



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 23, 2023**
Meeting Time: **7:00 pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
8. **PUBLIC FORUM**

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

9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
 - A. **August 9, 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. **FISCAL YEAR 2024 CIP APPROPRIATION AND AUTHORIZATION FOR BONDING OF PORTSMOUTH DOVER WATER SYSTEMS INTERCONNECT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
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.)**
SPONSORED BY MAYOR CARRIER BY REQUEST

13. **NEW BUSINESS**

- A. **CONSENT CALENDAR**
 1. **ADDITIONAL SCOPE OF WORK FOR DREDGE CELL CLOSURE – GEOINSIGHT, INC., NOW VERDANTAS, LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
 2. **B23069 ADDITIONAL SCOPE OF WORK FOR COURT STREET EMERGENCY SEWER REPLACEMENT PROJECT**
SPONSORED BY MAYOR CARRIER BY REQUEST



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3. B24006 AWARD OF BID FOR WINTER CUTTING EDGES

SPONSORED BY MAYOR CARRIER BY REQUEST

4. APPROVAL OF LICENSE AND MAINTENANCE AGREEMENT BETWEEN CITY OF DOVER, AND DOVER FOOTBALL LEAGUE, LLC

SPONSORED BY MAYOR CARRIER BY REQUEST

5. DOVER GROUNDWATER EXPLORATION AND SOURCE EVALUATION – EMERY & GARRETT AMENDMENT TWO

SPONSORED BY MAYOR CARRIER BY REQUEST

6. B24011 CAMION SYSTEMS – SOURCEWELL CONTRACT #031423-EDP

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 Committee (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) | |

B. RESOLUTIONS

1. AUTHORIZING PAVING OF A PORTION OF OLD GARRISON ROAD (A SCENIC ROAD)

SPONSORED BY MAYOR CARRIER BY REQUEST

2. AUTHORIZATION TO APPROVE CITY-WIDE “ADOPT A TREE” PROGRAM, DONATIONS AND PACEMENT OF PLAQUES

SPONSORED BY MAYOR CARRIER BY REQUEST

3. ESTABLISHING DEFAULT RATE FOR ENROLLEES IN DOVER COMMUNITY POWER PROGRAM

SPONSORED BY MAYOR CARRIER BY REQUEST

4. CITYWIDE 2023-2024 GROUNDWATER MONITORING PROGRAM – EMERY & GARRETT

SPONSORED BY MAYOR CARRIER BY REQUEST



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- 5. FISCAL YEAR 2024 CIP APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE REVOLVING FUND (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 SEPTEMBER 13, 2023, WITH A CITY COUNCIL VOTE TO OCCUR ON SEPTEMBER 27, 2023.)**
SPONSORED BY MAYOR CARRIER BY REQUEST

- 6. AMENDMENT OF FISCAL YEAR 2024 SCHEDULE OF FEES TO AMEND INSPECTION SERVICES DIVISION SECTION OF SCHEDULE (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL IN ACCORDANCE WITH SECTION C6-6.)**
(TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 13, 2023)

C. ORDINANCES IN 1ST READING

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

CITY MANAGER'S REPORT

REPORTING ON: JULY, 2023

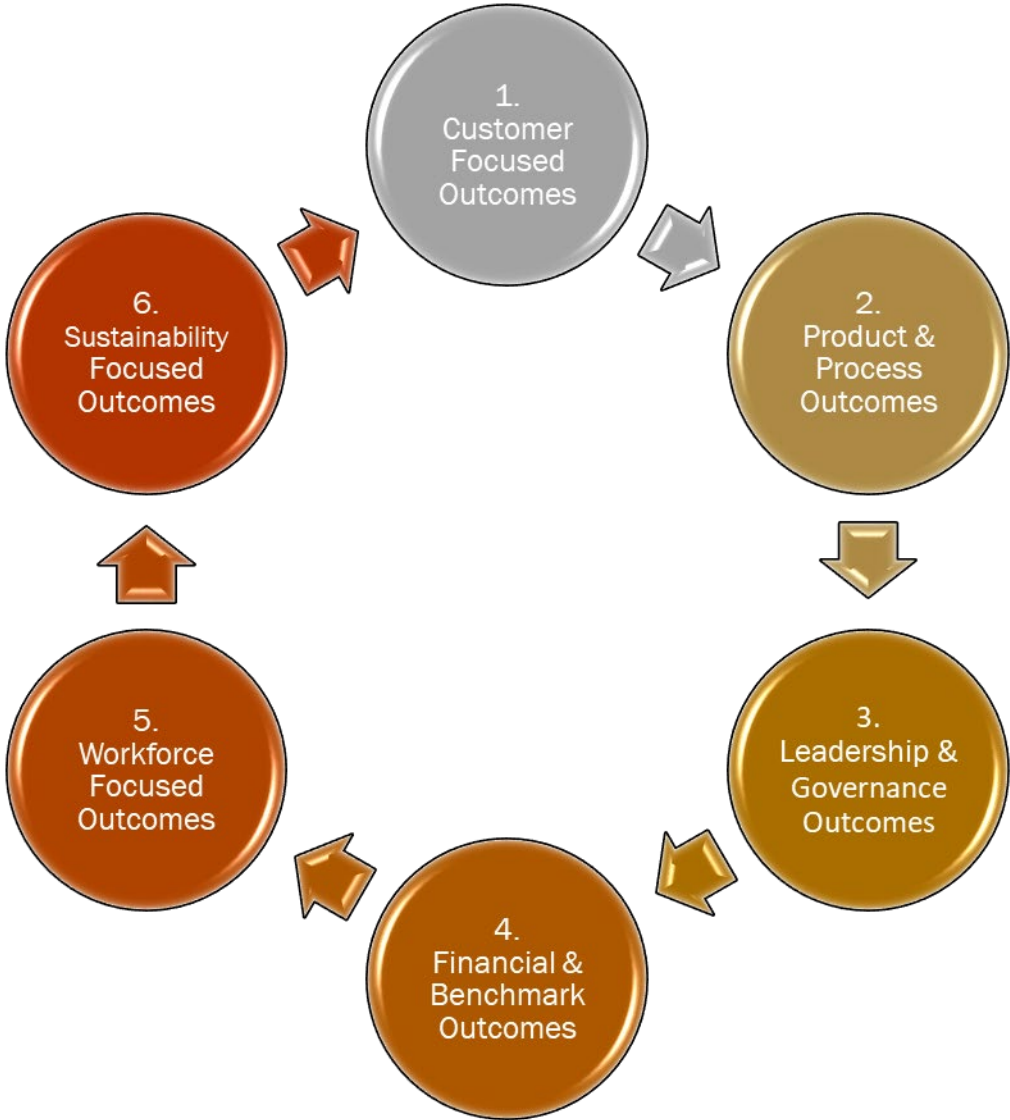


Waterfront Groundbreaking
Michael Gillis

August 23, 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



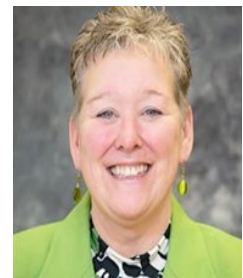
Gary Bannon
Recreation Director



Donna Benton
Planning & CDBG
Director



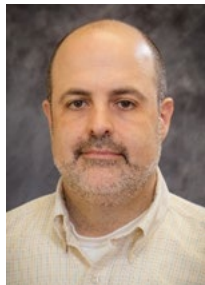
William Breault
Police Chief



Susan Daudelin
Human Resources
Director



Annie Dove
Information
Technology Director



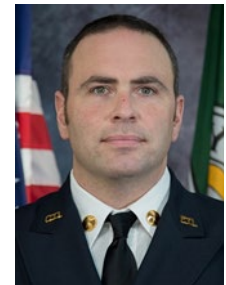
Michael Gillis
Media Services
Director



Denise LaFrance
Public Library
Director



Daniel Lynch
Finance Director



Michael McShane
Fire & Rescue Chief,
Emergency Mgmt
Director



Christopher Parker
Deputy City Manager



John Storer
Community Services
Director



Joshua Wyatt
City Attorney

TBD
City Clerk Tax
Collector

Community Services Department

Water Division



The City of Dover produced 66 million gallons of water for the month of July, and averaged 2.2 million gallons per day. The wells that are in use are Smith, Cummings, Campbell, Calderwood, Bouchard and Willand Pond Well 1. Ireland, DPH-1, and Hughes wells are off line. The Utilities crews closed 19 service requests and 71 work orders for July. Crews conducted monthly sampling and maintenance and had the finish pump at French Cross Road Water Treatment Plant replaced which has helped with production for the month. There are two finish pumps at this location and the other pump is expected to be pulled and replaced in August.

The Utilities Division had a couple of water main breaks on Hough and Oak Street. Unfortunately, both water main breaks were located in close proximity to repairs that have been made this year and in both cases service was disrupted to residents while the repairs were made. The mains in both areas are vintage 1888 cast iron. A contractor struck a water service while conducting the emergency sewer main replacement on Court St. The service line was for the cemetery and no other service in the area was disrupted while the repair was made. The utilities crew also installed two new water main valves ahead of the drain culvert replacement on Hough Street that is expected to start and finish in August. The water main had to be removed from the area in order to install the new drain line on the Barry Brook. Once the culvert is installed, the water main will be tied back together. The water main work was done as to not disrupt service during the new drainage install.



[Oak Street water main repair.](#)



[Oak Street lateral break.](#)



[Hough Street water main failure.](#)



[Court Street water service repair.](#)



Sewer Pump Stations and Collection

The Pump Stations and Utilities sewer crews closed 3 service requests for July and 139 work orders for July.

The Pumps Station crews worked with several contractors on making the repairs to the River Street Pump Station after the flood. A drive coupling failed shortly after being installed and was replaced with a new coupling with no interruption in service or backups. In between working in the River Street Pump Station, the crews worked on general maintenance at the rest of the pump stations.

The utilities crew responded to several requests for sewer backups in July that were reported to be on the homeowner's side. The utilities crew also has started to clean and inspect the condition of the sewer main on the north end of the City. The cleaning and inspection of the sewer gravity lines helps the City staff determine the overall health and condition of the sewer infrastructure and can also find problem areas that can be repaired before they become a significant issue.

A contractor started on the sewer main replacement on Court Street. The sewer line was discovered to be in very poor condition which prompted it to be replaced. The line itself is a larger diameter gravity main that was in the past used to handle the sewer force main from the Varney Brook Pump Station, which now pumps directly to the Wastewater Treatment Plant. Due to the gravity main being oversized, this caused hydrogen sulfide to deteriorate the inside of the sewer main to the point of collapse. Typically, sewer mains are sized to handle enough flow to keep the sewer water flowing through it. When a main is very large in diameter and there is no or low flow, this can lead to hydrogen sulfide to be created that is a corrosive gas which will deteriorate non-plastic pipe. In the case of Court Street, the sewer main is made up of asbestos cement.



Streets & Stormwater

During the month of July, the Streets Division was overseeing paving work being done by Continental Paving. The wearing course, otherwise known as the top course, was done on a number of streets. Fairfield Dr, Sunset Dr, Brookline Ave, Iona Ave, Kennedy Circle, Cedarbrook Dr, Mitchell Ct and Fourth St all received the wearing course. Shoulder gravel was then put out as needed by Continental Paving and once that work was completed, crews then started to loam the areas along those roads that needed to be repaired. The loaming work is ongoing.

Catch basin cleaning got underway with 441 basins being cleaned in the first two weeks. The south-end is being cleaned this year with just under 1,700 basins to be cleaned. Triton Storm Water is the contractor

who once again is contracted to do the south-end this year. A member of the Streets Division goes with the contractor to inspect as well as mark off each basin completed, entering notes as needed.

Camion Systems, along with Granite State De-Icing Supply, put on a brine presentation for crews. They talked to crews about the different products that are being used across the country in various weather conditions. They explained how Dover can be more effective in using brine to cut down on the cost of using rock salt. They brought a trailer full of different applicators and a brine maker. It was a very informative session and was well received by all who attended.



Shawn O'Keefe president of Granite State De-Icing Supply, Dan Gilliland from Camions systems and & Brian Landry, Streets Supervisor, with brine maker system further back on the trailer.



Hough St project. SUR digging for and starting to set the outfall headwall pieces.

The Hough Street culvert replacement project began at the end of the month. The streets crew, along with help from the utilities crew, provided the dump trucks for the job. The trucks worked with SUR Construction to haul material away as well as bring back materials needed to complete the project.

With Dover having had quite a bit of rain over the last few months, everything is growing fast. Crews have been tackling overgrowth. They spent a morning cleaning up along the

dumpster area behind the Orchard Street lot. The division has also been getting service requests for overgrowth obstructing sidewalks. If it was an area that needed immediate attention, crews will tackle it and it caused by bushes on private property, owners of that particular area will get a letter to address the overgrowth.



Overgrowth on Nelson at Atkinson Street blocking stop sign and sidewalk as well as overgrowth on Orchard Street.



Facilities, Grounds & Cemeteries

Facilities, Grounds and Cemeteries employees addressed 80 Service calls and 128 work orders in the month of July. They conducted 5 ash interments and 7 full burials in Pine Hill Cemetery during the month. There were two work orders for setting markers. An unveiling event was held on July 15th for the Nellie Brown Mitchell Black Heritage Trail marker that was placed near the entrance to the Pine Hill Cemetery. This event was well attended and brought much attention to this distinguished woman who is interred in Pine Hill Cemetery.

The city hall clock tower shone red white and blue for the 4th of July celebrations. Employees assisted in clean up after the fireworks, which were launched from both Maglaras Park and Garrison Hill. Mother Nature was not her most cooperative but the crowd in Pine Hill Cemetery seemed to enjoy them none the less.

Facilities, Grounds & Cemetery employees have been working overtime to try to keep up with the grass in Pine Hill, as the numerous rain events and cooler temperatures this July have been ideal for growing grass. A few employees from the Public Works division have come over to assist in string trimming around the 35,000+ monuments and staff was happy to have their help.

There were thirty work orders pertaining to buildings, three mortise locks were changed out and replaced under the BEST product warranty, filters were changed and some HVAC issues needed to be addressed with two units at City Hall experiencing issues. Two keys were issued, six requests for deliveries of supplies were satisfied and one heavy item was moved to a new location. The usual monthly inspections of fire extinguishers and elevators were conducted as they are each month by City employees. Local volunteer Joan Kula could be seen working in the flower beds along the front of City Hall. Joan's efforts keep the areas looking colorful and well-tended. We are so appreciative of her volunteerism and the time and effort she puts into these gardens.

Eighty-six work orders concerned outside issues. Twenty traffic signal concerns were investigated, with two green balls, two red balls and five yellow balls needing to be replaced. The Electric Light Company continues to work with Sebago Technics and City employees to address issues at various intersections. The warning lights on the Broadway bridge have been periodically malfunctioning and new cabling is needed. This will be addressed in upcoming weeks. There is an issue at Indian Brook Drive and Members Way that has been frustrating motorists, as a part is on order but has taken some time to come in. Motorists have to wait a short time for the lights to cycle when there is no vehicle at the cross street.

A motor vehicle accident took down a traffic signal post at the intersection of Locust Street and Silver Street on July 20th. The post and signal heads were removed, refurbished and reinstalled by the Electric Light Company.

Ten signs were attended to, with the signs on the pedestrian island on Central Avenue at Fifth Street needing attention after being struck 4 times this month. The signs on this island have been struck 43

times since they were installed in 2021. No pedestrians have been struck at this location, so that is a positive. There will be changes here with the upcoming Fifth and Grove Street project. Ten more

NO CAMPING signs were ordered to be placed near Guppy Park Ballfield and also at Bellamy Park near the high school.

A new memorial bench was installed in Henry Law Park across the parking lot from the gundalow and one was removed from the old skateboard park to be installed near the new skateboard park. The number of donated memorial benches is growing, adding to those installed along the Orchard Street Riverwalk and the Maple Square bench in front of Harvey's Bakery.

Fourteen tree issues were looked into, broken limbs were removed and ownership is being determined on others. Watering of the newly planted trees in the downtown tree pits was ongoing, as was watering of the whiskey barrels. The outside mowing of public turf areas was ongoing, playground mulch was distributed to tot lots and playground structures throughout the City.

A trench was filled in where electrical work had been completed on a Guppey Park electrical panel. The Shaw's Lane soccer field was lined weekly and a sprinkler head was replaced at the Long hill multi-purpose field. Two graffiti complaints were addressed and two décor light issues were investigated.

Again, staff would like to acknowledge the efforts of volunteers throughout the City, including the Dover Doers and Don't Trash Dover litter collectors, both groups organized by Deb Clough and her group of civic minded people who have worked to clean up and brighten up downtown areas with flowers on the bridges and near local businesses. We can not thank them enough!

<i>Facilities, Grounds & Cemetery Division</i>	Burials Ash	Burials Full	Service Calls	Work Orders
<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

June 2023	10	1	79	150
July 2023	5	7	80	128

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*
- *Bill Boulanger – Special Projects Advisor*
- *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*
- *Molly Grace – Engineering Intern*

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 neighborhoods. Included in that total are projects for other departments including but not limited to Planning (Downtown Pedestrian and Vehicular

Improvements Project), Recreation (Jenny Thompson Pool Evaluation and New Skate Park), and Library Renovation.

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)	258	235
July 2023	29	18

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

Dover Utilities Commission (Amelia DeGrace): The Dover Utilities Commission held a joint meeting with the Ordinance Committee on July 10th to review progress on the development of a Stormwater Utility. Gretchen Young and Amelia DeGrace were in attendance.

Transportation Advisory Committee (TAC) (Jillian Semprini): A TAC meeting was held on July 24th. The next TAC meeting is scheduled for September 25th.

Planning Board (Ken Mavrogeorge): Planning Board met once in June and recommended the Vision Chapter of the Master Plan be approved by City Council.

Municipal Alliance for Adaptive Management (MAAM) (Gretchen Young): MAAM held a special meeting on July 13th to open up a collaborative and informal conversation with all communities in the Great Bay watershed, discussing the recent Conservation Law Foundation (CLF) petition to the EPA for Residual Designation Authority (RDA). In attendance were folks from CLF and EPA as well as the MAAM all discussing the purpose, goals, and potential next steps for the RDA.

[One of the most common questions received by the Engineering Department includes:](#)

Can you install a speed bump on my road?

Answer: Historically the City has not been a proponent of speed tables unless they are coupled with other specific measures such as a raised crosswalk (like on Bellamy Road near Dover High School). Staff at the Community Services Department has generally been opposed to them because they pose other problems with effective snow maintenance, impeding water runoff, and impeding emergency vehicles in

the event of an emergency. Staff also know that the noise from cars that navigate them too fast tends to be unpopular over time with residents who live adjacent to them. The City's Transportation Advisory Committee (TAC) has fielded many requests for speed tables on numerous other City streets, but to date has not endorsed them except in certain specific situations. If you would like to bring this up to TAC, you can submit a formal request to be added to their next meeting agenda (September 25th) by calling Community Services at 603-516-6450.

PROJECTS

As noted above, 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.

Hough Street Emergency Culvert Repair: The precast concrete box culvert was delivered on July 26th, and the City's contractor started construction the following day. By the end of July, the contractor had installed the majority of the structure. Engineering staff has been coordinating with the contractor to address any questions and performing regular site visits to monitor progress, verify erosion control measures are in place, and maintain open lines of communication with abutters. It is anticipated that this section of the road will be opened prior to the end of August. This section of Hough Street has been closed to through traffic since the early spring.



Installation of new precast concrete box culvert below Hough Street.

Street Reconstructions: The Engineering staff continues to advance the designs of multiple street reconstruction projects including the following: Fifth and Grove St; Court and Union St.; Henry Law and River St. It is anticipated that these projects will be ready for bid this summer and released for bid in the late summer/fall. Work for these projects are anticipated to occur in spring 2024 and continue through mid-2025. Street Reconstruction projects are Capital Improvement Plan projects that include comprehensive upgrades to water, sewer, drainage, lighting, road surfaces, and sidewalks within neighborhoods. The second neighborhood meeting for the Fifth and Grove St project was held on July 10th. It is anticipated that additional public meetings for the other projects will be occurring in August of 2023 prior to going out to bid.

River Street Pump Station Upgrade: Waterline Industries Corporation was the low bidder for the River Street Pump Station Improvements Project. The project was awarded in July and a preconstruction meeting with the Contractor is scheduled for the end of August. Improvements to the pump station are expected to take 18 months to complete and coincide with the Waterfront Infrastructure Improvements project.

Pudding Hill Water Treatment Plant: Pudding Hill Water Treatment Plant: Contractors continued to work on internal piping, electrical, chemical storage areas, and telecommunications. Work continues to be on track for operation in the spring of 2024.

Stormwater Management Plan: The 2017 MS4 permit has been extended for an additional year as EPA finalizes the draft for the next 5-year permit. It is anticipated a draft of the next permit will be available for review in the fall. Staff continue to work under the existing permit, focusing on illicit discharge detection and elimination.

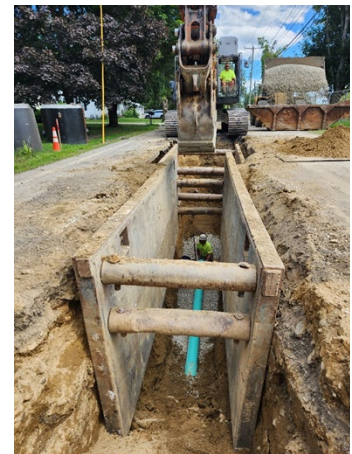
Cocheco St Outfall Replacement: Engineering continues to meet with staff from Eversource to review a preliminary cost estimate, schedule, and logistics for the construction of the replacement for the existing stormwater outfall. It is anticipated that construction will start in November 2024 and run through March 2025.

Court Street Emergency Sewer Repair: Community Services Engineering and Operations staff are working together to support the emergency repair of a collapsed sewer main within Court St. The existing 24-inch pipe failure was discovered last year during the data collection phase of the Court Street Reconstruction Project. Upon discovery of the failure, the consultant for the reconstruction project shifted gears to design and permit the emergency repair that is currently being installed. Modifications to the design have been necessary to avoid existing infrastructure within Court St. but the work is expected to be completed by September.

Stormwater and Flood Resiliency Utility: The Dover Utilities Commission (DUC) and Ordinance Committee held a joint meeting on July 10th. The presentation provided an overview a stormwater financial analysis, an impervious area analysis, utility fee structure and credit system recommendations, and how the utility would be administered. Based on feedback and questions from the joint meeting, City staff, and the consultant will provide another update to a DUC and Ordinance Committee joint meeting scheduled for Monday, Aug. 21. Public outreach on the proposed utility will continue into the fall and winter with the City Council poised to hold a first reading for an ordinance to create the utility in November, followed by a public hearing and possible vote in December. If enacted as currently envisioned, the utility would begin at the start of the 2025 fiscal year on July 1, 2024.



Interior fit up at the new Pudding Hill Water Treatment Plant.



Court Street Emergency Sewer Repair.

Traffic Signal Management: The City's traffic engineering consultant, Sebago Technics, held 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: Construction of the tank pedestal continues to move forward. Construction and installation of sewer, drainage and watermain on Smith Well Rd are scheduled for August and September 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.



New elevated tank pedestal continues to rise.

Street Paving Program: Engineering staff has been coordinating with the Streets and Drains Department to select roads for routine maintenance (crack sealing). A request for bids (RFB) for crack sealing is anticipated to be released in August 2023.

Cocheco Stormwater Master Plan: Engineering staff met with the NHDES and the City's consultant Kleinfelder on July 31st 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. The City's consultant is in the process of developing opinions of probable cost for the total reconstruction of the neighborhood to aid City staff in the development of Capital Improvement Projects as part of the 2023 CIP update. A preferred alternative will be recommended by the consultant and selected by City staff by the end of 2023. The preferred alternative will serve as the basis of design for the Oak, Ham, and Ela Neighborhood reconstruction (+/- 100 acres). It is anticipated that the design for the neighborhood reconstruction will begin in early 2024.



Cocheco Masterplan Study Drainage Alternative.

Waterfront Redevelopment: The City's contractor, Northeast Earth, mobilized equipment at the Waterfront project in July following the City's 400th Anniversary events. Material stockpiled from the bluff removal

projects is in the process of being relocated to facilitate the installation of utilities within the new roads as well as environmental remediation. The City’s portion of the Waterfront Development 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: Engineering staff is working with Operations staff to coordinate the installation of new light poles along fish ladder park in advance of landscaping improvements. The majority of work will occur in late summer 2023. Park improvements include new brick walkways, park bench pads, trash receptacles pads, and landscaping.

Skate Park: Artisan Skateparks started placing concrete for the new skate park in July and will continue to work through the end of the summer. Additional sitework to follow the park’s construction includes a new stormwater management basin and sidewalks around the park. Site work finishes are scheduled to be completed in early fall. Once the new skate park is completed, the existing skate park will be demolished.

Inspection Services: 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.

Permits

PERMIT SUMMARY JULY 2023	
Driveway Permits:	09
Utility Licenses:	02
Paving Licenses:	04
Excavation Permits:	24
Obstruction Permits:	05
Wastewater Connection Permit:	01
C/O Inspections	04
Septic Design Reviews:	01
Construction Permits	03

Site Review / Project Oversight Support

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

- Site Plan Modification to the Court House Residential Redevelopment Project
- Proposed Residential Development at 36 Olive Meadow Lane
- Redevelopment of an existing office building at 100 Education Way
- A residential subdivision off of Tolend Rd.

Engineering Technician, Jordan Chambers, continues 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.)

In July, one (1) preconstruction meeting was held for the former Asia building on Third Street.



Touring the new Catch Basin Screening Facility.

Gretchen Young, PE, Dover's Environmental Projects Manager along with Dale Hood, the Wastewater Treatment Plant Maintenance Technician, and CS Director John Storer, gave a tour of Dover's recently constructed Catch Basin and Street Sweeping Processing Facility. Attendees included the Deputy Mayor Shanahan, consultants from Verdantas, and the Town Administrator and Chief Operator from Peterborough, NH. The facility is currently operating for piloting as staff and the NHDES work to secure necessary Solid Waste permitting.

Administration:

David Fredrickson, Deputy Director, attended the Line, Levels & Layouts, presented by University of New Hampshire. The event was held in Portsmouth, NH.

Executive Department

Office of the City Manager

The City Manager's Assistant processed 6 Worker's Compensation Claims July, 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 July, monitored new position and/or new hire physicals, and background/motor vehicle checks for 10 employees. This ensures all employees and/or applicants were able to move on in the hiring process.

The City Manager's Assistant coordinates the gathering of city-wide metrics from all departments. Staff is at the point of closing out FY2023 metric input and moving on to the new FY2024 database that is now open and ready for input.

The CMA spent much of July inputting FY2024 requisitions for the City Manager's Office, Human Resources, Media Services, Legal Office and Business Development. This helps to ensure that purchase orders are set up prior to divisions purchasing needed items.

The City Manager's Assistant coordinated the 4th annual City Hall Spirit Week in July. This is a fun week for employees to dress according to the categories chosen early on for each particular day. Employees prepare weeks in advance to win various prizes. This year, The Tackiest Person prize went to Sarah in Assessing; The Craziest Hat winner was Josh Wyatt in the City Attorney's Office; The Brightest Employee went to Jen P in the City Attorney's Office and the Office with the Most Spirit went to the Finance Admin Office. They all came in dressed like the City's infamous Finance Director, Dan Lynch. The public enjoys seeing this as well.

Office of Human Resources

Employment Anniversaries with the City of Dover August 2023

Employee Name	Department / Division	Number of Years
Wilson, Michael T	FG	40
Flanagan, Lois E	FG	36
Cormier, Todd A	Public Works	29
Hanna, E. David	Fire	29
Golding, David J	Fire	25
Hager, Stacey A	Public Works	25

Parker, Christopher G	Executive	25
Tarmey, John A	Police	21
Dwyer, Stephen R	Police	20
Colonna, Mark W	FG	19
Croteau, Shawn A	Fire	19
Nelson, Anne N	Library	19
Rano, Joanne M	Library	18
Dube, Michelle M	Fire	15
Grass, Ryan J	Public Works	15
Pine, Timothy	Executive	15
Cooper, Juel K	Police	13
Donovan, Jaimie S	Fire	13
Collis, David J	Police	12
Labonte, Julie M	Finance	12
Thunstrom, Stephen L	Fire	9
Colarusso, Anthony A	Fire	8
Glidden, Keegan C	Public Works	8
Nelson, Jeffrey T	Fire	8
Nicoll, Jason R	Fire	8
Ryan, Michael E	Fire	8
Gaston, Susan	Public Welfare	7
Martuscello, Molly	Police	6
O'Neil, Derek T	Police	5
Gibbons, Christopher R	Police	4
Sobel, Adin M	Police	4
David, Timothy P	Police	3
Early, Brian J	Executive	3
Zimmerman, Thomas E	Executive	3
Anderson, Ryan M	Police	2
Burbank, Brandon P	Recreation	2
Gagnon, Nicholas A	Library	2
Gurnsey, Nathaniel R	Police	2
Parise, Robina R	Finance	2
Bowman, Ian G	Fire	1
Cherim, Lilah B	Fire	1
Cragin, Kathleen K	Finance	1
Crampsey, Joshua T	Fire	1
Gaudette, Christian D	FG	1
Phipps, Zachary N	Fire	1
Ricker, Keegan S	Fire	1
Rodenhuis, Sierra L	Fire	1
Stevens, Hunter R	Fire	1
Tully, Brian J	Fire	1

July Employment Separations = 03		July Employment Hires = 04	
02	Community Services	01	Community Services
01	Police	01	Police
		02	Recreation

Office of Information Technology

Office of Information Technology, including Police IT staff, managed 128 total monthly IT Support Tickets in July 2023. The majority of tickets were created in the Police and Community Services departments. The majority of tickets were categorized as Client – Issue.

Starting Jul 2023, Office of IT will report on overall phone systems metrics and deliver monthly reports to departments related to call queue metrics.

Water/Sewer Billing started utilizing VUEWorks for water meter installation work. This was the culmination of a large two part project. First a new water meter point layer was created in GIS. Second a custom VUEWorks work order template was created with training provided to Finance and Community Services staff who support water meter work.

Open Service Requests and Open Work Orders with XY coordinates are now viewable in ArcGIS portal Public Works Operations Dashboard.

Police IT Administrator is working with the Computer Aided Dispatch (CAD) vendor to improve High-Availability configuration.

IT Director and Deputy IT Director tested two leading mobile device security platforms.

The IT Director assisted the City of Rochester in hiring of new Chief Information Officer.

The IT Director spent time in the closing out of applicable FY2023 in the IT portion of the finance system. She also spent time in the creation of FY2024 purchase orders with large amount of focus on telecommunications purchase orders.

The director met with the Purchasing Agent and Deputy IT Finance Director to review Purchasing material on Intranet and ensure they have access to update. She also provided a walk-through of using FoxIt for e-signature on invoices.

Enterprise Systems IT Administrator attended School ERP Pro stakeholder meeting which covered overall development plan. Tyler states full support of all premise functionality is now in their cloud environment.

Sharing Tyler Elevate webinars with all EPL Application users. IT Director and Asset Management Admin attend several; 2023.1 EPL LTS Release Overview, New iG License Management, GIS Administration.

Continued support of and contract review for Badger Meter water management application, including portal, communications and water meters.

Office of Media Services

In July, 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 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 look at the Vision Chapter of the City's Master Plan; working for the city for decades; a conversation with longtime volunteer Otis Perry about serving on various boards and commissions; and a preview of the Cochecho Arts Festival.

Media Services provided additional coverage and production for a variety of events held in July, including the reading of the Declaration of Independence, the annual fireworks display, the Dover400 parade, several 400th-anniversary events, and the meeting of the Governor and Executive Council in Dover.

In July, Media Services continued to provide assistance to Dover400 with its oral history project, Voices of Dover. In addition to the release and postproduction of the oral histories, Media Services in July recorded additional interviews with Dover residents as part of the project.

In July, 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 July distributed 68 news releases across multiple platforms for other city matters, including ongoing projects and special announcements.

Media Services provided live and taped televised coverage of 16 meetings and special events in July.

Also in July, 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 Clerk Tax	7/6/2023	CITY OF DOVER-GENERAL FUND	\$7,976.00
City Clerk Tax	7/6/2023	GATEHOUSE MEDIA MASSACHUSETTS I, INC	\$8,000.00
City Clerk Tax	7/6/2023	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$11,440.00
City Clerk Tax	7/6/2023	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$13,260.00
City Clerk Tax	7/6/2023	UNITED STATES POST OFFICE-CMRS	\$52,800.00
City Clerk Tax	7/7/2023	SANDERS SEARCHES, LLC	\$5,000.00
Finance Office	7/1/2023	GATEHOUSE MEDIA MASSACHUSETTS I, INC	\$6,025.00
Finance Office	7/1/2023	MS GOVERN	\$49,880.25
Finance Office	7/1/2023	EVERSOURCE ENERGY	\$57,912.00
Finance Office	7/1/2023	TYLER TECHNOLOGIES, INC.	\$58,875.90
Finance Office	7/1/2023	EVERSOURCE ENERGY	\$64,800.00
Finance Office	7/1/2023	EVERSOURCE ENERGY	\$143,942.00
Finance Office	7/1/2023	EVERSOURCE ENERGY	\$373,551.00
Finance Office	7/1/2023	PRIMEX-P/C GROUP	\$548,077.00
Finance Office	7/1/2023	EVERSOURCE ENERGY	\$843,423.00
Finance Office	7/4/2023	TOSHIBA BUSINESS SOLUTIONS	\$5,035.81
Finance Office	7/4/2023	NYHART CO.,INC.	\$7,000.00

Finance Office	7/4/2023	MAC PAPER CONVERTERS, INC. DBA	\$8,213.60
Finance Office	7/4/2023	EVERSOURCE ENERGY	\$9,250.00
Finance Office	7/4/2023	GHD SERVICES, INC.	\$9,399.75
Finance Office	7/4/2023	MELANSON	\$9,500.00
Finance Office	7/4/2023	DEVINE, MILLIMET & BRANCH, PA	\$21,375.00
Finance Office	7/6/2023	VERMONT REC SURFACING & FENCING	\$9,224.00
Finance Office	7/7/2023	STRAFFORD COUNTY COMMISSIONERS	\$10,308,597.00
Finance Office	7/18/2023	MARCUM LLP	\$77,500.00
Finance Office	7/26/2023	UNITIL NH	\$94,314.00
Finance Office	7/26/2023	SPRAGUE OPERATING RESOUCES, LLC.	\$108,077.00
Finance Office	7/27/2023	2 WAY COMMUNICATIONS SERVICE, INC.	\$8,005.60
Info Technology	7/4/2023	SHI INTERNATIONAL CORP	\$5,108.00
Info Technology	7/1/2023	APPLIED GEOGRAPHICS INC	\$5,500.00
Info Technology	7/7/2023	INTERSOFT DATA LABS, INC.	\$6,913.00
Info Technology	7/4/2023	RED RIVER COMPUTER CO, INC	\$8,609.11
Info Technology	7/1/2023	PRESIDIO NETWORKED SOLUTIONS, INC	\$9,878.50
Info Technology	7/26/2023	SHI INTERNATIONAL CORP	\$10,979.00
Info Technology	7/6/2023	VERIZON WIRELESS	\$21,423.00
Info Technology	7/7/2023	TYLER TECHNOLOGIES, INC.	\$30,922.50
Info Technology	7/17/2023	COMCAST	\$32,832.50
Info Technology	7/6/2023	VERIZON WIRELESS	\$49,193.00
Info Technology	7/4/2023	TYLER TECHNOLOGIES, INC.	\$50,917.44
Community Services	7/1/2023	ATG MANCHESTER, LLC.	\$5,000.00
Community Services	7/1/2023	ATG MANCHESTER, LLC.	\$5,000.00
Community Services	7/1/2023	ATG MANCHESTER, LLC.	\$5,000.00
Community Services	7/1/2023	CITY OF DOVER-WATER~SEWER DEPT.	\$5,310.43
Community Services	7/1/2023	ATG MANCHESTER, LLC.	\$5,328.90
Community Services	7/1/2023	CITY OF DOVER-WATER~SEWER DEPT.	\$5,504.46
Community Services	7/1/2023	CITY OF DOVER-WATER~SEWER DEPT.	\$7,917.68
Community Services	7/1/2023	PEST-END, INC.	\$8,040.00
Community Services	7/1/2023	ALLEGIANCE TRUCK, LLC	\$10,000.00
Community Services	7/1/2023	ALLEGIANCE TRUCK, LLC	\$10,000.00
Community Services	7/1/2023	ALLEGIANCE TRUCK, LLC	\$10,000.00
Community Services	7/1/2023	ALLEGIANCE TRUCK, LLC	\$10,000.00
Community Services	7/1/2023	ALLEGIANCE TRUCK, LLC	\$10,000.00
Community Services	7/1/2023	ALLEGIANCE TRUCK, LLC	\$10,000.00
Community Services	7/1/2023	ALLEGIANCE TRUCK, LLC	\$10,000.00
Community Services	7/1/2023	ALLEGIANCE TRUCK, LLC	\$10,000.00
Community Services	7/1/2023	ALLEGIANCE TRUCK, LLC	\$10,000.00
Community Services	7/1/2023	ALLEGIANCE TRUCK, LLC	\$10,000.00
Community Services	7/1/2023	ALLEGIANCE TRUCK, LLC	\$10,000.00
Community Services	7/1/2023	SANEL NAPA	\$10,000.00
Community Services	7/1/2023	SANEL NAPA	\$10,000.00

Community Services	7/1/2023	SANEL NAPA	\$10,000.00
Community Services	7/1/2023	SANEL NAPA	\$10,000.00
Community Services	7/1/2023	SANEL NAPA	\$10,000.00
Community Services	7/1/2023	SANEL NAPA	\$10,000.00
Community Services	7/1/2023	SANEL NAPA	\$10,000.00
Community Services	7/1/2023	SANEL NAPA	\$10,000.00
Community Services	7/1/2023	SANEL NAPA	\$10,000.00
Community Services	7/1/2023	SANEL NAPA	\$10,000.00
Community Services	7/1/2023	SANEL NAPA	\$10,000.00
Community Services	7/1/2023	CITY OF DOVER-WATER~SEWER DEPT.	\$11,366.68
Community Services	7/1/2023	NORTHERN N.E. PASS RAIL AUTHORITY	\$20,870.00
Community Services	7/4/2023	H.D. INDUSTRIES, INC.	\$5,115.02
Community Services	7/4/2023	F.W. WEBB	\$5,304.00
Community Services	7/4/2023	MACKINNON & SONS EXCAVATING, LLC	\$5,640.00
Community Services	7/4/2023	CLIPPER LANDSCAPING, LLC	\$5,755.00
Community Services	7/4/2023	F.W. WEBB	\$6,000.00
Community Services	7/4/2023	UNDERWOOD ENGINEERS, INC.	\$6,328.28
Community Services	7/4/2023	STANTEC CONSULTING SERVICES, INC.	\$6,500.00
Community Services	7/4/2023	CITY OF DOVER-WATER~SEWER DEPT.	\$6,702.60
Community Services	7/4/2023	TRI-STATE SEALCOATING & PAVING, INC.	\$6,725.00
Community Services	7/4/2023	BROX INDUSTRIES, INC.	\$7,054.78
Community Services	7/4/2023	ABSOLUTE RESOURCE ASSOCIATES, LLC	\$7,061.00
Community Services	7/4/2023	PENINSULA PLASTICS, LTD	\$7,237.50
Community Services	7/4/2023	UNDERWOOD ENGINEERS, INC.	\$7,406.00
Community Services	7/4/2023	UNDERWOOD ENGINEERS, INC.	\$7,500.00
Community Services	7/4/2023	SUR CONSTRUCTION, INC.	\$7,623.00
Community Services	7/4/2023	UNDERWOOD ENGINEERS, INC.	\$7,670.73
Community Services	7/4/2023	CHADWICK BAROSS, INC.	\$7,676.33
Community Services	7/4/2023	PEST-END, INC.	\$8,045.00
Community Services	7/4/2023	SHEA CONCRETE PRODUCTS	\$8,352.00
Community Services	7/4/2023	F.W. WEBB	\$8,850.00
Community Services	7/4/2023	WRIGHT-PIERCE	\$9,006.45
Community Services	7/4/2023	UNDERWOOD ENGINEERS, INC.	\$9,061.61
Community Services	7/4/2023	GM2 ASSOCIATES, INC.	\$10,222.00
Community Services	7/4/2023	TRITECH ENGINEERING CORP	\$10,400.00
Community Services	7/4/2023	SOLENIS, LLC.	\$10,542.43
Community Services	7/4/2023	HEG, INC. / HAFNERS	\$10,572.28
Community Services	7/4/2023	WOODARD & CURRAN INC.	\$10,679.85
Community Services	7/4/2023	UNDERWOOD ENGINEERS, INC.	\$11,109.42
Community Services	7/4/2023	EMERY & GARRETT	\$12,000.00
Community Services	7/4/2023	STILES COMPANY INC.	\$12,092.00
Community Services	7/4/2023	CONCRETE SYSTEMS INC	\$13,699.00
Community Services	7/4/2023	WRIGHT-PIERCE	\$14,436.83

Community Services	7/4/2023	WRIGHT-PIERCE	\$14,988.71
Community Services	7/4/2023	BORDEN & REMINGTON CORP.	\$15,044.59
Community Services	7/4/2023	SANEL NAPA	\$15,475.72
Community Services	7/4/2023	UNDERWOOD ENGINEERS, INC.	\$15,515.49
Community Services	7/4/2023	KESSLER CONSULTING, INC.	\$17,200.00
Community Services	7/4/2023	UNDERWOOD ENGINEERS, INC.	\$17,495.32
Community Services	7/4/2023	HEG, INC. / HAFFNERS	\$17,505.97
Community Services	7/4/2023	WRIGHT-PIERCE	\$18,192.37
Community Services	7/4/2023	UNDERWOOD ENGINEERS, INC.	\$19,943.91
Community Services	7/4/2023	HALEY WARD, INC.	\$20,042.19
Community Services	7/4/2023	KLEINFELDER NORTHEAST, INC.	\$20,913.20
Community Services	7/4/2023	EMERY & GARRETT	\$25,000.00
Community Services	7/4/2023	UNDERWOOD ENGINEERS, INC.	\$27,643.69
Community Services	7/4/2023	CLIPPER LANDSCAPING, LLC	\$28,725.00
Community Services	7/4/2023	ELECTRICAL INSTALLATIONS INC.	\$30,000.00
Community Services	7/4/2023	UNDERWOOD ENGINEERS, INC.	\$33,585.04
Community Services	7/4/2023	SEBAGO TECHNICS, INC.	\$35,821.76
Community Services	7/4/2023	WASTE MANAGEMENT OF NH	\$36,653.80
Community Services	7/4/2023	TROJAN TECHNOLOGIES GROUP, ULC	\$38,470.95
Community Services	7/4/2023	EMERY & GARRETT	\$38,575.00
Community Services	7/4/2023	N. GRANESE & SONS, INC.	\$39,630.98
Community Services	7/4/2023	KLEINFELDER NORTHEAST, INC.	\$39,723.35
Community Services	7/4/2023	MUNICIPAL PEST MANAGEMENT	\$40,946.85
Community Services	7/4/2023	TRI-STATE SEALCOATING & PAVING, INC.	\$42,580.00
Community Services	7/4/2023	N. GRANESE & SONS, INC.	\$44,242.94
Community Services	7/4/2023	BARRIE MILLERS WELL & PUMP SERVICE	\$44,640.00
Community Services	7/4/2023	EMERY & GARRETT	\$49,300.00
Community Services	7/4/2023	F.W. WEBB	\$50,090.00
Community Services	7/4/2023	WOODARD & CURRAN INC.	\$51,940.58
Community Services	7/4/2023	SUR CONSTRUCTION, INC.	\$57,462.50
Community Services	7/4/2023	K5 CORPORATION	\$61,380.00
Community Services	7/4/2023	SEBAGO TECHNICS, INC.	\$61,648.03
Community Services	7/4/2023	PJC & COMPANY ECOLOGICAL LAND CARE	\$64,418.74
Community Services	7/4/2023	WRIGHT-PIERCE	\$69,507.38
Community Services	7/4/2023	JOHN H. LYMAN & SONS, INC.	\$70,561.00
Community Services	7/4/2023	STANTEC CONSULTING SERVICES, INC.	\$74,725.50
Community Services	7/4/2023	WRIGHT-PIERCE	\$78,601.79
Community Services	7/4/2023	WRIGHT-PIERCE	\$78,625.87
Community Services	7/4/2023	YORK RIVER LANDSCAPING	\$78,659.00
Community Services	7/4/2023	K5 CORPORATION	\$81,142.68
Community Services	7/4/2023	EMERY & GARRETT	\$82,950.00
Community Services	7/4/2023	GEOINSIGHT INC.	\$89,777.20
Community Services	7/4/2023	UNDERWOOD ENGINEERS, INC.	\$90,229.49
Community Services	7/4/2023	EMERY & GARRETT	\$92,952.00

Community Services	7/4/2023	GRAPPONE FORD	\$98,944.00
Community Services	7/4/2023	SIEMENS INDUSTRY, INC.	\$110,496.00
Community Services	7/4/2023	WRIGHT-PIERCE	\$111,619.45
Community Services	7/4/2023	AERZEN USA CORPORATION	\$115,497.00
Community Services	7/4/2023	WASTE MANAGEMENT OF NH	\$117,290.64
Community Services	7/4/2023	KLEINFELDER NORTHEAST, INC.	\$120,000.00
Community Services	7/4/2023	BROX INDUSTRIES, INC.	\$120,002.75
Community Services	7/4/2023	SUR CONSTRUCTION, INC.	\$123,455.00
Community Services	7/4/2023	KLEINFELDER NORTHEAST, INC.	\$142,186.93
Community Services	7/4/2023	WRIGHT-PIERCE	\$147,673.94
Community Services	7/4/2023	CUES, INC.	\$199,737.00
Community Services	7/4/2023	D. AND C. CONSTRUCTION COMPANY, INC.	\$202,100.00
Community Services	7/4/2023	EMERY & GARRETT	\$224,193.75
Community Services	7/4/2023	INSITUFORM TECHNOLOGIES, LLC.	\$300,053.10
Community Services	7/4/2023	UNDERWOOD ENGINEERS, INC.	\$321,398.50
Community Services	7/4/2023	BROX INDUSTRIES, INC.	\$349,075.26
Community Services	7/4/2023	GREENMAN-PEDERSEN, INC.	\$415,028.60
Community Services	7/4/2023	UNDERWOOD ENGINEERS, INC.	\$537,615.05
Community Services	7/4/2023	WRIGHT-PIERCE	\$950,500.00
Community Services	7/4/2023	CONTINENTAL PAVING, INC.	\$1,822,297.00
Community Services	7/4/2023	PENTA CORPORATION	\$2,504,560.77
Community Services	7/4/2023	CALDWELL TANKS, INC.	\$4,540,050.10
Community Services	7/4/2023	WATERLINE INDUSTRIES CORP	\$8,907,177.00
Community Services	7/6/2023	STILES COMPANY INC.	\$5,913.76
Community Services	7/6/2023	MADBURY NH, TOWN OF-TAX COLLECTOR	\$11,321.00
Community Services	7/6/2023	WASTE MANAGEMENT OF NH	\$611,500.00
Community Services	7/6/2023	WASTE MANAGEMENT OF NH	\$1,529,142.22
Community Services	7/7/2023	IRVING OIL MARKETING, INC.	\$9,132.55
Community Services	7/7/2023	ELECTRIC LIGHT CO, INC.	\$15,000.00
Community Services	7/7/2023	DUKES ROOT CONTROL, INC.	\$15,000.00
Community Services	7/10/2023	TROJAN TECHNOLOGIES GROUP, ULC	\$24,934.56
Community Services	7/10/2023	HALEY WARD, INC.	\$96,500.00
Community Services	7/12/2023	PETE'S TIRE BARNS, INC.	\$5,000.00
Community Services	7/12/2023	PETE'S TIRE BARNS, INC.	\$5,000.00
Community Services	7/12/2023	PETE'S TIRE BARNS, INC.	\$5,000.00
Community Services	7/12/2023	PETE'S TIRE BARNS, INC.	\$5,000.00
Community Services	7/12/2023	PETE'S TIRE BARNS, INC.	\$5,000.00
Community Services	7/12/2023	PETE'S TIRE BARNS, INC.	\$5,000.00
Community Services	7/12/2023	PETE'S TIRE BARNS, INC.	\$5,000.00
Community Services	7/12/2023	PETE'S TIRE BARNS, INC.	\$5,000.00
Community Services	7/12/2023	PETE'S TIRE BARNS, INC.	\$5,000.00
Community Services	7/12/2023	PETE'S TIRE BARNS, INC.	\$5,000.00
Community Services	7/12/2023	PETE'S TIRE BARNS, INC.	\$5,000.00
Community Services	7/12/2023	PROJECT FLAGGING, INC.	\$5,000.00

Community Services	7/12/2023	PROJECT FLAGGING, INC.	\$5,000.00
Community Services	7/12/2023	PROJECT FLAGGING, INC.	\$5,000.00
Community Services	7/12/2023	PROJECT FLAGGING, INC.	\$5,000.00
Community Services	7/12/2023	PETE'S TIRE BARNS, INC.	\$10,899.72
Community Services	7/13/2023	NOREGON SYSTEMS, LLC	\$7,523.00
Community Services	7/13/2023	WIN WASTE INNOVATIONS	\$84,815.90
Community Services	7/14/2023	BROX INDUSTRIES, INC.	\$5,000.00
Community Services	7/14/2023	BROX INDUSTRIES, INC.	\$5,000.00
Community Services	7/14/2023	REDS SHOE BARN	\$5,050.00
Community Services	7/14/2023	BROX INDUSTRIES, INC.	\$10,000.00
Community Services	7/14/2023	BROX INDUSTRIES, INC.	\$20,000.00
Community Services	7/19/2023	ORGANIC SOLUTIONS/ DBA MR FOX	\$5,148.60
Community Services	7/19/2023	COYNE CHEMICAL	\$6,477.00
Community Services	7/19/2023	MESSER TRUCK EQUIPMENT	\$7,500.00
Community Services	7/19/2023	HACH COMPANY	\$9,645.50
Community Services	7/19/2023	STRAFFORD COUNTY REGISTRY OF DEEDS	\$14,372.00
Community Services	7/19/2023	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$23,185.40
Community Services	7/19/2023	DENNISON LUBRICANTS, INC.	\$25,000.00
Community Services	7/19/2023	BORDEN & REMINGTON CORP.	\$100,817.38
Community Services	7/19/2023	RESOURCE MANAGEMENT INC	\$581,300.00
Community Services	7/20/2023	F.W. WEBB	\$6,116.00
Community Services	7/20/2023	STILES COMPANY INC.	\$10,500.00
Community Services	7/20/2023	MXI ENVIRONMENTAL SERVICES, LLC	\$26,000.00
Community Services	7/24/2023	AAA PUMP SERVICE, INC.	\$5,000.00
Community Services	7/24/2023	PIKE INDUSTRIES, INC.	\$45,000.00
Community Services	7/24/2023	MORTON SALT, INC.	\$242,592.16
Elections	7/11/2023	LHS ASSOCIATES INC	\$5,000.00
Executive	7/1/2023	COAST	\$399,304.00
Executive	7/4/2023	DRUMMOND WOODSUM	\$6,375.80
Executive	7/4/2023	SHEEHAN, PHINNEY, BASS & GREEN	\$8,492.00
Executive	7/4/2023	GENERAL CODE, LLC	\$8,805.00
Executive	7/4/2023	MITCHELL MUNICIPAL GROUP, P.A.	\$10,828.22
Executive	7/4/2023	DRUMMOND WOODSUM	\$11,970.48
Executive	7/4/2023	DRUMMOND WOODSUM	\$14,379.64
Executive	7/4/2023	SPECTRUM MARKETING COMPANIES, LLC	\$14,432.82
Executive	7/4/2023	SHEEHAN, PHINNEY, BASS & GREEN	\$17,360.00
Executive	7/4/2023	SHEEHAN, PHINNEY, BASS & GREEN	\$25,643.50
Executive	7/4/2023	SHEEHAN, PHINNEY, BASS & GREEN	\$50,000.00
Executive	7/4/2023	CJ ARCHITECTS, LLC.	\$76,200.00
Executive	7/4/2023	COAST	\$87,909.75
Executive	7/4/2023	HORSLEY WITTEN GROUP, INC.	\$523,335.60
Executive	7/4/2023	NORTHEAST EARTH MECHANICS, INC.	\$19,532,250.00
Executive	7/12/2023	PRIMEX-P/C GROUP	\$5,156.00
Executive	7/12/2023	STATE OF NH-DEPT OF LABOR	\$8,500.00

Executive	7/12/2023	LEIGHTRONIX, INC	\$9,550.00
Executive	7/12/2023	DOVER MAIN STREET	\$10,000.00
Executive	7/12/2023	WENTWORTH-DOUGLAS HOSPITAL	\$14,000.00
Executive	7/12/2023	STATE OF NH-DEPT OF LABOR	\$17,600.00
Executive	7/12/2023	NEW HAMPSHIRE MUNICIPAL ASSN	\$30,000.00
Executive	7/12/2023	PRIMEX-P/C GROUP	\$470,368.00
Executive	7/13/2023	ONSOLVE, LLC.	\$9,500.00
Executive	7/13/2023	CCMSI	\$12,000.00
Executive	7/13/2023	HEALTHTRUST, INC.	\$122,070.00
Fire and Rescue	7/4/2023	MOTOROLA SOLUTIONS	\$5,024.08
Fire and Rescue	7/4/2023	SEACOAST CHIEF FIRE OFFICERS	\$6,765.00
Fire and Rescue	7/4/2023	BERGERON PROTECTIVE CLOTHING	\$7,109.45
Fire and Rescue	7/4/2023	BERGERON PROTECTIVE CLOTHING	\$7,552.36
Fire and Rescue	7/4/2023	DENNIS MUNSON PLUMBING	\$9,624.50
Fire and Rescue	7/4/2023	QUICK MED CLAIMS, LLC.	\$12,660.73
Fire and Rescue	7/4/2023	DREAMSEATS, LLC	\$13,748.24
Fire and Rescue	7/4/2023	HARRISON SHRADER ENT	\$21,375.00
Fire and Rescue	7/4/2023	BERGERON PROTECTIVE CLOTHING	\$22,283.00
Fire and Rescue	7/4/2023	SUGARLOAF AMBULANCE	\$271,000.00
Fire and Rescue	7/7/2023	REDS SHOE BARN	\$10,950.00
Fire and Rescue	7/31/2023	CUMMINS NORTHEAST, INC.	\$8,000.00
Info Technology	7/1/2023	APPLIED GEOGRAPHICS INC	\$5,500.00
Info Technology	7/1/2023	PRESIDIO NETWORKED SOLU	\$9,878.50
Info Technology	7/4/2023	SHI INTERNATIONAL CORP	\$5,108.00
Info Technology	7/4/2023	RED RIVER COMPUTER CO, INC	\$8,609.11
Info Technology	7/4/2023	TYLER TECHNOLOGIES, INC.	\$50,917.44
Info Technology	7/6/2023	VERIZON WIRELESS	\$21,423.00
Info Technology	7/6/2023	VERIZON WIRELESS	\$49,193.00
Info Technology	7/7/2023	INTERSOFT DATA LABS, INC.	\$6,913.00
Info Technology	7/7/2023	TYLER TECHNOLOGIES, INC.	\$30,922.50
Info Technology	7/17/2023	COMCAST	\$32,832.50
Info Technology	7/26/2023	SHI INTERNATIONAL CORP	\$10,979.00
Police	7/1/2023	PARKEON	\$15,900.00
Police	7/1/2023	2 WAY COMMUNICATIONS SERVICE	\$32,328.00
Police	7/1/2023	PARKEON	\$50,568.00
Police	7/4/2023	MOTOROLA SOLUTIONS	\$5,763.07
Police	7/4/2023	2 WAY COMMUNICATIONS SERVICE	\$6,207.50
Police	7/4/2023	BODY ARMOR OUTLET, LLC.	\$7,290.00
Police	7/4/2023	NEW ENGLAND VEHICLE OUTFITTERS, LLC.	\$8,790.00
Police	7/4/2023	CARDINAL TRACKING, INC.	\$8,900.00
Police	7/4/2023	NEW ENGLAND VEHICLE OUTFITTERS, LLC.	\$10,210.00
Police	7/4/2023	OMNI INSTITUTE	\$18,000.00
Police	7/4/2023	EXTERUS BUSINESS FURNITURE	\$20,040.23
Police	7/4/2023	CLARK EQUIPMENT CO.	\$61,538.44

Police	7/4/2023	ICOR TECHNOLOGY, INC	\$61,775.00
Police	7/7/2023	STATE OF NH-DOT	\$80,200.00
Public Library	7/4/2023	SMP ARCHITECTURE	\$322,741.00
Public Library	7/11/2023	PARK STREET FOUNDATION	\$13,839.00
Public Library	7/11/2023	MIDWEST TAPE, LLC	\$24,000.00
Public Library	7/11/2023	BAKER & TAYLOR, INC.	\$100,000.00
Public Library	7/4/2023	SMP ARCHITECTURE	\$322,741.00
Recreation	7/4/2023	CITY OF DOVER-GENERAL FUND	\$5,112.00
Recreation	7/4/2023	UNIFIED BUILDING GROUP, CORP.	\$6,606.32
Recreation	7/4/2023	MARTINEAU ELECTRIC, INC.	\$7,221.11
Recreation	7/4/2023	DONOVAN EQUIPMENT CO, INC.	\$7,450.00
Recreation	7/4/2023	CITY OF DOVER-WATER~SEWER DEPT.	\$8,009.21
Recreation	7/4/2023	GAMETIME, INC.	\$8,968.52
Recreation	7/4/2023	CITY OF DOVER-WATER~SEWER DEPT.	\$9,441.93
Recreation	7/4/2023	CITY OF DOVER-WATER~SEWER DEPT.	\$12,915.36
Recreation	7/4/2023	FIRST STUDENT, INC.	\$14,280.00
Recreation	7/4/2023	ARTISAN CONCRETE SERVICES, INC.	\$377,970.20
Recreation	7/6/2023	FILLION ASSOCIATES	\$22,032.00
Recreation	7/24/2023	RE VISION IMPACT FUND 2 LLC	\$7,200.00
Recreation	7/25/2023	CITY OF DOVER-GENERAL FUND	\$9,900.00
Tax Assessment	7/1/2023	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$9,200.00
Tax Assessment	7/1/2023	TYLER TECHNOLOGIES, INC.	\$12,816.00
Tax Assessment	7/1/2023	CORCORAN CONSULTING ASSOCIATES, INC	\$89,249.94
Tax Assessment	7/4/2023	W.B. MASON CO., INC	\$7,000.00
Tax Assessment	7/4/2023	VISION GOVERNMENT SOLUTIONS, INC.	\$84,466.00

Bid Solicitation: No Bids or RFQs in July 2023.

Department	Bid #	Bid Date	Description

Leah Garnett had Public Service Funding and Local Officials Workshop in Concord 6/19/23 as part of the GFOA Government Accounting Certificate program.

Fire & Rescue

Calls for Service / Activity Statistics

July saw Fire & Rescue responding to 632 calls for service, an average of over 20 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.

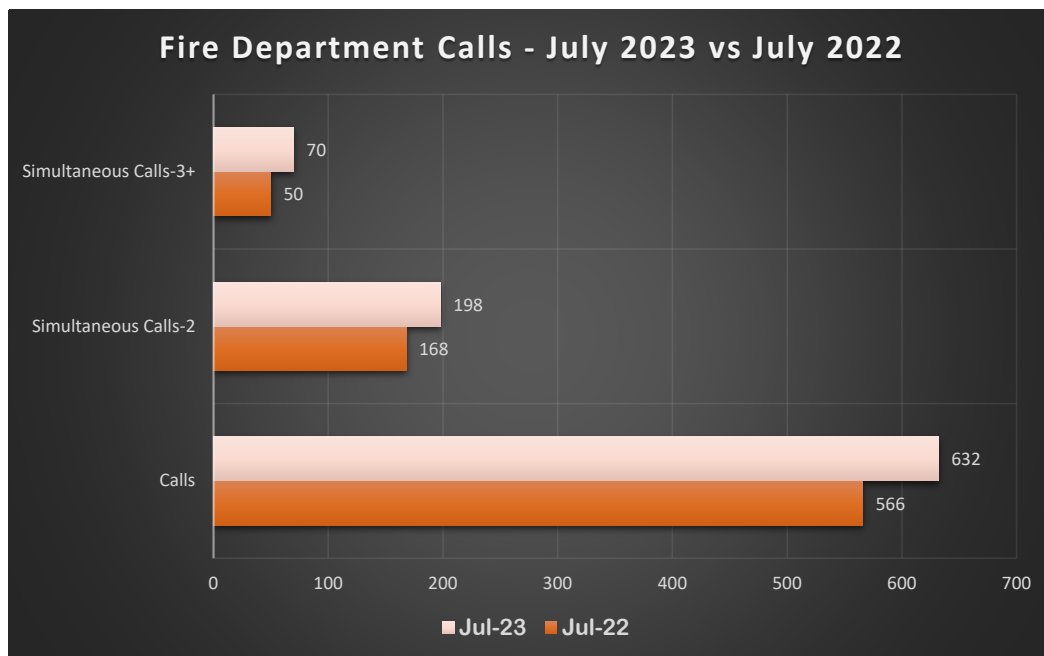
Simultaneous calls – these are emergency calls that occur in an overlapping timeframe. If crews are committed on one emergency call, and another call comes in before the first one has been mitigated, it can create a situation where resources become limited, and crews need to respond to an incident outside 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 July, there were 198 times when 2 calls were going on simultaneously, and 70 times when 3 or more calls were going on at the same time.

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

Fire & Rescue Calls for Service:	Month	Number of Calls	Simultaneous 2 calls	Simultaneous 3/+ calls
Fires, Medical Emergencies, Hazardous Conditions, False	July 2022	566	168	50
	August 2022	604	181	76
	September 2022	603	160	57

Calls and Non-Emergent requests.	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
	July 2023	632	198	70



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

***Municipality Assisted* EMS Service**

<i>Madbury</i>	McGregor EMS
<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 July 2023

Facility	State	# of individuals
Wentworth Douglass Hospital	NH	283
Free Standing ER – Dover (HCA)	NH	32
Frisbie Memorial Hospital	NH	02
Portsmouth Regional Hospital	NH	06
Mass General Hospital	MA	00
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		323

Chief McShane attended the monthly board of directors meeting of the New Hampshire Association of Fire Chiefs, and the monthly association meeting. Topics discussed included:

- HB 71 (Workers Compensation for firefighters with Cancer)
- HB 296 (Driveway permits)
- HB 373 (Ambulance Billing)
- The Board of Fire Control and the State Fire Marshal Office staff have started the review of the 2021 editions of NFPA 1 and NFPA 101. The goal is to have the package ready for legislative action in 2024. A public hearing will be held on September 20th to address amendments.
- Modernizing the U.S. Fire Data System: National Emergency Response Information System (NERIS).

Dover Fire & Rescue was had a strong engagement with the Dover 400 events throughout the month. In addition to administrative meetings to coordinate public safety, Dover Fire & Rescue provided services and community outreach for the following events:

- Dover Block Party and Interactive Walk-Through History
- Dover 400th Anniversary Parade
- July 4th fireworks details at two locations
- Governor's Council Meeting at the Rotary Arts Pavilion

On 7/11, Division Chief Irwin sat on an interview panel, along with Portsmouth Assistant Chief Gionet & McGregor Operations Manager Mueller, to assess candidates for the position of Emergency Services Coordinator for HCA Portsmouth Hospital.

On 7/19, Division Chief Irwin attended the monthly meeting of the Executive Board of the Seacoast Chief Fire Officers Mutual Aid District, conducted at the Kittery Fire Station. The Board met with representatives of the Pease ANG Fire Department to discuss their Mutual Aid Agreement language. More work is to be completed to make the language amenable to both the US Air Force and the member Departments of the District.

On 7/11, Division Chief Irwin sat on an interview panel, along with Portsmouth Assistant Chief Gionet & McGregor Operations Manager Mueller, to assess candidates for the position of Emergency Services Coordinator for HCA Portsmouth Hospital.

Through the New Hampshire Association of Fire Chiefs, Chief McShane is remaining privy to Ambulance Billing Summit outcomes. In July, stakeholders from NH discussed HB 373 pertaining to Ambulance Billing and developing a “NH solution” rather than waiting on a federal solution.

The following promotions took place at Dover Fire & Rescue in July....congratulations to all!

- Firefighter/Paramedic Josh Ambrose was promoted to Lieutenant on July 18th.
- Firefighter/Engineer Pat Babel was promoted to Lieutenant on July 20th.
- Firefighter/AEMT Jared Bouchard was reclassified to Engineer on July 17th.
- Firefighter/Paramedic Hunter Holt was reclassified to Engineer on July 20th



Crews training on technical rope rescue equipment and techniques.

The Fire Department conducts continual on duty shift training to assure new members are equipped with the knowledge, skills and abilities necessary for emergency response. Shift training also provides a review for more senior members of the department.



Shift members running different scenarios with stabilization struts. These can be used to stabilize vehicles involved in a crash or to assist in the temporary shoring of unstable construction.

On 7/12, Members of the Fire Department attended the New England EMS Institute Wednesday Paramedic Program graduation to support Firefighters Cunningham, Demers, and Poth. These individuals successfully navigated the trials & tribulations of a grueling 16 month program to become Paramedics. As a result of their dedication & diligence, Firefighter Cunningham received the class Clinical Excellence Award for his performance during his field practicum, while Firefighter Demers received the class Academic Excellence Award for his didactic (classroom) performance.



Firefighter Cunningham, Firefighter Demers
Firefighter Poth unavailable at time of picture.
Photo Credit: Lieutenant Michaud

The week of 7/17, the Division coordinated the monthly EMS Training, this month, with the WDH Cancer Center. The topic provided was “Respiratory Emergencies & the Cancer Patient”. This included ventilator operations, airway management, & medication precautions with this category of patient.

For the month of July, the Division of EMS coordinated ride time for the following:

<i>Institution</i>	<i>EMS Level</i>	<i>Number of students</i>	<i>Total shifts</i>	<i>Total Hours</i>
New England EMS Institute	Paramedic	1	2	24
McGregor Institute of EMS	EMT	2	2	20
DHS CTC	EMT			
St Thomas Aquinas HS	Internship			
WDH	Observation			
Non affiliated	Observation	1	1	10
		4	5	54

Planning & Community Development

Inspection Services:

Inspection Services had a total count of 604 inspections conducted and 63 permits issued. Here is the Inspection Services activity breakdown for July:

Inspections & Permits	
Life Safety Inspections	53
Business Inspections	29
Sprinkler / Alarm Inspections	44
Building Inspections	149
Electrical Inspections	106
Plumbing / Mechanical Inspections	144
Blasting Inspections	00/00
Health/Housing Standards Inspections	67
School / Daycare Inspections	10
Oil Burner Inspections	02
Woodstove / Fireplace Inspections	00/00
Building Permits	61
Blasting Permits	00
Certificate of Occupancy Permits	02

Monthly permit new construction value is \$2,720,130.00

Inspection Services staff continues to work through the implementation of the new software in the effort to be mostly paperless.

Construction value for Building permits applied for in July totaled nearly 11,000,000.

Inspection staff is in the process of contacting over 100 Health Licensees and over 100 Place of Assembly permitting businesses who have not responded to the electronic requests for licensing.

Inspection Services provided additional options and information regarding the Inspection Services proposed new location and met with qualifying contractors at walk through.

Administration

Director Benton and staff from Community Services continue providing insight on the Route 108 complete streets project by reviewing improvement options along one of the gateways into the City including making it user friendly and safer for all multi-modal users. Staff applied for a CMAQ grant and is waiting to hear back from NHDOT but conversations at the SRPC Transportation Advisory Committee which reviews and score applications seem promising that all three Strafford Regional Projects may get funded based on the amount of funding available. A public information meeting will be held in September.

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 City Council on July 12th. The Council voted to accept interest in both properties. Kaspari and Boudreau are continuing to work with the landowners to close out the projects.

Resilience Manager Kaspari staffed an Energy Commission meeting on July 19th. During the meeting Sustainability Fellow Peder Franson provided an update to the Commission on his project progress and presented a comprehensive energy analysis for Dover's various facilities.

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

Outreach Coordinator Bassegio and Director Benton staffed the final meeting of the Vision Chapter Steering Committee on July 11th. The group provided final edits and feedback on the Vision Chapter prior to its consideration by the Planning Board.

Resilience Manager Kaspari staffed a Forest Management Subcommittee meeting on July 31st. The Subcommittee continues to explore the potential of a pilot pocket forest project with the Dover High School and has placed attention on helping to support the City with addressing the emerald ash borer problem that's resulting in the wide spread death of ash trees throughout Dover.

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 and continued gathering/analyzing data into July.

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 839 Facebook followers.

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 the Zoning Board agenda for the Board meeting on July 20th. The preview 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 such as the Dover Block Party, conservation easement authorizations, a Community Trail tour with the library, and words of the week included “Lot Line Adjustment” and “Conservation easement.”

Housing Navigator Pope & Outreach Coordinator Bassegio staffed a Planning Department booth at the Dover 400 Block Party on July 1st, to engage with residents on subjects including the Distinctly Dover Vision Chapter, Community Power, the Community Trail, and Attainable Housing initiatives.

Housing Navigator Pope & Outreach Coordinator Bassegio created a virtual poll to solicit resident feedback regarding perceived housing challenges and potential solutions. The poll was created to accompany public engagement efforts such as the Dover Block Party, National Night Out, and Apple Harvest Day.

Outreach Coordinator Bassegio joined Deputy City Manager Parker and Steve Whitman, from Resilience Planning, for an episode of the Dover Download podcast. The episode featured the Vision Chapter update of the Master Plan.

Director Benton and Outreach Coordinator Bassegio led a tour of the Community Trail as part of the library’s summer reading program on July 18th.

Resilience Manager Kaspari chaired a Risk Management Committee (RMC) meeting of the Community Power Coalition of New Hampshire (CPCNH) on July 10th. The RMC continues to develop a Risk Management Dashboard to assist with identifying, tracking and mitigating risks for CPCNH. Kaspari is working with CPCNH to confirm a target date for the launch of the Dover Community Power program.

Director Benton, Resilience Manager Kaspari and Attorney Wyatt attended a boat tour of the Great Bay with Melissa Paly from the Conservation Law Foundation on July 11th. During the tour they learned more about issues facing the Great Bay, mitigation efforts underway and how municipalities play a role.

Resilience Manager Kaspari attended a USEPA webinar on the Greenhouse Gas Reduction Funds Notice of Funding for the Solar for All Competition on July 12th.

Resilience Manager Kaspari met with Devon Mckaye, a Resilience Planner with Arcadis to discuss Dover’s resiliency goals on July 17th and with UNH Sustainability Fellow Caitlin Hart on July 19th to provide guidance on a Community Scale Greenhouse Gas Inventory she is producing for Amherst, MA.

Resilience Manager Kaspari and Solid Waste Coordinator Moore participated in a podcast episode on composting with Deputy City Manager Parker on July 20th.

Resilience Manager Kaspari monitored the approximately 100-acre Gabriel Conservation Easement with Charlotte Harding from the Conservation Land Stewardship Program (CLSP) with the State of New Hampshire on July 26th. This resulted in the satisfaction of the annual report requirement for that property.

Resilience Manager Kaspari worked with the Media Services Department and Information Technology Department to host the Quarterly Membership Meeting for CPCNH on July 27th in the McConnell Center. The meeting was well attended and provided an opportunity for representatives from across New Hampshire to experience Dover. Kaspari represented Dover along with Energy Commission Chair Baber as part of the Membership Meeting and subsequent Board Meeting.

Resilience Manager Kaspari and Energy Commission Chair Baber met with representatives from Siemens on July 28th to discuss how they could potentially assist the City with a large-scale solar array at the Wastewater Treatment Facility as well as other energy goals of the City.

On July 26th, City Council adopted a resolution accepting Housing Opportunity Planning Grant funds. Funds will be used to hire a consultant to audit existing land use policies and draft amended language to address barriers to affordable development. The RFP for the selection of a consultant was issued on July 31st.

Community Development Planner Carpenter and staff from the Office of Business Development Representatives of the NH Small Business development Center to discuss opportunities to assist small businesses.

Zoning Administrator Kypfer attended a second site walk/visit meeting with Engineering staff at Wildcat Drive in order to review CO readiness and stormwater management systems, on July 21st.

Outreach Coordinator Bassegio and Zoning Administrator Kypfer attended a site visit meeting with Community Services staff at the location for the new Community Art Wall along the Community Trail at Folsom Street in order to review details for install, on July 24th.

The Vision Chapter update, entitled Distinctly Dover, was approved by the Planning Board at their regular meeting on July 25th. Steve Whitman, of Resilience Planning, provided a brief presentation of the update project and resulting chapter.

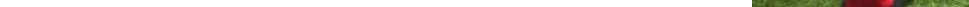
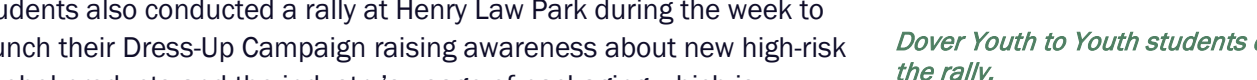
Community Development Planner Carpenter met with DBIDA to discuss the CDBG economic development program and seek feedback on local business needs and issues.

Community Development Planner Carpenter performed required quarterly report for the CDBG program.

On July 13th, Housing Navigator Pope attended a convention of the State's Housing Navigators and Housing Coalition Directors facilitated by New Hampshire Housing and the UNH Cooperative Extension.

Housing Navigator Pope and Director Benton submitted applications for the Municipal Per Unit Grants made available through InvestNH on July 27th.

Director Benton and the hiring committee continued reviewing applications and interviewing candidates for the vacant City Planner position and assisted with the recruitment and interviewing for the new Inspection Services Office Assistant. A candidate was selected for the Inspection Services Office Assistant who will start in early September.

A woman with blonde hair tied back, wearing a red short-sleeved shirt and dark pants, is sitting on a lush green lawn. She is looking down at her hands, which are resting on her lap. The background is a bright, slightly overexposed outdoor setting.

total of 24 Dover students who will be going into 5th, 6th or 7th grade next year received this training. The staff were assisted by 15 high school-age members of Youth to Youth.



On Thursday, July 20th three members of Youth to Youth were interviewed by a producer of WHDH 7News in Boston about the new high-risk alcohol products campaign. Mia Mozzoni (senior), Luisa Pelletier (junior) and Megan Merrigan (7th grade) explained their concerns about these products and showed examples of what they were talking about. The segment aired on WHDH on Saturday 7/22 during the evening news and was also posted as a story on their website.

Dover Youth 2 Youth members Mia Mozzoni, Luisa Pelletier, and Megan Merrigan being interviewed remotely by WHDH Channel 7 Boston.

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.

The Dover Coalition for Youth continues to assist other communities interested in applying for a Drug Free Communities Grant or support existing grantees. Dover Youth to Youth continues to provide support to youth programs in Rockingham and Strafford counties under an agreement with the Greater Seacoast United Way.



Dover Youth 2 Youth members meet with NH State Senator David Watters to discuss legislative projects.

Dover Teen Center

During the month, there was a total of 182 youth in attendance over 15 days of programming at the Dover Teen Center. The average was about 12 youth per day.

These included, but were not limited to:

- ♦ Smitty's Cinema Private Movie & Game Lab Fun Trip
- ♦ Old Orchard Beach Trip
- ♦ Mini-Golf Adventure Trip
- ♦ White Lake State Park BBQ & Swim
- ♦ Portland Sea Dogs Baseball Game Trip
- ♦ Ellacoya State Park BBQ & Swim
- ♦ York Beach Short Sands Trip
- ♦ Chill Zone Days @ TC (when not on trips) Intern Appreciation Trip – York Beach (Beach Games & Picnic)

Each Month:

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

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

The Dover Teen Center received (4) new registrations in July 2023.



Teen Center youth participants
City Manager's Report - August 23, 2023
enjoying rides and games at a recent trip to Smitty's Cinema & Game Lab.



Teen Center participants enjoying the
beach and lake during the Ellacoya State
Park trip.

Community Service Program

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

Diversion Program

There is one case in active Diversion Contracts.

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 New Hampshire Information and Analysis Center of all felony drug arrests made by the department this month. These cases are on-going.

During the Month of July, Lt. Mitrushi and Outreach Social Worker Deardorff checked areas throughout the city in an attempt to locate campsites on city property. Lt. Mitrushi and Officer Molly Shoer checked along the community trail, the transportation lot, and the woods near every city park in an attempt to locate any unhoused individuals camping on public property. Three 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. Lt. Mitrushi coordinated with ServPro to schedule the cleanup of the three sites that were located on city property. Those sites were on Portland Avenue, Smith Well Road, and along the train tracks near the Transportation Lot.

Lt. Mitrushi coordinated a Critical Incident and Stress Management/Peer Support training class for officers and civilians in the Strafford and Rockingham Counties, hosted at the Dover Police Department. Dr. Ann Balboni of the International Critical Incident Stress Foundation conducted the 3-day training focused on Group and Individual Crisis Interventions. As a result, 16 new members were added to the Seacoast Peer Support Team, 5 of which were Dover Police Department employees (3 officers and 2 civilians). Lt. Mitrushi is coordinating the development of the Seacoast Team.

On July 20, 2023, Lt. Mitrushi and Sergeant Turner coordinated the July Breaking Barriers event: "Pops with Cops." On this hot summer day, they traveled around the city to different public parks with a cooler filled with freeze pops and handed them out to kids and adults. The officers also went to the Jenny Thompson Pool and met with the Dover Recreation's "Playground Program." The officers talked with the



Lieutenant Alex Mitrushi and Sergeant Greg Turner bringing freeze pops to kids attending the Dover Recreation Playgrounds Program at the Jenny Thompson Pool.

kids and staff while handing out freeze pops. Both Lt. Mitrushi and Sgt. Turner grew up in Dover and attended the same summer program as kids.

Dover Middle School Liaison Officer

During the month of July, Officer Berdecia was assigned to the Patrol Bureau and will continue that assignment throughout the summer.

Dover High School Liaison Officer

During the month of July, Officer Shoer assisted with duties typically assigned to the Downtown Liaison Officer or POP Officer in addition to her role as the DHS SRO.

In the month of July, Officer Shoer along with Lieutenant Mitrushi met with SAU staff to coordinate Civilian Response to Active Shooter Events (CRASE aka: avoid, deny, defend) training for the Dover School District. As part of this, Officer Shoer visited all the Dover Schools in order to develop a more Dover-specific training which will be presented at the district-wide meeting in August.



Officer Luis Berdecia assisting with the crosswalk at Central Avenue and Washington Street during the Dover 400 Block Party.

Officer Shoer worked with DHS and Bellamy Academy regarding a student who wished to return to Dover Schools after being in placement. Due to significant safety concerns, Officer Shoer attended the IEP meeting, where it was determined the student would remain in placement for their education.

Officer Shoer performed mountain bike patrol in the downtown area, as well as the community trail in order to deter crime and other suspicious activity.

Officer Shoer, alongside Outreach Social Workers Deardorff and Police Social Worker Jones visited locations where the unhoused are known to congregate on a weekly basis. Officer Shoer assisted the social workers in getting multiple people connected with various resources, to include sending some to substance misuse rehabilitation programs.

During the month of July, Officer Shoer assisted in preparing the police department for National Night Out event held on August 1, 2023. Officer Shoer assisted with signage, advertising, and preparing the site for the event.

Throughout July, Officer Shoer performed home visits with the ACERT team.

Whittier Falls Liaison Officer

For the month of July 2023, Officer Gore responded to 97 calls for service. Officer Gore assisted patrol with 25 calls for service, logged 14 community contacts, 20 Background checks, made 1 arrest, and completed 1 warrant. Primarily, the remaining calls for service consisted of disturbances, motor vehicle accidents, criminal trespass, suspicious activity, noise complaints, and welfare checks.

In addition to his role as the DHA liaison officer, Officer Gore continued to work several overtime shifts to assist patrol in covering forced and open shifts.

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

Officer Gore contacted a male who had an active warrant, and was trespassed from DHA property. Officer Gore was made aware of the individual staying at the property by several concerned residents and arrested the male.



Lieutenant Alex Mitrushi and Officer Molly Shoer patrolling the Dover Community Trail on police mountain bikes.



Sergeant David Collis, Officer Bryon Gore, Detective Bryon Lynch, and Detective Molly Martuscello presented the colors during the NH Executive Board meeting with Governor Chris Sununu at the Dover Rotary Arts Pavilion on July 19, 2023.

Officer Gore responded to Hampshire Circle for a male who had cut himself intentionally. Officer Gore with other responding officers located the male who had injuries to his arm. The male was transported to a local medical facility where he was treated and later released. Officer Gore continues to follow up with the man to check on his wellbeing.

Officer Gore responded to Mineral Park Dr. for a report of a sighting of a male who had recently been banned from DHA property. Officer Gore located the male, verified that a trespass notice was issued, escorted the male off the property and issued a citation for a future court date.

Officer Gore responded to Pleasant View Circle for a report of a domestic related assault. Officer Gore conducted an investigation and made an arrest. Shortly thereafter, the defendant violated the terms of their bail and will be charged with that crime as well.

On July 19, 2023, Officer Gore along with Sgt. Collis, Detectives Lynch and Martuscello presented the colors during Gov. Sununu's Executive Board Meeting at the Rotary Pavilion at Henry Law Park.

On July 20, 2023, Officer Gore was invited to assist with the Community Action Partnership event at Hancock Park. Officer Gore enjoyed meeting with the guests, sharing icy pops and blowing bubbles for the kids. Officer Gore enjoys assisting and attending these types of events and meeting with members of the community.



Officer Gore blowing bubbles and interacting with participants in the Community Action Partnership Head Start community event in Hancock Park.

During the hot July summer temperatures, Officer Gore met with several youths in the Whittier Park area and provided icy pops as a way to beat the heat. Officer Gore also gave out several stickers, and invited the children back at a later date to register any of their bicycles. During the month Officer Gore did several foot

patrols of the Whiter Falls area meeting with kids who were swimming in backyard pools. Officer Gore continues to build relationships with members of the communities by being visible and attending events.

Police Social Worker (PSW)

PSW Jones had 6 new cases in July 2023 and 8 cases carried over from previous months. In total, PSW Jones has had a caseload of 71 cases in 2023.

The Adverse Childhood 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 4 families on July 19th and 26th

Throughout the month of July, PSW Jones continued training the new Outreach Social Worker, Kelli Jo Deardorff and attended Critical Incident Stress Management/Peer Support training July 10th-12th, 2023.

Outreach Social Worker (OSW)

Outreach Social Worker (OSW) Kelli Jo Deardorff continued her outreach in the month of July while continuing to collaborate with Police Social Worker Jones.

Throughout July, OSW Deardorff continued to engage with individuals who are experiencing homelessness and or substance misuse. At this time OSW Deardorff has a total caseload of 52 individuals who are without shelter, 3 of which are new individuals this month. OSW Deardorff facilitated getting two individuals into shelter this month who are now engaged with case managers, medical providers and mental health treatment.

In an effort to build relationships with different organizations, OSW Deardorff attended several meetings with; the Strafford County Public Health Network (SCPHN) Prevention Leadership Workgroup, Strafford County Local Welfare Administrators Association (SCLWW), Strafford County Case Review, Strafford County Ending Homelessness Steering Committee (SCEHSC), and the Community Action Partnership Head Start community event at Hancock Park. OSW Deardorff continues to make efforts to partner with local community agencies including Goodwin Community Health Care and Women Infants and Children (WIC).

Special Investigations Unit (SIU)

During the month of July 2023, 22 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

SIU detectives presented 8 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 4 unattended deaths in July 2023. The investigations revealed 2 of the deaths were determined to have been natural, and the other two are suspected to be drug-related overdoses. These investigations are still ongoing.

SIU detectives arrested a 34-year-old Dover resident and charged him with multiple counts of theft and criminal mischief. Some of these charges stem from an investigation into several stolen vehicles from a business while the other charges are related to the theft of gasoline from vehicles on the property of a different business. The investigation revealed one suspect was connected to all of these crimes and he has been charged accordingly.

SIU detectives investigated a violation of a Stalking Petition. The investigation revealed a 55 year old Dover resident violated a stalking petition by sending communications to the plaintiff. The suspect was charged with Stalking, and a search warrant was executed at the suspect’s residence, during which SIU detectives seized varying items containing electronic evidence.

SIU detectives conducted targeted drug operations during the month. Four vehicles were seized during the course of calls for service or routine traffic enforcement with underlying suspicions of drug related activity. Search warrants were obtained for each of the vehicles, which yielded varying quantities of controlled substances.

SIU detectives attended 2 forensic interviews at the Strafford County Child Advocacy Center. The purpose of these interviews is to document detailed information about alleged crimes that were experienced or witnessed by children.

SIU detectives referred 23 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 victims of criminal acts or other concerning conduct.

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

At the end of July 2023, SIU detectives had 59 open investigations.

Records Unit

Permit Applications Submitted/Reviewed July 2023

Taxi Cab Licenses	00	Road Toll Permits	02
Notifications to City Hall	00	Dance / Entertainment	01
Raffle/Tagging Permits	02	Gun - Seller	00
Block Party Permits	03	Hawker / Peddler	00
Parade Permits	00	Other	00
License to Carry Firearm	09	Total	17

Traffic Bureau

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) at scheduled meetings on July 6, 13, and 20. Projects under review included site plan amendments to a mixed use project on Second Street, a residential project on Olive Meadow Lane, a commercial site plan on Education Way, and a residential development on Tolend Road. 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.

Lt. Speidel organized the police department's operational planning for the Dover 400 Downtown Block Party event on July 1. The event included a closure of Central Avenue and Henry Law Avenue with resulting traffic impacts. Lt. Speidel worked closely with organizers to complete the necessary permitting and arrange other logistics.

Lt. Speidel also organized the police department's operational planning for the Dover 400 Parade on July 2. Lt. Speidel was responsible for coordinating the temporary suspension of freight train service at the Dover grade crossings, directing the advance posting of on-street parking restrictions and the deployment of temporary traffic control equipment to set up various traffic detours, and the scheduling and assignment of police personnel to assist with traffic control.

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 displays were held simultaneously at Garrison Hill Park and at Maglaras Park, with Henry Law Park and other downtown locations serving as prime viewing spots.

During the month of July, Lt. Speidel worked closely with Community Services staff to devise and implement a traffic control and detour plan for the Court Street emergency sewer main replacement project.

Lt. Speidel helped provide traffic control and parking wayfinding for the Sullivan Tire and Service Center's customer appreciation event on July 15.



Lieutenant Speidel meets Blades the Boston Bruins mascot at the Sullivan Tire customer appreciation event.

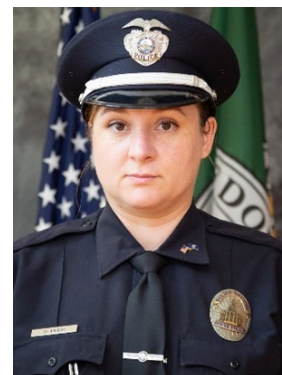
On July 24, Lieutenant Speidel joined staff from the Planning and Community Services Departments at the regular meeting of the Transportation Advisory Commission. Agenda topics focused on parking availability for Gage Street residents, roadway safety and speeding concerns, a new crosswalk request, review of upcoming utility and roadway repair projects, and review of proposed Dover alternatives for the East Coast Greenway bicycle route.

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 July:

- ★ Dover Irish Festival event at Henry Law Park, July 15
- ★ Executive Council breakfast hosted by the Woodman Museum, July 19
- ★ Governor and Executive Council meeting at the Rotary Pavilion, July 19
- ★ NHDOT Route 16 guardrail repair, July 19

Administration

Officer Danielle Hebb was hired for the position of Police Officer on July 19, 2023. Officer Hebb is originally from Boxford, Massachusetts and graduated from the University of Massachusetts at Lowell in August of 2020. She is currently serving as a reserve member of the Air National Guard and is stationed at Pease. She had been in the Air National Guard for 4 ½ years as a full-time guard member. Prior to her time in the Guard, she'd served as an active-duty member of the Air Force for 6 years. Officer Hebb lives in Rochester with her fiancé.



**Officer
Danielle Hebb**

On July 10-12, Officers Molly Shoer, Bryon Gore, Ryan Anderson, Dispatcher Jon Gustafson, and Social Worker Kaitlin Jones attend a three day training entitled Critical Incident Stress Management/Peer Support Training. The mission of this training is to provide education, support, and assistance to employees for incidental or cumulative critical stress experienced in the performance of their jobs and/or in the event of other emergencies, natural disasters, or other traumatic events.

On July 10-14, Officers Todd Kitchen and Stephanie Pabis attended CIT Mental Health Awareness & De-escalation training held in Tilton, 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 its officers in CIT. As of the end of July, 84% of the agency's sworn officers have been through the 40-hour training.

On July 11, Communication Supervisor Lyndsay Salantri and Assistant Communications Supervisor Christian Reed attend a one day TAC Conference held in Concord, NH. This training was held by the NH NCIC Unit. Representatives of NLETS and the FBI spoke about new features that been activated in SPOTS for use by public safety personnel.

On July 14, Prosecutor Chelsea Driscoll attended a one day training entitled DUI Prosecution 101 held in Nashua, NH. This course was designed for police prosecutors and attorneys with limited experience prosecuting misdemeanor impaired driving cases. Participants were familiarized with procedures and legal considerations from the charging decision through trial and sentencing, with a focus on governing case law and practical application of legal concepts. Specifically, the course addressed charging decisions, complaint drafting, arraignments, negotiations, penalties, and trial preparation and presentation, to include setting the legal foundation to admit evidence. Administrative license suspension law and hearings presentations were also addressed.

On July 17-21, Officer Luis Berdecia attended a five day Basic School Resource Officer Training held in Concord, NH. This class covered the basic concepts important for school resource officers ranging from school safety to some of the legal concepts necessary for law enforcement officers to be familiar with when operating in a school setting.

On July 17-21, Animal Control Officer Kathy Ladisheff attended a five day conference entitled New England Animal Control Humane Academy. This annual conference covered topics on Mental Wellness for Animal Care Professionals, Rabies from the Veterinary & Scientific Perspective, Drugs and the ACO-How to Keep Yourself Safe.

On July 18-20, Coalition Coordinator Vicki Harris 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.

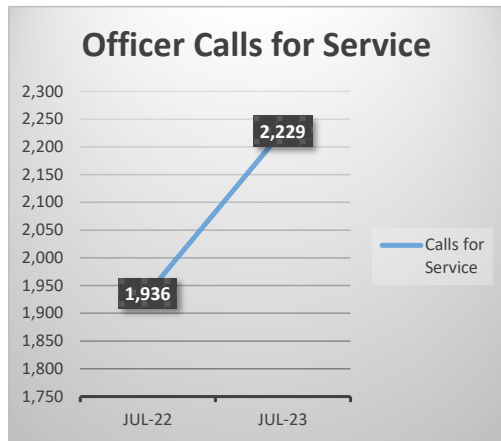
Parking Bureau

Parking Bureau personnel assisted with the preparation of the 400th anniversary and Fourth of July celebrations. This included posting of barricades, traffic and crowd control for the parade, and monitoring the Orchard St. Parking Garage during the fireworks show.

Parking Manager Bill Simons met with representatives of the Dover Chamber of Commerce to discuss parking for volunteers and vendors for Apple Harvest Day. The focus of the discussion was on how to mitigate the loss of River Street parking.

Parking Manager Bill Simons also met with Rochester's Director of Economic Development to give an overview of the procedures and policies in place for Dover's parking enforcement program. Rochester's downtown area is growing and city leaders are planning for all of the effects that development will have on parking in the area.

Dover Police Department Field Operations	Calls for Service	Traffic Stops	Non-Enforcement Contacts	Incidents Handled	Emergency 911 Responses	Alarm Responses	Traffic Accidents	Arrests Made
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
July 2023	2,229	297	103	2,629	21	78	63	58



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.

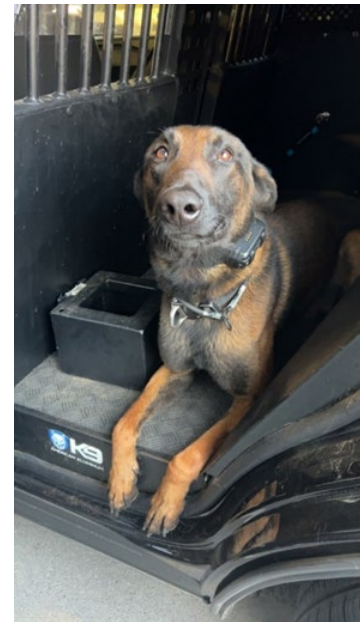
PRIORITY 4: AS OFFICERS BECOME AVAILABLE: Non-criminal related activity; crimes reported well after they have been committed; message delivery; tow request; littering; fingerprints; assistance; abandoned vehicles.

<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>Jul 2023</i>
<i>Priority 1</i>	143	126	164	200	134	129	156	119	136	152
<i>Priority 2</i>	109	119	98	94	86	91	115	150	136	146
<i>Priority 3</i>	828	856	829	993	819	993	866	1,111	994	1,040
<i>Priority 4</i>	708	635	637	771	722	781	967	1,160	1,097	920

K-9 Unit

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

On July 7, 2023, Officer David and K9 Vision assisted officers with a motor vehicle stop which became a narcotics investigation. K9 Vision was deployed on an exterior sniff of the motor vehicle. K9 Vision indicated that he had located the odor of illicit narcotics on the passenger's side door. During the execution of a search warrant, a large quantity of heroin was later located on the passenger's side of the vehicle.



K9 Vision ready to start a patrol shift.

On July 7, 2023, Officer David deployed K9 Vision to sniff the exterior of a vehicle where the operator was arrested for Driving Under the Influence and had narcotics in their possession. K9 Vision indicated that he located the odor of illicit narcotics on the driver's side of the vehicle and a quantity of narcotics were located.

On July 14, 2023, Officer David and K9 Vision were called to assist the Somersworth Police Department with locating a male had just committed a homicide in the parking lot of Walmart. K9 Vision was deployed on a criminal track. The male was soon located and was concealing himself in a prone position in thick brush. After numerous commands to come out and surrender went unanswered, K9 Vision was sent to apprehend the suspect. K9 Vision successfully apprehended the male, who was later charged with 2nd Degree Murder.

On July 20, 2023, K9 Vision was deployed to conduct an exterior sniff of a vehicle. K9 Vision indicated he had located the odor of illicit narcotics on the driver's side door. During the execution of a search warrant, a large quantity and variety of narcotics were seized from the vehicle.

Accident Reconstruction Team

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

Dispatch Communications

Dispatch Communications	Radio Transmissions	Phone Calls	911 Calls Received	Lobby Customers	Police Alarms Received	Fire & Medical Alarms
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
July 2023	18,370	8,520	508	262	92	71

Animal Control – July 2023

Total Calls for Service: 64	Breakdown:
Handled by Officers/Dispatch: 51	Found/Loose Animals: 27
Handled by Animal Control Officer: 13	Welfare Checks: 19
	Animal Bites: 05
	Misc/Other: 13

The ACO received 33 voicemail messages and returned those calls. One noteworthy case involved a woman investigated for neglecting her dog. Officers assisted the ACO in seizing the animal and charged the woman with *Cruelty to Animals* (NH RSA 644:8).

Public Library



Resident Feedback

I went on the Woodman After Hours tour yesterday and I was amazed at the diversity of items at the museum. I thoroughly enjoyed the tour and I hope to go back again sometime. Thank you so much for organizing it. I really appreciate it.

You rock! Thanks for always keeping me terribly amused. I vote you guys the best library in the country.

July library circulation totaled 22,048 items.

148 new library patrons registered at the Dover Public Library, bringing the total active cardholders to 13,894.

The Dover Public Library's Book a Librarian service helped 15 community members.

The Dover Public Library's 3D printer produced 17 items requested by patrons.

The Library's museum passes were borrowed 190 times saving community members approximately \$5,607.00 in admission fees.

61 new patrons registered for downloadable audiobooks/ eBooks via Overdrive (total = 7,024) and 27 registered for Hoopla (total = 2,574) and 23 registered for Kanopy (total 334).

Internet and PC uses by the public totaled 700 on library workstations, plus another 5,084 via Wi-Fi, plus 7 Chromebook loans.

The library's website statistics showed 74,960 page views by 8,584 users in 15,532 sessions.

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

The Dover Public Library has 5,666 subscribers to its two monthly e-newsletters—Children's and Adults.

Library staff posted 258 items to its various social media platforms in July. Total social media platform followers = 9,834.

Library volunteers added 113 books to our 2 little free libraries this month.

11,400 people visited the library during July, an average of 475 per day (open 24 days).

The Dover Public Library hosted 70 programs in July which were attended by 3,257 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 39 attendees; 5 Shake Your Rattle and Roll with 335 attendees; 3 Family Story times with 163 attendees; 2 Knitting Group 14; 4 Book Groups 42; 2 Creation Station 600; 1 Family Game Night with 17; 1 Cochecho Writer's Groups with 5; 1 Caregiver Café 6; 4 All Abilities Club with 34 attendees; 4 Magic the Gathering with 32 attendees; 2 Lego Clubs with 47 attendees; 1 Take and Make Friendship Bracelets 50; 1 STEM Paper Airplanes with 21 attendees; and 1 Tie Dye Party with 13 attendees.

The Dover Public Library Children's department registered 525 total participants in the 2023 summer reading program "Dover: Then and Now"; 485 children entering grades kindergarten to five and 40 children

for the One Thousand Books Before Kindergarten program. One of the most popular events during the six week program was Sprint Into Summer where 225 community members walked, ran, and wheeled over 1000 times around the Dover High School track. Visits to the Dover Police Department, Dover Fire Department, and Dover Community Services facility were also well attended with 43, 130, and 50 participants respectively.



Tie Dye Party

This year's Teen Summer Reading Program had 162 participants who logged a total of 5,950 hours spent reading, volunteering, and doing physical activities. Programs included Art in the Park with Arts in Reach, a behind-the-scenes tour at Pope Memorial Humane Society, Retro Snack Tasting, Throw Back Thursday Movie Night, and a Tie Dye Party. Over \$650 in prizes were donated from local business to support this year's program.

Dover Public Library's Adult Summer Reading program took place from June 19 to July 29. The program encourages adults (ages 18+) to record on a paper tracker or on the Beanstack app every day they read. For every day read, they received a raffle ticket they could put towards multiple weekly prizes. The program had 241 participants with 4,009 collective days read. Thirty prizes from various local businesses were given away, totaling \$1,300.



Ukelele Group

On Thursday, July 27 the Dover Public Library held the last event of the summer reading program "Dover: Then and Now". Entertainment was provided by Southern NH Ukelele Group. The contents of the library time capsule, due to the opened on July 27, 2073, were revealed and participants could make their own personal time capsule. Prizes and gift cards from local businesses were also part of the fun. The event was attended by 57 people.

Karin Mayer-Gottlob, Assistant Children's Librarian at the Dover Public Library, read to 3 Head Start classrooms in July (49 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.

Rachel Engelman, Dover Public Library's Children's Room Assistant, has been visiting Camp Kool, Dover Recreations summer camps, on Wednesdays in the summer. The kids are able to participate in the DPL Summer Reading program remotely and also enjoy crafts, games, reading and activities.

The Dover Public Library hosted a booth at the Dover 400th Block Party on Saturday, July 1. Over 700 people stopped by to chat, learn about services and spin the prize wheel. Library staff were on hand to sign folks up for library cards, talk about upcoming library programs including the historical scavenger hunt taking place during July and August, and answer questions about the library.

The Dover Public Library was the organizer for the Dover location of the annual Frederick Douglass speech reading coordinated by the Black History Trail in Portsmouth. The Library worked with the leadership of the Dover 400th to be able to set up the speech reading to be held on Saturday, July 1 as part of the 400th Block Party. It was a great success with over 45 individuals reading from the 54 parts of the speech called "What to the Slave is the Fourth of July." There was a nice crowd of approximately 100 folks watching the readers during the 50 minute event. Several readers spoke to library staff saying how glad there were to participate and how wonderful to have it in Dover.

On Wednesday, July 5, Dover Public Library's Teen & Information Services Librarian, Emily Ainaire, and Library Assistant, Josiah Adams, visit Dover's weekly Farmers' Market. 36 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.



On Sunday, July 9, Dover Public Library's Teen Librarian, Emily Ainaire, worked with Pope Memorial Humane Society to hold a behind-the-scenes tour of the animal shelter. Participants learned about the work that the shelter does to care for and re-home small animals, met cats, rabbits, hamsters, and guinea pigs, and were able to practice their dog walking skills with the help of a puggle named Milo.

Pope Memorial Tour

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

The Dover Public Library has debuted the first book of its new StoryWalk, recently installed in Henry Law Park. Through an approximately half-mile route beginning at the top of Henry Law Park by Washington Street and Henry Law Avenue, people can enjoy reading "The First Blade of Sweetgrass: A Native American

Story,” authored by Suzanne Greenlaw and Gabriel Frey, and illustrated by Nancy Baker, while getting exercise and enjoying the sights and sounds of the park. The story winds through Henry Law Park, following the sidewalk of Henry Law Avenue, before returning along the pathway adjacent to the Cochecho River. The StoryWalk is part of the StoryWalk Project created by Anne Ferguson of Montpelier, Vt., and developed in collaboration with the Kellogg-Hubbard Library. Its mission is to promote early literacy, physical activity, and family time together outdoors. The Dover Public Library utilized a grant from the New Hampshire Humanities to purchase and install the display units. The StoryWalk is designed to change out story books as needed.

On Wednesday, July 12th, from 5pm - 7pm, sixty Dover Public Library patrons of all ages enjoyed an evening at the Children's Museum after hours. All the attendees, including two Children's Room staff, were delighted to have easy access to all of the exhibits and not have to deal with crowds. A good time was had by all.



Community Trail Tour

Dover Public Library staff organized a special tour of the Community Trail led by the City of Dover Planning Department on Tuesday, July 18 at 2:00. Donna Benton, Director of Planning and Community Development, and Erin Bassegio, Outreach Coordinator, gave the history of the trail as well information on future expansion plans while participants walked the trail from the Transportation Center entrance.

On Tuesday, July 25th, the Dover Public Library organized a tour of Tendercrop Farm as part of the Summer Reading Program. About 26 people toured the retail store and afterwards went outdoors to view the animal pen with a very hot goat and several shy cows. The friends were then treated to some free watermelon for the hungry/thirsty children and a storytime from Amy, our Tendercrop tour guide, with books provided by DPL. A lovely tour, and delicious time was had by all, despite the 90 degree temperatures.

The Woodman Museum offered After Hours tours for 58 Dover Public Library patrons on Wednesday, July 19 and 26. The tours lasted two hours and gave a brief overview of all three buildings of the Woodman Museum, including a special behind the scenes look at the Woodman's library, items being prepared for exhibit in 2024, and staff offices. The tours were led by Woodman Executive Director Jonathan Nichols and Operations Manager Mike Day.

Public Welfare

This month Dover Welfare had;

578 contacts with either clients or other service providers either in person, by email or phone

A total of \$33,008.50 was spent for Assistance. An increase of \$1603.66 over last month.

Expenditures for rent were \$26,301 with another \$6081 spent for hotels.

Welfare is still seeing clients who were receiving NHRAP funds at one time who cannot afford to maintain the costs of their apartments. Some of this appears to be due to landlords continuing to increase the cost of the rentals.

The number of elderly and those on fixed incomes seeking Assistance continues to be consistently high.

For FY24, \$350,000 was budgeted for rental payments. At the current spending rate of \$26,000 a month, Welfare will use \$312,000 of that in this fiscal year. This is higher than expected.

For FY24, \$150,000 was budgeted for Emergency Shelter costs which includes hotels. At current spending rates of \$6,100 a month, Welfare will spend \$73,200 of that in FY24.

All other budget lines for Assistance are within expected spending amounts.

Shelters continue to have lengthy wait lists.

SB110, A bill defining Residency for welfare purposes, was signed into law by the Governor. This bill was created from the state-wide Welfare Association Ethics Agreement written to address issues and concerns about unhoused individuals who were being placed in other municipalities by outside agencies. It clarifies responsibility for payment as well as service.

The Public Welfare Director was a hearing officer for the Town of Wakefield Fair Hearing and participated in mock employment interviews for GSIL.

Recreation Department

Gym & Programs

The Horne Street Playgrounds program was held Monday thru Friday at the Horne Street playground and took daily trips to the Jenny Thompson Outdoor Pool as well as weekly field trips to state parks. Due to construction and work being done by Eversource, staff moved camp for a week to Garrison Elementary – thank you to their staff for being able to work with Rec staff to make that happen! Pickleball courts continued to be busy throughout the day with early morning hours being the most popular times. Weekend

mornings continue to see occasional wait times resulting in the time limits being enforced. The gym was used for indoor pickleball reservations Monday – Thursday mornings as well as during inclement weather. Open gym continued for basketball for both kids and adults. Rentals were held in the evenings as well as basketball personal training sessions run by Rec staff. Theater camps resumed this year run by Jeff Leaf and held at the DHS Auditorium. Youth Music Theater was held in July for 2 weeks and was able to host 44 participants who put on a performance at the end for their families and friends.

Indoor Pool & Jenny Thompson Pool

The month of July was busy at both pools especially the Outdoor Pool when the weather cooperated. SOLO aquatics hosted two swim meets, Great Bay Masters hosted one meet. There is one remaining swim meet August 5th hosted by Oyster River Otters and it is a one day event. All meets have been smooth this season with extra staff to assist with early morning openings for these events. Swim lesson summer numbers have peaked to the highest levels seen in the last 5 years. The division has been able to offer every child a lesson that wants one, both group and private. Historically, numbers are lower at the end of the summer, but this year they have remained steady. Infant/Toddler classes are most popular this summer. Working on seasonal events at the Indoor Pool during the school year as well moving forward. Staffing from the lifeguard standpoint continues to be a challenge. There will be a lifeguard class at the end of August. The end of season pool schedules have been posted, which begin August 6th and conclude Labor Day. The Indoor Pool will close August 19th through Labor Day for annual maintenance. Mechanically, both pools are running fine. There is one operational pool pump for the Jenny Thompson Pool, staff are trying to have one rebuilt and tested before closing for the season. The Indoor Pool pumps will be switched over in August. Rentals: SOLO Aquatics, Oyster River Otters, Atlantis Aquatics. Birthday Parties: 0

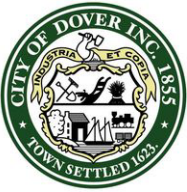
Dover Ice Arena

July at the Dover Arena is a busy time of year as ice skating returns. Summer programs start and summer hockey camps are in session. Camp Kool continues through the month on the Foster floor as well as Roller Derby twice a week. All summer programs are full and the drop-in programs are averaging high attendance weekly as well. Ice Kings had two full weeks of hockey camp, both weeks were very well attended. Premier Hockey held skills clinics on Tuesday and Thursday mornings as well as a clinic on Sunday afternoons. The Over 30 League returned on Thursday nights with 8 teams. The COED League returned on Monday nights, also with 8 teams. The month of August at the Arena means summer programs will be wrapping up. Playoffs for the COED league will begin and registrations for the fall programs will begin. The Over 30 League will have their playoffs at the end of the month. Chabot Hockey Camp will be the first week of the month followed by the TW Hockey Academy. Camp Kool finishes its great summer on August 18th. Birthday Parties: 1, Adult and Youth Stick Practice: 174 skaters

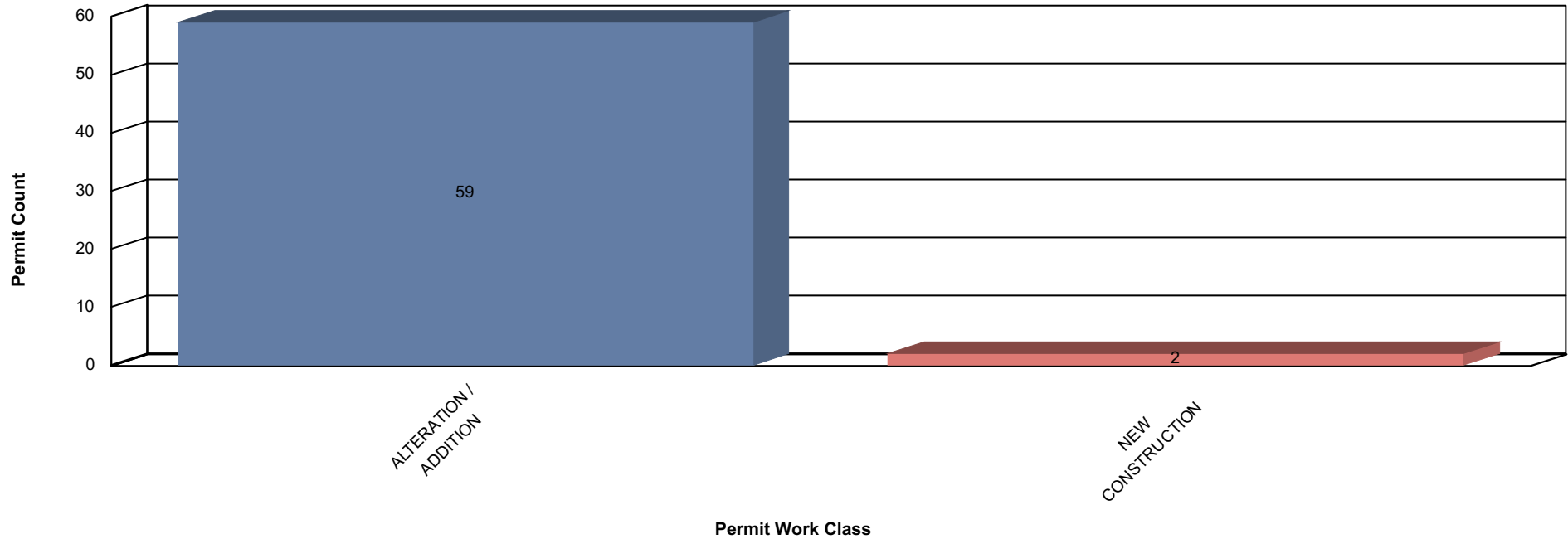
Dover Senior Center

This month held Chair Yoga, Yoga for Bone Strength, pickleball, as well as our daily games and activities. Members also visited Ogunquit Playhouse for Singin' In the Rain.

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	6/27/2023	11/8/2022	Site	P22-60	6	32 & 40	6/27/2028	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	0	10	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	52	344									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	5	6	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	158	70									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	368	1361									



PERMITS ISSUED BY WORK CLASS (07/01/2023 TO 07/31/2023) FOR CITY OF DOVER, N.H.



Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
ALTERATION / ADDITION							
BLDM-2023-0268	Building - Minor 06/06/2023 RM-U	Alteration / Addition 07/05/2023 \$36.00	Issued 01/04/2024 30	40 A - C Atkinson St, Dover, NH \$1,000.00	Residential	None Yes Thomas Abbott	09064-000000
<i>Description: Will need to replace entry staircase to unit B.</i>							
BLDM-2023-0314	Building - Minor 07/05/2023 R-20	Alteration / Addition 07/06/2023 \$190.00	Issued 01/05/2024 540	28 Boston Harbor Rd, Dover, NH \$15,000.00	Residential	None Yes Thomas Abbott	07022-000000
<i>Description: temporary walls are to be built so three new outside walls can be reconstructed due to termite damage</i>							
BLDM-2023-0294	Building - Minor 06/23/2023 C	Alteration / Addition 07/06/2023 \$47.00	Issued 01/05/2024 1,800	94 New Rochester Rd, Dover, NH \$2,000.00	Non-Residential	None Yes Thomas Abbott	40021-C00000
<i>Description: Fit up for business tenancy</i>							

PERMITS ISSUED BY WORK CLASS (07/01/2023 TO 07/31/2023)

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-2023-0307	Building - Minor 06/29/2023 R-12	Alteration / Addition 07/06/2023 \$773.00	Issued 01/05/2024 0	23 Whittier St, Dover, NH \$68,492.00	Residential	None Yes Thomas Abbott	E0072-001000
<i>Description: REMOVE & REPLACE 19 WINDOWS & 2 PATIO DOORS; LIKE FOR LIKE; SAME SIZE; NO STRUCTURAL CHANGES</i>							
BLDM-2023-0306	Building - Minor 06/29/2023 CBD-G	Alteration / Addition 07/06/2023 \$47.00	Issued 01/05/2024 0	278-286 Central Av, Dover 03820 \$2,000.00	Residential	None No Thomas Abbott	09114-000000
<i>Description: small dormer roof repair after leak, back side of building</i>							
BLDM-2023-0301	Building - Minor 06/27/2023 RM-SU	Alteration / Addition 07/06/2023 \$575.00	Issued 01/05/2024 180	43 Clearwater Dr, Dover, NH \$50,000.00	Residential	None Yes Thomas Abbott	L0050-000000
<i>Description: Replace water damaged drywall on first floor and renovate existing bathroom and walk-in closet.</i>							
BLDM-2023-0278	Building - Minor 06/13/2023 R-40	Alteration / Addition 07/09/2023 \$80.00	Issued 01/08/2024 0	Bellamy Woods Building 1, Unit 13, Dover 03820 \$5,000.00	Residential	None No Thomas Abbott	I0001-N00000
<i>Description: replace front door entry</i>							
BLDM-2023-0297	Building - Minor 06/26/2023 R-20	Alteration / Addition 07/10/2023 \$157.00	Issued 01/22/2024 352	18 Lucy Ln, Dover, NH 07/24/2023 \$12,500.00	Residential	None Yes Thomas Abbott	G0026-017000
<i>Description: Removal of existing 12'x12' deck. Installation of new 21'x16' deck.</i>							
BLDM-2023-0266	Building - Minor 06/06/2023 C	Alteration / Addition 07/10/2023 \$245.00	Issued 01/09/2024 1,700	94 New Rochester Rd, Dover 03820 \$20,000.00	Mixed Use	None Yes Thomas Abbott	40021-C00000
<i>Description: interior cosmetic work for new tenancy</i>							
BLDM-2023-0310	Building - Minor 07/03/2023 RM-U	Alteration / Addition 07/10/2023 \$597.00	Issued 01/09/2024 1,014	25 Rogers St, Dover 03820 \$52,000.00	Residential	None Yes Thomas Abbott	24128-A00000
<i>Description: Installation of a safe and code-compliant, grid-tied PV solar system on an existing residential roof. 48 Panels/19.20 kW DC with the structural upgrade identified (sistering rafters with an additional 2 x 6)</i>							
BLDG-2023-0081	Building - Major 07/05/2023 R-12	Alteration / Addition 07/10/2023 \$982.00	Issued 01/09/2024 1,200	7 Hawthorn Rd, Dover, NH \$87,000.00		None Yes Thomas Abbott	17129-000000
<i>Description: interior and exterior renovation of a SFD, to include roofing, siding, and interior finishes & constructing a shed dormer for new bathroom</i>							
BLDM-2023-0304	Building - Minor 06/28/2023 R-40	Alteration / Addition 07/10/2023 \$619.00	Issued 01/09/2024 599	2 Fairway Dr, Dover, NH \$54,000.00	Residential	None Yes Thomas Abbott	N0014-Q00000
<i>Description: Remove existing windows and trim. Install new windows with new exterior trim and interior trim. Some changes in window configurations</i>							

PERMITS ISSUED BY WORK CLASS (07/01/2023 TO 07/31/2023)

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-2023-0309	Building - Minor 07/01/2023 R-12 <i>Description: 18 VINYL SIDING INSTALLATION SEAMLESS GUTTERS INSTALLATION GARAGE DOOR</i>	Alteration / Addition 07/10/2023 \$388.00	Issued 01/09/2024 1,800	29 Atlantic Av, Dover, NH \$33,250.00	Residential	None Yes Thomas Abbott	25066-A00000
BLDM-2023-0232	Building - Minor 05/16/2023 R-20 <i>Description: 20' x 40' tent</i>	Alteration / Addition 07/11/2023 \$36.00	Issued 01/10/2024 800	197 Dover Point Rd, Dover, NH \$1,310.00	Non-Residential	None Yes Thomas Abbott	L0015-000000
BLDM-2023-0323	Building - Minor 07/10/2023 IT <i>Description: Replace existing pressure treated decking and railings with new Trex composite decking and railings.</i>	Alteration / Addition 07/11/2023 \$91.00	Issued 01/10/2024 192	35 Sierra Hill Dr, Dover, NH \$6,000.00	Residential	None Yes Thomas Abbott	K0019-003000
BLDM-2023-0313	Building - Minor 07/05/2023 R-12 <i>Description: Erect a security wall with door, this wall will prevent direct access to the living area within the facility.</i>	Alteration / Addition 07/11/2023 \$91.00	Issued 01/10/2024 2	368 Washington St, Dover, NH \$5,700.00	Residential	None Yes Thomas Abbott	G0018-000000
BLDG-2023-0079	Building - Major 06/29/2023 <i>Description: Permit for Demolition Only</i> <i>To demo (5) existing walls within currently used business space of Washington Mill 5th Floor. Electrical make safe of demo walls. Form temporary walls to allow current tenant to continue daily operation during construction.</i>	Alteration / Addition 07/11/2023 \$245.00	Issued 01/10/2024 12,823	1 Washington Street, 5th Floor, Dover, NH 03820 \$20,000.00		None Yes Jim Maxfield	
BLDM-2023-0303	Building - Minor 06/28/2023 CM <i>Description: Temporary Trailer 40' x '10' with office and restrooms</i>	Alteration / Addition 07/12/2023 \$432.00	Issued 01/11/2024 400	44 Industrial Park Rd, Dover, NH \$37,205.00	Non-Residential	None Yes Thomas Abbott	G0003-C00000
BLDM-2023-0113	Building - Minor 03/29/2023 R-40 <i>Description: Revised proposal added 6/7/2023. Single story, oversized one car garage (18W x 28D) on a monolithic slab unfinished attic</i>	Alteration / Addition 07/12/2023 \$575.00	Issued 01/11/2024 504	3 Nicholas Cr, Dover 03820 \$50,000.00	Residential	None Yes Jim Maxfield	B0018-002000
BLDM-2023-0326	Building - Minor 07/11/2023 R-12 <i>Description: Adding bathroom downstairs</i>	Alteration / Addition 07/13/2023 \$355.00	Issued 01/12/2024 120	14 Alder Ln, Dover, NH \$30,000.00	Residential	None Yes Thomas Abbott	D0018-002000
BLDM-2023-0312	Building - Minor 07/05/2023 R-40 <i>Description: 13' x 28' Shed</i>	Alteration / Addition 07/13/2023 \$201.00	Issued 01/12/2024 364	9 Grandview Dr, Dover 03820 \$16,364.00	Residential	None Yes Thomas Abbott	F0043-003000

PERMITS ISSUED BY WORK CLASS (07/01/2023 TO 07/31/2023)

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-2023-0332	Building - Minor 07/12/2023 R-12	Alteration / Addition 07/13/2023 \$91.00	Issued 01/12/2024 0	11 Roosevelt Av, Dover, NH \$6,240.00	Residential	None Yes Thomas Abbott	37043-000000
<i>Description: REMOVE & REPLACE 1 ENTRY DOORS; LIKE FOR LIKE; SAME SIZE; NO STRUCTURAL CHANGES</i>							
BLDM-2023-0331	Building - Minor 07/12/2023 R-40	Alteration / Addition 07/14/2023 \$223.00	Issued 01/15/2024 3,600	310 Long Hill Rd, Dover, NH \$18,000.00	Residential	None Yes Thomas Abbott	A0043-C00000
<i>Description: strip and reshingle roof</i>							
BLDM-2023-0311	Building - Minor 07/04/2023 R-40	Alteration / Addition 07/16/2023 \$278.00	Issued 01/15/2024 70	43 Ezra'S Wy, Dover, NH \$23,000.00	Residential	None Yes Thomas Abbott	F0023-A00024
<i>Description: Bathroom renovation- New tub surround, tile floor, vanity, and general updates.</i>							
BLDM-2023-0324	Building - Minor 07/10/2023 R-20	Alteration / Addition 07/16/2023 \$289.00	Issued 01/15/2024 2,400	18 Foster'S Dr, Dover, NH \$24,000.00	Residential	None Yes Thomas Abbott	L0089-I00001
<i>Description: Tear off old siding and replace with new certingteed siding leaving all the old soffit and metal work as is.</i>							
BLDM-2023-0317	Building - Minor 07/07/2023 HR	Alteration / Addition 07/16/2023 \$355.00	Issued 01/15/2024 200	42 Rutland St, Dover 03820 \$30,000.00	Residential	None Yes Thomas Abbott	12136-000000
<i>Description: Kitchen remodel. Removal of 2 small interior walls, one of which bearing and replacing it with beam</i>							
BLDM-2023-0287	Building - Minor 06/21/2023	Alteration / Addition 07/17/2023 \$1,521.00	Issued 01/16/2024 23,498	48 Westgate Drive Units 101, 103, 107, 108, 201, 202, 204, 207, 303, 304, 307 & 308 Dr, Dover, NH 03820 \$136,500.00	Residential	None Yes Thomas Abbott	
<i>Description: Renovations of 13 vacant units, common hallways and common stairwells</i>							
BLDM-2023-0286	Building - Minor 06/21/2023 RM-SU	Alteration / Addition 07/17/2023 \$949.00	Issued 01/16/2024 14,460	44 Westgate Drive Apt.'S 102, 106, 108, 201, 203, 205, 303 & 304 Dr, Dover, NH 03820 \$84,000.00	Residential	None Yes Thomas Abbott	H0041-T00000
<i>Description: Renovations of 8 vacant units</i>							
BLDM-2023-0106	Building - Minor 03/23/2023	Alteration / Addition 07/17/2023 \$575.00	Issued 01/16/2024 3,960	33 Westgate Drive, 101,103,201,301,304, Dover, NH 03820 \$50,000.00	Residential	None Yes Jim Maxfield	
<i>Description: Renovations of 5 vacant units</i>							
BLDM-2023-0288	Building - Minor 06/21/2023	Alteration / Addition 07/17/2023 \$1,059.00	Issued 01/16/2024 16,270	49 Westgate Drive Units 101, 107, 108, 201, 205, 301, 303, 307 & 308 Dr, Dover, NH 03820 \$94,500.00	Residential	None Yes Thomas Abbott	
<i>Description: Renovations of 9 vacant units, common hallways and common stairwells</i>							

PERMITS ISSUED BY WORK CLASS (07/01/2023 TO 07/31/2023)

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-2023-0105	Building - Minor 03/23/2023 RM-SU	Alteration / Addition 07/17/2023 \$795.00	Issued 01/16/2024 5,520	25 Karolina Dr, 204, 207, 215, 217,, Dover 03820 \$70,000.00	Residential	None Yes Jim Maxfield	H0041-P00000
<i>Description: Renovations of 7 vacant units, 204, 207, 215, 217, 218, 222, 223</i>							
BLDM-2023-0264	Building - Minor 06/05/2023 RM-SU	Alteration / Addition 07/17/2023 \$949.00	Issued 12/11/2023 14,460	8 Karolina Dr, 102,108,202,203,207, Dover 03820 \$84,000.00	Residential	None Yes Thomas Abbott	H0041-Q00000
<i>Description: Renovations of 10 vacant units in building</i>							
BLDM-2023-0298	Building - Minor 06/26/2023 R-12	Alteration / Addition 07/19/2023 \$124.00	Issued 01/18/2024 0	28 Old Rochester Rd, Dover 03820 \$9,000.00	Residential	None Yes Thomas Abbott	40032-A00000
<i>Description: Covered porch to front of existing house.</i>							
BLDM-2023-0316	Building - Minor 07/07/2023 R-12	Alteration / Addition 07/19/2023 \$267.00	Issued 01/18/2024 325	25 Benjamin Wy, Dover, NH \$22,000.00	Residential	None Yes Thomas Abbott	I0047-010000
<i>Description: Install in-ground fiberglass swimming pool and concrete surround: 12' 2" x 26' 7"</i>							
BLDM-2023-0290	Building - Minor 06/21/2023 R-40	Alteration / Addition 07/19/2023 \$69.00	Issued 01/18/2024 200	74 Littleworth Rd, Dover, NH \$4,000.00	Residential	None Yes Thomas Abbott	G0033-000000
<i>Description: Replacing porch floor and load bearing columns that support porch roof. Increasing the size of porch floor.</i>							
BLDM-2023-0341	Building - Minor 07/16/2023 R-20	Alteration / Addition 07/20/2023 \$201.00	Issued 01/19/2024 13	65 Durham Rd, Dover 03820 \$16,000.00	Residential	None Yes Thomas Abbott	H0009-000000
<i>Description: REMOVE TWO- THREE LAYERS OF EXISTING ASPHALT ROOF SHINGLES</i>							
<i>INSTALL A GAF WEATHER STOPPER LIFETIME ROOF SYSTEM</i>							
BLDM-2023-0352	Building - Minor 07/18/2023 R-40	Alteration / Addition 07/20/2023 \$47.00	Issued 01/19/2024 218	17 Piscataqua Rd, Dover 03820 \$2,036.20	Residential	None Yes Thomas Abbott	I0093-A00000
<i>Description: Insulation on the walls, drywall on the walls and ceiling in the bedroom.</i>							
BLDM-2023-0344	Building - Minor 07/17/2023	Alteration / Addition 07/20/2023 \$113.00	Issued 01/19/2024 306	7 Rosemary Dr, Dover, NH 03820 \$8,000.00	Residential	None Yes Thomas Abbott	
<i>Description: Finishing a bonus room. Already insulated, some electric and hvac Already in place.</i>							
BLDM-2023-0354	Building - Minor 07/19/2023 R-12	Alteration / Addition 07/21/2023 \$80.00	Issued 01/20/2024 0	23 Elliot Pk, Dover 03820 \$5,000.00	Residential	None Yes Thomas Abbott	17027-000000
<i>Description: REMOVE & REPLACE 1 ENTRY DOORS; LIKE FOR LIKE; SAME SIZE; NO STRUCTURAL CHANGES</i>							

PERMITS ISSUED BY WORK CLASS (07/01/2023 TO 07/31/2023)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Status Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	District Applied Online Assigned To	Parcel
BLDG-2023-0042	Building - Major 04/17/2023 R-40	Alteration / Addition 07/21/2023 \$0.00	Issued 01/20/2024 290	271 Mast Rd, Dover, NH \$75,000.00		None Yes Jim Maxfield	H0058-000000
Description: On the existing 150' monopole, install at a height of 130' (6) panel antennas, (9) radios, and (1) surge protector on new mounts. On grade in existing compound install one walk in cabinet (6'8"x6'8"), a propane backup generator and a 500 gallon propane tank on concrete slabs.							
BLDM-2023-0308	Building - Minor 06/30/2023 RM-U	Alteration / Addition 07/21/2023 \$0.00	Issued 01/20/2024 500	62A Whittier St, Dover, NH \$30,000.00	Residential	None Yes Thomas Abbott	33002-002000
Description: Electrical 5,000.00, Building 25,000.00							
BLDG-2023-0087	Building - Major 07/17/2023 R-40	Alteration / Addition 07/21/2023 \$6,440.00	Issued 01/20/2024 780	29 Spruce Ln, Unit 1 & 2, Dover 03820 \$189,900.00		None No Jim Maxfield	I0029-A00000
Description: Const. a 26' x 30' side addition and const. a farmers porch. Second dwelling unit being added to original scope. See initial permit BLDM-2022-0048.							
BLDM-2023-0285	Building - Minor 06/21/2023 R-12	Alteration / Addition 07/21/2023 \$47.00	Issued 01/20/2024 155	12 Strafford Rd, Dover, NH \$2,000.00	Residential	None Yes Thomas Abbott	D0009-Q00000
Description: Deck addition to back of house (breeze way) overlaying existing flag stone patio							
BLDM-2023-0345	Building - Minor 07/18/2023 R-40	Alteration / Addition 07/24/2023 \$113.00	Issued 01/23/2024 100	20 Seaborne Dr, Dover, NH \$7,500.00	Non-Residential	None Yes Thomas Abbott	J0001-C00000
Description: Add 10' partition							
BLDM-2023-0334	Building - Minor 07/13/2023 R-12	Alteration / Addition 07/24/2023 \$135.00	Issued 01/23/2024 1,244	12 Brookline Av, Dover, NH \$10,000.00	Residential	None Yes Thomas Abbott	33075-000000
Description: Project scope is a new roof on existing house with total project cost of \$10,000. Cost breakdown is Supplies = \$10,000.00							
BLDM-2022-0239	Building - Minor 10/07/2022 R-20	Alteration / Addition 07/24/2023 \$91.00	Issued 01/23/2024 368	3 Pearson Dr, Dover, NH \$6,000.00	Residential	None Yes Thomas Abbott	L0046-A00000
Description: Deck 368 sq ft with a materials cost of \$5000,							
BLDM-2023-0346	Building - Minor 07/18/2023 R-40	Alteration / Addition 07/24/2023 \$113.00	Issued 01/23/2024 110	20 Seaborne Dr, Dover, NH \$7,500.00	Non-Residential	None Yes Thomas Abbott	J0001-C00000
Description: Add 16' partition							
BLDM-2023-0320	Building - Minor 07/10/2023 R-40	Alteration / Addition 07/26/2023 \$421.00	Issued 01/25/2024 400	29 Westwood Cr, Dover, NH \$35,700.00	Residential	None Yes Thomas Abbott	F0018-M00001
Description: Remove and replace existing deck and footings on rear of house.							
BLDM-2023-0357	Building - Minor 07/23/2023 CBD-G	Alteration / Addition 07/26/2023 \$641.00	Issued 01/25/2024 200	5 Hale St, Dover 03820 \$55,500.00	Non-Residential	None Yes Thomas Abbott	09116-000000
Description: Repair of gutters, flashing, mortar and slate tiles on Church roof							

PERMITS ISSUED BY WORK CLASS (07/01/2023 TO 07/31/2023)

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-2023-0282	Building - Minor 06/16/2023 R-40	Alteration / Addition 07/26/2023 \$113.00	Issued 01/25/2024 13	31 Tanglewood Dr, Dover 03820 \$7,650.00	Residential	None Yes Thomas Abbott	I0099-D00000
	<i>Description: Strip entire home and install new asphalt shingles</i>						
BLDM-2023-0319	Building - Minor 07/10/2023 RM-U	Alteration / Addition 07/26/2023 \$245.00	Issued 01/25/2024 28	11 Dover St, Dover, NH \$19,783.75	Residential	None Yes Jim Maxfield	27050-000000
	<i>Description: Installing a bulkhead in place of existing small concrete rockwell. Replacing sections of foundation wall on each side.</i>						
BLDM-2023-0340	Building - Minor 07/14/2023 C	Alteration / Addition 07/26/2023 \$245.00	Issued 01/25/2024 900	44 Dover Point Rd, Suite P, Dover, NH \$20,500.00	Non-Residential	None Yes Jim Maxfield	K0024-000000
	<i>Description: interior renovation to tenant suite</i>						
BLDM-2023-0328	Building - Minor 07/11/2023 RM-U	Alteration / Addition 07/27/2023 \$135.00	Issued 01/26/2024 400	11 Union St, Dover, NH \$10,000.00	Residential	None Yes Thomas Abbott	19026-000000
	<i>Description: Remove and Replace Existing Roof Interior and exterior as needed, replace and repair with rafters, plywood, shingles, sheetrock and insulation.</i>						
BLDG-2023-0085	Building - Major 07/17/2023 R-40	Alteration / Addition 07/27/2023 \$3,592.00	Issued 01/26/2024 1,750	65 Hidden Valley Drive, \$120,000.00		None Yes Jim Maxfield	I0094-C00011
	<i>Description: Creating a sfd dwelling unit within part of the existing structure on the first and second floor.</i>						
BLDM-2023-0361	Building - Minor 07/25/2023 IT	Alteration / Addition 07/31/2023 \$58.00	Issued 01/30/2024 450	294 Durham Rd, Dover, NH \$3,000.00	Mixed Use	None Yes Thomas Abbott	I0022-D00000
	<i>Description: Exterior siding replacement</i>						
BLDM-2023-0327	Building - Minor 07/11/2023 R-12	Alteration / Addition 07/31/2023 \$80.00	Issued 01/30/2024 200	2 Cassily Ln, Dover, NH \$5,000.00	Residential	None Yes Thomas Abbott	E0067-002000
	<i>Description: install an interior wall divide 1 large room into two smaller rooms.</i>						
BLDM-2023-0365	Building - Minor 07/26/2023 RM-U	Alteration / Addition 07/31/2023 \$69.00	Issued 01/30/2024 0	59 Court St, Dover 03820 \$4,000.00	Residential	None No Thomas Abbott	19020-000000
	<i>Description: const. a temporary access ramp</i>						
BLDM-2023-0372	Building - Minor 07/27/2023 R-20	Alteration / Addition 07/31/2023 \$795.00	Issued 01/30/2024 1,750	57 Boston Harbor Rd, Dover, NH \$70,000.00	Residential	None Yes Thomas Abbott	07019-A00000
	<i>Description: remove and replace roof with red cedar shingles, remove and replace windows with Pella Windows, remove vinyl siding and replace with cedar shingles, replace rotted exterior trim, sister PT joists of both sides of cantilever deck and resurface. nothing will touch the ground</i>						
BLDM-2023-0090	Building - Minor 03/14/2023 R-20	Alteration / Addition 07/31/2023 \$1,675.00	Issued 01/30/2024 240	17 Wentworth Tr, Dover, NH \$150,000.00	Residential	None Yes Jim Maxfield	08041-A00000
	<i>Description: interior remodel of 13' x 20' front room to create a cathedral ceiling</i>						

PERMITS ISSUED BY WORK CLASS (07/01/2023 TO 07/31/2023)

Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
SUBTOTALS FOR ALTERATION / ADDITION:			119,798 Sq Ft	\$2,084,130.95	Residential:	45	PERMITS ISSUED: 59
					Non-Residential:	7	
					Mixed Use:	2	
NEW CONSTRUCTION							
BLDG-2023-0051	Building - Major 05/08/2023 R-12	New Construction 07/18/2023 \$19,241.00	Fees Due 01/17/2024 3,200	12 Porch Light Dr, Unit 1 & 2, Dover, NH \$576,000.00		None Yes Jim Maxfield	14010-G00003
<i>Description: Construct two story two family dwelling with unfinished attic and basement</i>							
BLDG-2023-0086	Building - Major 07/17/2023 R-12	New Construction 07/27/2023 \$685.00	Issued 01/26/2024 800	145 Fourth St, Dover, NH \$60,000.00		None Yes Jim Maxfield	33082-000000
<i>Description: Complete remaining scope of work for new SFD. Structure currently weathertight and drywalled. Also install second egress from basement which was omitted from foundation.</i>							
SUBTOTALS FOR NEW CONSTRUCTION:			4,000 Sq Ft	\$636,000.00	Residential:	0	PERMITS ISSUED: 2
					Non-Residential:	0	
					Mixed Use:	0	
			123,798 Sq Ft	\$2,720,130.95	Residential:	45	GRAND TOTAL OF PERMITS: 61
					Non-Residential:	7	
					Mixed Use:	2	

City of Dover

Revenues of Major Funds July 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	\$ 107,458,428	622,566	622,566	1.0%	\$ 106,835,862	\$ -	\$ 106,835,862	99.0%
Licenses & Permits	7,450,679	621,191	621,191	8.0%	6,829,488	-	6,829,488	92.0%
Intergovernmental	5,803,028	800	800	0.0%	5,802,228	-	5,802,228	100.0%
Charges for Services	4,718,388	193,152	193,152	4.0%	4,525,236	-	4,525,236	96.0%
Miscellaneous Revenue	1,340,185	134,600	134,600	10.0%	1,205,585	-	1,205,585	90.0%
Education	18,843,479	24,635	24,635	0.0%	18,818,844	-	18,818,844	100.0%
Operating Transfers In	415,507	-	-	0.0%	415,507	-	415,507	100.0%
Other Financing Sources	129,900	-	-	0.0%	129,900	-	129,900	100.0%
Sub-total : 1000 General Fund	\$ 146,159,594	1,596,945	1,596,945	1.0%	\$ 144,562,649	\$ -	\$ 144,562,649	99.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 336,000	74,718	74,718	22.0%	\$ 261,282	\$ -	\$ 261,282	78.0%
Parking Income	955,021	79,509	79,509	8.0%	875,512	-	875,512	92.0%
Parking Fines	184,000	12,489	12,489	7.0%	171,511	-	171,511	93.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,475,021	166,716	166,716	11.0%	\$ 1,308,305	\$ -	\$ 1,308,305	89.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	-	-	0.0%	\$ 9,584	\$ -	\$ 9,584	100.0%
Charges for Services	1,804,395	58,467	58,467	3.0%	1,745,928	-	1,745,928	97.0%
Miscellaneous Revenue	0	20	20	0.0%	(20)	-	(20)	0.0%
Other Financing Sources	137,231	-	-	0.0%	137,231	-	137,231	100.0%
Sub-total : 3320 Residential Solid Waste	\$ 1,951,210	58,487	58,487	3.0%	\$ 1,892,723	\$ -	\$ 1,892,723	97.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 799,361	31,652	31,652	4.0%	\$ 767,709	\$ -	\$ 767,709	96.0%
Operating Transfers In	60,853	-	-	0.0%	60,853	-	60,853	100.0%
Sub-total : 3381 McConnell Center	\$ 860,214	31,652	31,652	4.0%	\$ 828,562	\$ -	\$ 828,562	96.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 408,250	31,952	31,952	8.0%	\$ 376,298	\$ -	\$ 376,298	92.0%
Miscellaneous Revenue	5,500	1,090	1,090	20.0%	4,410	-	4,410	80.0%
Operating Transfers In	20,000	-	-	0.0%	20,000	-	20,000	100.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 433,750	33,042	33,042	8.0%	\$ 400,708	\$ -	\$ 400,708	92.0%
5300 Water Fund								
Intergovernmental	\$ 71,800	-	-	0.0%	\$ 71,800	\$ -	\$ 71,800	100.0%
Charges for Services	6,921,533	282,871	282,871	4.0%	6,638,662	-	6,638,662	96.0%
Miscellaneous Revenue	86,000	4,893	4,893	6.0%	81,107	-	81,107	94.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	\$ 7,166,833	287,765	287,765	4.0%	\$ 6,879,068	\$ -	\$ 6,879,068	96.0%
5320 Sewer Fund								
Intergovernmental	\$ 169,592	-	-	0.0%	\$ 169,592	\$ -	\$ 169,592	100.0%
Charges for Services	9,532,212	389,562	389,562	4.0%	9,142,650	-	9,142,650	96.0%
Miscellaneous Revenue	70,000	10,457	10,457	15.0%	59,543	-	59,543	85.0%
Other Financing Sources	391,150	-	-	0.0%	391,150	-	391,150	100.0%
Sub-total : 5320 Sewer Fund	\$ 10,162,954	400,019	400,019	4.0%	\$ 9,762,935	\$ -	\$ 9,762,935	96.0%
6100 Dovernet Fund								
Intergovernmental	\$ 216,462	-	-	0.0%	\$ 216,462	\$ -	\$ 216,462	100.0%
Charges for Services	1,703,480	125,274	125,274	7.0%	1,578,206	-	1,578,206	93.0%
Miscellaneous Revenue	50,000	-	-	0.0%	50,000	-	50,000	100.0%
Operating Transfers In	-	-	-	0.0%	0	-	0	0.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 6100 Dovernet Fund	\$ 1,969,942	125,274	125,274	6.0%	\$ 1,844,668	\$ -	\$ 1,844,668	94.0%
Total : REVENUES	\$ 170,179,518	2,699,899	2,699,899	2.0%	\$ 167,479,619	\$ -	\$ 167,479,619	98.0%

City of Dover

Expenditures of Major Funds

July 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	\$ 525,384	\$ 622	\$ 622	0.0%	\$ 524,762	\$ 327,153	\$ 197,609	37.6%
Executive	2,399,486	198,843	198,843	8.0	2,200,643	1,346,632	854,011	35.6
Finance	2,570,073	222,315	222,315	9.0	2,347,758	1,252,069	1,095,688	42.6
Planning	1,211,342	87,150	87,150	7.0	1,124,192	510,436	613,756	50.7
Misc General Government	1,097,667	112,959	112,959	10.0	984,708	86,056	898,653	81.9
Police	10,676,414	815,518	815,518	8.0	9,860,896	5,250,684	4,610,212	43.2
Fire & Rescue	12,821,322	968,542	968,542	8.0	11,852,780	5,968,698	5,884,082	45.9
Community Service Public Works	10,304,950	315,637	315,637	3.0	9,989,313	3,088,079	6,901,234	67.0
Recreation	3,015,529	193,282	193,282	6.0	2,822,247	1,272,427	1,549,820	51.4
Public Library	1,811,754	124,558	124,558	7.0	1,687,196	1,150,454	536,743	29.6
Public Welfare	874,442	40,658	40,658	5.0	833,784	216,284	617,500	70.6
Debt Service	6,725,667	-	-	0.0	6,725,667	-	6,725,667	100.0
Other Financing Sources/Uses	3,743,831	-	-	0.0	3,743,831	-	3,743,831	100.0
School	77,957,873	1,950,097	1,950,097	3.0	76,007,776	38,680,563	37,327,214	47.9
Intergovernmental	10,423,860	-	-	0.0	10,423,860	10,308,597	115,263	1.1
Sub-total : 1000 General Fund	\$ 146,159,594	\$ 5,030,181	\$ 5,030,181	3.4%	\$ 141,129,413	\$ 69,458,131	\$ 71,671,283	49.0%
3213 Parking Activity Fund								
Police	\$ 1,475,021	\$ 51,762	\$ 51,762	4.0%	\$ 1,423,260	\$ 473,807	\$ 949,452	64.4%
Sub-total : 3213 Parking Activity Fund	\$ 1,475,021	\$ 51,762	\$ 51,762	3.5%	\$ 1,423,260	\$ 473,807	\$ 949,452	64.4%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,074,565	\$ 23,793	\$ 23,793	1.0%	\$ 2,050,772	\$ 1,790,061	\$ 260,711	12.6%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,074,565	\$ 23,793	\$ 23,793	1.1%	\$ 2,050,772	\$ 1,790,061	\$ 260,711	12.6%
3381 McConnell Center Fund								
Recreation	\$ 860,214	\$ 34,286	\$ 34,286	4.0%	\$ 825,928	\$ 234,868	\$ 591,060	68.7%
Sub-total : 3381 McConnell Center Fund	\$ 860,214	\$ 34,286	\$ 34,286	4.0%	\$ 825,928	\$ 234,868	\$ 591,060	68.7%
3410 Recreation Special Revenue Fund								
Recreation	\$ 443,750	\$ 45,728	\$ 45,728	10.0%	\$ 398,022	\$ 29,498	\$ 368,524	83.0%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 443,750	\$ 45,728	\$ 45,728	10.3%	\$ 398,022	\$ 29,498	\$ 368,524	83.0%
5300 Water Fund								
Community Service Public Works	\$ 7,329,970	\$ 169,458	\$ 169,458	2.0%	\$ 7,160,512	\$ 1,545,596	\$ 5,614,916	76.6%
Sub-total : 5300 Water Fund	\$ 7,329,970	\$ 169,458	\$ 169,458	2.3%	\$ 7,160,512	\$ 1,545,596	\$ 5,614,916	76.6%
5320 Sewer Fund								
Community Service Public Works	\$ 10,347,257	\$ 323,114	\$ 323,114	3.0%	\$ 10,024,143	\$ 2,938,545	\$ 7,085,598	68.5%
Sub-total : 5320 Sewer Fund	\$ 10,347,257	\$ 323,114	\$ 323,114	3.1%	\$ 10,024,143	\$ 2,938,545	\$ 7,085,598	68.5%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 2,755,491	\$ 86,154	\$ 86,154	3.0%	\$ 2,669,337	\$ 691,430	\$ 1,977,907	71.8%
Sub-total : 6100 Dovernet Fund	\$ 2,755,491	\$ 86,154	\$ 86,154	3.1%	\$ 2,669,337	\$ 691,430	\$ 1,977,907	71.8%
Total : EXPENDITURES	\$ 171,445,862	\$ 5,764,476	\$ 5,764,476	3.4%	\$ 165,681,386	\$ 77,161,935	\$ 88,519,451	51.6%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) July 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	1,142,130	43,714	43,714	3.8	1,098,416	0	1,098,416	96.2
Expenditures	1,253,806	77,768	77,768	6.2	1,176,038	555,021	621,017	49.5
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	<u>(111,676)</u>	<u>(34,055)</u>	<u>(34,055)</u>	<u>(2.4)</u>	<u>(77,621)</u>	<u>(555,021)</u>	<u>477,400</u>	<u>46.6</u>

CITY COUNCIL GOALS

2022 - 2023



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

GOAL 1: OUR CITY IS INCLUSIVE & WELCOMING

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

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

JULY 2022:

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

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

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

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

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

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

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

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

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

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

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

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

PSW Jones connected with a MSW student of Waldren University, about an internship at DPD under PSW Jones' supervision. PSW Jones, Sgt Mitrushi, and Ofc Shoer met with the student for an interview on 7/25/22. The anticipated start date is November 2022 and the internship would continue through May 2022. PSW Jones created social media content for 4 "Wellness Wednesday" posts in the month of July, to align with the July theme: Environmental Wellness.

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

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

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

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

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

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

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

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

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

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

AUGUST 2022:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SEPTEMBER 2022:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

OCTOBER 2022, NOVEMBER 2022, DECEMBER 2022:

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

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

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

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

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

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

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

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

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

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

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

JANUARY 2023:

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

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

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

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

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

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

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

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

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

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

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

FEBRUARY 2023:

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

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

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

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

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

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

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

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

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

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

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.

JULY 2023

An unveiling event was held on July 15th for the Nellie Brown Mitchell Black Heritage Trail marker that was placed near the entrance to the Pine Hill Cemetery. This event was well attended and brought much attention to this distinguished woman who is interred in Pine Hill Cemetery.

The Dover Public Library has debuted the first book of its new StoryWalk, recently installed in Henry Law Park. Through an approximately half-mile route beginning at the top of Henry Law Park by Washington Street and Henry Law Avenue, people can enjoy reading "The First Blade of Sweetgrass: A Native American Story," authored by Suzanne Greenlaw and Gabriel Frey, and illustrated by Nancy Baker, while getting exercise and enjoying the sights and sounds of the park. The story winds through Henry Law Park, following the sidewalk of Henry Law Avenue, before returning along the pathway adjacent to the Cochecho River. The StoryWalk is part of the StoryWalk Project created by Anne Ferguson of Montpelier, Vt., and developed in collaboration with the Kellogg-Hubbard Library. Its mission is to promote early literacy, physical activity, and family time together outdoors. The Dover Public Library utilized a grant from the New Hampshire Humanities to purchase and install the display units. The StoryWalk is designed to change out story books as needed.

GOAL 2: OUR CITY VOLUNTEERS ARE ENGAGED

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

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

July 2022

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

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

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

AUGUST 2022

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

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

SEPTEMBER 2022

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

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

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

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

OCTOBER 2022, NOVEMBER 2022, DECEMBER 2022:

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

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

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

JANUARY 2023:

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

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

FEBRUARY 2023

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

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

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

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

MARCH 2023:

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

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

APRIL 2023:

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

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

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

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.

JULY 2023

Local volunteer Joan Kula could be seen working in the flower beds along the front of City Hall. Joan's efforts keep the areas looking colorful and well-tended. We are so appreciative of her volunteerism and the time and effort she puts into these gardens.

Again, staff would like to acknowledge the efforts of volunteers throughout the City, including the Dover Doers and Don't Trash Dover litter collectors, both groups organized by Deb Clough and her group of civic minded people who have worked to clean up and brighten up downtown areas with flowers on the bridges and near local businesses. We can not thank them enough!

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.

JULY 2023

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.

JULY 2023

Director Benton and staff from Community Services continue providing insight on the Route 108 complete streets project by reviewing improvement options along one of the gateways into the City including making it user friendly and safer for all multi-modal users. Staff applied for a CMAQ grant and is waiting to hear back from NHDOT but conversations at the SRPC Transportation Advisory Committee which reviews and score applications seem promising that all three Strafford Regional Projects may get funded based on the amount of funding available. A public information meeting will be held in September.

Housing Navigator Pope and Director Benton submitted applications for the Municipal Per Unit Grants made available through InvestNH on July 27th.

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

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.

JULY 2023

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 look at the Vision Chapter of the City's Master Plan; working for the city for decades; a conversation with longtime volunteer Otis Perry about serving on various boards and commissions; and a preview of the Cochecho Arts Festival.

Media Services provided additional coverage and production for a variety of events held in July, including the reading of the Declaration of Independence, the annual fireworks display, the Dover400 parade, several 400th-anniversary events, and the meeting of the Governor and Executive Council in Dover.

In July, Media Services continued to provide assistance to Dover400 with its oral history project, Voices of Dover. In addition to the release and postproduction of the oral histories, Media Services in July recorded additional interviews with Dover residents as part of the project.

In July, 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 July distributed 68 news releases across multiple platforms for other city matters, including ongoing projects and special announcements.

Media Services provided live and taped televised coverage of 16 meetings and special events in July.

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

Planning and Media Services staff have created a video preview of the Zoning Board agenda for the Board meeting on July 20th. The preview 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 such as the Dover Block Party, conservation easement authorizations, a Community Trail tour with the library, and words of the week included “Lot Line Adjustment” and “Conservation easement.”

Housing Navigator Pope & Outreach Coordinator Bassegio staffed a Planning Department booth at the Dover 400 Block Party on July 1st, to engage with residents on subjects including the Distinctly Dover Vision Chapter, Community Power, the Community Trail, and Attainable Housing initiatives.

Housing Navigator Pope & Outreach Coordinator Bassegio created a virtual poll to solicit resident feedback regarding perceived housing challenges and potential solutions. The poll was created to accompany public engagement efforts such as the Dover Block Party, National Night Out, and Apple Harvest Day.

Outreach Coordinator Bassegio joined Deputy City Manager Parker and Steve Whitman, from Resilience Planning, for an episode of the Dover Download podcast. The episode featured the Vision Chapter update of the Master Plan.

Director Benton and Outreach Coordinator Bassegio led a tour of the Community Trail as part of the library’s summer reading program on July 18th.

On Wednesday, July 12th, from 5pm - 7pm, sixty Dover Public Library patrons of all ages enjoyed an evening at the Children’s Museum after hours. All the attendees, including two Children’s Room staff, were delighted to have easy access to all of the exhibits and not have to deal with crowds. A good time was had by all.

148 new library patrons registered at the Dover Public Library in July.

Planning and Media Services staff have created a video preview of the Zoning Board agenda for the Board meeting on July 20th. The preview 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 such as the Dover Block Party, conservation easement authorizations, a Community Trail tour with the library, and words of the week included “Lot Line Adjustment” and “Conservation easement.”

Youth to Youth students conducted a rally at Henry Law Park during the week to launch their Dress-Up Campaign raising awareness about new high-risk alcohol products and the industry’s usage of packaging which is unnecessarily attractive to kids. At the rally, almost 40 students displayed posters and visuals, passed out palm cards to pedestrians, and conducted a live press conference which was also streamed on Facebook.

The rally kicked off what will be a yearlong campaign targeting teens and preteens, parents, and adults with social media posts, radio ads, policy change projects, presentations, and other media messaging. A total of 24 Dover students who will be going into 5th, 6th or 7th grade next year received this training. The staff were assisted by 15 high school-age members of Youth to Youth.

Lt. Mitrushi coordinated a Critical Incident and Stress Management/Peer Support training class for officers and civilians in the Strafford and Rockingham Counties, hosted at the Dover Police Department. Dr. Ann Balboni of the International Critical Incident Stress Foundation conducted the 3-day training focused on Group and Individual Crisis Interventions. As a result, 16 new members were added to the Seacoast Peer Support Team, 5 of which were Dover Police Department employees (3 officers and 2 civilians). Lt. Mitrushi is coordinating the development of the Seacoast Team.

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 Granit 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.

JULY 2023

Resilience Manager Kaspari and Open Lands Committee Chari Boudreau presented two proposed conservation easement projects to the City Council on July 12th. The Council voted to accept interest in both properties. Kaspari and Boudreau are continuing to work with the landowners to close out the projects.

Resilience Manager Kaspari staffed an Energy Commission meeting on July 19th. During the meeting Sustainability Fellow Peder Franson provided an update to the Commission on his project progress and presented a comprehensive energy analysis for Dover's various facilities.

Resilience Manager Kaspari staffed a Forest Management Subcommittee meeting on July 31st. The Subcommittee continues to explore the potential of a pilot pocket forest project with the Dover High School and has placed attention on helping to support the City with addressing the emerald ash borer problem that's resulting in the wide spread death of ash trees throughout Dover.

Resilience Manager Kaspari chaired a Risk Management Committee (RMC) meeting of the Community Power Coalition of New Hampshire (CPCNH) on July 10th. The RMC continues to develop a Risk Management Dashboard to assist with identifying, tracking and mitigating risks for CPCNH. Kaspari is working with CPCNH to confirm a target date for the launch of the Dover Community Power program.

Director Benton, Resilience Manager Kaspari and Attorney Wyatt attended a boat tour of the Great Bay with Melissa Paly from the Conservation Law Foundation on July 11th. During the tour they learned more about issues facing the Great Bay, mitigation efforts underway and how municipalities play a role.

Resilience Manager Kaspari attended a USEPA webinar on the Greenhouse Gas Reduction Funds Notice of Funding for the Solar for All Competition on July 12th.

Resilience Manager Kaspari met with Devon Mckaye, a Resilience Planner with Arcadis to discuss Dover's resiliency goals on July 17th and with UNH Sustainability Fellow Caitlin Hart on July 19th to provide guidance on a Community Scale Greenhouse Gas Inventory she is producing for Amherst, MA.

Resilience Manager Kaspari and Solid Waste Coordinator Moore participated in a podcast episode on composting with Deputy City Manager Parker on July 20th.

Resilience Manager Kaspari monitored the approximately 100-acre Gabriel Conservation Easement with Charlotte Harding from the Conservation Land Stewardship Program (CLSP) with the State of New Hampshire on July 26th. This resulted in the satisfaction of the annual report requirement for that property.

Resilience Manager Kaspari worked with the Media Services Department and Information Technology Department to host the Quarterly Membership Meeting for CPCNH on July 27th in the McConnell Center. The meeting was well attended and provided an opportunity for representatives from across New Hampshire to experience Dover. Kaspari represented Dover along with Energy Commission Chair Baber as part of the Membership Meeting and subsequent Board Meeting.

Resilience Manager Kaspari and Energy Commission Chair Baber met with representatives from Siemens on July 28th to discuss how they could potentially assist the City with a large-scale solar array at the Wastewater Treatment Facility as well as other energy goals of the City.

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.

JULY 2023

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

Housing Navigator Pope & Outreach Coordinator Bassegio staffed a Planning Department booth at the Dover 400 Block Party on July 1st, to engage with residents on subjects including the Distinctly Dover Vision Chapter, Community Power, the Community Trail, and Attainable Housing initiatives.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 09, 2023**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Hackett led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Muffett-Lipinski

Also Present: City Manager Joyal, City Attorney Wyatt

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to approve the agenda as presented and revised to bring item 13. B. 1 up to come after item 8: Public Forum. Seconded by Councilor Thibodeaux. Vote: 8-0.

7. PUBLIC HEARINGS

A. CHAPTER 170, SECTIONS: TABLE OF CONTENTS, 6, 12, 19, 20, 21, 27.1, 27.2, 28, 32, AND 53

SPONSORED BY COUNCILOR CULLEN AS PLANNING BOARD REPRESENTATIVE

Mayor Carrier opened the public hearing.

Mayor Carrier, seeing no one wishing to speak, closed the public hearing.

B. CHAPTER 145 – WASTE MANAGEMENT, SECTION 2

SPONSORED BY MAYOR CARRIER BY REQUEST

Mayor Carrier opened the public hearing.

Stephanie Goodwin, owner of Beacon Waste Services in Dover offered to be included in committee discussions before this ordinance takes effect as it will be detrimental to her business.

Lee LaPierre, Dover citizen and HOA president expressed concerns about how the ordinance as written will affect his community and their contract with their waste removal company. He is also willing to participate in committee discussions.

Mayor Carrier closed the public hearing.

C. 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.)

(CITY COUNCIL VOTE TO OCCUR ON AUGUST 23, 2023.)

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, August 09, 2023
	Meeting Time:	7:00 pm

City Manager Joyal explained the proposal of funding through the waterfront TIF and recommended to proceed as presented on the agenda and discuss the item. No vote is allowed tonight due to the time restriction, but the board should decide whether to move forward with the resolution and vote at the next meeting or substitute a resolution.

Discussion ensued and City Manager Joyal answered questions from board members.

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

Mayor Carrier opened the public hearing.

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.

Carolyn Mebert of Dover asked the board to support the Dover para-professionals contract.

Kristen Bonny of Barrington, an employee at Woodman Park School, was on the negotiating team for this contract. She noted there is still work to be done and noted several employees have left for other districts who pay more for health insurance. She asked for these employees to be better funded moving forward.

Heather Daniel of Dover is a substitute teacher and is qualified for para education. She explained the children using para educators need the personal relationships and these educators with this qualification should be compensated for their skills.

13.

B. RESOLUTIONS

**1. COLLECTIVE BARGAINING AGREEMENT—DOVER PARAEDUCATORS' ASSOCIATION (DPA)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to approve the resolution. Seconded by Councilor Hackett. City Manager Joyal gave an overview of the Resolution to the Council. Roll Call Vote: 8-0

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing and gave a few highlights to the Council regarding Recreation staff/ summer camps, paving and sewer projects, emergency purchases and

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Chambers Meeting Date: Wednesday, August 09, 2023 Meeting Time: 7:00 pm
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household hazardous waste day. The state has notified that the Oak St. bridge will be closed for about two weeks for repairs.

Councilor Hackett encouraged residents to support local restaurants so they don't go out of business.

Discussion occurred/ update given about work on a culvert.

Deputy Mayor Shanahan moved to accept the City Manager's Report; seconded by Councilor Williams. Vote: 8-0.

10. APPROVAL OF MINUTES

- A. July 26, 2023 – Regular Meeting**
- B. August 2, 2023 – Workshop**

Deputy Mayor Shanahan moved to approve both sets of Minutes. Seconded by Councilor Thibodeaux. Vote: 8-0.

Councilor Cullen stated he would prefer the minutes moving forward to include more information about what was reported/discussed.

11. MAYOR'S REPORT

Mayor Carrier congratulated and welcomed back Councilor Warach and highlighted past Dover events.

Deputy Mayor Shanahan gave a report on a meeting he attended regarding COAST and a ribbon-cutting for a bank.

Deputy Mayor Shanahan moved to accept the Mayor's Report. Seconded by Councilor Williams. Vote: 8-0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

- 1. CHAPTER 170, SECTIONS: TABLE OF CONTENTS, 6, 12, 19, 20, 21, 27.1, 27.2, 28, 32, AND 53**
SPONSORED BY COUNCILOR CULLEN AS PLANNING BOARD REPRESENTATIVE

Deputy Mayor Shanahan moved for its adoption. Seconded by Councilor Williams. Councilor Cullen noted there are still some specific wording edits to be worked out with staff, but nothing substantial enough to hold up the process. Roll call vote: 8-0.

- 2. CHAPTER 145 – WASTE MANAGEMENT, SECTION 2**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 09, 2023**
Meeting Time: **7:00 pm**

Deputy Mayor Shanahan moved for its adoption. Seconded by Councilor Thibodeaux. City Manager Joyal gave an overview of the Resolution to the Council. Mayor Carrier noted the public has expressed some concerns tonight about this item. City Manager Joyal suggested the item be tabled or sent back to the solid waste advisory commission for further examination and discussion with affected parties. Deputy Mayor Shanahan agreed and expounded that the Ordinance committee had the same reaction. This issue is understood, but before taking action, it is best to meet with the private haulers and HOAs.

Councilor Hackett commented she would not vote in favor of this as-is. There are not enough parameters.

Deputy Mayor Shanahan moved to table the item. Seconded by Councilor Warach. Vote: 8-0.

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. ENVIRONMENTAL PROJECTS CONSULTING SERVICES – PESCHEL CONSULTING LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. RESIDENTIAL PAY-AS-YOU-THROW TRASH BAGS**
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for the adoption of the Consent Calendar. Seconded by Councilor Thibodeaux. Councilor Cullen wanted to pull item 13.A.1 in order to ask a question.

Deputy Mayor Shanahan moved for the adoption of 13.A.2. Seconded by Councilor Hackett. Roll Call Vote: 8-0

Deputy Mayor Shanahan moved for the adoption of 13.A.1. Seconded by Councilor Thibodeaux. Councilor Cullen asked some clarifying questions regarding funds spent and timeframe of this contract. City Manager Joyal addressed the questions. Roll Call Vote: 8-0

B. 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. Coheco Waterfront Development Advisory Committee (Carrier) |
| 12. Heritage Commission (Nemeth) | |



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 09, 2023**
Meeting Time: **7:00 pm**

13. Legislative Liaison (Shanahan)

14. Library Board of Trustees (Thibodeaux)

15. McConnell Center Advisory Committee (Thibodeaux)

27. Dover Main Street (Carrier)

28. Strafford Regional Planning Commission (Williams)

29. Government Affairs (Carrier)

Councilor Nemeth updated the board on the graffiti wall at the Community Trail and Heritage Commission meeting discussions on the assessment of the waterworks building.

Deputy Mayor Shanahan attended the NHMA legislative year end wrap up and updated the board on finances, meals and room taxes, grants, school funding, licensing, Medicaid and HB75 which changes how County commissioners are elected.

Councilor Thibodeaux updated the board on a discussion about a room at the McConnell center and finances and maintenance for the building.

Deputy Mayor Shanahan noted the Ordinance Committee has an upcoming meeting with the Dover Utilities Commission regarding storm water utility.

Councilor Hackett noted there was no quorum at the meeting, but they are expecting improvement there with the two recent appointments. Jenny Thompson improvements are on hold. She read a report for the board. She also read a report regarding the Arena Commission.

Councilor Nemeth updated the board that community listening and community forums will be planned by the Committee for Racial Equity and Inclusion in late 2023-early 2024.

Deputy Mayor Shanahan noted the dedication of the Olympian Plaque was in July, concrete work has been done at the skate park and a dedication is planned for September, the design of the Community Pavilion at the waterfront is under revision.

C. RESOLUTIONS

3. ESTABLISHMENT OF FISCAL YEAR 2024 EXPECTATIONS BY MAYOR AND CITY COUNCIL FOR CITY MANAGER

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve. Seconded by Councilor Thibodeaux.

City Manager Joyal gave an overview of the Resolution to the Council. Roll Call Vote: 8-0.

D. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Thibodeaux noted Coffee with a Councilor will happen this Saturday.

16. ADJOURN

Councilor Warach moved to adjourn. Seconded by Councilor Nemeth. Vote: 8-0

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 12.C.1. Resolution Number: R – 2023.07.26 - 123 Resolution Re: FY2024 CIP Appropriation and Authorization for Bonding Portsmouth Dover Water System Interconnect
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- 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#: 12.C.1.

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#: 12.C.1. Resolution Number: R – 2023.07.26 - 123 Resolution Re: FY2024 CIP Appropriation and Authorization for Bonding Portsmouth Dover Water System Interconnect
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DOCUMENT HISTORY:

First Reading Date: 07/26/2023	Public Hearing Date: 08/09/2023
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 12.C.1.	
Resolution Number: R – 2023.07.26 - 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#: 12.C.1.

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#: 12.C.1.

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 - RESOLUTION

Agenda Item#: 12.C.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:

		Proposed			
Item #	Description	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#: 12.C.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: 07/26/2023	Public Hearing Date: 08/09/2023
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 12.C.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

Document Created by: Finance Department Document Posted on: August 18, 2023	R-2023.07.26 FY2024 CIP Appropriation and CWSRF Authorization Henry Law Park Stormwater BMP Funding Page 3 of 4
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 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 12.C.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	

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.A.1.

Resolution Number: **R – 2023.08.23. – 128**

Resolution Re: Additional Scope of Work for Dredge Cell Closure –
Previously GeoInsight, Inc. Now Verdantas

WHEREAS: After going through a request for proposal in 1999, GeoInsight, Inc. of Londonderry NH was hired to provide professional consulting services relative to the Cocheco River Dredge Cell project; and

WHEREAS: Several resolutions have been approved by City Council through the years allowing continued services from GeoInsight, Inc. for the ever changing and expanding scope of work including the completion of the lengthy permitting application process; and

WHEREAS: In April of 2022, Geoinsight changed its name to Verdantas, LLC.

WHEREAS: Verdantas, LLC is offering permitting support to the City of Dover to obtain a solid waste facility permit approval from the NH DES for the new catch basin screenings facility, which helps divert material and debris from being deposited in the Dredge Cell. Verdantas, LLC's scope of work for services is in the amount not to exceed \$63,700.00.

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 Verdantas, LLC of Manchester, NH in the amount not to exceed \$63,700.00 for additional engineering services related to diverting material from the Dover Landing Dredge/Cocheco River maintenance Dredge Cell, and licensing the screenings facility at the wastewater treatment plant. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4325.1.300.43230.4757.03190.00	Utility Systems	3,194,427.36	3,194,427.36

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:
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2023.08.23. – 128**

Resolution Re: Additional Scope of Work for Dredge Cell Closure –
Previously GeoInsight, Inc. Now Verdantas

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 Warach, 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 – 2023.08.23. – 128**

Resolution Re: Additional Scope of Work for Dredge Cell Closure –
Previously GeoInsight, Inc. Now Verdantas

RESOLUTION BACKGROUND MATERIAL:

GeoInsight, Inc. is the engineering firm that designed and provided oversight during the construction and operation of the dredge cell facility. The City is currently working with GeoInsight, Inc, now Verdantas, LLC. again, to provide final engineering design and oversight for the capping and closure of the dredge cell facility. The dredge cell closure will be timed to follow the completion of the Waterfront redevelopment, as some urban or contaminated fill is expected to arrive from the waterfront reconstruction.

To minimize the deposition of street sweeping or catch basin cleaning debris being diverted and disposed at the dredge cell, the City constructed a specialized screening and washing facility to capture and reuse material collected through both maintenance activities. NH Department of Environmental Services (NHDES) has requested that the new screening and washing facility seek licensure or a waiver as a solid waste processing facility. NHDES requested that analytic testing and analysis occur on the materials collected, both before and after processing through the new screenings and washing facility. The expectation is that the new facility will obtain a waiver from full licensure under the State's Solid Waste Rules, and the facility will be allowed to operate as an ancillary function of the main waste water treatment plant.

Since Verdantas has been monitoring, observing and tracking fill materials being brought to the dredge cell, they are aligned to expand testing and sampling to help develop a Soil Management Permit for review by NHDES. The City received a cost proposal the engineering oversight of the disposal of the urban soils and complete the design of the final cap and closure of the facility.

Most recently, the City received an additional scope of work cost proposal for Permitting Support Services related to the Dredge Cell Closure in the amount not to exceed \$63,700.00. The engineering services to be provided are noted as below:

Task 1 – Sampling and Testing – confirming levels of contaminants vis samples of street waste material and at facility. Collection of samples from city stockpiles to determine the type of level of contaminants. Submittal to analytical laboratory for analysis. \$26,200.00

Task 2 – Permitting – Following receipt of results, Verdantas will evaluate the applicability of the NHDES Solid Waste Regulations and identify a proposed permitting process path for the City. Verdantas will help determine if the facility qualifies for a Permit By Notification (essentially a waiver) as a Processing & Treatment facility in accordance with ENV-Sw 500. Verdantas will review the levels of contaminants present in the sand product after treatment/processing and work with the City to evaluate the needs to apply for certification. Once permitting process is identified, Verdantas will draft the permitting package for the City to review and then submit to NHDES. \$15,000.00

Task 3 – Soil Management Plan – Verdantas will draft a Soil Management Plan to address the sources of material that the City generates during street maintenance activities, including vacuumed catch basin debris, street & sidewalk sweepings, and ditch line dredging. \$12,500.00

Task 4 – Project Coordination, Meetings and Project Management – Develop a Project Health & Safety Plan, Coordination with laboratories, and scheduling and logistics. \$10,000.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2023.08.23. – 128**

Resolution Re: Additional Scope of Work for Dredge Cell Closure –
Previously GeoInsight, Inc. Now Verdantas

Bid Information:

A sealed bid solicitation was issued in 1999 and awarded by council to GeoInsight, Inc.

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	As needed
Recommended Award to:	GeoInsight, Inc. now Verdantas, LLC	Fund:	Cocheco Dredge Cell
Other Approvals Required:	Yes, State NH	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.08.23 - 129**
Resolution Re: B23069 Court Street Emergency Sewer Replacement
Project - Add'l Scope of Work #1

WHEREAS: A sealed (RFQ) Request for Qualifications #B23069 was requested and received for work associated with Court Street Emergency Sewer Replacement Project on May 4th, 2023 at 2:00 pm EST; and

WHEREAS: Four (4) proposals were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. D&C Construction proposal was selected in the amount of \$202,100.00 which was approved via City Council resolution [R-2023-.05.24-085](#) and

WHEREAS: In response to an elevation conflict in the field, the City sought and received an Additional Scope of Work #1 for installation of piping modifications, new manhole and additional gravity sewer piping installation for a total of \$55,270.00; and

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

The Purchasing Agent is hereby authorized to issue a Purchase Order for Additional Scope of Work #1 in conjunction with RFQ #B23069 to D&C Construction of Weymouth, MA in the amount of \$55,270.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5320.1.300.04530.24.000.000.700	Sewer Main Replacements City Wide	\$802,925.00	\$802,925.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2023.08.23 - 129**
Resolution Re: B23069 Court Street Emergency Sewer Replacement
Project - Add'l Scope of Work #1

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.2. Resolution Number: R – 2023.08.23 - 129 Resolution Re: B23069 Court Street Emergency Sewer Replacement Project - Add'l Scope of Work #1
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RESOLUTION BACKGROUND MATERIAL:

The City requested proposals via sealed Request for Qualifications #B23069 from vendors to provide Emergency Repair to Court Street Sewer. D&C Construction was selected in the amount of \$202,100. In August 2023 the City sought and received Additional Scope of Work #1 in the amount of \$55,270.00, as outlined below. New contract total \$257,370.00.

There was a vertical conflict with the new gravity sewer and the 36-inch diameter force main from River Street Pump Station. The force main wasn't quite as deep as expected per old as-built plans, and alignment was more towards middle of roadway. The planned new sewer would have cut into top of force main by something like 6 or 8 inches. The 36-inch diameter force main carries nearly 80% of the City's sanitary sewer flow, so it was critical to ensure it was not impacted or damaged.

As a result, portions of the new gravity sewer had to be raised up in elevation, so a new manhole structure was required, and sections of existing pipe that were planned not to be touched our replaced now have to get raised to accommodate the new elevations. The contractor had to stop work, and in the interim had to move up the up the street to complete a separate section of piping.

One new sewer manhole has to be reinstalled and approximately 250 linear feet of gravity sewer has to be raised in elevation to accommodate the new elevations.

Award Information:

A purchase order will be issued to the D&C Construction. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	537	Number of Responses:	3 (and one non-compliant reply)
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	10/31/2023	Estimated Delivery:	ASAP
Recommended Award to:	D&C Construction Company	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B23069 Bid Documents](#)

Document Created by: Purchasing Document Posted on: August 18, 2023	R-2023.08.23 B23069 Additional SOW for Court Street Emergency Sewer Repair Page 3 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R - 2023.08.23 - 130**
Resolution Re: B24006 Award of Bid for Winter Cutting Edges

- WHEREAS: A sealed Request for Bid #B24006 was issued and received for Winter Cutting Edges on August 10, 2023 at 2:30 p.m.; and
- WHEREAS: The request contained a list of most commonly used cutting edge blades and associated hardware for various snow removal equipment in the city inventory; and
- WHEREAS: The city received four (4) replies, (some offering pricing on all items and some offering only a select few items) and the offers deemed most advantageous came from two vendors: Jordan Equipment of Pembroke NH and Winter Equipment of Willoughby, Ohio. Winter Equipment is the most cost advantageous for Carbide and Cover blades, whereas Jordan Equipment is most advantageous for the remainder of the items. There was also a minimum requirement of \$6500 per purchase with one other vendor. Therefore, it is the recommendation to award to both Jordan Equipment, and Winter Equipment, not to exceed a combined of \$35,000.00; and

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

The Purchasing Agent is hereby authorized to issue a purchase order to Jordan Equipment and Winter Equipment for Winter Cutting Edges at rates provided in conjunction with B24006. The City Manager, or designee, is hereby authorized to contract with the 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
1000.1.300.43125.4681.00000	Snow Removal minor Equipment	28,857.00	22,857.00
1000.1.300.43125.4654.00000	Snow Removal Maint Supplies	15,000.00	15,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by:
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R - 2023.08.23 - 130**

Resolution Re: B24006 Award of Bid for Winter Cutting Edges

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 Warach, 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.3. Resolution Number: R - 2023.08.23 - 130 Resolution Re: B24006 Award of Bid for Winter Cutting Edges
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RESOLUTION BACKGROUND MATERIAL:

The List of items include:

- Carbide Blades 3/4” thick, 6” wide, 12” standard highway punch
- Cover Blades 5/8” thick, 6” wide, 12” standard highway punch
- Bobcat Bucket, Plow, Snow Blower Blades. (all to be to bobcat specs.)
- Craig Bucket Edges.
- Holder V-Plow Edges.
- Backhoe Bucket Edges (all to be 1” thick)
- Plow Shoes, Curb Shoes
- Fisher 9’ MC Blades

Bid Information:

A sealed Request for Proposal #B24006 was issued and received for Winter Cutting Edges on August 10, 2023 at 2:30 p.m.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	157	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	asap
Recommended Award to:	Jordan Equipment and Winter Equipment	Fund:	GF
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Jordan – yes Winter- no	Reason for Council Approval:	Purchase to exceed the \$25,000

[**B24006 Bid Documents**](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2023.08.23 - 131**

Resolution Re: Approval of License and Maintenance Agreement between City of Dover, New Hampshire and Dover Football League, LLC

WHEREAS: The City of Dover is the owner of a certain piece of property more specifically known as Applevale Park; and

WHEREAS: Dover Football League, LLC (“DFL”) is an organization that facilitates a youth football league in the City of Dover. DFL uses Pointe Place Field in Applevale Park (“Field”) for practices and games for the league; and

WHEREAS: DFL has purchased a Wooden Shed for the purpose of storage and maintenance for equipment and to run electricity in order to power a lighting system; and

WHEREAS: DFL has requested a license upon, under and across a small portion of the Field, in order to install a Wooden Shed.

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

That the City Manager is authorized to sign a License & Maintenance Agreement with Dover Football League, LLC to install a Wooden Shed on the Pointe Place Field at Applevale Park.

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
General Legal Counsel

Recorded by:
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.4.	
Resolution Number: R – 2023.08.23 - 131 Resolution Re: Approval of License and Maintenance Agreement between City of Dover, New Hampshire and Dover Football League, LLC		

DOCUMENT HISTORY:

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

RESOLUTION BACKGROUND MATERIAL:

The final license agreement negotiated and drafted by the parties is attached hereto.

LICENSE & MAINTENANCE AGREEMENT

This LICENSE & MAINTENANCE AGREEMENT ("**AGREEMENT**"), is made as of the _____ day of August 2023 by and between the **CITY OF DOVER, NEW HAMPSHIRE**, a New Hampshire municipal corporation having offices at 288 Central Avenue, Dover, New Hampshire 03820 ("**City**"), and **DOVER FOOTBALL LEAGUE, LLC. ("DFL")**, a New Hampshire Limited Liability Company, with a mailing address C/O Danielle Chaisson, 130 Central Ave, LL#3, Dover, NH 03820.

RECITALS

- A. The City is the owner of a certain piece of property in the City of Dover, County of Strafford, State of New Hampshire, being more particularly known as the **POINTE PLACE FIELD IN APPLEVALE PARK ("Field")**.
- B. DFL is an organization that facilitates a youth football league in the City of Dover. DFL uses the Field for practices and games for the league.
- C. DFL wishes to install a Wooden Shed on a portion of the Field more specifically identified on the Point Place Power Proposal incorporated as Attachment A to this Agreement.
- D. DFL requests a license upon, over and across a portion of the Field for the benefit of DFL, in order to install a Wooden Shed, and the City agrees to issue such license pursuant to the terms and conditions set forth in this Agreement.

AGREEMENT

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

1. **License.** The City hereby grants to DFL, and DFL accepts from the City, a revocable license over, across and through a portion of the Field to install a Wooden Shed, to include running an electricity connection, over, across, and through that portion of the Field, all as shown on Attachment A.
2. **Maintenance.** The aforesaid Wooden Shed shall remain the property of DFL. In the event the City requires access to utilities below the Wooden Shed, it shall have the right to take all

actions necessary to accomplish same, and thereafter repair and replace the land surface (not structures, such as the Wooden Shed) to the surface's prior condition, at the City's cost.

3. **Termination.** This license is revocable with or without cause. The City may terminate this License for any reason, in whole or in part, upon six (6) months written notice to DFL. Unless terminated, the License shall remain in effect and be perpetual.

4. **Indemnification.** DFL shall defend and indemnify the City against claims and demands for damages to person or property, costs, expenses (including reasonable attorneys' fees and costs), arising from or in relation to this license, DFL's obligations set forth herein, or DFL's exercise of its rights hereunder. Notwithstanding any provision contained in this Agreement to the contrary, no member, manager, officer, or employee of DFL shall have any personal liability hereunder.

5. **Transferability and Assignment.** This Agreement is not transferable or assignable without the written consent of the City, which shall not be unreasonably withheld.

6. **Default.** In the event that DFL has defaulted on its duties and obligations under this License, the City shall provide written notice to DFL by certified mail, return receipt requested at the time that the City becomes aware of an event of default. If DFL has not cured the default within five (5) days of the date of such notice, the City shall issue a second written notice to DFL by certified mail, return receipt requested. In the event that DFL has still not cured the default within ten (10) days of the second notice, the City shall have any and all rights and remedies available under this License, at law or in equity, including but not limited to termination of all or a portion of the License as well as reimbursement of any and all fees and costs, including reasonable attorney's fees, for the successful prosecution or enforcement of any such rights. The City may extend the cure period for such default in the event that DFL has undertaken such cure, but despite reasonable diligence, has been unable to complete the cure.

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

If to DFL, at: Dover Football League, LLC
 c/o Danielle Chaisson,
 130 Central Ave, LL#3
 Dover, NH 03820

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

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

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

CITY OF DOVER, NEW HAMPSHIRE

Witness
Print Name: _____

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

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

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

Notary Public
My Commission Expires: _____

GRANTEE:

Dover Football League, LLC

Witness
Print Name: _____

By: Nick Couturier
Its: Board President

STATE OF _____

COUNTY OF _____

On this, the _____ of _____, 2023, before me, the undersigned Officer, personally appeared Nick Couturier, who acknowledged himself to be the Board President of Dover Football League, LLC, a New Hampshire Limited Liability Company and executed the foregoing instrument for the purposes contained herein and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act and deed of Dover Football League, LLC.

Notary Public
My Commission Expires: _____

ATTACHMENT A

DRAFT



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2023.08.23 - 132**
 Resolution Re: Dover Groundwater Exploration & Source Evaluation -
 Emery & Garrett Amendment Two

- WHEREAS: Emery and Garrett Groundwater Investigations (EGGI) was the awarded firm through [Sealed Bid B13043](#) for hydrogeological consulting services exploration and development of replacement groundwater supply. EGGI has been the ongoing consultant for various other groundwater projects for the City throughout the years; and
- WHEREAS: As part of the ongoing work, EGGI had prepared a proposal for Aquifer Management Planning services associated with the City's four gravel-overburden Aquifers, Pudding Hill, Barbadoes Pond, Hoppers and Willand Pond in the amount of \$98,800.00 which was approved by council via [R-2021.05.26-079](#); and
- WHEREAS: The city later received Amendment One to increase task 3 for Aquifer/Production well water quality monitoring instrumentation in the amount of \$26,652.00 which was approved via Resolution [R-2022.12.14-233](#); and
- WHEREAS: The city recently received Amendment Two to add \$89,500 to expand the city groundwater investigation program to investigate potential new sources of supply and to optimize existing sources. This investigation will serve to assess the potential for developing additional groundwater resources from the Barbadoes Pond Aquifer at a location that would be closer to the Bouchard Well and possibly have better water quality. This investigation will also assess the potential to develop wells at and around the Day Property where previous test wells were installed and at other potential groundwater development areas that we identified in 2018. Lastly, we will focus additional work at and around the Pudding Hill Aquifer, including a brief review of the potential to bring the Griffin well back online; 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 Emery & Garrett Groundwater Investigations for Dover Groundwater Exploration & Source Evaluation in the amount not to exceed \$89,500.00. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03571.17	Water Exploration *CC	56,780.00	56,780.00
5300.1.300.43320.4757.03571.18	Water Exploration *CC	46,479.00	46,479.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2023.08.23 - 132**
Resolution Re: Dover Groundwater Exploration & Source Evaluation -
Emery & Garrett Amendment Two

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:
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 Warach, 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.5.

Resolution Number: **R – 2023.08.23 - 132**
Resolution Re: Dover Groundwater Exploration & Source Evaluation -
Emery & Garrett Amendment Two

RESOLUTION BACKGROUND MATERIAL:

EGGI has provided ongoing hydrogeological consulting services in support of the City's public water supply operations, which relies entirely on groundwater sources using wells. EGGI's original proposed scope of work of \$98,800 included production well testing to provide field verification of well yield for each production well, enhancement of the groundwater level monitoring program to further evaluate aquifer water levels/availability, enhancement of groundwater quality monitoring to further evaluate conditions within each Aquifer, generate a salt mitigation plan that can be used near the Smith and Cummings Wells, but also be developed to be used in other sensitive recharge areas that contribute to the City's Aquifers, development of a Citywide Groundwater Resource/Aquifer Management Strategy that can be used for current and future land use planning, and a review of the City's Mapped Aquifer Protection Areas and Aquifer Protection Ordinance and regulatory policies to identify potential options to further protect the City's groundwater resources.

Amendment One added \$26,652 to the contact pricing and included equipment and installation of three additional multiparameter sondes which include data logging equipment. The goal was to expand real-time monitoring of chloride levels in the aquifers, as chloride levels have been rising, an expected result of winter salt-operations. The results were expected to help guide future sanding/salting operations to minimize any potential impacts to the water supply aquifers.

Proposed Amendment Two, shall Include the following:

TASK DESCRIPTION	COST
TASK 1 – Identify Specific locations for drilling exploratory test wells at the BARBADOES POND AQUIFER – Geophysical Surveys	\$24,500
TASK 2 – Exploratory test well drilling – BARBADOES POND AQUIFER – Sand and Gravel Subtask 2A: Drilling – Sand & Gravel Aquifer Test Wells Subtask 2B: Preliminary Hydrogeologic Testing of Exploratory Test Wells – Sand & Gravel Aquifers	\$37,500
TASK 3 – Evaluation of the DAY Property and surrounding property areas – BEDROCK AQUIFER	\$8,500
TASK 4 – Mapping and survey phase – Identification of potential groundwater development opportunities	\$10,000
TASK 5 – Evaluations of potential to develop additional groundwater resources in areas proximal to the - PUDDING HILL AQUIFER	\$9,000
TOTAL COST:	\$89,500

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2023.08.23 - 133**

Resolution Re: B24011 Camion Systems - Sourcewell Contract #031423-EDP

WHEREAS: The City of Dover is a member of Sourcewell, formally the National Joint Powers Alliance (NJPA), a member-focused public cooperative of more than 50,000-member agencies throughout the United States and, therefore, may purchase utilizing any of their cooperative purchasing agreements. In January 2023, Sourcewell solicited RFP #031423 Salt, Brine and Anti-Aging or De-Icing Agents and entered into agreement with Camion Systems, a subsidiary of Enduraplas LLC, through May 30, 2027; and

WHEREAS: The equipment for consideration for Community Services is new Brine De-Icing Equipment, which includes mixing unit, two truck-mounted applicators, and one sidewalk tractor-mounted applicator in the amount of \$128,640.00; and

WHEREAS: Granite State De-Icing Supply in Merrimack, NH is the only authorized dealer in New England for Camion Systems; and

WHEREAS: Per 5-29B Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing through the State of New Hampshire or at State bid prices, other governmental agencies or cooperative buying groups, in this case, Sourcewell, and;

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Granite State De-Icing Supply in the amount of \$128,640.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03574.11	Water- Wellhead Protection	100,000.00	43,396.65
5300.1.300.43320.4757.03574.18.00	Water- Wellhead Protection	100,000.00	669.00
5300.1.300.43320.4757.03574.20.00	Water- Wellhead Protection	100,000.00	48,512.50
5300.1.300.43320.4757.03574.21.00	Water- Wellhead Protection	100,000.00	36,061.85
	Total		\$128,640.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2023.08.23 - 133**

Resolution Re: B24011 Camion Systems - Sourcewell Contract #031423-EDP

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 Warach, 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.6.

Resolution Number: **R – 2023.08.23 - 133**

Resolution Re: B24011 Camion Systems - Sourcewell Contract #031423-EDP

RESOLUTION BACKGROUND MATERIAL:

Working with Emery & Garrett Groundwater Investigations, LLC, (EGGI) the City had qualified for a NHDES SRF Grant to examine chloride levels in some of the City's public water well supplies. Ongoing data indicates that chloride levels are present, and seemingly showing slight upward trends, although the monitoring period is relatively limited. In response to similar chloride concerns, EGGI had worked on a brine-optimization program for the Merrimack Village Water District. EGGI connected the City of Dover with a national brine expert to review proper mixing, dosage rates, and application of brine through various weather and temperature conditions. EGGI prepared a Technical Memo summarizing their findings and recommendations to expand on the use of brine around some of the City's more sensitive and susceptible well supplies (link below).

While City staff have been implementing brine treatments, the mixing system and applicators are all homemade. It is imperative to mix brine at proper solution strength, as too strong or too weak of solutions can trigger either flash-freezing, or not result in effective de-icing. The City's homemade applicators used a fixed-speed pump to provide brine solution on only and On/Off basis. The truck operators were then required to try and drive at a set speed while turning on/off the pumping system. It was not a very precise method of application. Operations staff were losing confidence in the brine applications as proper dosing was not occurring on a regular and consistent basis.

City staff researched available brine equipment, and determine the Camion Systems would provide optimal benefit. Their applicators are GPS-monitored with adjustable speed and flow control in response to the speed and movement of the applicator truck. The proposed equipment comes on a "hook-lift body", meaning the equipment can quickly and easily attach/detach from the City applicator trucks. Two truck-mounted applicators are recommended that will fit the City's two hook-lift trucks. Additionally, a sidewalk unit is recommended for brine treatment of the downtown areas. Sidewalk plowing operations rely heavily on skid-steer type of tractors that don't have ability to spread sand or salt. The expectation is that sidewalk brining operations will minimize impact of solid rock salt getting tracked into buildings and facilities, including City Hall.

The equipment for consideration is a Camion Systems/Brine at a cost of \$128,640.00. Price includes delivery.

Bid Information:

The City of Dover is a member of Sourcewell, formally the National Joint Powers Alliance (NJPA), a member-focused public cooperative of more than 50,000-member agencies throughout the United States and, therefore, may purchase utilizing any of their cooperative purchasing agreements. In May 2023, Sourcewell solicited RFP#031423 and entered into Contract #031423-EDP with Camion Systems for Salt & Brine Equipment with related Attachments, Accessories and Suppliers through May 30, 2027.

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2023.08.23 - 133**

Resolution Re: B24011 Camion Systems - Sourcewell Contract #031423-EDP

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Emailed:	N/A	Number of Responses:	N/A
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	30 days	Estimated Delivery:	Late Fall 2023
Recommended Award to:	Granite State De-Icing Supply in Merrimack, NH	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.

[Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1

Resolution Number: **R - 2023.08.23 - 134**

Resolution Re: Authorizing Paving of a Portion of Old Garrison Road (a Scenic Road)

WHEREAS: Old Garrison Road has been designated as a scenic road in the City of Dover; and

WHEREAS: Old Garrison Road is currently a dirt/gravel road, with one portion being a Class VI road and another portion being Class V; and

WHEREAS: City staff have recommended paving a portion of the Class V segment of Old Garrison Road due to ongoing, disproportionate maintenance and required upkeep; and

WHEREAS: Certain property owners on Old Garrison Road oppose the paving, while others seemingly welcome and support it.

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

Paving the proposed, Class V portion of Old Garrison Road is in the public's best interest. The Director of Community Services or designee is authorized to pave (or have paved) the proposed portion of Old Garrison Road.

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:

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.1	
Resolution Number: R - 2023.08.23 - 134 Resolution Re: Authorizing Paving of a Portion of Old Garrison Road (a Scenic Road)		

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 Warach, 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.		

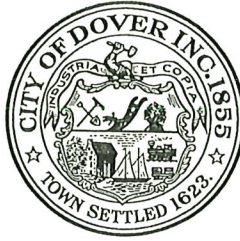
RESOLUTION BACKGROUND MATERIAL:

City staff's maintenance and upkeep concerns are outlined in a letter to affected residents dated August 11, 2023, attached to this resolution. In general terms, the gravel portion of Old Garrison Road that is intended to be paved requires special sanding during wintertime and has been impassable at times with vehicles getting stuck. The City also owns no road grader, meaning potholes get addressed with other equipment.

Some property owners along Old Garrison Road have contacted City staff to express their objection to paving. These property owners view paving as being out of step with the designation of Old Garrison Road as a scenic road. Other property owners along Old Garrison Road have expressed support for the paving.

New Hampshire's statutes governing scenic roads generally impose restrictions with respect to tree cutting and stone walls, but not otherwise. [See RSA 231:158](#). The proposed paving of a portion of Old Garrison Road would not disturb any existing trees or stone walls. And, while the City may impose additional restrictions upon scenic roads, [see RSA 231:158](#), Dover has not to date imposed a prohibition on paving scenic roads, [see Dover Code chapter 117](#).

JOHN B. STORER, P.E.
Director Community Services
j.storer@dover.nh.gov



288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6450
Fax: (603) 516-6463
www.dover.nh.gov

City of Dover, New Hampshire
COMMUNITY SERVICES DEPARTMENT
--City Notification--

August 11, 2023

Re: Potential Roadway Paving – Segment of Old Garrison Road
City Council Consideration, Wednesday, August 23.

Dear Old Garrison Road:

This letter is intended to alert Old Garrison Road (OGR) residents that the Dover City Council will consider whether to pave a section of OGR at their next regular meeting of Wednesday, August 23. The City Council meeting will be held in council chambers, at 288 Central Avenue and the meeting begins at 7:00 PM.

In response to chronic poor conditions, the City had planned to pave a gravel segment of OGR, essentially from the intersection of Rabbit Road, in a northerly direction towards 289 OGR where it transitions to a Class VI, unmaintained roadway. This segment of road has required a disproportionate level of maintenance in comparison to other city roadways. In the wintertime, salt can't be placed on a gravel road for ice control, so we have to dispatch a special truck with a load of sand-only during plowing operations. In the springtime, and even wintertime, depending on temperature and precipitation we have received reports of the road being impassible, with at least one report of a vehicle getting stuck. The City also does not maintain its own road grader which is critical for maintenance-grading of gravel roadways. As a result, potholes routinely have to get addressed with a loader, involving back-dragging with a bucket, which is not ideal.

Engineering staff had reviewed call history and current roadbed conditions and recommended asphalt paving with a standard cross-slope pitch to shed water. The recommendation was to be implemented as part of the City's annual Paving Maintenance Program which addresses all roads throughout the City. Although OGR has been designated as a Scenic Road, there is no prohibition under State Law or City Ordinance that restricts maintenance activities, or paving work. Only tree cutting or alterations of a stone wall would require an authorization process via City Council, with inclusion of a public hearing. In this instance, no trees or walls are proposed to be impacted with the current proposed work. However, due to some concerns that have been expressed in opposition to paving the road, the City Council will have an upcoming agenda item to review and consider the proposed paving.

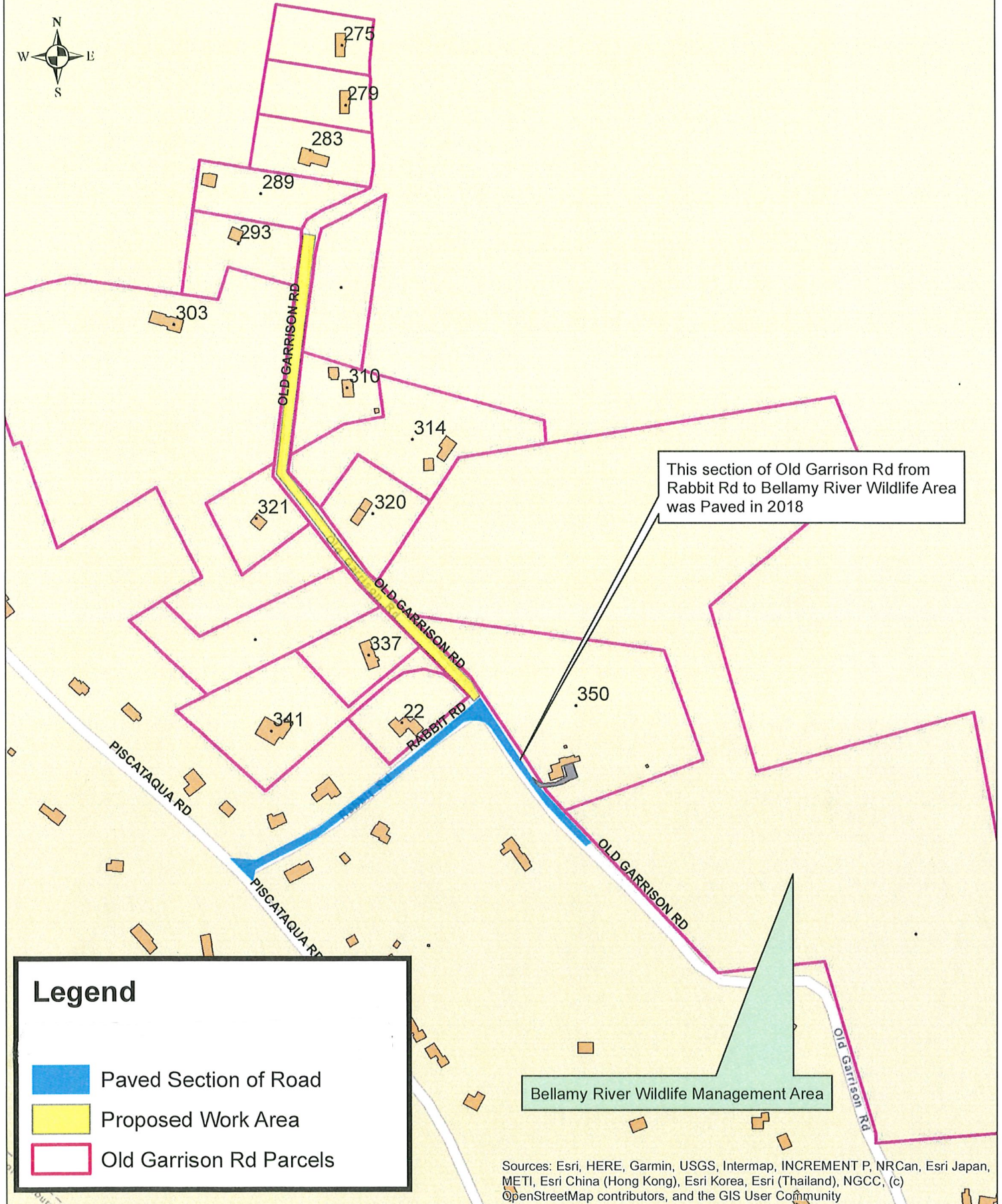
Should you have any questions or concerns, please do not hesitate to contact me at (603) 516-6450. If you have an interest either for or against paving of the roadway segment, you are encouraged to either attend the City Council Meeting of August 23, or to share your thoughts or concerns in advance.

Sincerely,

John B. Storer
Director of Community Services

Cc: J. Micheal Joyal, City Manager

Old Garrison Rd- Proposed Paving



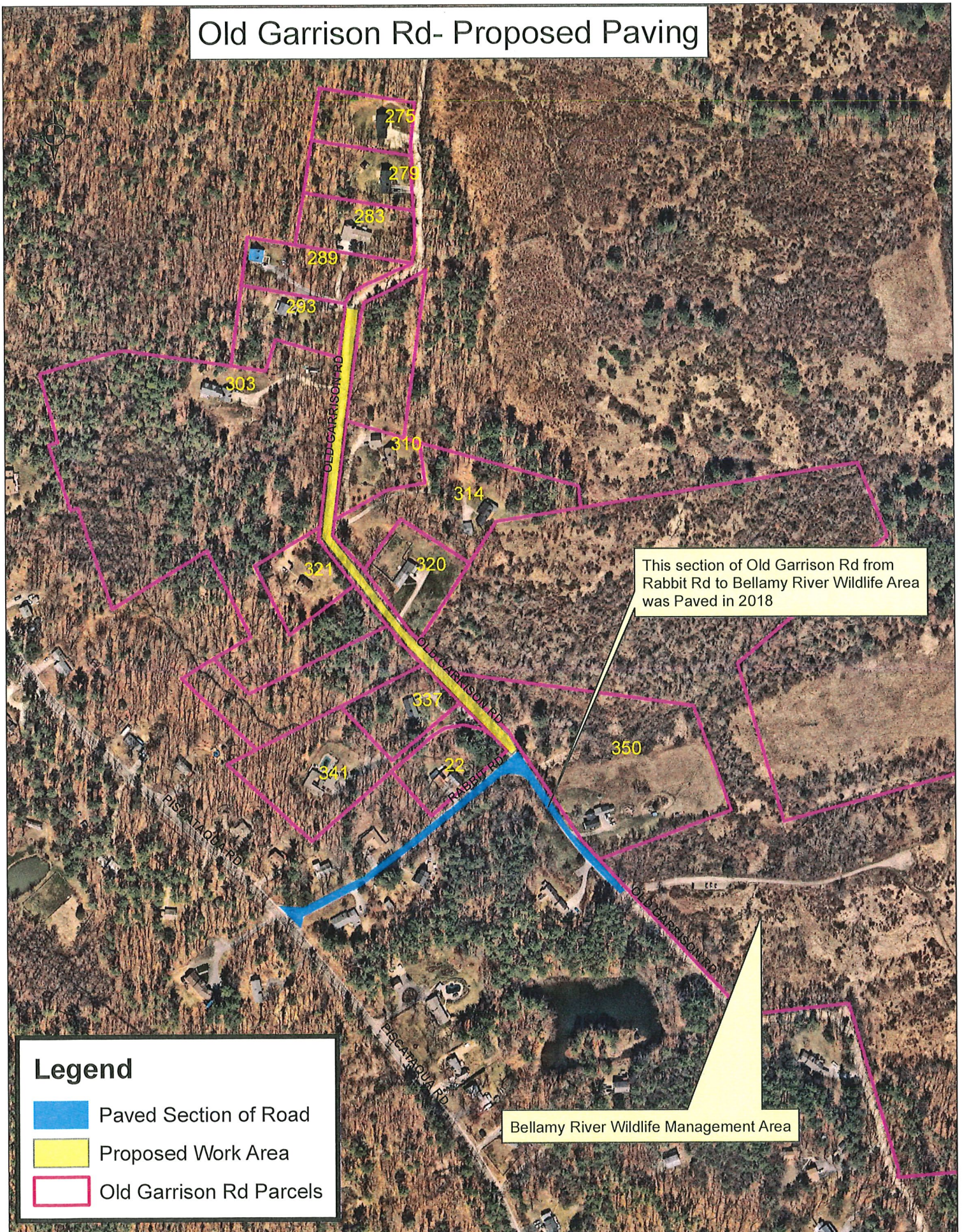
Legend

-  Paved Section of Road
-  Proposed Work Area
-  Old Garrison Rd Parcels

Bellamy River Wildlife Management Area

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

Old Garrison Rd- Proposed Paving





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2023.08.23 - 135**

Resolution Re: Authorizing City-Wide “Adopt a Tree” Program,
Donations, and Placement of Plaques

WHEREAS: Periodically, groups or individuals generously offer to donate to the City for the purposes of a tree to be placed on public property, often with a commemorative plaque; and

WHEREAS: City staff propose to formalize a program, to be known as the “Adopt a Tree” program, for the acceptance of such donations and the placement of plaques.

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

The City Manager or designee is authorized to develop and administer a program for the City’s acceptance of tree donations and associated plaques, with said program to be known as the “Adopt a Tree Program.”

AND, BE IT FURTHER RESOLVED THAT:

The City Manager or designee staff is hereby authorized to accept past and future donations of money or property (including trees) to be used for the purposes of the City’s “Adopt a Tree” Program.

AND, BE IT FURTHER RESOLVED THAT:

Trees acquired by the City through the Adopt a Tree program may be placed on public property, and plaques may be affixed to said trees, all subject to prior, written approval by the City Manager or designee. The foregoing shall not authorize placement of any donated trees or associated plaques on land occupied by the City’s schools unless also approved by the City’s School Board.

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:

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.2. Resolution Number: R – 2023.08.23 - 135 Resolution Re: Authorizing City-Wide “Adopt a Tree” Program, Donations, and Placement of Plaques
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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 Warach, 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:

City staff have received several recent inquiries from individuals wanting to donate a tree, such as in remembrance of a relative or family member. City staff believe the donated trees can serve an important, solemn purpose. As well, the City’s sustainable tree replacement program would benefit from donated trees. City staff would ensure donated trees are of a type and maturity to fit Dover and its master plan.

Document Created by: Legal Document Posted on: August 18, 2023	R-2023.08.23 Authoring City-Wide “Adopt a Tree” Program, Donations, and Placement of Plaques Page 2 of 2
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2023.08.23 - 136**

Resolution Re: Establishing Default Rate for Enrollees in Dover
Community Power Program

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

WHEREAS: On January 25, 2023, the City Council approved the City’s Electric Aggregation Plan (“EAP”) ([R-2023.01.25-017](#)), and on March 21, 2023 the New Hampshire Public Utilities Commission approved Dover’s EAP; and

WHEREAS: On May 24, 2023, the City Council authorized the City to enter into a Cost Sharing Agreement and Member Services Contract (including a Complete Service Bundle), and approved CPCNH’s “Board Policy, Data Security and Privacy”, as well as CPCNH’s Energy Portfolio Risk Management, Retail Rates, and Financial Reserves Policies ([R-2023.05.10 – 076](#)); and

WHEREAS: The City must now choose the default rate offered through the Dover Community Power program, the options from CPCNH being either the “Granite Basic” or “Granite Plus.”

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

The “Granite Basic” rate of 10.9 cents per kilowatt hour (¢/kWh) as the default rate product offered through the Dover Community Power program with customer notifications slated for distribution on September 18th, 2023 and enrollments expected to commence between October 30th and October 31st, 2023.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by:

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.3. Resolution Number: R - 2023.08.23 - 136 Resolution Re: Establishing Default Rate for Enrollees in Dover Community Power Program
---	--

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 Warach, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The table below was provided by CPCNH and explains the default rate options, with “Granite Basic” currently offering the lowest rate (1.6 ¢/kWh or more below the listed default utility supply rates) and renewable content of 23.4%, aligning with Unitil, Liberty, and Eversource. In reviewing the options, Dover’s Energy Commission reached consensus on default enrollment in “Granite Basic”. Upon or after enrollment program participants will have the ability to opt-up into the three other product options or opt-out of the program. Electric customers currently with a competitive supplier have the ability to opt-in.

Power Options <i>Electricity supply rates effective 8/1/23 – 1/31/24</i>		Renewable Content	Rate (¢/kWh)*	Estimated Cost per Month*	6-month Savings*
Utility Default Energy Service	Unitil	23.4%**	13.257 ¢	\$80	N/A
	Liberty		12.612 ¢	\$76	
	Eversource		12.582 ¢	\$75	
Community Power Coalition of New Hampshire	Clean 100	100%	15.2 ¢	\$91	(\$70) - (\$94)
	Clean 50	50%	12.3 ¢	\$74	\$10 - \$34
	Granite Plus	33%	11.3 ¢	\$68	\$46 - \$70
	Granite Basic	23.4%**	10.9 ¢	\$65	\$61 - \$85

* Rates, costs and savings are for residential customers and assume average usage of 600 kWh per month

** The NH Renewable Portfolio Standard requires 23.4% renewable content for power sold between August and December 2023, which will increase to 24.3% beginning in January 2024.

Document Created by: Legal	R-2023.08.23 Establishing Default Rate for Enrollees in
Document Posted on: August 18, 2023	Dover Community Power Program
	Page 2 of 2



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2023.08.23 - 137**

Resolution Re: Citywide 2023-2024 Groundwater Monitoring Program with
Emery & Garrett Groundwater Investigations, LLC

WHEREAS: Emery and Garrett Groundwater Investigations, LLC (EGGI) was the awarded firm through Sealed Bid #[B13043](#) for hydrogeological consulting services, exploration and development of replacement groundwater supply. EGGI has been the ongoing consultant for various other groundwater projects for the City throughout the years; and

WHEREAS: The current 2022-2023 groundwater monitoring program with EGGI is ending and the City received a scope of services and costs totaling \$191,975.00 from EGGI for the 2023-2024 citywide groundwater monitoring program. Due to their vast experience in this field, it is the recommendation to award the continued groundwater monitoring project to EGGI in the amounts outlined in this resolution; and

WHEREAS: Per 5-28.B Competitive Bidding Purchases; Waiver. Competitive bidding may be waived by 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 Emery and Garrett Groundwater Investigations, LLC for the citywide groundwater monitoring program for 2023-2024 in the amount not to exceed \$191,975.00. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4341.00000.00	CS-Water-Technical Services	291,629.00	166,949.00
5300.1.300.43320.4757.03574.11	CS- Water Wellhead Protection	67,917.00	43,396.00
5300.1.300.43320.4757.03574.20	CS- Water Wellhead Protection	96,618.00	48,512.00

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:
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2023.08.23 - 137**

Resolution Re: Citywide 2023-2024 Groundwater Monitoring Program with
Emery & Garrett Groundwater Investigations, LLC

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 Warach, 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.4.

Resolution Number: **R – 2023.08.23 - 137**

Resolution Re: Citywide 2023-2024 Groundwater Monitoring Program with
Emery & Garrett Groundwater Investigations, LLC

RESOLUTION BACKGROUND MATERIAL:

In response to a City request, Emery & Garrett Groundwater Investigations, LLC (EGGI) has proposed continuation of a citywide long-term groundwater monitoring program initiated in 2016 for the monitoring year of 2023-2024. In addition to recurring work for water quality monitoring and sampling, as well as aquifer level monitoring; this year's scope will be expanded to include technical support for completing Large Groundwater Withdrawal Permits regulated by NHDES, expanded chloride monitoring at the Smith & Cummings wells, on-call standby assistance to review Brox quarry expansion, and sampling, testing and reporting to comply with the Environmental Protection Agency's mandated Unregulated Contaminant Monitoring Rule, Revision 5 (UCMR5). UCMR5 is focused on identifying emerging contaminants of concern, including 29 per- and polyfluoroalkyl substances.

EGGI has modified their work efforts and budgets for certain individual tasks, with a \$5,000 or 4.8% increase over last year's budget. In addition to groundwater samples collected from thirteen monitoring wells and submitted to National Testing Laboratories for drinking water quality analysis, the budget includes the costs of sampling eight production wells for per- and poly-fluoroalkyl substances (PFAS), including continuing the sampling at the five New Hampshire Department of Environmental Services compliance stations.

The summary of EGGI's scope of services is as follows.

Task 1 – Water Quality Sampling & Analysis	\$43,275
Task 2 – Aquifer Level Monitoring & Reporting	\$25,700
Task 3 – Large Groundwater Withdrawal Permitting	\$16,500
Task 4 – Allowance, as necessary, meetings or presentations	\$2,000
Task 5 – Enhanced monitoring, Smith & Cummings Wells	\$8,500
Task 6 – General services contingency, as requested	\$18,500
Task 7- Brox quarry expansion, technical support, as necessary	\$10,000
Task 8 – Chloride monitoring	\$27,000
Task 9 – Data Management	\$2,500
Task 10 – Monitoring Well Installations	\$16,000
Task 11 – UCMR5 Sampling & Technical Support	\$22,000
Total Costs for Tasks 1 through 11	\$191,975



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:13.B.5.

Resolution Number: **R – 2023.08.23 - 138**

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 \$1,400 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 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:

		Proposed			
Item #	Description	Appropriation	Life/Yrs	Department	Fund
1	Henry Law Park Stormwater BMP Project	\$3,500,000	20	Comm Serv - PW	General
	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.5.

Resolution Number: **R – 2023.08.23 - 138**
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 Joshua M. Wyatt
Form and Compliance: City Attorney

Recorded by:

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 Warach, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#:13.B.5. Resolution Number: R – 2023.08.23 - 138 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:

	General Fund
Description	City
Pending Authorization	3,500,000
Prior FY2024 CIP Authorization	5,812,000
FY2024 Principal Retirement	4,243,359
Net Change	5,068,641

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2023. Legal debt limits are based on a percent of equalized assessed value. The City General Fund legal debt limit is 3% of equalized assessed value.

	General Fund
Description	City
Debt Outstanding	38,183,558
Authorized - Unissued	23,347,195
Total Issued & Unissued	61,530,753
This Authorization	3,500,000
Grand Total	65,030,753
Legal Debt Limit	173,691,511
Unused Capacity	108,660,758
Percent Unused	62.56%

Document Created by: Finance Department Document Posted on: August 18, 2023	R-2023.08.23 FY2024 CIP Appropriation and CWSRF Authorization Henry Law Park Stormwater BMP Funding Page 3 of 5
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:13.B.5.

Resolution Number: **R – 2023.08.23 - 138**

Resolution Re: FY2024 CIP Appropriation and Authorization for CWSRF
Loan for Henry Law Park Stormwater Best Management
Practices

General Fund - City Authorized-Unissued Debt and Available Appropriations

The following table summarizes the existing debt authorizations for the General Fund – City departments' project that are unissued at this time.

Description	Appropriations	Authorized	
		Unissued Debt	CIP Authorization
Street Reconstruction - Richardson Drive	\$ 550,000	\$ 63,385	FY2016 CIP Appropriation
Catch Basin Spoils Facility	1,750,000	292,280	FY2020 CIP Appropriation
Central Avenue Drainage Work	1,100,000	1,100,000	FY2021 CIP Appropriation
Congestion Mitigation Route 108	1,500,000	1,500,000	FY2021 CIP Appropriation
Downtown Traffic Efficiency Improvements	1,400,000	1,400,000	FY2021 CIP Appropriation
Jenny Thompson Pool Renovations	500,000	500,000	FY2021 CIP Appropriation
Fire Station Capacity Improvements	1,530,000	1,530,000	FY2022 CIP Appropriation
Street Reconstruction - Oak/Ham/Broadway	1,000,000	1,000,000	FY2022 CIP Appropriation
Street Reconstruction - Court/Union/Middle	4,500,000	4,500,000	FY2022 CIP Appropriation
Street Reconstruction - Fifth/Grove Streets	1,100,000	1,100,000	FY2022 CIP Appropriation
Cochecho River Outfall Stormwater	150,000	150,000	FY2022 CIP Appropriation
Bridge Replacement - Chestnut Street	250,000	250,000	FY2022 CIP Appropriation
Portland Avenue Retaining Wall	250,000	250,000	FY2022 CIP Appropriation
Library Renovations/Upgrades	1,986,930	1,986,930	FY2022 CIP Appropriation
Portland Avenue Retaining Wall	750,000	750,000	FY2023 CIP Appropriation
Henry Law Park Stormwater BMP	12,600	12,600	FY2023 CIP Appropriation
Sidewalk Replacement - Whittier Street	650,000	650,000	FY2023 CIP Appropriation
Cochecho Replace Storm Drain Outfall	500,000	500,000	FY2023 CIP Appropriation
Street Reconstruction - Court/Union/Middle	1,268,000	1,268,000	FY2024 CIP Appropriation
Street Reconstruction - Fifth/Grove Streets	1,100,000	1,100,000	FY2024 CIP Appropriation
Cochecho River Outfall Stormwater	2,000,000	2,000,000	FY2024 CIP Appropriation
Bridge Replacement - Chestnut Street	1,344,000	1,344,000	FY2024 CIP Appropriation
Portland Avenue Retaining Wall	100,000	100,000	FY2024 CIP Appropriation
	\$ 25,291,530	\$ 23,347,195	

Budgetary and Rate Impacts

The repayment of the General Fund - City debt obligations are funded through the revenue collected from property tax payers. The \$3,500,000 debt obligation is expected to be paid back over a 20-year period. Principal repayments would be \$175,000 per year. The annual impact to the City's General Fund budget is based upon annual principal and interest repayment. The interest that would accrue on outstanding principal balances over the 20-year period, based on a CWSRF interest rate of 2.80%, is estimated to be a total of



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:13.B.5.

Resolution Number: **R – 2023.08.23 - 138**

Resolution Re: FY2024 CIP Appropriation and Authorization for CWSRF
Loan for Henry Law Park Stormwater Best Management
Practices

\$1,127,000 impact and approximately \$98,000 annual impact for the first three years. The combined impact of principal and interest repayment for the debt financing is estimated at \$273,000 for the first three years. The annual impact on the property tax rate is estimated at \$0.05. For an average single-family home, based on an FY2023 assessed value of \$471,406, the annual increase in property taxes is estimated at \$25.36.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2023.08.23 - 139**
Resolution Re: Amendment of FY2024 Schedule of Fees to Amend
Inspection Services Division Section of Schedule

- WHEREAS: The City adopted the FY2024 City of Dover Schedule of Fees on April 5, 2023; and
- WHEREAS: The FY2024 adopted Schedule of Fees effective date is July 1, 2023; and
- WHEREAS: City personnel have reviewed certain provisions contained in the Inspection Services Division section of the Schedule of Fees for permits including, yet not limited to, Building Permits, Plumbing Permits, Electrical Permits, Fire Suppression/Detection and Ventilation Permits, Blasting Permits, Underground/Aboveground Storage Tanks, and Chimney & Alternative Fuel Installations Permits; and
- WHEREAS: The City Council regulates permit fees; and

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

The City Council authorizes changes to the Inspection Services Division section of the previously adopted FY2024 Schedule of Fees, as follows:

Current language in Schedule of Fees: “Permit Fees Doubled if work is started before permit is issued or minimum of \$250 whichever is greater”

Proposed language changes for Schedule of Fees: “Permit Fees Doubled if work is started before permit is issued with minimum of \$250 per permit and maximum of \$10,000 per permit, provided the Building Official may increase the fee if he or she finds that the City’s actual costs of administration, implementation, and/or enforcement exceed \$10,000. For clarification, the foregoing fee is in addition to any fines or other penalties levied, assessed, or imposed pursuant to applicable law.”

AND FURTHER BE IT RESOLVED:

This change to the FY2024 Schedule of Fees is effective retroactive to July 1, 2023.

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL PER C6-6.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Patricia Moniello
Acting Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2023.08.23 - 139**
Resolution Re: Amendment of FY2024 Schedule of Fees to Amend
Inspection Services Division Section of Schedule

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 Warach, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2023.08.23 - 139**
Resolution Re: Amendment of FY2024 Schedule of Fees to Amend
Inspection Services Division Section of Schedule

RESOLUTION BACKGROUND MATERIAL:

On April 5, 2023 the City Council adopted the FY2024 Schedule of Fees in conjunction with adopting the City's FY2024 Operating Budget. The effective date of the FY2024 Schedule of Fees is July 1, 2023.

City personnel have reviewed certain provisions contained in the Inspection Services Division section of the Schedule of Fees for various permits. For permits including, yet not limited to, Building Permits, Plumbing Permits, Electrical Permits, Fire Suppression/Detection and Ventilation Permits, Blasting Permits, Underground/Aboveground Storage Tanks, and Chimney & Alternative Fuel Installations Permits there is existing language that "Permit Fees Doubled if work is started before permit is issued or minimum of \$250 whichever is greater".

City staff have reviewed this provision and believe, as currently drafted, it could benefit from updating and clarification to read as follows: "Permit Fees Doubled if work is started before permit is issued with minimum of \$250 per permit and maximum of \$10,000 per permit, provided the Building Official may increase the fee if he or she finds that the City's actual costs of administration, implementation, and/or enforcement exceed \$10,000."

For clarification, the foregoing fee is in addition to any fines or other penalties levied, assessed, or imposed pursuant to applicable law.

This change to the FY2024 Schedule of Fees would be effective retroactive to July 1, 2023.



University of
New Hampshire

Office of the President

105 Main Street
Durham, NH 03824

V: 603.862.2450

F: 603.862.3060

TTY: 7.1.1 (Relay NH)

Presidents.office@unh.edu

July 24, 2023

Mr. Robert Carrier
Mayor
City of Dover, NH
288 Central Avenue
Dover, NH 03820

Dear Mayor Carrier:

I am writing to officially congratulate you and all the citizens of Dover on the occasion of your 400th Anniversary! I have learned that my predecessor President Bonner sent a letter of congratulations to Dover on the occasion of your 350th Anniversary in 1973, and it gives me great pleasure to follow in his footsteps.

As a resident of Durham, I visit Dover frequently and have always been struck by its energy and vibe. The new riverfront development should make Dover an even more attractive destination for residents and visitors alike. Of course, a number of our faculty, staff and students already reside in Dover.

Please accept my warmest wishes for your success as mayor, and for a successful commemoration of 400 years.

Sincerely,

A handwritten signature in black ink, appearing to read 'James W. Dean, Jr.'.

James W. Dean, Jr.
President