	6/8/2023	F.W. WEBB	\$6,000.00
Community Services	6/5/2023	FISHER PLOWS OF LEE NH, LLC.	\$6,586.85
Community Services	5/8/2023	CLIPPER LANDSCAPING, LLC	\$7,615.00
Community Services	6/8/2023	CHADWICK BAROSS, INC.	\$7,676.33
Community Services	5/9/2023	SHANNON CHEMICAL CORPORATION	\$7,884.00
Community Services	6/28/2023	SHEA CONCRETE PRODUCTS	\$8,352.00
Community Services	5/30/2023	AIR COMPRESSOR TECHNOLOGY, INC.	\$8,750.00

Community Services	6/8/2023	F.W. WEBB	\$8,850.00
Community Services	5/5/2023	MACKINNON & SONS EXCAVATING, LLC	\$9,400.00
Community Services	6/23/2023	STANTEC CONSULTING SERVICES, INC.	\$10,000.00
Community Services	6/12/2023	TRITECH ENGINEERING CORP	\$10,400.00
Community Services	6/2/2023	STILES COMPANY INC.	\$10,500.00
Community Services	6/13/2023	STILES COMPANY INC.	\$11,271.60
Community Services	5/2/2023	MACKINNON & SONS EXCAVATING, LLC	\$14,600.00
Community Services	6/19/2023	AAA PUMP SERVICE, INC.	\$15,444.91
Community Services	6/8/2023	EJ PRESCOTT, INC	\$16,300.00
Community Services	5/30/2023	ELECTRICAL INSTALLATIONS INC.	\$30,000.00
Community Services	5/8/2023	CLIPPER LANDSCAPING, LLC	\$37,725.00
Community Services	6/12/2023	F.W. WEBB	\$50,090.00
Community Services	6/28/2023	SUR CONSTRUCTION, INC.	\$57,462.50
Community Services	5/10/2023	MUNICIPAL PEST MANAGEMENT	\$60,607.50
Community Services	5/11/2023	CONCRETE SYSTEMS INC	\$67,549.00
Community Services	6/28/2023	YORK RIVER LANDSCAPING	\$78,659.00
Community Services	5/22/2023	PJC & COMPANY ECOLOGICAL LAND CARE	\$98,420.30
Community Services	5/11/2023	ROCHESTER NH, CITY OF	\$118,568.68
Community Services	6/6/2023	D. AND C. CONSTRUCTION COMPANY, INC.	\$202,100.00
Community Services	5/22/2023	CONTINENTAL PAVING, INC.	\$1,822,297.00
Executive	5/5/2023	DELL MARKETING L.P.	\$5,804.36
Executive	6/7/2023	HAIGHT ENGINEERING/MCENEANEY	\$7,500.00
Executive	5/22/2023	NORTHEAST EARTH MECHANICS, INC.	\$19,532,250.00
Fire and Rescue	6/7/2023	TELEFLEX, LLC.	\$5,320.00
Fire and Rescue	6/29/2023	BERGERON PROTECTIVE CLOTHING LLC	\$7,109.45
Fire and Rescue	6/21/2023	ZOLL MEDICAL CORPORATION	\$7,132.63
Fire and Rescue	6/29/2023	HARRISON SHRADER ENTERPRISES, LLC	\$21,375.00
Fire and Rescue	5/25/2023	MACMULKIN CHEVROLET, INC.	\$41,974.00
Fire and Rescue	5/16/2023	NEW ENGLAND EMS INSTITUTE D/B/A	\$70,000.00
Planning	6/6/2023	UNIVERSITY OF NH FOUNDATION, INC.	\$5,000.00
Planning	6/27/2023	LANDSCAPE FORMS, INC.	\$7,160.00
Police	6/29/2023	RAYMOND COALITION FOR YOUTH, INC.	\$5,700.00
Police	6/12/2023	BODY ARMOR OUTLET, LLC.	\$7,290.00
Police	5/10/2023	CARDINAL TRACKING, INC.	\$8,900.00
Police	6/21/2023	ICOR TECHNOLOGY, INC	\$61,775.00
Recreation	6/6/2023	UNIFIED BUILDING GROUP, CORP.	\$6,606.32
Recreation	5/3/2023	RE VISION IMPACT FUND 2 LLC	\$7,000.00
Recreation	6/8/2023	FIRST STUDENT, INC.	\$14,280.00
Recreation	6/30/2023	DOVER 400	\$16,246.00
Tax Assessment	6/12/2023	W.B. MASON CO., INC	\$7,000.00
Tax Assessment	5/11/2023	VISION GOVERNMENT SOLUTIONS, INC.	\$84,466.00

Bid Solicitation:

Department	Bid #	Bid Date	Description
City Clerk	Q23-035	5/12/2023	Postage Machine Rental
POLICE	B23-082	5/17/2023	Mini-Caliber Swat Robot
CS	B23-084	5/24/2023	Household Hazardous Waste Collection Services
CS	B23-086	5/30/2023	Hot Bituminous (Asphalt) Pick Up
CS	B23-083	6/14/2023	Residential Pay As You Throw Bags
CS	B23-087	6/15/2023	Tree Removal and Pruning Services

Fire & Rescue

Calls for Service / Activity Statistics

May saw Fire & Rescue responding to 670 calls for service, an average of nearly 28 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

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 May, there were 191 times when 2 calls were going on simultaneously, and 92 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.	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
	May 2023	670	191	92
	June 2023	584	166	62

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

Municipality Assisted **EMS Service**

<i>Berwick</i>	Stewart's Ambulance
<i>Rochester</i>	Frisbie EMS
<i>Rollinsford</i>	York Ambulance
<i>Somersworth</i>	Stewart's Ambulance
<i>South Berwick</i>	York Ambulance

The different service areas In June were:

Municipality Assisted **EMS Service**

<i>Eliot</i>	Stewart's Ambulance
<i>Rochester</i>	Frisbie EMS
<i>Rollinsford</i>	York Ambulance
<i>Somersworth</i>	Stewart's Ambulance
<i>South Berwick</i>	York Ambulance

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

Facility	State	# of individuals
Wentworth Douglass Hospital	NH	282/260
Free Standing ER – Dover (HCA)	NH	39/25
Frisbie Memorial Hospital	NH	02/01
Portsmouth Regional Hospital	NH	07/08

Mass General Hospital	MA	00/01
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		330/295
Non Transports/Sign offs/Refusal of Care		209/128

In the month of May, some interesting emergency calls to note were:



On May 17th, the Fire Department responded mutual aid to Kittery, ME to assist with a multi alarm building fire. Engine 1, Ladder 3 and Chief McShane were ultimately assigned to aid in fire suppression efforts at the Days Inn on the Route 1 By-Pass. High winds along with dry conditions made extinguishing the blaze extremely difficult. Wind driven embers sparked several brush fires and another small structure across the street from the motel. Suppression efforts were further hampered due to the interruption in the water supply as a result of multiple water main breaks.



The Fire Department responded to a tractor-trailer carrying 60,000 pounds of garbage that rolled over at the intersection of the Spaulding Turnpike and Knox Marsh Road on Wednesday, May 17th. Traffic was backed up for hours while the clean-up took place. The driver of the 18-wheeler was attempting to merge onto Knox Marsh Road from the exit 8 off ramp and overcorrected the turn causing the top-heavy load to roll onto its side. The driver sustained very minor injuries and refused to be transported to the hospital.

On May 5th and May 10th, Dover Fire & Rescue participated in a hazardous materials incident. Over the course of two responses related to the same hazardous materials incident, 14 Dover Fire & Rescue assisted local, state, and federal agencies. Dover Fire & Rescue personnel responded as members of the Seacoast Chief Fire Officers Mutual Aid District's hazardous materials team (Seacoast Technical Assistance Response Team). Dover Fire & Rescue also provided a paramedic-staffed ambulance and incident command support.

On Friday May 12th, Chief McShane met with NH State Fire Marshal Toomey and Deputy Fire Marshal Allard. The meeting was held to discuss New England's representation on the International Code Council. The International Code Council is the leading global source of model codes and standards and building safety solutions that include product evaluation, accreditation, technology, training, and certification. The Code Council's codes, standards, and solutions are used to ensure safe, affordable, and sustainable communities and buildings worldwide.

On May 16th, Chief McShane met with stakeholders from Dover Police, NH Homeland Security and Emergency Management (HSEM) and the Seacoast Charter School. Personnel conducted a School Security Assessment, facilitated by HSEM. This assessment includes a thorough review of the school's built environment in regard to security and emergency preparedness, as well as operational and emergency preparedness plans.

May 24th, Division Chief Irwin attended the NH Bureau of EMS ESR – EMS User group meeting to discuss issues with in the New Hampshire Trauma and Emergency Medical Information System. This is the system that the Department's electronic Patient Care Records are created and stored for our medical aid calls.

May 26th, Division Chief Irwin assisted the Police Department's Communications Bureau with Dispatch candidate interviews.

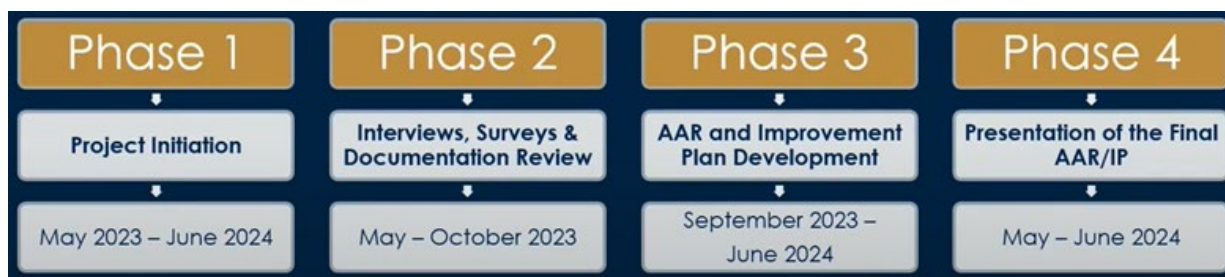
NH Homeland Security & Emergency Management held its monthly briefing with state-wide emergency managers and fire chiefs. Director Buxton provided updates on HSEM personnel promotions, emergency management planning for upcoming events: Pease Air Show, NASCAR race, Bike Week, and the 2024 Solar Eclipse event. Also discussed was boarder protection, school readiness, Municipal Cyber Defense and upcoming related training.

NH HSEM, along with a private contractor will be conducting a Covid-19 After Action Review with the goal to develop a plan for the state to use in the future if faced with a similar event. This will be a multi-year-long study. Areas of focus will include Logistics (PPE & PPE supplies), Vaccine distribution, Activation and staffing.

After Action Review goals:

- Simple to understand
- Serves as a guide
- Base plan with which to respond better for the next crisis structural process of the state's response can be employed again in another crisis.

Timeline



Preparedness Focus

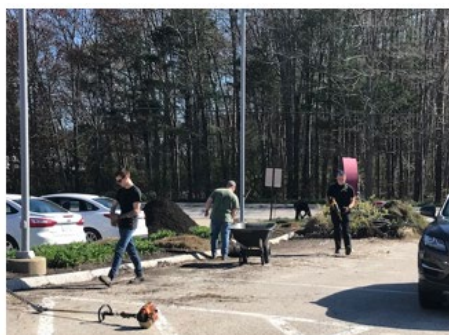


Response Focus



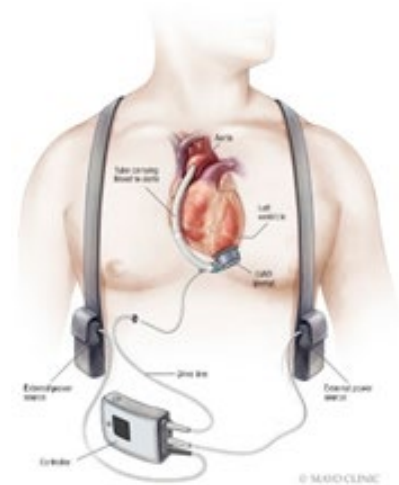
May 31st, Division Chief Irwin represented the Department at the monthly meeting of the Dover Mental Health Alliance. The key discussion this month focused on the “Epidemic of Anxiety”, presented by Stephen Quinlan.

Every year on and off duty members participate in our “Dover Clean-up Day”. This year we changed our normal location from the train station to our three stations. To promote “pride and Ownership” members and families brought their own yard equipment to clean up the exterior of the North End, South End and Central Stations. This included pruning, mowing, edging, mulching, shrub removal and sweeping. The end result looked amazing and created a great curb appeal for the city’s fire stations.



On May 4th, Division Chief Irwin attended Advanced Cardiac Resuscitation training hosted by the Hampton Fire Department. The program provided training on care and treatment of an individual that experiences a cardiac arrest and the science behind the method.

The Division of EMS develops an annual EMS training calendar. The annual training includes coordination with Dover Fire & Rescue's partners; Wentworth Douglass Hospital, and Portsmouth Regional Hospital. Dover Fire & Rescue also contract with Emergency Education Consultants. In May, each shift received training presented by Portsmouth Regional Hospital staff on the Left Ventricular Assist Device (LVAD). This is a battery operated pump that is used for patients who have reached end-stage heart failure. These are used to assist the left ventricle pump blood to the rest of the body, while the patient awaits a donor heart. The mechanics of the device as well as trouble shooting techniques were discussed and practiced. There are numerous citizens throughout the City of Dover who have these device implants.



On May 25th, Division Chief Irwin attended the first post-COVID national speaker in the Seacoast Chief Fire Officers Mutual Aid District training program. Chief John Alston from the New Haven (CT) Fire Department discussed the “Seven C’s of Leadership,” “What’s on your Mind: The Incident Commander’s Mindset,” and personnel management.

On May 31st, with the assistance of the City’s Legal Department and the Division of EMS finalized the Field Clinical Affiliation Agreement with the New Hampshire Technical Institute’s Paramedic Emergency Medicine Program. The Department now has agreements with three Paramedic programs and four EMT/AEMT programs. Serving as a clinical host agency, Dover Fire & Rescue is able to enhance recruitment opportunities while at the same time fulfill its commitment to supporting the development of New Hampshire’s emergency medical services.



Firefighter/Paramedic Kayla Reno



Firefighter/Paramedic Brad Ryder

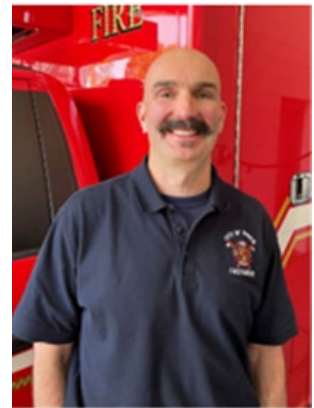
On May 4th Firefighter Reno and Firefighter Ryder graduated from the New England EMS Institute where they completed their 16 month-long paramedic programs. During this program, they each completed 1000 hours of hospital and field clinicals in addition to the weekly classroom instruction. Dover Fire & Rescue is proud to recognize both Kayla Reno and Brad Ryder for their achievements.



Just a few Dover Fire & Rescue members attending the paramedic graduation ceremony in Manchester, NH.

Dover Fire & Rescue welcomes Jeremy Poder as the department's newest member. Firefighter/AEMT Poder comes to Dover Fire & Rescue from the Rochester Fire Department where he served as a Firefighter/A-EMT. Please welcome Jeremy and his family to the City of Dover.

With the arrival of the City's new fire engine; a 2022 E-One E-MAX pumper, initial training was provided by Jim Rogers of Greenwood Apparatus to all four of Dover Fire & Rescue's shifts. Modern fire apparatus has complex and highly technological operating systems (mechanical, electrical, pneumatic, hydraulic, and many computer systems that are integrated into each of the forementioned systems). Many hours of training and vehicle operations are required to learn how to operate the vehicle and the vehicle's systems. Subsequent to the initial training, each shift has been conducting company-level training on the new engine.



Jeremy Poder

Along with the initial training the personnel have received on the new engine, Dover Fire & Rescue's 12 Engineers are undergoing their required 16 hours of annual training. With the recent delivery of the new engine, Engineers are receiving additional training. The Engineer training program this year has been developed to focus on the safe and effective operation of this vehicle. These individuals will be the first E4 operators on the department and will train and assist other members.

Dover Fire Rescue has three Engineers per shift (12 Engineers in total). These individuals specialize in the operation and training of all fire apparatus. In May, Dover Fire & Rescue held a promotional exam for the

classification of Engineer. This year the department had four members participate in the examination process which includes an application process, written exam and tactical evolutions. The examination process focuses on assigned reading materials, department Standard Operating Guidelines, vehicle inventories, street locations, operating apparatus, hydraulic calculations, drafting, proficient use of all rescue equipment on all apparatus, and water supply. All members worked really hard to prepare and it showed!



Members of the City of Dover Fire & Rescue are constantly taking courses that are required for certification, promotion, and professional development. As part of the department’s plan to support department personnel in their professional development goals, and to enhance personnel’s study skills, the department contracted a study skills expert; Krista Martin from Unlocked Learning LLC to provide the first ever group study skills course with Dover Fire and Rescue. Two identical classes were provided, one in the morning and the other at night to accommodate everyone’s availability. The course covered learning preferences (visual, auditory and tactile), recognizing and understanding reading habits, reading skill development, note taking styles and efficiency improvements, and to create a study process based on daily, weekly and monthly activities. Of the 13 personnel who attended, they all indicated that the class was very useful for identifying their personal study-skill weaknesses, learning alternative study-skill strategies, and how to develop an improvement plan.

On May 2 the Fire Department had Forest Ranger Nehiley stop by a regular scheduled officer’s meeting to present



the required Deputy Warden refresher for all Dover Fire Officers. This class covered state laws on permitted burns, fire permit types, online permitting systems and fire reporting.

In May FF/Paramedic Cody Nason completed the “check off” process on Ladder 3 which covers the South End fire district. Ladder 3 is one of two Aerial apparatus that protect our great city. Cody spent countless hours, with the assistance of shift members, to assure he knows how to safely and efficiently operate all systems on this vehicle. Nice Job Cody!

In an effort to promote a safer work environment and lesson the release of known carcinogens into the soil, Dover Fire & Rescue purchased a new PFAS free fire suppression foam to replace existing AFFF foam we carried on our fire apparatus. The Fire Department initially purchased 17 five-gallon buckets of MUNI Green Plus 3%. All AFFF foam that was previously used has been removed and contained for storage. All old foam will be collected through the DES and State Fire Marshall's office take back program in the early summer.



On June 15, 2023, an investigator from the State Fire Marshal's Office testified in front of a Strafford County Superior Court Grand Jury regarding an arson that had occurred on June 28, 2022 in Dover. The testimony provided resulted in the indictment of Mr. Sean Rutherford on a Class B Felony arson charge.

The U.S. Fire Administration (USFA) announced their effort to launch a new fire information and analytics platform, known as the National Emergency Response Information System (NERIS), for the American fire and emergency services. Once NERIS is developed and operational, USFA will work to migrate fire and emergency services departments onto the new platform. The legacy NFIRS will remain operational throughout the transition process so all fire and emergency services departments should continue to use the current NFIRS data system and maintain status quo until migrated to the new platform.

June 1st, Assistant Chief Hanna & Division Chief Irwin met with Todd Donovan, Freedom Hill Consulting, to discuss improving data management within the New Hampshire's Trauma & EMS Information System (TEMSIS). This is the system that the Department utilizes to generate Patient Care Reports from which our billing agency, Quick Med Claims, obtains their information for billing purposes. Topics discussed were data collection, report generation, with the goal to streamline & improve care delivery and revenue generation.

During the month of June, Fire & Rescue responded to 584 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.

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 June

- 166 times when 2 calls were going on simultaneously
- 62 times when 3 or more calls were going on at the same time.

In the month of June, some interesting emergency calls to note were:

On June 22nd, a full response from the Fire Department was dispatched to the scene of a structure fire at 21 Baker St. On arrival, crews found a detached garage with heavy smoke pushing from the window openings. The fire was knocked down and quickly brought under control. The close proximity of the surrounding buildings and structures in this area create significant exposure hazards. An exposure as it relates to a fire scene is any building, structure or object that surrounds the fire. The closer an exposure is to a fire, the bigger the hazard becomes, whether through direct flame spread or heat transfer.



The crew from Ambulance 2 was the first to arrive on scene. With limited firefighting equipment, their initial priority is to assure people are not trapped in the building, and people are evacuated from adjacent buildings.

On June 19th, Deputy Chief Chabot attended a seminar at the New Hampshire Fire Academy on the inspection essentials of display fireworks. This class, which was sponsored by the State Fire Marshal's Office, provided the information and tools to work with the display shooters to ensure a safe and enjoyable experience for all. Topics covered included: display site setup, product storage, best practices, as well as state and federal rules relative to transporting and displaying fireworks.

Chief McShane attended the New Hampshire Association of Fire Chiefs (NHAFC) Board of Directors Meeting at the Primex facility in Concord. Topics of discussion include:

- NHAFC Strategic Plan
- National Institute for Occupational Safety & Health (NIOSH) National Firefighter Registry (NFR) for Cancer. The NFR for Cancer is the largest effort ever undertaken to understand and reduce risk of cancer among U.S. firefighters.
- Senate Bill 71, Workers' Compensation for Firefighters with Cancer/Committee to Study Annual Cancer Screening.

- House Bill 296, Driveway Permits
- House Bill 2 & House Bill 436, pertinent to NHRS Group II
- House Bill 564, code updates
- House Bill 182, Volunteer/Call FF termination legislation.

In collaboration with the Dover 400 committee Dover Fire department was able to obtain a large banner proclaiming our dedication to the City of Dover and its citizens. The Dover 400 Committee generously provided the funds necessary to purchase this 3' x 24' banner meaning there was no cost to the city. It proudly hangs on Dover Central Fire Station and Reads:

*Dover Fire and Rescue
This Fire Station proudly protecting our great city for over 125 years*



All of central fire station was decorated in patriotic red, white, and blue colors for the July 4th holiday and Dover 400 celebration. As a nod to our proud and long history, the station was decorated in a similar fashion to this July 4th picture from circa 1940

Dover Fire continues to work with Freedom Hill Consulting to increase our data analytic strategy and capabilities. By better accessing fire department data, the ability to make timely and reliable informed decisions about regarding the organization increases significantly.

Through regular meetings, valuable insight is gained regarding the current department records system management. The fire department is in the process of fully setting up and customizing data as well as data access to assure service delivery meets service needs. All reports are customizable to meet current and future needs using Excel Pivot Tables. As staff learn and grow into this new area they will develop a better understanding of department strengths and weaknesses thereby improving our overall service delivery to the public.

June 2nd, Division Chief Irwin worked the SCFOMAD Annual Golf Tournament, held at the Pease Country Club. This is the primary fund-raiser, conducted by the District, to raise money for District training & equipment. The District is trying to rebuild its training program post-COVID. As part of the Strategic Plan, the District plans on conducting:

- Quarterly Local content training, conducted before general membership meetings
- 2 National speaker events
 - Spring: Leadership & Supervision
 - Fall: Tactics & Strategy
- Develop a Company Officer Academy, to cover “boots on the ground” topics not covered by Fire Officer I & II
- This training is provided either free or minimal costs to District members.

Money raised, will also be used towards the District’s Capital Improvement Plan for replacement of District assets used by all members, including, but not limited to:

- Mobile Command Unit
- SCBA Air Trailers
- Emergency Light Tower Trailers
- Hazardous Materials response vehicles & equipment

On June 27th, members of Dover Fire & Rescue assisted the Somersworth Fire Department in dealing with the sudden, and unexpected loss of one of their firefighters; Brian Flood, to a tragic accident. The Professional Firefighters of New Hampshire Peer Support Team was utilized to help Somersworth Fire Department personnel through this difficult time. Dover Fire & Rescue, Rochester Fire Department, and Durham Fire Department provided city-wide coverage to allow members of the Somersworth Fire Department time to grieve, and time to coordinate funeral services.

June 28th, Division Chief Irwin represented Dover Fire & Rescue at the monthly meeting of the Dover Mental Health Alliance. The focus of this meeting was the presentation of “Getting to “Y”” Middle School & High School program. This is a student driven Youth Risk Behavior Survey program.

The Willand Warming Center end of year After Action Review occurred on June 29th. Information gleaned from the meeting included:

- The shelter was opened 71 nights, with an average of 42 persons housed per night, providing 2,780 “bed nights” for 191 individuals.
- 5,700 meals were served
- Items that went well were: communications, preplanning of the opening threshold criteria, staff flexibility, etc
- Areas of improvement discussed were Mental Health Clinical Support and referral processes, contingency planning, and staffing models.

On June 21st, Chief McShane met with NH HSEM Senior field Rep. Courtney Jordan to discuss hazard mitigation grant, and hazard mitigation preparedness grant applications and outcomes. Chief McShane also attended a FEMA Grants Outcome meeting which discussed the new FEMA GO application workflow and processes.

June 19th, Division Chief Irwin had a virtual meeting with Quick Med Claims (QMC [ambulance billing]) Customer Service Representative Stephanie Avery. In addition to the “meet & greet,” Ms. Avery conducted a refresher on the QMC software dashboards that D/C Irwin has access to with regard to collection & revenue data.

June 22nd, Division Chief Irwin coordinated an equipment demonstration by Zoll Medical representatives of the next generation X-series Cardiac Monitor/Defibrillator and the AutoPulse Mechanical CPR Assist device. This was open to all Department members so that they could see the changes in the new equipment. This was also to assist with Capital Improvement planning for replacing this critical equipment when it reaches its end-of-service life.

June 1st, Division Chief Irwin attended “Safe & Effective Fireground Management”, hosted by the Newington Fire Department. This class was sponsored by the National Fallen Fire Fighters Foundation (NFFF) and the Seacoast Chief Fire Officers Mutual Aid District. This class was instructed by Dover Fire Chief (retired) Eric Hagman, who has been a long-time advocate/instructor for the NFFF.

June 15th, Division Chief Irwin attended a meeting of the Professional Fire Fighters of New Hampshire (PFFNH) Peer Support Team. This team is comprised of firefighters and providers, both active & retired, that assist fellow public safety professionals that may be having a mental health issue, or been exposed to an extremely stressful incident. These individuals are trained through the International Association of Fire Fighters. The primary focus of the team members is to be available for members to have someone to talk with, & if necessary by the conduit for further sources of assistance.

June 15th, Division Chief Irwin attended Manchester Fire Department’s Captain Steven Desruisseaux’s presentation “Less than 10 seconds”. Captain Desruisseaux serves on Engine 11 & was severely injured while rescuing victims from a fire on June 14th, 2022. He presents the strategy & tactics used that day as

well as what went right and what went wrong. He reveals his trials & tribulations while going through his recovery as well as the mental health challenges he faced. Approximately 130 people attended from across the Tri-State area.

July 19th through the 23rd, the Division coordinated on-shift EMS training. This was conducted by instructors from Emergency Education Consultants. The topics this month was a review of Legal issues such as health care privacy, durable power of attorney, do not resuscitate orders. Also covered was care and treatment of traumatic crush injuries during technical rescues.

June 21st, Division Chief Irwin chaired the quarterly meeting of the Joint Loss Management Committee, held in the Council Conference Room. The committee of comprised of members of Management & the Unions, as required by the NH Department of Labor, to discuss property loss and worker comp cases as well as being the clearing house for any safety related policies or programs to be instituted by the City.

Two Fire & Rescue members in the month of June completed the “check off” process for both Truck 1 and Engine 8.

June 6, Firefighter Robert West completed the “check off” process for Truck 1. This process takes many months of preparation involving other Truck 1 operators on the department to assist. Our priority here at Dover Fire & Rescue is that members operate all vehicles as safely and efficiently as possible and continue to do so.



June 19th, Firefighter Cody Heath completed the “check off” process for our Engine 8. Engine 8 currently runs frontline out of the North End station. Just like Rob, Cody spent months preparing for this day. Both members did an outstanding job!



On June 14th three members participated in Dover Fire & Rescue’s Lieutenant promotional process. This process was developed to evaluate members for the duties and responsibilities of a company officer which includes a written examination, oral-board evaluation, and tactical evolutions. These three members studied for over a year to prepare for this day and it showed. Experienced company and chief officers from other departments supported the promotional process by serving as evaluators.



On June 7th Engineers training concluded with four hours of training with Dover Fire & Rescue’s new Engine 4. Members that are classified as Engineers are the first to train and get “check off” on new apparatus. After completion of this training and four hours of drive time, Engine 4 will be placed in service to serve the citizens of Dover. Dover Fire & Rescue Engineers are responsible to mentor other members of the department with training and preparation for their “check off” process.



Dover Fire & Rescue continued a department tradition called; “Family Fun Day.” This event is coordinated by IAFF Locals 1312 & 2909 and paid for by fund raisers, volunteer help, and donations. Family Fun Day is an opportunity for Fire & Rescue personnel and their families to gather and enjoy a day of socializing, laughing, playing, eating, and relaxing. Fire & Rescue personnel, their spouses, significant others, and their children, (and yes, pets too) have an opportunity to be introduced to new member’s families, get to know each other and strengthen friendships. Over the years, many of the member’s children grow up together, play together, and attend Fire Department functions together.



Owen Ricker come (originally from New Colorado Springs. I firefighter in in the USAF.

June 10th, 2023, after a 22-year career in the fire service, Lt. Eric Anderson worked his last shift for the City of Dover Fire & Rescue. Eric began his firefighting career in Somersworth where he worked for 4 years. Eric came to Dover Fire & Rescue on July 5th, 2005. Over the Eric became an Advanced-EMT, was reclassified to Engineer and was promoted to Lieutenant in April of 2017. Eric was dedicated to training to assure his crew was ready for whatever the day would throw their way. Eric took the lead in coordinating as well as participating in the Fire Safety Festival for several years. When COVID put the city on lockdown, Eric developed the Fire Safety Online Learning Academy. With the help of the City’s Media Services Department, videos with fun facts and safety messages were created by Dover Fire members that could be accessed on the web. Congratulations on your retirement Eric!



Owen Ricker



Lt. Eric Anderson

In May, Inspection Services had a total count of 536 inspections conducted and 91 permits issued. In June, Inspection Services had a total count of 555 inspections conducted and 84 permits issued. Here is the Inspection Services activity breakdown for both months:

Inspections & Permits	
Life Safety Inspections	56/39
Business Inspections	20/16

Sprinkler / Alarm Inspections	55/43
Building Inspections	144/136
Electrical Inspections	132/98
Plumbing / Mechanical Inspections	129/138
Blasting Inspections	00/00
Health/Housing Standards Inspections	00/62
School / Daycare Inspections	00/22
Oil Burner Inspections	00/01
Woodstove / Fireplace Inspections	00/00
Building Permits	82/76
Blasting Permits	01
Certificate of Occupancy Permits	06

Planning & Community Development

Housing Navigator Pope attended Strafford County Ending Homelessness Committee meeting on May 23rd in Somersworth and presented information on the Dover's efforts to create enable and incentivize the creation of Attainable Housing.

City Council adopted a Resolution to create the Committee to Address Community Housing Needs on May 24th. Housing Navigator Pope is actively engaging with community stakeholders to gather community feedback and encourage participation on the Committee.

Outreach Coordinator Bassegio and the Community Trail Advisory Committee coordinated with Don't Trash Dover to join their monthly volunteer litter collection walk on May 27th.

Community Trail: For phase IV, Planning Staff is working with NHDOT on potential extra funding to be able to expand the feasibility research for a preferred alternative route on the southern side of the Bellamy River and crossing the Bellamy River further into Bellamy Park to then continue to Route 155. The Council authorized the contract for Fuss and O'Neil to design the trail in this area. A change-order would be brought to the City Council after hearing from NHDOT about funding. Staff, the consultant, and staff from NHDOT met in August about next steps and continued the conversation into the fall regarding a potential change order until NHDOT gave the approval to proceed. The bridge feasibility study is almost completed and then the trail feasibility study can be completed. A public meeting will be held in June at the Planning Board to discuss the expansion.

Planning and Finance staff drafted a RFP for an Impact Fee analysis which is completed every 5 years and are negotiating with the one bid received. An award of bid was approved by Council in December. The contract was signed in early February after liability insurance certificates were submitted and the consultant has started the data collection process. The consultant is currently in a data-gathering stage

and has met with the Recreation Director, and will meet with the Police Chief, Fire Chief, and School Superintendent in June.

Relative to the online permit program, planning staff has attended numerous training sessions and are currently testing out the new software to work out as many kinks as possible before going live. There was a soft/internal roll out beginning May 16th and official roll out of the online software in July for the public. City staff has continued to tweak the software, support the public members learning to use it, and have started doing electronic plan reviews. City staff has continued working on Planning Report design including memos, minutes, and notices of decision.

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 831 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 3,444 followers).

Planning and Media Services staff have created a video preview of Planning Board and Zoning Board agenda for the Board meetings on May 9, 18th, and 23rd. The videos include the plans themselves with a detailed introduction of the applications and opportunities for engagement.

In May, 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, information on the Zoning amendments and Committee to Address Community Housing Needs, updates on Community Power, and event overviews for the Northeast Color community day, Voyage Solar System exhibit grand opening, Open Lands Committee landscaping biodiversity event, and the Don’t Trash Dover litter collection walk, words of the week included “Vernal Pool” and “Master Plan.”

In June, 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 the reorganization of the Planning Department to include Inspection Services, NH Planners Association Spring Conference, NHPA 2023 Project of Year: John and Maggie Randolph and the City of Dover for The Cottages at Back River Road, Waterfront Project groundbreaking, recognition of Frank Torr’s service to Dover, Street Tree Initiative updates, and word of the week included “Lot Line.”

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.

Housing Navigator Pope attended several Chamber of Commerce Events in May to engage directly with residents and business stakeholders. He has conducted and/or scheduled several follow-up interviews with community members identified in this forum to encourage active participation in Dover’s Housing efforts.

The replica to-scale solar system exhibit, Voyage Mark II, was successfully installed by the Community Services Department in April 2023. A grand opening event and ribbon-cutting ceremony, coordinated between Planning staff, the Community Trail Advisory Committee, and members of the Dover School District and City Council, was held on May 2nd. Members of the public also attended the event to mark the exhibit's installation.



Resilience Manager Kaspari conducted interviews with the UNH Sustainability Institute on May 1st and May 2nd to hire a Renewable Energy Analysis Fellow who will assist Kaspari with developing a number of scenarios to help the City appropriately plan for achieving the City Council's 100% Renewable Energy for Municipal Facilities goal.

Resilience Manager Kaspari presented advantages and drawbacks for two timeline options for launching a Dover Community Power Program during the May 3rd City Council Workshop.

Resilience Manager Kaspari met with stakeholders from UNH and the aquaculture community on May 5th to discuss plans for a signage project associated with Great Bay 2030 efforts.

Resilience Manager Kaspari produced a memo to address questions from Councilors Cullen and Hinkle regarding the timeline options for the Dover Community Power Program and attended the May 10th City Council Meeting to address questions about the Dover Community Power Program.

Resilience Manager Kaspari attended a Risk Management Committee meeting of the Community Power Coalition of New Hampshire on May 11th and May 25th.

Resilience Manager Kaspari presented information on the Citywide Resilience Plan and the catch basin cleaning system to UNH staff as part of the UNH Facilities Lunch and Learn Series on May 12th.

Resilience Manager Kaspari met virtually with Ethan Bryson from Natural Urban Forests on May 22nd to discuss a potential partnership regarding a pilot pocket forest that the Forest Management Subcommittee is interested in.

Resilience Manager Kaspari coordinated with City Engineer Mavrogeorge and Assistant City Engineer Semprini to submit a Pre-Proposal for the NHDES Aquatic Resource Mitigation Fund Grant.

Resilience Manager Kaspari prepared a Letter of Intent for the NH Hazard Mitigation Grant Program with the proposal aimed at securing funding for the reconstruction of the Sixth Street bridge near the start of Pickering Road.

Planning and Community Development staff met with several developers regarding conceptual reviews. Projects included some residential only, mixed use and some industrial. There is active interest throughout the City and with project costs trending up, interest in development is still steady.

Director Benton supported applicants with their InvestNH applications this spring and continued into the fall assisting with a Demolition application and met with NH BEA Andrew Dorset about the municipal-per-unit grant applications on May 15th.

Housing Navigator Pope has assumed the responsibilities associated with the Navigator Grant's reporting and Housing Academy attendance. A draft of the InvestNH Housing Opportunity Grant, to assess and potentially revise portions of the City's Land Use Ordinances, has been created and will be submitted in early June.

Housing Navigator Pope's engagement with local banks and credit unions to create an ADU specific financing vehicle to encourage cost-effective production continues. Collaboration on this effort has expanded to include both the Community Loan Fund and New Hampshire Housing Finance Authority.

Planning staff and Engineering staff have been working with a consultant to help design an implementation plan for the Downtown Pedestrian and Vehicular Access plan. A public information session was held on February 13th. Staff worked with the consultant in preparation for that meeting and on concept plans. The session was well attended with helpful feedback received. Staff has continued working with the consultant and held meetings with GPI and the Police Department and COAST bus on May 2 and had a check-in scope and design meeting on May 31st.

On May 11th, Northeast Color coordinated with Planning staff for a volunteer service day where employees painted the Silver Street Tunnel on the Community Trail and the Garrison Hill Tower.

Throughout the month of May, Housing Navigator Pope met with the Housing Navigators from Portsmouth, New Durham, & Farmington to discuss approaches, learnings, and best practices.

Director Benton and the hiring committee continued reviewing applications and interviewing candidates for the vacant City Planner position.

Director Benton staffed the June 5 Arts Commission meeting. The Arts Commission is currently reviewing their grant applications and has reserved funding for graffiti walls in the city.

On June 7, the Strafford Regional Planning Commission held a meeting to review a subdivision off Oak Street for regional impact. A report and meeting minutes were provided to the Planning Board.

Resilience Manager Kaspari and Open Lands Committee Chari Boudreau presented two proposed conservation easement projects to the Conservation Commission on June 12th. The Commission approved the use of Conservation Funds for both proposals which will be brought to the City Council at an upcoming meeting.

Resilience Manager Kaspari assisted Energy Commission Member Arcadia Lee at the Energy Commission meeting on June 21st with presenting preliminary results from the community scale greenhouse gas inventory. Kaspari also introduced UNH Sustainability Institute Fellow, Peder Franson to the Commission.

Housing Navigator Pope conducted several one-on-one stakeholder interviews with residents, business owners, developers, and real estate professionals to solicit participation and feedback in Dover's Attainable Housing initiatives. These meetings included initial interviews with prospective candidates for Dover's Ad Hoc Committee to Address Community Housing Needs.



The Planning Board reviewed and recommended to Council amendment to the Zoning Ordinance in on May 23rd. Materials were created for the July 12th Council meeting which was referred to a public hearing on August 9.

The City Council recognized Frank Torr (pictured left) with a proclamation for his 40+ years of service to community development and planning in the City and region. Here he is with Planning Director Benton and Planning Board Chair Gina Cruikshank.

The Cochecho Waterfront Development Advisory Committee, Community Services, Business Development, Media Services, and Planning worked together to organize a groundbreaking event for the waterfront development project on June 20th. Planning staff members coordinated with Community Services to invite community members and all related parties. The event was covered by Foster's on June 21st.

The Planning and Community Development Department welcomed Peder Franson, Dover's UNH Sustainability Fellow, on June 5th who will assist Resilience Manager Kaspari with developing a number of scenarios to help the City appropriately plan for achieving the City Council's 100% Renewable Energy for Municipal Facilities goal.



Planning Department Employees, Dave, Jackson, Donna, Natasha and Erin.

Resilience Manager Kaspari attended a presentation by municipal representatives from the Cities of Saint Paul, MN and Longmont, CO on June 14th, who discussed their experience using the Kausal Watch web platform for tracking climate action plan implementation.

Resilience Manager Kaspari conducted an analysis on June 14th for Fleet Supervisor Greene to explore pay back periods for converting fleet vehicles to propane or compressed natural gas.

Resilience Manager Kaspari attended a two-day workshop series on June 16th and June 17th for the Coastwise Program. Kaspari graduated from the one-year program on June 17th which provided hands on learning experiences to professionals that focus on coastal resiliency issues.

Resilience Manager Kaspari and Energy Commission Chair Baber met with representatives from Siemens on June 21st to learn about how automated control systems and data exchange could aid the City in improving energy efficiency and increasing access to reliable energy data for decision making.

Resilience Manager Kaspari attended a launch event for the 2023 UNH Sustainability Fellowships on June 22nd with Dover's Fellow Peder Franson. This provided an opportunity for the 41 Fellows to receive feedback on the direction for their summer projects.

Resilience Manager Kaspari met with UNH Sustainability Fellow Cassie Lafleur on June 23rd to talk about Dover's messaging and actions regarding single use plastics reduction.

Resilience Manager Kaspari met with staff from Stafford Regional Planning Commission (SPRC) on June 23rd to discuss a regional EV Charging Guide that SRPC is developing for municipalities.

Resilience Manager Kaspari attended a CPCNH Board of Directors meeting on June 30th where new rates from Aug 1st, 2023 – Jan 31st, 2024 were adopted. The Granit Basic rate at 10.9 cents/kWh is approximately 13% less than the 12.582 cents/kWh default rate through Eversource. The Granite Plus and Clean 50 rates at 33% and 50% renewable content respectively also fell below the Eversource default rate.

Director Benton and Resilience Manager Kaspari met with Southeast Land Trust about a conservation easement amendment.

The Conservation Commission, Resilience Manager Kaspari, and the Community Services Department planted new street trees in the downtown.

Zoning Administrator Kypfer attended a site walk meeting with Engineering staff at Wildcat Drive in order to review CO readiness and stormwater management systems, on June 13th.

Director Benton and Zoning Administrator Kypfer attended an on-site location meeting, with Community Services staff, on June 13th to assess the location for placement of the Major Waldron Historic Marker, along Central Avenue near Garrison City Beerworks.

Director Benton was a key speaker for a virtual webinar hosted by NH Business and Economic Affairs/Office of Planning and Development for the NH Housing Toolbox series entitled "Shifting Housing Potential: Transfer of Development Rights" on June 15th which was also attended by Zoning Administrator Kypfer, Housing Navigator Pope, and Outreach Coordinator Bassegio.

Zoning Administrator Kypfer attended the NNECAPA Executive Council virtual meeting on June 16th 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.

Zoning Administrator Kypfer attended a pre-construction meeting at Mast Road for the L & T Dental at 90 Central Avenue, on June 20th.

Zoning Administrator Kypfer attended a virtual webinar hosted by NH OPD entitled "Floodplain Management Basics for Community Officials", on June 20th.

Zoning Administrator Kypfer attended a virtual webinar hosted by NH OPD for the NH CRS Users Group Quarterly Meeting, on June 22nd.

Zoning Administrator Kypfer attended a virtual training hosted by the Sign Research Foundation entitled "Content-Neutral Sign Codes After Reed and Austin", on June 28th.

Community Development Planner Carpenter performed onsite monitoring of all FY23 CDBG recipients to confirm compliance with Federal and local operational requirements.

Housing Navigator Pope attended New Hampshire Housing conferences to engage with low-income housing developers and better understand the Low-Income Housing Tax Credit allocation process in NH. These included the Multifamily Conference in Portsmouth on June 9th and the Qualified Action Plan (QAP) Public Comment Session in Bedford on June 21st.

On June 15th, Housing Navigator Pope attended a panel event in Lee highlighting infrastructure alternatives for development where water and sewer are not available. The event was hosted by the Workforce Housing Coalition of the Greater Seacoast.

Director Benton met with other staff regarding transition steps and helped reviewed the administrative code changes that will bring Inspection Services under the Planning and Community Development Department umbrella.

Director Benton led the NH Planners Association annual conference on June 2nd in Plymouth, NH. Resilience Manager Kaspari, Outreach Coordinator Bassegio, and Housing Navigator Ryan Pope also attended. The City of Dover also received the NHPA 2023 Project of the Year award along with Maggie and John Randolph for the Uncommon Drive Cottage Project off Back River Road.



Donna Benton receiving NHPA 2023 Project of the Year award on behalf of the City.

Police Department

Prevention Services Unit

Dover Youth to Youth members attended the *Mobilize Against Tobacco Lies* conference in Washington D.C. from May 16th to May 18th. The conference involved many groups from New York in addition to Dover, Texas and other attendees from around the US, and coincided with the Altria-Phillip Morris shareholders meeting on May 18th. A total of 3 Dover Y2Y students and 2 staff members were in attendance during the conference.

During the event, Dover Y2Y students presented two sessions of the training, *How to Plan a Rally or Kickoff Event*. The students also received training in (1) how indigenous people and tobacco prevention intersect and (2) global tobacco prevention efforts. Y2Y students also helped coach students from other states in how to run a palm card team.



Dover Youth to Youth students outside of the Altria Lobbyist Headquarters in Washington D.C. attending a rally focused on objections to the usage of candy flavorings in tobacco products.

Following the training, Dover Y2Y participated in a large rally event held in front of the Altria Lobbyist Headquarters building in downtown D.C. attended by over 100 conference participants from New York, New Hampshire, Texas, Hawaii, Wisconsin and other states. The rally focused on the students' objections to Altria's usage of candy flavorings and menthol in tobacco products. The rally took place while the Altria-Phillip Morris shareholders meeting was happening. Y2Y students helped out by leading chants, passing out palm cards, and displaying posters.

Following the rally, Dover Y2Y participated in a press event on the front steps of the Metropolitan AME Church. The event, which focused on how the tobacco industry targets youth and minority groups with candy flavors, was organized by Reality Check and the Center for Black Health and Equity. Dover Y2Y member Luisa Pelletier spoke at the event, as did several students from around the country. Luisa focused her two minute remarks on Altria's transition to using flavored e-cigarettes and the impact that the company's use of flavors has had on youth and minority groups.

Regular weekly meetings of the 4 Youth to Youth teams continued this month. During this month:

- The Monday High School Student Team met 5 times
- Older middle school students on the Wednesday Evening Team met 5 times.
- Regular weekly meetings of Dover Youth to Youth members in grade 6 and 7 ended in April.



Dover Youth to Youth student Luisa speaks at the press event in Washington D.C.

Dover Youth to Youth student members and staff continue to be a resource for youth empowerment activities in NH and throughout the US. The program's resources, training materials and experienced student trainers are helping many other communities.

During May and June, staff had discussions on Zoom, email or phone with staff and key participants from several agencies and provided informal direction on community drug prevention implementation, alcohol programming and youth empowerment. These included:

- The ongoing assistance provided to the Drug Free Communities program in Nashua, NH.
- Preparation for the 3 ½ day adult adviser training program July 10-13. Currently there are 11 adults signed up.
- This month, Toolkits were provided to:

- o Updates to 19 Toolkits were provided to the State of Tennessee. 8 Toolkits were provided to Nashua, NH

Dover Youth to Youth continues to provide support to youth advocacy programs in Rockingham and Strafford counties under an agreement with the Greater Seacoast United Way.

On June 20th Dana Mitchell and 3 members of Dover Youth to Youth conducted a 2-hour webinar for the adult advisers of nine youth advocacy groups that are expected to be implemented by the fall. The training provided foundational information on forming a youth team and the resources Dover can provide. On June 29th and 30th a team of 8 Dover Y2Y students traveled to Nashua for two 2-hour training blocks to continue the training.

The in-person training focused on practical skills needed by the adult advisers to effectively train their student advocates to develop media, give presentations and implement other programs.



Dover Youth 2 Youth presentation team at the Connecticut Conference.

On June 23rd, 8 Y2Y members traveled to a youth conference in Connecticut at Central Connecticut State University. Five Dover students provided the opening keynote presentation to an audience of 240 participants. The Dover students also provided two workshops during the day; one on presentation skills for students and the other for adult advisers attending the conference.

The Granite Youth Alliance Film Festival took place on June 4th and 5th at Epping O'Neil Cinema. The event featured 10 student made films on topics ranging from substance use to mental health. The event attracted over 200 people over the two nights and was a huge success. Prior to the June 4th kickoff, Granite United Way hosted a donor event attended by staff and Dover Youth to Youth students. Following the event the attendees walked over to the cinema and participated in the festival.

On June 21st, Dover Youth to Youth held its annual awards event. All Youth to Youth members and their families were invited to the Dover Elks Lodge for desserts, student performances, the presentation of scholarships, and the annual student performance awards.

The NH Drug Free Community coalitions met on June 14th. The group discussed the proposal that was submitted to the governor's office to include prevention funding in the state budget. The proposal specifically proposed funding for coalitions that completed 10 years under the federal DFC program. They also discussed marijuana initiatives, tobacco presentations and high school graduation activities.



Dana Mitchell and Captain David Terlemezian present Youth 2 Youth Senior Brielle Earley with a scholarship at the annual Youth 2 Youth Banquet.

Dover Teen Center

During the month of May, there was a total of 377 youth in attendance over 19 days of programming at the Dover Teen Center. The average was about 19 youth per day.

During the month of June, there was a total of 391 youth in attendance over 20 days of programming at the Dover Teen Center. The average was about 19 youth per day.

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

These included, but were not limited to:

- ♦ "Friday Flix" (Movie & Popcorn Afternoon)
- ♦ 9-Ball Billiards Tournament
- ♦ Welcome Spring "LUAU BBQ"
- ♦ Street Hockey Challenge
- ♦ TC Classic Program: "TC Mega Bingo"
- ♦ Alley Hoops Hot-Shot Contest
- ♦ Ice Cream Sundae Social
- ♦ Grab n' Go Take Home Meal Days (3)
- ♦ TC Cooking Class #5
- ♦ Featured Snack Special Days
 - Chili, Tacos, Pancakes, Pasta, Hot Dogs, etc.
- ♦ "May the 4th Be With You" Star Wars Day Celebration
- ♦ Intern Appreciation Trip – York Beach (Beach Games & Picnic)
- ♦ "Friday Flix" (Movie & Popcorn Afternoon)
- ♦ 9-Ball Billiards Tournament
- ♦ Alley Hoops Hot-Shot Contest



Teen Center staff appreciation day at York Beach

- ♦ Ring-Toss Challenge
- ♦ “End of School” BBQ
- ♦ TC Storytellers Session w/Benny Bassett
- ♦ DoverPalooza “Schools Out” Live Band Night
- ♦ HS Senior Graduation Celebration Event
- ♦ Featured Snack Special Days
 - Tacos, Hot Dogs, Ice Cream Sandwiches, Root Beer Floats

The Dover Teen Center received (7) new registrations in May 2023 and 6 in June 2023.

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.

Community Service Program

The youth community service program tracked one participant in the month of May 2023. A total of 8 hours of community service work was completed.

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

Diversion Program

The Diversion Committee met on May 30, 2023. The case breakdown is as follows:

- (2) cases in active Diversion Contracts
- (0) successful completion and release
- (0) new cases heard (May 2023)
- (0) new case pending for intake meetings (June 2023)
- (0) cases sent back to Detectives for “failure to comply”

The Diversion Committee met June 27, 2023. The case breakdown is as follows:

- (1) cases in active Diversion Contracts
- (1) successful completion and release
- (0) new cases heard (June 2023)

- (1) new case pending for intake meetings (July 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 responsible for notifying the NH Information and Analysis Center of all felony drug arrests made by the department in the month of May and June. These cases are on-going.

During the Month of May, Lt. Mitrushi worked with several patrol sergeants and the Outreach Social Worker Kelli Deardorff in an attempt to locate campsites on city property. Lt. Mitrushi checked along the community trail, the waterfront development, the transportation lot, and the woods near every city park in an attempt to locate any unhoused 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 department social workers in hopes to connect them with resources available. Seven sites were located on city property and Lt. Mitrushi coordinated with Community Services and ServPro to schedule the sites for cleanup.

On May 30, 2023, Lt. Mitrushi and PSW Kaitlin Jones taught a 7-hour Mental Health First Aid course to 30 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.

Lt. Mitrushi, Sergeant Cooper, and Sergeant Collis conducted interviews for the Dover Police Peer Support Team. Seven sworn and civilian police department personnel applied for roles on the team and will meet with the team psychologist in June before attending a scheduled training in July.

On June 7, 2023, Lt. Mitrushi assisted the Rochester Police Department with oral boards for the Rochester Peer Support Team. Rochester Police Officers selected for the Rochester team will also become members of the Seacoast Peer Support Team that Lt. Mitrushi is coordinating the development of. (Supports Goal #6: Our City is Resilient)

On several different days in June, Lt. Mitrushi met with downtown business owners and the City of Dover Business Development Office to plan the September Breaking Barriers event: Coffee with a Cop. This second Coffee with a Cop event will be held in the downtown area. The previous event was held in the south end of Dover. This event hopes to foster transparency, community, and connection between the police and the Dover community. Working with the Business Development Office is a way to engage with downtown business owners as well.

On June 2, 2023, Lt. Mitrushi and Officer Ryan Anderson participated in the awards ceremony at the NH Special Olympics Summer Games in Durham, NH. Lt. Mitrushi and Officer Anderson presented participants with medals during the ceremony.

On June 16, 2023, Lt. Mitrushi and Officer Berdecia attended the 4th grade parade at Frances G. Hopkins School at Horne Street. The officers assisted with traffic control during the parade and then participated in events at the school.



Lt. Mitrushi and Officer Anderson congratulating Special Olympic Athletes at the 2023 Summer Games in Durham, NH.



Officer Anderson with the Dover Green Wave Team at the Special Olympics Summer Games.

Dover Middle School Liaison Officer

During the month of May, Officer Berdecia was involved with 31 calls for service, 5 of which resulted in school sanctions, however, none resulted in a referral to the juvenile justice system.

Officer Berdecia handled 2 disturbances, one that involved a 7th grade Dover Middle School (DMS) student threatening to fight another 7th grader. Once Officer Berdecia was made aware of the situation, he responded to the 7th grade wing and immediately began efforts to calm the student. Officer Berdecia and DMS Staff were able to calm the student and prevent a physical altercation. The student was issued a 5-day Out of School Suspension for his actions.

Officer Berdecia also handled 10 welfare checks, all of which resulted in successful contact being made with the students in question. During one of the checks, Officer Berdecia noted a parent was verbally berating one of her toddlers upon his arrival. Officer Berdecia noted the children appeared to be healthy and in good spirits despite the mother's outburst. Officer Berdecia notified DCYF of this incident. Additionally, there were 2 families that were called in for checks by Dover Public Schools that had an

extensive history of unexcused absences. Officer Berdecia forwarded the 2 families to the Police Social Worker for ACERT referrals.

On May 7, Officer Berdecia attended Garrison Elementary School's Carnival. During the carnival Officer Berdecia engaged with students and their parents, and participated in several activities.

During the month of May Officer Berdecia also provided services to non-public schools in Dover. On May 9, SROs Berdecia and Molly Shoer presented a Civilian Response to Active Shooter Events class to approximately 40 St. Thomas Aquinas staff members. On May 16, Officer Berdecia attended Seacoast Charter School's (SCS) Security Assessment, in which SCS's emergency operations plan and building safety were evaluated. Officer Berdecia provided input on matters that might police response should an emergency occur at SCS.

During the month of June, Officer Berdecia handled 19 calls for service while assigned to the school and 51 calls for service while assigned to patrol, totaling 70 calls for service. Of the 19 school related calls, 3 resulted in school sanctions and 1 that resulted in a referral to the juvenile justice system. On June 21, following the last day of school, Officer Berdecia returned to the Field Operations Division.

Officer Berdecia handled 10 disturbances, one that involved a teenage son assaulting his mother. Officer Berdecia was dispatched to the residence with the caller reporting her brother was becoming aggressive toward their mother. Officer Berdecia then spoke with the mother who confirmed that she was assaulted by her son. The son was referred to the juvenile justice system, and the family was forwarded to the Police Social Worker as a referral to the ACERT program.

Officer Berdecia also handled 5 juvenile matters, one of which involved a Dover Middle School 8th grade student harassing another 8th grader via text and allegedly physically assaulting her during recess. Officer Berdecia received the preliminary information from a patrol officer and relayed it to the Dean of Students who promptly began a Title IX investigation, which found the allegation to be true. The 8th grade student was issued an Out of School Suspension for the remainder of the school year once the investigation was completed.

In addition to these aforementioned calls for service, Officer Berdecia also handled 11 welfare checks, 8 assistance calls, 5 motor vehicle stops, 5 motor vehicle accidents, 4 suspicious matters, 4 community contacts, 2 checkups, 2 vagrancy issues, 2 emotionally disturbed persons, 2 thefts, 2 traffic/vehicle complaints, 2 alarms, 1 warrant service, 1 notification, 1 police information, 1 narcotics offense, 1 found article, and 1 unattended death.

On June 2, Officer Berdecia participated in the DMS 7th and 8th grade students versus staff basketball game, which he coordinated. Officer Berdecia assemble a skilled staff team that beat the students' team handily. A great time was had by both teams, as well as the audience which was made up of multiple grade levels and school staff members.

Dover High School Liaison Officer

Officer Shoer responded to 11 calls for service in the month of May. 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 along with DHS faculty contacted DCYF regarding a student with ongoing safety and well-being concerns at the student's home. Officer Shoer assisted faculty with getting in contact with the student, as well as the parent.

Officer Shoer and Dean West responded to a report of a student who brought a knife to school before school hours and was currently in a classroom. Officer Shoer and Dean West located the student, seized what appeared to be a steak knife, and escorted the student to the office. It was determined that the student brought the knife with the intention to self-harm. The student was picked up by their parents and later seen by their therapist and evaluated for the suicidal ideations. School sanctions were issued.

Officer Shoer and Dean Stephens spoke to a student who had received threats via social media. Through an investigation, Officer Shoer determined that the student reporting this received SnapChat messages from another student of what looked like a handgun. Officer Shoer determined that a student had sent a picture of an airsoft handgun in a holster. The student who sent the photo admitted to bringing the airsoft gun to school and left it in his vehicle. The student's parent responded to the school, and they were able to locate the airsoft gun in the vehicle. The parent seized the airsoft gun, along with its accessories, and the student received school sanctions.

One evening in May, Officer Shoer was notified that patrol had received regarding a threat to school safety. Officer Shoer learned that a student threatened to shoot up the school during class, was spreading hate speech towards LGBTQ+ people, and had been heard praising Adolf Hitler. Officer Shoer, along with patrol officers, responded to the student's home and met with the student and the family. After speaking with DHS administration, Officer Shoer advised the student and his family that the student was not able to return to school until the mental health and safety concerns were addressed. Officer Shoer spoke with the family about restricting access to firearms and the importance of addressing the mental health concerns of the student. The student received school sanctions, and a re-entry plan was developed.

Officer Shoer chaperoned the DHS Prom at the Memorial Union Building at the University of New Hampshire along with DHS faculty. Officer Shoer spoke to multiple health classes upon request about consent, and related legal issues. Officer Shoer provided a DHS student from the Student Services Department with a tour of the Dover Police Department.

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, teaching class segments, morning bus duty, traffic control, lunch duty, hall monitoring, bathroom checks, and police details at various school events.

Officer Shoer responded to 9 calls for service in the month of June. 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 facilitated the service of a stalking order of protection to a Bellamy Academy student with their parent present. The protected party is a Dover Middle School student. Officer Shoer worked with the families and schools to discuss the potential challenges of a having a protective order in place between two students of the same school.

Officer Shoer performed multiple welfare checks on behalf of DHS due to extended absences of students, as well as parking complaints.

Officer Shoer responded to a DHS student's residence after the parent reported the student refused to go to school. While on the phone, Office Shoer could hear things escalating in the background. Ultimately, Officer Shoer provided a courtesy ride to the student and their sibling to DHS, and assisted the family with getting connected to services.

Officer Shoer spoke with a student along with the DHS social worker regarding a past tense verbal domestic which occurred at their residence. Officer Shoer then sent the report to DCYF. No crimes were alleged.

Officer Shoer responded to a student's residence after they left school in a potential mental health crisis. Officer Shoer made contact with the student and their parent at the residence. It was determined the student was safe in the care of their parent.

Officer Shoer along with other officers assisted with DHS graduation, which occurred without incident.

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.

In the last week of June, Officer Shoer worked in the Community Response and Engagement Unit assisting with homelessness outreach, along with facilitating information exchange between state agencies and the school regarding returning students in the fall.

In addition to the above, Officer Shoer spoke on a panel among other School Resource Officers from around the state at the New Hampshire Juvenile Court Diversion Network Summit.

Officer Shoer began performing homelessness and mental health outreach alongside police department social workers. To assist with this, Officer Shoer attended the monthly Tri-City Outreach meeting to meet with nearby government agencies to provide a team approach to the common issues in the area.

Whittier Falls Liaison Officer

For the month of May 2023, Officer Gore responded to 118 calls for service. Officer Gore assisted patrol with 17 calls for service, logged 53 community contacts, completed 1 warrant, and conducted 10 Motor Vehicle stops. Primarily, these calls consisted of housing application background investigations, neighborhood disturbances, assistance calls, assault investigations, and welfare checks.

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

Officer Gore responded to Union Court to ensure that an apartment had been vacated by the former occupant. Upon arrival, Officer Gore determined that the former resident had left a cat with another resident. Officer Gore, along with ACO Ladisheff were able to secure the cat and transport it to the humane society.

Officer Gore responded to a motor vehicle accident involving a juvenile pedestrian located in front of the DHA building at 63 Whittier Street. Upon arrival, Officer Gore assisted in collecting witness statements, containing the scene, and speaking to the parents of the pedestrian. Officer Gore was able to provide support to the parents and give them a ride to Wentworth-Douglass Hospital. Officer Gore was able to follow up with the family and learned that the juvenile had been released from the hospital with minor injuries.



Officer Gore talking to a group of kids playing by Henry Law Park.

Officer Gore was contacted by a school counselor outside of Dover due to a disclosure of a sexual assault that occurred in Dover. The student lived part-time in Dover with one parent and alleged that the assault occurred about a year prior. Officer Gore collected the minimal facts from the counselor, and later contacted the parent who provide additional information. Officer Gore completed a report and forwarded it to Special Investigations Unit for follow-up.

During the month of May, Officer Gore was able to spend time at the Covered Bridge Manor with the residents for the monthly pot-luck lunch. On May 24, 2023 he assisted with planting the annual vegetable garden. Officer Gore also frequently visited with residents of Central Towers and Waldron Court. Officer Gore enjoys sitting with the residents during their lunch and activities, answering their questions or just having casual conversations.

Officer Gore participated in the Community Partners "Touch-a-Truck" event on May 22, 2023. Officer Gore spent the day speaking with children and adults about his daily activities and allowed them to sit inside his police cruiser.

Officer Gore continued to build relationships with residents and staff in the DHA community and throughout the city. Officer Gore took several walks through the DHA communities and other city parks, including the community trail. These walks are a great way for Officer Gore to engage with the public and answer any questions or address any concerns. Additionally, this also shows the community that officers are out and about on the lesser traveled areas of the community.

After the school year, Officer Gore will be scheduling bike registrations at the substation.

For the month of June 2023, Officer Gore responded to 106 calls for service. Officer Gore assisted patrol with 25 calls for service, logged 32 community contacts, 16 background suitability checks for DHA, and conducted 11 motor vehicle stops. Primarily, the remaining calls for service consisted of disturbances, motor vehicle accidents, criminal trespass, suspicious persons and vagrancy calls.

In addition to his role as the DHA liaison officer, Officer Gore was out of position one day to cover the Dover High School due to a vacation request. Officer Gore also worked several shifts to assist patrol in covering forced and open shifts.

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

While cover the Dover High School, an emotionally disturbed person arrived at the main entrance and began to cause a scene. Officer Gore and Principal Driscoll quickly were able to locate a family member who informed that the female had previously left the home and was having a manic episode and delusions. The family member requested an officer with CIT training to respond or a response team. Officer Gore who was later joined by Sergeant Goard were both able to delicately handle the call and without incident or force, get the woman to the hospital for an evaluation. Later the family member met with Officer Gore and expressed his gratitude and how impressed he was that most of the officers with the Dover Police Department were CIT trained.

Officer Gore responded to a residence located on Whittier St for a report of a Sexual assault that had occurred that afternoon. Officer Gore met with the female at her residence, collected evidence, and transported her to WHD for an evaluation. This matter still remains under investigation.

Officer Gore was alerted by Animal Control Officer Ladisheff that during a complaint of animal abuse the female had made allegations of child abuse occurring is a residence on Hampshire Circle. Officer Gore met with the adult female and was able to conduct an interview. Officer Gore completed his initial report and informed detectives in the Special Investigations Unit. Both the animal abuse/neglect and child abuse investigations are still open.

Officer Gore was contacted during the previous month by the Dover Public Library who requested a police department tour with their children's reading group. On June 20, over 40 children, parents, and library staff arrived eager to see the police department and police vehicles. The children were most eager to see the booking area and the police

On June 20 & 21st, Officer Gore met with children at both of the Back River Road and St Thomas Street Kid's Culture locations as part of their safety week. The children appeared to have a good time checking out the cruiser and meeting with Officer Gore.

Officer Gore stopped in to meet with teens at the Dover Teen Center. While there, Officer Gore engaged with students who reside in Dover public housing. Officer Gore had a good time talking and playing games with the teens.

On June 6th, Officer's Gore, Anderson, Madsen, Cusick, and Sergeant Turner met with Dover Baseball "Team Police" at their championship game at Beckwith Field. The team was excited with police department support during warmups and the start of the game. Several family members also expressed their gratitude for the support.

Officer Gore continues to build strong relationships with residents and staff within DHA. Officer Gore attended his first DHA Board meeting, and was able to meet all of the chairpersons as well as the new Deputy Director. Officer Gore continues to meet and visit with residents of the Dover public housing community by attending scheduled events when possible, and just stopping in to say hello to the various locations. Officer Gore continues to walk through the DHA communities, city parks, including the community trail. Officer Gore enjoys being outside and meeting with the community building the relationship with the Dover Police Department and the community.

Police Social Worker (PSW)

PSW Kaitlin Jones had 8 new cases in May 2023 and 11 cases carried over from previous months. In total, PSW Jones has had a caseload of 57 in 2023.

The Adverse Childhood Experience Response Team (ACERT), which consists of PSW Jones, OSW Deardorff, 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 a total of 8 families on May 3rd, 18th, 24th, and 31st. Out of the 8 ACERT cases in May 2023, the precipitating calls for service included: 1 Nonfatal Overdose, 1 Fatal Overdose, 3 Welfare Checks, 1 Sex Offense, 1 Disturbance, and 1 Domestic Violence.

PSW Jones received 2 cases to consider for Post Arrest Diversion in May. PSW Jones made several attempts to contact both clients in person and on the phone using numbers provided, but was unsuccessful. Neither client was able to complete Post Arrest Diversion.

Throughout the month of May, PSW Jones completed supervision requirements (190 hours) for Kelsey Rubio, MSW intern from Walden University and continued training the new Outreach Social Worker, Kelli Jo Deardorff.

PSW Jones had 8 new cases in June 2023 and 7 cases carried over from previous months. In total, PSW Jones has had a caseload of 65 cases in 2023.

The Adverse Childhood Experience Response Team (ACERT) which consisted of PSW Jones, OSW Deardorff, 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 5 families on June 7th, 22nd, and 27th.

Out of the 5 ACERT cases in June 2023, the precipitating calls for service included: 1 Criminal Mischief, 2 Juvenile Matters, 1 Disturbance, and 1 DCYF Assist.

PSW Jones co-facilitated a meeting on 6/15/23 between ACERT, DCYF (Rochester and Seacoast), and the police department's Special Investigations Unit to discuss collaboration moving forward on multi-system involved families.

PSW Jones received 1 case for Post Arrest Diversion (PSD) in June. PSW Jones made several attempts to contact the client but was unsuccessful, therefore client did not complete PAD.

PSW Jones received 2 submissions for the Just in Case Program in June.

Throughout the month of June, PSW Jones attended and participated in several meetings with key partners including Strafford County Public Health Network, the Strafford County Local Welfare Administrators Association, the Strafford County Ending Homelessness Steering Committee, and Community Action Partnership of Strafford County. She also presented to the Dover Public Library staff on 6/23/23 on substance use disorder and overdose response. She also met with Sandi Coyle, Senior Account Manager for Working Fields to discuss referral partnership with PSW. Lastly, she conducted a presentation on the Police Social Worker Program and the Dover Police Department's response to youth mental health at the NH Juvenile Court Diversion Network Summit on 6/28/23.



Steve Pappajohn, Bridget Ryan, OSW Kelli Deardorff, PSW Kaitlin Jones, and Officer Molly Shoer at the NH Juvenile Court Diversion Network Summit.

Throughout the month of June, PSW Jones continued training the new Outreach Social Worker, Kelli Jo Deardorff and ran in the annual Torch Run on 6/2/23.

Outreach Social Worker (OSW)

Outreach Social Worker (OSW) Kelli Jo Deardorff continued her onboarding over the month of May by shadowing PSW Jones and meeting representatives from different social service organizations.

Throughout May, OSW Deardorff made contact with 25 new individuals who were experiencing homelessness. OSW Deardorff continued to engage with individuals who have had prior contact with the PSW in an effort to connect them to services. Since starting in mid-April 2023, she has a total caseload of 41 individuals.

In an effort to build relationships with different organizations, OSW Deardorff attended several meetings throughout the month with representatives of those organizations. These include but are not limited to Crossroads House, the Strafford County Public Health Network Prevention Leadership Workgroup, Dover Mental Health Alliance, Strafford County Ending Homelessness Steering Committee, Strafford County Local Welfare Administrators Association and Community Action Partnership of Strafford County.

Outreach Social Worker (OSW) Kelli Jo Deardorff continued her onboarding over the month of June by shadowing PSW Jones and meeting representatives from different social service organizations.

Throughout June, OSW Deardorff made contact with 7 new individuals who were experiencing homelessness. OSW Deardorff continued to engage with individuals who have had prior contact with the PSW in an effort to connect them to services. Since starting in mid-April 2023, she has a total caseload of 48 individuals. OSW Deardorff facilitated getting two of these individuals successfully into treatment and two into shelter programs where they will be provided long term case management and transitional housing programs.

In an effort to build relationships with different organizations, OSW Deardorff attended several meetings with key service organizations such as Community Action Partnership of Strafford County, the Strafford County Public Health Network, the welfare administration team comprised of several welfare directors throughout the seacoast and Strafford county, employees of the Dover Public Library, a representative from Working Fields to discuss recovery friendly workplace opportunities, Goodwin Community Health care about becoming a core partner for ACERT, and the homeless outreach team consisting of members from Community Action Partnership and Rochester Police Department.

Special Investigations Unit (SIU)

During the month of May 2023, 13 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 and agents with the United States Marshals Service conducted compliance checks of all sex offenders who reside in the City of Dover. These checks are designed to ensure that those required to register have provided accurate information regarding their residence, employment, phone numbers and online profiles, etc.

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

SIU detectives investigated an assault involving a knife behind a local business. During this investigation, detectives executed a search warrant at a Portsmouth hotel, and arrested an adult female for First Degree Assault.

SIU detectives assisted the Rochester Police Department with documenting a homicide scene using the Strafford County Accident Reconstruction Team's FARO 3D Scanner.

SIU detectives investigated 2 unattended deaths in May 2023.

SIU detectives conducted targeted drug operations and arrested a 39-year-old Dover resident for Possession of a Controlled Drug with Intent to Distribute and a 38-year-old Rochester resident for Possession of a Controlled Drug. SIU detectives also continued on-going long-term narcotic investigations.

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

SIU detectives referred 18 police reports to the Division of Children, Youth and Families. These informational referrals are for incidents that officers responded to in which children witnessed or were alleged victims of criminal acts or other concerning conduct.

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

At the end of May 2023, SIU detectives had 40 open investigations.

During the month of June 2023, 15 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit.

SIU detectives presented 4 investigations to a Grand Jury for indictment. All of the case presentations resulted in a "true bill", meaning the Grand Jury determined that probable cause existed that the accused committed a crime. Cases presented to the Grand Jury are classified as a felony offense or a misdemeanor with an enhanced penalty.

SIU detectives investigated multiple reports of an adult male exposing himself in various businesses throughout the city. At the conclusion of the investigation, a Dover man was arrested and charged with 4 counts of Indecent Exposure.

SIU detectives investigated 9 unattended deaths in June 2023. Three of the deaths were determined to be suicides, five were determined to be natural causes, and one is a suspected drug overdose, pending further toxicology testing.

SIU detectives executed a search warrant at a Dover residence as part of a child pornography investigation. As a result of the search, a suspect was identified and digital evidence is pending review by the department's Digital Forensic Investigator.

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

SIU detectives attended 1 forensic interview 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 long-term investigation, a South Berwick man was arrested for a cyber-stalking related offense.

SIU detectives referred 19 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 June, 2 of these investigations were ongoing.

At the end of June 2023, SIU detectives had 52 open investigations.

Records Unit

*Permit Applications Submitted/Reviewed
May & June 2023*

Taxi Cab Licenses	00	Road Toll Permits	03
Notifications to City Hall	01	Dance / Entertainment	00
Raffle/Tagging Permits	06	Gun - Seller	00
Block Party Permits	09	Hawker / Peddler	02
Parade Permits	01	Other	00
License to Carry Firearm	07	Total	20

Traffic Bureau

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) for scheduled meetings on May 4, 18 and 25. Projects under review included a residential subdivision off Tolend Road, a commercial addition off Knox Marsh Road, and a commercial redevelopment on Sixth Street. 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.



Students in the Dover Transportation Center lot about to start their ride to school during Bike to School Day.

On May 3, several members of the Dover Police Department assisted Woodman Park Elementary School staff with the celebration of its annual Bike to School Day event. Lt. Speidel, Officers Berdecia and Gore handled traffic control at key locations on the school route to ensure student safety, and Detective Martuscello rode with the students along the Community Trail. National Bike to School Day helps raise awareness of the need to create safer routes for bicycling and walking and emphasize the important of increased physical activity among children, pedestrian and bicycle safety, reducing traffic congestion, and concern for the environment. The police department issued free bicycle helmets to several youths during the event, and remind caregivers that New Hampshire law requires all bicycle riders under the age of 16 to have a properly fitting helmet.

In the month of May, the mobile Speed Alert radar awareness trailer was deployed in several locations to help increase driver awareness of speeding concerns. These locations included Locust Street, Court Street, Old Stage Road, Horne Street, and Glenwood Avenue.

On May 9, the Dover Police Department was the host site for the state's regional Intoxilyzer 9000 Recertification course. All breath test operators must attend annual recertification facilitated by the New Hampshire State Police Forensics Laboratory. Two classes occurred on that date that were attended by a number of officers from around the region. In addition, Lt. Speidel was one of numerous Dover officers attended one of the two courses for breath test recertification.

Lt. Speidel worked with staff and volunteers from Zebra Crossings in coordinating the Moms On The Run 5K road race event on May 14. This was another of the ten scheduled events in the Dover Race Series. The Traffic Coordinator and Parking Bureau handled the deployment of directional signs, barricades and cones to facilitate road closures, parking restrictions and traffic diversions. Lt. Speidel also worked with the New Hampshire Department of Transportation to secure a permit and arrange for closure of the Spaulding Turnpike Exit 7 off-ramp during the race.

Lt. Speidel coordinated all traffic control particulars and police personnel assignments for the Spirit of Recovery 5K run/walk on May 21, which is another event in the Dover Race Series. The 13th Annual Spirit of Recovery event was a fundraiser to benefit the Triangle Club of Dover.

On May 17, a tractor-trailer unit carrying 40,000 pounds of trash destined for the Turnkey Landfill overturned at the top of the Exit 8 interchange, resulting in significant traffic congestion and cleanup efforts that lasted well into the evening hours. Lieutenant Speidel and Officer Berdecia, along with several day shift patrol officers, assisted New Hampshire State Police and the Dover Fire Department with traffic management throughout the incident.



Overtuned Tractor Trailer at the Exit 8 Interchange

On May 22, Lieutenant Speidel joined staff from the Planning and Community Services Departments at the regular meeting of the Transportation Advisory Commission. Lt. Speidel prepared the meeting agenda and related materials and helped coordinate correspondence with citizens with interest in agenda items. Lt. Speidel also coordinated staff preparation and follow-up of the committee recommendations. Agenda topics included roadway safety and speeding concerns, crosswalk safety concerns, and staff updates on upcoming construction and utility projects.

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 May:

- Nelson Street closure for tree work, May 2
- Middle Road closure for water main repair, May 2
- Knights of Columbus road toll fundraiser, Central Ave @ Oak St, May 13
- Seacoast Home and Food Festival at Dover Ice Arena, May 13

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) for scheduled meetings on June 22 and 29. Projects under review included a child care center expansion on Back River Road, a commercial storage unit project on Sixth Street, and a site review amendment on Sterling Way. Staff review of each project helps flesh out technical aspects in the purview of police, fire, engineering, and economic development to resolve potential conflicts before submission to the Planning Board.

On June 2, several Dover Police officers participated in the New Hampshire Special Olympics Law Enforcement Torch Run. Police officers and family members from around the state relayed the “Flame of Hope” over hundreds of miles of New Hampshire roads in a ceremonial start to the Special Olympics Summer Games, which occurs annually in June. The Law Enforcement Torch Run is one of the largest Special Olympics fundraising events in New Hampshire. Every branch of state, municipal, county and federal law enforcement has participated in the Torch Run, raising more than one million dollars in its history.

Lt. Speidel worked closely with organizers of the 79th annual New Hampshire Soap Box Derby to facilitate its event on June 4. The event involved the complete closure of Broadway between Hill and Oak Streets, with on street parking restrictions and resident notifications. The police department provided traffic control, barricades and signs to coordinate the detour. The NH Soap Box Derby is an annual event for boys and girls ages 7 to 20 involving gravity-powered cars racing in side-by-side competition. Dover is the site of the annual New Hampshire local championship. Top seeded racers in each region are eligible to compete in the All-American Soap Box Derby in Akron, Ohio.

Lt. Speidel worked with staff and volunteers from Greater Seacoast Community Health in coordinating the annual Father’s Day 5K road race event on June 18. This was another of the ten scheduled events in the Dover Race Series. The Traffic Coordinator and Parking Bureau handled the deployment of directional signs, barricades and cones to facilitate road closures, parking restrictions and traffic diversions, and several police officers were on hand to manage traffic control for the event.

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 June:

- Children’s Museum Maker Faire event, June 3
- Paintworks / Hot Rod City open house event, June 10
- Garrison Elementary School Color Run event, June 11
- Dover 400 Dover On The Water event, June 24
- West Concord Street neighborhood block party, June 24
- Tri-State Trek bicycle event, Garrison Hill Park



Torch Run participants included Captain Dave Terlemezian, Sergeant Matt Travaglini, Detectives Adam Gaudreault, Molly Martuscello, and Jenna Donais, Officers Molly Shoer and Jacob Watkins, and Police Social Workers Kaitlyn Jones and Kelli Jo Deardorff. Traffic escort duties were handled by Teen Center Director Steve Pappajohn, Detective Bryon Lynch, and Lieutenant Marn Speidel.

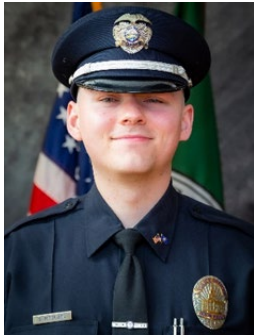
Administration

Four police officers began their careers with the department this month.

Officer Mylinda Carlson is originally from Tacoma, Washington. She has a degree from the University of Washington in criminal justice and worked for the Washington State Department of Corrections as a non-sworn Community Corrections Officer. Mylinda will be attending the 193rd Police Academy beginning in June.



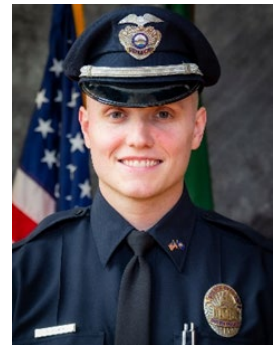
**Officer
Mylinda Carlson**



**Officer
Caleb McClure**

Officer Caleb McClure is originally from Bolton, Massachusetts. He graduated from the University of New Hampshire with a bachelor's degree in Psychology and during his time at UNH, he served as an intern at the Dover Teen Center. After graduation from UNH, Officer McClure attended Merrimack College's Police Academy where he became a certified police officer in Massachusetts, and earned a master's degree in Criminal Justice. Caleb will be attending the NH Police Academy's Law Package to learn New Hampshire state law while completing his field training.

Officer Sean Ryan is from Moultonborough, NH and graduated from American University in Washington, D.C. in 2016. After college, Officer Ryan enlisted in the U.S. Coast Guard and served until January 2021. Officer Ryan will be attending the 193rd Police Academy beginning in June.



Officer Sean Ryan



Officer Cameron Vahe

Officer Cameron Vahe is originally from Brookline, NH and graduated from the University of New Hampshire in the spring of 2021. Officer Vahe was previously working as an IT technician for a bank in Massachusetts. Officer Vahe will be attending the 193rd Police Academy beginning in June.

On June 16, 2023, Officer Thomas Diep graduated from the NH Police Academy after 16 weeks of training. He will begin field training for another 14 weeks before he will be ready for solo patrol.

On May 1-5, Officers Carmen Cusick and Brendan Madsen attended a five day Defensive Tactics Instructor training held at PSTC in Concord, NH. This training covered the PSTC use of force progression, principles of suspect control, levels of positioning, joint manipulation, pressure points, defensive strikes, searching, ground fighting, weapon retention, and the use of impact weapons and OC spray.

On May 1-5, Officer David Anderson and Detective Dennis Elbert attended a five day training entitled SWAT 1 which covers the basic skills necessary to be a member of a tactical team.

On May 15-19, Officer David Anderson and Detective Dennis Elbert attended a five day training entitled SWAT 2 which builds on the skills learned in SWAT 1.

On May 5, 2023, Lieutenant Alex Mitrushi, Social Workers Kaitlin Jones & Kelli Jo Deardorff, Prevention Programmers Conor Wiley, Hannah Martuscello, & Bridget Ryan, and Steve Pappajohn attended a virtual workshop on Building Trauma Responsive Communities & Organizations. In this training, participants learn how to develop positive relationships within the community, as well as trauma-informed approaches to improve child, family, and community well-being by addressing adverse childhood experiences (ACEs). Participants explored the research and learned new ideas for creating intentional relationships that promote healing, enhance resilience, and help youth, families, and communities thrive.

On May 8-12, Captain Brad Gould, Lieutenants Brant Dolleman & Mark Nadeau, and Detective Bryon Lynch 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 May, 72% of the agency's sworn officers have been through the 40-hour training.

On May 9, Lieutenant Marn Speidel, Sergeant Nate Goard, Officers Jacob Watkins, Tyler Malsbury, Bryon Gore, Erin Driscoll, and Detective Molly Martuscello attended Intoxilyzer Re-certification held in Dover, NH. This re-certification is required annually in order to conduct breathalyzer tests during the course of an arrest.

On May 12, Lieutenant Alex Mitrushi attended a one day training on Critical Incident Stress Debriefing Scenarios. This training is designed to prepare CISM Team Members for their next Critical incident Stress Debriefing by learning from experienced CISM team members. More specifically, how to conduct a debrief by following the 7 steps outlined by the International Critical Incident Stress Foundation (ICISF). Participants were able to observe team members conduct a debrief and then students had the opportunity to conduct 2 mock debriefs with guidance and critiques from experienced team members.



Officer Thomas Diep, second from the left, poses with Chief Breault, Captain Terlemezian, and his family after his police academy graduation ceremony.

On May 15-17, Dispatcher Rebecca Navelski attended a three day Advanced SPOTS training held in Concord, NH. This training is designed for police dispatchers or users that have full access to all NCIC, NLETS, and Instate functionality within the SPOTS system.

On May 15-19, Officer Tim David attended the five day Firearms Instructor training held at PSTC in Concord, NH.

On May 16, Lieutenant Alex Mitrushi and Sergeant Dave Collis attended Responder Strong – Train the Trainer held in Bow, NH. This mental health curriculum, created by Responders for Responders, covers the physiology of stress, stress injury formation, occurrence of stress injuries among first responders, suicide awareness and prevention, and resiliency.

On May 17-18, Prevention Programmer Hannah Martuscello attended the 2023 Youth Substance Use Prevention Institute, held virtually. The objectives were to review substance use prevention fundamentals; introduce evidence-based prevention interventions for youth; examine opportunities for prevention in school and community settings; and prepare participants to develop a community substance use prevention strategy that leverages public safety and public health partnerships.

On May 22-24, Officer David Anderson and Detective Bryon Lynch attended Rifle Instructor training held at PSTC in Concord, NH.

On May 22-26, Officer Tim David attended a five day K9 Recertification held in Chicopee, MA.

On May 30, Bill Simons, Diana Wingren, Lisa Crowley, Kathy Ladisheff, Shannon Burke, Rebecca Navelski, Stephen Dwyer, Conor Wiley, Dan Daley, and Hannah Martuscello 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.

On June 6, Sergeant Chris Plummer attended a one day Glock Armorer training held in Durham, NH. The course objective is to understand and demonstrate the knowledge and ability to maintain, troubleshoot and service all Glock pistols.

On June 6-8, Sergeant Nate Goard attended the 2023 Supervisor's Academy held in Concord, NH. This training is a challenging three day program where participants take an active role in learning about the broad range of immediately useful leadership topics.

On June 7, Detective Adam Gaudreault participated in a one day virtual training entitled Business Email Compromise. This course is designed to provide cyber investigators an overview into BEC attacks. Students will learn the basic of how a BEC attack is conducted, common attackers, and where common locations of attacker attribution evidence reside. This course will also explain legal processes available to further BEC investigations.

On June 9, Sergeant Dave Collis attended a four hour Live Scan Training held in Concord, NH.

On Jun 16, Detective Adam Gaudreault attended a one day TASER Re-certification held in Haverhill, NH. Re-certification included the current TASER User power points, updates, warnings, and included discussion of items in the instructor notes, drills, and functional demonstrations.

On June 16, Detective Bryon Lynch and Officer Chris Gibbons attended a one day TASER Certification class. Topics included overview of the TASER electronic devices, use of force continuum, legal and policy issues, and medical information/risk alleviation.

On June 19, Detective Bryon Lynch attended Intoxilyzer Re-certification. This re-certification is required annually in order to conduct breathalyzer tests during the course of an arrest.

The Dover Police Department's held its third "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 May event was "Police Department Response to Homelessness" and had approximately 40 attendees. Chief Breault was there to answer questions and dispel misconceptions people may have about the safety of the community and policies of the police department. Outreach staff explained the process of homeless outreach and answered questions from the community. The event was recorded and a link was provided on the city and department social media outlets

Parking Bureau

The Parking Manager worked with the Community Services Department to remove 2 parking spaces on the east side of northbound Portland Avenue between Main and Cocheco streets to increase safety for vehicles exiting a driveway used by tenants and restaurant customers in the area. Removing those space has increased visibility for those entering Portland Avenue, in hopes of preventing accidents.

Parking Manager Bill Simons also met with the owners of the Office Lounge Dovah, which is about to open at 21 Third Street, to discuss various parking related topics for employees and customers to help with a smooth opening.

The week of June 4-10 was the busiest week at the parking meters since before the pandemic hit in March of 2020. Nearly \$24,000 in revenue was received that week on the parking meters.

June was also very active month for booting vehicles. When a vehicle's owner has accumulated late fees on 3 or more parking citations, the vehicle is eligible to have the boot placed on it. A dozen vehicles were booted this month which resulted in more than \$2,000 in fines and boot fees.

Dover Police Department Field Operations	Calls for Service	Traffic Stops	Non-Enforcement Contacts	Incidents Handled	Emergency 911 Responses	Alarm Responses	Traffic Accidents	Arrests Made
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
May 2023	2,418	386	189	3,003	20	60	91	67
June 2023	2,342	268	117	2,727	31	73	38	66

Supplemental daily duties of Patrol included:

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

The following is a general description of the police priority response system.

PRIORITY 1: IMMEDIATE RESPONSE: Crimes “in progress”; injury accidents; alarms.

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

PRIORITY 3: TIMELY RESPONSE: Disturbances; noise violations; welfare checks; motor vehicle disturbances; minor collisions.

PRIORITY 4: AS OFFICERS BECOME AVAILABLE: Non-criminal related activity; crimes reported well after they have been committed; message delivery; tow request; littering; fingerprints; assistance; abandoned vehicles.

<i>Police Responses</i>	<i>Oct 2022</i>	<i>Nov 2022</i>	<i>Dec 2022</i>	<i>Jan 2023</i>	<i>Feb 2023</i>	<i>Mar 2023</i>	<i>Apr 2023</i>	<i>May 2023</i>	<i>Jun 2023</i>
<i>Priority 1</i>	143	126	164	200	134	129	156	119	136
<i>Priority 2</i>	109	119	98	94	86	91	115	150	136
<i>Priority 3</i>	828	856	829	993	819	993	866	1,111	994
<i>Priority 4</i>	708	635	637	771	722	781	967	1,160	1,097

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 Work Dog Association, a Narcotics Detection Certification through the Boston Police Department K9 Academy, and a Narcotics Detection Certification through the North American Police Work Dog Association.

On May 8, 2023, Officer David and K9 Vision assisted with a motor vehicle stop because the driver is believed to be trafficking narcotics with his vehicle. K9 Vision was deployed on an exterior sniff of the vehicle and alerted to the presence of illicit narcotics inside of the vehicle. The vehicle was seized and a search warrant was obtained. After executing the search warrant, a quantity of narcotics were located inside of the vehicle. The driver was later arrested as a result of the investigation.



K9 Vision on certification day

On May 11, 2023, Officer David and K9 Vision assisted with a narcotics investigation. K9 Vision was deployed to sniff backpacks and a bicycle that an individual had with them. K9 Vision indicated that the backpacks contained narcotics. The backpacks were seized and a search warrant was obtained. After executing the search warrant, a quantity of narcotics was located inside of each bag.

On May 17, 2023, Officer David and K9 Vision assisted with a motor vehicle stop. K9 Vision was deployed on an exterior sniff of the vehicle. K9 Vision did not alert to the presence of illicit narcotics.

This month, Officer David and K9 Vision acquired a nationally accredited narcotics detection certification through the North American Police Work Dog Association. They also recertified in patrol work as a patrol utility team. During these certifications, there is a variety of difficult exercises that must be passed in order to receive the certification. Officer David and K9 Vision passed without issue.

On June 21, 2023, Officer David and K9 Vision assisted another officer with a motor vehicle stop. K9 Vision was deployed on an exterior sniff of the vehicle in an attempt to detect the presence of illegal drugs. K9 Vision did not alert or indicate to the presence of any illegal drugs in the vehicle. The driver of the vehicle was then free to leave.

On June 26, 2023, an officer located a jar containing a powdered substance while executing a search warrant on a vehicle. It was unknown what was in the jar. The jar was placed in a cabinet at police headquarters. K9 Vision was then used to search the area, to see if he would alert to the substance. K9 Vision sat and began barking at the cabinet, indicating that the powdered substance was an illicit narcotic.

Accident Reconstruction Team

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

Dispatch Communications

Dispatch Communications	Radio Transmissions	Phone Calls	911 Calls Received	Lobby Customers	Police Alarms Received	Fire & Medical Alarms
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
May 2023	18,908	8,299	524	300	60	51
June 2023	17,666	8,447	509	271	73	72

Animal Control – May/June 2023

Total Calls for Service: 55 / 44	Breakdown:
Handled by Officers/Dispatch: 31 / 30	Found/Loose Animals: 24 / 20
Handled by Animal Control Officer: 24 / 14	Welfare Checks: 15 / 22
	Animal Bites: 04 / 02
	Misc/Other: 12 / 00

The ACO also picked up an injured adult opossum that had been hit by a car. The opossum was taken to a wildlife rehabilitation facility to be cared for. She was treated and it was discovered that she had 11 more babies in her pouch. The babies will be raised at the facility and released when old enough.

Public Library

May library circulation totaled 18,208 items. June library circulation totaled 21,182 items.

129 new library patrons registered in May, 159 in June bringing the total active cardholders to 13,688.

The Dover Public Library's Book a Librarian service helped 35 community members in May & June.

The Dover Public Library's 3D printer produced 56 items requested by our patrons.

The Library's museum passes were borrowed 268 times saving our community members approximately \$8,095 in admission fees.

109 new patrons registered for downloadable audiobooks/ eBooks via Overdrive (total = 6,906) and 16 registered for Hoopla (total = 2,523) and 12 registered for Kanopy (total 299) in May & June.

The library's website statistics showed 150,590 page views by 15,550 users in May and June.

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

The Dover Public Library has 5,643 subscribers to its two monthly e-newsletters—Children's and Adults.

Library staff posted 488 items to its various social media platforms in May. Total social media platform followers = 16,541.

Library volunteers added 249 books to our 2 little free libraries in May and June.

11,047 people visited the library during May and 11,676 visited in June.

The Dover Public Library hosted 90 programs in May which were attended by 2,132 community members. These programs included passive, virtual and in-person as the Library strives to reach out to the community in various ways. These included: 7 D & D sessions with 70 attendees; 3 Shake Your Rattle and Roll with 265 attendees; 5 Family Story times with 131 attendees; 3 STEM Story Times with 34 attendees; 5 Mother Goose on the Loose story times with 145 attendees; 2 Knitting Group 26; 6 Book Groups 47; 1 Creation Station 348; 2 Books & Bites with 65; 1 Family Game Night with 8; 1 Cocheco Writer's Groups with 5; 1 Caregiver Café 3; 1 Historic Tour of Dover with 43 people attending; 4 All Abilities Club with 58 attendees; 1 Evening of Poetry with 94 participants; 2 Lotus Lantern Crafts with 29 attendees; 1 Pokemon Terrariums with 23 attendees; and 1 Genealogy Club with 13 attendees.



Pokemon Terrariums



Family Storytime with Party Hats



Evening of Poetry

The Dover Public Library hosted 66 programs in June which were attended by 2,548 community members. These programs included passive, virtual and in-person as the Library strives to reach out to the community in various ways. These included: 5 D & D sessions with 51 attendees; 3 Shake Your Rattle and Roll with 234 attendees; 2 Family Story times with 110 attendees; 3 Knitting Group 33; 6 Book Groups 47; 1 Creation Station 548; 1 Books & Bites with 17; 1 Family Game Night with 7; 1 Cocheco Writer's Groups with 4; 1 Caregiver Café 6; 1 Pennacook Retribution program with 71 people attending; 4 All Abilities Club with 51 attendees; 1 Sprint into Summer with 225 participants; 4 Magic the Gathering with 23 attendees; 1 Farmers Market with 61 attendees; and 1 Genealogy Club with 12 attendees.

On Monday, June 19 the Dover Public Library hosted the summer reading kick-off event at the Dover High School track. During the two-hour all-ages event, participants registered for the summer reading program, ate pizza and cake, made a Dover birthday hat, and danced to music provided by DJ Lee Sims. The goal was to complete 400 laps around the track in honor of Dover's historic anniversary. The 225 people who attended circled the track over 1000 times.

The Dover Public Library offers 4 separate programs for adults under the banner of "All Abilities Club." The Club is geared towards adults with intellectual / developmental disabilities and there were 57 attendees in May. "Art for All" is an inclusive program for adults that welcomes people of all ability levels to create art and craft projects; "Wednesday Morning Movie" features the viewing of a film; while "Adult Video Gaming" includes games that can get people moving, and "The Chapter Book Club" welcomes adults to listen to chapters of a popular book then engage in a related activity.

In May, Karin Mayer-Gottlob, Assistant Children's Librarian at the Dover Public Library, read to 3 Head Start classrooms in May (56 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.

In June, Karin Mayer-Gottlob, Assistant Children's Librarian at the Dover Public Library, read to 3 Head Start classrooms in June (49 kids) and also brought them a selection of hand-picked books. Two weekly visits were also made to the summer session for a total of 38 kids. The Head Start program is a vital link in preparing kids for success in schools and beyond.

Dover Public Library's Systems and Technology Librarian, Nick Gagnon, helped support the Faces of Dover Historic Marker and Poster Project by updating website resources from the Library website for the Faces of Dover historical site at <https://www.facesofdover.org/>. Nick determined outdated and broken links for historical references and created new hyperlinks to access this information.

The Dover Public Library Children's Room staff attended the Cultural Diversity Fair at the Woodman Park School on Thursday, May 18. This city-wide event showcased the many cultures represented in Dover through art, music, dance, and food. The Library provided information about its services along with a craft where children could create a puppet featuring their family heritage.

Throughout the months of March and April, Dover Public Library's Teen and Information Services Librarian Emily Ainaire worked with Dover schools and businesses to promote Dover Public Library's 21st Annual Poetry Contest. A total of 395 poems were submitted in this year's contest. On Monday, May 22, 94 people attended the library's Evening of Poetry where those who participated in this year's Poetry Contest were welcome to attend and share their poetry with the audience.

During May Dover Public Library's Teen and Information Services Librarian, Emily Ainaire, visited the Dover High School and Middle School for her Books & Bites sessions. The program is designed to allow students to check out new books from the Dover Public Library's teen collection and have a snack. 65 students attended.

In Wednesday, May 31, Teen and Information Services Librarian Emily Ainaire visited Dover Middle School to talk with students about the Teen Summer Reading Program and library services. A total of 26 classes (over 500 students) were visited throughout the day.

Staff from the Dover Public Library Children's Room participated in the Community Fair at Woodman Park School on Thursday, June 1. Families attending were able to get information about summer programs happening for kids in the area. The library advertised their summer reading program "Dover: Then and Now" as well as offered a craft. There were 113 people who visited the library table.



Maker Fest



Community Fair

On Saturday, June 3 the Dover Public Library Children's Room staff participated in the Maker Fest at the Children's Museum of NH. With the help of student volunteers from the Dover High School Interact group, attendees were able to work on a collective and individual weaving project. Information about the library summer reading program was also available. There were 85 people who visited the library table.

On Wednesday, June 7, Dover Public Library's Teen and Information Services Librarian, Emily Ainaire, and Children's Librarian, Patty Falconer, attended the first Dover Farmers' Market of the summer season. 61 market attendees stopped by the Dover Public Library booth to sign up for library cards, learn more about library services and the Summer Reading Program, and spin our prize wheel to earn a free book from the library's ongoing book sale.

The Dover Public Library is thrilled to have been chosen as the site to display the Cocheco Quilters Guild beautiful Dover 400th commemorative quilt. The quilt was unveiled on June 29, 2023 and now hangs above the adult circulation desk. The quilt, titled "Stars Abound", includes 21st century fabrics mixed in with the reprints of the 19th century Cocheco fabrics originally made at the Cocheco Mills in Dover, NH. Over 35 Guild members took part in the design and creation of the quilt with Jeanie Stanley doing the hand quilting. To find out more about the Cocheco Quilters Guild visit their website at <http://cochecoquilters.com/index.html>

Passport application processing fees and notary services provide a continuing source of revenue for the Dover Public Library. The Library processed 47 passport applications in May generating \$1,645 in revenue and provided notary services for 35 patrons generating \$175 in revenue. The Library processed 33 passport applications in June generating \$1,155 in revenue and provided notary services for 32 patrons generating \$160 in revenue.

The Dover Public Library recently made some changes to their Passport Acceptance scheduling. The new system is entirely online using a free program called Calendly. This new method frees up staff to be able to offer better customer service to patrons in the building, and those with library related phone calls. People wishing to schedule an appointment may do so by visiting the library's website at library.dover.nh.gov and choosing the services tab.

In honor of Asian American and Pacific Islander Heritage Month, the Dover Public Library hosted a Lotus Lantern making class on May 3. Offered in-person and online, the class was taught virtually by a member of the Korean Spirit and Culture Promotion Project (KSCPP) out of New York. KSCPP is a non-profit organization dedicated to the promotion of greater awareness and understanding of Korean history and culture. By the end of the program, 29 individuals (some as young as 8 years old) had put together pink, purple and red lotus lanterns. A video was played after educating about Korean culture and its rise from being one of the poorest country in the world after the Korean War to one of the richest Asian countries today.

Dover Public Library's Adult Dungeons and Dragons group has risen steadily over the past few years. The groups are run by our volunteers Dave Wolk and Brandon Stephen. They meet every other Monday and every Tuesday, and see around 12 to 20 participants - or over 60 participants every month. The program sees our highest number of males ages 20 to 60. Each game can seat a max of 8 people, so there are usually three sessions going on at once. A lot of friendships have grown from the group with members very active on dedicated Facebook and Discord pages, regularly getting together outside of the library.

The FY'23 Dover Public Library budget included funds to replace 3 old and tired book return bins. The new stainless steel book returns have arrived and were installed by City of Dover Facilities and Grounds workers. The returns feature a vinyl wrap that features the Dover Public Library logo. Stop by to see the new returns which look fabulous.



New Library Book Returns

In honor of June being pride month, Dover Public Library hosted traveling "quilts" from Affirming Spaces and Arts in Reach. The quilts featured messages of kindness and inspiration for those in the trans/gender non-conforming community. The quotes were hung off the balcony overlooking the adult circulation desk and patrons were invited to fill out their own messages of hope to add to it.

The Dover Public Library partnered with the Indigenous New Hampshire Collaborative Collective to present a historical program as part of Dover's 400th Anniversary. On June 12th, the group debuted the premier of the documentary "Pennacook Retribution: Who Shall Judge the Indians Now?" for an attentive and appreciative library audience.

Pennacook Retribution – “Who Shall Judge the Indians Now?”, a new short documentary written by Anne Jennison (Traditional Abenaki Storyteller & Historian) in collaboration with the Cowasuck Band of the Pennacook-Abenaki People and the Indigenous New Hampshire Collaborative Collective. The documentary reframes a moment in history through the eyes of the people who have lived on this land for over 12,000 years. The film draws on recently discovered primary documents from archives in Massachusetts and Maine. This film was supported by the University of New Hampshire Humanities Center administering a grant from the American Council of Learned Societies (ACLS) and generous donations from individuals. Pennacook Retribution is produced by Film Unbound.

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

- Marketing: Tired of Hearing “I didn’t know the library did that? Here’s you fix!”
- Mental Health First Aid
- Food Education Workshop through the State Library
- Craft & Hobby: Empowering Communities with Creativity

On Tuesday, June 20th, 45 patrons gathered at the Dover Police Station on Chestnut Street for a tour. Dover residents and Library patrons enjoyed a walk through the halls and offices of the station, and then were treated to a tour of the garage, filled with patrol cars and service trucks. Adults, teens, children and babies learned about various police officer jobs, canine units, and detectives. Then all were invited to climb into the patrol units and explore the large vans and trucks used for police work.

One hundred thirty Dover Library patrons and residents were treated to a tour of the Dover Fire Station on 6th St. on June 27th. The tour was one of the programs planned through the library to celebrate Dover community and the Summer Reading Program. Three large groups filled with adults, kids, and babies, were taken through the facility by several fire fighters. There they learned of the services provided by the station, including ambulance, fire rescue and safety, and life-saving paramedic services. Their favorite part of the tour was climbing into 2 large fire trucks and the Dover rescue vehicle to get a first-hand look at these life-saving trucks. Kids also watched a demonstration of how quickly a firefighter climbs into their uniform and gear, and then were invited to try on parts of the uniform.

Eight Dover Public Library staff members attended the New Hampshire Library Association annual conference in Meredith, NH. There were many sessions to choose from and staff attended sessions on Marketing, School & Public Library relationships; Management Strategies; Libraries as Nature Connectors; Equity, Diversity & Inclusion; HR Challenges; Advocacy; Book Groups; Artificial Intelligence; Local History....

On May 25, Dover Public Library Community Engagement Librarian, Aimee Lockhardt, attended a Solar Eclipse Workshop at Hooksett Public Library. The workshop was run by the STAR Library Network and focused on the different ways libraries can educate about the solar eclipse using STEM activities and local resources. The hope is to help prepare libraries to better handle the next total Solar Eclipse, which will take place Monday, April 8, 2024.

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

3 Dover Public Library staff members attended Mental Health First Aid training in May. 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.

Public Welfare

Dover Public Welfare served 205 Individuals in May. There are 100 Active cases of which 34 are new clients. This is the most activity encountered this fiscal year.

Dover Welfare expended \$30,478.61 for Assistance this month. This is the largest amount spent for Assistance so far in FY 2023.

\$21,578 was for rental assistance, \$5239 was for Emergency Housing in hotels, and \$1300 was for a Security Deposit for an apartment.

Housing related costs for this month totaled \$28,117.

There was one cremation for \$1000, Seven payments for electric assistance totaling \$1151 and one water bill paid in the amount of \$210.61.

Of the Assistance provided 16 cases were clients who had been receiving NHRAP money. The cost to The City of Dover for these clients was \$14,010 this month.

June was an active month for Dover Welfare. There were the largest number of customer contacts recorded for the year in June numbering 285.

198 clients were served this month at a cost of \$31,404.84, also the most expenditures for assistance this year or in the past three years. The increased cost of rent is a major factor in this increase. Of the amount expended \$24,891.33 was for rent and \$5,199 was for shelter payments in hotels. A total of \$30,090.33 in housing costs. The rest of the amount spent was for electric payments.

Some trends to note are an increase in elderly and disabled individuals seeking assistance.

There was a noticed increase in calls from hospitals looking for Welfare to provide housing for patients being discharged with the need for rehab services or who cannot fully self-care.

Homeless shelters continue to have wait lists across the state. There was no noticeable increase in requests for assistance due to the June 16th end of NHRAP payments for families in hotels.

Recreation Department

Gym & Programs

In May, the last session of Interval Strength classes with Lisa for the school year have begun and will run through mid-June in the dance studio –are now accepting drop-ins again. Spring sports are on-going. 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 & DHS gyms. Outdoor Pickleball courts continue to be popular – all 8 are often full on the weekends, especially in the mornings. Use is consistent throughout weekdays as well. Evenings have become extremely popular as the average age of players has decreased. 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. The Butterfield gym continues to be utilized during inclement weather for indoor pickleball on a reservation only basis. Summer playgrounds program at Horne Street is full – planning is on-going in addition to trying to hire summer staff. Summer Arena programming is now taking registrations on Recreation's online site – <https://getactive.dover.nh.gov>. Almost all programs are now able to have registrations on-line as well as payments for camps and training sessions. Summer swim lessons held online registration in May filling many of the classes. Spring 30+ men's basketball league continued on Monday and Thursday evenings in the Butterfield gym. There are 5 teams and they will play an 8 game regular season followed by single elimination playoffs, wrapping up June 5th. New spring High School Co-ed Basketball league continued throughout May with games on Saturdays. Finals will be held on June 3rd. Basketball personal and small group training with Colby "Bub" Conway continue at the Butterfield gym. Saturday and Sunday afternoons as well as Wednesday evenings and saw several young athletes working on their game in the off season.

In June, Horne Street Playground program is back to normal capacity and is full. The program began on Monday, June 26th. The program will continue for 7 weeks, and includes activities at the playgrounds, transportation to the Jenny Thompson Pool, and weekly field trips. Interval Strength with Lisa wrapped up the final session of the school year on Tuesdays and Thursdays. Men's 30+ basketball league wrapped up on June 5th – the league played on Monday and Thursday nights and held a single elimination playoffs. Tuesday night Adult open gym continues to be extremely popular with over 20 players per night. Open gym hours have gotten busier with added indoor time for pickleball when it rains. Badminton still plays on Friday nights throughout the summer. Personal basketball training with “Bub” Conway continued on Wednesday nights and weekends in June. Now that camp has begun, times will be limited in July and August. Wednesday nights are now a rental in the gymnasium. Fun on Stage returned with Jeff Leaf – this program was held June 26-June 30th at the DHS Auditorium. Mr. Leaf will also offer Youth Music Theater July 3 – 14th at DHS for older students. Outdoor pickleball courts remain very busy – time limits have been implemented to help with court turnover during the most popular times. Senior center designated times see upwards of 60 people on a regular basis.

Indoor Pool & Jenny Thompson Pool

May gradually saw college staff return to the pool for the summer season. The division was able to expand pool schedule accordingly. The biggest change was the return of a Monday morning schedule starting at 8:30am. The Rec Director has hired an additional five lifeguards that will work starting when the Outdoor Pool opens for the season. It appears that staffing for the summer season will be okay with a cautious pool schedule at both pools that is sustainable from start to finish. Summer group lesson registration is underway for Residents. Non-Resident registration opens May 31st at 8:00am. Had a strong turnout from Dover Residents as running one registration block for all summer sessions. Group lessons will be run in two-week sessions with six classes per week Tuesdays through Thursdays. May lifeguard course had 7 candidates. There were 9 recertifications that were completed this month. May Water Safety Instructor course did not run due to a lack of candidates. Will try again in July or August. The Outdoor Pool is full of water and ready to be turned on for the season. The hope is to have SOLO aquatics outdoors for practices the week of June 5th. Will host a swim meet June 9-11. The current plan is to open the pool to the general public on Monday June 12th. Rentals: SOLO Aquatics, Birthday Parties: 0

June was a busy month for the Pools. The Jenny Thompson Pool hosted two swim meets. One was a two-and-a-half-day event June 9th through 11th and the other one was three full days June 23rd through 25th. Both meets were successful from the city side of operations and the team side. The Outdoor Pool is now onto a regular summer schedule through August 5th and being used at capacity every hour it is open. The Indoor Pool has switched to a regular summer schedule with limited hours due to staffing both facilities. Multi session 8-week summer group lesson program begins this week. There are seven current lifeguards move up into a swim instructor role. This allowed us to provide every child who wants a swim lesson this summer to have one. This is the highest number of instructors the pool has had in several years. Seem to be on an upward trend for staffing swim lessons. Staffing from the lifeguard standpoint continues to be a challenge. There will be another lifeguard class in August to prepare for fall. Mechanically, both pools are running fine. Holding more water at the Jenny Thompson Pool overnight than we have in years past. Rentals: SOLO Aquatics, Birthday Parties: 0

Dover Ice Arena

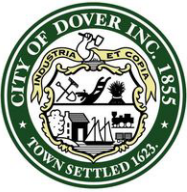
May at the Dover Arena is a busy time as wrap up the spring programs and take out the Holt Ice on May 16. The Spring 3 on 3 ended it's 7-week season as well as the Spring session of the Arena's Learn to Skate and Youth Intro to Hockey. On May 13th hosted the Seacoast Home and Food Truck Show. This show

featured over 65 Food & Home Vendors and 7 Food Trucks. On May 20th hosted an Amateur Boxing Event. The Boxing Event had 24 bouts and was very well attended. While the ice is out, will be busy with regular maintenance, cleaning, and painting of the facility. Camp Kool preparation is under way as interviewing for the counselor positions, and staff trainings. Roller derby will continue their practices Tuesday and Thursday nights. The month of June means the beginning of Camp Kool and preparations for ice to go in on the Holt Rink. Maintenance, cleaning, and painting of the facility will continue throughout the month. The Holt Ice will be ready for skating on July 5th. Have a full slate of summer hockey camps as well as the return of adult hockey leagues, pick up skates, and youth hockey programming. Birthday Parties: 0, Adult and Youth Stick Practice: 122 skaters

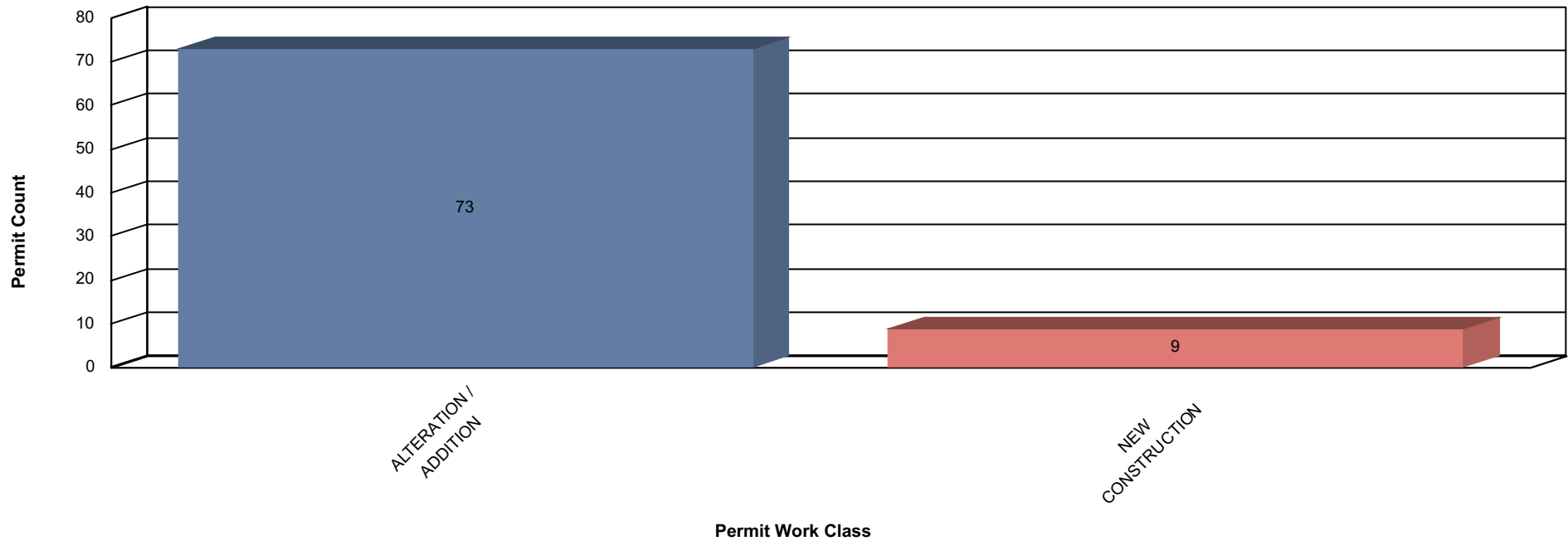
June at the Dover Arena is busy as start preparation of another ice season here. Busy with regular maintenance of the facility; cleaning, painting and other projects around the facility. Camp Kool started the last week of June and is full. Camp Kool's Director from last year is returning for another summer along with several counselors, have two new counselors this year. Look forward to a fun summer with many amazing activities and trips planned. Roller derby continued their practices on Tuesdays and Thursdays. Summer programs have all filled up and will begin the second week of July. The process of putting the Holt Ice back in will start on the last week of June. The month of July at the arena means summer hockey and skating programs. The first skating day of the season is July 5. Welcome back the COED League, Youth Intro to Hockey, Adult Intro Skills and Drills, Learn to Skate and Chix with Stix. The Over 30 League will make its return on Thursday nights. Also welcome back many hockey camps and clinics throughout July and August. Rock Night will make its return on Saturday July 8. Birthday Parties: 0, Adult and Youth Stick Practice: 122 skaters

Dover Senior Center

May: This month continued to hold regular daily games and activities this month, as well as Chair Yoga, Tai Chi, and Yoga for Bone Strength and Pickleball. The center welcomed a Hannaford dietician for a class on cooking economically for 1 or 2 and AARP for a lesson on "Online Fact & Fiction." Later in the month, members spent 3 beautiful days in Vermont at the Trapp Family Lodge in Stowe!



PERMITS ISSUED BY WORK CLASS (05/01/2023 TO 05/31/2023) FOR CITY OF DOVER, N.H.



Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
ALTERATION / ADDITION							
BLDM-2023-0135	Building - Minor 04/07/2023	Alteration / Addition 05/02/2023 \$0.00	Issued 11/01/2023 1,320	4 Tolend Road Rd, Dover, NH 03820 \$21,500.00	Non-Residential	None Yes Jim Maxfield	
<i>Description: Construction of new interior walls to create office spaces. All walls will be built with 2x4 construction and 1/2-inch sheetrock.</i>							

PERMITS ISSUED BY WORK CLASS (05/01/2023 TO 05/31/2023)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDM-2023-0170	Building - Minor 04/20/2023 CBD-G Central Busines <i>Description: SECOND FLOOR BATHROOM</i> <i>Create bathroom in spare bedroom space</i> <i>Shower, Toilet, Vanity</i> <i>Create walk in closet with lots of shelving</i> <i>FIRST FLOOR BATHROOM</i> <i>Remove shower stall</i> <i>Rework plumbing to accept stackable washer/dryer</i> <i>Electrical for appliances</i> <i>ATTIC SPACE</i> <i>Add outlets to code</i> <i>Build knee wall to replace railing</i> <i>Reuse railing as secondary handrail</i>	Alteration / Addition 05/02/2023 \$575.00	Issued 11/01/2023 168	25 Chapel St, Dover, NH \$50,000.00	 Residential	None Yes Thomas Abbott	24096-000000
BLDM-2023-0109	Building - Minor 03/26/2023 R-12 Residential - Medi <i>Description: Addition off rear of home and kitchen rehab</i>	Alteration / Addition 05/02/2023 \$1,015.00	Issued 11/01/2023 265	1 Penny Ln, Dover, NH \$90,000.00	 Residential	None Yes Jim Maxfield	21026-01A000
BLDM-2023-0114	Building - Minor 03/29/2023 IT Non-Residential - Inn <i>Description: 40x100 tent</i> <i>20x30</i>	Alteration / Addition 05/02/2023 \$355.00	Complete 11/01/2023 4,600	50 Education Wy, Dover 03820 06/12/2023 \$30,000.00	06/12/2023 Non-Residential	None Yes Jim Maxfield	E0027-G00000
BLDM-2023-0175	Building - Minor 04/24/2023 IT Non-Residential - Inn <i>Description: Sheet rock garage, add suspended ceiling, add vinyl plank flooring, add mini-splits for heat and cooling, remove garage doors and add windows</i>	Alteration / Addition 05/02/2023 \$575.00	Issued 11/01/2023 816	181 Watson Rd, \$50,000.00	 Non-Residential	None Yes Thomas Abbott	E0032-001000
BLDM-2023-0017	Building - Minor 01/17/2023 R-12 Residential - Medi <i>Description: Kitchen Remodel</i>	Alteration / Addition 05/02/2023 \$333.00	Issued 11/01/2023 220	7 Benjamin Wy, Dover, NH \$28,000.00	 Residential	None Yes Jim Maxfield	I0047-014000
BLDM-2023-0176	Building - Minor 04/24/2023 R-12 Residential - Medi <i>Description: Removing existing deck and building a new 20x16 back deck</i>	Alteration / Addition 05/02/2023 \$223.00	Issued 11/01/2023 320	2 Hubbard Rd, Dover, NH \$18,000.00	 Residential	None Yes Jim Maxfield	K0018-A00001
BLDM-2023-0148	Building - Minor 04/13/2023 R-20 Residential - Low <i>Description: const. a 32' x 22', 2 story addition for an ADU</i>	Alteration / Addition 05/02/2023 \$2,148.00	Issued 11/01/2023 0	3 Wentworth Ter, Dover, NH 03820 \$193,000.00	 Residential	None No Jim Maxfield	08032-000000

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BLDM-2023-0181	Building - Minor 04/26/2023 CBD-G Central Busines	Alteration / Addition 05/02/2023 \$2,225.00	In Review 11/01/2023 23,600	44 Third St, Dover, NH \$200,000.00	Mixed Use	None Yes Michelle Dube	06040-000000
	Description: Complete demolition of existing structure.						
BLDM-2023-0116	Building - Minor 03/30/2023 R-40 Residential - Rura	Alteration / Addition 05/03/2023 \$729.00	Issued 11/02/2023 672	13 Fairway Dr, Dover 03820 \$63,715.00	Residential	None Yes Jim Maxfield	N0014-F00000
	Description: Remodel existing garage. Replace concrete floor, raise garage doors, install new windows, add lighting, and sheetrock. Remove existing asphalt driveway, re-grade to new floor, install asphalt driveway in same location.						
BLDM-2023-0168	Building - Minor 04/19/2023 HR Residential - Heritag	Alteration / Addition 05/03/2023 \$300.00	Issued 11/02/2023 125	14 Trakey St, Dover, NH \$25,000.00	Residential	None Yes Thomas Abbott	15109-000000
	Description: Replacing existing cabinets and putting in small first floor bathroom						
BLDM-2023-0185	Building - Minor 04/28/2023	Alteration / Addition 05/03/2023 \$69.00	Issued 11/02/2023 294	31 Hillcrest Drive, Dover, NH 03820 \$4,000.00	Residential	None Yes Thomas Abbott	
	Description: Insulation, Drywall, paint on the wall and ceiling in the kitchen and hallway.						
BLDM-2023-0178	Building - Minor 04/24/2023 R-40 Residential - Rura	Alteration / Addition 05/03/2023 \$949.00	Issued 11/02/2023 600	53 Cottonwood Dr, Dover, NH \$83,700.00	Residential	None Yes Jim Maxfield	B0004-061000
	Description: add bathroom to basement, finish basement per plan						
BLDM-2023-0187	Building - Minor 04/28/2023 RM-U Residential - Urb	Alteration / Addition 05/04/2023 \$388.00	Issued 11/03/2023 225	25 Nelson St, Dover, NH \$33,000.00	Residential	None Yes Thomas Abbott	09071-000000
	Description: Renovate existing first floor bathroom						
BLDM-2023-0177	Building - Minor 04/24/2023 R-12 Residential - Medi	Alteration / Addition 05/04/2023 \$960.00	Issued 11/03/2023 325	13 Birchwood Pl, Dover, NH \$85,000.00	Residential	None Yes Thomas Abbott	17075-000000
	Description: kitchen/ sitting room renovation						
BLDM-2023-0150	Building - Minor 04/14/2023 RM-U Residential - Urb	Alteration / Addition 05/04/2023 \$135.00	Issued 11/03/2023 2,500	39 Maple St, Dover, NH \$9,800.00	Residential	None Yes Jim Maxfield	30026-000000
	Description: rip and replace architectural shingles						
BLDM-2023-0186	Building - Minor 04/28/2023 CM Non-Residential - C	Alteration / Addition 05/04/2023 \$179.00	Issued 11/03/2023 0	45 Knox Marsh Rd, Dover, NH \$14,272.00	Residential	None Yes Thomas Abbott	H0032-000000
	Description: install 8 replacement windows-no structural work						
BLDM-2023-0180	Building - Minor 04/26/2023 RM-U Residential - Urb	Alteration / Addition 05/04/2023 \$113.00	Issued 11/03/2023 155	12-14 Everett St, Dover, NH \$7,550.00	Residential	None Yes Thomas Abbott	27086-A00000
	Description: Remove the existing 4.5'x11' deck, along with 2 sets of stairs and landing. Install new landing, stairs, and deck (same dimensions).						

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BLDM-2023-0118	Building - Minor 03/30/2023 R-12 Residential - Medi	Alteration / Addition 05/04/2023 \$355.00	Issued 11/03/2023 675	67 Oak St, Dover 03820 \$29,500.00	Residential	None Yes Jim Maxfield	27279-000000
<i>Description: Remove old sheet rock, no wiring replacement, or insulation. Only replacing the sheet rock. remove and replacing siding.</i>							
BLDM-2023-0132	Building - Minor 04/05/2023 R-12 Residential - Medi	Alteration / Addition 05/04/2023 \$190.00	Issued 11/03/2023 700	32 Conifer Commons, Dover, NH \$14,000.00	Residential	None Yes Jim Maxfield	E0019-005000
<i>Description: Roofing replacement</i>							
BLDM-2023-0153	Building - Minor 04/15/2023 RM-SU Residential - Su	Alteration / Addition 05/04/2023 \$278.00	Issued 11/03/2023 0	40 The Garrison At 56 Durham Rd 10009-B00040, Dover, NH \$22,641.00	Residential	None Yes Jim Maxfield	I0009-B00000
<i>Description: Remove and replace 5 DH windows, 1 patio door, and 1 entry door. Like for like, no structural changes.</i>							
BLDM-2022-0333	Building - Minor 12/19/2022 IT Non-Residential - Inn	Alteration / Addition 05/04/2023 \$4,095.00	Issued 11/03/2023 320	110 Venture Dr, Dover, NH \$370,000.00	Mixed Use	None Yes Jim Maxfield	D0011-004000
<i>Description: Project scope is a 320 square foot mobile research and testing addition with a total project cost of approximately \$370,000</i>							
<i>Structure: \$250,000</i>							
<i>Site work: \$88,000</i>							
<i>Electrical: \$16,425</i>							
<i>Plumbing: \$9,780</i>							
BLDM-2023-0089	Building - Minor 03/13/2023 RM-SU Residential - Su	Alteration / Addition 05/04/2023 \$850.00	Issued 11/03/2023 168	32 Durham Rd, Dover, NH \$75,000.00	Residential	None Yes Thomas Abbott	I0009-000000
<i>Description: 12ft x 14ft Second floor addition to be built atop existing footprint above first floor kitchen bumpout. Space will be utilized as master bathroom with laundry.</i>							
BLDM-2023-0196	Building - Minor 05/03/2023 O Office	Alteration / Addition 05/04/2023 \$80.00	Issued 11/03/2023 704	4 Brick Rd, Dover, NH \$5,000.00	Mixed Use	None Yes Jim Maxfield	28013-000000
<i>Description: Demolition of 584SF Single Family Residence, 32SF Shed and 88SF 2nd Shed.</i>							
BLDM-2023-0179	Building - Minor 04/24/2023 R-12 Residential - Medi	Alteration / Addition 05/04/2023 \$608.00	Issued 11/03/2023 288	67 Old Dover Point Rd, Dover, NH \$53,000.00	Residential	None Yes Jim Maxfield	M0011-A00000
<i>Description: kitchen renovation</i>							
BLDM-2023-0145	Building - Minor 04/12/2023 C Non-Residential - Cor	Alteration / Addition 05/08/2023 \$2,335.00	Issued 11/07/2023 2,250	1 Lilac Lane Units 1134, 1124 & 1114, Building 11, Dover, NH 03820 \$210,000.00	Residential	None Yes Jim Maxfield	H0035-D00000
<i>Description: Water mitigation, demolition and replacement of drywall, insulation, flooring, interior trim, and cabinets. Separations shall be inspected and approved prior to finish work beginning</i>							

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BLDM-2023-0193	Building - Minor 05/02/2023 R-40 Residential - Rura	Alteration / Addition 05/08/2023 \$201.00	Issued 11/07/2023 0	123 Boxwood Ln, Dover, NH \$15,744.00	Residential	None Yes Thomas Abbott	B0021-012000
<i>Description: REPAIR & REPLACE 4 WINDOWS; LIKE FOR LIKE; SAME SIZE; NO STRUCTURAL CHANGES</i>							
BLDM-2023-0194	Building - Minor 05/02/2023 HR Residential - Heritag	Alteration / Addition 05/08/2023 \$443.00	Issued 11/07/2023 0	9 Cushing St, Dover, NH \$38,141.00	Residential	None Yes Thomas Abbott	10124-000000
<i>Description: REPAIR & REPLACE 14 WINDOWS; LIKE FOR LIKE; SAME SIZE; NO STRUCTURAL CHANGES</i>							
BLDM-2023-0202	Building - Minor 05/05/2023 R-40 Residential - Rura	Alteration / Addition 05/08/2023 \$36.00	Issued 11/07/2023 2	38 Emerald Ln, Dover, NH \$784.82	Residential	None Yes Thomas Abbott	F0022-A00003
<i>Description: Missing shingles on roof that need to be replaced</i>							
BLDM-2023-0190	Building - Minor 05/02/2023 R-20 Residential - Low	Alteration / Addition 05/08/2023 \$256.00	Issued 11/07/2023 300	15 Landing Way, Dover, NH 03820 \$20,800.00	Residential	None Yes Thomas Abbott	L0095-011000
<i>Description: Finish off two walls to section off utility area for a rec room. Add cabinets, countertop and utility sink.</i>							
BLDM-2023-0152	Building - Minor 04/14/2023 RM-U Residential - Urb	Alteration / Addition 05/08/2023 \$113.00	Issued 11/07/2023 125	5 South Pine St, Dover 03820 \$8,000.00	Residential	None Yes Thomas Abbott	19046-000000
<i>Description: Install decking on sleepers above garage - see email that changes scope of work</i>							
BLDM-2023-0207	Building - Minor 05/08/2023 R-40 Residential - Rura	Alteration / Addition 05/09/2023 \$179.00	Issued 11/08/2023 168	23 Tanglewood Dr, Dover, NH \$14,260.00	Residential	None Yes Thomas Abbott	I0099-S00000
<i>Description: Rebuilding current deck. Deck is 12' by 14' with total project cost of \$14,260, all building cost</i>							
BLDM-2023-0198	Building - Minor 05/04/2023 R-40 Residential - Rura	Alteration / Addition 05/09/2023 \$69.00	Issued 11/08/2023 800	7 Old Stage Rd, Dover, NH \$3,715.00	Residential	None Yes Thomas Abbott	F0034-E00000
<i>Description: strip and reshingle roof</i>							
BLDM-2023-0147	Building - Minor 04/13/2023 G Gateway District	Alteration / Addition 05/10/2023 \$1,059.00	Issued 11/09/2023 405	165 Portland Av, Dover, NH \$93,500.00	Non-Residential	None Yes Jim Maxfield	25043-000000
<i>Description: No Exterior work to be done. Interior, paint and new wall tiles according to plans.</i>							
BLDM-2023-0209	Building - Minor 05/08/2023 R-12 Residential - Medi	Alteration / Addition 05/11/2023 \$102.00	Issued 11/10/2023 50	22 Fairview Av, Dover, NH \$6,976.00	Residential	None Yes Thomas Abbott	25027-000000
<i>Description: Project scope is turning a 50 sq ft closet into a 3/4 bathroom with total project cost of \$6,976. Cost breakdown is Building and Electrical = \$5,076 and Plumbing \$1,900.</i>							
BLDM-2023-0200	Building - Minor 05/04/2023 CBD-G Central Busines	Alteration / Addition 05/11/2023 \$146.00	Issued 11/10/2023 160	91 1/2 Henry Law Avenue, Dover, NH 03820 \$11,000.00	Residential	None Yes Thomas Abbott	22006-000000
<i>Description: We are redoing a porch with pvc and trecking floor. Getting rid of all the rot</i>							

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BLDM-2023-0204	Building - Minor 05/08/2023 R-20 Residential - Low	Alteration / Addition 05/11/2023 \$212.00	Issued 11/20/2023 176	22 Melody Tr, Dover, NH 05/24/2023 \$16,660.00	Residential	None Yes Thomas Abbott	G0024-J00138
	Description: Remove the existing deck and rebuild a 16X10 new deck						
BLDM-2023-0156	Building - Minor 04/16/2023 RM-SU Residential - Su	Alteration / Addition 05/11/2023 \$80.00	Issued 11/10/2023 130	31 Rosanna Dr, Dover, NH \$5,000.00	Residential	None Yes Thomas Abbott	I0003-000000
	Description: Replace front and back deck with composite boards. Replace railings on back deck.						
BLDM-2023-0134	Building - Minor 04/06/2023 R-12 Residential - Medi	Alteration / Addition 05/11/2023 \$47.00	Issued 11/10/2023 832	3 Hawthorn Rd, Dover, NH \$1,800.00	Residential	None Yes Thomas Abbott	17138-000000
	Description: Reinforcing existing rafters to support solar panels.						
BLDM-2023-0169	Building - Minor 04/19/2023 R-12 Residential - Medi	Alteration / Addition 05/11/2023 \$355.00	Issued 11/10/2023 72	5 Wedgewood N Rd N, Dover, NH 03820 \$29,720.00	Residential	None Yes Thomas Abbott	36021-D00000
	Description: Build a two story addition on the rear of my house. The addition will be added to extend existing bathrooms						
BLDM-2023-0136	Building - Minor 04/07/2023 H Hospital	Alteration / Addition 05/12/2023 \$355.00	Issued 11/13/2023 600	789 Central Av, Dover, NH \$30,000.00	Non-Residential	None Yes Thomas Abbott	37001-000000
	Description: Modifications to existing information systems space to install work stations						
BLDM-2023-0142	Building - Minor 04/11/2023 R-40 Residential - Rura	Alteration / Addition 05/15/2023 \$1,400.00	Issued 11/14/2023 1,630	10 Overlook Dr, Dover, NH \$125,000.00	Residential	None Yes Thomas Abbott	M0083-001000
	Description: Garage addition 28x28 with connector on 1st flr 1036 SF. 2nd flr over garage 594 SF usable area.						
BLDM-2023-0195	Building - Minor 05/02/2023 IT Non-Residential - Inn	Alteration / Addition 05/16/2023 \$91.00	Issued 11/15/2023 120	11 Sierra Hill Dr, Dover 03820 \$6,000.00	Residential	None Yes Thomas Abbott	K0019-003000
	Description: Addition to existing deck						
BLDM-2023-0227	Building - Minor 05/12/2023 R-20 Residential - Low	Alteration / Addition 05/16/2023 \$344.00	Issued 11/15/2023 1,300	11 Landing Wy, Dover, NH \$28,810.00	Residential	None Yes Thomas Abbott	L0095-01K000
	Description: strip and re-side with James Hardie Plank Siding (13 sq)-no structural work						
BLDM-2023-0226	Building - Minor 05/12/2023 R-40 Residential - Rura	Alteration / Addition 05/16/2023 \$410.00	Issued 11/15/2023 3,600	52 Isaac Lucas Cr, Dover, NH \$35,000.00	Residential	None Yes Thomas Abbott	M0090-A00012
	Description: Roof replacement						
BLDM-2023-0154	Building - Minor 04/15/2023 RM-SU Residential - Su	Alteration / Addition 05/16/2023 \$168.00	Issued 11/15/2023 0	24 The Garrison At 56 Durham Rd I0009-B00024, Dover, NH \$12,772.00	Residential	None Yes Jim Maxfield	I0009-B00000
	Description: Remove and replace 4 DH windows. Like for like, no structural changes.						

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BLDM-2023-0212	Building - Minor 05/09/2023 G Gateway District	Alteration / Addition 05/16/2023 \$861.00	Issued 11/15/2023 7,500	35 Broadway, Dover, NH \$76,500.00	Non-Residential	None Yes Thomas Abbott	24002-E00000
<i>Description: Remove existing rubber membrane, 1/2" fiber board and al existing flashing, metal edge on perimeter and dispose of in a legal fashion.</i> <i>A disposal container will be provided by LRC and is included in this contract.</i> <i>Inspect underneath the roofs surface for any pr-existing conditions such as but not limited to damaged or compromised plywood deck, wood blocking, etc. If we discover any pre-existing conditions under the roofs surface, we will contact owner and discuss options. No additional work outside the scope of work listed in this contract will be permitted until owner/contractor agrees in writing using a standard T& M change order document.</i> <i>NOTE: upon original inspection, no visual damage was discovered. The insulation and wood deck were in good overall condition, however until we remove the roof covering, we cannot guarantee these counterparts to be free of defects.</i> <i>Furnish and install PT wood nailer to perimeter as per manufacturer specifications.</i> <i>Mechanically fasten new 1/2" HD is insulation board to the existing roof deck.</i> <i>Fully adhere new.060 ML. EPDM rubber membrane with factory "4 FTI seam technology to the new HD is board using approved water-based bonding adhesive.</i> <i>Install "3 seam tape at all seams if required.</i> <i>Form flash using 6"- 9" uncured flashing.</i> <i>All T-joints to be sealed.</i> <i>Install pipe boots with factory-applied adhesive where applicable.</i> <i>Flash al existing RTU penetrations and roof hatch as per manufacturer's specifications with appropriate form flashing, mastic and caulk.</i> <i>Perimeter will receive a new commercial grade Aluminum edge metal properly secured as specified by manufacturer. Metal color to be white.</i> <i>Provide a 20 Year full system Manufacturers warranty.</i> <i>Roofing Warranty.</i>							
BLDM-2023-0096	Building - Minor 03/16/2023 H Hospital	Alteration / Addition 05/17/2023 \$575.00	Issued 11/16/2023 20	789 Central Av, Dover, NH \$50,000.00	Non-Residential	None Yes Jim Maxfield	37001-000000
<i>Description: Add exhaust fans</i>							
BLDM-2023-0223	Building - Minor 05/11/2023 R-20 Residential - Low	Alteration / Addition 05/18/2023 \$190.00	Issued 11/17/2023 1	19 Shore Ln, Dover, NH \$15,000.00	Residential	None Yes Thomas Abbott	L0089-G00005
<i>Description: Roofing</i>							

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BLDG-2023-0018	Building - Major 02/21/2023 C Non-Residential - Cor	Alteration / Addition 05/18/2023 \$190.00	Issued 11/17/2023 3,000	34 Dover Point Rd, Dover, NH \$15,000.00		None Yes Jim Maxfield	K0019-B00000
	Description: Sprinkler head break affecting 3 floors and basement. Has been extracted, demoed and dried. Fire resistant ratings shall be maintained throughout						
BLDM-2023-0131	Building - Minor 04/05/2023 CBD-G Central Busines	Alteration / Addition 05/19/2023 \$157.00	Issued 11/20/2023 1,000	481 Central Av, Dover, NH \$12,000.00	Non-Residential	None Yes Jim Maxfield	03061-000000
	Description: Remove all existing non-structural roof overhangs, reface remaining roof overhang with decorative James Hardie board extended roof and reface remaining roof overhang with decorative James Hardie board.						
BLDM-2023-0231	Building - Minor 05/16/2023 R-12 Residential - Medi	Alteration / Addition 05/19/2023 \$960.00	Issued 11/20/2023 676	10 Birchwood Pl, Dover 03820 \$85,000.00	Residential	None Yes Thomas Abbott	17065-B00000
	Description: New detached garage; Variance granted by ZBA on 2/16/2023, #Z23-02/ZONE-2023-0003 /nk						
BLDM-2023-0157	Building - Minor 04/16/2023	Alteration / Addition 05/19/2023 \$157.00	Issued 11/20/2023 140	32 New York St St, Dover, NH 03820 \$12,000.00	Residential	None Yes Jim Maxfield	
	Description: Cabinet replacement. Flooring replacement						
BLDM-2023-0215	Building - Minor 05/10/2023 R-40 Residential - Rura	Alteration / Addition 05/19/2023 \$223.00	Issued 11/20/2023 512	39 County Farm Rd, Dover, NH \$18,000.00	Residential	None Yes Thomas Abbott	B0023-B00000
	Description: Add lean too roof to existing garage						
BLDM-2023-0218	Building - Minor 05/10/2023 R-12 Residential - Medi	Alteration / Addition 05/22/2023 \$355.00	Issued 11/21/2023 0	123 Back River Rd, Dover 03820 \$30,000.00	Residential	None No Thomas Abbott	I0046-B00000
	Description: renovation of existing dwelling to create an ADU, constructing a deck						
BLDM-2023-0229	Building - Minor 05/15/2023 CM Non-Residential - C	Alteration / Addition 05/22/2023 \$69.00	Issued 11/21/2023 64	32 Crosby Rd, Unit 4, Dover 03820 \$4,000.00	Non-Residential	None Yes Thomas Abbott	G0031-003000
	Description: unit 4 add bathroom per drawings/plans						
BLDM-2023-0230	Building - Minor 05/15/2023 CM Non-Residential - C	Alteration / Addition 05/22/2023 \$47.00	Issued 11/21/2023 100	32 Crosby Rd, Unit 5, Dover 03820 \$2,500.00	Non-Residential	None Yes Thomas Abbott	G0031-003000
	Description: unit 5 relocate office per drawings, replace sink, add dishwasher						
BLDM-2023-0087	Building - Minor 03/13/2023 R-20 Residential - Low	Alteration / Addition 05/22/2023 \$1,125.00	Issued 11/21/2023 2,021	22 Wentworth Tr, Dover, NH \$100,000.00	Residential	None Yes Jim Maxfield	08040-A00000
	Description: interior renovation						
BLDM-2023-0222	Building - Minor 05/11/2023 R-12 Residential - Medi	Alteration / Addition 05/24/2023 \$157.00	Issued 11/23/2023 400	7 Deer Creek Run, Dover 03820 \$12,000.00	Residential	None Yes Thomas Abbott	25066-005000
	Description: Replace old deck and expand size						

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BLDM-2023-0234	Building - Minor 05/16/2023 R-40 Residential - Rura	Alteration / Addition 05/24/2023 \$674.00	Issued 11/23/2023 156	321 Back Rd, Dover, NH \$59,000.00	Residential	None Yes Thomas Abbott	M0105-000000
	Description: Three-season sun room addition to back of house						
BLDM-2023-0220	Building - Minor 05/11/2023 C Non-Residential - Cor	Alteration / Addition 05/24/2023 \$685.00	Issued 11/23/2023 1,300	58 New Rochester Rd, Dover, NH \$60,000.00	Non-Residential	None Yes Jim Maxfield	40043-000000
	Description: New roof, with LVL added for future deck. Phase one of project roof only.						
BLDM-2023-0240	Building - Minor 05/22/2023 R-12 Residential - Medi	Alteration / Addition 05/24/2023 \$168.00	Issued 11/23/2023 360	74 Glenwood Av, Dover, NH \$12,600.00	Residential	None Yes Thomas Abbott	E0012-000000
	Description: Homeowner wants existing deck, railings replaced with all new trex enhanced decking and railings. We're not adding anything, just replacing.						
BLDM-2023-0146	Building - Minor 04/13/2023 HR Residential - Heritag	Alteration / Addition 05/24/2023 \$278.00	Issued 11/23/2023 800	136 Silver St, Dover 03820 \$23,000.00	Residential	None Yes Jim Maxfield	12152-000000
	Description: Structurally support, level, and hold 20' by 40' free-standing garage. Install 15 piers under the building with precast piers.						
BLDM-2023-0211	Building - Minor 05/09/2023 H Hospital	Alteration / Addition 05/25/2023 \$10,002.00	Issued 11/24/2023 24,893	789 Central Av, Dover, NH \$906,786.00	Non-Residential	None Yes Thomas Abbott	37001-000000
	Description: Complete removal of existing Tar and Gravel and Epdm roofing systems down to decking. Install new R 30 insulation, Install new fully adhered EPDM roofing system with flashings and metal						
BLDM-2023-0235	Building - Minor 05/17/2023 R-40 Residential - Rura	Alteration / Addition 05/26/2023 \$179.00	Issued 11/27/2023 2,000	17 Nicholas Cr, Dover, NH \$13,847.00	Residential	None Yes Thomas Abbott	B0018-022000
	Description: Remove and replace 4 windows, like sizes, no structural alterations						
BLDM-2023-0160	Building - Minor 04/17/2023 R-20 Residential - Low	Alteration / Addition 05/26/2023 \$630.00	Issued 11/27/2023 800	37 Foster'S Dr, Dover 03820 \$55,000.00	Residential	None Yes Jim Maxfield	L0089-B00005
	Description: Installation of 18' by 36' inground pool with apron and fencing						
BLDM-2023-0237	Building - Minor 05/19/2023 R-12 Residential - Medi	Alteration / Addition 05/26/2023 \$135.00	Issued 11/27/2023 64	4 Tennyson Av, Dover, NH \$10,000.00	Residential	None Yes Thomas Abbott	21044-000000
	Description: Add 1/2 bathroom on main living level						
BLDM-2023-0216	Building - Minor 05/10/2023 R-40 Residential - Rura	Alteration / Addition 05/26/2023 \$36.00	Issued 11/27/2023 50	14 Westwood Cr, Dover, NH \$800.00	Residential	None Yes Thomas Abbott	F0018-U00000
	Description: 8ft black chain link fencing. 50ft in length.						
BLDM-2023-0084	Building - Minor 03/10/2023 CBD-G Central Busines	Alteration / Addition 05/30/2023 \$135.00	Issued 11/29/2023 2,000	67 Fifth St, Dover, NH \$10,000.00	Residential	None Yes Jim Maxfield	31094-000000
	Description: Remove wet drywall, insulation and finishes. impacted by Sprinkler leak.						

PERMITS ISSUED BY WORK CLASS (05/01/2023 TO 05/31/2023)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDM-2023-0225	Building - Minor 05/12/2023 <i>HR Residential - Heritag</i>	Alteration / Addition 05/30/2023 \$146.00	Issued 11/29/2023 672	10 Summer St, Dover 03820 \$11,424.00	Mixed Use	None Yes Jim Maxfield	12022-000000
	<i>Description: Demolition for future permits which will be coming approximately whenever with stamped plans.</i>						
BLDM-2023-0249	Building - Minor 05/30/2023 <i>R-40 Residential - Rura</i>	Alteration / Addition 05/31/2023 \$828.00	Issued 11/30/2023 154	20 Seaborne Dr, Dover, NH \$73,365.00	Non-Residential	None Yes Thomas Abbott	J0001-C00000
	<i>Description: Add a bathroom to existing room</i>						
BLDM-2023-0253	Building - Minor 05/31/2023 <i>R-20 Residential - Low</i>	Alteration / Addition 05/31/2023 \$235.00	Issued 11/30/2023 0	19 Cote Dr, Dover 03820 \$19,000.00	Residential	None No Thomas Abbott	L0058-W00000
	<i>Description: replacement of roof shingles</i>						
BLDM-2023-0244	Building - Minor 05/26/2023 <i>R-12 Residential - Medi</i>	Alteration / Addition 05/31/2023 \$190.00	Issued 11/30/2023 0	10 Middlebrook Rd, Dover, NH \$15,214.00	Residential	None Yes Thomas Abbott	K0047-000000
	<i>Description: REMOVE & REPLACE 2 WINDOWS; 1 ENTRY DOOR WITH 1 STORM DOOR; LIKE FOR LIKE; SAME SIZE; NO STRUCTURAL CHANGES</i>						
SUBTOTALS FOR ALTERATION / ADDITION:			100,463 Sq Ft	\$3,991,396.82	Residential:	55	PERMITS ISSUED: 73
					Non-Residential:	13	
					Mixed Use:	4	
NEW CONSTRUCTION							
BLDG-2023-0040	Building - Major 03/28/2023 <i>R-12 Residential - Medi</i>	New Construction 05/02/2023 \$12,000.00	Issued 11/01/2023 1,400	2 Walnut Drive Dr, Dover, NH \$280,000.00		None Yes Jim Maxfield	I0004-A00000
	<i>Description: Construct a detached two story single family condominium with one car attached garage and unfinished attic.</i>						
BLDG-2022-0114	Building - Major 11/14/2022 <i>R-12 Residential - Medi</i>	New Construction 05/08/2023 \$19,241.00	Issued 11/07/2023 3,200	14 Porch Light Dr, Unit 1 & 2, Dover, NH \$576,000.00		None Yes Jim Maxfield	14010-G00004
	<i>Description: Two family dwelling with attached garage and unfinished basement and attic</i>						
BLDM-2023-0217	Building - Minor 05/10/2023 <i>R-12 Residential - Medi</i>	New Construction 05/16/2023 \$58.00	Issued 11/15/2023 104	31 Hawthorne Rd, Dover 03820 \$3,000.00	Residential	None Yes Thomas Abbott	K0018-Y00000
	<i>Description: 8'x13' foundation and slab 2 for water/glycol heater</i>						
BLDG-2022-0052	Building - Major 08/10/2022 <i>R-12 Residential - Medi</i>	New Construction 05/16/2023 \$2,500.00	Issued 11/13/2023 660	145 Fourth St, Dover, NH \$225,000.00		None Yes Jim Maxfield	33082-000000
	<i>Description: Single story single family dwelling with full unfinished basement and attic</i>						

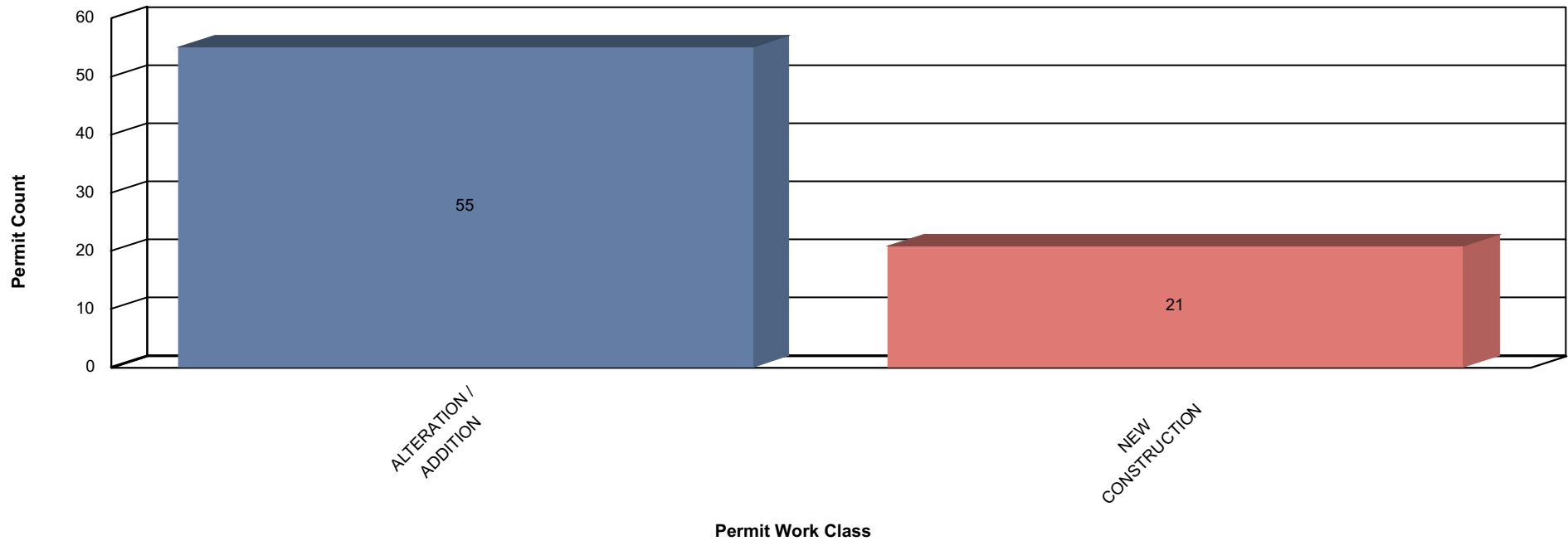
PERMITS ISSUED BY WORK CLASS (05/01/2023 TO 05/31/2023)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDG-2022-0123	Building - Major 12/03/2022 R-12 Residential - Medi	New Construction 05/18/2023 \$6,440.00	Issued 11/17/2023 0	16 Prospect St, Dover 03820 \$230,000.00		None No Jim Maxfield	32021-000000
	<i>Description: Const. a three car detached garage with a dwelling unit on second floor TDR, #P22-40</i>						
BLDG-2022-0121	Building - Major 11/22/2022 R-40 Residential - Rura	New Construction 05/18/2023 \$13,045.00	Issued 12/04/2023 2,300	38 Hayden Dr, Dover, NH 06/07/2023 \$375,000.00		None Yes Jim Maxfield	M0102-012000
	<i>Description: Construct a detached Single Family condominium with 3 car attached garage and unfinished basement and attic</i>						
BLDM-2023-0228	Building - Minor 05/12/2023 CM Non-Residential - C	New Construction 05/22/2023 \$69.00	Issued 11/21/2023 164	32 Crosby Rd, Unit 2, Dover 03820 \$4,000.00		None Yes Thomas Abbott	G0031-003000
	<i>Description: unit 2 remove office unit 4 add bathroom per drawings unit 5 relocate office per drawings</i>						
BLDG-2023-0030	Building - Major 03/17/2023 R-12 Residential - Medi	New Construction 05/25/2023 \$3,842.00	Issued 11/24/2023 1,680	8 Fairfield Dr, Dover, NH \$347,000.00		None Yes Jim Maxfield	14005-N00000
	<i>Description: Construct a one story SFD with attached two car garage with unfinished basement and attic. Previous home demo-ed post house fire.</i>						
BLDG-2023-0048	Building - Major 05/02/2023 IT Non-Residential - Inn	New Construction 05/25/2023 \$14,200.00	In Review 11/24/2023 2,400	205 Sixth St, Dover 03820 \$480,000.00		None No Jim Maxfield	E0073-001000
	<i>Description: 2 1/2 story, 3 bedroom single family dwelling, with walkup unfinished basement and attic with two car under garage</i>						
SUBTOTALS FOR NEW CONSTRUCTION:			11,908 Sq Ft	\$2,520,000.00	Residential:	1	PERMITS ISSUED:
					Non-Residential:	1	
					Mixed Use:	0	
			112,371 Sq Ft	\$6,511,396.82	Residential:	56	GRAND TOTAL OF PERMITS:
					Non-Residential:	14	82
					Mixed Use:	4	

* Indicates active hold(s) on this permit



PERMITS ISSUED BY WORK CLASS (06/01/2023 TO 06/30/2023) FOR CITY OF DOVER, N.H.



Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
ALTERATION / ADDITION							
BLDM-2023-0243	Building - Minor 05/25/2023 CBD-R	Alteration / Addition 06/01/2023 \$58.00	Issued 12/01/2023 10	23 Grove St, Dover, NH \$3,000.00	Residential	None Yes Thomas Abbott	31061-000000
<i>Description: Replace two existing front doors with new doors 32x80</i>							
BLDM-2023-0248	Building - Minor 05/30/2023 R-40	Alteration / Addition 06/01/2023 \$652.00	Issued 12/01/2023 154	20 Seaborne Dr, Dover, NH \$56,872.00	Non-Residential	None Yes Thomas Abbott	J0001-C00000
<i>Description: Install new bathroom in an existing room.</i>							
BLDM-2023-0257	Building - Minor 06/01/2023 R-12	Alteration / Addition 06/04/2023 \$344.00	Issued 12/04/2023 144	42 Old Rochester Rd, Dover, NH \$29,000.00	Residential	None Yes Thomas Abbott	40028-000000
<i>Description: Kitchen renovation; layout stays identical; flooring to be replaced, cabinets to be replaced, some plumbing and electrical moves.</i>							

PERMITS ISSUED BY WORK CLASS (06/01/2023 TO 06/30/2023)

Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
BLDM-2023-0238	Building - Minor 05/21/2023 IT	Alteration / Addition 06/04/2023 \$102.00	Issued 12/04/2023 192	37 Sierra Hill Dr, Dover, NH \$6,557.00	Residential	None Yes Thomas Abbott	K0019-003000
<i>Description: Replace existing pressure treated decking and railings with new Trex composite decking and railings.</i>							
BLDM-2023-0252	Building - Minor 05/30/2023 RM-U	Alteration / Addition 06/04/2023 \$157.00	Issued 12/04/2023 600	16 Essex St, Dover, NH \$12,000.00	Residential	None Yes Thomas Abbott	24019-000000
<i>Description: Replace roof shingles, demolish portion of chimney above roof line, and install new bathroom exhaust vent</i>							
BLDG-2023-0050	Building - Major 05/04/2023 R-40	Alteration / Addition 06/05/2023 \$2,291.00	Issued 12/05/2023 484	7 Isaac Lucas Cr, Dover, NH \$206,473.00		None Yes Jim Maxfield	M0090-F00000
<i>Description: Provide 2nd story addition over existing garage to cost of new BR and bathroom accessed by new set of stairs. Convert first floor bedroom to study.</i>							
BLDM-2023-0260	Building - Minor 06/02/2023 R-12	Alteration / Addition 06/05/2023 \$388.00	Issued 12/05/2023 1,800	203 Henry Law Av, Dover, NH \$33,000.00	Residential	None Yes Thomas Abbott	21026-033000
<i>Description: Strip roof, install ice and water shield, install Permalock roofing system.</i>							
BLDM-2023-0050	Building - Minor 02/10/2023 G	Alteration / Addition 06/05/2023 \$267.00	Issued 12/05/2023 30	218 Locust St, Dover, NH \$22,000.00	Residential	None Yes Jim Maxfield	15112-000000
<i>Description: Remodel of second floor full bathroom with all new fixtures, lighting, walls and ceiling, and a new bathroom door. Project will be complete with all new paint and trim.</i>							
BLDM-2023-0197	Building - Minor 05/04/2023 R-12	Alteration / Addition 06/06/2023 \$135.00	Issued 12/06/2023 319	39 Spruce Ln, Dover, NH \$10,000.00	Residential	None Yes Thomas Abbott	I0027-K00000
<i>Description: Adding a 20' by 14' ground level deck over existing concrete patio behind garage. Two steps down to backyard running along the long dimension.</i>							
BLDM-2023-0254	Building - Minor 05/31/2023 R-20	Alteration / Addition 06/06/2023 \$102.00	Issued 12/06/2023 0	5 Landing Wy, Dover 03820 \$7,200.00	Residential	None No Thomas Abbott	L0095-01F000
<i>Description: installing 3 dormers for light and air, not for habitable area</i>							
BLDM-2023-0263	Building - Minor 06/04/2023 R-12	Alteration / Addition 06/06/2023 \$322.00	Issued 12/06/2023 1,000	25 Strafford Rd, Dover, NH \$27,249.00	Residential	None Yes Thomas Abbott	D0010-S00000
<i>Description: strip and re-side with vinyl siding (10 sq)-no structural work</i>							
BLDG-2023-0025	Building - Major 03/07/2023 R-40	Alteration / Addition 06/06/2023 \$245.00	Issued 12/06/2023 500	31 Wildewood Ln, Dover, NH \$20,000.00		None Yes Jim Maxfield	B0004-036000
<i>Description: Converting already finished basement into ADU. Converting standard bulkhead into doghouse with hinged door, Converting office into 3/4 bath with laundry, and adding small kitchen area. Owner doing own plumbing and electrical.</i>							
BLDM-2023-0267	Building - Minor 06/06/2023 R-12	Alteration / Addition 06/07/2023 \$102.00	Issued 12/07/2023 112	2 Chesley St, Dover, NH \$7,100.00	Residential	None Yes Thomas Abbott	29078-000000
<i>Description: Removing rotten railings, replacing with half walls 36" high wrapped in azek, solid walls (no balusters), and re screening the openings above, new screen door</i>							

PERMITS ISSUED BY WORK CLASS (06/01/2023 TO 06/30/2023)

Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
BLDM-2023-0250	Building - Minor 05/30/2023 R-40	Alteration / Addition 06/07/2023 \$36.00	Issued 12/07/2023 500	6 Cottonwood Dr, Dover, NH \$1,000.00	Residential	None Yes Thomas Abbott	B0004-017000
<i>Description: Renewal of building permit # 22-111 dated 02/05/2022 with new contractor Bryan Curley of Restorclaim Property Restoration</i>							
BLDM-2023-0247	Building - Minor 05/29/2023 R-12	Alteration / Addition 06/07/2023 \$245.00	Issued 12/07/2023 1,440	26 Applevale Dr, Dover, NH \$20,000.00	Residential	None Yes Thomas Abbott	K0017-T00000
<i>Description: Replace existing Doors, windows, siding, roofing, and porch.</i>							
BLDM-2023-0205	Building - Minor 05/08/2023 CBD-G	Alteration / Addition 06/08/2023 \$377.00	Issued 12/08/2023 1,000	1 Washington St, 4109, 4113 & 4117, Dover, NH \$32,000.00	Mixed Use	None Yes Jim Maxfield	23014-000000
<i>Description: Build out three offices in current open area on 4th floor</i>							
BLDG-2023-0028	Building - Major 03/14/2023 CM	Alteration / Addition 06/08/2023 \$1,103.00	Issued 12/08/2023 0	187 Crosby Rd, Dover 03820 \$98,000.00		None Yes Jim Maxfield	G0001-B00000
<i>Description: Installation of bin shelves, carton flow racks, packing tables in existing warehouse building for the purpose of fulfilling ecommerce orders for SalonCentric / L'Oreal.</i>							
BLDM-2023-0251	Building - Minor 05/30/2023 R-40	Alteration / Addition 06/09/2023 \$718.00	Issued 12/11/2023 576	30 Wildcat Dr, Dover 03820 \$63,330.00	Residential	None Yes Thomas Abbott	B0005-009000
<i>Description: In-ground pool</i>							
BLDM-2023-0158	Building - Minor 04/16/2023 R-12	Alteration / Addition 06/09/2023 \$245.00	Issued 12/11/2023 160	36 Gerrish Rd, Dover 03820 \$20,000.00	Residential	None No Thomas Abbott	M0039-000000
<i>Description: const. a 10' x 16' addition</i>							
BLDM-2023-0262	Building - Minor 06/04/2023 R-12	Alteration / Addition 06/09/2023 \$201.00	Issued 12/11/2023 2,100	19 Cobble Hill Dr, Dover 03820 \$15,539.46	Residential	None Yes Thomas Abbott	20114-011000
<i>Description: Replace roof shingles</i>							
BLDM-2023-0214	Building - Minor 05/09/2023 R-40	Alteration / Addition 06/12/2023 \$465.00	Issued 12/12/2023 360	26 Singh Dr, Dover 03820 \$40,000.00	Residential	None Yes Thomas Abbott	B0006-G00004
<i>Description: Build a Free standing 1 car garage</i>							
BLDM-2023-0256	Building - Minor 05/31/2023 R-40	Alteration / Addition 06/12/2023 \$179.00	Issued 12/12/2023 21	19 Cottonwood Dr, Dover, NH \$14,000.00	Residential	None Yes Thomas Abbott	B0004-013000
<i>Description: install 21' above ground swimming pool</i>							
BLDM-2023-0038	Building - Minor 02/02/2023 R-20	Alteration / Addition 06/12/2023 \$80.00	Issued 12/12/2023 100	5 Cote Dr, Dover 03820 \$5,000.00	Residential	None Yes Jim Maxfield	L0057-G00000
<i>Description: Converting part of garage to Laundry Room</i>							

PERMITS ISSUED BY WORK CLASS (06/01/2023 TO 06/30/2023)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDM-2023-0189	Building - Minor 05/01/2023 RM-SU	Alteration / Addition 06/13/2023 \$300.00	Issued 12/13/2023 1	15 Abbey Sawyer Memorial Dr, Dover, NH \$25,000.00	Non-Residential	None Yes Jim Maxfield	28032-000000
<i>Description: ON BEHALF OF T-MOBILE THE PROPOSED WORK INVOLVES MODIFYING THEIR EQUIPMENT AT THE EXISTING CELL SITE.</i>							
BLDM-2023-0274	Building - Minor 06/09/2023 R-12	Alteration / Addition 06/14/2023 \$157.00	Issued 12/14/2023 39	3 Emmet Rd, Dover, NH \$12,354.00	Residential	None Yes Thomas Abbott	17053-A00000
<i>Description: replacing existing precast stair unit with new unit same size</i>							
BLDM-2023-0259	Building - Minor 06/01/2023 R-20	Alteration / Addition 06/14/2023 \$1,015.00	Issued 12/14/2023 708	19 Shore Ln, Dover, NH \$90,000.00	Residential	None Yes Thomas Abbott	L0089-G00005
<i>Description: Addition to garage</i>							
BLDM-2023-0261	Building - Minor 06/02/2023 R-20	Alteration / Addition 06/14/2023 \$322.00	Issued 12/14/2023 0	262 1/2 Dover Point Rd, Dover, NH \$27,108.00	Residential	None Yes Thomas Abbott	L0098-C00000
<i>Description: To remove and replace (4) windows; like size. No structural alterations.</i>							
BLDM-2023-0279	Building - Minor 06/14/2023 R-40	Alteration / Addition 06/14/2023 \$289.00	Issued 12/14/2023 960	18 French Cross Rd, Dover 03820 \$23,747.00	Mixed Use	None Yes Thomas Abbott	F0012-D00001
<i>Description: Removing old decking boards, replacing with Trex</i>							
BLDM-2023-0275	Building - Minor 06/12/2023 R-12	Alteration / Addition 06/14/2023 \$630.00	Issued 12/14/2023 140	9 Woodland Rd, Dover, NH \$55,000.00	Residential	None Yes Thomas Abbott	17095-D00000
<i>Description: kitchen remodel</i>							
BLDM-2023-0141	Building - Minor 04/11/2023 R-12	Alteration / Addition 06/14/2023 \$113.00	Issued 12/14/2023 504	902 Central Av, Dover, NH \$8,000.00	Residential	None Yes Jim Maxfield	38023-C00000
<i>Description: Demolition of a wood framed 18' x 28' garage</i>							
BLDM-2023-0137	Building - Minor 04/08/2023 HR	Alteration / Addition 06/14/2023 \$729.00	Issued 12/14/2023 350	26 Elm St, Dover, NH \$64,000.00	Residential	None Yes Thomas Abbott	12051-000000
<i>Description: change open deck to year round room. modify stairs and access</i>							
BLDM-2023-0265	Building - Minor 06/05/2023 RM-U	Alteration / Addition 06/15/2023 \$0.00	Issued 12/15/2023 960	110 Portland Av, Dover, NH \$1,000.00	Non-Residential	None Yes Jim Maxfield	26002-000000
<i>Description: Demolition of pavilion only</i>							
BLDM-2023-0203	Building - Minor 05/05/2023	Alteration / Addition 06/18/2023 \$91.00	Issued 12/18/2023 13	86 Third St, Dover, NH \$6,500.00	Residential	None Yes Thomas Abbott	31010-000000
<i>Description: Strip asphalt shingle and install new asphalt shingle</i>							

PERMITS ISSUED BY WORK CLASS (06/01/2023 TO 06/30/2023)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDM-2023-0192	Building - Minor 05/02/2023 R-20 <i>Description: Barn side lean to</i>	Alteration / Addition 06/18/2023 \$355.00	Issued 12/18/2023 100	3 Spur Rd, Dover, NH \$30,000.00	Residential	None Yes Thomas Abbott	L0014-P00000
BLDM-2023-0270	Building - Minor 06/08/2023 R-40 <i>Description: Phase one of two, Breezeway as shown on plan with garage to follow next year.</i>	Alteration / Addition 06/18/2023 \$586.00	Issued 12/18/2023 84	18 Dean Dr, Dover, NH \$51,000.00	Residential	None Yes Thomas Abbott	F0012-D00008
BLDG-2023-0066	Building - Major 06/13/2023 R-20 <i>Description: Interior modifications for kitchen and bath upgrades. Installation of some new windows. Interior painting. New flooring. New Deck railings</i>	Alteration / Addition 06/18/2023 \$4,557.00	Issued 12/18/2023 2,400	169 Dover Point Rd, Dover, NH \$412,000.00		None Yes Thomas Abbott	L0014-E00000
BLDM-2023-0276	Building - Minor 06/12/2023 G <i>Description: Roof & Windows replacement 21 SQ New Roof 9 replacement windiws</i>	Alteration / Addition 06/18/2023 \$311.00	Issued 12/18/2023 2,100	109 Rutland St, Dover 03820 \$26,112.00	Residential	None Yes Thomas Abbott	15012-000000
BLDM-2023-0277	Building - Minor 06/13/2023 R-40 <i>Description: Remodel of Kitchen</i>	Alteration / Addition 06/18/2023 \$795.00	Issued 12/18/2023 233	17 Boxwood Ln, Dover, NH \$70,000.00	Residential	None Yes Thomas Abbott	B0004-044000
BLDM-2023-0269	Building - Minor 06/07/2023 R-40 <i>Description: finish basement to include bedroom, bathroom and bar sink.</i>	Alteration / Addition 06/19/2023 \$575.00	Issued 12/19/2023 800	10 Whiteley Dr, Dover 03820 \$50,000.00	Residential	None Yes Thomas Abbott	N0018-014000
BLDM-2023-0271	Building - Minor 06/08/2023 R-40 <i>Description: Replacing decking and expanding deck from 8' x 12' to 12' x 12'.</i>	Alteration / Addition 06/20/2023 \$113.00	Issued 12/20/2023 144	28 Cornerstone Dr, Dover, NH \$8,000.00	Residential	None Yes Thomas Abbott	B0018-043000
BLDM-2023-0241	Building - Minor 05/23/2023 CBD-G <i>Description: Window replacement</i>	Alteration / Addition 06/20/2023 \$102.00	Issued 12/20/2023 60	555-557 Central Av, Dover 03820 \$6,878.00	Mixed Use	None Yes Thomas Abbott	04075-000000
BLDM-2023-0221	Building - Minor 05/11/2023 R-12 <i>Description: front covered porch, siding (maybe next year), roof and replacement windows</i>	Alteration / Addition 06/20/2023 \$168.00	Issued 12/20/2023 136	1 Berkshire Ln, Dover, NH \$13,000.00	Residential	None Yes Thomas Abbott	I0099-J00000
BLDG-2023-0070	Building - Major 04/26/2023 R-40 <i>Description: Garage w/ ADU above. (Initially BLDM-2023-0182)</i>	Alteration / Addition 06/21/2023 \$0.00	Issued 12/21/2023 576	106 Three Rivers Farm Rd, Unit 2, Dover 03820 \$135,000.00		None No Jim Maxfield	N0004-A00000

PERMITS ISSUED BY WORK CLASS (06/01/2023 TO 06/30/2023)

Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
BLDM-2023-0273	Building - Minor 06/09/2023 R-40	Alteration / Addition 06/21/2023 \$146.00	Issued 12/21/2023 1,800	84 County Farm Cross Rd, Dover, NH \$11,000.00	Residential	None Yes Thomas Abbott	B0012-A00000
<i>Description: Replace existing windows with new insulated ones. Replace existing siding with new</i>							
BLDM-2023-0029	Building - Minor 01/25/2023 R-12	Alteration / Addition 06/22/2023 \$80.00	Issued 12/22/2023 816	8 Martin Ln, Dover 03820 \$4,587.00	Residential	None Yes Jim Maxfield	20003-003000
<i>Description: Water mitigation</i>							
BLDM-2023-0291	Building - Minor 06/22/2023 RM-SU	Alteration / Addition 06/26/2023 \$91.00	Issued 12/26/2023 0	1 The Garrison At 56 Durham Rd, Dover, NH \$5,723.00	Residential	None Yes Thomas Abbott	I0009-B00000
<i>Description: REMOVE AND REPLACE 3 WINDOWS AND 1 PATIO DOOR - SAME SIZE, LIKE W/LIKE, NO STRUCTURAL CHANGES</i>							
BLDM-2023-0255	Building - Minor 05/31/2023 R-20	Alteration / Addition 06/26/2023 \$465.00	Issued 12/26/2023 1,300	20 Evans Dr, Dover, NH \$40,000.00	Residential	None Yes Thomas Abbott	L0014-G00000
<i>Description: Repair from tree falling onto home, window, carpet, sheetrock, insulation, moving of light switches, plugs, cabinets replacement.</i>							
BLDM-2023-0293	Building - Minor 06/23/2023 CM	Alteration / Addition 06/26/2023 \$784.00	Issued 12/26/2023 8,274	1 Industrial Park Rd, Dover 03820 \$68,782.00	Non-Residential	None Yes Thomas Abbott	G0004-A00001
<i>Description: remove existing shingles to deck. install ice shield and synthetic underlayment. install new gaf timberline hdz shingles</i>							
BLDM-2023-0295	Building - Minor 06/24/2023 R-12	Alteration / Addition 06/27/2023 \$113.00	Issued 12/27/2023 192	67 Park St, Dover, NH \$8,500.00	Residential	None Yes Thomas Abbott	27157-000000
<i>Description: Repairing the 2nd floor porch overhang, support structure, at the main header beam. Demolition of existing porch and installation of a new porch.</i>							
BLDM-2023-0292	Building - Minor 06/22/2023 RM-U	Alteration / Addition 06/29/2023 \$80.00	Issued 12/29/2023 0	7 Nelson St, Dover 03820 \$5,000.00	Residential	None No Thomas Abbott	09075-000000
<i>Description: replacing roof</i>							
BLDM-2023-0201	Building - Minor 05/05/2023 R-12	Alteration / Addition 06/30/2023 \$179.00	Issued 01/01/2024 140	6 Spruce Dr, Dover, NH \$14,000.00	Residential	None Yes Thomas Abbott	I0027-T00000
<i>Description: Building 4 season addition on top of the existing footprint from previous 3-season addition.</i>							
BLDM-2023-0302	Building - Minor 06/28/2023 R-12	Alteration / Addition 06/30/2023 \$113.00	Issued 01/01/2024 1,300	20 Morin St, Dover, NH \$7,500.00	Residential	None Yes Thomas Abbott	38027-B00000
<i>Description: ROOF INSTALL</i>							
BLDM-2023-0289	Building - Minor 06/21/2023 R-40	Alteration / Addition 06/30/2023 \$113.00	Issued 01/01/2024 0	7 Country Club Estates Dr, Dover 03820 \$8,000.00	Residential	None No Thomas Abbott	N0012-J00000
<i>Description: adding 16' x 8' onto existing deck</i>							

PERMITS ISSUED BY WORK CLASS (06/01/2023 TO 06/30/2023)

Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
BLDM-2023-0111	Building - Minor 03/29/2023 R-40	Alteration / Addition 06/30/2023 \$124.00	Issued 01/01/2024 1,600	17 Piscataqua Rd, Dover, NH \$8,550.34	Residential	None Yes Jim Maxfield	I0093-A00000
<i>Description: Removal of roof and new roof installation.</i>							
BLDM-2023-0165	Building - Minor 04/18/2023 R-40	Alteration / Addition 06/30/2023 \$168.00	Issued 01/01/2024 191	8 Reyners Brook Dr, Dover, NH \$13,000.00	Residential	None Yes Thomas Abbott	A0047-009000
<i>Description: Project scope is a 191 sq. ft. addition to existing deck with a total project cost of \$8,000. Cost Breakdown is Building = \$8,000.</i>							
SUBTOTALS FOR ALTERATION / ADDITION:			37,523 Sq Ft	\$2,058,661.80	Residential:	43	PERMITS ISSUED:
					Non-Residential:	4	
					Mixed Use:	3	
NEW CONSTRUCTION							
BLDG-2023-0004	Building - Major 01/03/2023 R-40	New Construction 06/05/2023 \$11,692.00	Fees Due 12/05/2023 1,400	9 Sophie Dr, Dover, NH \$252,000.00		None Yes Jim Maxfield	H0046-001000
<i>Description: Single Family Dwelling with one car attached garage and unfinished attic and basement</i>							
BLDG-2023-0005	Building - Major 01/03/2023 R-40	New Construction 06/05/2023 \$11,692.00	Fees Due 12/05/2023 1,400	6 Sophie Dr, Dover, NH \$252,000.00		None Yes Jim Maxfield	H0046-003000
<i>Description: Single Family House dwelling with unfinished attic on slab</i>							
BLDG-2023-0032	Building - Major 03/23/2023 R-40	New Construction 06/08/2023 \$20,465.00	Fees Due 12/08/2023 3,600	18 Banner Drive, Dover, NH 03820 \$360,000.00		None Yes Jim Maxfield	H0050-006000
<i>Description: Converting existing barn into 4 townhouse units.</i>							
BLDG-2023-0044	Building - Major 04/27/2023 G	New Construction 06/09/2023 \$83,063.00	Fees Due 12/11/2023 41,054	15 Durham Rd, Dover, NH \$6,378,495.00		None Yes Jim Maxfield	H0011-000000
<i>Description: Construction of new 14,000 sf medical office building, core and shell building only at this time. The building will be comprised of 3 stories.</i>							
BLDG-2022-0095	Building - Major 09/27/2022 CBD-M	New Construction 06/09/2023 \$23,077.00	Issued 12/11/2023 5,400	53 Silver St, Unit 5, 6 & 7, Dover 03820 \$972,000.00		None Yes Jim Maxfield	09044-000000
<i>Description: Construct 3 additional townhouse units at rear of site with unfinished attic with slab on grade</i>							
BLDG-2023-0049	Building - Major 05/04/2023 RM-U	New Construction 06/09/2023 \$11,945.00	Fees Due 01/01/2024 0	8 Avon Av, Dover 03820 \$275,000.00		None No Jim Maxfield	33060-001000
<i>Description: const. a two-story single family dwelling with unfinished attic and basement with two garage under</i>							

PERMITS ISSUED BY WORK CLASS (06/01/2023 TO 06/30/2023)

Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
BLDM-2023-0242	Building - Minor 05/24/2023 R-40	New Construction 06/18/2023 \$355.00	Issued 12/25/2023 240	10 Grandview Dr, Dover, NH 06/26/2023 \$30,000.00	Residential	None Yes Thomas Abbott	F0043-004000
	<i>Description: New deck with an asphalt shingled roof. 16' x 14' with three steps coming down to grade.</i>						
BLDM-2023-0281	Building - Minor 06/15/2023 R-12	New Construction 06/18/2023 \$355.00	In Review 12/18/2023 352	50 Horne St, Dover 03820 \$30,000.00	Residential	None Yes Thomas Abbott	35026-000000
	<i>Description: Remove existing rotting garage and install new garage. Existing was 11'7" x 18'. New will be 16'x22'.</i>						
BLDG-2023-0063	Building - Major 06/08/2023 R-12	New Construction 06/20/2023 \$19,241.00	Fees Due 12/20/2023 3,200	9 Porch Light Dr, Unit 1 & 2, Dover, NH \$576,000.00		None Yes Jim Maxfield	14010-G00009
	<i>Description: Two Story two family dwelling each with one car attached garage with unfinished basement and attic</i>						
BLDG-2023-0061	Building - Major 06/08/2023 R-12	New Construction 06/20/2023 \$19,241.00	Fees Due 12/20/2023 3,200	11 Porch Light Dr, Unit 1 & 2, Dover 03820 \$576,000.00		None Yes Jim Maxfield	14010-G00008
	<i>Description: Two Story two family dwelling each with one car attached garage with unfinished basement and attic</i>						
BLDG-2023-0062	Building - Major 06/08/2023 R-12	New Construction 06/20/2023 \$19,241.00	Fees Due 12/20/2023 3,200	15 Porch Light Dr, unit 1 & 2, Dover 03820 \$576,000.00		None Yes Jim Maxfield	14010-G00007
	<i>Description: Two Story two family dwelling each with one car attached garage with unfinished basement and attic</i>						
BLDG-2023-0007	Building - Major 01/05/2023 R-20	New Construction 06/20/2023 \$16,301.00	Fees Due 12/20/2023 3,730	16 Zeland Dr, Dover, NH \$671,400.00		None Yes Jim Maxfield	H0014-D00300
	<i>Description: Construct a two story colonial, 4 bedroom, 4 bath colonial 30x40+12x24, w/ attached 24x36 3 car garage with finished living space above. with unfinished basement and attic.</i>						
BLDG-2023-0043	Building - Major 04/21/2023 G	New Construction 06/20/2023 \$14,927.92	Issued 12/20/2023 1,851	90 Central Av, Dover, NH \$1,200,000.00		None Yes Jim Maxfield	15078-000000
	<i>Description: Addition and renovation of existing business.</i>						
BLDM-2023-0280	Building - Minor 06/14/2023 R-20	New Construction 06/26/2023 \$179.00	Issued 12/26/2023 288	26 Belanger Dr, Dover, NH \$14,000.00	Residential	None Yes Thomas Abbott	L0045-005000
	<i>Description: Project scope is 288 square foot deck</i>						
BLDG-2023-0016	Building - Major 02/13/2023 RM-SU	New Construction 06/27/2023 \$12,891.00	Fees Due 12/27/2023 1,805	50 Copley Dr, Dover 03820 06/27/2023 \$361,000.00		None Yes Jim Maxfield	I0004-A00000
	<i>Description: Construct a two story, 3 bedroom, 2.5 bath, single family detached condominium with attached one car garage, unfinished attic and basement</i>						
BLDG-2023-0055	Building - Major 05/11/2023 RM-SU	New Construction 06/29/2023 \$12,154.00	Fees Due 12/29/2023 1,470	5 Wildflower Dr, Dover 03820 \$294,000.00		None Yes Jim Maxfield	I0004-A00000
	<i>Description: Construction of 2 story, 3 bedroom, 2.5 bathroom single family residence with unfinished attic and basement</i>						

PERMITS ISSUED BY WORK CLASS (06/01/2023 TO 06/30/2023)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDG-2023-0053	Building - Major 05/11/2023 RM-SU	New Construction 06/29/2023 \$3,259.00	Issued 12/29/2023 1,470	1 Wildflower Dr, Dover 03820 \$294,000.00		None Yes Jim Maxfield	I0004-A00000
<i>Description: Construction of 2 story, 3 bedroom, 2.5 bathroom single family condominium with unfinished basement and attic</i>							
BLDG-2023-0056	Building - Major 05/17/2023 RM-SU	New Construction 06/29/2023 \$11,890.00	Fees Due 12/26/2023 1,350	26 Copley Dr, Dover 03820 \$270,000.00		None Yes Jim Maxfield	I0004-A00000
<i>Description: Construction of a 2 story, 2 bedroom, 1.5 bathroom single family condominium with unfinished basement and attic</i>							
BLDG-2023-0054	Building - Major 05/11/2023 RM-SU	New Construction 06/29/2023 \$12,000.00	Fees Due 12/29/2023 1,400	48 Copley Dr, Dover 03820 \$280,000.00		None Yes Jim Maxfield	I0004-A00000
<i>Description: Construction of 1 story, 3 bedroom, 2 bathroom single condominium with unfinished attic and basement</i>							
BLDG-2023-0064	Building - Major 06/09/2023 RM-SU	New Construction 06/29/2023 \$12,913.00	Fees Due 12/29/2023 1,817	33 Copley Dr, Dover 03820 \$363,400.00		None Yes Jim Maxfield	I0004-A00000
<i>Description: Construction of a 2 story, 3 bedroom detached condo with unfinished attic and basement</i>							
BLDG-2023-0052	Building - Major 05/11/2023 RM-SU	New Construction 06/29/2023 \$13,474.00	Fees Due 12/29/2023 2,068	1 Walnut Dr, Dover 03820 \$413,600.00		None Yes Jim Maxfield	I0004-A00000
<i>Description: Construction of 2 story, 3 bedroom, 2.5 bath single family condominium with unfinished basement and attic</i>							
SUBTOTALS FOR NEW CONSTRUCTION:			80,295 Sq Ft	\$14,438,895.00	Residential:	3	PERMITS ISSUED: 21
					Non-Residential:	0	
					Mixed Use:	0	
			117,818 Sq Ft	\$16,497,556.80	Residential:	46	GRAND TOTAL OF PERMITS: 76
					Non-Residential:	4	
					Mixed Use:	3	

* Indicates active hold(s) on this permit

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
Soujour	66 Third Street	A	10	0	10	7/2/2020	1/29/2020	Site	P19-61	31	7	7/2/2025	H	0.3
Saltv 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	1	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:														
Chinburg Development, LLC	Gulf Rd & Oak St.	H	11	0	11		06./27/2023		SUBD-23-0001	N	13-1			
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	H	2	2	0	7/21/2022	6/14/2022	Site	P22-34	39	53	7/21/2027	H	0.7
Settlement on Sixth	447 Sixth Street	H	11	4	11	2/8/2022	11.9.2021	Site	P21-43	B	5	2/8/2027	H	3.9
Schwartz	26 Bellamy Road	H	5	2	3	7/28/2021	6/25/2021	Site	P21-25	H	14D	7/28/2026	G	1.8
Khavari	Leather's Lane	H	40	27	13	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	8	5	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	14	4	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	157	75									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	369	1364									

City of Dover

Revenues of Major Funds May 31, 2023

(General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 99,906,184	41,628,555	93,555,968	94.0%	\$ 6,350,216	\$ -	\$ 6,350,216	6.0%
Licenses & Permits	6,987,054	818,507	7,069,703	101.0%	(82,649)	-	(82,649)	-1.0%
Intergovernmental	6,743,979	129,136	4,105,178	61.0%	2,638,801	-	2,638,801	39.0%
Charges for Services	4,466,329	273,444	4,328,677	97.0%	137,652	(4,305)	141,957	3.0%
Miscellaneous Revenue	935,934	139,781	1,799,799	192.0%	(863,865)	(3,988)	(859,877)	-92.0%
Education	20,192,012	290,604	19,291,996	96.0%	900,016	-	900,016	4.0%
Operating Transfers In	413,507	-	-	0.0%	413,507	-	413,507	100.0%
Other Financing Sources	129,900	-	122,947	95.0%	6,953	-	6,953	5.0%
Sub-total : 1000 General Fund	\$ 139,774,899	43,280,027	130,274,269	93.0%	\$ 9,500,630	\$ (8,293)	\$ 9,508,923	7.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 295,000	19,434	348,609	118.0%	(53,609)	\$ -	(53,609)	-18.0%
Parking Income	892,231	86,744	924,553	104.0%	(32,322)	-	(32,322)	-4.0%
Parking Fines	184,000	17,695	191,727	104.0%	(7,727)	-	(7,727)	-4.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,371,231	123,872	1,464,889	107.0%	\$ (93,658)	\$ -	\$ (93,658)	-7.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	-	-	0.0%	9,584	\$ -	9,584	100.0%
Charges for Services	1,804,395	166,355	1,489,374	83.0%	315,021	-	315,021	17.0%
Miscellaneous Revenue	0	2	6,430	0.0%	(6,430)	-	(6,430)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 1,813,979	166,356	1,495,804	82.0%	\$ 318,176	\$ -	\$ 318,176	18.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 756,668	62,941	699,324	92.0%	57,344	\$ -	57,344	8.0%
Operating Transfers In	72,304	3,857	42,423	59.0%	29,881	-	29,881	41.0%
Sub-total : 3381 McConnell Center	\$ 828,972	66,797	741,748	89.0%	\$ 87,224	\$ -	\$ 87,224	11.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	25,418	441,614	103.0%	(11,194)	\$ -	(11,194)	-3.0%
Miscellaneous Revenue	11,500	-	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	25,418	447,296	97.0%	\$ 14,624	\$ -	\$ 14,624	3.0%
5300 Water Fund								
Intergovernmental	\$ 107,500	-	-	0.0%	107,500	\$ -	107,500	100.0%
Charges for Services	6,771,364	740,030	6,007,190	89.0%	764,174	-	764,174	11.0%
Miscellaneous Revenue	86,000	16,820	137,688	160.0%	(51,688)	-	(51,688)	-60.0%
Other Financing Sources	87,500	87,500	87,500	100.0%	0	-	-	0.0%
Sub-total : 5300 Water Fund	\$ 7,052,364	844,349	6,232,379	88.0%	\$ 819,985	\$ -	\$ 819,985	12.0%
5320 Sewer Fund								
Intergovernmental	\$ 191,013	-	884,829	463.0%	(693,816)	\$ -	(693,816)	-363.0%
Charges for Services	9,154,224	947,974	7,892,671	86.0%	1,261,553	-	1,261,553	14.0%
Miscellaneous Revenue	70,000	23,652	139,279	199.0%	(69,279)	-	(69,279)	-99.0%
Other Financing Sources	520,992	-	-	0.0%	520,992	-	520,992	100.0%
Sub-total : 5320 Sewer Fund	\$ 9,936,229	971,626	8,916,779	90.0%	\$ 1,019,450	\$ -	\$ 1,019,450	10.0%
6100 Dovernet Fund								
Charges for Services	\$ 1,698,481	124,750	1,372,307	81.0%	326,174	\$ -	326,174	19.0%
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	1,397,307	80.0%	\$ 351,174	\$ -	\$ 351,174	20.0%
Total : REVENUES	\$ 162,988,075	45,603,196	150,970,470	93.0%	\$ 12,017,605	\$ (8,293)	\$ 12,025,898	7.0%

City of Dover

Expenditures of Major Funds

May 31, 2023

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 476,252	\$ 4,687	\$ 191,997	40.0%	\$ 284,255	\$ 55,364	\$ 228,891	48.1%
Executive	2,169,947	146,224	1,747,158	81.0	422,789	280,053	142,736	6.6
Finance	2,459,971	161,237	1,935,303	79.0	524,668	221,033	303,635	12.3
Planning	966,396	69,224	744,165	77.0	222,231	79,417	142,814	14.8
Misc General Government	1,193,014	81,350	674,870	57.0	518,144	97,600	420,544	35.3
Police	10,449,863	606,410	7,881,430	75.0	2,568,433	925,017	1,643,416	15.7
Fire & Rescue	12,349,470	822,235	9,927,342	80.0	2,422,128	990,420	1,431,709	11.6
Community Service Public Works	9,721,708	809,589	6,047,956	62.0	3,673,752	2,396,206	1,277,546	13.1
Recreation	2,919,166	196,243	2,501,523	86.0	417,643	279,715	137,928	4.7
Public Library	1,727,385	118,424	1,424,317	82.0	303,068	162,226	140,843	8.2
Public Welfare	898,614	48,495	444,467	49.0	454,147	40,287	413,860	46.1
Debt Service	6,213,776	236,851	2,597,785	42.0	3,615,991	3,503,749	112,243	1.8
Other Financing Sources/Uses	4,152,324	143,503	4,008,821	97.0	143,503	-	143,503	3.5
School	74,228,580	4,976,749	56,337,993	76.0	17,890,587	17,504,030	386,557	0.5
Intergovernmental	9,848,433	-	9,848,433	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 139,774,899	\$ 8,421,222	\$ 106,313,559	76.1%	\$ 33,461,340	\$ 26,535,116	\$ 6,926,224	5.0%
3213 Parking Activity Fund								
Police	\$ 1,371,231	\$ 52,838	\$ 927,191	68.0%	\$ 444,040	\$ 82,726	\$ 361,314	26.3%
Sub-total : 3213 Parking Activity Fund	\$ 1,371,231	\$ 52,838	\$ 927,191	67.6%	\$ 444,040	\$ 82,726	\$ 361,314	26.3%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,118,309	\$ 111,060	\$ 1,417,651	67.0%	\$ 700,658	\$ 443,848	\$ 256,810	12.1%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,118,309	\$ 111,060	\$ 1,417,651	66.9%	\$ 700,658	\$ 443,848	\$ 256,810	12.1%
3381 McConnell Center Fund								
Recreation	\$ 828,972	\$ 39,699	\$ 401,607	48.0%	\$ 427,365	\$ 206,986	\$ 220,378	26.6%
Sub-total : 3381 McConnell Center Fund	\$ 828,972	\$ 39,699	\$ 401,607	48.4%	\$ 427,365	\$ 206,986	\$ 220,378	26.6%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 16,533	\$ 239,664	52.0%	\$ 222,256	\$ 54,161	\$ 168,094	36.4%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 16,533	\$ 239,664	51.9%	\$ 222,256	\$ 54,161	\$ 168,094	36.4%
5300 Water Fund								
Community Service Public Works	\$ 7,304,705	\$ 396,082	\$ 5,806,178	79.0%	\$ 1,498,526	\$ 575,705	\$ 922,821	12.6%
Sub-total : 5300 Water Fund	\$ 7,304,705	\$ 396,082	\$ 5,806,178	79.5%	\$ 1,498,526	\$ 575,705	\$ 922,821	12.6%
5320 Sewer Fund								
Community Service Public Works	\$ 10,108,373	\$ 1,127,407	\$ 7,962,721	79.0%	\$ 2,145,652	\$ 881,579	\$ 1,264,073	12.5%
Sub-total : 5320 Sewer Fund	\$ 10,108,373	\$ 1,127,407	\$ 7,962,721	78.8%	\$ 2,145,652	\$ 881,579	\$ 1,264,073	12.5%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 2,429,488	\$ 82,961	\$ 1,077,365	44.0%	\$ 1,352,122	\$ 254,790	\$ 1,097,332	45.2%
Sub-total : 6100 Dovernet Fund	\$ 2,429,488	\$ 82,961	\$ 1,077,365	44.3%	\$ 1,352,122	\$ 254,790	\$ 1,097,332	45.2%
Total : EXPENDITURES	\$ 164,397,897	\$ 10,247,803	\$ 124,145,938	75.5%	\$ 40,251,959	\$ 29,034,912	\$ 11,217,047	6.8%

City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenues	1,166,630	39,391	1,099,752	94.3	66,878	0	66,878	5.7
Expenditures	1,150,381	80,068	1,041,060	90.5	109,321	118,364	(9,043)	(0.8)
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	16,249	(40,677)	58,691	3.8	(42,442)	(118,364)	75,921	6.5

City of Dover

Revenues of Major Funds June 30, 2023

(General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 99,906,184	6,480,977	100,036,945	100.0%	\$ (130,761)	\$ -	\$ (130,761)	0.0%
Licenses & Permits	6,987,054	777,125	7,780,339	111.0%	(793,285)	-	(793,285)	-11.0%
Intergovernmental	6,743,979	12,509	4,117,687	61.0%	2,626,292	-	2,626,292	39.0%
Charges for Services	4,466,329	241,893	4,610,290	103.0%	(143,961)	(12,661)	(131,300)	-3.0%
Miscellaneous Revenue	935,934	268,997	2,237,093	239.0%	(1,301,159)	(3,988)	(1,297,171)	-139.0%
Education	20,192,012	1,398,311	20,690,457	102.0%	(498,445)	-	(498,445)	-2.0%
Operating Transfers In	413,507	-	-	0.0%	413,507	-	413,507	100.0%
Other Financing Sources	129,900	-	122,947	95.0%	6,953	-	6,953	5.0%
Sub-total : 1000 General Fund	\$ 139,774,899	9,179,812	139,595,759	100.0%	\$ 179,140	\$ (16,649)	\$ 195,789	0.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 295,000	13,612	362,741	123.0%	(67,741)	\$ -	\$ (67,741)	-23.0%
Parking Income	892,231	110,292	1,054,169	118.0%	(161,938)	-	(161,938)	-18.0%
Parking Fines	184,000	14,969	207,626	113.0%	(23,626)	-	(23,626)	-13.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,371,231	138,873	1,624,537	118.0%	\$ (253,306)	\$ -	\$ (253,306)	-18.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	12,750	12,750	133.0%	\$ (3,166)	\$ -	\$ (3,166)	-33.0%
Charges for Services	1,804,395	83,984	1,573,450	87.0%	230,945	-	230,945	13.0%
Miscellaneous Revenue	0	250	6,680	0.0%	(6,680)	-	(6,680)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 1,813,979	96,984	1,592,880	88.0%	\$ 221,099	\$ -	\$ 221,099	12.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 756,668	31,591	730,916	97.0%	\$ 25,752	\$ -	\$ 25,752	3.0%
Operating Transfers In	72,304	3,857	46,280	64.0%	26,024	-	26,024	36.0%
Sub-total : 3381 McConnell Center	\$ 828,972	35,448	777,196	94.0%	\$ 51,776	\$ -	\$ 51,776	6.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	35,836	477,450	111.0%	\$ (47,030)	\$ -	\$ (47,030)	-11.0%
Miscellaneous Revenue	11,500	94	4,666	41.0%	6,834	-	6,834	59.0%
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	35,930	483,225	105.0%	\$ (21,305)	\$ -	\$ (21,305)	-5.0%
5300 Water Fund								
Intergovernmental	\$ 107,500	-	-	0.0%	\$ 107,500	\$ -	\$ 107,500	100.0%
Charges for Services	6,771,364	449,151	6,456,342	95.0%	315,022	-	315,022	5.0%
Miscellaneous Revenue	86,000	9,059	146,747	171.0%	(60,747)	-	(60,747)	-71.0%
Other Financing Sources	87,500	-	87,500	100.0%	0	-	-	0.0%
Sub-total : 5300 Water Fund	\$ 7,052,364	458,210	6,690,589	95.0%	\$ 361,775	\$ -	\$ 361,775	5.0%
5320 Sewer Fund								
Intergovernmental	\$ 191,013	69,987	954,816	500.0%	\$ (763,803)	\$ -	\$ (763,803)	-400.0%
Charges for Services	9,154,224	578,616	8,471,287	93.0%	682,937	-	682,937	7.0%
Miscellaneous Revenue	70,000	9,109	148,387	212.0%	(78,387)	-	(78,387)	-112.0%
Other Financing Sources	520,992	-	-	0.0%	520,992	-	520,992	100.0%
Sub-total : 5320 Sewer Fund	\$ 9,936,229	657,712	9,574,491	96.0%	\$ 361,738	\$ -	\$ 361,738	4.0%
6100 Dovernet Fund								
Charges for Services	\$ 1,698,481	124,735	1,497,043	88.0%	\$ 201,438	\$ -	\$ 201,438	12.0%
Miscellaneous Revenue	50,000	-	25,000	50.0%	25,000	-	25,000	50.0%
Operating Transfers In	-	-	-	0.0%	0	-	0	0.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 6100 Dovernet Fund	\$ 1,748,481	124,735	1,522,043	87.0%	\$ 226,438	\$ -	\$ 226,438	13.0%
Total : REVENUES	\$ 162,988,075	10,727,704	161,860,720	99.0%	\$ 1,127,355	\$ (16,649)	\$ 1,144,004	1.0%

City of Dover

Expenditures of Major Funds

June 30, 2023

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 476,252	\$ 2,280	\$ 194,277	41.0%	\$ 281,976	\$ 57,609	\$ 224,367	47.1%
Executive	2,169,947	197,141	1,944,299	90.0	225,648	79,966	145,682	6.7
Finance	2,459,971	193,128	2,128,432	87.0	331,539	34,321	297,218	12.1
Planning	966,396	75,016	819,181	85.0	147,215	6,707	140,508	14.5
Misc General Government	1,193,014	42,445	717,315	60.0	475,699	64,581	411,118	34.5
Police	10,449,863	759,544	8,640,974	83.0	1,808,889	216,585	1,592,304	15.2
Fire & Rescue	12,349,470	1,035,410	10,962,795	89.0	1,386,675	145,900	1,240,775	10.0
Community Service Public Works	9,721,708	661,593	6,709,549	69.0	3,012,159	1,883,869	1,128,290	11.6
Recreation	2,919,166	204,934	2,706,457	93.0	212,709	97,010	115,699	4.0
Public Library	1,727,385	154,255	1,578,571	91.0	148,814	17,985	130,829	7.6
Public Welfare	898,614	72,512	516,978	58.0	381,636	591	381,044	42.4
Debt Service	6,213,776	3,257,628	5,855,413	94.0	358,363	-	358,363	5.8
Other Financing Sources/Uses	4,152,324	-	4,008,821	97.0	143,503	-	143,503	3.5
School	74,228,580	9,509,907	67,335,063	91.0	6,893,517	5,773,288	1,120,228	1.5
Intergovernmental	9,848,433	1,487,163	9,848,433	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 139,774,899	\$ 17,652,955	\$ 123,966,558	88.7%	\$ 15,808,341	\$ 8,378,413	\$ 7,429,928	5.3%
3213 Parking Activity Fund								
Police	\$ 1,371,231	\$ 77,175	\$ 1,035,094	75.0%	\$ 336,137	\$ 10,248	\$ 325,889	23.8%
Sub-total : 3213 Parking Activity Fund	\$ 1,371,231	\$ 77,175	\$ 1,035,094	75.5%	\$ 336,137	\$ 10,248	\$ 325,889	23.8%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,118,309	\$ 144,891	\$ 1,562,542	74.0%	\$ 555,767	\$ 287,903	\$ 267,864	12.6%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,118,309	\$ 144,891	\$ 1,562,542	73.8%	\$ 555,767	\$ 287,903	\$ 267,864	12.6%
3381 McConnell Center Fund								
Recreation	\$ 828,972	\$ 199,218	\$ 600,826	72.0%	\$ 228,146	\$ 21,808	\$ 206,339	24.9%
Sub-total : 3381 McConnell Center Fund	\$ 828,972	\$ 199,218	\$ 600,826	72.5%	\$ 228,146	\$ 21,808	\$ 206,339	24.9%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 51,658	\$ 291,322	63.0%	\$ 170,598	\$ 19,124	\$ 151,474	32.8%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 51,658	\$ 291,322	63.1%	\$ 170,598	\$ 19,124	\$ 151,474	32.8%
5300 Water Fund								
Community Service Public Works	\$ 7,304,705	\$ 793,938	\$ 6,600,116	90.0%	\$ 704,588	\$ 254,122	\$ 450,466	6.2%
Sub-total : 5300 Water Fund	\$ 7,304,705	\$ 793,938	\$ 6,600,116	90.4%	\$ 704,588	\$ 254,122	\$ 450,466	6.2%
5320 Sewer Fund								
Community Service Public Works	\$ 10,108,373	\$ 1,112,233	\$ 9,074,954	90.0%	\$ 1,033,420	\$ 275,316	\$ 758,103	7.5%
Sub-total : 5320 Sewer Fund	\$ 10,108,373	\$ 1,112,233	\$ 9,074,954	89.8%	\$ 1,033,420	\$ 275,316	\$ 758,103	7.5%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 2,429,488	\$ 204,644	\$ 1,282,009	53.0%	\$ 1,147,479	\$ 67,831	\$ 1,079,648	44.4%
Sub-total : 6100 Dovernet Fund	\$ 2,429,488	\$ 204,644	\$ 1,282,009	52.8%	\$ 1,147,479	\$ 67,831	\$ 1,079,648	44.4%
Total : EXPENDITURES	\$ 164,397,897	\$ 20,236,711	\$ 144,413,420	87.8%	\$ 19,984,476	\$ 9,314,766	\$ 10,669,711	6.5%

City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenues	1,166,630	34,786	1,134,537	97.3	32,093	0	32,093	2.8
Expenditures	1,150,381	77,420	1,118,480	97.2	31,901	52,608	(20,708)	(1.8)
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	16,249	(42,634)	16,057	0.0	192	(52,608)	52,800	4.6

CITY COUNCIL GOALS

2022 - 2023



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

GOAL 1: OUR CITY IS INCLUSIVE & WELCOMING

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

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

JULY 2022:

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

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

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

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

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

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

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

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

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

In July, Media Services sent out 71 email newsletters, including the weekly editions of Dover Download, special alerts, departmental and project updates. These newsletters are designed to help communicate a wide variety of information to the public, of general interest and for specific projects and topics, and to instill the city's commitment to community stewardship. More than 250 updates were posted to social media and other external communications platforms.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AUGUST 2022:

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

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

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

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

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

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

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

From August 1-5, Officer Molly Shoer attended School Resource Officer Training. This 40-hour training prepares school resource officers to fulfill effectively their role in the school setting. The course materials encouraged officers to develop successful relationships with diverse students and to support students with disabilities and behavioral health challenges. The training explored relevant public safety topics such as digital safety, human trafficking, mental health, and substance abuse. Students learned the best practices for de-escalation, behavioral threat assessment, emergency operations planning, and armed assailant response.

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

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

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

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

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

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

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

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

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

SEPTEMBER 2022:

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

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

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

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

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

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

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

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

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

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

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

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

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

In September, Media Services sent out 71 email newsletters, including the weekly editions of Dover Download, special alerts, departmental and project updates. These newsletters are designed to help communicate a wide variety of information to the public, of general interest and for specific projects and topics, and to instill the city's commitment to community stewardship. More than 250 updates were posted to social media and other external communications platforms.

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

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

OCTOBER 2022, NOVEMBER 2022, DECEMBER 2022:

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

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

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

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

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

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

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

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

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

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

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

JANUARY 2023:

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

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

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

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

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

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

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

Outreach Coordinator Bassegio worked with consultants from Resilience Planning and CJW Consulting to create a 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.

MAY & JUNE 2023:

The Office of the City Attorney assisted with creating a license agreement to host the relocated farmers market in Dover

The Dover Public Library Children's Room staff attended the Cultural Diversity Fair at the Woodman Park School on Thursday, May 18. This city-wide event showcased the many cultures represented in Dover through art, music, dance, and food. The Library provided information about its services along with a craft where children could create a puppet featuring their family heritage.

In honor of Asian American and Pacific Islander Heritage Month, the Dover Public Library hosted a Lotus Lantern making class on May 3. Offered in-person and online, the class was taught virtually by a member of the Korean Spirit and Culture Promotion Project (KSCPP) out of New York. KSCPP is a non-profit organization dedicated to the promotion of greater awareness and understanding of Korean history and culture. By the end of the program, 29 individuals (some as young as 8 years old) had put together pink, purple and red lotus lanterns. A video was played after educating about Korean culture and its rise from being one of the poorest country in the world after the Korean War to one of the richest Asian countries today.

The Dover Public Library offers 4 separate programs for adults under the banner of "All Abilities Club." The Club is geared towards adults with intellectual / developmental disabilities and there were 57 attendees in May. "Art for All" is an inclusive program for adults that welcomes people of all ability levels to create art and craft projects; "Wednesday Morning Movie" features the viewing of a film; while "Adult Video Gaming" includes games that can get people moving, and "The Chapter Book Club" welcomes adults to listen to chapters of a popular book then engage in a related activity.

On June 2, 2023, Lt. Mitrushi and Officer Ryan Anderson participated in the awards ceremony at the NH Special Olympics Summer Games in Durham, NH. Lt. Mitrushi and Officer Anderson presented participants with medals during the ceremony.

In honor of June being pride month, Dover Public Library hosted traveling "quilts" from Affirming Spaces and Arts in Reach. The quilts featured messages of kindness and inspiration for those in the trans/gender non-conforming community. The quotes were hung off the balcony overlooking the adult circulation desk and patrons were invited to fill out their own messages of hope to add to it.

The Dover Public Library partnered with the Indigenous New Hampshire Collaborative Collective to present a historical program as part of Dover's 400th Anniversary. On June 12th, the group debuted the premier of the documentary "Pennacook Retribution: Who Shall Judge the Indians Now?" for an attentive and appreciative library audience.

Pennacook Retribution – "Who Shall Judge the Indians Now?", a new short documentary written by Anne Jennison (Traditional Abenaki Storyteller & Historian) in collaboration with the Cowasuck Band of the Pennacook-Abenaki People and the Indigenous New Hampshire Collaborative Collective. The documentary reframes a moment in history through the eyes of the people who have lived on this land for over 12,000 years. The film draws on recently discovered primary documents from archives in Massachusetts and Maine. This film was supported by the University of New Hampshire Humanities Center administering a grant from the American Council of Learned Societies (ACLS) and generous donations from individuals. Pennacook Retribution is produced by Film Unbound.

Media Services produced five episodes of the Dover Download podcast in May. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker.

Media Services provided additional coverage and production for a variety of events held in May, including a discussion on homelessness held at the Police Department, training videos for the Dover School District, video previews of public meetings, and public service announcements.

In May, Media Services helped Dover400 launch its new oral history project, Voices of Dover. In addition to the release and postproduction of the oral histories, Media Services in May recorded additional interviews with Dover residents as part of the project.

In May, Media Services sent out 74 email newsletters, including the weekly editions of Dover Download, special alerts, and departmental and project updates.

Media Services in May 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 18 meetings and special events in May.

Also in May, 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.

During the month of May, there was a total of 377 youth in attendance over 19 days of programming at the Dover Teen Center. The average was about 19 youth per day.

During the month of June, there was a total of 391 youth in attendance over 20 days of programming at the Dover Teen Center. The average was about 19 youth per day.

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. Mitrusi 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

MAY & JUNE 2023:

Dover Public Library's Adult Dungeons and Dragons group has risen steadily over the past few years. The groups are run by our volunteers Dave Wolk and Brandon Stephen. They meet every other Monday and every Tuesday, and see around 12 to 20 participants - or over 60 participants every month. The program sees our highest number of males ages 20 to 60. Each game can seat a max of 8 people, so there are usually three sessions going on at once. A lot of friendships have grown from the group with members very active on dedicated Facebook and Discord pages, regularly getting together outside of the library.

Teen Center volunteer appreciation day was held at York Beach.

Volunteers worked in other areas, including the Orchard Street Riverwalk, cleaning out flower beds and planting new plants and also giving the Garrison Hill tower a fresh coat of paint, covering over the prolific graffiti that is applied to the structure on a regular basis. Graffiti was also removed from the new solar display located on the Community Trail between Fisher Street and Central Avenue.

Seventeen whiskey barrels were delivered to Wentworth Greenhouses for planting. The tulip bulbs were pulled from the upper square flag pole island and the fountain island was cleaned out of winter debris with the help of Deb Clough and Jean Finnerty. They helped to replant the fountain island flowers and also replaced the window boxes on the Central Ave bridge.

Beth Fischer and her bevy of gardeners, who take care of all the beds on the Riverwalk abutting Orchard Street, have been hard at work also and the City of Dover extends thanks to them, as well. Not to be forgotten are Deborah Maher and Joan Kula who give hours of their time; Joan at City Hall and Deborah who is all about town, weeding, picking up litter and helping out wherever needed.

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.

MAY & JUNE 2023:

The Office of the City Attorney undertook, along with other City staff, negotiation and execution of a comprehensive third amendment to the Waterfront LDA. The Office also provided assistance with respect to procurement of vendors for various public improvements related to the Waterfront project

The Cochecho Waterfront Development Advisory Committee, Community Services, Business Development, Media Services, and Planning worked together to organize a groundbreaking event for the waterfront development project on June 20th. Planning staff members coordinated with Community Services to invite community members and all related parties. The event was covered by Foster's on June 21st.

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 Programming.
- 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.

MAY & JUNE 2023:

Resilience Manager Kaspari coordinated with City Engineer Mavrogeorge and Assistant City Engineer Semprini to submit a Pre-Proposal for the NHDES Aquatic Resource Mitigation Fund Grant.

Resilience Manager Kaspari prepared a Letter of Intent for the NH Hazard Mitigation Grant Program with the proposal aimed at securing funding for the reconstruction of the Sixth Street bridge near the start of Pickering Road.

Director Benton supported applicants with their InvestNH applications this spring and continued into the fall assisting with a Demolition application and met with NH BEA Andrew Dorset about the municipal-per-unit grant applications on May 15th.

Housing Navigator Pope has assumed the responsibilities associated with the Navigator Grant's reporting and Housing Academy attendance. A draft of the InvestNH Housing Opportunity Grant, to assess and potentially revise portions of the City's Land Use Ordinances, has been created and will be submitted in early June.

Director Benton staffed the June 5 Arts Commission meeting. The Arts Commission is currently reviewing their grant applications and has reserved funding for graffiti walls in the city.

On June 15th, the City received notification of award for the Housing Opportunity Planning (HOP) grant submitted in May.

On June 21st, Chief McShane met with NH HSEM Senior field Rep. Courtney Jordan to discuss hazard mitigation grant, and hazard mitigation preparedness grant applications and outcomes. Chief McShane also attended a FEMA Grants Outcome meeting which discussed the new FEMA GO application workflow and processes.

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.

MAY & JUNE 2023:

On Tuesday, June 20th, 45 patrons gathered at the Dover Police Station on Chestnut Street for a tour. Dover residents and Library patrons enjoyed a walk through the halls and offices of the station, and then were treated to a tour of the garage, filled with patrol cars and service trucks. Adults, teens, children and babies learned about various police officer jobs, canine units, and detectives. Then all were invited to climb into the patrol units and explore the large vans and trucks used for police work.

One hundred thirty Dover Library patrons and residents were treated to a tour of the Dover Fire Station on 6th St. on June 27th. The tour was one of the programs planned through the library to celebrate Dover community and the Summer Reading Program. Three large groups filled with adults, kids, and babies, were taken through the facility by several fire fighters. There they learned of the services provided by the station, including ambulance, fire rescue and safety, and life-saving paramedic services. Their favorite part of the tour was climbing into 2 large fire trucks and the Dover rescue vehicle to get a first -hand look at these life- saving trucks. Kids also watched a demonstration of how quickly a firefighter climbs into their uniform and gear, and then were invited to try on parts of the uniform.

On several different days in June, Lt. Mitrushi met with downtown business owners and the City of Dover Business Development Office to plan the September Breaking Barriers event: Coffee with a Cop. This second Coffee with a Cop event will be held in the downtown area. The previous event was held in the south end of Dover. This event hopes to foster transparency, community, and connection between the police and the Dover community. Working with the Business Development Office is a way to engage with downtown business owners as well.

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

Resilience Manager Kaspari met with members of the Shellfish Farmers Initiative on September 7th to hear concerns and discuss the potential to collaborate regarding public outreach/signage related to aquaculture activities. (Also applies to goal #5)

Resilience Manager Kaspari continued to work on sections of the Citywide Resilience Plan and prepared slides in anticipation of the October 5th workshop with the City Council.

Resilience Manager Kaspari and Assistant City Planner Asciola attended a Stafford Regional Planning Commission Resiliency Subcommittee meeting on September 12th. The focus of the meeting was to plan the next Resiliency Roundtable Session which is designed to educate the public and municipal stakeholders on various resiliency topics. The Roundtable titled "Protecting Our Local Food Systems" was held on September 23rd.

Resilience Manager Kaspari met with Resilience and Sustainability Manager Megan Granato from the City of Groton Connecticut on September 22nd to share ideas about local resiliency issues/projects.

Resilience Manager Kaspari attended the NH Offshore Wind Summit on September 27th to hear about the State's planning process and stakeholder input regarding the potential development of offshore wind in the Gulf of Maine. Kaspari also reviewed NH's 10-year Energy Strategy which will help inform the Citywide Resilience Plan.

Planning staff and Engineering staff have been working with a consultant to help design an implementation plan for the Downtown Pedestrian and Vehicular Access plan.

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

OCTOBER 2022, NOVEMBER 2022, DECEMBER 2022:

The Legal Division assisted with renewing a Default Service Reimbursement Agreement pertaining to the Planning Department.

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

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

Director Benton, Outreach Coordinator Bassegio, Members of the Vision Chapter Steering Committee, and consultant partners from Resilience Planning and CJW Consulting met on December 13 to plan upcoming Vision Chapter events including public feedback opportunities and a volunteer training session

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

JANUARY 2023:

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

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

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

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

Outreach Coordinator Bassegio, Project Manager Bird, and Recreation Director Bannon first met on September 21 to plan for a Land and Water Conservation Fund (LWCF) grant submission in support of Waterfront Development projects and continue to work on the application. The completed application requested funding towards a public park facility in the Waterfront public park and was submitted to the NH Division of Parks and Recreation on December 16. On January 5, City Staff received confirmation that the grant application had been accepted for review by the LWCF grant coordinators. Staff is waiting to hear on further status updates.

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

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

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

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

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

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

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

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

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

FEBRUARY 2023:

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

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

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

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

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

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

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

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.

MAY & JUNE 2023:

The Office of the City Attorney assisted with three conservation easement acquisitions, and one acquisition of property in Madbury; the Office also assisted with tracking several potential areas of environmental concern due to operations of third-parties; the Office also assisted with communication to NHDES concerning street sweeping and handling of catch basin spoils

The Office of the City Attorney assisted with stormwater utility formation research and public outreach.

Resilience Manager Kaspari conducted interviews with the UNH Sustainability Institute on May 1st and May 2nd to hire a Renewable Energy Analysis Fellow who will assist Kaspari with developing a number of scenarios to help the City appropriately plan for achieving the City Councils 100% Renewable Energy for Municipal Facilities goal.

Resilience Manager Kaspari presented advantages and drawbacks for two timeline options for launching a Dover Community Power Program during the May 3rd City Council Workshop.

Resilience Manager Kaspari attended a Risk Management Committee meeting of the Community Power Coalition of New Hampshire on May 11th and May 25th.

Resilience Manager Kaspari presented information on the Citywide Resilience Plan and the catch basin cleaning system to UNH staff as part of the UNH Facilities Lunch and Learn Series on May 12th.

Resilience Manager Kaspari met virtually with Ethan Bryson from Natural Urban Forests on May 22nd to discuss a potential partnership regarding a pilot pocket forest that the Forest Management Subcommittee is interested in.

Resilience Manager Kaspari and Open Lands Committee Chari Boudreau presented two proposed conservation easement projects to the Conservation Commission on June 12th. The Commission approved the use of Conservation Funds for both proposals which will be brought to the City Council at an upcoming meeting.

Resilience Manager Kaspari assisted Energy Commission Member Arcadia Lee at the Energy Commission meeting on June 21st with presenting preliminary results from the community scale greenhouse gas inventory. Kaspari also introduced UNH Sustainability Institute Fellow, Peder Franson to the Commission.

Housing Navigator Pope conducted several one-on-one stakeholder interviews with residents, business owners, developers, and real estate professionals to solicit participation and feedback in Dover's Attainable Housing initiatives. These meetings included initial interviews with prospective candidates for Dover's Ad Hoc Committee to Address Community Housing Needs.

The Planning and Community Development Department welcomed Peder Franson, Dover's UNH Sustainability Fellow, on June 5th who will assist Resilience Manager Kaspari with developing a number of scenarios to help the City appropriately plan for achieving the City Councils 100% Renewable Energy for Municipal Facilities goal.

Resilience Manager Kaspari attended a presentation by municipal representatives from the Cities of Saint Paul, MN and Longmont, CO on June 14th, who discussed their experience using the Kausal Watch web platform for tracking climate action plan implementation.

Resilience Manager Kaspari conducted an analysis on June 14th for Fleet Supervisor Greene to explore pay back periods for converting fleet vehicles to propane or compressed natural gas.

Resilience Manager Kaspari attended a two-day workshop series on June 16th and June 17th for the Coastwise Program. Kaspari graduated from the one-year program on June 17th which provided hands on learning experiences to professionals that focus on coastal resiliency issues.

Resilience Manager Kaspari and Energy Commission Chair Baber met with representatives from Siemens on June 21st to learn about how automated control systems and data exchange could aid the City in improving energy efficiency and increasing access to reliable energy data for decision making.

Resilience Manager Kaspari attended a launch event for the 2023 UNH Sustainability Fellowships on June 22nd with Dover's Fellow Peder Franson. This provided an opportunity for the 41 Fellows to receive feedback on the direction for their summer projects.

Resilience Manager Kaspari met with UNH Sustainability Fellow Cassie Lafleur on June 23rd to talk about Dover's messaging and actions regarding single use plastics reduction.

Resilience Manager Kaspari met with staff from Stafford Regional Planning Commission (SRPC) on June 23rd to discuss a regional EV Charging Guide that SRPC is developing for municipalities.

Resilience Manager Kaspari attended a CPCNH Board of Directors meeting on June 30th where new rates from Aug 1st, 2023 – Jan 31st, 2024 were adopted. The Granit Basic rate at 10.9 cents/kWh is approximately 13% less than the 12.582 cents/kWh default rate through Eversource. The Granite Plus and Clean 50 rates at 33% and 50% renewable content respectively also fell below the Eversource default rate.

Director Benton and Resilience Manager Kaspari met with Southeast Land Trust about a conservation easement amendment.

The Conservation Commission, Resilience Manager Kaspari, and the Community Services Department planted new street trees in the downtown.

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.

MAY & JUNE 2023:

The Dover Public Library Children's Room staff attended the Cultural Diversity Fair at the Woodman Park School on Thursday, May 18. This city-wide event showcased the many cultures represented in Dover through art, music, dance, and food. The Library provided information about its services along with a craft where children could create a puppet featuring their family heritage.

In honor of Asian American and Pacific Islander Heritage Month, the Dover Public Library hosted a Lotus Lantern making class on May 3. Offered in-person and online, the class was taught virtually by a member of the Korean Spirit and Culture Promotion Project (KSCPP) out of New York. KSCPP is a non-profit organization dedicated to the promotion of greater awareness and understanding of Korean history and culture. By the end of the program, 29 individuals (some as young as 8 years old) had put together pink, purple and red lotus lanterns. A video was played after educating about Korean culture and its rise from being one of the poorest country in the world after the Korean War to one of the richest Asian countries today.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Shanahan led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Hinkel and Councilor Thibodeaux

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

5. PROCLAMATIONS/AWARDS

Mayor Carrier presented a proclamation for Plastic Pollution Reduction Month.

Deputy Mayor Shanahan read a statement from Senator Shaheen that will be placed into the New Hampshire Congressional Record regarding Dover's 400th Anniversary.

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to approve the Agenda; seconded by Councilor Muffett-Lipinski.
Vote: 7/0.

7. PUBLIC HEARINGS

A. CHAPTER 5, SECTIONS 8, 10, and 15

SPONSORED BY MAYOR CARRIER BY REQUEST

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

B. CHAPTER 81, SECTION 20

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.

Deputy Mayor Shanahan moved to suspend the rules and allow Kristin Bonny of Barrington to speak to the Council; seconded by Councilor Muffett-Lipinski.
Vote: 7/0.

Kristin Bonny, Paraprofessional: She gave an overview regarding why staff were leaving the School District.

Christine Baber, 5 Gerry's Landing: She gave an overview of events regarding Plastic Reduction Month.

Cynthia Walter, 22 West Concord Street: She read a statement from UNH Fellow, Cassie Lafluer to the Council regarding plastic reduction.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

Frances Meffen, 16 Benjamin Way: She thanked the City Council for the Plastic Reduction proclamation. She spoke about her program at the Dover Middle School for reduce the use of plastic.

Belinda Labourdette, 38 Chapel Street, Cemetery Board Member: She spoke in favor of Item 12.C.1.

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

9. CITY MANAGER'S REPORT

City Manager Joyal gave an overview of items happening in the City. He also reappointed Gretchen Young to the Coastal Resilience and Cultural and Historic Reserve District Commission.

Deputy Mayor Shanahan moved to accept the City Manager's Report, which included the appointed; seconded by Councilor Hackett.

Vote: 7/0.

10. APPROVAL OF MINUTES

A. June 14, 2023 – Workshop Session

B. June 14, 2023 – Regular Meeting

Deputy Mayor Shanahan moved to approve the Minutes as presented; seconded by Councilor Muffett-Lipinski.

Vote: 7/0.

11. MAYOR'S REPORT

Mayor Carrier gave an overview of events he attended the past month.

Deputy Mayor Shanahan moved to accept the Mayor's Report; seconded by Councilor Muffett-Lipinski.

Vote: 7/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 5, SECTIONS 8, 10, and 15

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Muffett-Lipinski.
Roll Call Vote: 7/0.

2. CHAPTER 81, SECTION 20

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Muffett-Lipinski.
Roll Call Vote: 7/0.

B. ORDINANCES IN THE 3rd READING



CITY OF DOVER

CITY COUNCIL - MINUTES

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

C. RESOLUTIONS

1. DECLARING THE FIRST SETTLERS CEMETERY (ALSO KNOWN AS ROBERTS CEMETERY) ON DOVER POINT ROAD (TAX MAP L, LOT 93) ABANDONED
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Muffett-Lipinski. City Manager Joyal gave an overview of the Resolution to the Council and ask that a public hearing be open to allow the public to come forward to speak to the Council.

Mayor Carrier opened a public hearing regarding this resolution to allow the public to speak.

Belinda Labourdette, 38 Chapel Street, Cemetery Board Member: She gave an overview of the Resolution to the Council.

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

Mayor Carrier asked for a roll call vote on the resolution.
Roll Call Vote: 7/0.

2. FY2024 CIP APPROPRIATION FOR DOVER MIDDLE SCHOOL HVAC AND AUTHORIZATION FOR BONDING
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Cullen. Business Administrator Limanni gave an overview of the Resolution to the Council.
Roll Call Vote: 7/0.

3. FY2024 CIP APPROPRIATION FOR DOVER SCHOOLS LED LIGHTING UPGRADES AND AUTHORIZATION FOR BONDING.
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Muffett-Lipinski. Business Administrator Limanni gave an overview of the Resolution to the Council.
Roll Call Vote: 7/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. B23084 HOUSEHOLD HAZARDOUS WASTE COLLECTION SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. B23086 BITUMINOUS CONCRETE (ASPHALT) PICKED UP**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. VARIOUS SENIOR CENTER TRIPS**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. B23088 BULK OIL AND LUBRICANT PRODUCTS STATE OF NH CONTRACT**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

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

- 5. AUTHORIZING DOG WARRANT FOR UNLICENSED DOGS**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 6. GRANTING PERMISSION TO CUT NUISANCE TREES ON OLD GARRISON ROAD (A SCENIC ROAD)**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 7. EKOLA PROPOSED CONSERVATION EASEMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 8. STOCKBOWER PROPOSED CONSERVATION EASEMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 9. APPROVAL OF A LIMITED ACCESS RIGHT OF WAY USE AND OCCUPANCY AGREEMENT FOR EMERGENCY WATER INTERCONNECTION WITH CITY OF PORTSMOUTH**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

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

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

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

Deputy Mayor Shanahan pulled Item 13.A.6.

Councilor Cullen pulled Item 13.A.8.

Roll Call Vote: 7/0.

Deputy Mayor Shanahan moved for the adoption of Item 13.A.6.; seconded by Councilor Muffett-Lipinski.

Deputy Mayor Shanahan gave an overview of the Resolution to the Council.

Roll Call Vote: 7/0.

Deputy Mayor Shanahan moved for the adoption of Item 13.A.8.; seconded by Councilor Muffett-Lipinski.

City Planning Kaspari gave an overview of the Resolution to the Council.

Roll Call Vote: 7/0.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

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

Councilor Williams gave an overview of the Strafford Regional Planning Commission Report to the Council.

Mayor Carrier gave an overview of the Government Affairs Report to the Council.

B. RESOLUTIONS

1. B21001 UNTREATED SALT & SOLAR SALT COOPERATIVE PURCHASE

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Muffett-Lipinski.
Roll Call Vote: 7/0.

2. B23040 RIVER STREET PUMP STATION UPGRADES

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Muffett-Lipinski.
Community Services Director Storer gave an overview of the bidding process regarding this resolution.

Roll Call Vote: 7/0.

3. AUTHORIZATION TO ACCEPT AND EXPEND ARPA CHAPEL STREET RAVINE STORMWATER TREATMENT SYSTEM PROPERTY ASSESSMENT GRANT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)

(TO BE REFERRED TO A PUBLIC HEARING ON JULY 26, 2023.)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing on July 26, 2023; seconded by Councilor Hackett.

Vote: 7/0.

4. AUTHORIZATION TO ACCEPT AND EXPEND THE InvestNH MUNICIPAL HOUSING OPPORTUNITY PLANNING GRANT FROM NH DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS

(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)

(TO BE REFERRED TO A PUBLIC HEARING ON JULY 26, 2023.)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing on July 26, 2023; seconded by Councilor Muffett-Lipinski.

Vote: 7/0.

5. AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE OFFICE OF HIGHWAY SAFETY GRANT

(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)

(TO BE REFERRED TO A PUBLIC HEARING ON JULY 26, 2023.)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing on July 26, 2023; seconded by Councilor Muffett-Lipinski.

Vote: 7/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

6. B15060 HORSELY WITTEN GROUP CONSTRUCTION OVERSIGHT COCHECHO WATERFRONT DEVELOPMENT PROJECT
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Muffett-Lipinski.
Roll Call Vote: 7/0.

7. B11001 WRIGHT PIERCE CONSTRUCTION OVERSIGHT RIVER STREET PUMP STATION UPGRADES
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Muffett-Lipinski.
Roll Call Vote: 7/0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 170, SECTIONS: TABLE OF CONTENTS, 6, 12, 19, 20, 21, 27.1, 27.2, 28, 32, AND 53
(TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 9, 2023.)
SPONSORED BY COUNCILOR CULLEN AS PLANNING BOARD REPRESENTATIVE

Deputy Mayor Shanahan moved to refer to a public hearing on August 9, 2023 and waiving the public mailing notice; seconded by Councilor Muffett-Lipinski.
Vote: 7/0.

14. COUNCIL CORRESPONDENCE

A. Letter from Strafford Regional Planning Commission, dated 7/8/2023

Deputy Mayor Shanahan moved to place correspondence on file; seconded by Councilor Muffett-Lipinski.
Vote: 7/0.

15. COUNCIL MATTERS OF INTEREST

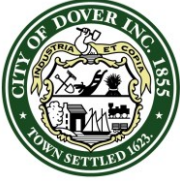
Mayor Carrier gave an overview of upcoming events in Dover.

Councilor Nemeth gave an update on the Black Heritage Walk in Dover.

Councilor Muffett-Lipinski recognized Deb Clough.

16. ADJOURN

Councilor Muffett-Lipinski moved to adjourn; seconded by Councilor Hackett.
Vote: 7/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2023.07.12 – 114**

Resolution Re: Authorization to Accept and Expend ARPA Chapel St
Ravine Stormwater Treatment System Property Assessment
Grant

WHEREAS: The City of Dover Community Services Department has applied for an (ARPA) American Rescue Plan Act Chapel Street Ravine Stormwater Treatment Property Assessment 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 scope of work represents the next critical phase of securing the necessary land and/or easements to allow the project to move towards implementation. The goals of this proposed phase of this project is to have secured, or taken substantial steps towards securing, land acquisition and easements that will allow the city to confidently proceed with the subsequent phases of preliminary design and implementation (design and construction) of the new Chapel Street Ravine Stormwater Treatment System; and

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

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

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

AND, FURTHER BE IT RESOLVED THAT:

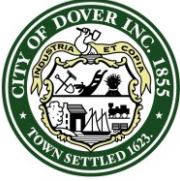
In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors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

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

Financing

Account	Description	Appropriation	Balance
TBD	ARPA Chapel St Ravine Stormwater Treatment System Property Assessment	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 - 2023.07.12 – 114**

Resolution Re: Authorization to Accept and Expend ARPA Chapel St
Ravine Stormwater Treatment System Property Assessment
Grant

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

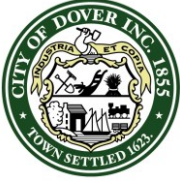
Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

First Reading Date:	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#: 12.C.1.

Resolution Number: **R - 2023.07.12 – 114**

Resolution Re: Authorization to Accept and Expend ARPA Chapel St
Ravine Stormwater Treatment System Property Assessment
Grant

RESOLUTION BACKGROUND MATERIAL:

In March 2022, the City of Dover and its consulting engineer (Kleinfelder) completed a study (the Chapel Street Ravine Stormwater Treatment System Study), which was financed by a \$75,000 Stormwater Planning Loan from the Clean Water State Revolving Fund (CWSRF) administered by the New Hampshire Department of Environmental Services (NHDES) CWSRF Loan Program. The study included the evaluation of possible options for utilizing the ravine as an area to treat the stormwater naturally before re-entering the closed drainage system at the southern end of the ravine near Chapel Street and discharging to the Cocheco River, thereby reducing pollutant loads to the Cocheco River and improving water quality. The Cocheco River is impaired for a variety of constituents including nitrogen, dissolved oxygen, etc. according to New Hampshire's 2018 303(d) List of Impaired Waters. A stormwater treatment system within the ravine could also provide the ability to attenuate peak flows in the existing closed drainage system.

The study concluded that the existing Chapel Street Ravine holds considerable potential as a location for a green infrastructure-based stormwater treatment system. The study also identified several feasible green infrastructure-based stormwater treatment options (i.e., BMPs), which led to the development of four specific concept plans. A specific concept plan comprised of a forebay followed by a multi-pond detention system was deemed most favorable in terms of balancing expected pollutant loading removal with capital and O&M costs.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2023.07.12 - 115**

Resolution Re: Authorization to Accept and Expend the InvestNH
Municipal Housing Opportunity Planning 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 an award of the InvestNH Municipal Housing Opportunity Planning Grant in the amount of \$65,000.00 for the purpose of assisting municipalities looking to increase housing opportunities through community engagement and regulatory change; 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 Housing Planning Opportunity 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 Housing Opportunity Grant	65,000.00	65,000.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2023.07.12 - 115**
Resolution Re: Authorization to Accept and Expend the InvestNH
Municipal Housing Opportunity Planning 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: Joshua Wyatt
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

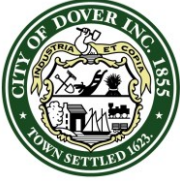
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

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 Affairs' InvestNH program has approved the City of Dover request of \$65,000 for the City to pursue the Housing Opportunity Planning Phase 2 Regulatory Audit and the Phase 3 Regulatory Development. Funds from this award will be used to solicit a contractor, who will work with Planning Department staff and the Committee to Address Community Housing Needs to assess current land use policies and definitions, identify potential barriers to attainable housing development, and assist in drafting amendment language for review and possible adoption.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2023.07.12 – 116**

Resolution Re: Authorization to Accept and Expend the New Hampshire
Office of Highway Safety Grant

WHEREAS: The City of Dover Police Department has applied for a State of NH Office of Highway Safety Grant in the amount of \$33,137.50; and

WHEREAS: The grant will fund overtime for all traffic enforcement patrols funded by the NH Office of Safety. This includes speed enforcement, DWI patrols, pedestrian and bicycle safety, seat belt, and distracted driving enforcement, educational presentations covering operator and pedestrian safety, and the purchase of 5 new in vehicle radar units; and

WHEREAS: There is a soft match of 25% required for the enforcement patrols and the educational presentations and the match will consist of vehicle maintenance costs, staff time to administer the grant, staff time to process traffic cases, time for court testimony and hearings, as well as time spent by officers enforcing traffic laws while not being paid for by this grant; and

WHEREAS: There is a cash match of 25% required for the radar units which will be paid for using existing department funds; and

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

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

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

AND, FURTHER BE IT RESOLVED THAT:

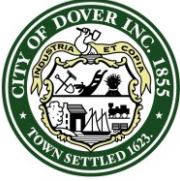
In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors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

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

Financing

Account	Description	Appropriation	Balance
TBD	Highway Safety Grant	33,137.50	33,137.50

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.3.

Resolution Number: **R – 2023.07.12 – 116**

Resolution Re: Authorization to Accept and Expend the New Hampshire
Office of Highway Safety Grant

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

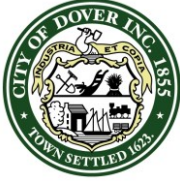
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

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:

Each year, the police department is allocated funding from the NH Office of Highway Safety in order to conduct various traffic enforcement patrols. This year, the grant is for traffic enforcement overtime patrols, educational presentations and radar units. The overtime patrols include speed enforcement, DWI patrols, pedestrian and bicycle safety, and distracted driving enforcement. The educational presentations cover operator and pedestrian safety. Lastly, there is funding to purchase 5 new in vehicle radar units. There is a soft match of 25% required for patrols and presentations which will consist of vehicle maintenance costs, staff time to administer the grant, staff time to process traffic cases, time for court testimony and hearings, as well as time spent by officers enforcing traffic laws while not being paid for by the grant. There is a 25% cash match for the speed enforcement equipment which will be paid out of the department's operating budget.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2023.07.26 – 119**

Resolution Re: Operation and Maintenance of the Closed City of Dover
Landfill Superfund Site Lift Station, FY2024

WHEREAS: The former municipal landfill located on Tolend Road has a groundwater extraction system which discharges water to the city sewer system via a dedicated pump station and sewer force main which services the landfill and requires frequent cleaning and maintenance on a coordinated schedule with groundwater extraction system; and

WHEREAS: In 2017, the City received a proposal from CES Inc/Blue Granite Environmental Consultants, the contractor performing operations and maintenance at the Tolend Landfill remediation system, to perform operations and maintenance activities on the City's pump station and sewer force main that extends from Tolend Road to County Farm Cross Road and was awarded via council resolution [R-2017.06.28-073](#) in the amount of \$80,200.00. The City extended the agreement via council resolution [R-2018.07.11-096](#) in the amount of \$93,200.00, as well as an additional extension of the agreement for services provided in FY2022 via council resolution [R-2021-05.12-067](#) and for services provided in FY2023 via council resolution [R-2022.06.08](#) in the amount of \$96,500.00 ; and

WHEREAS: The City again seeks to extend this agreement for the period of July 1, 2023 to June 30, 2024 to coordinate the pump station and sewer force main cleaning with the land fill remediation system. In an effort to improve the system performance and meet operation objectives, it is the recommendation to award the operation and maintenance activities of the pump station and sewer force main to Haley Ward, Inc., formerly known as CES, Inc., of Lewiston, ME in the amount of \$96,500.00; and

WHEREAS: Per 5-28.B. Competitive bidding may be waived by the majority vote of the City Council.

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 Haley Ward, Inc. of Lewiston, ME for operation and maintenance services of the pump station and sewer force main for the period of July 1, 2023 to June 30, 2024 at a cost not to exceed \$96,500.00. The City Manager, or designee, is hereby authorized to finalize contract language with the vendor, consistent with the Purchase Order authorized herein, for the City Manager's signature.

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

Financing

Account	Description	Appropriation	Balance	Charge
5320.1.300.43250.4341.00000.00	CS-Sewer-Technical Svs, FY24	113,734.00	109,053.90	96,500.00
			Total	96,500.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2023.07.26 – 119**
Resolution Re: Operation and Maintenance of the Closed City of Dover
Landfill Superfund Site Lift Station, FY2024

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

First Reading Date:	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 – 2023.07.26 – 119**
Resolution Re: Operation and Maintenance of the Closed City of Dover
Landfill Superfund Site Lift Station, FY2024

RESOLUTION BACKGROUND MATERIAL:

The former municipal landfill located on Tolend Road has a groundwater extraction system which discharges water into the city sewer system via a dedicated pump station and sewer force main which services the landfill and requires frequent cleaning and maintenance on a coordinated schedule with groundwater extraction system.

Haley Ward, Inc., formerly known as CES, Inc., now operates and maintains the sewer pump station and sewer force main that extends from the former municipal landfill on Tolend Road to County Farm Cross Road where it discharges into the city gravity sewer. The sewer force main carries groundwater from the landfill groundwater extraction system. The extracted groundwater has a very high iron content and when the groundwater comes in contact with the atmosphere, iron precipitation occurs. The accumulation of the iron precipitate in the pump station and the sewer force main requires periodic cleaning to restore capacity lost due to clogging.

The landfill remediation system operation and maintenance contractor, Haley Ward, Inc., also performs similar cleaning activities on the remediation system throughout the year.

The proposal from the current contractor, Haley Ward, Inc. and Blue Granite Environmental Consultants, Inc., operating the landfill remediation system is desirable as they will perform cleaning of the pump station and sewer force main on a prioritized maintenance schedule that is coordinated with the maintenance of the remediation system. The total cost to maintain the sewer pump station and sewer force main is \$96,500.00 for the period of July 1, 2023 to June 30, 2024.

Bid Information:

Per 5-28. B Competitive bidding may be waived by the majority vote of the City Council.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	51	Number of Responses:	4 and 2 no bids
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One Year, 6/30/2024	Estimated Delivery:	2023-2024
Recommended Award to:	Haley Ward, Inc.	Fund:	WWTP, Sewer Fund
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring City Council approval.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.07.26 – 120**
Resolution Re: B23037 Tree Removal Services and Other Related Tree Work Services

WHEREAS: A Sealed Request for Bid #B23037 was issued and received for as needed Tree Removal Services on July 6th, 2023 at 2:30 pm for a one-year term with the option to renew for two additional one-year terms, at mutually negotiated rates, not to exceed Boston CPI, and contingent upon funding availability and vendor satisfaction; and

WHEREAS: Three bids were received for consideration. The bid submitted by the current vendor, SavATree, LLC of Rochester, NH, was evaluated and deemed the most advantageous. It is the recommendation to award to SavATree, LLC at the rates consistent with hourly rates and conditions provided in their proposal.

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 SavATree, LLC Services of Rochester, NH for as needed tree services at rates provided in conjunction with Bid #B23037. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	FY24 Appropriation	Balance	Charge
1000.1.300.43180.4432.00000	F & G Improvements o/T Buildin	281,600	281,600	36,000
			TOTAL	36,000

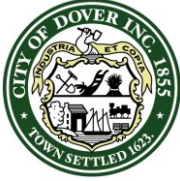
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.07.26 – 120**
Resolution Re: B23037 Tree Removal Services and Other Related Tree
Work Services

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.07.26 – 120**
Resolution Re: B23037 Tree Removal Services and Other Related Tree Work Services

RESOLUTION BACKGROUND MATERIAL:

The City of Dover, NH would like to contract with a qualified vendor to provide Tree Removal and Other Related Tree Work Services as needed and requested by the Community Services Department, Facilities and Grounds Division.

The work is to be done within ten (10) working days after notification, except in an emergency situation, in which case response will be no later than twenty-four (24) hours after notification or sooner depending upon circumstances. A registered arborist shall be responsible for all work. All pruning shall be done to National Arborist Standards.

Bid Information:

Sealed Request for Bid #B23087 was issued and received for as needed Tree Removal Services and Other Related Tree Work Services on July 6th, 2023 at 2:30 pm.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	99	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	6/30/2024	Estimated Delivery:	As needed
Recommended Award to:	SavATree, LLC	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B23087 Bid Documents](#)

New Appointments

Whitney Carrier- Racial Equity and Inclusion Committee

Branden Ladebush – Trustees of the Trust Fund

Nathania Sitiwatjana - DBIDA

Jessica Nyby – Pool Advisory Committee as a regular member

Kate Nelson – Pool Advisory Committee as an alternate member

Change in Status

Jonathan Elliard – Planning Board alternate to regular member.

John Turner – Energy Commission alternate to regular member.

Openings on Boards/Commissions:

Arena Commission – 1 alternate position

Arts Commission – 1 alternate position

Energy Commission – 1 alternate position

McConnel Center Advisory Committee – 1 regular position

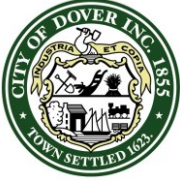
Planning Board – 1 alternate position

Pool Advisory Committee – 1 alternate vacancy

Racial Equity and Inclusion Ad-Hoc Committee – 2 regular and 2 alternate vacancies

Recreation Advisory Board –3 alternates

Zoning Board of Adjustments – 1 alternate vacancy



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2023.07.26 – 121**

Resolution Re: Imposing Special Assessment on 4 Jackson Brook Terrace
(Tax Map B-18-14) in Relation to Publicly Funded
Emergency Sewer Improvements

- WHEREAS: In 2022, City staff received notice of twenty-six affected properties in the Cornerstone Crossing neighborhood threatened with potential loss of adequate sewerage due to failing leach fields. Loss of sewerage would have rendered these homes uninhabitable and neither the owners nor the homeowners' association had identified a feasible solution; and
- WHEREAS: At the request and urging of the Cornerstone Crossing Homeowners Association ("HOA") and affected owners, who had failed to identify a feasible solution, City staff devoted substantial time, effort, and expertise to assist with addressing the emergency. In addition, the City also authorized: (1) extending the public sewer, at a cost of \$330,000 (per competitively bid rates of the contractor), to be absorbed by the City without repayment ([R-2022.02.09-034](#)) ("Public Work"); and (2) funds to pay the contractor for related work done on private property to connect each property, together with investment fees, which amount was to be repaid to the City ([R-2022.02.23-047](#)) ("Private Work"); and
- WHEREAS: Of the twenty-six affected properties, a subset of seven properties required some work to be done on private property to connect to the newly extended public sewer, but less extensive work than the other nineteen affected properties. In all, City staff, consulting with the HOA, determined (and understood that owners had agreed to) a total of \$5,403.17 per property for the Private Work benefitting each of these seven properties, whereas the other nineteen affected properties would each pay \$12,320.96. The real property at 4 Jackson Brook Terrace in Dover was one of seven affected properties assigned the lower \$5,403.17 repayment amount; and
- WHEREAS: To date, twenty-five of the twenty-six affected Cornerstone properties have either repaid the full amount or provided the City with a secured promise to do so. However, the owners of 4 Jackson Brook Terrace have only signed a promissory note covering investment fees and a lien filing fee totaling \$2,937.10, and have not, despite having been offered the short-term low-cost loan and repeated requests to execute same, either paid or signed a secured promise to repay the remaining \$2,466.07; and
- WHEREAS: Pursuant to RSA 149-I:7, the City Council may assess upon owners connected to the City's sewer and receiving special benefit in connection with same "their just share of the expense of constructing" that sewer; and
- WHEREAS: C6-17 of the City's Charter similarly provides, and directs the City Council to determine by resolution the number of installments for payment of the special assessment, *see also* RSA 49-C:25; RSA 149-I:16, Dover Code 121-30.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.1. Resolution Number: R - 2023.07.26 – 121 Resolution Re: Imposing Special Assessment on 4 Jackson Brook Terrace (Tax Map B-18-14) in Relation to Publicly Funded Emergency Sewer Improvements	

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

The real property at 4 Jackson Brook Terrace specially benefitted from the Public Work and related Private Work done as part of the sewer extension process, in that the Public Work and related Private Work undertaken and paid for by the City enabled the home to continue having an operating sewer, to stay inhabitable, and to maintain its value and usability.

In relation to the Cornerstone sewer extension project, the just share to be paid by the owners of 4 Jackson Brook Terrace is \$5,403.17, based on fees due (including the investment fee), the sewer configuration needs of that property, the construction work performed to extend the sewer and connect the property to the newly extended public sewer, and analysis of same by City staff and the HOA.

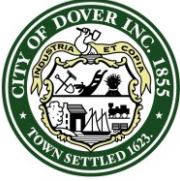
As the owners of 4 Jackson Brook Terrace have provided a promissory note in the amount of \$2,937.10, said note applies toward the “just share” still due and owing, leaving a balance of \$2,466.07. For avoidance of doubt, the existing promissory note executed by the owners of 4 Jackson Brook Terrace remains in effect as a separate obligation of the aforesaid owners.

A special assessment of \$2,466.07 is hereby levied on the property at 4 Jackson Brook Terrace in Dover (Tax Map B-18-14), to be paid, with statutory interest, in no more than two installments, the first of which is due contemporaneously with the due dates for real estate tax payments in or around December 2023, and the second of which is due contemporaneously with the due dates for real estate tax payments in or around June 2024. The owners, however, may elect to pay the amount in full sooner.

The City Tax Collector is directed to provide the owners of 4 Jackson Brook Terrace written notice of this special assessment (along with a copy of this resolution), to also provide written said owners notice of their right to appeal and/or seek an abatement (*see* RSA 149-I:14, RSA 149-I:15, RSA 149-I:18), and to collect the amounts hereby levied in accordance with applicable law, including the law governing real estate tax assessments.

REQUIRES REFERRAL TO DOVER UTILITIES COMMISSION FOR REVIEW AND RECOMMENDATION (DOVER CODE 121-30(B)(1))

REQUIRES PUBLIC HEARING WITH CITY COUNCIL ACTION TO OCCUR AT LEAST SEVEN DAYS AFTER (C6-17)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2023.07.26 – 121**
Resolution Re: Imposing Special Assessment on 4 Jackson Brook Terrace
(Tax Map B-18-14) in Relation to Publicly Funded
Emergency Sewer Improvements

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier by
Request

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

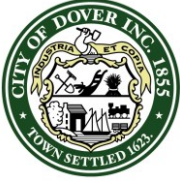
Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2023.07.26 – 121**
Resolution Re: Imposing Special Assessment on 4 Jackson Brook Terrace
(Tax Map B-18-14) in Relation to Publicly Funded
Emergency Sewer Improvements

RESOLUTION BACKGROUND MATERIAL:

One of the owners of 4 Jackson Brook Terrace is also the board president of the Cornerstone Crossing Homeowners Association (“HOA”). The HOA requested City assistance, the HOA president was intimately involved in the project from beginning to end, and the HOA president understood (and participated in discussions concerning and concurred) the just share of each property owner for amounts to be repaid to the City, including the total of \$5,403.17 for the subset of properties including 4 Jackson Brook Terrace. At no point before or during the project did the owners of 4 Jackson Brook Terrace ever object to the overall project, the Private Work, or costs related to same. The owners of 4 Jackson Brook Terrace knowingly accepted the benefits bestowed upon them by the City’s monetary and other support.

On March 24, 2023, the City Attorney emailed the HOA president (co-owner of 4 Jackson Brook Terrace) and asked: “Can you now confirm the homeowners are prepared to sign the amended notes to fully reimburse the City? My understanding is that there would be seven notes at \$5,403.17 and 18 notes at \$12,320.96 (there was a nineteenth note, but 9 Jackson Brook already resolved the issue last year).” After further emails, the HOA president (co-owner of 4 Jackson Brook Terrace) eventually responded on May 10, 2023 as follows: “Everything should be good to send out the notes, there is a board meeting tonight so I will inform the board of this.” On May 16, 2023, the HOA president (co-owner of 4 Jackson Brook Terrace) again confirmed by email that the board affirmed sending out the new notes.

On May 23, 2023, the City emailed certain owners, including the owner of 4 Jackson Brook Terrace, to provide information and request that they execute promissory notes covering the full amounts due. The owners of 4 Jackson Brook Terrace did not execute the requested promissory note, and one owner responded criticizing the project and expressly refusing to repay or promise to repay anything more than the promissory note of \$2,937.10. On June 19, 2023, the City issued a letter to the owners of 4 Jackson Brook Terrace (and others) to again request promissory notes covering the full amount due. To date, 4 Jackson Brook Terrace is the sole property whose owners have not made arrangements to pay their just share back to the City.

Certain provisions of state and local law are provided below for reference:

RSA 149-I:7 Levying. – The mayor and aldermen may assess upon the persons whose drains enter such main drains, common sewers, stormwater treatment, conveyance, and discharge systems, or treatment facilities, or whose lands receive special benefit therefrom in any way, their just share of the expense of constructing and maintaining the same or paying off any capital debt or interest incurred in constructing and/or maintaining the same.

RSA 149-I:16 Assessment Installments. – The mayor and aldermen of any city may, in their discretion, in making any assessment under this chapter, assess the same to be paid in annual installments extending over a period not exceeding 20 years, and in such case their assessment so made shall create a lien upon the land on account of which it is made and the lien of each installment so assessed shall continue for one year from October 1 of the year such installment becomes due.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.1. Resolution Number: R - 2023.07.26 – 121 Resolution Re: Imposing Special Assessment on 4 Jackson Brook Terrace (Tax Map B-18-14) in Relation to Publicly Funded Emergency Sewer Improvements	

Dover Charter, C6-17 Special Assessments.

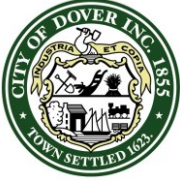
The Council shall have the power to determine that the whole or any part of the expense of any public improvement shall be defrayed by special assessments upon the property especially benefited and shall so declare by resolution. Such resolution shall state the estimated cost of the improvement, what proportion of the cost thereof shall be paid by special assessments and what part, if any, shall be a general obligation of the city, and the number of installments in which special assessments may be paid and shall designate the districts or land and premises upon which a special assessment shall be levied. If expenditures are to exceed \$1,000, a public hearing shall be held with action by the Council to be taken not earlier than seven days after said hearing. If expenditures exceed \$1,000, competitive public bids shall be required for such project. If the City of Dover is desirous of furnishing the materials and/or providing the labor for such project, the city, subject to the same terms, conditions and provisions as are applicable to other bidders, may submit bids on same. The Council shall prescribe, by general ordinance, complete special assessment procedures concerning plans and specifications, estimate of costs, notice and hearing, the making of the special assessment roll and correction of errors, the collection of special assessments and any other matters concerning the making of improvements by the special-assessment method.

Dover Code § 121-30, Special assessments.

...

- B. Special assessments may be developed for water or sewer line extensions that are initiated by the City in accordance with the follow provisions:
 - (1) The City Council may, by resolution, enact specific rules and procedures for said assessment that establish the cost of the proposed improvement, identify the boundaries of a betterment district, establish the percentage of the cost of the proposed improvement that is to be borne by the City, establish the pro rata share assigned to each property owner within the betterment district, and identify the maximum number of installments in which the special assessment may be paid. Any such proposal for the establishment of a special assessment for the extension of a water line and any such proposal for the establishment of a special assessment for the extension of a sewer line shall be referred to the Dover Utilities Commission for its review and recommendations.
 - (2) The special assessment may be based upon the length of frontage, amount of land area, or other factors deemed appropriate by the City Council.
 - (3) If the expenditures of the proposed improvement are to exceed \$1,000, a public hearing shall be held by the City Council, and action by the Council shall not be taken earlier than seven days after said hearing.
- C. The proportionate share of each abutter along the line of construction and installation, or the proportionate share of each property owner within the betterment district, shall become a lien on such property as to real estate taxes until full payment of said proportionate share of full costs, including financing, is made. Payment may be as follows:

Document Created by: Legal Document Posted on: July 21, 2023	R-2023.07.26 Imposing Special Assessment on 4 Jackson Brook Terrace (Tax Map B-18-14) in Relation to Publicly Funded Emergency Sewer Improvements Page 5 of 6
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CITY OF DOVER

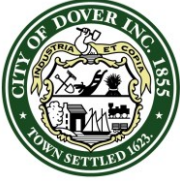
CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2023.07.26 – 121**

Resolution Re: Imposing Special Assessment on 4 Jackson Brook Terrace
(Tax Map B-18-14) in Relation to Publicly Funded
Emergency Sewer Improvements

- (1) The petitioner, applicant or late petitioner may pay his proportionate share in cash for the full amount at the time the obligation is incurred or enter into an agreement with the City of Dover that said proportionate share of all costs may be paid in equal installments over a period of time equal to the full term of the bond or a lesser period. Said agreement is to be recorded with the Strafford County Registry of Deeds at the expense of the petitioner, applicant or late petitioner. All the funds relating to sewer and water extensions under these provisions shall be placed in a special fund for payment of bonds, interest and charges pertaining thereto.
- (2) All fees for permits, licenses, etc.: see Fee Schedule.
- (3) Abatements may be granted in accordance with the rules and regulations of the Dover Utilities Commission.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2023.07.26 – 122**
Resolution Re: FY2024 CIP Appropriation and Authorization for CWSRF
Loan for Henry Law Park Stormwater Best Management
Practices

- WHEREAS: The City Council desires to make public improvements and to finance these improvements through the NH Clean Water State Revolving Fund (CWSRF); and
- WHEREAS: The City identified a priority need to address stormwater best management practices (BMP) in Henry Law Park and submitted a pre-application to NH Department of Environmental Services (NHDES) for the Henry Law Park Stormwater BMP Project and the project was determined to meet CWSRF eligibility; and
- WHEREAS: In early 2022 the City participated in the CWSRF for the Henry Law Park Stormwater BMP project which provided \$14,000 in loan principal forgiveness and an ARPA grant in the amount of \$106,000 for a total of \$120,000 in financial assistance via resolution [R-2022.01.12-01-018](#); and
- WHEREAS: In late 2022 the city submitted a pre-application for a CWSRF loan to construct a Stormwater Infrastructure Project. This work is a step toward addressing stormwater conveyance and treatment needs, and solution that promote energy efficiency, water quality and/or flooding resilience; and
- WHEREAS: The City has received notification of the NHDES acceptance of the preapplication and is submitting a loan application for approval of \$3,500,000; and

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

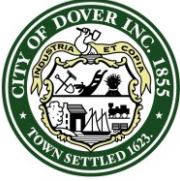
The amount of \$3,500,000 is hereby appropriated for the Henry Law Park Stormwater BMP capital project with an estimated useful life in excess of the life indicated:

Item #	Description	Proposed Appropriation	Life/Yrs	Department	Fund
1	Henry Law Park Stormwater BMP Project	\$3,500,000	20	TIF - Waterfront	TIF
	Total	\$3,500,000			

AND, FURTHER BE IT RESOLVED;

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Clean Water State Revolving Fund (CWSRF) Program for financing this project. The City Manager, Finance Director, and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF Program to obtain the loan for eligible identified project costs up to \$3,500,000.00.

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.2.

Resolution Number: **R – 2023.07.26 – 122**
Resolution Re: FY2024 CIP Appropriation and Authorization for CWSRF
Loan for Henry Law Park Stormwater Best Management
Practices

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:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.2. Resolution Number: R – 2023.07.26 – 122 Resolution Re: FY2024 CIP Appropriation and Authorization for CWSRF Loan for Henry Law Park Stormwater Best Management Practices	

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for a FY2024 Capital Improvements Program project in the amount of \$3,500,000 for the Henry Law Park Stormwater Best Management Practices planning project. This project is to be financed through participating in the Clean Water State Revolving Fund. The resolution authorizes the City to participate in the State loan program up to \$3,500,000.00 to finance the project.

The goal of the project is to construct stormwater treatment system features and structures that exist within the area known as Henry Law Park. This project would construct a stormwater BMP within Henry Law park. The BMP will provide pollutant removal and flow mitigation for the highly urbanized downtown area and could include up to 120 acres of contributing municipal, residential, and commercial properties with associated roadway networks, while also preparing for sea-level rise impacts and extreme high tide events. The construction of the BMP below grade will also preserve open space in the heavily used park. The City of Dover plans to install educational materials regarding the BMP to strategically engage park patrons.

Debt Authorization versus Debt Retirement

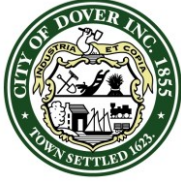
The following table compares the tentative authorization amount to the amount of debt being retired:

	Waterfront TIF
Description	Fund
Pending Authorization	3,500,000
Prior FY2024 CIP Authorization	10,000,000
FY2024 Principal Retirement	227,542
Net Change	13,272,458

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2023. Tax increment finance districts are exempt from statutory debt limits.

	Waterfront TIF
Description	Fund
Debt Outstanding	4,260,704
Authorized - Unissued	19,812,500
Total Issued & Unissued	24,073,204
This Authorization	3,500,000
Grand Total	27,573,204

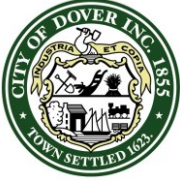
 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.2. Resolution Number: R – 2023.07.26 – 122 Resolution Re: FY2024 CIP Appropriation and Authorization for CWSRF Loan for Henry Law Park Stormwater Best Management Practices
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Waterfront Development Authorized-Unissued Debt and Available Appropriations

The following table summarizes the existing debt authorizations for the Waterfront Development project that are unissued at this time.

Description	Appropriations	Authorized	
		Unissued Debt	CIP Authorization
Cochecho Riverbank Stabilization	\$ 600,000	\$ -	FY2017 CIP Appropriation
Cochecho Riverfront Park Development	1,412,500	1,412,500	FY2018 CIP Appropriation
Waterfront Development Site Improvements	8,400,000	8,400,000	FY2023 CIP Appropriation
Site Improvements - Waterfront	4,000,000	4,000,000	FY2024 CIP Appropriation
Site Improvements - Waterfront	6,000,000	6,000,000	FY2024 CIP Appropriation
	\$ 20,412,500	\$ 19,812,500	

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2023.07.26 - 123**

Resolution Re: FY2024 CIP Appropriation and Authorization for Bonding
Portsmouth Dover Water System Interconnect

WHEREAS: The City Council desires to make public improvements and to pursue state and federal grants to help finance these improvements while minimizing fiscal impact to city residents, taxpayers, and rate payers; and

WHEREAS: A water interconnection between Dover and Portsmouth would help ensure reliability and continuity of services, but would also help ten other communities in the seacoast area including Rochester, Somersworth, Rye, Hampton, North Hampton, and Seabrook. The Department of Environmental Services and Long-Term Seacoast Commission on Drinking Water identified an interconnection with Portsmouth as the last critical, physical link to provide emergency water supply to the seacoast region.

WHEREAS: The City previously obtained \$111,500 in grant funds from the Drinking Water & Ground Water Trust Fund for design of a new water main on the replacement General Sullivan Pedestrian Bridge (GSPB) and was approved via City Council resolution [R-2022.02.23-051](#). Portsmouth received a similar grant award for design services, and Underwood Engineers provided the final design in the amount of \$223,000, which Dover's 50% share (\$111,500) was approved via City Council resolution [R-2022.06.22-123](#); and

WHEREAS: The City received notice in April 2023 from Congressman Chris Pappas' office that it successfully secured a Congressionally Directed Spending award of \$3,452,972 for the proposed interconnection; and

WHEREAS: NHDOT is prepared to solicit bids for the new GSPB, and has proposed a Utility Agreement requiring an upfront amount of \$2,376,627 to cover the water main installation costs, which is expected to be split 50/50 with Portsmouth via an accompanying intermunicipal agreement; and

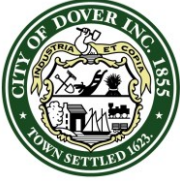
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of 2,376,627.00 is hereby appropriated for the Portsmouth-Dover Water System Interconnect capital project with an estimated useful life in excess of the life indicated.

		Proposed			
Item #	Description	Appropriation	Life/Yrs	Department	Fund
1	Portsmouth Dover Water System Interconnection	\$2,376,627	20	CS - Water	Water
	Total	\$2,376,627			

AND FURTHER BE IT RESOLVED 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:



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2023.07.26 - 123**

Resolution Re: **FY2024 CIP Appropriation and Authorization for Bonding
Portsmouth Dover Water System Interconnect**

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

AND FURTHER BE IT RESOLVED THAT:

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Drinking Water State Revolving Fund (DWSRF) Program for financing the Water Fund projects provided DWSRF funding is available. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH DWSRF Program and obtain loans through the program for eligible identified costs up to \$2,376,627.00.

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.3.	
Resolution Number: R – 2023.07.26 - 123 Resolution Re: FY2024 CIP Appropriation and Authorization for Bonding Portsmouth Dover Water System Interconnect		

DOCUMENT HISTORY:

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

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.3.	
Resolution Number: R – 2023.07.26 - 123 Resolution Re: FY2024 CIP Appropriation and Authorization for Bonding Portsmouth Dover Water System Interconnect		

RESOLUTION BACKGROUND MATERIAL:

The City of Dover qualified for a Congressionally Directed Spending grant in the amount of \$3,452,972 for the installation of an emergency water main interconnection with the City of Portsmouth via the proposed replacement pedestrian bridge for the old General Sullivan Pedestrian Bridge (GSPB). The NHDOT is ready to seek bids for the replacement of the GSPB and requires a total preconstruction deposit of \$2,376,627 to cover the anticipated cost of the water main installation.

The purpose of the proposed water interconnection is to enhance water system resiliency by providing a connection between existing regional water systems in the New Hampshire communities of Rochester, Somersworth, Rollinsford, and Dover to the north of the proposed connection and the New Hampshire communities of Newington, Portsmouth, New Castle, Greenland, Rye, North Hampton, Hampton, and Seabrook to the south. The total population served by this project is 66,688 in the northern communities and 80,760 in the south for a total of 147,448.

The pipe will be installed on the underside of the bridge and connected to the Dover and Portsmouth municipal drinking water systems making water available to respond to emergencies to the north or south of the connection. Installing the pipe as part of the bridge construction project and in coordination with the DOT timeline is the most cost-effective method to create an interconnection.

This resolution makes an appropriation for a FY2024 Capital Improvements Program project in the amount of \$2,376,627.00 for the Portsmouth Dover Water Systems Interconnect project. This project is expected to primarily be funded via a Congressionally Directed Spending (CDS) grant award, with a yet to be identified local match provision. The resolution authorizes the City to participate in the CDS grant program in an amount up to \$2,376,627.00 to finance the project. The cost of \$2,376,627 is NHDOT’s estimate, which is expected to be split equally with Portsmouth. The City of Dover’s participation with funding will be contingent on successfully executing an intermunicipal agreement with the City of Portsmouth on an equal cost sharing arrangement.

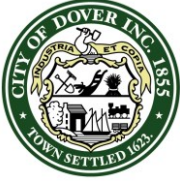
Debt Authorization versus Debt Retirement

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

	Water
Description	Fund
Pending Authorization	2,376,627
Prior FY2024 CIP Authorization	2,058,000
FY2024 Principal Retirement	1,501,339
Net Change	2,933,288

Legal Debt Limits

The following tables summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2023 and this authorization, against the legal debt limits.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

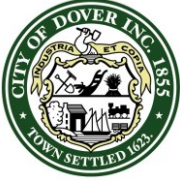
Resolution Number: **R – 2023.07.26 - 123**

Resolution Re: FY2024 CIP Appropriation and Authorization for Bonding
Portsmouth Dover Water System Interconnect

Description	Authorized	
	Unissued Debt	CIP Authorization
Water Systems Facilities Upgrade	3,448,287	FY2017 CIP Appropriation
Water Main Replacement - Piscataqua/Drew Roads	602,000	FY2017 CIP Appropriation
Water Systems Facilities Upgrade	8,000,000	FY2018 CIP Appropriation
Water Main Replacement - Oak/Broadway Area	1,250,000	FY2018 CIP Appropriation
Water Main Replacement - Central Avenue - Lower	1,100,000	FY2021 CIP Appropriation
Water Main Replacement - Central Avenue - Upper	825,000	FY2021 CIP Appropriation
Water Main Replacement - Littleworth Road	1,100,000	FY2021 CIP Appropriation
Water Main Replacement - Washington/Main Street	1,400,000	FY2021 CIP Appropriation
Water Main Replacement - Court Street Area	825,000	FY2022 CIP Appropriation
Water Main Replacement - Fifth/Grove Streets	1,000,000	FY2022 CIP Appropriation
Water Main Replacement - Oak/Ham/Elia	500,000	FY2022 CIP Appropriation
Water Main Replacement - Urban Core	1,900,000	FY2022 CIP Appropriation
New Water Storage Tank	6,100,000	FY2023 CIP Appropriation
Water Main Replacement - Court Street Area	1,808,000	FY2024 CIP Appropriation
Water Main Replacement - Fifth/Grove Streets	250,000	FY2024 CIP Appropriation
	30,108,287	

Description	Water
	Fund
Debt Outstanding	16,900,998
Authorized - Unissued	30,108,287
Total Issued & Unissued	47,009,285
This Authorization	2,376,627
Grand Total	49,385,912
Legal Debt Limit	578,971,705
Under (Over) Legal Limit	529,585,793
Percent Under (Over)	91.60%

Notes: Legal debt limit for Water Fund is based on 10% of equalized assessed value.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2023.07.26 - 123**

Resolution Re: FY2024 CIP Appropriation and Authorization for Bonding
Portsmouth Dover Water System Interconnect

Financial Policy Considerations

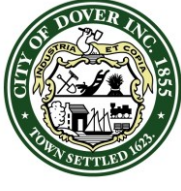
The proposed debt authorizations contained in this resolution will result in the following City Council adopted Financial Policies not being adhered to:

- A. Water Fund debt shall not exceed 5% of the State of NH legal debt limit.
- B. Water Fund debt service for any given fiscal year shall not exceed 40% of the total appropriations for the fund.

Water Fund debt will exceed the 5% policy limit in FY2024 and continue through FY2029 as a result of the funding appropriated in this resolution and the funding for Water System Facilities Upgrade in the FY2017 CIP and FY2018 CIP. The Water Fund debt service as a percentage of budget is projected to exceed the 40% policy level in FY2024 and continue through FY2029. This is the result of the funding appropriated for Water System Facilities Upgrade in FY2017 and FY2018 CIPs, as well as the \$2,058,000 authorized as part of the FY2024 CIP adoption and the \$2,376,627 proposed for debt financing in this resolution.

Budgetary and Rate Impacts

The repayment of the Water Fund debt obligations are funded through the revenue collected from rate payers. The \$2,376,627 debt obligation is expected to be paid back over a 20-year period. Principal repayments would be \$118,831 per year. The annual impact to the City's Water 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 4.75%, is estimated to be a total of \$1,298,236 impact and approximately \$112,890 annual impact for the first three years. The combined impact of principal and interest repayment for the debt financing is estimated at \$0.23 impact on the water rate. For a single-family home with an average annual water usage of 75 HCF the annual impact would be \$17.55.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.1. Ordinance Number: O – 2023.07.26 – 009 Ordinance Title: Waste Management Chapter: 145 Section: 2 Collection schedule; restrictions; recycling list
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The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to update certain provisions of the City’s Waste Management code to address ongoing problems related to trash and waste placed within the public rights of way.

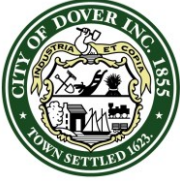
2. AMENDMENT

Chapter 145 entitled “Waste Management” is hereby amended by revising Section 145-2, “Collection schedule; restrictions; recycling list” as follows:

a. THE FOLLOWING IS AMENDED:

§ 145-2 Collection schedule; restrictions; recycling list.

- A. Trash, recycling materials, and bulky waste generated by Dover residents shall be collected by the City contractor on a weekly basis. Collection shall occur Monday through Friday. Each residence shall only receive pickup once per week. In the event of inclement weather or other emergency, the Director of Community Services may suspend or temporarily reschedule collection by the City contractor.
- B. All trash placed for collection by the City contractor shall be contained in Dover bags, securely tied. Dover bags placed for collection by the City contractor shall not exceed 35 pounds. Dover bags may be placed in residential containers. All recycling material shall be placed for collection in a recycling bin. Bulky waste shall have a Dover tag attached.
- C. Residents shall not place trash, bulky waste, or recycling materials for collection by the City contractor along the curb or edge of the street earlier than 4:00 p.m. on the evening before the scheduled collection day by the City’s contractor. Residents who choose to have private contractors collect trash, bulky waste, or recycling materials shall not place trash, bulky waste, or recycling materials within a public right-of-way for collection. Private contractors shall not require or request that residents place privately collected trash, bulky waste, or recycling materials within the public right-of-way. This provision shall apply to materials placed for collection by the City contractor and private contractors. Residents and private contractors may be held responsible for compliance, or lack thereof, with the provisions stated in this subsection.
- D. Only materials contained in a Dover bag or recycling bin or bulky waste with an approved Dover tag and placed along the curbside no later than 7:00 a.m. on the scheduled collection day will be collected by the City contractor.
- E. The City contractor shall only collect Dover bags securely tied in such a manner as to fully and completely enclose the trash contained. Cardboard boxes are not acceptable containers for collection by the City contractor. Cardboard boxes shall be broken down to lie flat and



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2023.07.26 - 123**

Resolution Re: FY2024 CIP Appropriation and Authorization for Bonding
Portsmouth Dover Water System Interconnect

WHEREAS: The City Council desires to make public improvements and to pursue state and federal grants to help finance these improvements while minimizing fiscal impact to city residents, taxpayers, and rate payers; and

WHEREAS: A water interconnection between Dover and Portsmouth would help ensure reliability and continuity of services, but would also help ten other communities in the seacoast area including Rochester, Somersworth, Rye, Hampton, North Hampton, and Seabrook. The Department of Environmental Services and Long-Term Seacoast Commission on Drinking Water identified an interconnection with Portsmouth as the last critical, physical link to provide emergency water supply to the seacoast region.

WHEREAS: The City previously obtained \$111,500 in grant funds from the Drinking Water & Ground Water Trust Fund for design of a new water main on the replacement General Sullivan Pedestrian Bridge (GSPB) and was approved via City Council resolution [R-2022.02.23-051](#). Portsmouth received a similar grant award for design services, and Underwood Engineers provided the final design in the amount of \$223,000, which Dover's 50% share (\$111,500) was approved via City Council resolution [R-2022.06.22-123](#); and

WHEREAS: The City received notice in April 2023 from Congressman Chris Pappas' office that it successfully secured a Congressionally Directed Spending award of \$3,452,972 for the proposed interconnection; and

WHEREAS: NHDOT is prepared to solicit bids for the new GSPB, and has proposed a Utility Agreement requiring an upfront amount of \$2,376,627 to cover the water main installation costs, which is expected to be split 50/50 with Portsmouth via an accompanying intermunicipal agreement; and

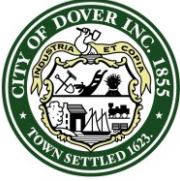
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of 2,376,627.00 is hereby appropriated for the Portsmouth-Dover Water System Interconnect capital project with an estimated useful life in excess of the life indicated.

		Proposed			
Item #	Description	Appropriation	Life/Yrs	Department	Fund
1	Portsmouth Dover Water System Interconnection	\$2,376,627	20	CS - Water	Water
	Total	\$2,376,627			

AND FURTHER BE IT RESOLVED 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:



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2023.07.26 - 123**

Resolution Re: **FY2024 CIP Appropriation and Authorization for Bonding
Portsmouth Dover Water System Interconnect**

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

AND FURTHER BE IT RESOLVED THAT:

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Drinking Water State Revolving Fund (DWSRF) Program for financing the Water Fund projects provided DWSRF funding is available. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH DWSRF Program and obtain loans through the program for eligible identified costs up to \$2,376,627.00.

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.3.	
Resolution Number: R – 2023.07.26 - 123 Resolution Re: FY2024 CIP Appropriation and Authorization for Bonding Portsmouth Dover Water System Interconnect		

DOCUMENT HISTORY:

First Reading Date: _____ Approved Date: _____	Public Hearing Date: _____ Effective Date: _____
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DOCUMENT ACTIONS:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.3.	
Resolution Number: R – 2023.07.26 - 123 Resolution Re: FY2024 CIP Appropriation and Authorization for Bonding Portsmouth Dover Water System Interconnect		

RESOLUTION BACKGROUND MATERIAL:

The City of Dover qualified for a Congressionally Directed Spending grant in the amount of \$3,452,972 for the installation of an emergency water main interconnection with the City of Portsmouth via the proposed replacement pedestrian bridge for the old General Sullivan Pedestrian Bridge (GSPB). The NHDOT is ready to seek bids for the replacement of the GSPB and requires a total preconstruction deposit of \$2,376,627 to cover the anticipated cost of the water main installation.

The purpose of the proposed water interconnection is to enhance water system resiliency by providing a connection between existing regional water systems in the New Hampshire communities of Rochester, Somersworth, Rollinsford, and Dover to the north of the proposed connection and the New Hampshire communities of Newington, Portsmouth, New Castle, Greenland, Rye, North Hampton, Hampton, and Seabrook to the south. The total population served by this project is 66,688 in the northern communities and 80,760 in the south for a total of 147,448.

The pipe will be installed on the underside of the bridge and connected to the Dover and Portsmouth municipal drinking water systems making water available to respond to emergencies to the north or south of the connection. Installing the pipe as part of the bridge construction project and in coordination with the DOT timeline is the most cost-effective method to create an interconnection.

This resolution makes an appropriation for a FY2024 Capital Improvements Program project in the amount of \$2,376,627.00 for the Portsmouth Dover Water Systems Interconnect project. This project is expected to primarily be funded via a Congressionally Directed Spending (CDS) grant award, with a yet to be identified local match provision. The resolution authorizes the City to participate in the CDS grant program in an amount up to \$2,376,627.00 to finance the project. The cost of \$2,376,627 is NHDOT’s estimate, which is expected to be split equally with Portsmouth. The City of Dover’s participation with funding will be contingent on successfully executing an intermunicipal agreement with the City of Portsmouth on an equal cost sharing arrangement.

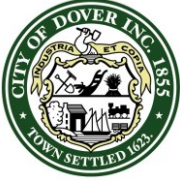
Debt Authorization versus Debt Retirement

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

	Water
Description	Fund
Pending Authorization	2,376,627
Prior FY2024 CIP Authorization	2,058,000
FY2024 Principal Retirement	1,501,339
Net Change	2,933,288

Legal Debt Limits

The following tables summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2023 and this authorization, against the legal debt limits.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

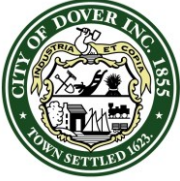
Resolution Number: **R – 2023.07.26 - 123**

Resolution Re: FY2024 CIP Appropriation and Authorization for Bonding
Portsmouth Dover Water System Interconnect

Description	Authorized	
	Unissued Debt	CIP Authorization
Water Systems Facilities Upgrade	3,448,287	FY2017 CIP Appropriation
Water Main Replacement - Piscataqua/Drew Roads	602,000	FY2017 CIP Appropriation
Water Systems Facilities Upgrade	8,000,000	FY2018 CIP Appropriation
Water Main Replacement - Oak/Broadway Area	1,250,000	FY2018 CIP Appropriation
Water Main Replacement - Central Avenue - Lower	1,100,000	FY2021 CIP Appropriation
Water Main Replacement - Central Avenue - Upper	825,000	FY2021 CIP Appropriation
Water Main Replacement - Littleworth Road	1,100,000	FY2021 CIP Appropriation
Water Main Replacement - Washington/Main Street	1,400,000	FY2021 CIP Appropriation
Water Main Replacement - Court Street Area	825,000	FY2022 CIP Appropriation
Water Main Replacement - Fifth/Grove Streets	1,000,000	FY2022 CIP Appropriation
Water Main Replacement - Oak/Ham/Elia	500,000	FY2022 CIP Appropriation
Water Main Replacement - Urban Core	1,900,000	FY2022 CIP Appropriation
New Water Storage Tank	6,100,000	FY2023 CIP Appropriation
Water Main Replacement - Court Street Area	1,808,000	FY2024 CIP Appropriation
Water Main Replacement - Fifth/Grove Streets	250,000	FY2024 CIP Appropriation
	<u>30,108,287</u>	

Description	Water
	Fund
Debt Outstanding	16,900,998
Authorized - Unissued	30,108,287
Total Issued & Unissued	47,009,285
This Authorization	2,376,627
Grand Total	<u>49,385,912</u>
Legal Debt Limit	578,971,705
Under (Over) Legal Limit	529,585,793
Percent Under (Over)	91.60%

Notes: Legal debt limit for Water Fund is based on 10% of equalized assessed value.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2023.07.26 - 123**

Resolution Re: FY2024 CIP Appropriation and Authorization for Bonding
Portsmouth Dover Water System Interconnect

Financial Policy Considerations

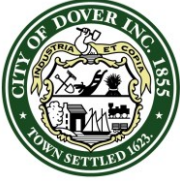
The proposed debt authorizations contained in this resolution will result in the following City Council adopted Financial Policies not being adhered to:

- A. Water Fund debt shall not exceed 5% of the State of NH legal debt limit.
- B. Water Fund debt service for any given fiscal year shall not exceed 40% of the total appropriations for the fund.

Water Fund debt will exceed the 5% policy limit in FY2024 and continue through FY2029 as a result of the funding appropriated in this resolution and the funding for Water System Facilities Upgrade in the FY2017 CIP and FY2018 CIP. The Water Fund debt service as a percentage of budget is projected to exceed the 40% policy level in FY2024 and continue through FY2029. This is the result of the funding appropriated for Water System Facilities Upgrade in FY2017 and FY2018 CIPs, as well as the \$2,058,000 authorized as part of the FY2024 CIP adoption and the \$2,376,627 proposed for debt financing in this resolution.

Budgetary and Rate Impacts

The repayment of the Water Fund debt obligations are funded through the revenue collected from rate payers. The \$2,376,627 debt obligation is expected to be paid back over a 20-year period. Principal repayments would be \$118,831 per year. The annual impact to the City's Water 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 4.75%, is estimated to be a total of \$1,298,236 impact and approximately \$112,890 annual impact for the first three years. The combined impact of principal and interest repayment for the debt financing is estimated at \$0.23 impact on the water rate. For a single-family home with an average annual water usage of 75 HCF the annual impact would be \$17.55.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2023.07.26 – 009**
Ordinance Title: Waste Management
Chapter: 145
Section: 2 Collection schedule; restrictions; recycling list

secured as a bundle no more than four feet by four feet in size and no more than 50 pounds in weight

- F. The price of Dover bags and Dover tags shall be reviewed annually or as needed by the City Council.
- G. The Solid Waste Coordinator shall publish a list of recycling materials acceptable for the curbside recycling collection program, place the list on the City website and make the list available to the public.
- H. The Community Services Department shall announce the amended collection schedule for holiday weeks in advance.
- I. Items placed by residents along the public way marked "Free," or similar marking, shall only be placed in public view for 24 hours.

3. TAKES EFFECT

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

REQUIRES PUBLIC HEARING

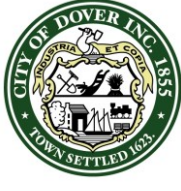
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: 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 - ORDINANCE Agenda Item#: 13.C.1. Ordinance Number: O – 2023.07.26 – 009 Ordinance Title: Waste Management Chapter: 145 Section: 2 Collection schedule; restrictions; recycling list
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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

The City is experiencing ongoing problems whereby residents opting to use private trash collection are placing trash and other materials curbside throughout the week and out of compliance with the City’s code. Increasingly, City staff have encountered difficulty regulating curbside trash placed for private contractors, including instances where collection by private contractors interferes with snow removal and other activities. The City’s Solid Waste Advisory Committee supports this ordinance amendment.

For reference, RSA 47:17, VII enables the City to regulate “all streets and public ways, . . . and the deposit of any waste or other thing whatsoever.”