



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 24, 2024**
Meeting Time: **7:00 pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS – BRIAN MURPHY**
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. **January 2, 2024 – Organizational Meeting**
 - B. **January 3, 2024 – Workshop Meeting**
 - C. **January 10, 2024 – Regular Meeting & Non-Public Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING**
 - B. **ORDINANCES IN THE 3RD READING**
 - C. **RESOLUTIONS**
 1. **REPROGRAM UNEXPENDED BOND PROCEEDS FROM RIVER STREET PUMP STATION PROJECT TO AERATION BLOWER PROJECT (REQUIRES 2/3 FAVORABLE VOTE OF ALL MEMBERS FOR PASSAGE)**
SPONSORED BY MAYOR CARRIER BY REQUEST

13. **NEW BUSINESS**

A. CONSENT CALENDAR

1. **EMPLOYEE TIME ENTRY APPLICATION**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B24007C PROFESSIONAL CONSULTING SERVICES REGULATORY AUDIT AND DEVELOPMENT OF LAND USE POLICIES**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 24, 2024**
Meeting Time: **7:00 pm**

COMMITTEE REPORTS

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

B. RESOLUTIONS

1. **FORMATION OF THE DOVER HIGH SCHOOL ATHLETIC COMPLEX JOINT BUILDING COMMITTEE**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B11001 WRIGHT-PIERCE ENGINEERING SERVICES FOR THE WASTE WATER TREATMENT FACILITY UV DISINFECTION AND BLOWER SYSTEM UPGRADE CONSTRUCTION ADMINISTRATION**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B14074 ENGINEERING SERVICES FOR THE CONSTRUCTION OF THE PUDDING HILL WATER TREATMENT FACILITY, AMENDMENT NO. 3 – UNDERWOOD ENGINEERS**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION - STATE AID TO MUNICIPALITIES**
(THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A 2/3 MAJORITY VOTE TO ADOPT PURSUANT TO CITY CHARTER C6-6)
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

1. **VEHICLES AND TRAFFIC, CHAPTER 141, SECTION 31 UNLAWFUL ACTS**
SPONSORED BY MAYOR CARRIER BY REQUEST

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



PROCLAMATION

- WHEREAS:** It is with immense pleasure and admiration that we acknowledge Brian Murphy, a proud graduate of Dover High School in 1982 and the University of New Hampshire in 1986; and
- WHEREAS:** Brian Murphy exemplifies the spirit of excellence and dedication by working diligently at the Dover Ice Arena while pursuing his education at the University of New Hampshire; and
- WHEREAS:** Brian Murphy has achieved an extraordinary milestone as one of only eight individuals in the history of the National Hockey League (NHL) to officiate over 2,000 regular-season games during his illustrious 32-year career from 1988 to 2020; and
- WHEREAS:** His remarkable officiating career includes overseeing nine Stanley Cup Finals and 304 playoff games, demonstrating unparalleled skill, integrity, and commitment to the sport of hockey; and
- WHEREAS:** Brian Murphy has showcased his talents on the grand stage of the NHL, officiating at prestigious events such as the 1999 NHL All-Star Game in Tampa, FL, and the 2010 Winter Classic at Fenway Park in Boston; and
- WHEREAS:** His international contributions include officiating at the 2010 Olympic Winter Games, and the 2004 and 2016 World Cup of Hockey, adding to his legacy on a global scale; and
- WHEREAS:** On December 6, 2023, Brian Murphy achieved the pinnacle of recognition by being inducted into the U.S. Hockey Hall of Fame, an honor befitting his outstanding career and contributions to the world of hockey;

NOW, THEREFORE, I, Robert Carrier, Mayor of the City of Dover, New Hampshire, and the entire Dover City Council, do extend our sincere congratulations and gratitude to Brian Murphy for his exceptional achievements, unwavering dedication, and positive representation of our community.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Dover to be affixed this 24th Day of January, 2024.

Robert Carrier, Mayor
City of Dover, New Hampshire

CITY MANAGER'S REPORT

REPORTING ON: NOVEMBER & DECEMBER, 2023

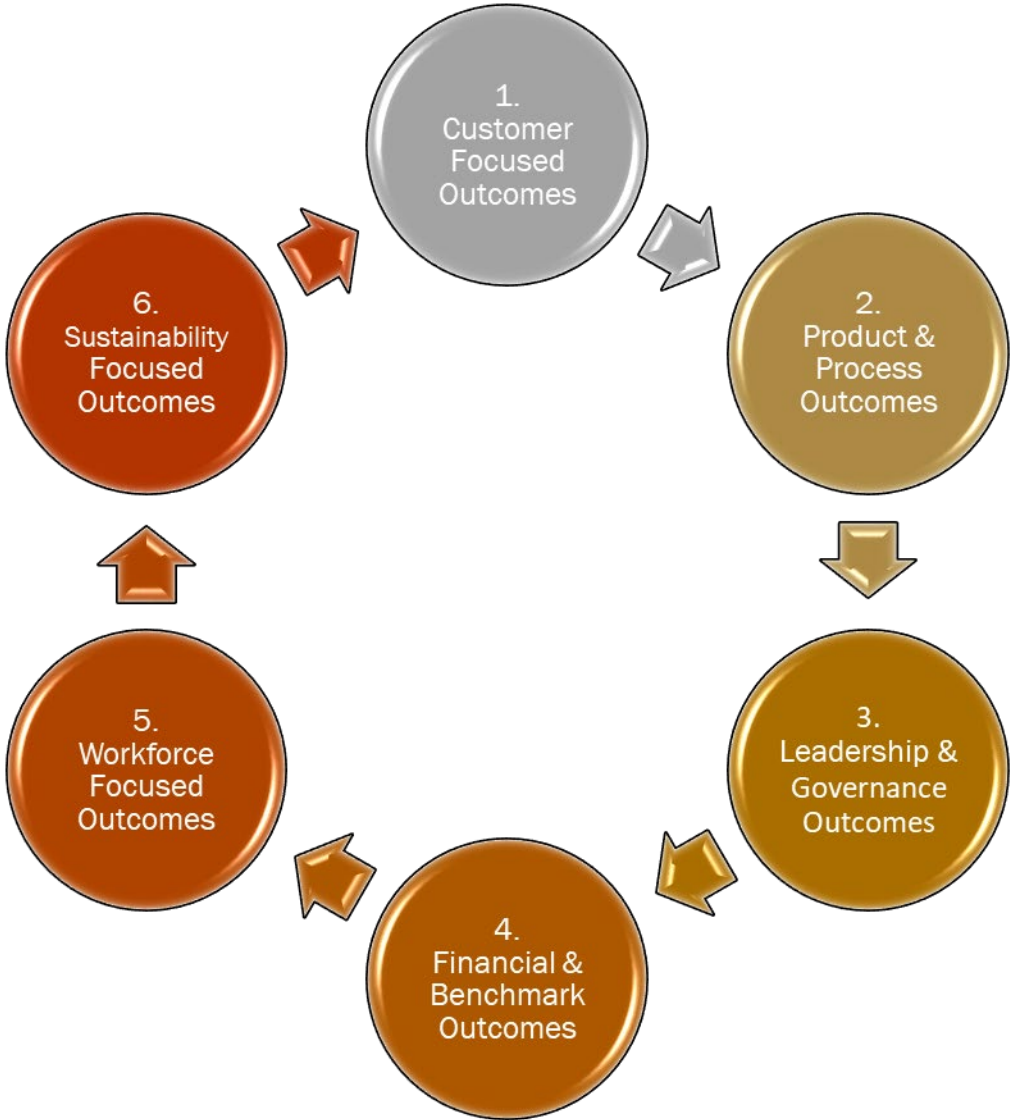


*City of Dover
Fire & Rescue Department*

January 24, 2024

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



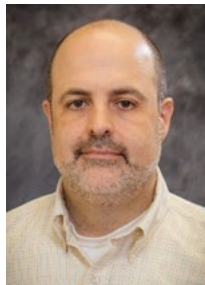
Donna Benton
Planning & CDBG
Director



William Breault
Police Chief



Annie Dove
Information
Technology Director



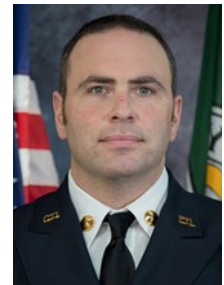
Michael Gillis
Media Services
Director



Denise LaFrance
Public Library
Director



Daniel Lynch
Finance Director



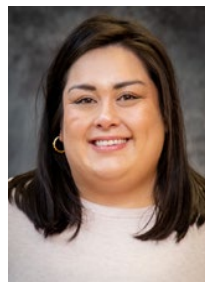
Michael McShane
Fire & Rescue Chief,
Emergency Mgmt
Director



Christopher Parker
Deputy City Manager



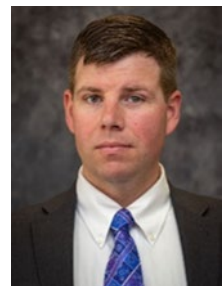
John Storer
Community Services
Director



**Jerrica Vansylyvong-
Bizier**
City Clerk Tax
Collector



Heather Worrall
Human Resources
Director



Joshua Wyatt
City Attorney

Community Services Department

Administration

- ★ Bill Purpura, Meter Backflow Foreman; Keegan Glidden, Lead Mechanic Fleet; Michael Nadeau, Utilities Superintendent; Brian Landry, Public Works Supervisor; attended the Handling Distribution Components with New Technology, presented by Granite State Rural Water Association. The event was held at the EJP Building in Concord, NH.
- ★ Michael Nadeau, Utilities Superintendent, attended the Lab Skills for Operators, presented by Granite State Rural Water Association. The event was held at the City of Portsmouth Water Treatment Plant in Madbury, NH.
- ★ Brian Landry, Public Works Supervisor, attended the EPA RTRC A “Find & Fix” Approach to Protecting Public Health, presented by Granite State Rural Association. The event is a Zoom Meeting Webinar.
- ★ Ryan Neenan, Pump Station Operator II, attended the Grade 1 Water Operator Exam Preparation Course, presented by NH Water Works Association. The course was held in Concord, NH.
- ★ Matt Mitchel, Truck Driver; Jankell Cobb, Laborer II; Bill Currier, Maintenance Specialist I; Chris Frontiero, Truck Driver; Andrew Robinson, Laborer II; John Renner, Laborer II; Chris Morales, Maintenance Mechanic II; attended the Snow Plowing 101, presented by the University of New Hampshire. The course was held in Newcastle, NH.
- ★ Eddie Young, Truck Driver; Robert Gunnison, Pump Station Operator II; attended the Wastewater 1 & 2 Certification Prep Course (3 Day Course), presented by Granite State Rural Water Association. The course was held in Franklin, NH.
- ★ Brian Landry, Public Works Supervisor; attended the Troubleshooting the Activated Sludge Process with a Microscope, presented by Granite State Rural Water Association. The event was a Zoom Meeting Webinar.
- ★ Keegan Glidden, Lead Mechanic Fleet; attended the Distribution Health: Innovative Solutions & Best Practices, presented by Granite State Rural Water Association. The event was held in Gilford, NH.
- ★ Michael Nadeau, Utilities Superintendent; attended the Operator Training, presented by NH Water Works Association. The event was held in Pembroke, NH.



Two employees received certificates from UNH T2 Road Scholar program. Kevin (on left) received his senior level certificate which requires 75 classroom hours to achieve. Ben (on right) received his road scholar 1 which requires 25 classroom hours to achieve.



Water Division

The City of Dover produced over 49 million gallons for the month of November and averaged 1.6 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 and Wells crews closed 17 service requests and 47 Work Orders for November. Wells crews conducted monthly sampling and maintenance. The utilities street crew has started to winterize and repair hydrants for the winter and will continue this through the month of December.

The City of Dover produced over 51 million gallons for the month of December, and averaged 1.7 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 and Wells crews closed 12 service requests and 73 Work Orders for December. Wells department crews conducted monthly sampling and maintenance. The utilities street crew has completed winterizing hydrants and will be working on repairing hydrants and if the warm weather continues some small construction projects can be completed.



Sewer Pump Stations and Collection

The Pump Stations and Utilities sewer crews closed 4 service requests and 11 work orders for November.

The Pumps Stations crew continue to work with several contractors on making the repairs to the River Street Pump Station after the flood.

The Utilities street crew helped install the commemorative sewer manhole for the Teenage Mutant Ninja Turtles. Part of the work was to install a new portion of sidewalk and to ensure that the sewer manhole could not be stolen. Overall it was a great success with one of the creators of the Teenage Mutant Ninja Turtles, Kevin Eastman, being present for the ceremony. He was very appreciative of the work that the City helped with as well as to the thrill of all the residents whom were present for the unveiling.



The Pump Stations and Utilities sewer crews closed 5 service requests and 21 work orders for December.

The Pumps Stations crews continue to work with several contractors on making the repairs to the River Street Pump Station after the flood. The pump station crew will also transition to work out of the Waste Water Treatment Plant. Under the direction of the Waste Water Plant Superintendent, the pump stations crew will continue their maintenance of the pump station facilities but also gain the incite to see how pumps stations influences the WWTP.



Streets & Stormwater

For the months of November and December the highway division was wrapping up projects as well as working on preparation for winter. Catch basin cleaning wrapped up on November 15th with 1,569 basins cleaned in the south end.

Indus industries started crack sealing on November 16th. They crack sealed for 6 days before wrapping up on November 29th with 42,200 lbs. of crack sealing product being applied.

The division handled 3 winter events. In early November, a light snow occurred during the morning commute. The crew was out plowing and treating roads. The temperature rose throughout the day and a light drizzle during the afternoon and evening hours made for slick spots overnight as temperatures dropped. The crew was then called back in to treat the slick roads. Early morning on Christmas Eve was another event where the crew was called in to treat slick roads.

December 18th was a rainy and windy day. Several limbs and trees were downed during the storm. Dover received over 2.5 inches of rain. Staff responded to several reports of flooding. The flooding was largely due to fallen leaves that would build up on the catch basin grates. Staff spent the day dealing with the flooding as well as removing trees and limbs blocking various roads. Cleanup of tree debris continued for the next two days.

Staff spent time working through training for the new employees to get them prepared for winter operations. These trainings included operation of the various sidewalk machines and attachments. Once familiar with the operation of the equipment, they were sent out to the sidewalk routes to drive around and view them as this helps them see any possible



Indus industries crack sealing in the Alden woods neighborhood

obstructions they will have to deal with as well as get a feel for driving on the sidewalks. Another aspect of training was to get familiar with the different types of plow trucks and plow routes that staff are responsible for.



The trees and overgrowth were removed up against the building at the Children's Museum



Facilities, Grounds & Cemeteries

Facilities, Grounds and Cemeteries employees addressed 143 Service calls and 225 work orders during November and December.

They conducted 10 ash interments and 9 full burials in Pine Hill Cemetery during November.

With the warm weather continuing in November, employees were still able to mow and string trim in the cemetery after regular hours on a few days, finishing up the final mow of the season.

There were twenty-nine work orders pertaining to buildings in November. The voting polls were set up on November 6th and then removed after the polls closed on November 7th. Platform lighting at the Transportation Station received attention with several fixtures being replaced. The usual monthly inspections of fire extinguishers and elevators were conducted, as they are each month by City employees.

Minor issues were addressed through the Permit of Assembly Fire Safety inspections at City Hall. These inspections are conducted wherever groups of people might assemble, including the Veteran's Building on Back River Rd. The garland for the columns was dropped off for installation by the Fire Department, who always complete this task making City Hall look festive.

The water was turned off in the Police Department garage space and the Shaw's Lane concession stand was winterized after the end of the soccer season.

Sixty-seven work order requests were addressed through Facilities & Grounds. Signs were responsible for twelve orders needing attention. The signs on the pedestrian island at Central and Fifth Streets were struck down twice.

Thirty work orders included picking up whiskey barrels and cleaning them out for winter storage, removing historical markers that would impede sidewalk plowing and putting them in storage. Employees assisted the Breezeline volunteers cleaning up in Henry Law Park early in the month. Employees also spent weeks removing leaves from Pine Hill Cemetery and park areas. They attended snow removal platform safety training with managers from the Down Easter, pulled the flag pole out of Rotary Plaza and assisted with the installation of the Christmas tree. Holiday lights were strung in trees on Central Avenue as they are every year, with much assistance from local companies like Martineau Electric.

It was a slower month for tree issues with only seven work orders generated. One decor light issue was reported, two green balls were replaced in traffic signals. Fourteen other traffic signal concerns were resolved, timing or signals going to flash are the common concerns.

Sadly, the State and Country suffered losses this month that required the flags to be lowered to half mast on multiple occasions.

Governor Chris Sununu directed that all flags on all public buildings and grounds in the State of New Hampshire are to fly at half-staff on Saturday, November 25, in honor and remembrance of Army Staff Sgt. Tanner W. Grone, a U.S. Special Operations aviation soldier from Gorham.

Former First Lady "Eleanor" Rosalyn Carter died Nov 19, 2023 at 96 years old. Rosalynn Carter was an American writer and activist who served as the first lady of the United States from 1977 to 1981, as the wife of President Jimmy Carter.

Governor Chris Sununu directed that all flags on public buildings and grounds in the State of New Hampshire be lowered to half-staff on Monday, November 27, 2023 from sunrise to sunset, in recognition of the Celebration of Life for Department of Safety Security Officer Bradley Haas who was an army veteran and the former police chief of the Franklin Police Department.

In December, the Cemetery Board met on the 12th and heard a presentation from State Representative Jessica Lamontagne on green burials.

There were twenty-four work orders pertaining to buildings in December. A plumbing issue with a drain was addressed at City Hall but a waterline broke in the process which created other issues which needed to be addressed. No serious damage except to ceiling tiles which were replaced shortly thereafter.

The handicap bathroom needed to be routed again by Value Rooter. This is an ongoing issue that needs to be addressed with a change made to piping.

The wash bay heater at Public Works required attention and there was a major issue with the heat in the Fleet Garage, which required temporary heat to be put in place. This building is aging and in need of upgrades to various systems, heating being one of them.

Bi-annual inspections of boilers and pressure vessels, required by the State of New Hampshire were conducted through Traveler's insurance on December 12th. Some minor deficiencies were identified in three locations and are being attended to. Aging safety valves being the most common. The monthly inspections of fire extinguishers and elevators were conducted, two deliveries of supplies were completed and eight keys were issued. Filters were changed in municipal buildings. On the 8th, the auditorium was set up for a meeting held by the Cricklewood Homeowners Association.

Seventy-seven other work orders were processed by Facilities and Grounds. Seventeen traffic signal complaints were received, mostly timing issues or lights going to flash. The City is still working with Sebago to get traffic flowing smoothly throughout the City. One bad pedestrian light push button was replaced. Four décor lights issues were addressed with photo eyes being replaced.

A pole holding pedestrian crossing lights and a traffic signal head came down on the corner of Chestnut Street at Washington on the 11th. Staff are unsure if it was wind or a hit and run. Electric Light responded to make the area safe and removed the pole to reconstruct the traffic signal devices. It has been reinstalled.

Driver feedback posts were placed on Back Road, Piscataqua Road, Tolend Rd and Middle Road. These radar devices tell motorists what speed they are traveling at as they proceed down the road. On December 27th, the NH DOT came to inspect the warning for the railroad crossings on Central Ave. Electric Light worked with them through this process.

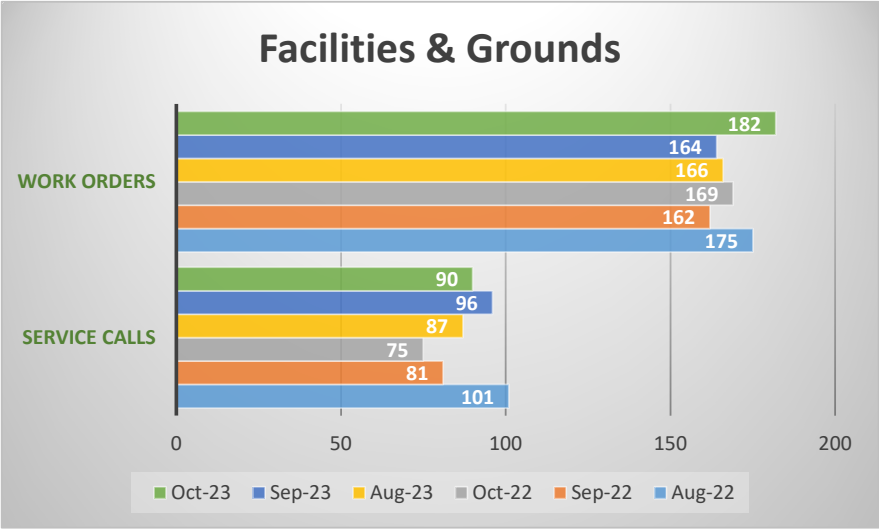
Signs were responsible for nineteen work orders needing attention. The signs on the pedestrian island at Central Avenue and Fifth Streets were hit multiple times again this month. We are heading towards sixty pole replacements on just this one island since it was installed a year and a half ago.

Only six tree issues were reported. Limbs that had come down during heavy winds on the 18th were removed, as was a large tree that had come down in front of the library. Clean up of old fixtures and debris from the snowboard hill was completed and hauled off to be disposed of properly. Clean up along the fence on the Community Trail at Whittier Falls Way was finished and sand barrels were put out at various locations.

Thirty other work orders dealt with various outside issues including picking up picnic tables and bringing them to the shop for repair, painting and winter storage. The signs for the snow board hill were reinstalled as the decision to close that this winter was redacted. Snow poles were installed in the cemetery so as to warn of edge of road, stone markers and curves in the roadways.

Flags were lowered on December 7, 2024. On this day 82 years ago, 2,403 service members and civilians were killed in a painful and unprovoked attack on our Armed Forces. On National Pearl Harbor Remembrance Day, we remember these women and men, who gave their last full measure of devotion to our Nation.

Flags were lowered on December 19, 2023 out of respect for American icon, Justice Sandra Day O’Connor, the first woman on our Nation’s highest court.



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*
- *TBD – 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)	359	324
Nov & Dec 2023	29	10

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

Dover Utilities Commission: The Dover Utilities Commission (DUC) met on November 13th and December 18th 2023 to review abatement requests and review finance and utilities reports. The next meeting will be held in February 2024.

Transportation Advisory Committee (TAC): TAC last met on November 27th. Their next meeting is scheduled for January 22nd. Those wishing to get on the agenda must submit information by the 12th of January.

Planning Board: Planning Board met on November 14th and December 12th. The Capital Improvements plan was reviewed and discussed as were multiple applications for the Transfer of Development Rights and project approval extensions. The Planning Board also took part at a joint meeting with the City Council to

review the Capital Improvements Plan where the City Engineer provided updates on ongoing capital projects.

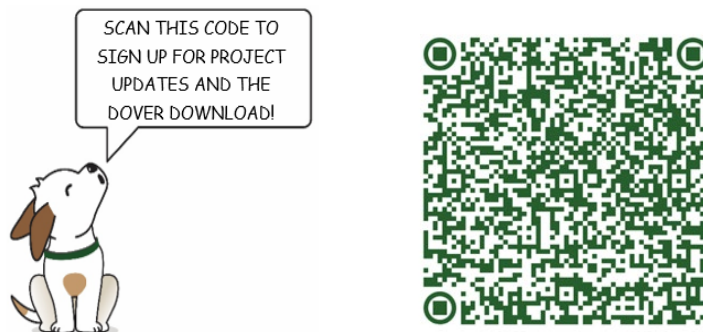
Municipal Alliance for Adaptive Management (MAAM): Director John Storer and Asst. City Engineer Jill Semprini attended the November 2nd MAAM Executive Committee meeting.

TIF Advisory/Cocheco Waterfront Development Committee (CWDAC)/Park Subcommittee: The CWDAC met on December 19, 2023 to get an update on the proposed pavilion building in the new waterfront park, discuss the future of Great Bay Rowing's boathouse along the waterfront, and recommend street names for the waterfront development.

PUBLIC OUTREACH

Public Outreach has and always will be crucial to the Engineering Division's operations and to that end the Engineering team tries to engage with the public, Dover staff, and City Council on a regular basis to keep them informed on critical project updates, budget issues, and things that concern long term capital planning. The Engineering team has taken great strides in 2023 to improve public outreach including recommending updates to the City's website, overseeing the development of a Community Services Mascot to call attention to what Community Services does, and engaging with Media Services to publish relevant updates to the Dover Download.

For those unfamiliar with the Dover Download, is a weekly digital newsletter created by the City of Dover Media Services Department. It is sent out on Fridays and contains a variety of information for the Dover community including project updates, community events calendars, and current events. Anyone can subscribe to the newsletter through the City's Communications List which can be accessed by scanning the QR code below.



In addition to providing updates in the weekly Dover Download, the Engineering team has also taken steps to provide Media Services regular updates for project specific updates that are shared in advance of public meetings, major milestones, or in the event of a service shutdown or temporary road closure. In the coming year, there will be a continued effort to improve upon the public outreach and will look to utilize Community Services' electronic message boards, printed flyers for local businesses, and interactive polls and surveys for engagement.

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.

Project Highlight: Stormwater and Flood Resiliency Utility:

City Engineer Ken Mavrogeorge presented a detailed summary of the proposed Stormwater and Flood Resilience Utility alongside the City's engineering consultants at a City Council Workshop on November 15th. The update followed a public meeting held at City Hall on October 17th. The October and November meetings were both well attended by the public and Council members were encouraged to ask questions to City staff as well as submit questions in writing for a formal response. Responses to questions received were developed by City staff and their consultants and uploaded to the City's Stormwater Management page as well as sent out in a December Dover Download Email.



Presentation Materials from the 11.15.2023 City Council Workshop.

In addition to presenting the background on what the utility would look like, how it would operate, and how users' fees would be calculated, Engineering staff was available to the City Council to answer any questions on the utility or the proposed ordinance that was also presented by the Legal Division at the November 15th meeting. Following the November 15th meeting, the Engineering staff also meet one on one with members of the public who has specific questions on how the utility was set up and how it would affect their property. In some instances, staff provided ideas on how individuals could properly manage stormwater and potentially receive credits under a utility.

Engineering Staff has and will continue to attend City Council meetings, as requested, to provide guidance and their professional opinions so that the Council can have all sides of an issue prior to voting.

At the December 13th City Council meeting, City Engineer Ken Mavrogeorge, PE was in attendance but did not speak at the meeting prior to the City Council voting not to implement the Stormwater and Flood Resilience Utility. Engineering Staff has and will continue to attend City Council meetings, as requested, to provide guidance and their professional opinions so that the Council can be well informed on engineering related issues prior to voting.

It is important to note that the Engineering Division does not see the vote to not approve the implementation of the Stormwater and Flood Resilience Utility as an indication that the City does not view stormwater as a concern, or an issue that needs attention. Instead, the division views this vote as a call to shift the staff's focus to use the tools currently available to City staff to affect positive change where it can. That could mean a reevaluation of how stormwater is handled in the Dover Code, planning for large scale upgrades to the Waste Water Treatment Plant, or seeking out more grant opportunities to develop stormwater management systems to improve water quality.

The vote not to implement the utility was the culmination of a three-year process that started back in mid-2020 when the City Council established an Ad-hoc Committee to study various methods of funding stormwater management in the City. The Council, at its Aug. 12, 2020 meeting, charged the Ad-hoc Committee "to investigate, study, and identify and make recommendations to the City Council concerning various funding opportunities that may exist with respect to existing needs and future stormwater and flood resilience management planning."

The Ad-Hoc Committee, which consisted of 17 members of the community representing a wide range of backgrounds, held 14 monthly public meetings as it studied the issue. Meeting minutes, recordings, and other information reviewed by the committee over the course of a 14-month period are available for review for those looking for more information on what the various methods of funding considered were. The committee ultimately, after having reviewed and considered the information, voted unanimously to recommend a Stormwater and Flood Resilience Utility be pursued. The Summary of Findings and backup documentation can be found on the committee's webpage here:

<https://www.dover.nh.gov/government/boards-and-commissions/city-council/ad-hoc-committee-to-study-stormwater-and-flood-resilience-funding/>.

The Summary of Findings and a recommendation was then sent to the Council in February of 2022 for review and consideration. The Council then voted on Feb. 23, 2022 to pass a City Council resolution stating the Council's intent to form a stormwater utility by ordinance. The same resolution also accepted its Ad-Hoc Committee to Study Stormwater and Flood Resilience Funding's unanimous recommendation of funding stormwater infrastructure and maintenance through a stormwater utility.

Following the City Council's vote to move forward with the creation of the utility, the Council's Ordinance Committee worked with City Engineering and Legal staff, consultants, and the Dover Utilities Commission to draft the ordinance. Regular updates were provided at public meetings including Utilities Commission Meetings, Ordinance Committee Meetings, and Public Stormwater and Flood Resilience Utility meetings. Materials, minutes, and recordings from these meetings can be found on the City of Dover website and on the City of Dover's Stormwater Management webpage.

In all, the public process lasted more than three years and was comprised of more than twenty publicly noticed meetings. Six of those public meetings were held in the last seven months leading up to the December 13th vote.

Documents related to the creation of the stormwater utility are posted on the city's Stormwater Management webpage, which also includes video recordings of meetings and workshops, presentation slides, responses to submitted questions, and the report on the findings and recommendations of the ad hoc committee. Find the webpage at

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

Pudding Hill Water Treatment Plant: The City's consultant and contractor have begun to plan for the plant's startup which is expected to begin in early 2024. Work continues to be on track for substantial completion in early 2024 and final completion by summer 2024. Once online, the plant could provide an additional 1 million gallons of drinkable water per day to City residents, boosting its current capacity back to levels prior to when the aquifer was taken offline.

Stormwater and Flood Resiliency Utility: The Dover Utilities Commission (DUC) and Ordinance Committee held two joint meetings this month to review a draft of the proposed ordinance. On September 28th, the Ordinance Committee voted unanimously to recommend the Stormwater and Flood Resiliency Utility Ordinance to the City Council for adoption. The first reading of the ordinance will occur in November with vote in December. If enacted as currently envisioned, the utility would begin at the start of the 2025 fiscal year on July 1, 2024.

City Engineer Ken Mavrogeorge presented an update on the Stormwater and Flood Resiliency Utility at City Hall on October 17th. The meeting was well attended by the public who were encouraged to ask questions to City staff as well as submit questions in writing for a formal response from the City and their consultants. City Engineering staff will be in attendance at the upcoming November 8th and 15th City Council Meeting/Workshop to discuss the proposed Stormwater and Flood Resilience Utility Ordinance that was recently reviewed and recommended to Council by the Ordinance Committee and Dover Utilities Commission. The ordinance will be going back before the Council in December for a vote and potential approval.

Sidewalk Improvements: Engineering staff is overseeing the assessment of all the City's sidewalks to help inform future sidewalk reconstruction projects. Green International Affiliates, Inc., the firm selected to complete the assessment has been actively assessing all of the City's sidewalks and curb ramps in preparation for the development of a summary of their findings and make recommendations for which sidewalks need repairs. This summary of findings will also include a 5-year sidewalk improvements program that the City can execute to improve sidewalks across the City with a focus on priority routes including those close to schools and businesses and those in need of ADA accessibility improvements.



Work continues on the Pudding Hill Treatment Plant.

Traffic Signal Management: The City's staff and 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. The consultant and City Staff reviewed a proposed outline for the technical memorandum the consultant is preparing to summarize the issues addressed over the previous 12 months and identify projects that the City can implement in the annual CIP program such as annual maintenance recommendations. Discussions over the course of 2023 included planning for the replacement of at least one signalized intersection per year and changes to allow for current pedestrian crossings in certain areas of the city. The findings may be presented to the Council once completed in preparation for future project planning purposes.

Garrison Hill Water Tank Rehabilitation: The City's consultant, Underwood Engineers, continues to advance the plans for the Garrison Hill Water Tank. Ninety percent drawings were submitted to the City for review and comment. It is anticipated that the tank rehabilitation will be ready for bid in early 2024 and under construction by fall of 2024.

Smith Well Road Elevated Tank: Smith Well Road utilities and drainage have been completed and the road has been reconstructed. Work continues on the water line and the electric duct bank to serve the new tank. 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.

Mill Street Pump Station Upgrade: The City has engaged the engineering firm Woodard & Curran to conduct an assessment on the Mill St Sewer Pump Station to determine what upgrades to the station would look like as the station is reconstructed in 2025. The evaluation builds off a City wide assessment of the sewer pump stations completed in 2023 by Wright Pierce and will look at consolidating pump stations to reduce the City's operating costs. The evaluation is expected to be completed in early 2024 with final design commencing shortly after. **North End Sewer Evaluation:** Special Projects Advisor Bill Boulanger is working with engineering firm Wright Pierce on an assessment of a sewer main within the northern Central Ave area. This evaluation is being used to determine what if any capacity issues may exist based on the development north of Week's Crossing. The evaluation is also looking at whether dropping the sewer is possible to eliminate multiple City sewer pump stations and save on operating costs.

Cochecho Stormwater Master Plan: Engineering staff met with the NHDES and the City's consultant Kleinfelder on multiple occasions in November and December to review comments on the draft and changes made to the final Technical Memorandum that summarized 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 Cochecho St. outfall. The City's consultant has submitted their final Technical Memorandum with recommended drainage system improvements that 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 2024

Waterfront Redevelopment: The City's contractor, Northeast Earth, continues to advance the installation of stormwater, water and sewer utility infrastructure around the project site as well as the removal of buried infrastructure from prior facilities on the property. Blasting of the remaining bluff area will commence in early 2024 as work on the shoreline progresses. Construction of the private infrastructure is expected to begin in the spring of 2024. The development is expected to be under construction until at least 2026.

Service Line Inventory: The United States Environmental Protection Agency's (EPA's) revised Lead and Copper Rule requires all community water systems to prepare a service line inventory by October 16, 2024. This revision is in response to the Flint, MI water crisis; inventories will be readily available to the public and will be used to identify service lines with potential lead contamination.

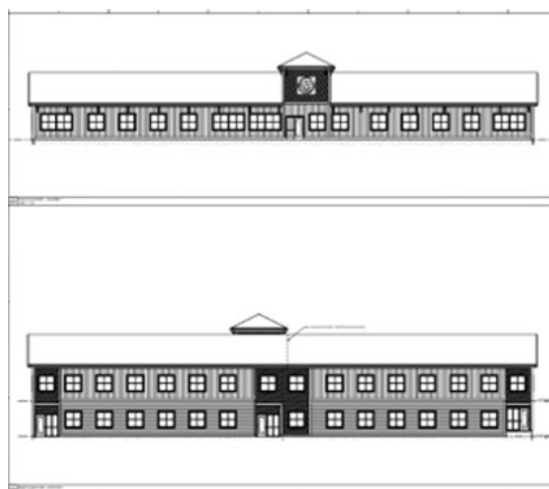
The inventory will be prepared by City Engineering Staff, led by Assistant City Engineer Amelia DeGrace. This is truly a team effort in conjunction with the Office of Information Technology (OIT) (IT Asset Management preparation), Community Services Utilities (gathering information in the course of their normal work), and Engineering (populating the Service Line Inventory). NHDES awarded the City a \$75k grant to prepare the inventory.

An online survey is currently being developed for residents to submit information on their own water service lines to determine what material it is made of. A link to the survey will be made available in an upcoming utility bill.

Inspection Services: City Engineering staff have been working with the City's design build contractor and architect to finalize the design of a new Inspection Services building for the Community Services parcel on Mast Road. Survey work was completed in November and the city's Engineering Division are finalizing site plans for submission to the Technical Review Committee. The City is saving on design engineering costs by taking on the site civil components of the project themselves and securing competitive bidding for the survey of the site. The City also anticipates completing some of the site work including utilities for the new building to further save on construction costs.



Excavation of the former WWTP Clarifiers (top). Waterfront Construction Manager Jamie Stevens and Assistant City Engineer Jillian Semprini, PE oversee work on the Waterfront.



Inspection Services Building Elevations.

Library Renovation/Expansion: The library renovation has gone through the majority of the design stage of the project and has been broken into a few phases, phase 1 replacement of boilers, phase 2 replacement of sprinkler system and phase 3 renovate/expand interior spaces. A contract has been signed with Alliance Mechanical to replace the existing cast iron boiler with a high efficiency condensing boiler, along with re-piping and installation of new circulator pumps. For phase 2 the sprinkler system will be completely replaced, an RFP will go out January 2024 after the result of a hazardous material survey that was conducted in December is received. Phase 3 renovation of the interior space has been designed and BPS Corp. was selected as the construction manager.

Adventure Park Upgrades: Adventure Park on Henry Law Ave. is one of the most popular playgrounds in the city, a central location, with multiple amenities for families to enjoy. With the continued use over the years, some of the equipment has started to fail. This past fall, an inspection was conducted by the City's insurance company, results indicated some equipment should be replaced along with some landscaping elements. Recreation director Gary Bannon has sourced new metal poles to replace the wooden posts that support the climbing nets. The poles will be installed by Community Services staff in the spring.

In addition, facilities Project Manager Eric Sanderson is working with Community Services crews to plan the replacement of failing landscape features in the park. Wooden logs installed as a border to play areas will be replaced with recycled granite. City staff will also replace the existing wood chips with a new coating of certified playground wood chips.

Ice Arena:

Roof: The flat roof between both ice arenas has been leaking resulting in multiple stained ceiling tiles and constant drips in different areas of the building. Bids were solicited in the fall of 2023 and Weather Guard Industries has been awarded the contract to complete the work. Upon inspection of the roofs interior the method specified to secure backer board and insulation could not be utilized due to the amount of electrical conduit close to the ceiling, it was recommended to use an adhesive. Tests were completed to determine the warranty that would be offered, Installation will start in early spring once temps are consistently above 40 degrees.

Cooling Tower: The cooling tower has developed a leak that has continued to get worse, causing water to leak from the equipment causing damage to the base that unit sits on as well as freezing on the ground. Bid were solicited in October 2023 with ECM Mechanical being the selected vendor to replace the existing tower. With long lead times the estimated start date is early February, estimated down time will be one day.

Permits

November & December	
Driveway Permits:	13
Utility Licenses:	2
Paving Licenses:	2
Excavation Permits:	20
Obstruction Permits:	9
Wastewater Connection Permit:	2
C/O Inspections	10
Septic Design Reviews:	5
Construction Permits	1

Site Review / Project Oversight Support

Six (6) projects came to TRC in November and December that required Engineering review:

- 1-3 Webb Place: Proposed bank near Weeks Crossing.
- 180 Tolend Road: Proposed Cellular Tower between Columbus and Tolend Rd.
- Locust Street: 22-unit condo complex with parking and drainage.
- 256 & 264 Central Avenue: Paved parking area for a building under renovation.
- 34 New Rochester Rd: 6 duplex structures with an existing single-family dwelling to remain
- 914 Central Ave: Proposed car wash on Central Ave

In addition to performing technical reviews, Engineering Staff routinely meets with developers, engineers and contractors to review conceptual designs prior to them starting work. Multiple meetings like this occurred in November and December as Applicants plan for 2024.

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.)*
- *Copley Commons Subdivision (Leathers Ln.)*
- *Tiny Home Development (Back River Rd.)*
- *Copper Drive Subdivision (New Rochester Rd.)*
- *Sophie/Banner Dr Subdivision (Bellamy Rd.)*
- *Goosetail Dr (757 Central Ave)*
- *725 Central Ave Development (Central Ave and Brick Rd)*
- *Medical Office Building (Durham Rd)*
- *Northeast Credit Union (Education Way)*

There was one (1) preconstruction kickoff meetings in November and December for the recently approved Chinburg Subdivision off of Old Oak Street.



Northeast Credit Union at 100 Education Way.

Executive Department

Office of the City Manager

During the months of November and December, the City Manager's Assistant processed 14 Worker's Compensation Claims, as well as continued to monitor and update all open claims throughout these months 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 14 job postings during November and December. The City Manager's Assistant monitored new position and/or new hire physicals and background/motor vehicle checks for 32 employees. This oversight ensures all eligible employees and/or applicants are able to move on in the hiring process.

The main focus of November and December is the planning of the Council and School Board orientation as well as the Inauguration. Many departments and individuals come together to make the Inauguration a memorable event for the City Council and School Board.

Office of Human Resources

Employment Anniversaries with the City of Dover December 2023		
Employee Name	Department / Division	Number of Years
Anderson, David R	Police	6
Balian, David C	Welfare	3
Ballou, Robert W	Recreation	2
Blonigen, Rachel	Planning	8
Breault, William M	Police	25
Burgess, Colin R	Police	1
Coffin, Felicia L	Police	2
Cummings, Ann M	Police	3
Cummings, Jacob R	Public Works	5
Cusick, Carmen rose	Police	3
Demers, Jonathan C	Fire Station	3
Dolleman, Brant M	Police	25
Dunne, Jeannine R	City Clerk Tax	1
Ferullo, Michael W	Fire	21
Gray, Marilyn C	Public Library	12
Houde, Dale J	Public Works	5
Kilday, Michael J	Fire	9
Madsen, Brendan D	Police	3
Malsbury, Tyler C	Police	3
Nadeau, Michael P	Public Works	19
Navarro, Esina	Finance	1
Navelski, Rebecca E	Police	1
Sanderson, Eric S	Public Works	2
Simons, William C	Police	37

Employment Anniversaries with the City of Dover January 2024		
Employee Name	Department / Division	Number of Years
Bannon, Gary S	Recreation	34
Keefe, Timothy J	Police	24
Plante, Marc A	Fire	23
Michaud, Matthew L	Fire	15
Plummer, Christopher R	Police	13
Peters, David	Executive	13
Falconer, Patricia M	Library	8
Lepage, Marcel J	Recreation	7
Abbott, Thomas R	Planning	6
Duffy, Quinn R	Fire	6
Scarponi, Michael R	Library	6
Couturier, Christopher L	Fire	5
Perron, Daniel R	Community Services	5
Friedman, Erika B	Recreation	4
Hardwick, Emmett T	Library	4
Gorman, Bradley E	Fire	3
Semprini, Jillian A	Community Services	2
Watkins, Jacob R	Police	2
Adams, Josiah S	Library	2
Burdin, James E	Executive	1
Gerry, Sarah K	Finance	1
Tidball, Kelley N	Police	1

November & December 2023 Employment Separations = 12		November & December 2023 Employment Hires = 17	
4	Community Services	7	Community Services
3	Fire	1	Fire
1	Executive	3	Planning
2	Planning	1	Public Library
1	Police	1	Police
1	Recreation	4	Recreation

Office of Information Technology

Office of Information Technology, including Police IT staff, managed 167 and 109 total monthly IT Support Tickets for the months of November and December 2023. The majority of tickets were created in the Police and Community Services departments. The majority of tickets were categorized as Client – Issue, User Account – Issue and User Account - Maintenance.

FY2024 PC Replacement systems arrived and are in the process of being deployed.

Contracts, agreements in place with Pos provided for NH DES grant. Reference R2023.11.08-174. Server system built. Client systems have arrived for three water and one sewer plant.

Continued work in retiring older Police systems.

Continued work in rolling out multi-factor authentication for all municipal employee accounts.

Continued participation and support of CAMA application upgrade by Asset Management Administrator.

Continued support of Water Plan facility activation. Support Community Services requested separation of Water and Sewer alarming.

Continued support of Community Services lead service line project.

Consolidating culvert GIS data per State of NH recommendation.

Update current Office of IT procedures related to badges/account and system provisioning and removal. Review with Office of IT staff at January monthly meeting.

Request and complete optional baseline Cyber Resilience Essentials (CRE), Ransomware Readiness Assessment (RRA), Cyber Performance Goals (CPG) Assessment conducted by CISA, US Department of Homeland Security.

Reviewing City of Dover cybersecurity agreement with the State of New Hampshire.

Develop FY2025 Proposed DoverNet budget. In coordination with this effort, reviewed and updated progress and goals related to cybersecurity work.

Complete annual financial audit questions for Finance Department.

Receive approval from Consolidated for an approximately \$5,050. credit related to delayed activation of one circuit.

Asset Management Technician Tim Pine and CS Utilities Superintendent Mike Nadeau attended VUEWorks national user conference. City of Dover received an Excellence Award for Best Practices and Standards from VUEWorks application vendor, Atkins Realis. The award recognized efforts by Dover's Asset Management team in supporting Finance - Utility Billing and Community Services Utilities water meter process improvements.



Office of Media Services

In November and 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 continued to provide resources and information leading up to the November Municipal Election, part of the Dover Votes! initiative. Following the election, Media Services provided real-time updates to the city's online election page and resources.

In November, Media Services provided extensive promotion and coverage of the dedication of two commemorative markers honoring Dover as the birthplace of the Teenage Mutant Ninja Turtles. The events mark the 40th anniversary of the Teenage Mutant Ninja Turtles franchise and the 400th anniversary of Dover. Mirage Studios, formed by Kevin Eastman and Peter Laird, was located at 28 Union St. in Dover, where the first TMNT comic book was created before the company moved to Northampton, Mass.

In November, Media Services arranged, produced and broadcast the Veterans Day ceremony, held at Dover Veterans Park.

Media Services produced 10 episodes of the Dover Download podcast November and December.

In November and December, Media Services provided several holiday-related productions. These included a special broadcast of the annual Holiday Parade in November; and previews and coverage of various Chamber of Commerce and Dover Main Street events.

Media Services produced and released the final oral history videos for Dover's 400th anniversary in November and December, part of the Voices of Dover series. Media Services produced the series during Dover's 400th anniversary year.

In November and December, Media Services distributed numerous media releases, special alerts, social media coverage and video PSAs related to weather and special community topics, including the opening of the Willand 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.

Media Services prepared and distributed 156 email newsletters and alerts during these two months, including weekly editions of Dover Download, numerous special announcements, and 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 100 press releases and numerous updates to the website and social media in November and December.

Finance Department

Purchasing

Leah Garnett completed the GFOA Intermediate Accounting Course 11/7-11/9. It focused on capital assets, debt, and leases/similar transactions

Ann Legere attended two webinars focusing on grant related programs. On 11/16 was the State and Local Fiscal Recovery Fund update session and on 11/27 was the Culvert AOP Program Grant Administration Overview.

Donna Langley attended the NHMA 82nd Annual Conference Nov 15th to take part in the NH Assessor's program sessions.

Jerrica Vansylyvong-Bizier attended NH Department of Motor Vehicles' Municipal Agent training on 11/14 & 11/15.

Leah Garnett completed her BS in Accounting in December, of which the city granted \$1000 tuition reimbursement to her.

Jamie McCulloch, Utility Billing Office Manager and Dan Lynch Finance Director attended a training session on EyeOn Water application, a service provided by Badger Meter company. The session was conducted by Stiles Company Inc, local distributor for Badger meters. Eye on Water application provides water utility users with the ability to create a login and see real time water usage data.

Purchase Orders over \$5,000:

Department/Division	PO Date	Vendor	Amount
City Clerk Tax	11/14/2023	STATE OF NH-VITAL RECORD COLLECTION	\$6,129.00
Finance Office	11/7/2023	NORTHEAST SYSTEM CONTROLS, INC.	\$5,068.80
Finance Office	11/13/2023	WADE LANDSCAPING & CONSTRUCTION	\$9,965.00
Finance Office	11/20/2023	SHI INTERNATIONAL CORP	\$12,400.00
Finance Office	11/21/2023	AUTOMATECH, INC.	\$41,678.61
Finance Office	11/9/2023	STRAFFORD COUNTY COMMISSIONERS	\$70,000.00
Finance Office	11/21/2023	WOODARD & CURRAN INC.	\$96,389.00
Info Technology	11/5/2023	SHI INTERNATIONAL CORP	\$10,472.00
Info Technology	11/5/2023	DELL MARKETING L.P.	\$14,104.20
Info Technology	11/20/2023	DELL MARKETING L.P.	\$26,712.78
Info Technology	11/1/2023	DELL MARKETING L.P.	\$31,575.88
Community Services	11/22/2023	SOUTHWORTH-MILTON INC	\$5,000.00
Community Services	11/30/2023	MACKINNON & SONS EXCAVATING, LLC	\$5,000.00
Community Services	11/16/2023	MACKINNON & SONS EXCAVATING, LLC	\$6,080.00
Community Services	11/7/2023	HOWARD P FAIRFIELD, LLC	\$6,996.00
Community Services	11/16/2023	WINTER EQUIPMENT COMPANY, ONC	\$7,250.00
Community Services	11/5/2023	AFFINITY LED LIGHT, LLC	\$9,174.00
Community Services	11/9/2023	MARTINEAU ELECTRIC, INC.	\$9,975.00
Community Services	11/13/2023	DIRIGO WASTE OIL, LLC.	\$22,720.27
Community Services	11/22/2023	BOB SHERWOOD LANDSCAPE CO., LLC.	\$24,000.00
Community Services	11/7/2023	THE DIRT DOCTORS, LLC	\$24,750.00
Community Services	11/16/2023	PROGRESSIVE ELECTRICAL SERVICES	\$29,729.50
Community Services	11/30/2023	NORMAN R. GAGNON CONSTRUCTION	\$38,000.00
Community Services	11/5/2023	WRIGHT-PIERCE	\$56,700.00
Community Services	11/20/2023	WHEELABRATOR HOLDCO 1, INC	\$85,215.00
Executive	11/29/2023	FRANKIE & LELA'S, LLC	\$7,202.50
Planning	11/20/2023	HAIGHT ENGINEERING DBA MCENEANEY	\$7,250.00
Planning	11/2/2023	DOVER COAST, LLC	\$138,760.00
Police	11/20/2023	PALMIQ, INC.	\$5,910.80
Police	11/5/2023	TASER INTERNATIONAL, INC.	\$16,149.15
Public Library	11/14/2023	SIEMENS INDUSTRY, INC.	\$36,400.00
Public Library	11/22/2023	ALLIANCE GROUP SERVICES, LLC	\$82,673.15
Recreation	11/30/2023	HFM WELDING COMPANY LLC	\$6,300.00
Recreation	11/29/2023	WETECH	\$7,400.00
Recreation	11/9/2023	CITY OF DOVER-WATER~SEWER DEPT.	\$9,707.07
Recreation	11/13/2023	CHAMBER OF COMMERCE	\$10,000.00
Recreation	11/1/2023	CITY OF DOVER-WATER~SEWER DEPT.	\$13,280.74
Recreation	11/20/2023	PARK STREET PLAYGROUNDS, LLC	\$14,599.00
Recreation	11/14/2023	TOTAL FITNESS EQUIPMENT, LLC	\$16,956.12

Recreation	11/21/2023	CITY OF DOVER-WATER~SEWER DEPT.	\$18,931.24
Recreation	11/5/2023	CITY OF DOVER-WATER~SEWER DEPT.	\$24,426.49
Recreation	11/1/2023	CITY OF DOVER-WATER~SEWER DEPT.	\$28,936.81
December 2023			
Finance Office	12/20/2023	ELECTRIC LIGHT CO, INC.	\$5,109.00
Finance Office	12/7/2023	WAYNE CHALOUXS CUSTOM	\$9,861.70
Finance Office	12/7/2023	US BANK NATIONAL ASSOCIATION	\$11,500.00
Finance Office	12/21/2023	STATE OF NH-DES-WATER DIVISION	\$18,000.00
Finance Office	12/7/2023	CITY OF DOVER-WATER~SEWER DEPT.	\$20,860.53
Finance Office	12/7/2023	US BANK NATIONAL ASSOCIATION	\$75,095.63
Finance Office	12/7/2023	STATE OF NH-DES-WATER DIVISION	\$81,443.78
Finance Office	12/7/2023	STATE OF NH-DES-WATER DIVISION	\$132,234.60
Finance Office	12/7/2023	STATE OF NH-DES-WATER DIVISION	\$169,131.86
Finance Office	12/7/2023	STATE OF NH-DES-WATER DIVISION	\$183,600.00
Finance Office	12/7/2023	STATE OF NH-DES-WATER DIVISION	\$193,314.39
Finance Office	12/7/2023	US BANK NATIONAL ASSOCIATION	\$246,563.29
Finance Office	12/7/2023	STATE OF NH-DES-WATER DIVISION	\$465,181.00
Finance Office	12/26/2023	DOVER LANDFILL BELLAMY TRUST	\$605,166.00
Finance Office	12/7/2023	STATE OF NH-DES-WATER DIVISION	\$612,268.01
Finance Office	12/26/2023	DOVER LANDFILL REMEDIAL ACTION	\$716,618.54
Finance Office	12/7/2023	US BANK NATIONAL ASSOCIATION	\$730,095.64
Finance Office	12/7/2023	US BANK NATIONAL ASSOCIATION	\$734,831.25
Finance Office	12/7/2023	US BANK NATIONAL ASSOCIATION	\$1,946,150.00
Finance Office	12/7/2023	US BANK NATIONAL ASSOCIATION	\$3,495,534.39
Finance Office	12/7/2023	US BANK NATIONAL ASSOCIATION	\$6,513,534.37
Info Technology	12/12/2023	SHI INTERNATIONAL CORP	\$9,994.30
Community Services	12/5/2023	FISHER PLOWS OF LEE NH, LLC.	\$6,494.88
Community Services	12/12/2023	SCHERBON CONSOLIDATED, INC.	\$6,530.35
Community Services	12/4/2023	HERC RENTALS - 186	\$6,777.51
Community Services	12/26/2023	PALMER & SICARD, INC	\$12,799.00
Community Services	12/19/2023	2 WAY COMMUNICATIONS SERVICE, INC.	\$13,159.83
Community Services	12/19/2023	BROX INDUSTRIES, INC.	\$15,000.00
Community Services	12/19/2023	SIEMENS INDUSTRY, INC.	\$18,960.00
Community Services	12/19/2023	WOODARD & CURRAN INC.	\$25,000.00
Community Services	12/19/2023	SOLENIS, LLC.	\$25,800.00
Community Services	12/19/2023	72 HOUR, LLC dba NATIONAL AUTO FLEET	\$55,449.25
Community Services	12/19/2023	72 HOUR, LLC dba NATIONAL AUTO FLEET	\$56,647.21
Community Services	12/7/2023	VERDANTAS, LLC	\$63,700.00
Fire and Rescue	12/19/2023	TELEFLEX, LLC.	\$7,980.00
Fire and Rescue	12/20/2023	STRYKER MEDICAL	\$54,463.14
Planning	12/26/2023	RESILIENCE PLANNING & DESIGN	\$35,000.00
Police	12/13/2023	SIEMENS INDUSTRY, INC.	\$5,860.08
Police	12/12/2023	CARDINAL TRACKING, INC.	\$5,935.20
Public Library	12/19/2023	RPF ENVIRONMENTAL INC.	\$5,385.00

Recreation

12/20/2023 A YANKEE LINE, INC.

\$9,467.00

Bid Solicitation:

Department	Bid #	Bid Date	Description
Community Services	B24-001	8/31/2023	Cracked Sealing Services
Community Services	B24-006	7/20/2023	Winter Cutting Edges
Community Services	B24-002	7/24/2023	Waste Water Facility UV Upgrade
Community Services	Q24-007	7/28/2023	Highway Signs and Posts
Community Services	B24-003	8/8/2023	No. 2 Heating Oil
Community Services	B24-004	8/8/2023	Off Road Diesel
Community Services	B24-009	8/14/2023	Arena Rubber Roof Replacement
Community Services	B24-005	9/7/2023	Construction Manager for Services for Library
Community Services	B24-018	9/20/2023	Snow Plowing/Hauling Services
Community Services	B24-022	9/20/2023	Segregation and Recycling of Construction and Demolition Debris
Community Services	B24-008	9/21/2023	Crane Inspections & Repairs
Community Services	B24-020	9/28/2023	Replacement of Boilers at Library
Community Services	B24-025	10/6/2023	Professional Consulting Services - Conservation and Open Space Chapter of Master Plan
Community Services	B24-029	11/2/2023	Winter Sand As Needed
Community Services	Q24-009	11/14/2023	Hazardous Material Testing for Library
Community Services	B24-033	11/29/2023	High Performance Cold Patch and or Hot Patch
Executive	Q24-008	10/23/2023	Employee Holiday Luncheon
Executive	B24-028	11/7/2023	Sale of City Real Estate 275 Durham Road
Planning	B24-007C	12/7/2023	Professional Consulting Services - Regulatory Audit & Development of Land Use Policies
Police	B24-027	12/14/2023	Wrecker and Towing Services as needed

Fire & Rescue

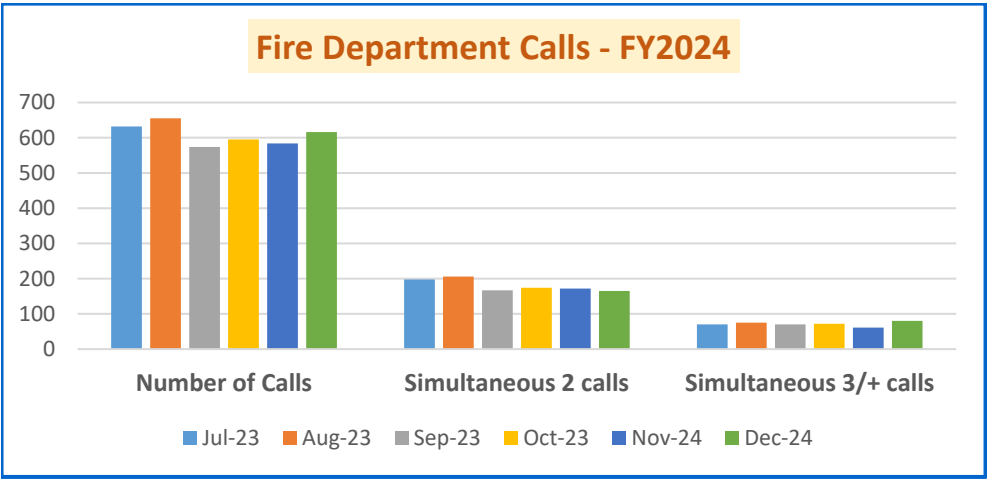
Calls for Service / Activity Statistics

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.

- ✚ November saw Fire & Rescue responding to 584 calls for service, an average of over 24 calls per 24-hour period in each day of the month.
- ✚ December saw Fire & Rescue responding to 616 calls for service, an average of over 26 calls per 24-hour period in each day of the month.

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

- ★ In the month of November, there were 172 times when 2 calls were going on simultaneously, and 61 times when 3 or more calls were going on at the same time.
- ★ In the month of December, there were 165 times when 2 calls were going on simultaneously, and 80 times when 3 or more calls were going on at the same time.



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

<i>Municipality Assisted</i>	<i>EMS Service</i>	<i>Nov 2023</i>	<i>Dec 2023</i>
Barrington	Barrington Fire		1
Berwick	Stewart's Ambulance		
Durham	McGregor EMS	1	3
Eliot	Stewart's Ambulance		
Farmington	Farmington Fire		
Greenland	Greenland Fire		
Lee	McGregor EMS		
Madbury	McGregor EMS	1	
New Durham	New Durham Fire		
Newington	Newington Fire		
Northwood	Northwood Fire		
Rochester	Frisbie EMS	4	8
Rollinsford	York Ambulance	1	1
Somersworth	Stewart's Ambulance	3	4
South Berwick	York Ambulance	4	4
Total:		14	21

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

Facility	State	# of individuals November 2023	# of individuals December 2023
Wentworth Douglass Hospital	NH	263	260
Free Standing ER – Dover (HCA)	NH	19	30
Frisbie Memorial Hospital	NH	1	2
Portsmouth Regional Hospital	NH	6	7
Mass General Hospital	MA	0	1
Brigham and Woman's Hospital	MA	1	2
Boston Children's Hospital	MA	0	0

Maine Medical	ME	0	0
York Hospital	ME	1	1
Exeter Hospital	NH	0	0
Elliot Hospital	NH	0	0
Dartmouth Hitchcock Medical	NH	0	0
Tufts Medical Center	MA	0	0
Total Transports		291	303
Non Transports/Sign offs/Refusal of Care		145	157

On Nov. 20th 2023 All Fire Department companies (B shift on duty) were dispatched to 365 Sixth Street for a reported building fire. Upon arrival all companies commenced with fire suppression in a defensive mode with a primary objective to keep the fire from spreading to other nearby buildings including the owner's home. The barn rendered a total loss but no other structures were damaged. No civilians, firefighters, animals or livestock were injured in the fire. The cause of the fire remains under investigation. Extensive mutual aid was utilized for this large, three alarm fire.



On Nov. 2nd 2023, Chief McShane and Assistant Chief Hanna met with Facilities and Grounds, and representatives from Siemens to discuss the ongoing HVAC issues at the North End station. Short term and long-term plans were discussed. A tour of the N.E. station was conducted to review needed repairs.

On Nov. 6th 2023, Fire Department admin and I.T. representatives met with Freedom Hill consulting. This is the consulting firm that the fire department had a contract with to assist with data mining abilities as it relates to department calls for service. Staff is looking to expand capabilities of extracting relevant data

within the EMS reporting system. Staff further discussed the possibility of changing the current fire reporting software to one that is similar to its EMS reporting system as staff feel this will give them greater ability to extract relevant fire related data. More investigation into the requirements and integration of software need to be explored over the next few weeks to months.

On November 3rd, Wentworth Douglass Hospital hosted annual Medic Rounds for the Fire Department paramedics in their Simulation Labs and conference rooms. The morning labs consisted of supraglottic airways (EMS Coordinator Nicholson, emergency surgical cricothyrotomy (Dr. Kristine Bermas, MD, Director of Acute Care Surgery & Trauma), and a cardiac arrest roundtable (Dr Lukas Kolm, MD, EMS Medical Director). The afternoon session covered neonatal emergencies (Dr. Chris Rouse, Director WDH NICU), 2023 case reviews, & closed out with an open discussion on training and equipment needs.

On November 8th, Deputy Chief Chabot attended the Unitil 2023 Natural Gas Emergency Response Seminar. This seminar was a collaborative training with 15 regional fire departments in attendance. The training provided information on the Unitil infrastructure as well as information related to Natural Gas safety including an overview of emergency preparedness/response procedures, communication protocols, and additional resource information.

On November 2nd, Division Chief Irwin & Chief McShane attended the 1st Annual Tri-State Round Table, hosted by the Seacoast Chief Fire Officers Mutual Aid District, at the Kittery Community Center. This event was an opportunity for District members to have an open dialogue with representative from their respective states as well as work on interstate collaboration on funding for training, equipment, and other issues.

Members of Local 1312, the Dover Professional Fire Fighters, visited The Residence at Silver Square collecting donations for their annual Operation Warm initiative. This nonprofit grass roots organization provides coats and shoes to kids who need them the most within the community.

On Nov. 20th 2023 The Fire Department received a check from Vertical Supply Group in the amount of \$1000 to put towards an upcoming department wide meeting to be held at the Cocheco Country Club on Dec. 12th. This has been part of a 3-month fundraising process in preparation to cover the cost of this event without using any taxpayer dollars.

On Nov. 28.th 2023 The Fire Department received a check from ServPro (pictured right) in the amount of \$2000 to put towards our upcoming Department wide meeting to be held at the Cocheco Country Club on Dec. 12th. This has been part of a 2-month fundraising program in preparation to cover the cost of this event without using any taxpayer dollars.



Seen in the picture are: Division Chief Keith Irwin, Captain Craig Comeau, ServPro Disaster Response Consultant Kristin Travers, and Assistant Chief David Hanna.

On Nov. 28th 2023, Fire Department members attended a First Responder Breakfast at Langdon Place of Dover and members were able to meet with the residents of the facility while they enjoyed breakfast together.

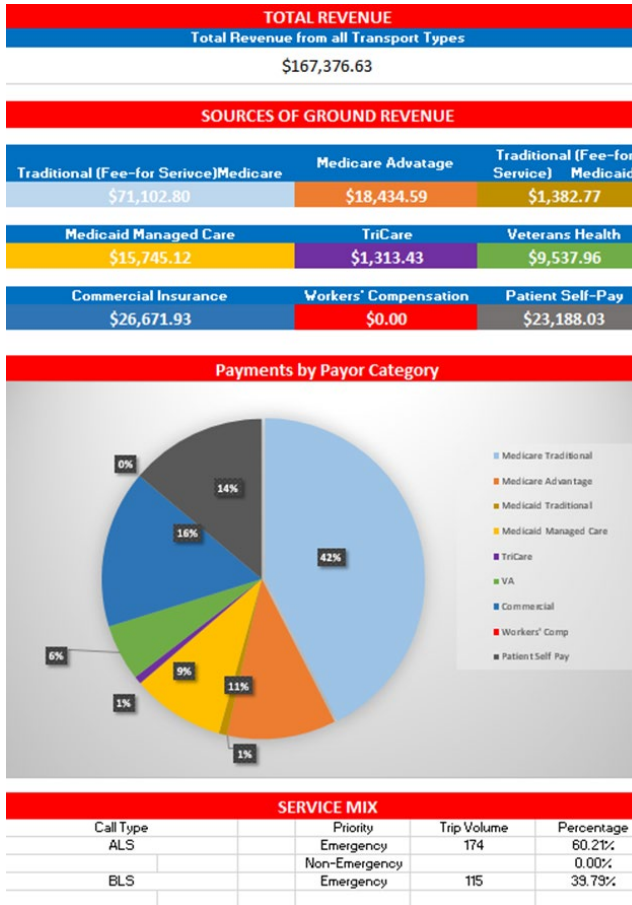
On Nov. 29th 2023 members of the Fire Department distributed boxes to the area business for collection of toys. This is part of their annual toy drive for the seacoast toy bank.

On November 24th, Division Chief Irwin completed the Center of Medicare/Medicaid Services' Medicare Ground Ambulance Data Collection System audit for the Department. This is a project being conducted by CMS originally planned for 5 years, but due to COVID Year 1 & Year 2 selected services were combined. The City of Dover Fire & Rescue fell into this group. The process required a year of data collection based on when the Fiscal Year began, which for the City is 7/1/2022. Upon completion of the fiscal year, the Department has 5 months to correlate and submit a final report to CMS. This final submission was completed on November 30th, after being certified by Assistant Chief Hanna.

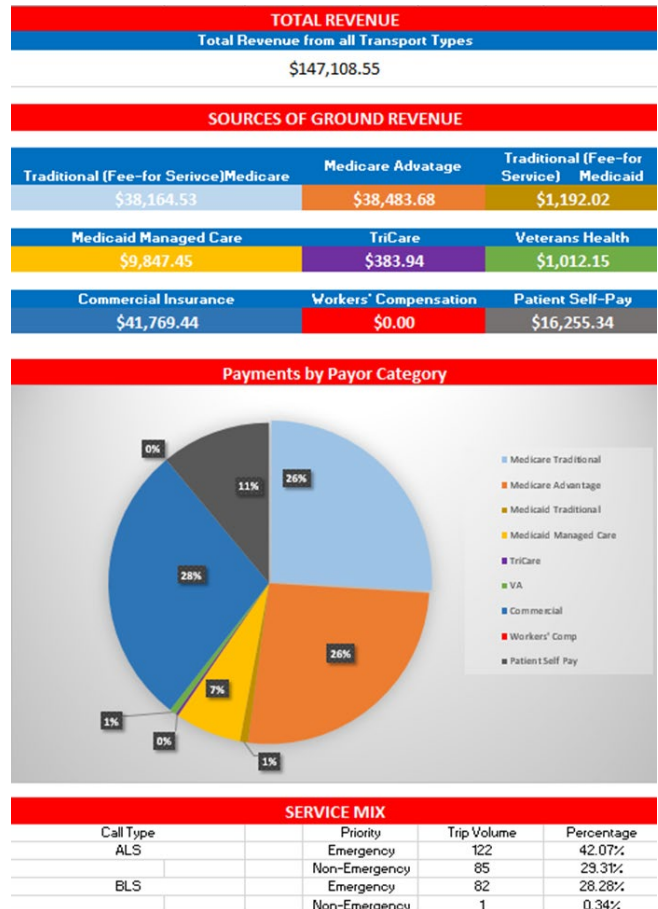
Division Chief Irwin would like to thank the following for their assistance in providing the raw data during this labor & time intensive project:

- Deputy Chief Craig Chabot – data review, correlation, & submission
- Assistant Chief David Hanna – final report review & certification
- Office Manager Nicole Ambrose – FY2023 invoice data
- Deputy Finance Director Anne Legere – FY2023 budget data
- Human Resources Assistant Jean Tsouramanis – FY2023 payroll data
- Senior Accountant Kevin Madden – FY2023 budget reports

Based on a trip volume processed by QMC for the Month of November, the Ambulance revenue generated, is as follows:



Based on a trip volume processed by QMC for the Month of December, the Ambulance revenue generated, is as follows:





On Nov. 1 2023, three members of the Fire Department had the extraordinary opportunity to participate in a national advertising campaign produced by Sterling Rope, the nation's foremost rope developer and manufacturer. During a full day of photo and video shooting, a professional advertising company employed these Dover firefighters a model to exhibit and illustrate Sterling Rope's latest product. the emergency bailout rope and hooks designed to aid firefighters when they need to make a rapid egress from an elevated position through a window or other opening. Dover's Assistant Chief David Hanna, collaborated with Matt Hund, who serves as the Director of Fire, Rescue, and Tactical Sales at Sterling Rope and is a longtime resident of Dover. Approximately a decade ago, the Dover Fire Department engaged in a similar national advertising campaign with Globe Fire gear.



On Nov. 3rd 2023, Firefighter Sierra Rodenhuis and firefighter Taylor Denio represented the Fire Department at the state-wide Candidate Physical Ability Test (CPAT) test. This test is a comprehensive assessment that measures an individual's capability to perform the physical demands of a firefighter. The test is designed to simulate real-life scenarios that firefighters face on the job and is comprised of eight



separate tasks or functions. This is the final such test given this year and with today's difficulty in recruiting new firefighters it is critical that representatives are present at these types of events to promote Dover's outstanding department.

On Nov. 7th 2023, an officers meeting held at the N.E. Fire Station. Staff received training from Kaitlin Jones, the Dover Police Social Worker, as well as Chief Bill Breault. Kaitlin provided information on her new initiative called Emergency Service Coordination Team. Dover fire is proud to be a part of this initiative which is the first of its kind in the state. The purpose of this initiative is to meet twice a month to review calls for service from repeat individuals to determine if a higher level of intervention should be initiated. This is a partnership between Dover Police, Dover Fire, Strafford County House of Corrections, Strafford County Community Corrections Program and Wentworth Douglass hospital.

On Nov. 8th 2023, The Seacoast Chiefs hosted the Firefighter Safety Seminar with the keynote speaking being Billy Goldfeder. All on duty crews attended as well as many off-duty officers and firefighters.

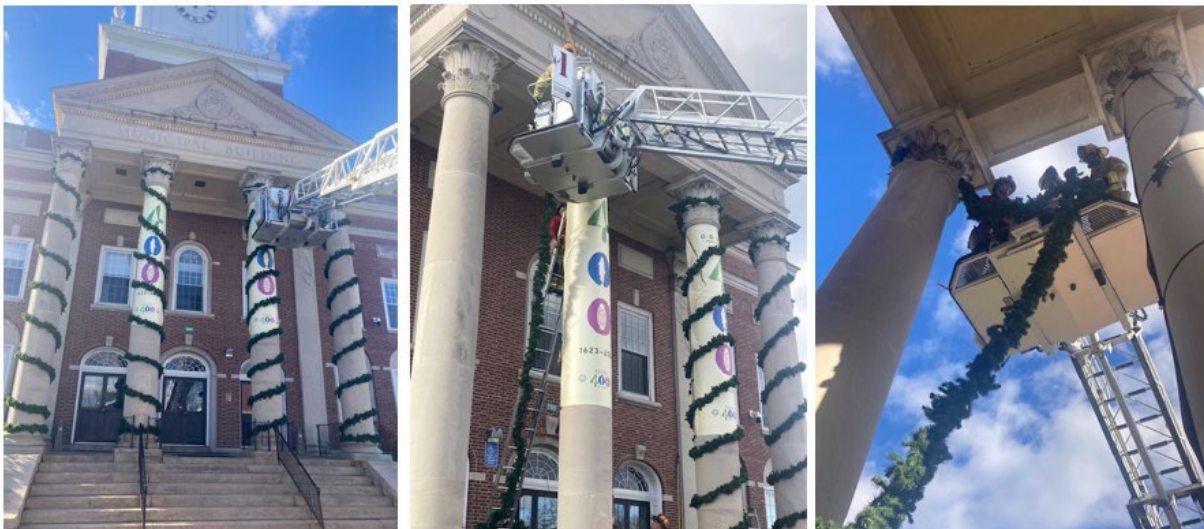
On the morning of Nov. 13th, 2023, members of the Fire Department had an opportunity to train with the Manchester Deputy Fire Marshal Greg Grown and his new adorable black lab arson detection dog, Lana. It was an amazing learning experience for all who attended and we gained a valuable resource here at the DFD should we ever need their services. Lana, who graduated from the arson fuel detection school the week prior has been on full duty in Manchester since the beginning of November. The event included a demonstration as well as a Q&A session where Greg explained what Lana is looking for and just how small of a sample is needed to confirm the presence of flammable liquid. The training session lasted approximately 3 hours and was well attended by Dover members, both on duty as well as off duty.



On Nov. 15th, 2023 the captains meeting was held. Those in attendance were the four captains, Assistant Chief Hanna and Chief McShane. These regular meetings are crucial for maintaining effective communication and ensuring the smooth operation of the department. By keeping the channels of communication open through regular meetings, fire captains and administration can work collaboratively to address challenges, enhance operational efficiency and promote the overall wellbeing of both personnel and the organization. The goals of these meetings are:

1. Operational feedback – captains can share insight from the field which helps administration make informed decisions for improvement
2. Training and Development – Captains can communicate needed training and feedback on past training.
3. Policy review and Development – review of existing policies and development of new ones ensuring the alignment between challenges faced by personnel and department goals.
4. Moral and wellbeing – Captains can provide feedback about the morale and well being of their members helping administration to identify issues that will affect job satisfaction and overall performance.
5. Budgetary Considerations – Captains can offer input on budgetary priorities based on their frontline experiences ensuring administration is allocates the necessary resources in future budgets.

On Nov. 24, 2023, a beautiful Friday morning following Thanksgiving, the members of B-shift conducted the annual festive mission to adorn Dover City Hall with Christmas Spirit! This merry tradition, orchestrated by the fire department, involved wrapping garlands around each column at the main front entrance of the building. The shift seized the occasion not only for “decking the halls” but also for conducting valuable training for new aerial operators. This was also a festive indoctrination for our newest members, welcoming them into the annual event that has been conducted for over 40 years!



On Nov 25th 2023 A-shift took advantage of a warm, beautiful fall day to complete aerial operations training with both newer members as well as those attempting to get checked off to operate the vehicle. Several hours were spent off site at a training location to increase skills, general knowledge of the vehicle and aerial operations.



On Nov. 26th 2023 Dover had holiday parade flag detail with Rochester fire. All members marched in the parade carrying a large American flag. A pre-party was held at Dover Central Station for DFD family members to come and enjoy the day with Santa, food and good company.



From Nov 1 – Nov. 17 2023, The Fire Stations served as a drop off location for a food drive that is coordinated between the Dover Professional Firefighters Local 1312 and the Dover local business HBL Insurance. All the food that is collected will be donated to a local food bank. Each station had a competition to see who could collect the most donated food.... North End station won and will be receiving a donated lunch from HBL Insurance!



Mike Clark

On Nov. 17 2023, the department staff learned of the passing of a longtime friend of both our organization and the NH firefighting community, Mike Clark. Mike taught for the NH fire academy for many years including visiting Dover to train personnel over the years on advanced firefighting tactics such as collapse rescue, and firefighter safety operations and vehicle extrication. Mike probably touched every firefighters career in NH or even New England over the last 20 years. A large void has been left in the NH fire service with the passing of this fire service giant.

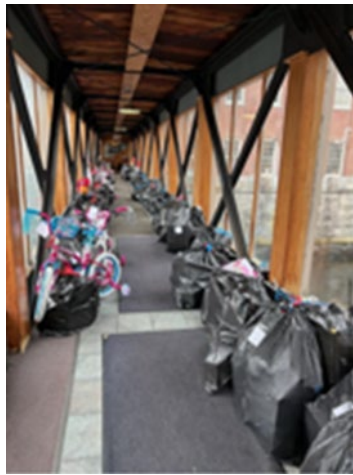
On December 1st 2023, Fire Department members from A shift and B shift volunteered their time to go to the NH Fire Academy and participate in live fire training using the state's "Class A" fire building. Over 22

members participated in this comprehensive day long training. Having this facility and type of training available is invaluable in keeping up firefighting skills. This training opportunity not only serves to instruct new firefighters on effective firefighting techniques but also provides prospective officers with the crucial experiences of leading a fire company in realistic live fire scenarios, all within the controlled and safe environment of the training facility. The undertaking of this significant training initiative involved an extensive several month planning process and coordination with the fire academy. Various logistics included the completion of all necessary paperwork, the transportation of two Dover Fire vehicles to the location, multiple tools, air packs, and rehab supplies. The undeniable advantages derived from this training underscores the need for a facility in Dover. Establishing a closer facility would enable us to conduct this invaluable training regularly, fostering a stronger and more proficient firefighting force. This would elevate Dover's positions in the seacoast as the premier training department. This vision would further continue of the excellent Dover firefighting reputation.



The week of December 11th, all 4 shifts received their monthly EMS training, provided by Emergency Education Consultants. The topic for this month was Behavioral Aspects of EMS, including the following: Normalization of Deviance; Cognitive Errors and Bias in EMS; Human Factors and Stress.

On December 6th, Deputy Chief Chabot met with chief officers from Rochester Fire Dept. and Newington Fire Dept. to collaborate on increasing highway incident safety. Roughly 45,000 Americans are killed in highway crashes each year. Traffic crashes claim the lives of more law enforcement personnel than any



So many toys lined up and ready to go to Dover's next generation of citizens.

other cause of death in the line of duty. Being struck by a vehicle while working at the scene of a roadway emergency account for 20% of on-duty firefighter deaths per year. Effective traffic incident management also reduces the occurrence of secondary crashes. The likelihood of a secondary crash increases by 2.8% for each minute the primary incident continues to be a hazard, increasing the risk to driver and responder lives, and making it even more difficult for responders to get to and from the scene. Faster detection of and response to highway incidents saves lives. Response time has a well-documented relationship to the likelihood of crash survival.

The Fire Department contributed to the Somersworth/Berwick parade on December 2nd 2023. The City of Dover was represented with Truck 1, the reserve tower fire truck in the procession. FF/Paramedic Donnelly volunteered his off-duty time to serve as the member driving during the parade.

On December 3rd 2023 the fire department recently had its first of three wrapping days as part of the Dover Fire Toy Bank initiative. This heartfelt endeavor aims to bring holiday joy to families and children in need. This yearly tradition ensures that Christmas is a time of celebration for well deserving families in our community. The Dover Fire Toy Bank provided holiday gifts to 120 families this holiday season.

Dover Professional Firefighters Local 1312 completed their 10th year participating in Operation Warm. For the past 10 years, members promote, fundraise, and collect donations to purchase winter coats for children in need. Members also work with school guidance counselors and principals to coordinate this initiative and to individually size children to assure they receive a properly fitted winter coat. Members then order the coats and hand-deliver them. They also provide extra coats to school guidance counselors for days when children need loaner coats. This year 86 coats were provided to children who attend Head Start, Woodman Park, Fran G. Hopkins, and Garrison schools.

On December 6th 2023, the Fire Department, in collaboration with Mass General, Wentworth Douglass Hospital, took part in a car seat installation night, utilizing the fire station as a secure and warm indoor venue. This event served as an educational opportunity for new and expecting families, guiding them on the proper and safe installation of care seats.

On December 10th 2023, the Fire Department had its second of three wrapping days as part of the Dover Fire Toy Bank Initiative.

The Fire Department participated in another successful drive through the city of Dover with Santa and his elves on December 10th 2023! The route through the city covered more than 45 miles through numerous neighborhoods where they were met by hundreds of smiles from little kids and adults alike! This year, as in years past, the driver of Engine 6 was Lt. Mike Ferullo who will be retiring this month. Santa was played by retired firefighter Nick Xenos. This event is sponsored by Dover Main Street and we are excited to be a part of it every year!

The Fire Department actively joined the Wreaths Across America campaign for the first time in our history on December 11th 2023! This participation demonstrates the departments commitment to honoring and remembering our nations veterans. Originating from Downeast Maine, each wreath destined for Arlington National Cemetery becomes part of a moving caravan comprised of up to 60 tractor-trailer trucks in route to Arlington, VA. Dover's involvement included a fire truck, a command vehicle and three volunteers from both the firefighter and officer ranks who traveled to Wells Maine for the solemn procession. This collective effort pays tribute to the heroes who have given their lives in the name of our nation and freedom! In 2023, more than 3 million veterans' wreaths were placed by volunteers on headstones at 4,225 participating locations around the country, and abroad, in honor of the service and sacrifices made for our freedoms, with each name said out loud. Wreaths across America volunteers work year-round to ensure military laid to rest are remembered, their families and living veterans are honored, and the next generation is taught about the value of freedom.



On December 17th 2023, the Fire department had its last wrapping days as part of the Dover Fire Toy Bank Initiative.

Dover Fire & Rescue personnel, family, friends, and more than 100 brother and sister firefighters from across the seacoast region paid final respects on Friday to Rye Fire Lt. Charles "Chuck" Gallant, who died unexpectedly on December 14th. Lt. Gallant, 56, died at his home after working an overtime shift. Gallant dedicated his career to helping others throughout the New Hampshire Seacoast, both by responding to emergencies in Rye and by volunteering with the Rye Toy Bank, Muscular Dystrophy Association, and so much more. Members of the fire department were involved with planning, coordinating as well as taking part in the Honor Guard detail for the funeral services.

A casket watch detail was conducted by members of the Fire Department's Honor Guard as well as members from surrounding departments. A casket watch detail provides 2 honor guard members who will watch over the casket of the fallen during the viewing or wake. A ceremonial rotation of Honor Guard members takes place at pre-determined intervals.

The Fire Department Honor Guard was also requested to post and retrieve the colors at the funeral which was held at the Bethany Church in Greenland, NH on December 22nd.

On December 12th 2023, the Fire Department had its first department-wide meeting in over 15 years! This event held at the Cochecho County Club was a resounding success. The event theme, "Dover Fire Department, Past, Present, and Future" brought together our dedicated personnel for an evening of reflection, camaraderie and meaningful discussion about where we have come from and where we are heading. The evening included a buffet style dinner, which helped to provide a relaxing atmosphere for Dover's team to connect share experiences over the past year. The focal point of the meeting was two presentations, one by Assistant Chief Hanna and one by Chief McShane. AC Hanna presented a delve into the rich history of the Dover Fire Department, providing a captivating journey through time as seen through the eyes of those who experienced it. Several significant events were highlighted that have helped to shape the organization into the resilient and respected fire department it is today. Following the historical overview, Chief McShane presented a comprehensive outlook on the future of the Dover Fire Department. His presentation shed light on the strategic plan designed to propel our organization forward, ensuring continued excellence in the fire and EMS community. The presentations by Chief McShane and Assistant Chief Hanna left the attendees inspired and motivated to contribute to the department's ongoing success. Events like this are not only crucial for fostering unity within the workforce but also vital for the building blocks of the future to ensure everyone is informed and working for the same common goal moving forward.



Division Chief Irwin, Captain Croteau, Engineer/Paramedic McLean, Firefighter/Paramedic Couturier, Engineer/Paramedic Chase, Firefighter/Paramedic Reno

NOTE: Firefighter/Paramedic Reno has recently volunteered to be the Dover Honor Guard Team Coordinator, filling the shoes of Firefighter/Paramedic Hoffman, who had this role for 20 years. Division Chief Irwin & Firefighter/Paramedic Hoffman are the remaining founding members of the team, which started in 1999.



Dover Fire & Rescue

Chief McShane participated in an intensive week-long emergency management program in Washington D.C. Co-chaired by the Federal Emergency Management Agency and the Smithsonian Institution, the Heritage Emergency National Task Force provided training to 24 attendees from throughout the U.S. The attendees were selected through a competitive application process and represented emergency managers from federal, tribal, state, local governments, as well as public and private cultural & heritage institutions.

Attending this training supported the City of Dover's emergency preparedness mission to protect the cultural and heritage components of the City's identity. The purpose of enhancing local stakeholder involvement in emergency preparedness is to minimize impacts of a disaster, as well as increase the efficiency of its recovery.

Key topics included:

- Incident Command System
- Threat and Hazard Identification
- Pre-planning and Hazard Mitigation
- Risk Assessments and Emergencies
- Damage Assessment
- Emergency Documentation
- Working with the media and Crisis Communications

Congratulations to Lieutenant Mike "Truckie" Ferullo who retired from Dover Fire & Rescue in December after serving the City for 21 years.



Mike Ferullo



Colin Rose

On December 4th, Colin Rose began his employment with the Dover Fire & Rescue. Colin is a Firefighter Level II, Basic EMT and currently enrolled in an Advanced EMT program.

Planning & Community Development

Inspection Services:

Inspections & Permits	November 2023	December 2023
Life Safety Inspections	107	99
Business Inspections	10	10
Sprinkler / Alarm Inspections	51	51
Building Inspections	197	197
Electrical Inspections	137	137
Plumbing / Mechanical Inspections	208	208
Blasting Inspections	0	0
Health/Housing Standards Inspections	28	28
School / Daycare Inspections	10	10
Oil Burner Inspections	0	0
Woodstove / Fireplace Inspections	1	1
Building Permits	64	46
Blasting Permits	0	0
Certificate of Occupancy Permits	7	7
Total:	749	794

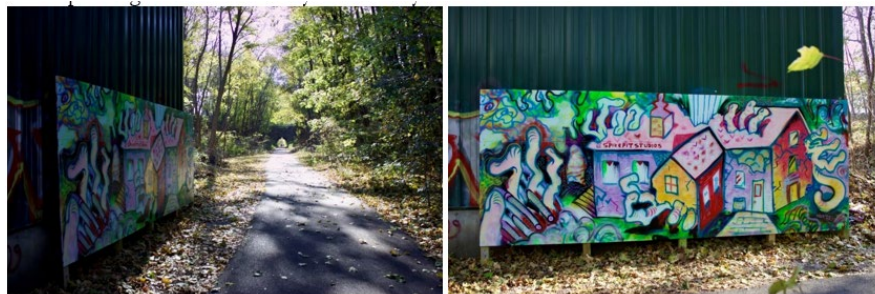
Administration

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 was held on September 19, 2023 and the consultant is continuing to bring the plans to a 60% completion. Director Benton attended a follow up meeting with the Steering Committee on November 9, 2023.

On November 13th, Housing Navigator Pope presented at a meeting of AbleNH to discuss Dover's ongoing housing initiatives, better understand the barriers faced by residents living with mobility and other challenges, and solicit feedback to better inform the City's policy making efforts.

Housing Navigator Pope continues to serve as a member of the Strafford County Ending Homelessness Committee to explore short- and long-term solutions to homelessness with area agencies and elected officials.

Outreach Coordinator Bassegio staffed the Community Trail Advisory Committee meeting on November 9th. The Committee discussed ongoing projects such as the installation of a public graffiti wall, the Adopt-A-Trail program, and the Phase IV TAP extension. Committee members reviewed public art proposals on the Trail in coordination with the Dover Arts Commission which included the recent painting of the Community Art Wall by artist Adam Gouveia.



Resilience Manager Kaspari staffed a Conservation Commission meeting on November 13th where the Commission adopted an Indigenous Foraging Policy and had a kickoff presentation from Autumn Scott with Strafford Regional Planning Commission on the Natural Resources Inventory project. The Commission also received updates about the ongoing efforts of the Forest Management Subcommittee.

Resilience Manager Kaspari staffed an Energy Commission meeting on November 15th. Emphasis during the meeting was placed on the upcoming 2024 Energy Commission Report.

Resilience Manager Kaspari staffed an Open Lands Committee on November 30th during which the Committee discussed the current status of four conservation projects and opportunities for improved community engagement.

Resilience Manager Kaspari staffed a Forest Management Subcommittee meeting on December 4th. The Subcommittee received an update that Kaspari's proposal to host a 2024 Sustainability Fellow was accepted with a match from UNH. The next step is for Kaspari to work with UNH on the recruitment of an Urban Forestry Fellow. The Subcommittee will continue to coordinate with Community Services Director Storer on tree initiatives.

Zoning Administrator Crouser and Community Development Planner Carpenter staffed a Dover Arts Commission meeting on December 4th during which the Commission discussed its achievements for the 2023 calendar year while preparing for the new year's goalsetting retreat.

Outreach Coordinator Bassegio staffed the Community Trail Advisory Committee meeting on December 5th. The Committee discussed ongoing projects such as trail wayfinding, public art installations, the Phase IV TAP extension, and potential outreach events.

On December 11th, Director Benton, Outreach Coordinator Bassegio, and members of the Dover Arts Commission attended a meeting with the Americans for the Arts organization to learn about leveraging and sharing the results of the Arts & Economic Prosperity 6 survey.

Resilience Manager Kaspari staffed a Conservation Commission meeting on December 11th during which the Commission endorsed a conditional use and NHDES wetlands permit, received an update on the Natural Resources Inventory Project and an update on the Conservation and Open Space Master Plan Chapter.

Resilience Manager Kaspari staffed an Energy Commission meeting on December 20th during which the Commission received a presentation from Siemens and ReVision Energy on a potential multi-phased approach to energy efficiency, facilities upgrades and PV solar for municipal and school facilities.

The City of Dover received notice on October 11th that the LWCF grant application for the waterfront public park facility was accepted by the National Park Service. The \$500,000 grant award will now go to the Governor and Executive Council for state acceptance following Council acceptance of the award on January 10th, 2024.

In October and November 2023, Planning staff reviewed a Type, Span, & Location report provided by Fuss & O'Neill for a pedestrian bridge over the Bellamy River as part of the Phase IV Community Trail expansion. In December 2023, Planning staff reviewed an updated alignment of the Trail expansion to include the proposed pedestrian bridge.

Planning and Finance staff drafted a RFP for an Impact Fee analysis which is completed every 5 years and are negotiating with the one bid received. An award of bid should be approved by Council in December. The contract was signed in early February after liability insurance certificates were submitted and the consultant has started the data collection process. The consultant gathered data and met with the Recreation Director, the Police Chief, Fire Chief, and School Superintendent and continued gathering/analyzing data over the summer and fall. The school is provided updated enrollment and capacity data and a draft report was provided to the City for review at the end of December. Staff are reviewing the report and discussing the implications of a new methodology.

Resilience Manager Kaspari continued to participate in the Community Power procurement and rate setting process through the CPCNH Risk Management Committee. The City will benefit from the Community Power rate of 8.1 cents/kWh through the February 1st to July 31st, 2024 rate period.

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 863 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 3,200 likes and 3,623 followers).

The Department of Planning and Community Development sent 41 new homeowner letters to residents in December 2023. These letters include information about the zoning of the lot and how to be involved in the community.

Resilience Manager Kaspari continued to work with Siemens on the evaluation for a PV solar array at the WWTF off of Middle Road.

Resilience Manager Kaspari conducted conservation easement monitoring trips on November 1st and November 29th to satisfy the City's annual monitoring requirements. Kaspari continued to produce reports associated with these trips.

Resilience Manager Kaspari attended the Local Energy Solutions Conference in Manchester on November 2nd with Energy Commission Chair Baber to learn about strategies for meeting the City's energy goals.

Resilience Manager Kaspari submitted a proposal to host an Urban Forestry Fellow for the summer of 2024, inclusive of requested match from UNH, which would assist the Conservation Commission with its goals pertaining to urban street trees and pocket forests.

Resilience Manager Kaspari participated in a CPCNH Risk Management Committee meeting on November 13th to discuss the procurement strategy heading into the next rate setting cycle for the Dover Community Power program.

Resilience Manager Kaspari gave a presentation to the Dover Democrats on November 14th on Dover's Citywide Resilience Plan and related ongoing initiatives.

Resilience Manager Kaspari gave a presentation at the NH Municipal Associations Annual Conference in Manchester on November 15th along with colleagues from Clean Energy New Hampshire and Strafford Regional Planning Commission regarding the current state and future of electric vehicle infrastructure in New Hampshire.

Director Benton, Resilience Manager Kaspari, and Outreach Coordinator Bassegio reviewed consultant proposals for the Master Plan update of the Conservation and Open Space Chapter. Two proposals were reviewed and Resilience Planning was interviewed on November 27th and selected for the project.

Planning and Media Services staff created a video preview of the Zoning Board of Adjustment's December 21st meeting. The preview video included the applicable site drawings with a detailed introduction of the application and opportunities for engagement. Zoning Administrator Crouser and Planning Staff educated several residents as to the relief sought by the December 21st's applicant, and advised as to the variance procedure.

Zoning Administrator Crouser fielded five (5) resident complaints, comprised of property boundary disputes, prohibited uses, and prohibited structures. Three (3) were brought into compliance and two (2) remain pending as the parties work towards an amicable resolution.

Planning and Media Services staff have created a video preview of the Planning Board for the December 12 meeting. 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 (with 975 subscribers). Content included meeting summaries, meeting previews, Master Plan updates, and various special topics such as the City’s Visionary Leadership award, Resilience Manager Kaspari’s participation on the Community Sustainability Panel, NHPA’s Annual Meeting, Dover Community Power, information on the CIP, and a year-end review of department projects. Weekly survey questions were asked that included: “Do you find the Planning Department’s resources, guidelines, and documentation easily accessible and understandable?” and “Do you know where to find information on the Dover Community Power program?”

Resilience Manager Kaspari collaborated with Assistant City Engineer Semprini and staff from NHDES on a project proposal as part of the NOAA Climate Resilience Regional Challenge with the goal of securing \$950,000 for the design through reconstruction of the Sixth Street bridge and culvert.

Resilience Manager Kaspari conducted a conservation easement monitoring trip on December 13th with Zoning Administrator Crouser. Kaspari submitted all easement monitoring reports to the appropriate entities in advance of the end of year deadline. This satisfied the City’s 2023 annual monitoring requirements.

Resilience Manager Kaspari met with Energy Commission Chair Baber and ReVision Energy on December 14th to discuss possible options for community solar arrangements.

Resilience Manager Kaspari participated in a joint meeting between the CPCNH Risk Management and Finance Committees on December 21st to review the CEO’s proposed rates for the “Spring” rate period. Kaspari advocated for an alternative approach to the medium sized commercial rates in Eversource territory which resulted in a 31-32% discount from the Eversource default rate for these customers up from an initial 2% discount.

Resilience Manager Kaspari met with Deputy Library Director Falconer on December 21st to discuss upcoming programming that the library is planning to offer regarding sustainability and resilience.



Director Benton, Housing Navigator Pope, and Outreach Coordinator Bassegio attended the 2023 NNECAPA conference that was held in New Castle, NH on November 6-8. Session topics included coastal resiliency in Hampton, NH and Portland, ME, accessibility planning in communities, and walking tours in Newmarket, NH and Portsmouth, NH. Director Benton and Deputy City Manager Parker also led a walking tour of Dover for conference attendees that highlighted Dover’s TDR ordinance and context-sensitive zoning.



Director Benton led the NH Planners Association Annual Meeting on December 1st as NHPA President. Housing Navigator Pope, Zoning Administrator Crouser, Resilience Manager Kaspari, and Outreach Coordinator Bassegio also attended in Manchester, NH. Session topics included a presentation on generative AI in the workplace and an overview by NHDES on their statewide initiatives.

On November 16th Housing Navigator Pope co-presented a session at the New Hampshire Municipal Association's Annual Conference. The presentation featured various community engagement initiatives throughout the state, and was presented in partnership with NH Housing, Strafford Regional Planning Commission, and the Town of Peterborough.



Housing Navigator Pope and Outreach Coordinator Bassegio worked with Plan NH, NH Housing, and UNH Cooperative Extension to host a Community Showcase on November 29th. The showcase was attended by municipal representatives from across the state and featured a presentation and walking tour highlighting Dover's innovative land use policies.

The Workforce Housing Coalition of the Greater Seacoast hosted their annual summit in Dover on the subject of Accessory Dwelling Units. The event was held on November 2nd at Rivermill, and featured a presentation of NH Housing's ADU Policy Guide followed by a panel discussion moderated by Housing Navigator Pope.

Housing Navigator Pope maintained engagement with local banks and credit unions to pilot an ADU financing vehicle to facilitate cost-effective construction of new accessory units. Collaboration on this effort now includes both the Community Loan Fund, New Hampshire Bankers Association, & New Hampshire Housing Finance Authority. It is expected that the product will be made available by at least two local institutions in January of 2024.

The City of Dover was awarded the 2023 Visionary Leadership Award by the Workforce Housing Coalition of the Greater Seacoast at their Annual Awards Dinner on November 30th. The award was in recognition of innovative land use policies and commitment to encouraging the creation and preservation of inclusive and attainable housing options for all residents.



Director Benton participated in a NH PBS video regarding increasing the housing supply in the state for cities.

The Department welcomed a new Zoning Administrator, Paul Crouser on November 27th.

Police Department

Prevention Services Unit

On November 16th, Dover Youth to Youth participated in the Ignite Change Youth Empowerment Conference, a one-day youth advocacy conference at the Austin17 House in Brentwood, NH. The conference's central theme was based around engaging and educating youth about the alcohol industry's practice of creating products that are designed or marketed in a way that is unreasonably attractive to kids.

On November 29th Youth to Youth hosted a part 2 webinar on High Risk Alcohol Products. The webinar focused on ways that communities can take action on the issue including things like supporting policy, writing letters, creating media and educating their community about the products.

On November 30th, seven members of Dover Youth to Youth provided an assembly of Samantha Skunk Loves Her O's for the entire 2nd grade at Garrison School. This presentation teaches the students the value of exercise and the importance of not doing anything that makes it harder to breathe, such as smoking or vaping. About 100 students were present for the presentation.

Dover Youth to Youth student members and staff continue to be a resource for youth empowerment activities in NH and throughout the US. The program's resources, training materials and experienced student trainers are helping many other communities. During this month, staff had discussions with staff and key participants from several agencies and provided informal direction on community drug prevention implementation, alcohol programming and youth empowerment.

Dover Youth to Youth continues to provide support to youth advocacy programs in Rockingham and Strafford counties under an agreement with the Granite United Way. Support was provided to several teams through the annual conference on November 16th. Support included not only the training but assistance with transportation to get to the training.

On December 7th, Dana Mitchell and Conor Wiley and a team of 6 Youth to Youth students traveled to Morrisville, VT to conduct a four-hour training for their youth advocates. Sixteen middle and high school students from three different schools in Vermont attended the training. The students led presentations on public speaking skills and media messaging skills. They also led interactive breakout group sessions to practice these skills with the audience.



Dover Youth to Youth students presenting the keynote at the 2023 United Way's Granite Youth Alliance Conference

Dover Youth to Youth conducted 4 nights of its Santa's Castle event during December. The sessions were filled each night. In addition to being an effective fundraiser for the students' activities, the event also



Dover Youth to Youth students helping visitors make "Reindeer food" at Santa's Castle.

provides a popular Christmas season activity for the community and the activity builds the skills of Y2Y students in dealing with and engaging the public. In addition, a separate 2-hour session was conducted for the Seacoast Mothers Association, a non-profit that supports young mothers in our area. In total approximately 175 families, including hundreds of children, toured the event.

On December 15th, four older members of Youth to Youth spoke at the monthly meeting of the Governor's Advisory Committee on Substance Misuse about their recent initiative on High-Risk Alcohol Products. In the 20 minutes the students were allotted, they reviewed the categories of alcohol products they have identified that are very

attractive to kids or teens. The presenters passed around examples of products that they find objectionable and explained their concerns.

Dover Youth to Youth student members and staff continue to be a resource for youth empowerment activities in NH and throughout the US. The program's resources, training materials and experienced student trainers are helping many other communities. During this month, staff had discussions with staff and key participants from several agencies and provided informal direction on community drug prevention implementation, alcohol programming and youth empowerment. This included providing a Toolkit to the Elk River, MN area school system.

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

Dover Teen Center

During the month of November, there was a total of 309 youth in attendance over 18 days of programming at the Dover Teen Center. The average was about 17 youth per day.

Some program highlights for the month of November 2023 included, but were not limited to:

- Friday Flix: Movie & Popcorn Afternoon, UNH Basketball Game Trip, Billiards Tournament, TC Bingo Mania, TC Teacher Workshop Day Trip ☐ FUNSPOT Arcade, Featured Snack Special Days (Mac n' Cheese, Chili, Pancakes, Hot Dogs, etc.), Video Game Tournaments, TC Thanksgiving Dinner, Dover Holiday Parade

The Teen Center received (7) new registrations in November 2023.

During the month of December, there was a total of 360 youth in attendance over 17 days of programming at the Dover Teen Center. The average was about 21 youth per day.

Some program highlights for the month of December 2023 included, but were not limited to:

- Friday Flix: Movie & Popcorn Afternoon, TC Trip! – Sandy Hill Farm “Winter Lights Show & Forest Walk”, TC Cooking Classes : “CREPES” and “PAN PIZZA”, Fall 2023 Intern Appreciation Event @ Smitty’s Game Lab, Boardgame Mania Day, TC Trip! – Maine Celtics Basketball Game, Featured Snack Special Days (Hot Chocolate, Chili, Pancakes, MYO Pizza, etc.), Winter Holiday Programming, Holiday Flix Featuring “ELF”, Holiday Ornament & Card Making, Winter Holiday Party, Winter Holiday Vacation Week Trip – “Smitty’s Private Movie Party”, Winter Holiday Vacation Week Trip – “Funspot Arcade”, Winter Holiday Vacation Week Event – “Chill-Zone Brunch”

The TC received (7) new registrations in December 2023.

Community Service Program

The Youth Community Service Program tracked three participants in the month of November 2023. A total of 6 hours of community service work was completed. The program tracked seven participants in the month of December 2023. A total of 11.5 hours of community service work was completed.

Diversion Program

The Diversion Committee met on November 7th and November 21st 2023. The case breakdown is as follows:

- (3) cases in active Diversion Contracts
- (3) cases in active Alternative Suspension Program
- (0) successful completion and release (November 2023)
- (1) new Diversion case heard (November 2023)
- (2) new Alternative Suspension cases heard (November 2023)
- (1) new Alternative Suspension case hearing, anticipated (December 2023)
- (0) cases sent back to Detectives for “failure to comply”

The Diversion Committee met on December 6th and 11th, 2023. The case breakdown is as follows:

- (2) cases in active Diversion Contracts
- (2) cases in active Alternative Suspension Program
- (1) successful completion and release from Diversion Contract (December 2023)
- (0) new Diversion case heard (December 2023)
- (1) new Alternative Suspension case heard (December 2023)
- (1) successful completion for Alternative Suspension (December 2023)
- (2-3) new Alternative Suspension case hearing, anticipated (January 2024)
- (0) cases sent back to Detectives for “failure to comply”

Community Response & Engagement Unit (CREU)

Lt. Mitrushi was the point of contact for any reports or issues associated with violent crime motivated by substance misuse. Lt. Mitrushi was responsible for notifying the New Hampshire Information and Analysis Center of all felony drug arrests made by the department this month.

Throughout the month of November, Lt. Mitrushi and Kelli Jo Deardorff checked areas throughout the city in an attempt to locate campsites on city property. Two sites were located with one abandoned and one occupied. Kelli Jo Deardorff offered to connect two individuals at the occupied site, adjacent to the transportation center, with assistance and they were advised to vacate the city property. ServPro was contacted to remove debris from the transportation center location. Dover Community Services was contacted to remove one empty tent from the area of Sixth Street near Indian Brook Drive.

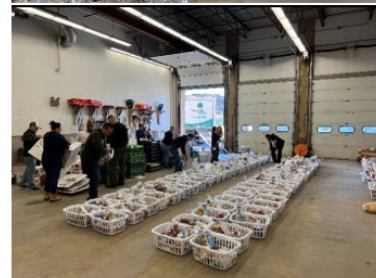
On November 22, 2023, Chief Breault, Lt. Mitrushi, Sergeant Cooper, Officer Berdecia, and Officer Gore assisted the Thanks4Giving Charity with serving over 800 individuals a Thanksgiving meal. Officers assisted with both delivering meals from Roost and an in-person dinner at Blue Latitudes Restaurant.

On December 7, 2023 Lt. Mitrushi taught a 3-hour NAMI Connect Suicide Prevention Program to 9 parents and community members at Dover High School.

On December 6th, Lt. Mitrushi attended an Arch Street neighborhood meeting to answer questions regarding homelessness.

On December 22nd, Lt. Mitrushi taught a Citizen Response to Active Shooter Events (CRASE) training to a local behavioral health organization located in a downtown mill building.

Throughout the month of December, Lt. Mitrushi coordinated the department's efforts for the annual Dover Police Charities Christmas Basket Program. Lt. Mitrushi worked with Dover Schools, Hannaford, Favorite Foods, Wentworth-Douglass Hospital, and many department employees to create 125 Christmas baskets filled with a traditional holiday dinner, including a large frozen turkey, stuffing, potatoes, bread, rolls, and other canned goods. The baskets were delivered by department personnel, friends, and family on December 16, 2023.



Dover Police Department employees and filling baskets to be delivered to families in need.

Dover Middle School Liaison Officer

November: During the month of November, Officer Berdecia handled a variety of calls for service. Four of the calls for service resulted in school sanctions, two resulted in referrals to the Adverse Childhood Experience Response Team (ACERT), and two resulted in referrals to the Alternative Suspension Program run by the department's Prevention Services Unit.

Officer Berdecia investigated a Youth Produced Images case at the Dover Middle School (DMS) in which a student reported their Snapchat account was hacked and nude images were shared by other students. With the assistance of Detective Donais of the Special Investigations Unit, Officer Berdecia interviewed all students involved and ensured all images were permanently deleted. Two of the students involved were issued In-School Suspensions (ISS) while another was referred to the Dover Police Department's Alternative Suspension Program.

Officer Berdecia also investigated an assault that occurred at DMS in which a 7th grade student assaulted another during recess. The student was issued a 10-day Out-of-School Suspension (OSS) for their actions.

In addition to the aforementioned calls for service, Officer Berdecia also handled several juvenile matters, welfare checks, motor vehicle stops, calls involving emotionally disturbed persons, 9-1-1 hang-ups, civil matters, and assistance calls.

December: On December 18, 2023, Officer Berdecia responded to a fight at Dover High School (DHS). It was determined that the fight was in retaliation to a physical altercation that occurred on December 16th off school grounds. The students involved were issued Out of School Suspensions. Additionally, this incident will be reviewed for a juvenile justice referral.

Officer Berdecia investigated a domestic disturbance report that was forwarded to him by DHS Administration. After investigating the incident, which occurred at a student's home, it appeared to be the result of parental disciplinary actions and not criminal in nature. This report was forwarded to DCYF by DHS Administration.

On December 28, Officer Berdecia attended a Boy Scouts meeting in which he was the honorary Troop Leader. Officer Berdecia led the troop in a discussion about the importance of following laws and honoring pledges, and answered questions about his military and policing careers.

Additionally in December, Officer Berdecia began instructing DARE to four 5th grade classes, totaling 84 students. Students were introduced to the DARE Decision Making Model, which is the basis of the program designed to help them make safe and responsible decisions when facing difficult situations.

Dover High School Liaison Officer

Officer Jalbert responded to and assisted with a variety of calls for service to include students in a mental health crisis, motor vehicle accidents, and a variety of other incidents.

On November 14, 2023, Officer Jalbert provided a tour of the Dover Police Department to a local Girl Scout Troop consisting of roughly twenty children and their parents.

Officer Jalbert issued two motor vehicle summonses while on traffic duty on Bellamy Road at Alumni Drive for obedience to police officers directing traffic. One summons was issued to a juvenile and student of the school district. The second was issued to an adult not involved with the Dover schools.



Officer Madsen and Officer Jalbert giving a tour of the police department to a group of Girl Scouts.

Officer Jalbert, along with DHS Administrators investigated an incident involving several students under the influence of alcohol. They were able to identify the student who brought in a water bottle full of suspected vodka. Multiple students were found to be under the influence and were all sent home with their parents. The students received school sanctions.

Officer Jalbert, along with DHS Administrators investigated a disturbance involving a teacher and a substitute teacher. The substitute was reportedly verbally confrontational with the teacher in front of a class full of students. The issue was handled as a personnel matter by the Dover School District. No further action was needed.

Officer Jalbert assisted a student who was recently the victim of a domestic violence assault in another jurisdiction. Officer Jalbert also connected the student with HAVEN.

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

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

Officer Jalbert responded to DHS during a professional development day after a student was assaulted and threatened by another student during a club meeting. The student received school sanctions and the case will also be reviewed for a juvenile justice referral.

Officer Jalbert investigated an assault on a paraprofessional that was committed by another paraprofessional in a classroom prior to the start of the school day. There were multiple employees who witnessed the incident. The Dover School District has since terminated the suspect who will also be facing criminal charges.

Officers Jalbert and Berdecia worked on a case involving two incidents that occurred prior to the start of the school day. During these incidents, there were two physical altercations resulting in a disorderly conduct investigation. One fight occurred in a stairwell and the other occurred in the attendance office at the high school. During both incidents, physical assaults occurred. This investigation is ongoing and, once complete, it will be reviewed for a potential juvenile justice referral.

During the month of December, Officer Jalbert provided a tour of the police department to a Dover High School student.

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

Whittier Falls Liaison Officer

In the month of November Officer Gore responded to 28 calls for service. These calls included: Disturbances, MV Accidents, Thefts, Community Contacts, Noise Complaints, Welfare Checks, Alarms, and Background Investigations.

Officer Gore was assigned as a Field Training Officer throughout most of November, which will continue for the remainder of the year. He also attended a two week training class. Both resulted in lower than normal activity for Officer Gore in the Whittier Falls neighborhoods.



Officer Gore attended the “Polar Express” event at the Seymour Osman Community Center.

In the month of December, Officer Gore was assigned to patrol as a Field Training Officer (FTO). Due to his role training a new police officer, the call volume specifically related to his role as the DHA liaison officer for this month was low.

In December 2023, Officer Gore began teaching D.A.R.E class to 5th grade students at Dover Middle School. Officer Gore has 4 classes, totaling over 60 students. He completed the introduction class and lesson 1 before the holiday break. Officer Gore will continue the program upon DMS returning after the holiday break.

December 14, 2023, Officer Gore attended the “Polar Express” themed Christmas event at the Seymour Osman Community Center (SOCC). During this event DHA families

had an opportunity to meet Santa, eat food provided by “Red’s Good Vibes,” and find gifts for family members free of charge. This provided an opportunity for Officer Gore to interact with several families.

In December, Officer Gore was notified that DHA staff have been receiving calls about Whittier Falls residents allowing people to live in basements. The basements of these properties are not controlled by the residents, which allows DHA maintenance to inspect without notice. Officer Gore, along with DHA maintenance located a male living in one of the basements. The individual was in possession of heroin at the time, which resulted in an arrest and banning from DHA property.

Social Work Unit

Social Work Unit Supervisor

The Social Work Unit falls within the Community Outreach Bureau and consists of Kaitlin Jones and Police Social Worker Kelli Jo Deardorff.

Kaitlin Jones had 9 new cases in November 2023 and 12 cases carried over from previous months. In total, Kaitlin Jones has had a caseload of 93 cases in 2023.

The Adverse Childhood Experience Response Team (ACERT), which consisted of Kaitlin Jones, SRO Jalbert or SRO Berdecia, and one ACERT Partner (either Community Action Partnership of Strafford County [CAPSC], HAVEN, or Waypoint) visited families following a traumatic event or “adverse” experience by a child under the age of 18. The team visited 10 families on November 2nd, 9th, and 30th. The precipitating call for police service for the 10 ACERT cases in November 2023 included: 1 Juvenile Matter, 6 Domestic Disturbance, 1 DCYF LEA, 1 Missing Persons, and 1 Welfare Check.

Kaitlin Jones and Prevention Programmer Bridget Ryan of the Prevention Services Unit, hosted the first ACERT All Partner Networking Event on November 17th at the police department. Agencies present included: Dover Police Department, Community Action Partnership of Strafford County, HAVEN, Strafford County Public Health Network, Seacoast Warriors, National Alliance on Mental Illness of NH, Arts in Reach, Big Brothers Big Sisters, Waypoint, Dover School District, Dover Rotary Club, and DCYF – Rochester and Seacoast offices.



Kaitlin Jones presenting at the first semi-annual ACERT All Partner Networking Event at the Dover Police Department.



Kaitlin Jones and Kelli Jo Deardorff presenting at the NH Coalition to End Homelessness Outreach Summit in Portsmouth, NH.

Throughout the month of November, Kaitlin Jones attended and participated in a number of meetings. This included a meeting with the Dover Fire Department regarding the forming of the Emergency Services Coordination Team, the Health Advisory Committee meeting for CAPSC, presented at the NH Statewide Street Outreach Summit, Big Brothers Big Sisters regarding a collaboration with ACERT, Dover Mental Health Alliance, and a Strafford County Ending Homelessness Committee meeting.

Throughout the month of November, Kaitlin Jones continued training the Police Social Worker, Kelli Jo Deardorff. Kaitlin Jones also continued supervising two University of New Hampshire interns, Alexis Gates and Lily Coakley.

Kaitlin Jones had 7 new cases in December 2023 and 14 cases carried over from previous months. In total, Kaitlin Jones has had a caseload of 100 cases in 2023.

The Adverse Childhood Experience Response Team (ACERT), which consisted of Kaitlin Jones, SRO Jalbert or SRO Berdecia, and one ACERT Partner (either Community Action Partnership of Strafford County [CAPSC], HAVEN, or Waypoint) visited families following a traumatic event or “adverse” experience by a child under the age of 18. The team visited 6 families on December 7th, 14th, and 21st. ACERT was canceled on the 28th due to the Holiday.

The precipitating call for police service for the 5 ACERT cases in December 2023 included: 1 Assist Citizen Matter, 1 IEA, and 3 Domestic Disturbances.

Throughout the month of December, Kaitlin Jones attended and participated in a number of meetings. This included a meeting with NAMI NH Community Engagement Coordinator regarding establishment of a Certified Community Behavioral Health Clinics (CCBHC) in Strafford County, the Strafford County Child Advocacy Center (CAC) Case Review, the Policy Council meeting for CAPSC, the Strafford County Public Health Network Prevention Leadership Workgroup meeting, the NAMI NH Director of Youth and Children regarding a collaboration with ACERT, and the Dover Mental Health Alliance.

Throughout the month of December, Kaitlin Jones continued training the Police Social Worker, Kelli Jo Deardorff. Kaitlin Jones also continued supervising two University of New Hampshire interns, Alexis Gates and Lily Coakley at a combined 36 hours a week.

Police Social Worker

Throughout November, PSW Kelli Jo Deardorff continued to engage with individuals who are experiencing homelessness and or substance misuse. At this time her case load consists of 106 individuals, 14 of which are new this month.

Kelli Jo Deardorff was able to coordinate substance use treatment for four individuals who are still engaging in programming. She was able to facilitate one individual into substance use treatment, three individuals into shelter, two were connected with the Bureau of Elderly and Adult Services (BEAS), and one individual was connected to a medical provider.

Over the course of November, Kelli Jo Deardorff continued to meet with individuals who were already established cases and continued to offer services and resources. She has found that maintaining these continued relationships builds a positive rapport and individuals have expressed feeling trust. She was able to arrange for Thanksgiving meals to be delivered to clients staying in hotels.

In the month of November Kelli Jo was able to connect three people to shelters where they were able to access case management and work toward being housing ready. She was able to provide information to several individuals about the warming shelter and how to find out if it is activated. Kelli Jo Deardorff continued to contact shelters and update individuals who are on various waiting lists throughout New Hampshire.

Throughout December, PSW Kelli Jo Deardorff continued to engage with individuals who are experiencing homelessness and or substance misuse. At this time her case load consists of 111 individuals, 5 of which are new this month.

Kelli Jo was able to coordinate substance use treatment for two individuals, one who is still engaging in programming and the other who completed detox and graduated to sober living. Deardorff was able to coordinate long term shelter plans for two individuals where they have access to case management, medical care and support in order to maintain safe and stable living environments. Several of Deardorff's prior contacts were referred to the warming shelter as they were not ready to engage in long term treatment plans or shelter arrangements. Deardorff continued extensive case management for a complex individual who is experiencing homelessness, mental health challenges, medical diagnosis and financial barriers. Deardorff continues to advocate for this individual to get into a long term care facility where all of their needs will be met.

Over the course of December, Kelli Jo Deardorff continued to meet with individuals who were already established cases and continued to offer services and resources. She has found that maintaining these continued relationships builds a positive rapport and individuals have expressed feeling trust. She was able to arrange for Christmas dinners and other donations to be delivered to past and present contacts throughout the tri-city.

In the month of December Kelli Jo Deardorff was able to secure six individuals getting into shelter. Deardorff continued outreach efforts, of the other individuals she was able to make contact with they reported they were aware of the warming shelter and how to access it and declined other resources during the meeting

Traffic Bureau

Traffic Coordinator

Permit applications submitted are reviewed through the Traffic Coordinator. Most of which involve follow-up and logistical planning, included:

<i>Permit Applications Submitted/Reviewed November & December 2023</i>			
Taxi Cab Licenses	0	Road Toll Permits	0
Notifications to City Hall	0	Dance / Entertainment	6
Raffle/Tagging Permits	2	Gun - Seller	0
Block Party Permits	0	Hawker / Peddler	2
Parade Permits	3	Other	0
License to Carry Firearm	16	Total	29

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) at its scheduled meetings on November 2, 9, and 30. Projects under review included a commercial redevelopment of a property on Webb Place, a utility project on Tolend Road, a concept review of a residential project off Locust and Fisher Streets, a residential site plan off New Rochester Road, and a commercial renovation on Central Avenue downtown.

The Traffic Coordinator and Parking Bureau handled the logistics of voter parking at all of the six ward polling facilities for the City’s municipal election on Tuesday, November 7. Staff deployed disabled and voter parking wayfinding signs where necessary to help facilitate parking turnover and efficient traffic flow. The police department has worked closely with the City Clerk’s office and legal department to identify areas where signage can be improved in preparation for the national presidential primary election in January 2024.

On November 8, Lieutenant Speidel helped coordinate traffic control particulars for the ceremonies related to the Teenage Mutant Ninja Turtles' origin in the City of Dover. Due to the larger than anticipated crowds, the police department actually closed a travel lane of Central Avenue for the brief remarks and unveiling of the commemorative marker. This was followed by a longer ceremony on Union Street for the unveiling of a commemorative sewer cover, which required the closure of the street and advance posting of on-street parking restrictions.

Lieutenant Speidel worked closely with members of the Cochecho Friends, in its second year of organizing Dover's annual Holiday Parade. The parade took place on Sunday, November 26th. 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.

On November 27, Lieutenant Speidel joined staff from the Planning and Community Services Departments at the regular meeting of the Transportation Advisory Commission. Lt. Speidel prepared the meeting agenda and related materials and helped coordinate correspondence with citizens with interest in agenda items. Lt. Speidel also coordinated staff preparation and follow-up of the committee recommendations. Agenda topics focused on roadway safety and speeding concerns on Lexington, Cushing and Arch Streets, new crosswalk requests, and discussion of traffic control alternatives for the upcoming Portland Avenue retaining wall project.

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 November:

- Skate Park grand opening event at 110 Portland Avenue, November 4
- Chamber of Commerce Holiday Lights Committee downtown initiative, November 13
- Thanks 4 Giving Charity food distribution event at Roost, Pointe Place, November 22
- Parish of the Assumption Eucharistic Procession, November 26

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) at its scheduled meeting on December 14 and 21. Projects under review included a commercial redevelopment of a property on Central Avenue, and staff also met to review and discuss the outdoor dining application process for 2024. 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.



In the foreground, the Dover Police Color Guard leads the 2023 Dover Holiday Parade. Pictured are Detectives Molly Martuscello and Bryon Lynch, DMS SRO Luis Berdecia, and Sergeant David Collis.

On December 4, Lt. Speidel joined staff from the Community Services Department in a traffic signal coordination meeting with the City's consultant, Sebago Technics. The periodic coordination meetings are held to review assessments of intersection phasing, discuss options for upgrades, and help troubleshoot signal hardware in need of repair.

The police department provided mutual aid assistance to the University of New Hampshire Police Department on December 16 to aid in security and traffic control for a presidential campaign rally that was held at the Whittemore Center arena.

During the month of December, the Dover Police Department participated in the statewide "Drive Sober or Get Pulled Over" campaign, as coordinated by the New Hampshire Office of Highway Safety. A total of 20 man-hours of extra patrols – funded with a grant through the National Highway Traffic Safety Administration (NHTSA) – were conducted on weekend nights during the latter part of December and through the New Year's holiday in an effort to apprehend impaired drivers. The Dover Police Department made a total of 13 DWI arrests during the month of December, and a total of 102 in calendar year 2023.



Officer Gore (center, left) and Officer O'Neil (center, right) posing with their certificates at DARE Instructor School graduation along with Lieutenant Mitrushi and Sergeant Cooper.

Standards Unit

On November 1, Detective David Anderson attended a two hour training entitled New Hampshire State Police Sexual Offender Registration. Topics covered during the two hour period included registration procedures, DNA collection, fingerprinting procedures, non-compliant offenders, and updates to the registration form.

On November 2, Stephen Pappajohn attended the New Hampshire Suicide Prevention Conference, held in Concord, NH. This one day conference featured ways that communities at the national, state, and local levels are coming together to prevent suicide, specifically recognizing and strengthening the grassroots efforts around the state that are part of the fabric of suicide prevention.

November 2, Sergeant Matt Harnish attended a four week virtual training on Internal Affairs. Topics covered included the administration of the internal affairs process, ethics and integrity, agency policies and procedures, the complaint process, investigation of personnel complaints, administrative law, the interview process, use of force reporting, first amendment and free speech issues for police, and audits and inspections.

On November 6, Sergeant Adam Gaudreault attended Intoxilyzer Re-certification. This re-certification is required annually in order to conduct breathalyzer tests during the course of an arrest.

From November 6-17, Officers Bryon Gore and Derek O'Neil attended D.A.R.E. Instructor School. The training consisted of two weeks (80 hour) of preparatory instruction. All police officers must complete this training before presenting the D.A.R.E. curriculum in the classroom.

On November 13-14, Officer Chris Gibbons attended the Advanced Roadside Impaired Driving course, held at PSTC in Concord, NH. The course objective was to train law enforcement officers to observe, identify and articulate the signs of impairment related to drugs, alcohol, or combination of both, in order to reduce the number of impaired driving incidents as well as crashes, which result in serious injuries and fatalities.

On November 13-17, Officer Carmen Cusick attended a 40 hour training in Portland, Maine entitled Basic Bloodstain Pattern Analysis. This training is designed to correctly identify and document bloodstain patterns. The objectives of this training is to develop an understanding of the physical characteristics of blood patterns, learn how to correctly document and collect bloodstains and bloodstain patterns, develop an understanding of the physics and mathematics of blood in motion, and to understand how bloodstain pattern analysis can be utilized to aid in case reconstruction.

On November 14, Lieutenants Mark Nadeau, Alex Mitrushi, Sergeants Juel Cooper, Dave Collis, Matt Harnish, Adam Gaudreault, Greg Turner, Detectives Jenna Donais, Dennis Elbert, Dave Anderson, and Officers Luis Berdecia, Molly Jalbert, Adin Sobel attended Intoxilyzer Re-certification. This re-certification is required annually in order to conduct breathalyzer tests during the course of an arrest.

On November 14-16, Sergeant Adam Gaudreault attended the Primex Supervisor's Academy held in Concord, NH. This training is a challenging three day program where participants take an active role in learning about the broad range of immediately useful leadership topics.

On November 20, Officer Isaac Llubes attended Intoxilyzer Re-certification. This re-certification is required annually in order to conduct breathalyzer tests during the course of an arrest.

On November 27-29, Sergeant Tim Keefe and Officer Derek O'Neil attended a three day training entitled CISM/Peer Support. Designed to present the core elements of a comprehensive, systematic and multi-component crisis intervention curriculum, the course prepared participants to understand a wide range of crisis intervention services for both the individual and for groups. Fundamentals of Critical Incident Stress Management (CISM) was outlined and participants will leave with the knowledge and tools to provide several group crisis interventions, specifically demobilizations, defusings and the Critical Incident Stress Debriefing (CISD).

On November 28-30, Detective David Anderson attended Vehicle Processing, held in Concord, NH. This three day training provides instruction and hands-on practical exercises related to processing a vehicle for physical evidence. This included search and seizure, chain of custody, inventory logs, photography, search methods and evidence collection, latent processing, trace evidence, DNA evidence, blood detection and enhancement and taking known tire impressions.

On November 28-30, Sergeants Juel Cooper and Dave Collis attended a Use of Force Summit held in Uncasville, CT. The three day seminar was comprised of intense presentations from top industry expert instructors. There were live Keynote presentations each day regarding use of force topics in the country. Additionally, participants were provided access to actionable sample policies, presentations, videos, and handouts.

On November 30, Officer Bryon Gore attended TASER Re-certification. This certification is required every three years in order to conduct any TASER trainings or certifications.

On November 30, Sergeant Adam Gaudreault and Officer Carmen Cusick participated in a two hour webinar entitled Collecting and Preserving Entomological Evidence at Death Scenes. This webinar will give the understanding of how to promote common standards of practice in forensic entomology, and what to do if they encounter entomology at a death scene. Topics covered included practices and procedures for recognizing, document, collecting, preserving, packaging, and shipping forensically significant entomological evidence, and proper chain of custody.

On December 4-8, Detectives Molly Martuscello and Dave Anderson attended a 40 hour training entitled Advanced Crime Scene Reconstruction held in Nashua, New Hampshire. Topics covered included registration procedures, DNA collection, fingerprinting procedures, non-compliant offenders, and updates to the registration form.

On December 5, Officer Luis Berdecia attended a two hour training entitled ICAC School Presentation Training for School Resource Officers. This course provided school resource officers the information and tools needed to reach an internet and social media safety presentation to high school and middle school students.

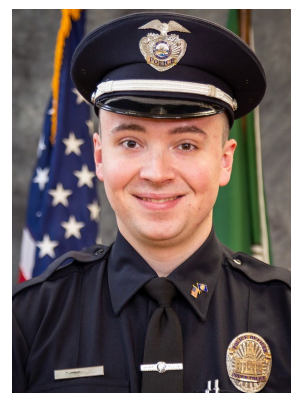
On December 12-14, Dispatcher Marie Palaima attended a virtual training entitled Communications Training Officer. This training provided comprehensive training on the roles and responsibilities of CTO's. Topics included preparing, motivating, and communicating with trainees, documentation in the CTO program, tracking and evaluating the trainee's performance, liability, and the future role in the workplace.

On December 14, Lieutenant Mark Nadeau and Sergeant Matt Harnish attended the 2023 Cold Case Seminar held in Concord, NH. This training included investigative hurdles and approaches to cold case investigations. The goal is to leverage modern investigative techniques in conjunction with advancements in technology and forensics. This training will also provide a review of the new Cold Case Unit Protocol and proposed work flow model.

On December 18, Sergeant Juel Cooper, Officers Molly Jalbert and Derek O'Neil attended a one day training entitled Critical Incident Stress Debriefing (CISD) Scenario Based Training held in Hookset, NH. The training provided peers the opportunity the practice CISD skills to prepare for CISD deployment.

On December 19-20, Officers Carmen Cusick and Derek O'Neil attended a two day Advanced Photograph class held in Concord, NH. This course reviewed basic concepts of crime scene and evidence photography. Students were introduced to advanced applications such as lighting options, photographing reflective surfaces, dealing with motion, painting with light, photographing a projectile trajectory, photographing latent print fluorescence and photographing chemiluminescence.

Officer Brandon Johnson Brandon began his career as an officer on December 26, 2023 and will begin the police academy on January 8, 2024. He graduated from Traip Academy in Kittery and is working towards a college degree. Before starting with the Dover Police Department, Brandon was employed by WDH Security for six years, most recently as a shift leader. He lives in North Berwick, ME with his wife.



Officer Brandon Johnson

Special Investigations

During the [month of November 2023](#), 16 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 10 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 2 unattended deaths in November 2023.

SIU detectives assisted the Strafford County Sheriff's Office with executing open arrest warrants throughout Strafford County.

The Special Investigations Unit investigates Internet based crimes occurring in Dover as assigned by the Internet Crimes Against Children (ICAC) Task Force. In November 2023, SIU detectives had 8 active ICAC cases.

As part of an SIU follow-up investigation, a 31-year-old Dover man was charged with Criminal Mischief after damaging vehicles parked at a closed business.

SIU detectives attended 1 forensic interview at the Strafford County Child Advocacy Center. These interviews are designed to document detailed information about alleged crimes that were experienced or witnessed by children.

SIU detectives conducted an investigation after a "road rage" confrontation occurred on Portland Avenue. As a result, a South Berwick resident was charged with Disorderly Conduct.

In November 2023, 6 cases were forwarded to the Strafford County Attorney's Office for review and Grand Jury indictment.

SIU detectives obtained 6 search warrants to further ongoing criminal investigations.

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 alleged victims of criminal acts or other concerning conduct.

The Special Investigations Unit is responsible for doing background investigations for police department applicants. During November, 1 of these investigations was on-going.

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

During the [month of December 2023](#), 15 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 20 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 December 2023.

As a result of an SIU investigation, a 27-year-old Dover man was arrested for failure to register as a sex offender.

The Special Investigations Unit investigates Internet based crimes occurring in Dover as assigned by the Internet Crimes Against Children (ICAC) Task Force. In December 2023, SIU detectives had 7 active ICAC cases.

SIU detectives attended 1 forensic interview at the Strafford County Child Advocacy Center. These interviews are designed to document detailed information about alleged crimes that were experienced or witnessed by children.

After multiple burglaries were reported throughout the north end of the city, SIU detectives conducted an investigation and arrested two Sanford, Maine residents; both were charged with four counts of burglary.

In December 2023, 3 cases were forwarded to the Strafford County Attorney’s Office for review and Grand Jury indictment.

A long-term SIU investigation resulted in a Dover man being charged with forgery, a felony offense. The defendant was also detained as part of a probation violation.

SIU detectives obtained 10 search warrants to further ongoing criminal investigations.

SIU detectives referred 14 police reports to the Division of Children, Youth and Families. These informational referrals are for incidents that officers responded to in which children witnessed or were alleged victims of criminal acts or other concerning conduct.

The Special Investigations Unit is responsible for doing background investigations for police department applicants. During December, 1 of these investigations were on-going.

At the end of December 2023, SIU detectives had 41 open investigations.

Parking Bureau

The Parking Bureau continues to prepare for the upcoming winter season. Over 1,200 notices were put on vehicles throughout the city to remind drivers of the Winter Parking Ban procedures and availability of an e-mail or text notification.

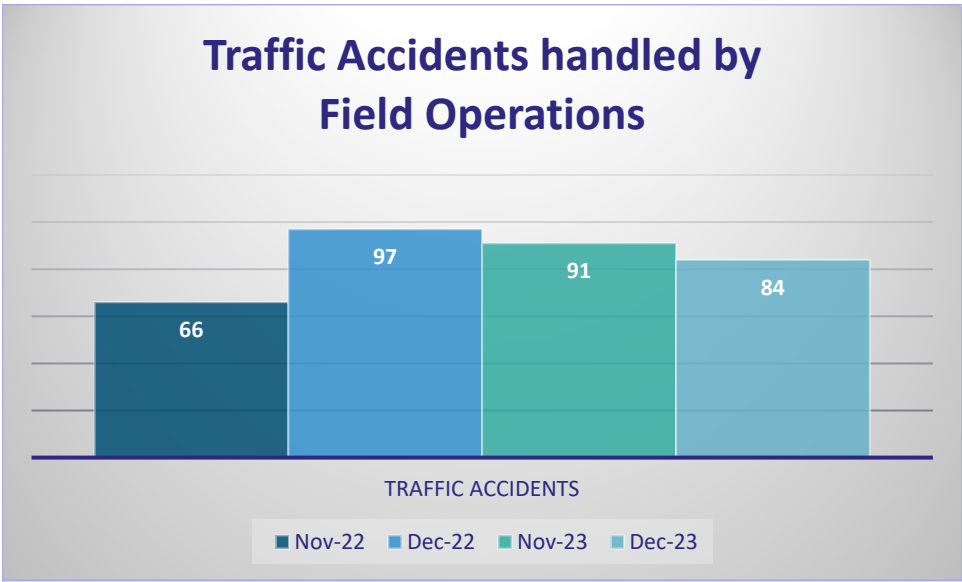
The Parking Bureau also assisted with notifications of the one-sided parking restriction on 26 roads that have been determined to be too thin during the winter months as snow like accumulate on the side, thus making vehicles wait for each other to pass. Over 120 notices were issued on those roads reminding driver of the posted restrictions.

The Parking Bureau continued its efforts in notifying people on how to sign up for Winter Parking Ban text and email alerts. Information cards were distributed on several vehicles in pre-dawn hours.

Parking Bureau staff also began enforcing the one-side Dec. 1 to April 1 parking restriction posted on 26 streets. These are narrow streets the city has placed the restriction on to insure there is enough room for emergency vehicles to get through if need be. The first enforcement effort was to issue warnings. The Parking Bureau tracks those vehicles that have been issued warnings. If they continue to violate the one-side restriction, a parking citation is issued.

Ninety-six spaces in the Transportation Lot were designated for Chinburg Properties in anticipation of the old Strafford County Court house project being completed in March.

The Parking Bureau produced more than 860 parking permits for the new year. This included 759 permits for downtown residents and workers; and a combination of 103 general parking and City Hall permits for elected officials, various city officials, and board and commission members.



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.

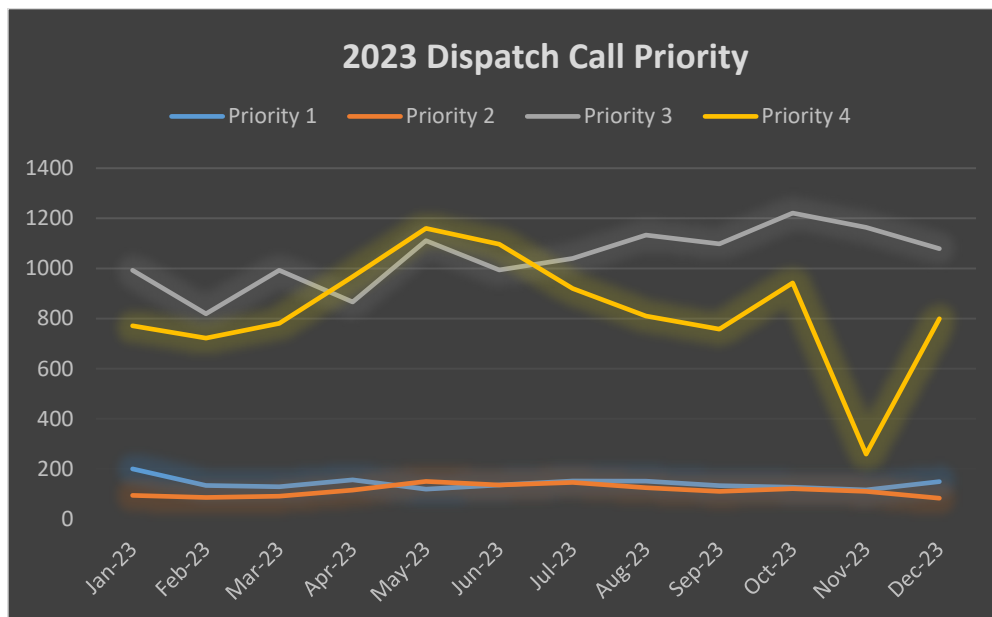
The following is a general description of the police priority response system.

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.



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 Working Dog Association, a Patrol Certification through the Boston Police Department K9 Academy, and a Narcotics Detection Certification through the Boston Police Department K9 Academy.

On November 2, 2023, Officer David and K9 Vision assisted the FBI Violent Offenders Taskforce with a search and arrest warrant in the City of Rochester. K9 Vision then found a large quantity of narcotics, which was hidden in the undercarriage of one of the vehicles. He also alerted to the presence of narcotics near a bathroom vanity. After further observation, it was determined that narcotics were likely flushed down the bathroom sink at some point that morning. Overall, K9 Vision's narcotic search resulted in a large quantity of what was believed to be cocaine and crack cocaine being seized as evidence.

On November 15, 2023, Officer David conducted a presentation for a group of Girl Scouts. Following the presentation and answering questions, Officer David and K9 Vision conducted a demonstration at the police station. This demonstration showed how narcotics searches work and how K9 Vision's behavior changes when he located narcotics.

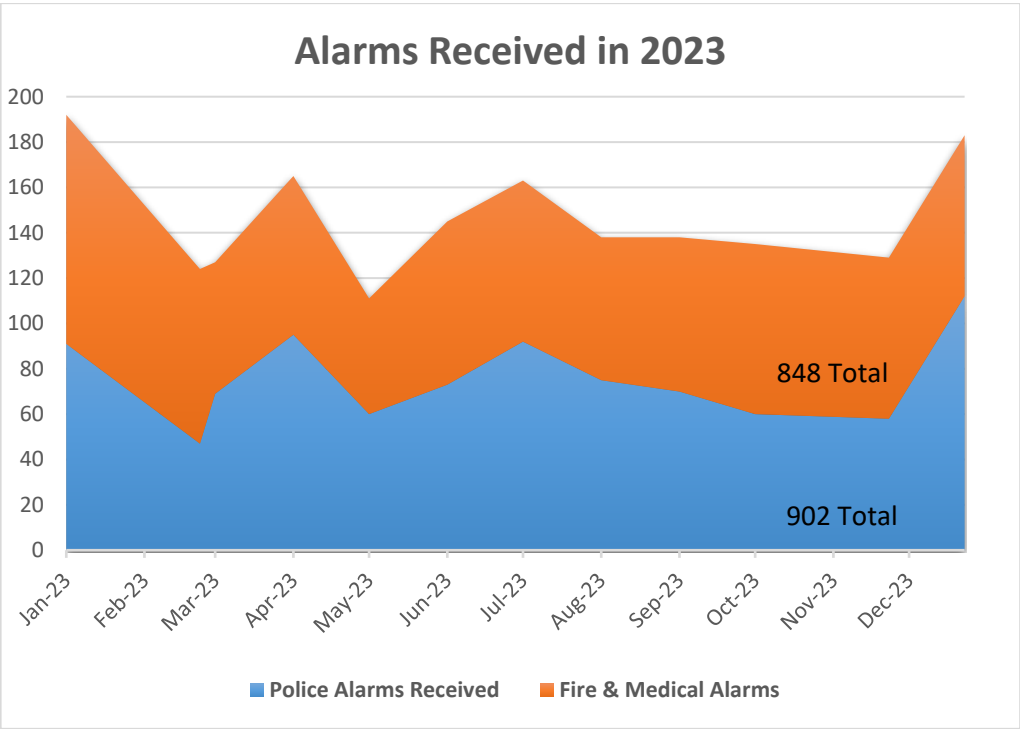
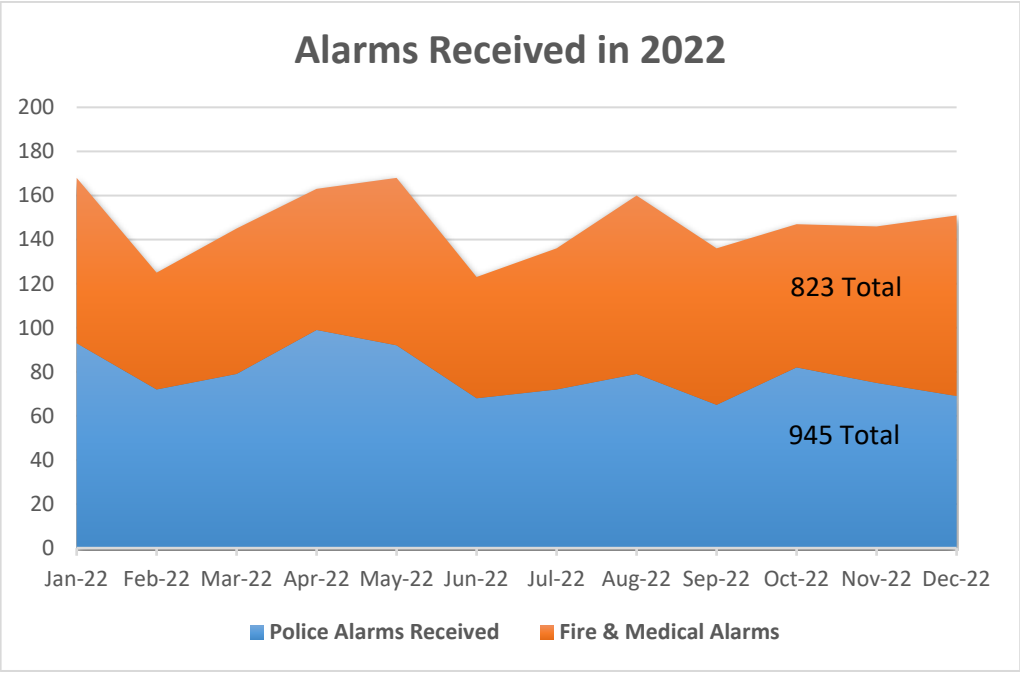
On the evening of December 10, 2023, K9 Vision was deployed on a criminal track stemming from the burglary of a business in downtown. K9 Vision conducted the track but did not locate the suspect. The suspect was later identified and arrest.

Accident Reconstruction Team

The Accident Reconstruction Team was not called out during the months of November or December for any collisions in Dover.

Dispatch Communications

Dispatch Communications	Radio Transmissions	Phone Calls	911 Calls Received	Customers / Foot Traffic	Police Alarms Received	Fire & Medical Alarms
Oct-22	16,799	7,918	416	215	82	65
Nov-22	16,671	7,244	533	208	75	71
Dec-22	19,372	8,464	441	200	69	82
Oct-23	19,356	7,861	501	1,840	60	75
Nov-23	17,968	6,892	451	1,804	58	71
Dec-23	17,561	6,869	428	1,501	112	71



Animal Control – November & December

Total Calls for Service: 93	Breakdown:
Handled by Officers/Dispatch: 52	Found/Loose Animals: 49
Handled by Animal Control Officer: 41	Welfare Checks: 9
	Animal Bites: 8
	Misc/Other: 27

Public Library

November library circulation totaled 19,506 items, December was 17,999.

138 new library patrons registered in November, 126 in December.

The Dover Public Library's Book a Librarian service helped 14 community members in November, 10 in December.

The Dover Public Library's 3D printer produced 49 items requested by our patrons in November & December.

The library's museum passes were borrowed 207 times saving our community members approximately \$6,446 in admission fees in November and December.

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

The Dover Public Library has 5,820 subscribers to its two monthly e-newsletters—Children's and Adults.

Library staff posted 287 items to its various social media platforms during November and December.

Library volunteers added 186 books to the 2 little free libraries throughout November and December.

11,369 people visited the library during November and 9,626 in December.

November Programming and Updates:

The Dover Public Library hosted 74 programs in November which were attended by 1,661 community members. These programs included passive, virtual and in-person as the Library strives to reach out to the community in various ways. These included: 6 D & D sessions with 69 attendees; 2 Knitting Group 24; 6 Book Groups 42; 1 Creation Station 546; 1 Family Game Night with 15; 1 Cocheco Writer's Groups with 5; 1 Genealogy Club with 16 attendees; 1 Caregiver Café 9; 4 All Abilities Club with 37 attendees; 4 Magic the Gathering with 12 attendees; 4 STEM Storytimes with 49 attendees; 3 Mother Goose on the Loose with 126 attendees; 3 Family Storytimes with 97 attendees; 3 Arts & Crafts Storytimes with 22 attendees; 1 Lego Club with 17 attendees; 1 Shake Your Rattle and Roll with 75 attendees; 1 Storywalk Story Time with Children's Museum of NH with 12 attendees; 1 Duct Tape Storage Pouch 20 attendees; 3 TMNT Manhole Cover Craft with 96 participants; 1 Series of the Month Club with 7 participants; 1 Needle Felted Owls with 12 participants



Needle Felted Owl

Karin Mayer-Gottlob, Assistant Children's Librarian at the Dover Public Library, read to 3 Head Start classrooms in November (48 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. The Library also visited Happy Helpers Day Care to read to their kids.

On Wednesday, November 1, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover Middle School library for a session of Books and Bites, a program for students to check out new books from the Dover Public Library's middle grade and teen collections and enjoy a snack. 30 students attended in total.

On Thursday, November 16, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover High School library for a session of Books and Bites. The kids were able to browse new books from our teen collection and enjoy a snack. 10 students attended and played card games from the library's collection.

Emilie Coppinger, from the University of New Hampshire, helped to coordinate the Multilingual Book Group with Dover Public Library Children's Librarian Crystal Lisbon. The group met weekly in November and December. Each week, participants meet a guest reader from the Dover Adult Learning Center whose native language is something other than English. The guest introduces their native language to participants and reads a story in that language. During the session they explain various aspects of the story and information on the language. At the end of each session there is a craft based on the story. This group targets children in grades Kindergarten through 3rd grade, though other ages are welcome as well. Average attendance per session was 20. The Dover Public Library appreciates the collaboration with DALC, UNH, and the Community Literacy Center.

Passport application processing fees and notary services provide a continuing source of revenue for the Dover Public Library. The Library processed 26 passport applications in November generating \$910 in revenue and notary services generated \$115 in revenue.

Dover Public Library staff took part in relevant continuing education on the following topics:

- Library Marketing 101
- New England Teen Summit
- Fighting for the First
- Library 2.0: Individual Responsibility for Creating Belonging and Connection in the Library Profession

All Dover Public Library staff that works with the public attended homeless training with Ryan Dowd. In the session staff learned how people who have suffered from trauma react during conflict, why punishment doesn't work, and six things you can easily do to lower aggression and prevent conflict.

Dover Public Library celebrated Indigenous Peoples' Heritage Month with a presentation by the Mt. Kearsarge Indian Museum on Wednesday, November 8. The museum educator spoke about the native culture of the Northeastern Woodlands including how they caught food, used various animal parts, and built their homes and boats. The lecture ended with a quick overview of other Indigenous cultures in North America and hands-on exploration of Indigenous artifacts. A total of 56 people attended in-person and online.

Dover Public Library Children's Librarian Crystal Lisbon collaborated with The Children's Museum of NH on a Story Walk Activity celebrating Native American Heritage Month. The event took place on November 3 and participants received information on the grant and installation of the Story Walk in Henry Law Park, and then walked along the trail and listened to the story, *The First Blade of Sweetgrass*. Following the completion of the story, attendees entered the Children's Museum of New Hampshire and constructed corn husk dolls with Lead Educator Emily Zaleski. This event was for families and children ages three and up. The event was capped at 12 families.

The Dover Public Library is once again hosting an IMACCT Academy student. The Academy provides academic support for students ages 16-21 with a disability transitioning out of high school. Our student will be with us until mid-January on Fridays from 9 to 12.

The Dover Public Library is fortunate to have over a dozen active volunteers who help the Library by mending books, hanging Library program posters around Dover, running programming such as our Genealogy Club, D & D and Magic the Gathering sessions, Family Gaming night, Science-Fiction & Fantasy Book Club, filling the Little Free Libraries, and so many more things that help the Library be a better community resource.

The Dover Public Library Children's Room hosted two special events honoring The Teenage Mutant Ninja Turtles in November. The first event was a drop-in activity encouraging young patrons to design and create their own manhole cover. There were 96 participants in this activity, and it was designed for all ages. The second event was a special drawing workshop with local artist Ryan L. Higgins. This event was for children ages 8-13. The artist taught participants how to draw The Teenage Mutant Ninja Turtles, and create their own comics using simple and fun techniques. This was an incredibly successful and popular event.

This year the Dover Public Library held a kickoff event to celebrate and promote National Novel Writing Month (Nanowrimo). There were 28 would be authors in attendance at the kickoff. The Friends of the Dover Public Library generously sponsored the purchase of some writing themed prizes (such as writing prompt dice and story creating games) and writer 'goodie bags' which included a notebook, pen, highlighter, set of sticky notes, and some printout novel writing worksheets. The library also provided pizzas for the aspiring novelists.

The Dover Public Library also hosted 3 "Write-In" events on Sundays from 2-4 pm at which writers were encourage to come and work on their novels at the library. There were giveaways and friendly writing sprint competitions for writers to participate in. 30 community members took advantage of the "Write-ins".

December Programming and Updates:

The Dover Public Library hosted 70 programs in December which were attended by 1,988 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 66 attendees; 2 Knitting Group 25; 5 Book Groups 38; 1 Creation Station 589; 1 Family Game Night with 9; 1 Cochecho Writer's Groups with 6; 1 Genealogy Club with 7 attendees; 1 Caregiver Café 10; 4 All Abilities Club with 45 attendees; 4 Magic the Gathering with 11 attendees; 2 STEM Storytimes with 26 attendees; 1 Mother Goose on the Loose with 34 attendees; 2 Family Storytimes with 22 attendees; 1 Arts & Crafts Storytimes with 9 attendees; 1 Shake Your Rattle and Roll with 65 attendees; 1 Series of the Month Club with 2 participants;.

The Dover Public Library is piloting a Clothing Library which is the master's thesis project of Stella McSherra, a student in Degrowth at the University of Barcelona. Patrons may borrow up to ten clothing items for two weeks at a time. The three collections focus on professional wear, winter outerwear, and special occasions. There are clothing options for men, women, and children in various sizes. The goal of the project is to steer consumers away from fast fashion and change the mindset from "Buy to Borrow". The Clothing Library is open on Sundays 1:00-5:00 and Mondays 9:00-1:00 through January 23.



On Friday, December 1 the Dover Public Library hosted a fashion show to introduce the Clothing Library. The models, ten local librarians, wore items from the three collections featured in the Clothing Library. The event was attended by 168 people.

Beginning Friday, December 15, Dover Public Library's Children's Librarian, Crystal Lisbon, and Teen and Information Services Librarian, Emily Ainaire, introduced Fun Fridays, an after school program throughout the month of December for students in grades 5-12. Tweens and teens are invited to drop into the Library on Fridays after school for an hour of socializing, playing board and card games, games on the Switch, and enjoying hot chocolate and a snack in a welcoming environment.

Karin Mayer-Gottlob, Assistant Children's Librarian at the Dover Public Library, read to 3 Head Start classrooms in December (46 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. The Library also visited Happy Helpers Day Care to read to their kids.

On December 2, 2023 the Dover Public Library Children's Room partnered with local patron/resident Alana Campbell to host a Toy Swap. The event itself ran 11:30 am - 3 pm, with the drop off portion of the event from 11:30 -12:30 pm. Participants who donated a toy received a ticket to come back at 1:30 pm and "shop." From 2:30 - 3:00 pm anyone without a ticket was welcome to come and take remaining toys. This event was a massive success, and incredibly well organized and structured. In total, 100 people attend the event. The library plans to host another swap in the spring.

On Tuesday, December 12, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover Middle School library for a session of Books and Bites, a program for students to check out new books from the Dover Public Library's middle grade and teen collections and enjoy a snack. 45 students attended in total.

On Tuesday, December 12, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited four seventh grade Language Arts classes at Dover Middle School to promote Library services. Students learned about upcoming teen and tween programs at the Dover Public Library and participated in a "book tasting" where they were able to preview new and notable middle grade and young adult books from the Library's collection. 66 students participated in total.

On Thursday, December 21, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover High School library for a session of Books and Bites, a program for students to check out new books from the Dover Public Library's teen collection and enjoy a snack. 9 students attended in total.

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 December generating \$1,155 in revenue and notary services generated \$165 in revenue.

Dover Public Library staff took part in relevant continuing education on the following topics:

- KOHA ERM Module training
- Artistic side of AI.
- Learning to use Overdrive Marketplace reports

The Dover Public Library was closed to the public on December 8th for Staff Development Day. DPL staff received training on Staying Positive in the Workplace, 1st Amendment Audits, Emerging Technologies, Sustainability and SMP Architects reviewed our renovation plans.

Just over a year ago in the fall of 2022, a patron approached the Dover Public Library about offering materials and support for caregivers of folks with memory or physical issues. This patron lost his wife to dementia and knew the support he needed in caring for her prior to her death would be needed by other caretakers. The Library reached out to Cornerstone VNA who were offering "caregiver cafes" in the area at other locations, some of them libraries. Cornerstone VNA is a nonprofit organization providing home, health and hospice care to people of all ages. Their mission is to promote the optimum level of well-being,

independence and dignity of those living in the community by providing trusted, compassionate and expert health care. The group meets at the Dover Public Library on a monthly basis and has provided wonderful, supportive programs for the attendees over the past 16 months. In December of 2023, the group numbered 10 people who celebrated the holidays with cookies and carols at their meeting. They meet monthly on the third Wednesday at 10:30am. New people are welcome to attend.

The Dover Public Library also created a “Caregiver Corner” of materials to support caregivers in the community, whether they attend the Caregiver Cafes, or not. The collection includes books, DVDs, brochures and other materials of interest that can be borrowed or taken. The Dover Public Library welcomes input from community members, for ways that the library can be of service to residents of Dover.

Kenneth C. Turino, of Historic New England, visited the Dover Public Library on Wednesday, December 6 for his presentation “The Spirit of Christmas Past: Four Centuries of Christmas in America.” The well-illustrated lecture traced the development of Christmas from a rowdy celebration to its current status as family-centered event. Though the presentation was hit with some technical troubles, it was offered as a hybrid event and attended by 20 people in-person and 40 people who watched online.

On Saturday, December 16, Dover Public Library welcomed [Mix]tape to the library for a special a cappella concert featuring favorite holiday songs of past and present. The room was packed with 70 attendees who wore their most festive ugly sweaters for a chance to win [Mix]tape merch. At the end of the concert, the group invited attendees to a sing-a-long of carols. Upon exiting the library, many participants mentioned at the front desk that they felt more in a “holiday spirit” after the concert.

Dover Public Librarian Rachel Gogan offered a class on making felt star ornaments. The class filled immediately and it was necessary to expand the class size to welcome more community members. 22 people participated. The Dover community loves the Library’s crafting classes!



Felt Stars

The Dover Public Library hosted our very successful music program Shake Your Rattle and Roll on December 15, 2023. This program is for young children and their caregivers, and is currently being run every few months to coincide with holidays and special events. The program is run by Children's Library Assistant Joanna Higgins, and always boasts a large turnout for the library. This event was specifically geared towards the holidays, and featured a special guest star by way of Santa appearing. Children were able to meet Santa, sing songs, and generally enjoy the festive nature of the holiday season. This event had 65 attendees and was a huge hit.

Public Welfare

November:

This month has been very active; there were 19 working days.

Dover Welfare Spent \$39,983.43 for assistance. That is \$7,309.09 more than last month. Of that, \$35,879.88 was for housing issues.

\$24,154.88 was for rent to avoid eviction and \$9,315 was for Hotel/Motels and \$740 for a Security Deposit.

There was one Cremation for \$1000 and \$819 to aid in electric costs. The rest, \$544.90 was for heat.

Welfare had 681 various types of contacts this month. Staff handled 111 interviews that involved 217 individuals.

379 calls came into the Welfare office.

The trend across the state among Welfare Officials seems to be that client cases are more difficult and requires a significantly longer time to process.

Welfare offices are seeing more clients with health issues being discharged by hospitals with the expectation that they can be placed in motels or shelters. Many of these discharged clients cannot self-care or have other issues that make them unsuitable for shelter and hotel placement.

The Welfare Director was also Hearing Officer for a Fair Hearing in Durham.

December:

Activity continues to increase in this department as was expected.

Dover Welfare assisted Dover Fire with their Toy Bank program again this year by taking all of the applications from those requesting items for their children.

The cases we are dealing with are much more complicated and require more staff time to bring to conclusion. Finding shelter for families is the most difficult.

Housing issues remain the number one request for assistance.

Dover Welfare had 583 customer contacts this month in a 20 work-day month.

186 individuals were served. There were 25 new clients this month.

356 calls came into the Public Welfare office.

A total of \$42,790.68 in Assistance was provided to various individuals: \$35,669.79 for rent, \$4,840 for Emergency Housing in Motels, \$800 for a security deposit, \$200 for a burial, \$145 in transportation, \$35 for a shelter stay of one day and \$300 for electric.

Recreation Department

Gym & Programs

November: Sign-ups continue for the 9-12 Basketball Program and all the other youth programs are full and many have waitlist. 18+ Men's league has 9 teams and games are on-going Sundays and Thursdays. The 35+ Men's Basketball League has 7 teams and began games on Monday nights. The 50+ league has 6 teams they began games on Wednesday nights. All men's leagues are full with 198 participants. 5th & 6th grade house basketball league held a work out on November 18th in Dover High School's Gym. There are 7 boy's teams and 6 girl's teams and will play most games on Saturdays at the McConnell Center, while practicing during the week at the elementary school gyms in the evenings. Badminton continues Friday nights from 5:30pm-8:30pm. Additional sessions of pickleball for both the Senior Center and the general public are being held in the gym during the weekdays.

December: The Recreation Department held its 38th Annual Tree Lighting on Friday, December 1st. The Seacoast Men of Harmony and Nancy Gurick led an audience of around 100 people in holiday carols while Recreation staff passed out candy canes to children. The winter basketball season kicked off on December 2nd with the Boys & Girls 5th & 6th Grade House Leagues (13 teams) and the 7th & 8th Grade Coed League (6 teams) playing games at the Butterfield Gym while the K-1st Grade (2 sessions), 2nd Grade Boys, 3rd Grade Boys, 4th Grade Boys, and 2nd-4th Grade Girls Programs held sessions at Woodman Park School. All men's leagues are full with 198 participants. On December 29th the Recreation Department upgraded 2 treadmills and the Stairmaster with new Precor equipment. Badminton continues Friday nights from 5:30pm-8:30pm. Additional sessions of pickleball for both the Senior Center and the general public are being held in the gym during the weekdays.

Indoor Pool & Jenny Thompson Pool

November: A steady increase has been seen in pool usage throughout the month across all areas of operations. Therapy swim and morning lap swim times have 3-4 swimmers per lane. There are several new patrons everyday who are coming consistently. High School swim season began November 13th and will run through the second week of February. Berwick Academy will stay through the first week of March. The shift in pool schedule to accommodate High School swim season was well received as patrons were given weeks to prepare. Fall swim lesson program will conclude in early December. Staff were able to accommodate 180 participants and get some of Tuesday evening waitlists cleared. Winter/Spring program guide is published. Dover resident registration will begin December 6th and non-resident registration will begin December 13th. Due to the high demand for infant/toddler classes, a third option was added on Tuesday and Thursday mornings that meet biweekly. There will be 52 programs for winter and spring, which includes, infant/toddler, adults, swim team prep, homeschool, and group lessons levels 1-4. Staff held a November lifeguard course with 5 participants enrolled. Four out of five were successful and the division gained 3 new employees. Staff did attempt to hold a November WSI course which did not run due to low enrollment. There will be a break from running lifeguard courses until after the new year. The automatic dual tank switchover for the CO2 system failed and is in the process of being replaced. Rentals: SOLO Aquatics, Dover High School, Berwick Academy, Oyster River High School, St Thomas Aquinas. Birthday Parties: 2

December: December has been busiest month thus far this year. Therapy swim and morning lap swim times see an average of 25 participants. Lunch lap swim averages 30 participants on a daily basis. There are several new patrons everyday who are coming consistently. High School swim season is going well and Dover will host meet at the pool on January 20th. Fall swim lesson program concluded. Were able to accommodate 180 participants and get some Tuesday evening waitlists cleared. Winter/Spring program registration has begun and many classes are already full. Entry level age group classes are most popular classes. Due to the high demand for infant/toddler classes, added a third option on Tuesday and Thursday mornings but each day is a separate class. The Dover Indoor Pool will host family float nights one Friday evening each month where families can bring in their favorite floats and have free play in the pool. If this program is successful, staff will bring it to the outdoor pool once or twice this upcoming summer. Mechanically, the pool is running well and there are no issues to speak of. The pool will be closed Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. Rentals: SOLO Aquatics, Dover High School, Berwick Academy, Oyster River High School, St Thomas Aquinas. Birthday Parties: 2

Dover Ice Arena

November: November at the Dover Arena is always a busy time of year as both Foster Rink and Holt Rink have programs going non-stop. High School Hockey season has started with tryouts and practices for the many teams that skate out of the arena. The Fall/Winter programs are starting to wrap up with COED League games every Monday night. Learn to Skate wraps up its fall session. Chix with Stix on Sunday nights also continues to be a popular program for the beginner and intermediate skaters it has been full each week as well as the COED Pick Up skate on Thursday evenings. Public Skate has become very popular on the weekends for families to come and enjoy some skating. The month of December means many high school hockey games bringing in large crowds to our facility. The Dover High Hockey Jamboree is on December 2nd with 15 teams coming to play. Winter program signups will begin in the early weeks. The Bay State Girls Hockey Tournament in February is filling up with registrations from teams all over New England. The Arena Adult COED Hockey League will hold its playoffs for the Fall/Winter session on December 4th with the championship games the following week on December 11th. School vacation week will bring many guests into the facility for Recreational Public Skate. Birthday Parties: 3, Adult and Youth Stick Practice: 362 skaters

December: High School hockey season is in full-swing, with games and practices every day. Dover Youth Hockey is also mid-season with practices and games every day. Public Skate has become very popular on the weekdays and Sundays. Rock Night remains very popular as well every Saturday night. The Fall COED League wrapped up its playoffs at the end of the month and is getting ready for the winter-spring session of the league. The month of January means many more high school hockey games. Winter programs will begin. The COED League starts back up in the first week as well as other drop-in adult hockey programs. The Bay State Girls Hockey Tournament in February is full except U14 still needs 2 teams. with registrations from teams all over New England. Birthday Parties: 5, Adult and Youth Stick Practice: 427 skaters

Dover Senior Center

November: November continued to hold Chair Yoga, Yoga for Bone Strength and pickleball, as well as daily games and activities for members. UNH Occupational Therapy Class wrapped up for the semester (40 sr center members), Dr. Dan presented on shoulder pain (10 senior members present) and visited North Shore Music Theater for the ELVIS show. The Sr Center Silver Strummers hosted a sing-along to kick off the holiday season.

December: The center continued to hold Chair Yoga, Yoga for Bone Strength and pickleball, as well as daily games and activities. The Silver Strummers were out in the community performing each Wednesday in December, Chef Gisele threw a Christmas Party with Elves and suggestions for small bites and mocktails, and members saw The Sound of Music from the 2nd row at the Portsmouth Music Hall!

2024 WEATHER EVENT MANAGEMENT SUMMARY

[illegible]

Parking Ban

ANNUAL WEATHER EVENT MANAGEMENT OVERVIEW

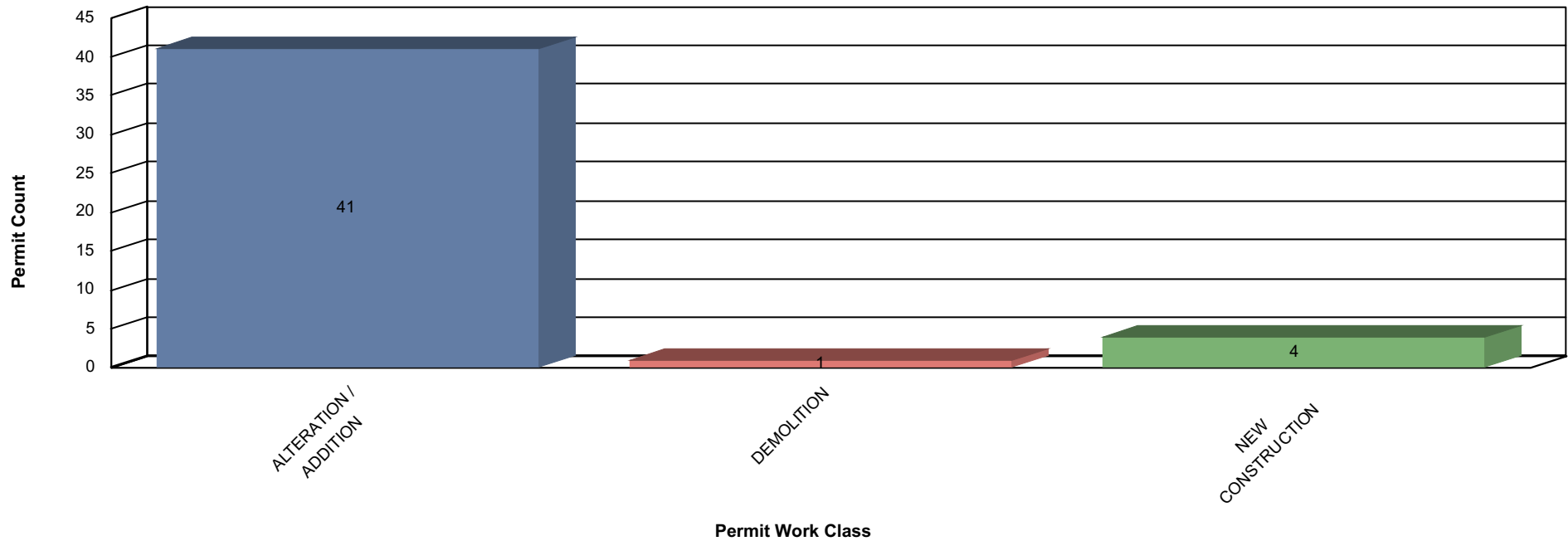
	Accumulation Inches	Total OT Hours	Total OT Cost	Contractor Cost	Salt Tons	Salt Cost	Salt/Sand Mix- Yards	Salt/Sand Cost	Sand Only Yards	Sand Only Cost	Salt Brine	Salt Brine Cost	Total Event Cost
Through February 2023	36.50	3,309.33	\$123,293.34	\$56,897.50	3,498.20	\$240,816.09	898.50	\$37,143.99	87.40	\$2,010.20	7,620.00	\$775.56	\$460,936.68
Through February 2022	42.50	3,835.28	\$125,639.03	\$74,731.25	2,967.75	\$155,925.59	1,827.00	\$46,186.56	171.00	\$3,933.00	23,115.00	\$1,618.05	\$408,033.48
Through February 2021	44.25	3,078.77	\$99,926.57	\$73,962.50	2,779.25	\$135,210.51	851.00	\$21,513.28	96.00	\$1,896.00	19,355.00	\$1,548.40	\$334,057.26
Through February 2020	48.50	3,808.13	\$128,490.45	\$96,349.43	2,825.75	\$141,711.36	1,498.50	\$37,837.13	49.00	\$818.30	37,004.00	\$2,960.32	\$408,166.98
Through February 2019	43.50	3,769.87	\$121,137.29	\$38,383.50	3,261.25	\$163,551.69	2,598.50	\$65,612.13	125.50	\$2,127.23	32,975.00	\$2,638.00	\$393,449.83
Through February 2018	54.75	4,820.70	\$150,506.71	\$35,355.50	3,073.25	\$163,343.24	2,741.50	\$65,631.51	100.50	\$1,582.88	9,430.00	\$1,594.80	\$418,014.63
Through February 2017	61.50	5,157.52	\$162,064.13	\$20,634.30	3,084.25	\$167,721.52	3,070.00			\$39,142.50	22,080.00	\$1,766.40	\$391,328.85
Through February 2016	33.25	3,295.10	\$104,808.60	\$25,638.00	1,541.00	\$83,799.58	1,877.50			\$23,938.13	4,800.00	\$384.00	\$238,568.31

2019-2020 Parking Bans: 9
2020-2021 Parking Bans: 12
2021-2022 Parking Bans: 9
2022-2023 Parking Bans: 10

NAME	STREET NAME		Total Units	Units Built	Units Left	Attainable Units	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
Mixed Use															
Wooden Ruler	42-44 Third St	M	58	0	58	No	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	12	9/26/2023	8/22/2023	Site	SITE2023-	H	37A	9/26/2038	W	1.92
Redgate 47 Chestnut	47 Chestnut Street	A	173	0	173	No	9/13/2022	5/10/2022	Site	P21-84	31	5	9/13/2022	H	5.19
Cochecho Waterfront	River Street	M	418	0	418	No	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	No	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	12	1/11/2022	8/24/2021	Site	P21-30	6	20	1/11/2027	H	1.74
Chinburg	1 Washington	A	36	36	0	No	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	No	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	No	9/13/2023	4/23/2019	Site	P19-11	4	76	9/13/2029	H	0.4
Southern	66 Third Street	A	10	0	10	No	7/2/2020	1/29/2020	Site	P19-61	31	7	7/2/2025	H	0.3
Little Bay Marina	421 Dover Point Road	A	25	24	1	No	7/31/2020	2/25/2020	Site	P19-05	8	9,10,11	7/31/2025	G	0.8
Total: Mixed Use			962	90	872	24									28.9
Multi-Family:															
Dover Coast, LLC	725 Central & 4 Brick	A	17	0	17	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	24	24	No	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	No	11/21/2022	7/26/2022	Site	P22-15	28	7	11/21/2027	H	2.5
Diamond Capital	71 - 73 Rutland Street	H	10	8	2	No	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	A	6	0	6	6	9/13/2022	6/28/2022	Site	P21-37	33	1-A	9/13/2027	W	2.1
Dove Development, LLC	Sophia & Banner	M	31	19	12	12	1/11/2022	8/24/2021	Site	P21-66	H	46 & 50	1/11/2027	W	10.9
McIntosh Dover, LLC	23 Cataract	A	128	2	126	52	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	No	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	44	44	0	44	12/14/2021	3/9/2021	Site	P20-60	I	6	12/14/2026	G	15.4
Marker 44	87 Portland Ave	A	32	0	32	No	6/11/2019	11/13/2018	Site	P-18034	24	114	6/11/2024	H	11.2
Total: Multi-family			386	98	312	131									135.1
Subdivisions:															
Stonearch Development Corp	63 & 65 Tolend & 22	H	27	0	27	No		8/23/2023		SUBD-23-	E	65 & 65-1		W	9.5
Chinburg Development, LLC	Gulf Rd & Oak St.	H	11	0	11	No	9/26/2023	06./27/2023	10/25/2023	SUBD-23-0001	N	13-1	9/26/2029	H	3.9
Knox Marsh Development LLC	36 New Rochester	H	8	8	0	No	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	No	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	7	6	No	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	No	7/28/2021	6/25/2021	Site	P21-25	H	14D	7/28/2026	G	1.8
Khavari	Leather's Lane	H	40	35	5	4	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	No	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	No	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	No	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	No	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	No	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	No	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	No	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	No	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	No	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	No	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	No	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	No	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	No	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.4
Total: Subdivisions			228	168	62	4									77.1
Elderly:															
Arbor Woods Townhomes	Cielo Dr	H	56	0	56	No		9/13/2022		P06-25F	H	4		W	
Arbor Woods	Cielo Dr	H	72	68	4	No	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			128	68	60	0									
TOTAL APPROVED UNITS			1704	424	1306	159									



PERMITS ISSUED BY WORK CLASS (11/01/2023 TO 11/30/2023) FOR CITY OF DOVER, N.H.



Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
ALTERATION / ADDITION							
BLDM-2023-0521	Building - Minor 10/19/2023 R-12	Alteration / Addition 11/01/2023 \$300.00	Issued 05/02/2024 264	133 Sixth St, Dover, NH \$25,000.00	Residential	None Yes Thomas Abbott	35060-A00000
<i>Description: Adding 3rd bay to my existing 2 car garage. Remove and replace the roof system on my existing detached garage.</i>							
BLDM-2023-0493	Building - Minor 10/03/2023 R-20	Alteration / Addition 11/02/2023 \$245.00	Issued 05/03/2024 300	21 Bellamy Rd, Dover, NH 03820 \$20,000.00	Residential	None Yes Thomas Abbott	H0018-B00000
<i>Description: Looking to extend the front porch to protect against water damage effecting the basement. the shingles will be extended a few feet further to match the existing front porch, and the width of the front porch will extend by 2 feet. It is currently 4' and we will extend it to 6'. the length of the front porch is currently 7.5', we are looking to extend on each side by ~12'.</i>							
BLDM-2023-0456	Building - Minor 09/12/2023 R-12	Alteration / Addition 11/02/2023 \$36.00	Issued 05/03/2024 42	21 Browning Dr, Dover, NH \$1,000.00	Residential	None Yes Thomas Abbott	21092-000000
<i>Description: Installing new windows</i>							

PERMITS ISSUED BY WORK CLASS (11/01/2023 TO 11/30/2023)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDM-2023-0527	Building - Minor 10/24/2023 R-12	Alteration / Addition 11/02/2023 \$50.00	Issued 05/03/2024 120	87 Stark Av, Dover, NH \$3,200.00	Residential	None Yes Thomas Abbott	17042-000000
	Description: repair/replace 2nd story flat sheet metal roof						
BLDG-2023-0122	Building - Major 10/05/2023 R-12	Alteration / Addition 11/02/2023 \$1,345.00	Issued 05/03/2024 1,200	16 Prospect St, unit 1, Dover, NH \$120,000.00	Residential	None Yes Jim Maxfield	32021-000000
	Description: Renovating existing barn to add 600 sq ft living area with fireplace on 1st floor, and 600 sq ft on 2nd floor for additional living area and full bath. This scope of work is associated with the existing first floor dwelling unit.						
BLDM-2023-0542	Building - Minor 11/01/2023 CBD-R	Alteration / Addition 11/03/2023 \$157.00	Issued 05/04/2024 0	32 Grove St, D, Dover, NH \$12,000.00	Residential	None Yes Thomas Abbott	31095-000000
	Description: Replacement of windows, including enlarging two windows to meet egress requirements.						
BLDM-2023-0532	Building - Minor 10/27/2023 C	Alteration / Addition 11/06/2023 \$267.00	Issued 05/07/2024 0	4 Harvest Dr, Dover, NH \$21,511.00	Residential	None Yes Thomas Abbott	K0022-000000
	Description: Remove and replace 6 windows, like sizes with no structural changes.						
BLDM-2023-0535	Building - Minor 10/30/2023 R-40	Alteration / Addition 11/06/2023 \$300.00	Issued 05/07/2024 40	156 Watson Rd, Dover, NH \$25,000.00	Residential	None Yes Thomas Abbott	E0032-A00000
	Description: Bathroom Remodel						
BLDG-2023-0080	Building - Major 07/05/2023 CBD-G	Alteration / Addition 11/06/2023 \$1,400.00	Issued 05/07/2024 0	100 Main St, LL 30/35, Dover 03820 \$125,000.00	Mixed Use	None No Jim Maxfield	03063-000000
	Description: interior renovation of suite for commercial kitchen chocolate production						
BLDM-2023-0534	Building - Minor 10/27/2023 R-40	Alteration / Addition 11/06/2023 \$201.00	Issued 05/07/2024 0	79 Bellamy Rd, Dover, NH \$16,168.00	Residential	None Yes Thomas Abbott	H0004-D00000
	Description: Remove and replace 2 entry doors, 1 storm door, and 1 patio door. Like sizes with no structural changes.						
BLDM-2023-0506	Building - Minor 10/11/2023 R-12	Alteration / Addition 11/06/2023 \$50.00	Issued 05/07/2024 46	2 Partridge Ln, Dover, NH \$56,750.00	Residential	None Yes Thomas Abbott	I0036-T00000
	Description: 21 SQ NEW ROOF INSTALL 25 SQ NEW SIDING INSTAL						
BLDM-2023-0546	Building - Minor 11/06/2023 R-40	Alteration / Addition 11/07/2023 \$201.00	Issued 05/08/2024 164	33 Augusta Wy, Dover, NH \$16,289.00	Residential	None Yes Thomas Abbott	K0049-A00033
	Description: Demo current deck and replace with new deck of same size - 10'x14'. Decking will be composite, framing will be PT						
BLDM-2023-0516	Building - Minor 10/18/2023 RM-SU	Alteration / Addition 11/07/2023 \$190.00	Issued 05/08/2024 192	1-24 Dunn'S Bridge Ln, Dover 03820 \$15,000.00	Residential	None Yes Thomas Abbott	I0020-A00002
	Description: Resurfacing decks from pressure treated to composite decking.						

PERMITS ISSUED BY WORK CLASS (11/01/2023 TO 11/30/2023)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Status Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	District Applied Online Assigned To	Parcel
BLDM-2023-0541	Building - Minor 11/01/2023 R-40	Alteration / Addition 11/08/2023 \$410.00	Issued 05/09/2024 384	81 Boxwood Ln, Dover, NH \$35,200.00	Residential	None Yes Jim Maxfield	B0021-006000
	Description: Installation of above ground pool. 16x24						
BLDM-2023-0545	Building - Minor 11/06/2023 R-12	Alteration / Addition 11/08/2023 \$36.00	Complete 06/11/2024 316	27 Glenwood Av, Dover 03820 12/14/2023 \$1,223.17	12/14/2023 Residential	None Yes Jim Maxfield	D0023-000000
	Description: Install insulation and drywall on the wall and ceiling in the exercise and living room.						
BLDM-2023-0547	Building - Minor 11/06/2023 R-12	Alteration / Addition 11/08/2023 \$245.00	Issued 05/09/2024 1,800	23 Oak St, Dover, NH \$20,000.00	Residential	None Yes Jim Maxfield	27247-000000
	Description: New windows to relace broken ones, new kitchens (same location as old ones), new bathroom fixtures (same location as old bathrooms). New Front door for first floor unit, install new drywall over horse hair plaster						
BLDM-2023-0490	Building - Minor 10/03/2023 R-12	Alteration / Addition 11/08/2023 \$1,180.00	Issued 06/10/2024 216	14 Oak Hill Dr, Dover, NH 12/13/2023 \$104,600.00	Residential	None Yes Jim Maxfield	36025-Z00000
	Description: Adding a 13'-6 x 16'-0 bathroom addition and a 20'-6x 6'-6" covered deck						
BLDM-2023-0539	Building - Minor 10/31/2023 RM-U	Alteration / Addition 11/13/2023 \$377.00	Issued 06/10/2024 154	90 Grove St, Dover 03820 12/11/2023 \$32,000.00	Residential	None Yes Thomas Abbott	30032-A00000
	Description: Add 11X14 +/-154 sf to rear of primary dwelling. This area will be used as Dining Area. Replace kitchen cabinets and refinish wood flooring. Add insulation						
BLDM-2023-0391	Building - Minor 08/08/2023 H	Alteration / Addition 11/13/2023 \$47.00	Issued 05/14/2024 88	3 Gilman St, Dover 03820 \$2,200.00	Mixed Use	None Yes Thomas Abbott	37005-000000
	Description: Replacing the 2nd floor apt stairs. Keeping the platform, but replacing the hangers. Replacing the PT stair stringers. Existing riser height meets code, but the tread depth does not. Correcting at will move the lower landing by about 1.5'. I will re build the landing in its new location out of PT and Galv fasteners as needed. New composition decking and rails will be installed .						
BLDM-2023-0552	Building - Minor 11/09/2023 CM	Alteration / Addition 11/14/2023 \$322.00	Complete 06/10/2024 48,000	44 Industrial Park Rd, Dover 03820 12/11/2023 \$27,000.00	12/11/2023 Non-Residential	None Yes Thomas Abbott	G0003-C00000
	Description: Installing Pallet Racking at Existing Warehouse						
BLDM-2023-0553	Building - Minor 11/10/2023 R-20	Alteration / Addition 11/14/2023 \$586.00	Issued 05/15/2024 0	196 Dover Point Rd, Dover, NH \$50,554.00	Residential	None Yes Thomas Abbott	L0088-000000
	Description: TO REMOVE AND REPLACE (16) WINDOWS. LIUKE SIZE; NO STRUCTURAL ALTERATIONS.						
BLDM-2023-0548	Building - Minor 11/07/2023 C	Alteration / Addition 11/14/2023 \$91.00	Issued 05/20/2024 322	41 Old Rochester Rd, Dover, NH 11/22/2023 \$6,500.00	Residential	None Yes Thomas Abbott	40041-A00000
	Description: Remove closet in master bedroom. Construct partition walls to create 2 additional spaces, for new walk-in closet and nursery area.						

PERMITS ISSUED BY WORK CLASS (11/01/2023 TO 11/30/2023)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDM-2023-0504	Building - Minor 10/10/2023 R-12	Alteration / Addition 11/14/2023 \$2,280.00	Issued 05/15/2024 1,053	66 Stark Av, Dover, NH \$205,000.00	 Residential	None Yes Thomas Abbott	17105-000000
	Description: Addition of a 20' x 26'4" story garage and master suite						
BLDM-2023-0540	Building - Minor 10/31/2023	Alteration / Addition 11/14/2023 \$190.00	Complete 06/03/2024 908	6 Horne St, Dover, NH 12/04/2023 \$15,000.00	12/19/2023 Residential	None Yes	
	Description: 908 sq ft foundation install to prepare to rebuild the house. Total cost of foundation is 15,000						
BLDM-2023-0554	Building - Minor 11/13/2023 R-12	Alteration / Addition 11/15/2023 \$80.00	Issued 05/16/2024 0	12 Glenwood Av, Dover, NH \$4,517.00	 Residential	None Yes Thomas Abbott	37039-000000
	Description: install 8 replacement windows-no structural work						
BLDM-2023-0556	Building - Minor 11/14/2023 R-12	Alteration / Addition 11/15/2023 \$135.00	Complete 06/11/2024 0	7 Arbor Dr, Dover, NH 12/14/2023 \$9,795.00	12/14/2023 Residential	None Yes Thomas Abbott	I0079-E00000
	Description: aluminum ramp						
BLDM-2023-0533	Building - Minor 10/27/2023 RM-SU	Alteration / Addition 11/15/2023 \$685.00	Issued 06/17/2024 1,400	5 Southwood Dr, Dover, NH 12/18/2023 \$60,000.00	 Residential	None Yes Thomas Abbott	I0051-000000
	Description: Kitchen remodel and basement build out						
BLDM-2023-0513	Building - Minor 10/17/2023 R-40	Alteration / Addition 11/15/2023 \$1,400.00	Issued 05/16/2024 1,650	6 Hayden Dr, Dover, NH \$125,000.00	 Residential	None Yes Thomas Abbott	M0102-012000
	Description: Finish the basement into a living space						
BLDM-2023-0555	Building - Minor 11/14/2023 R-20	Alteration / Addition 11/20/2023 \$300.00	Issued 05/21/2024 380	6 Landing Wy, Dover, NH \$25,000.00	 Residential	None Yes Thomas Abbott	L0095-01G000
	Description: building a front farmers porch 38ft wide by 10 ft out. porch will be rough lumber with shingle roof to match existing roof.						
BLDM-2023-0561	Building - Minor 11/16/2023 IT	Alteration / Addition 11/20/2023 \$311.00	Issued 05/21/2024 1,800	259 Sixth St, Dover 03820 \$26,000.00	 Residential	None Yes Thomas Abbott	E0020-000000
	Description: Replace vinyl siding with new vinyl siding						
BLDM-2023-0559	Building - Minor 11/15/2023 R-12	Alteration / Addition 11/21/2023 \$50.00	Issued 05/22/2024 1,952	20 Stark Av, Dover, NH \$31,725.00	 Residential	None Yes Thomas Abbott	19067-000000
	Description: 21sq shingle roof replacement and 427sqft rubber roof replacement						
BLDM-2023-0557	Building - Minor 11/14/2023 RM-U	Alteration / Addition 11/21/2023 \$256.00	Issued 05/22/2024 0	30 Hill St, Dover, NH \$21,000.00	 Residential	None Yes Jim Maxfield	27214-000000
	Description: Updating interior, sheet rock, electrical, plumbing						

PERMITS ISSUED BY WORK CLASS (11/01/2023 TO 11/30/2023)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDM-2023-0448	Building - Minor 09/07/2023 R-12	Alteration / Addition 11/21/2023 \$465.00	Issued 05/22/2024 400	25 Hillcrest Dr, Dover 03820 \$40,000.00	Residential	None Yes Thomas Abbott	35056-B00000
<i>Description: INSTALLATION OF (21) REPLACEMENT WINDOWS, SAME FOOTPRINTS</i>							
BLDM-2023-0564	Building - Minor 11/20/2023 CBD-G	Alteration / Addition 11/22/2023 \$58.00	Complete 06/11/2024 63	40 Chestnut St, Dover, NH 12/14/2023 \$3,000.00	12/14/2023 Non-Residential	None Yes Thomas Abbott	02054-000000
<i>Description: Modifying and extending existing counter into a bar</i>							
BLDM-2023-0565	Building - Minor 11/20/2023 R-12	Alteration / Addition 11/22/2023 \$245.00	Issued 05/23/2024 1,400	4 Kelley Dr, Dover, NH \$20,400.00	Residential	None Yes Thomas Abbott	I0115-000000
<i>Description: Siding replacement</i>							
BLDM-2023-0551	Building - Minor 11/08/2023 R-12	Alteration / Addition 11/22/2023 \$50.00	Issued 05/23/2024 17	25 Shawnee Ln, Dover, NH \$11,255.00	Residential	None Yes Thomas Abbott	A0009-M00000
<i>Description: 17 sq new roof install seamless gutters & gutter guards</i>							
BLDM-2023-0566	Building - Minor 11/22/2023 R-40	Alteration / Addition 11/27/2023 \$102.00	Issued 05/28/2024 30	11 Old Stage Rd, Dover, NH \$7,000.00	Residential	None Yes Thomas Abbott	F0034-000000
<i>Description: Adding a 3/4 bath to existing home</i>							
BLDM-2023-0066	Building - Minor 02/20/2023 R-20	Alteration / Addition 11/27/2023 \$5,668.00	Issued 05/28/2024 1,920	1 Boston Harbor Rd, Dover 03820 \$513,000.00	Residential	None Yes Jim Maxfield	07002-000000
<i>Description: Construct 960 sq. ft. three car attached garage with living space above, demo small 8' x 15' shed currently attached to home.</i>							
BLDM-2023-0568	Building - Minor 11/22/2023 R-12	Alteration / Addition 11/28/2023 \$91.00	Issued 05/29/2024 0	2 Kent Av, Dover, NH \$6,000.00	Residential	None Yes Thomas Abbott	K0018-L00000
<i>Description: install i replacement entry door with strom door-no structural work</i>							
BLDM-2023-0428	Building - Minor 08/29/2023 R-12	Alteration / Addition 11/28/2023 \$102.00	Issued 05/29/2024 190	93 A Old Dover Point Rd, A, Dover 03820 \$7,000.00	Residential	None Yes Thomas Abbott	M0050-A00000
<i>Description: replace porch and split bath to add half bath</i>							
BLDM-2023-0544	Building - Minor 11/02/2023 C	Alteration / Addition 11/29/2023 \$58.00	Issued 05/30/2024 0	207 Durham Rd, Dover, NH \$3,293.65	Residential	None Yes Thomas Abbott	H0004-B00000
<i>Description: REMOVE AND REPLACE 4 WINDOWS, LIKE FOR LIKE, SAME SIZE, NO STRUCTURAL CHANGES</i>							

PERMITS ISSUED BY WORK CLASS (11/01/2023 TO 11/30/2023)

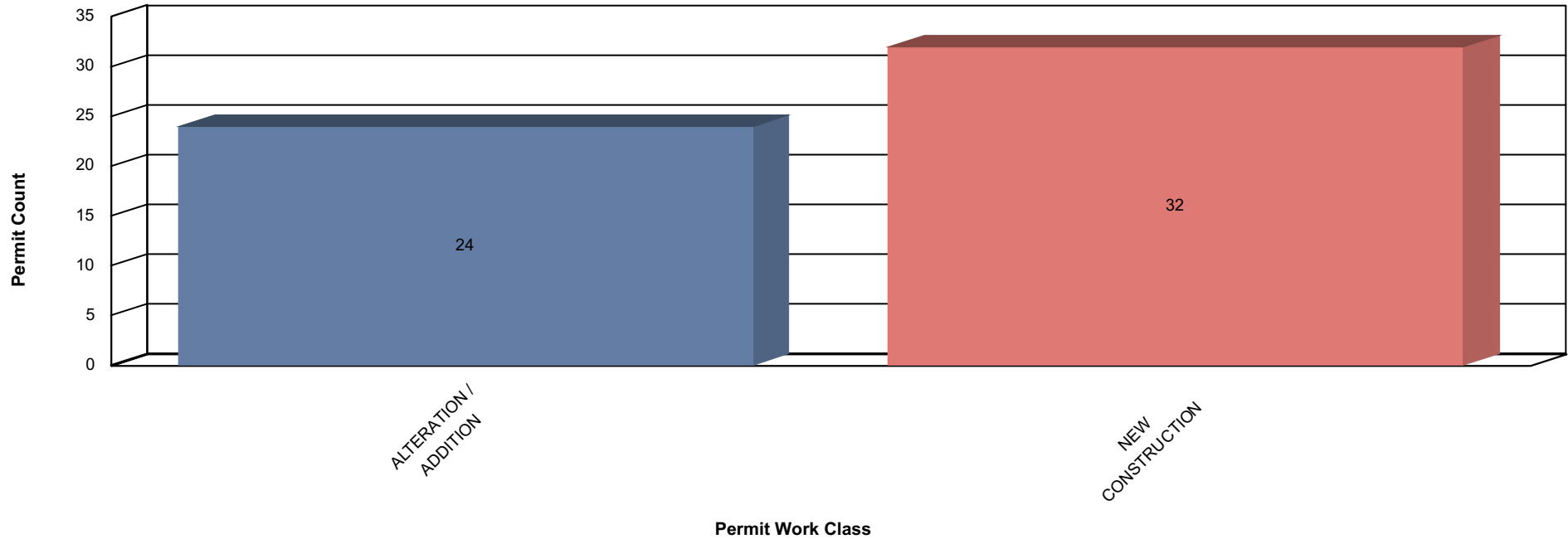
Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel	
SUBTOTALS FOR ALTERATION / ADDITION:			66,811 Sq Ft	\$1,870,180.82	Residential:	37	PERMITS ISSUED:	41
					Non-Residential:	2		
					Mixed Use:	2		
DEMOLITION								
BLDM-2023-0550	Building - Minor 11/07/2023 RM-U	Demolition 11/07/2023 \$124.00	Issued 05/08/2024 180	21 Baker St, Dover 03820 \$9,000.00		None No Jim Maxfield	27197-000000	
Description: Demolish fire damaged 10 x 18 garage. This permit is solely for the demolition and removal of debris. Any additional work will require further permits								
SUBTOTALS FOR DEMOLITION:			180 Sq Ft	\$9,000.00	Residential:	1	PERMITS ISSUED:	1
					Non-Residential:	0		
					Mixed Use:	0		
NEW CONSTRUCTION								
BLDM-2023-0486	Building - Minor 10/02/2023 C	New Construction 11/03/2023 \$1,367.00	Issued 05/04/2024 650	175 Sterling Wy, Dover 03820 \$122,000.00		None Yes Jim Maxfield	11002-000000	
Description: Electric Vehicle Charging Station - (3) Supercharger Units each with (1) V3 Supercharger Cabinet, (4) Charging Posts, and (1) Switchgear. Install (1) Utility Transformer								
BLDG-2023-0107	Building - Major 08/31/2023 R-20	New Construction 11/06/2023 \$1,664.00	Issued 05/07/2024 1,173	14 Polly Ann Trailer Pk, Dover 03820 \$149,000.00		None Yes Jim Maxfield	M0047-C00000	
Description: Install a new Manufactured Home on concrete pad on sites 13 & 14								
BLDG-2023-0126	Building - Major 10/17/2023 R-40	New Construction 11/20/2023 \$13,870.00	Issued 06/17/2024 3,125	35 Wildcat Dr, Dover 03820 \$450,000.00		None Yes Jim Maxfield	B0005-004000	
Description: Single Family Home 4 bedrooms 3 1/2 Bathrooms 3 Car Garage								
BLDM-2023-0563	Building - Minor 11/17/2023 IT	New Construction 11/22/2023 \$190.00	Issued 05/23/2024 280	29 Sandy Ln, Dover 03820 \$15,000.00		None Yes Thomas Abbott	A0052-A00000	
Description: 280 square ft. Unfinished upstairs attic bedroom.								
Insulation, Sheet rock, plywood, door, carpet, paint								
Electrical \$2,600 Building Supplies \$1,500								

PERMITS ISSUED BY WORK CLASS (11/01/2023 TO 11/30/2023)

Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
SUBTOTALS FOR NEW CONSTRUCTION:			5,228 Sq Ft	\$736,000.00	Residential:	3	PERMITS ISSUED: 4
					Non-Residential:	1	
					Mixed Use:	0	
			72,219 Sq Ft	\$2,615,180.82	Residential:	41	GRAND TOTAL OF PERMITS: 46
					Non-Residential:	3	
					Mixed Use:	2	



PERMITS ISSUED BY WORK CLASS (12/01/2023 TO 12/31/2023) 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-2023-0575	Building - Minor 11/28/2023 R-12	Alteration / Addition 12/01/2023 \$58.00	Issued 06/01/2024 0	5 Wingate Ln, Dover, NH \$2,657.00	Residential	None Yes Thomas Abbott	I0005-000000
<i>Description: REMOVE & REPLACE 1 STORM DOOR; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES</i>							
BLDM-2023-0574	Building - Minor 11/28/2023	Alteration / Addition 12/04/2023 \$36.00	Issued 06/04/2024 377	55 Silver St, Dover 03820 \$1,135.11	Residential	None Yes Thomas Abbott	09043-000000
<i>Description: Install insulation and drywall on the wall in the Living room, Install drywall on the ceiling in the living room.</i>							
BLDM-2023-0569	Building - Minor 11/22/2023	Alteration / Addition 12/05/2023 \$157.00	Issued 06/05/2024 172	176 Henry Law Av, Dover, NH \$12,220.00	Residential	None Yes Thomas Abbott	
<i>Description: Demolish the current deck and build a new deck of similar size</i>							

PERMITS ISSUED BY WORK CLASS (12/01/2023 TO 12/31/2023)

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-2023-0576	Building - Minor 11/29/2023 R-40 <i>Description: To-the-studs, gut renovation</i>	Alteration / Addition 12/05/2023 \$1,125.00	Issued 06/05/2024 1,440	566 Sixth St, Dover, NH \$100,000.00	Residential	None Yes Thomas Abbott	B0004-F00000
BLDM-2023-0562	Building - Minor 11/16/2023 R-20 <i>Description: Add 16 x 10 covered deck for new street side entry to home with 6 x 8 side deck to bulkhead. Approx 220 sq ft total with steps. Cost breakdown is \$6800 for materials and 8500 for contractor labor.</i>	Alteration / Addition 12/06/2023 \$190.00	Issued 06/05/2024 220	9 Wentworth Tr, Dover, NH 12/08/2023 \$15,300.00	Residential	None Yes Thomas Abbott	08034-000000
BLDM-2023-0578	Building - Minor 12/04/2023 RM-U <i>Description: remove 2 existing decks replace with 2 new smaller decks</i>	Alteration / Addition 12/07/2023 \$157.00	Issued 06/07/2024 50	66 Grove St, Dover 03820 \$12,000.00	Residential	None Yes Thomas Abbott	30076-000000
BLDM-2023-0580	Building - Minor 12/05/2023 C <i>Description: Take out windows and install new vinyl windows</i>	Alteration / Addition 12/08/2023 \$102.00	Issued 06/08/2024 0	24 Surrey Run, Dover, NH \$6,552.00	Residential	None Yes Thomas Abbott	I0020-I00000
BLDM-2023-0581	Building - Minor 12/07/2023 R-12 <i>Description: Siding replacement.</i>	Alteration / Addition 12/11/2023 \$135.00	Complete 06/24/2024 150	701 Central Av, Dover, NH 12/27/2023 \$10,000.00	12/26/2023 Non-Residential	None Yes	28019-000000
BLDM-2023-0560	Building - Minor 11/16/2023 R-12 <i>Description: Demo existing home and truck off site. Asbestos report and abatement certificate attached.</i>	Alteration / Addition 12/13/2023 \$168.00	Issued 06/13/2024 1,056	17 Arbor Dr, Dover, NH \$12,650.00	Residential	None Yes Jim Maxfield	I0079-I00000
BLDM-2023-0584	Building - Minor 12/11/2023 G <i>Description: Strip and re-roof and replace existing siding with new siding</i>	Alteration / Addition 12/13/2023 \$559.00	Issued 06/13/2024 25	64 Rutland St, Dover 03820 \$43,704.00	Residential	None Yes Thomas Abbott	15061-000000
BLDG-2023-0113	Building - Major 09/18/2023 IT <i>Description: Building permit for unit 101</i>	Alteration / Addition 12/15/2023 \$1,378.00	Issued 06/24/2024 1,790	65 Pointe Pl, Unit 101, Dover, NH 12/27/2023 \$123,000.00	Residential	None Yes Jim Maxfield	K0019-010000
BLDM-2023-0592	Building - Minor 12/15/2023 CBD-G <i>Description: New nail salon in space that was a skate shop. Adding a commercial sink to nail salon</i>	Alteration / Addition 12/18/2023 \$36.00	Issued 06/18/2024 10	330 Central Av, \$1,000.00	Non-Residential	None Yes Thomas Abbott	02014-000000

PERMITS ISSUED BY WORK CLASS (12/01/2023 TO 12/31/2023)

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
BLDM-2023-0587	Building - Minor 12/13/2023 R-12	Alteration / Addition 12/18/2023 \$850.00	Issued 06/18/2024 1,050	1 Kent Av, Dover, NH \$75,000.00	Residential	None Yes Thomas Abbott	K0018-M00000
	Description: room layout adjustments -new concrete pad, new family room addition in current carport space -replace roof/shingles -replace heating system -adjust placement of exterior door -new siding -replace windows -kitchen/bathroom renovation -update whole house electrical -remove shed from property						
BLDM-2023-0591	Building - Minor 12/15/2023 R-12	Alteration / Addition 12/18/2023 \$50.00	Issued 06/18/2024 16	45 Glenwood Av, Dover 03820 \$7,280.00	Residential	None Yes Thomas Abbott	D0032-000000
	Description: Strip and re-roof approx.16 sq.						
BLDM-2023-0433	Building - Minor 08/31/2023 R-20	Alteration / Addition 12/18/2023 \$1,455.00	Issued 06/18/2024 1,764	1 Wentworth Tr, Dover 03820 \$130,000.00	Residential	None Yes Thomas Abbott	08031-000000
	Description: detached garage 28x42						
BLDM-2023-0543	Building - Minor 11/02/2023 CBD-G	Alteration / Addition 12/19/2023 \$124.00	Issued 06/19/2024 480	100 Main Street, Suite 318, Blue Latitudes, Dover, NH \$9,000.00	Mixed Use	None Yes Thomas Abbott	03063-000000
	Description: Remove current plank floors in each bathroom and pour concrete. This is the common area restrooms shared by Blue Latitudes and our tenants						
BLDM-2023-0573	Building - Minor 11/28/2023 C	Alteration / Addition 12/20/2023 \$168.00	Issued 06/20/2024 0	48 Bridle Path, Dover, NH \$12,623.00	Residential	None Yes Thomas Abbott	I0020-I00000
	Description: REMOVE & REPLACE 4 WINDOWS; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES						
BLDM-2023-0588	Building - Minor 12/14/2023 CBD-G	Alteration / Addition 12/22/2023 \$311.00	Issued 06/22/2024 80	10 Pierce St, Dover 03820 \$26,500.00	Non-Residential	None Yes Thomas Abbott	04022-000000
	Description: Need to repair brick column, glass, and framing at the front of the Czars Brewery						
BLDG-2023-0164	Building - Major 11/30/2023 R-40	Alteration / Addition 12/22/2023 \$0.00	Issued 06/22/2024 1,466	484 Middle Rd, Dover, NH \$398,020.00	Non-Residential	None Yes Jim Maxfield	M0057-A00000
	Description: Replacement of wastewater process UV disinfection equipment.						
BLDG-2023-0165	Building - Major 11/30/2023 R-40	Alteration / Addition 12/22/2023 \$0.00	Issued 06/22/2024 1,183	484 Middle Rd, Dover, NH \$288,800.00	Non-Residential	None Yes Jim Maxfield	M0057-A00000
	Description: Replacement of aeration blower equipment and associated process piping, electrical, controls work.						

PERMITS ISSUED BY WORK CLASS (12/01/2023 TO 12/31/2023)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDG-2023-0167	Building - Major 12/07/2023	Alteration / Addition 12/28/2023 \$12,770.00	Issued 06/28/2024 1,750	23 Hayden Dr, Dover, NH \$350,000.00	Residential	None Yes Jim Maxfield	
<i>Description: Construct a single family home with 2 car attached garage</i>							
BLDM-2023-0590	Building - Minor 12/15/2023 RM-U	Alteration / Addition 12/28/2023 \$157.00	Issued 07/08/2024 192	63 Atkinson St, Dover, NH 01/08/2024 \$12,000.00	Residential	None Yes Thomas Abbott	09008-000000
<i>Description: Create bedroom from existing space</i>							
BLDM-2023-0598	Building - Minor 12/22/2023 CM	Alteration / Addition 12/29/2023 \$190.00	Issued 06/29/2024 3,500	85 Industrial Park Rd, Suite 1180, Dover 03820 \$15,000.00	Non-Residential	None Yes Jim Maxfield	G0003-B00000
<i>Description: fit up of 3500 sq/ft office space</i>							
BLDM-2023-0379	Building - Minor 08/01/2023 RM-U	Alteration / Addition 12/29/2023 \$69.00	Issued 06/29/2024 288	66 Grove St, Dover, NH \$3,800.00	Residential	None Yes Jim Maxfield	30076-000000
<i>Description: Demolition of dilapidated garage/shed. Total cost of \$3,800 for removal of debris. No plan to put anything in its place.</i>							
SUBTOTALS FOR ALTERATION / ADDITION:			17,059 Sq Ft	\$1,668,241.11	Residential:	17	PERMITS ISSUED:
					Non-Residential:	6	
					Mixed Use:	1	24
NEW CONSTRUCTION							
BLDG-2023-0135	Building - Major 11/01/2023 RM-U	New Construction 12/04/2023 \$520.00	Issued 06/04/2024 569	90 Grove St, Unit 2, Dover 03820 12/07/2023 \$45,000.00	Residential	None Yes Jim Maxfield	30032-A00000
<i>Description: Convert existing unfinished 15x23 (345sf) garage into finished living space. Combine 345 sf area with existing finished 14x16 (224sf) breezeway to result in a +/-569sf 1 brm, 1 ba , Family Room, Kitchen - ADU.</i>							
BLDG-2023-0163	Building - Major 11/20/2023 R-40	New Construction 12/06/2023 \$14,420.00	Issued 06/06/2024 2,800	37 Wildcat Dr, Dover, NH \$500,000.00	Residential	None Yes Jim Maxfield	B0005-005000
<i>Description: Contract new home. 3 bedrooms, 2.5 baths</i>							
BLDG-2023-0132	Building - Major 10/18/2023 R-40	New Construction 12/07/2023 \$1,675.00	Complete 06/07/2024 2,640	53 Watson Rd, Dover, NH 12/08/2023 \$150,000.00	Residential	None Yes Jim Maxfield	E0038-002000
<i>Description: Finish Garage and 2nd Floor ADU.</i>							
BLDM-2023-0579	Building - Minor 12/04/2023 R-40	New Construction 12/08/2023 \$443.00	Issued 06/08/2024 100	5 Watson Rd, Dover, NH \$38,400.00	Residential	None Yes Thomas Abbott	E0040-001000
<i>Description: Construct a new 10'x10' mudroom where garage and home meet. Insulate, side to match existing home vinyl siding. Reframe kitchen window into a doorway into mudroom. Install 2 window in mudroom to match existing windows on house. Strip entire roof and re-shingle after mudroom built.</i>							

PERMITS ISSUED BY WORK CLASS (12/01/2023 TO 12/31/2023)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDG-2023-0162	Building - Major 11/16/2023 R-12	New Construction 12/12/2023 \$3,765.00	Issued 06/12/2024 1,312	17 Arbor Dr, Dover, NH \$340,350.00	 Residential	None Yes Jim Maxfield	I0079-I00000
	Description: Install new 28x48 modular ranch on 4' crawl space with attached 16x24 one car garage						
BLDG-2023-0153	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/24/2024 1,410	65 Pointe Pl, 104, Dover, NH 12/27/2023 \$123,000.00	 Residential	None Yes Jim Maxfield	K0019-010000
	Description: building permit for interior finishes of unit 104						
BLDG-2023-0152	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/15/2024 1,410	65 Pointe Pl, 205, Dover, NH \$123,000.00	 Residential	None Yes Jim Maxfield	K0019-010000
	Description: Building permit for interior finishes of unit 205						
BLDG-2023-0139	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/15/2024 1,790	65 Pointe Pl, 302, Dover, NH \$123,000.00	 Residential	None Yes Jim Maxfield	K0019-010000
	Description: Building permit for interior finishes of unit 302						
BLDG-2023-0140	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/15/2024 1,544	65 Pointe Pl, 303, Dover, NH \$123,000.00	 Residential	None Yes Jim Maxfield	K0019-010000
	Description: Building permit for interior finishes of unit 303						
BLDG-2023-0156	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/24/2024 1,410	65 Pointe Pl, 105, Dover, NH 12/27/2023 \$123,000.00	 Residential	None Yes Jim Maxfield	K0019-010000
	Description: building permit for interior finishes of unit 105						
BLDG-2023-0143	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/15/2024 1,512	65 Pointe Pl, 306, Dover, NH \$123,000.00	 Residential	None Yes Jim Maxfield	K0019-010000
	Description: Building permit for interior finishes of unit 306						
BLDG-2023-0148	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/24/2024 1,790	65 Pointe Pl, 102, Dover, NH 12/27/2023 \$123,000.00	 Residential	None Yes Jim Maxfield	K0019-010000
	Description: building permit for interior finishes of unit 102						
BLDG-2023-0141	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/15/2024 1,512	65 Pointe Pl, 304, Dover, NH \$123,000.00	 Residential	None Yes Jim Maxfield	K0019-010000
	Description: Building permit for interior finishes of unit 304						
BLDG-2023-0147	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/15/2024 1,790	65 Pointe Pl, 202, Dover, NH \$123,000.00	 Residential	None Yes Jim Maxfield	K0019-010000
	Description: Building permit for interior finishes of unit 202						

PERMITS ISSUED BY WORK CLASS (12/01/2023 TO 12/31/2023)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDG-2023-0138	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/15/2024 1,790	65 Pointe Pl, Unit 301, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-010000
	Description: Building permit for interior finishes of unit 301						
BLDG-2023-0157	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/15/2024 1,790	65 Pointe Pl, 208, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-010000
	Description: Building permit for interior finishes of unit 208						
BLDG-2023-0150	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/24/2024 1,410	65 Pointe Pl, 103, Dover, NH 12/27/2023 \$123,000.00	Residential	None Yes Jim Maxfield	K0019-010000
	Description: building permit for interior finishes of unit 103						
BLDG-2023-0158	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/24/2024 1,410	65 Pointe Pl, 106, Dover, NH 12/27/2023 \$123,000.00	Residential	None Yes Jim Maxfield	K0019-010000
	Description: building permit for interior finishes of unit 106						
BLDG-2023-0159	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/24/2024 1,790	65 Pointe Pl, 107, Dover, NH 12/27/2023 \$123,000.00	Residential	None Yes Jim Maxfield	K0019-010000
	Description: building permit for interior finishes of unit 107						
BLDG-2023-0154	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/15/2024 1,512	65 Pointe Pl, 206, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-010000
	Description: Building permit for interior finishes of unit 206						
BLDG-2023-0146	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/15/2024 1,790	65 Pointe Pl, 201, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-010000
	Description: Building permit for interior finishes of unit 201						
BLDG-2023-0149	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/15/2024 1,410	65 Pointe Pl, 203, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-010000
	Description: Building permit for interior finishes of unit 203						
BLDG-2023-0151	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/15/2024 1,512	65 Pointe Pl, 204, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-010000
	Description: Building permit for interior finishes of unit 204						
BLDG-2023-0144	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/15/2024 1,790	65 Pointe Pl, 307, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-010000
	Description: Building permit for interior finishes of unit 307						

PERMITS ISSUED BY WORK CLASS (12/01/2023 TO 12/31/2023)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDG-2023-0145	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/15/2024 1,790	65 Pointe Pl, 308, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-010000
	Description: Building permit for interior finishes of unit 308						
BLDG-2023-0160	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/24/2024 1,790	65 Pointe Pl, 108, Dover, NH 12/27/2023 \$123,000.00	Residential	None Yes Jim Maxfield	K0019-010000
	Description: building permit for interior finishes of unit 108						
BLDG-2023-0142	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/15/2024 1,544	65 Pointe Pl, 305, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-010000
	Description: Building permit for interior finishes of unit 305						
BLDG-2023-0155	Building - Major 11/14/2023 IT	New Construction 12/15/2023 \$1,378.00	Issued 06/15/2024 1,790	65 Pointe Pl, 207, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-010000
	Description: Building permit for interior finishes of unit 207						
BLDG-2023-0137	Building - Major 11/08/2023 R-40	New Construction 12/18/2023 \$495.00	Issued 06/18/2024 700	8 Banner Dr, Dover, NH 12/21/2023 \$20,000.00	Residential	None Yes Thomas Abbott	H0050-002000
	Description: Foundation Permit Only. This is an After- the Fact application. Further improvements will require additional permits.						
BLDG-2022-0134	Building - Major 12/23/2022 R-12	New Construction 12/19/2023 \$4,695.00	Fees Due 06/19/2024 564	34 Uncommon Dr, Dover 03820 \$49,860.00	Residential	None Yes Jim Maxfield	I0006-000000
	Description: New Residential Unit 34 Uncommon Drive - construct a 1.5 story 1 bedroom unit						
BLDG-2023-0108	Building - Major 08/31/2023 G	New Construction 12/19/2023 \$35,656.00	Fees Due 06/19/2024 9,808	10, 12, 14 & 16 Stonington Dr, Dover, NH \$1,741,440.00	Residential	None Yes Jim Maxfield	14017-000000
	Description: Construct 4 three story townhouses with unfinished attics and one car garages.						
BLDG-2022-0135	Building - Major 12/23/2022 R-12	New Construction 12/19/2023 \$5,176.00	Issued 06/19/2024 564	48 Uncommon Dr, Dover 03820 \$49,860.00	Residential	None Yes Jim Maxfield	I0006-000000
	Description: New Residential Unit - 48 Uncommon Drive - construct a 1.5 story 1 bedroom unit						
SUBTOTALS FOR NEW CONSTRUCTION:			56,343 Sq Ft	\$5,763,910.00	Residential:	32	PERMITS ISSUED:
					Non-Residential:	0	
					Mixed Use:	0	

PERMITS ISSUED BY WORK CLASS (12/01/2023 TO 12/31/2023)

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	
			73,402 Sq Ft	\$7,432,151.11	Residential:	49	GRAND TOTAL OF PERMITS:	56
					Non-Residential:	6		
					Mixed Use:	1		

City of Dover

Revenues of Major Funds
November 30, 2023

(General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 107,224,000	72,471	1,823,283	2.0%	\$ 105,400,717	\$ -	\$ 105,400,717	98.0%
Licenses & Permits	7,450,679	522,074	3,361,193	45.0%	4,089,486	-	4,089,486	55.0%
Intergovernmental	5,803,028	10,971	205,475	4.0%	5,597,553	-	5,597,553	96.0%
Charges for Services	4,718,388	526,757	2,025,792	43.0%	2,692,596	-	2,692,596	57.0%
Miscellaneous Revenue	1,340,185	41,045	1,470,249	110.0%	(130,064)	-	(130,064)	-10.0%
Education	22,485,976	1,080,945	6,927,736	31.0%	15,558,240	(2,880)	15,561,120	69.0%
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	\$ 149,567,663	2,254,263	15,813,729	11.0%	\$ 133,753,934	\$ (2,880)	\$ 133,756,814	89.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 336,000	19,188	175,209	52.0%	\$ 160,791	\$ -	\$ 160,791	48.0%
Parking Income	955,021	78,172	425,553	45.0%	529,468	-	529,468	55.0%
Parking Fines	184,000	15,172	71,081	39.0%	112,919	-	112,919	61.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,475,021	112,532	671,843	46.0%	\$ 803,178	\$ -	\$ 803,178	54.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	-	-	0.0%	\$ 9,584	\$ -	\$ 9,584	100.0%
Charges for Services	1,804,395	139,039	698,592	39.0%	1,105,803	-	1,105,803	61.0%
Miscellaneous Revenue	0	31	367	0.0%	(367)	-	(367)	0.0%
Other Financing Sources	137,231	-	-	0.0%	137,231	-	137,231	100.0%
Sub-total : 3320 Residential Solid Waste	\$ 1,951,210	139,070	698,959	36.0%	\$ 1,252,251	\$ -	\$ 1,252,251	64.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 799,361	65,892	327,956	41.0%	\$ 471,405	\$ -	\$ 471,405	59.0%
Operating Transfers In	60,853	3,857	19,283	32.0%	41,570	-	41,570	68.0%
Sub-total : 3381 McConnell Center	\$ 860,214	69,748	347,239	40.0%	\$ 512,975	\$ -	\$ 512,975	60.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 408,250	16,095	139,186	34.0%	\$ 269,064	\$ -	\$ 269,064	66.0%
Miscellaneous Revenue	5,500	2,280	3,818	69.0%	1,683	-	1,683	31.0%
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	18,375	143,003	33.0%	\$ 290,747	\$ -	\$ 290,747	67.0%
5300 Water Fund								
Intergovernmental	\$ 71,800	-	-	0.0%	\$ 71,800	\$ -	\$ 71,800	100.0%
Charges for Services	6,921,533	673,997	2,737,477	40.0%	4,184,056	-	4,184,056	60.0%
Miscellaneous Revenue	86,000	20,573	45,048	52.0%	40,952	-	40,952	48.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	\$ 7,166,833	694,570	2,782,524	39.0%	\$ 4,384,309	\$ -	\$ 4,384,309	61.0%
5320 Sewer Fund								
Intergovernmental	\$ 169,592	-	3,228	2.0%	\$ 166,364	\$ -	\$ 166,364	98.0%
Charges for Services	9,532,212	804,471	3,322,307	35.0%	6,209,906	-	6,209,906	65.0%
Miscellaneous Revenue	70,000	8,408	47,702	68.0%	22,298	-	22,298	32.0%
Other Financing Sources	391,150	-	-	0.0%	391,150	-	391,150	100.0%
Sub-total : 5320 Sewer Fund	\$ 10,162,954	812,879	3,373,237	33.0%	\$ 6,789,717	\$ -	\$ 6,789,717	67.0%
6100 Dovernet Fund								
Intergovernmental	\$ 216,462	-	-	0.0%	\$ 216,462	\$ -	\$ 216,462	100.0%
Charges for Services	1,703,480	125,274	626,400	37.0%	1,077,080	-	1,077,080	63.0%
Miscellaneous Revenue	50,000	25,000	25,000	50.0%	25,000	-	25,000	50.0%
Operating Transfers In	-	-	-	0.0%	0	-	0	0.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 6100 Dovernet Fund	\$ 1,969,942	150,274	651,400	33.0%	\$ 1,318,542	\$ -	\$ 1,318,542	67.0%
Total : REVENUES	\$ 173,587,587	4,251,711	24,481,934	14.0%	\$ 149,105,653	\$ (2,880)	\$ 149,108,533	86.0%

City of Dover

Expenditures of Major Funds

November 30, 2023

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 525,384	\$ 6,269	\$ 21,316	4.0%	\$ 504,068	\$ 331,373	\$ 172,695	32.9%
Executive	2,399,486	207,250	921,748	38.0	1,477,738	1,192,820	284,918	11.9
Finance	2,570,073	203,168	949,969	37.0	1,620,104	1,115,074	505,030	19.7
Planning	1,211,342	65,667	350,804	29.0	860,538	424,577	435,960	36.0
Misc General Government	1,097,667	52,022	408,597	37.0	689,070	61,020	628,049	57.2
Police	10,676,414	842,449	3,892,397	36.0	6,784,017	4,368,480	2,415,537	22.6
Fire & Rescue	12,821,322	1,085,902	4,943,795	39.0	7,877,527	5,433,066	2,444,461	19.1
Community Service Public Works	10,304,950	395,170	2,045,813	20.0	8,259,137	2,873,188	5,385,949	52.3
Recreation	3,015,529	261,840	1,136,283	38.0	1,879,246	1,025,286	853,961	28.3
Public Library	1,811,754	150,862	714,317	39.0	1,097,437	900,784	196,653	10.9
Public Welfare	874,442	68,088	291,549	33.0	582,893	187,266	395,626	45.2
Debt Service	6,725,667	142,188	1,016,622	15.0	5,709,045	-	5,709,045	84.9
Other Financing Sources/Uses	3,743,831	107,837	539,186	14.0	3,204,645	-	3,204,645	85.6
School	81,365,942	4,923,764	21,640,849	27.0	59,725,093	49,356,789	10,368,304	12.7
Intergovernmental	10,423,860	-	-	0.0	10,423,860	10,284,531	139,329	1.3
Sub-total : 1000 General Fund	\$ 149,567,663	\$ 8,512,473	\$ 38,873,246	26.0%	\$ 110,694,417	\$ 77,554,254	\$ 33,140,164	22.2%
3213 Parking Activity Fund								
Police	\$ 1,475,021	\$ 67,244	\$ 342,158	23.0%	\$ 1,132,863	\$ 394,997	\$ 737,866	50.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,475,021	\$ 67,244	\$ 342,158	23.2%	\$ 1,132,863	\$ 394,997	\$ 737,866	50.0%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,074,565	\$ 69,409	\$ 561,053	27.0%	\$ 1,513,512	\$ 1,487,052	\$ 26,460	1.3%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,074,565	\$ 69,409	\$ 561,053	27.0%	\$ 1,513,512	\$ 1,487,052	\$ 26,460	1.3%
3381 McConnell Center Fund								
Recreation	\$ 860,214	\$ 38,008	\$ 157,924	18.0%	\$ 702,290	\$ 233,543	\$ 468,747	54.5%
Sub-total : 3381 McConnell Center Fund	\$ 860,214	\$ 38,008	\$ 157,924	18.4%	\$ 702,290	\$ 233,543	\$ 468,747	54.5%
3410 Recreation Special Revenue Fund								
Recreation	\$ 443,750	\$ 13,232	\$ 129,169	29.0%	\$ 314,581	\$ 36,975	\$ 277,606	62.6%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 443,750	\$ 13,232	\$ 129,169	29.1%	\$ 314,581	\$ 36,975	\$ 277,606	62.6%
5300 Water Fund								
Community Service Public Works	\$ 7,329,970	\$ 409,228	\$ 2,117,133	29.0%	\$ 5,212,836	\$ 1,405,531	\$ 3,807,305	51.9%
Sub-total : 5300 Water Fund	\$ 7,329,970	\$ 409,228	\$ 2,117,133	28.9%	\$ 5,212,836	\$ 1,405,531	\$ 3,807,305	51.9%
5320 Sewer Fund								
Community Service Public Works	\$ 10,347,257	\$ 557,069	\$ 3,082,636	30.0%	\$ 7,264,620	\$ 2,260,607	\$ 5,004,014	48.4%
Sub-total : 5320 Sewer Fund	\$ 10,347,257	\$ 557,069	\$ 3,082,636	29.8%	\$ 7,264,620	\$ 2,260,607	\$ 5,004,014	48.4%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 2,804,835	\$ 121,957	\$ 519,216	19.0%	\$ 2,285,619	\$ 550,736	\$ 1,734,883	61.9%
Sub-total : 6100 Dovernet Fund	\$ 2,804,835	\$ 121,957	\$ 519,216	18.5%	\$ 2,285,619	\$ 550,736	\$ 1,734,883	61.9%
Total : EXPENDITURES	\$ 174,903,274	\$ 9,788,621	\$ 45,782,535	26.2%	\$ 129,120,739	\$ 83,923,695	\$ 45,197,045	25.8%

City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenues	1,142,130	203,503	458,601	40.2	683,529	0	683,529	59.8
Expenditures	1,253,806	106,905	455,983	36.4	797,823	396,175	401,648	32.0
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	<u>(111,676)</u>	<u>96,599</u>	<u>2,618</u>	<u>3.8</u>	<u>(114,294)</u>	<u>(396,175)</u>	<u>281,881</u>	<u>27.8</u>

City of Dover

Revenues of Major Funds December 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	\$ 107,224,000	15,787,951	17,611,234	16.0%	\$ 89,612,766	\$ -	\$ 89,612,766	84.0%
Licenses & Permits	7,450,679	674,675	4,040,011	54.0%	3,410,668	-	3,410,668	46.0%
Intergovernmental	5,803,028	14,152	405,720	7.0%	5,397,308	-	5,397,308	93.0%
Charges for Services	4,718,388	312,058	2,413,218	51.0%	2,305,170	-	2,305,170	49.0%
Miscellaneous Revenue	1,340,185	211,868	1,939,953	145.0%	(599,768)	-	(599,768)	-45.0%
Education	22,485,976	659,204	7,863,558	35.0%	14,622,418	-	14,622,418	65.0%
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	\$ 149,567,663	17,659,908	34,273,694	23.0%	\$ 115,293,969	\$ -	\$ 115,293,969	77.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 336,000	57,546	233,008	69.0%	\$ 102,992	\$ -	\$ 102,992	31.0%
Parking Income	955,021	67,984	514,721	54.0%	440,301	-	440,301	46.0%
Parking Fines	184,000	12,901	85,202	46.0%	98,798	-	98,798	54.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,475,021	138,431	832,931	56.0%	\$ 642,090	\$ -	\$ 642,090	44.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	-	-	0.0%	\$ 9,584	\$ -	\$ 9,584	100.0%
Charges for Services	1,804,395	120,956	829,405	46.0%	974,990	-	974,990	54.0%
Miscellaneous Revenue	0	100	467	0.0%	(467)	-	(467)	0.0%
Other Financing Sources	137,231	-	-	0.0%	137,231	-	137,231	100.0%
Sub-total : 3320 Residential Solid Waste	\$ 1,951,210	121,056	829,872	43.0%	\$ 1,121,338	\$ -	\$ 1,121,338	57.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 799,361	65,429	393,385	49.0%	\$ 405,976	\$ -	\$ 405,976	51.0%
Operating Transfers In	60,853	3,857	23,140	38.0%	37,713	-	37,713	62.0%
Sub-total : 3381 McConnell Center	\$ 860,214	69,286	416,525	48.0%	\$ 443,689	\$ -	\$ 443,689	52.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 408,250	24,894	164,151	40.0%	\$ 244,099	\$ -	\$ 244,099	60.0%
Miscellaneous Revenue	5,500	135	3,953	72.0%	1,548	-	1,548	28.0%
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	25,029	168,103	39.0%	\$ 265,647	\$ -	\$ 265,647	61.0%
5300 Water Fund								
Intergovernmental	\$ 71,800	-	-	0.0%	\$ 71,800	\$ -	\$ 71,800	100.0%
Charges for Services	6,921,533	514,555	3,251,882	47.0%	3,669,651	-	3,669,651	53.0%
Miscellaneous Revenue	86,000	5,474	52,141	61.0%	33,859	-	33,859	39.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	\$ 7,166,833	520,029	3,304,023	46.0%	\$ 3,862,810	\$ -	\$ 3,862,810	54.0%
5320 Sewer Fund								
Intergovernmental	\$ 169,592	-	3,228	2.0%	\$ 166,364	\$ -	\$ 166,364	98.0%
Charges for Services	9,532,212	652,533	3,974,654	42.0%	5,557,558	-	5,557,558	58.0%
Miscellaneous Revenue	70,000	9,005	58,390	83.0%	11,610	-	11,610	17.0%
Other Financing Sources	391,150	-	-	0.0%	391,150	-	391,150	100.0%
Sub-total : 5320 Sewer Fund	\$ 10,162,954	661,537	4,036,272	40.0%	\$ 6,126,682	\$ -	\$ 6,126,682	60.0%
6100 Dovernet Fund								
Intergovernmental	\$ 216,462	-	-	0.0%	\$ 216,462	\$ -	\$ 216,462	100.0%
Charges for Services	1,703,480	125,274	751,674	44.0%	951,806	-	951,806	56.0%
Miscellaneous Revenue	50,000	-	25,000	50.0%	25,000	-	25,000	50.0%
Operating Transfers In	-	-	-	0.0%	0	-	0	0.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 6100 Dovernet Fund	\$ 1,969,942	125,274	776,674	39.0%	\$ 1,193,268	\$ -	\$ 1,193,268	61.0%
Total : REVENUES	\$ 173,587,587	19,320,551	44,638,094	26.0%	\$ 128,949,493	\$ -	\$ 128,949,493	74.0%

City of Dover

Expenditures of Major Funds

December 31, 2023

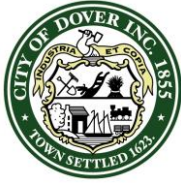
(General Fund Includes County, School and Debt Service)

	<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	\$ 5,163	\$ 26,488	5.0%	\$ 498,896	\$ 329,578	\$ 169,318	32.2%
Executive	2,399,486	179,937	1,105,061	46.0	1,294,425	933,248	361,177	15.1
Finance	2,570,073	204,364	1,156,873	45.0	1,413,200	924,612	488,587	19.0
Planning	1,211,342	65,005	419,177	35.0	792,165	407,617	384,548	31.7
Misc General Government	1,097,667	81,296	494,859	45.0	602,808	111,429	491,379	44.8
Police	10,676,414	723,544	4,638,734	43.0	6,037,680	3,769,496	2,268,184	21.2
Fire & Rescue	12,821,322	1,157,368	6,113,092	48.0	6,708,230	4,383,112	2,325,117	18.1
Community Service Public Works	10,304,950	783,773	3,030,352	29.0	7,274,598	2,563,466	4,711,132	45.7
Recreation	3,015,529	224,570	1,369,004	45.0	1,646,525	859,307	787,219	26.1
Public Library	1,811,754	136,983	852,445	47.0	959,309	762,323	196,986	10.9
Public Welfare	874,442	74,592	366,640	42.0	507,802	187,266	320,536	36.7
Debt Service	6,725,667	-	1,016,622	15.0	5,709,045	-	5,709,045	84.9
Other Financing Sources/Uses	3,743,831	107,837	647,023	17.0	3,096,808	-	3,096,808	82.7
School	81,365,942	5,964,898	10,284,531	13.0	71,081,411	49,778,622	21,302,789	26.2
Intergovernmental	10,423,860	10,284,531	10,284,531	99.0	139,329	-	139,329	1.3
Sub-total : 1000 General Fund	\$ 149,567,663	\$ 19,993,861	\$ 41,805,434	28.0%	\$ 107,762,229	\$ 65,010,077	\$ 42,752,153	28.6%
3213 Parking Activity Fund								
Police	\$ 1,475,021	\$ 83,408	\$ 454,145	31.0%	\$ 1,020,876	\$ 352,397	\$ 668,479	45.3%
Sub-total : 3213 Parking Activity Fund	\$ 1,475,021	\$ 83,408	\$ 454,145	30.8%	\$ 1,020,876	\$ 352,397	\$ 668,479	45.3%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,074,565	\$ 166,679	\$ 820,133	40.0%	\$ 1,254,432	\$ 1,213,029	\$ 41,403	2.0%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,074,565	\$ 166,679	\$ 820,133	39.5%	\$ 1,254,432	\$ 1,213,029	\$ 41,403	2.0%
3381 McConnell Center Fund								
Recreation	\$ 860,214	\$ 32,607	\$ 196,084	23.0%	\$ 664,130	\$ 363,267	\$ 300,863	35.0%
Sub-total : 3381 McConnell Center Fund	\$ 860,214	\$ 32,607	\$ 196,084	22.8%	\$ 664,130	\$ 363,267	\$ 300,863	35.0%
3410 Recreation Special Revenue Fund								
Recreation	\$ 443,750	\$ 23,888	\$ 153,457	35.0%	\$ 290,293	\$ 30,908	\$ 259,385	58.5%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 443,750	\$ 23,888	\$ 153,457	34.6%	\$ 290,293	\$ 30,908	\$ 259,385	58.5%
5300 Water Fund								
Community Service Public Works	\$ 7,329,970	\$ 490,495	\$ 2,744,607	37.0%	\$ 4,585,363	\$ 1,606,768	\$ 2,978,595	40.6%
Sub-total : 5300 Water Fund	\$ 7,329,970	\$ 490,495	\$ 2,744,607	37.4%	\$ 4,585,363	\$ 1,606,768	\$ 2,978,595	40.6%
5320 Sewer Fund								
Community Service Public Works	\$ 10,347,257	\$ 783,955	\$ 3,973,879	38.0%	\$ 6,373,378	\$ 2,560,931	\$ 3,812,446	36.8%
Sub-total : 5320 Sewer Fund	\$ 10,347,257	\$ 783,955	\$ 3,973,879	38.4%	\$ 6,373,378	\$ 2,560,931	\$ 3,812,446	36.8%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 2,804,835	\$ 74,542	\$ 598,604	21.0%	\$ 2,206,231	\$ 489,630	\$ 1,716,601	61.2%
Sub-total : 6100 Dovernet Fund	\$ 2,804,835	\$ 74,542	\$ 598,604	21.3%	\$ 2,206,231	\$ 489,630	\$ 1,716,601	61.2%
Total : EXPENDITURES	\$ 174,903,274	\$ 21,649,434	\$ 50,746,342	29.0%	\$ 124,156,932	\$ 71,627,007	\$ 52,529,925	30.0%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) December 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	50,026	508,627	44.5	633,503	0	633,503	55.5
Expenditures	1,253,806	97,729	555,164	44.3	698,642	378,412	320,230	25.5
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	<u>(111,676)</u>	<u>(47,703)</u>	<u>(46,538)</u>	<u>0.3</u>	<u>(65,138)</u>	<u>(378,412)</u>	<u>313,274</u>	<u>29.9</u>



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Organizational Meeting
Meeting Location: Office of the City Manager, City Hall
Meeting Date: **Tuesday, January 2, 2024**
Meeting Time: **6:00 pm**

City Clerk Vansylyvong-Bizier called the meeting to order.

Present: Mayor Carrier, Councilor Cullen, Councilor Hackett, Councilor Retrosi, Councilor Richer, Councilor Warach, Councilor Shanahan, Councilor Williams, Councilor Nemeth

Also Present: City Manager Joyal, Deputy City Manager Parker, City Attorney Wyatt, City Clerk Vansylyvong-Bizier

1. OATH OF OFFICE

City Clerk Vansylyvong-Bizier issued the Oath of Office.

2. ELECTION OF DEPUTY MAYOR

Mayor Carrier asked for nominations for Deputy Mayor.

Councilor Cullen nominated Councilor Shanahan.

Councilor Shanahan accepted the nomination.

Mayor Carrier, hearing no additional nominations, asked for a vote to accept Councilor Shanahan as Deputy Mayor.

Roll Call Vote: 9-0

3. COMMITTEE APPOINTMENTS

Mayor Carrier gave an overview of the Liaison list to the Council.

Deputy Mayor Shanahan moved to approve list, seconded by Councilor Williams.

Roll Call Vote: 9-0.

4. ADOPTION OF 2024-2025 COUNCIL PROCEDURAL RULES

City Manager Joyal referred to the draft version of the 2024-2025 Council Procedural Rules.

Councilor Cullen submitted changes stating most were housekeeping items. The Council and City Manager discussed the changes, the City Manager will provide a final draft to the council to approve.

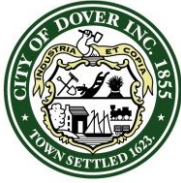
Deputy Mayor Shanahan moved to approve the changes, seconded by Councilor Retrosi.

Roll Call Vote: 9-0.

5. ADJOURN

Councilor Warach moved to adjourn, seconded by Deputy Mayor Shanahan.

Vote: 9-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Chambers
Meeting Date: **Wednesday, January 3, 2024**
Meeting Time: **7:00 pm**

1. CALL TO ORDER
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Shanahan, Councilor Cullen, Councilor Nemeth, Councilor Williams, Councilor Hackett, Councilor Richer

Also Present: City Manager Joyal, City Attorney Wyatt, and City Clerk Jerrica Vansylyvong-Bizier

Absent: Councilor Retrosi, Councilor Warach

5. PUBLIC FORUM

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

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

6. DISCUSSIONS

A. STRAFFORD REGIONAL PLANNING COMMISSION OVERVIEW

Councilor Williams introduced Jen Czysz, Executive Director of the Strafford Regional Planning Commission. Jen handed out a packet to the Council with information about the Commission and gave an overview. Jen also provided the most recent annual report.

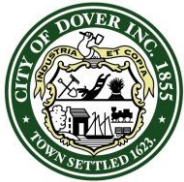
B. ARTS AND ECONOMIC DEVELOPMENT SURVEY RESULTS

Planning Director Benton explained the inception of the Arts and Economic Development Survey and that it was started in 2021. Dover is one of six groups to complete this survey in the State of New Hampshire. She thanked them for their work and introduced Dover Planner Erin Bessegio, Chair of the Arts Commission Jane Hamor, and Vice Chair Cliff Blake. A PowerPoint was presented to the Council with the results of the survey.

C. WATERFRONT DEVELOPMENT UPDATE

Deputy City Manager Chris Parker and Norm Fracassa, Chair of the Cocheco Waterfront Development Advisory Committee, gave a PowerPoint presentation to the Council regarding the Waterfront Development Update.

7. ADJOURNMENT



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 10, 2024**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Cullen led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: None

Also Present: City Manager Joyal, City Attorney Wyatt, City Clerk Jerrica Vansylyvong-Bizier

5. PROCLAMATIONS/AWARDS – CARYS FENNESSY RECOGNITION

Mayor Carrier read the proclamation into the record.

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to approve the agenda as written. Seconded by Councilor Warach.
Vote: 9-0.

7. PUBLIC HEARINGS

A. VEHICLES AND TRAFFIC, CHAPTER 141, SECTION 30

SPONSORED BY MAYOR CARRIER BY REQUEST

Public Comment: None

B. AUTHORIZATION TO ACCEPT AND EXPEND THE FEDERAL HIGHWAY ADMINISTRATION NATIONAL CULVERT REMOVAL, REPLACEMENT & RESTORATION GRANT

SPONSORED BY MAYOR CARRIER BY REQUEST

Public Comment: None

C. AUTHORIZATION TO ACCEPT AND EXPEND FEDERAL LAND AND WATER CONSERVATION FUND COCHECHO RIVER PARK II SUB-RECIPIENT GRANT

SPONSORED BY MAYOR CARRIER BY REQUEST

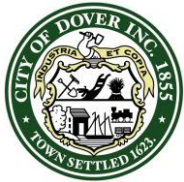
Public Comment: None

D. AUTHORIZATION TO ACCEPT AND EXPEND MASS GENERAL BRIGHAM WENTWORTH-DOUGLASS HOSPITAL COMMUNITY BENEFIT GRANT SPONSORED BY MAYOR CARRIER BY REQUEST

SPONSORED BY MAYOR CARRIER BY REQUEST

Public Comment: None

E. REPROGRAM UNEXPENDED BOND PROCEEDS FROM RIVER STREET PUMP STATION PROJECT TO AERATION BLOWER PROJECT (VOTE TO OCCUR ON JANUARY 24, 2024) (REQUIRES 2/3 FAVORABLE VOTE OF ALL MEMBERS FOR PASSAGE)



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 10, 2024**
Meeting Time: **7:00 pm**

SPONSORED BY MAYOR CARRIER BY REQUEST

Public Comment: None

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.

Public Comment: None

9. CITY MANAGER'S REPORT

City Manager Joyal noted he submitted his report in writing which includes information about City Attorneys office, economic activities, and statistics on COAST ridership. He highlighted John Storer and staff dealing with the first snowstorm of the season, Dover Download accessed through the website has information about parking restrictions, rainstorm last night caused some flooding, River st pump station was challenged, and tree trimming and removal in the downtown area.

He answered board member questions regarding snowstorm towing procedures and parking restrictions.

Deputy Mayor Shanahan moved to accept the City Manager's Report. Seconded by Councilor Hackett. Vote: 9-0.

10. APPROVAL OF MINUTES

A. December 6, 2023 – Workshop & Special Meeting

B. December 13, 2023 – Regular Meeting

Deputy Mayor Shanahan moved to approve the minutes as amended. Seconded by Councilor Warach. Vote: 9-0

11. MAYOR'S REPORT

Mayor Carrier highlighted the following events:

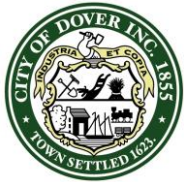
- Inauguration and new Council members
- Government Affairs meeting
- Land Use Meet and Greet

Mayor Carrier recommended for appointment Deputy Mayor Shanahan as a regular member and Councilor Williams as an alternate to the Open Space and Conservation Steering Committee.

Mayor Carrier recommended for approval Deputy Mayor Shanahan to the Planning Board as an alternate.

At the next meeting, the high school turf field project will be formally assigned to JBC for research. Councilor Cullen has been assigned as a Council Representative, Ernie Clark has been assigned as a citizen representative and four members of the school board have been assigned. Councilor Nemeth volunteered to be the second Councilor representative.

Deputy Mayor Shanahan moved to approve the Mayor's report to include the appointments. Seconded by Councilor Retrossi. Vote: 9-0



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 10, 2024**
Meeting Time: **7:00 pm**

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. VEHICLES AND TRAFFIC, CHAPTER 141, SECTION 30

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer this to a 3rd reading on February 14th so the Ordinance Committee can do its review. Seconded by Councilor Warach. Vote: 9-0

B. ORDINANCES IN THE 3RD READING

None

C. RESOLUTIONS

1. AUTHORIZATION TO ACCEPT AND EXPEND THE FEDERAL HIGHWAY ADMINISTRATION NATIONAL CULVERT REMOVAL, REPLACEMENT, & RESTORATION GRANT

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution. Seconded by Councilor Richer. City Manager Joyal gave an overview of the Resolution to the Council.

Roll Call Vote: 9-0

2. AUTHORIZATION TO ACCEPT AND EXPEND FEDERAL LAND AND WATER CONSERVATION FUND COCHECHO RIVER PARK II SUB-RECIPIENT GRANT

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution. Seconded by Councilor Nemeth. Deputy City Manager Parker gave an overview of the Resolution to the Council.

Roll Call Vote: 9-0

3. AUTHORIZATION TO ACCEPT AND EXPEND MASS GENERAL BRIGHAM WENTWORTH-DOUGLASS HOSPITAL COMMUNITY BENEFIT GRANT

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: 9-0

13. NEW BUSINESS

A. CONSENT CALENDAR

1. B23006 ADDITIONAL SCOPE OF WORK FOR COCHECHO WATERFRONT PUBLIC IMPROVEMENTS CONSTRUCTION

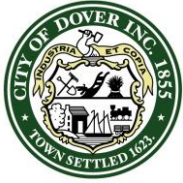
SPONSORED BY MAYOR CARRIER BY REQUEST

2. UNITIL LICENSE

SPONSORED BY MAYOR CARRIER BY REQUEST

3. HIGH PERFORMANCE COLD PATCH AND/OR HOT PATCH

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, January 10, 2024**
Meeting Time: **7:00 pm**

4. TIRE, ELECTRONICS, AND PROPANE TANK RECYCLING SERVICES SPONSORED BY MAYOR CARRIER BY REQUEST

5. PURCHASE OF AUTOLOAD STRETCHER – STRYKER MEDICAL SOLE SOURCE SPONSORED BY MAYOR CARRIER BY REQUEST

6. APPROVAL OF HOUSING COMMISSION OPERATING RULES SPONSORED BY MAYOR CARRIER BY REQUEST

7. APPROVAL OF AMENDMENT TO THE OPERATING RULES FOR THE COMMITTEE FOR RACIAL EQUITY AND INCLUSION SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the consent calendar. Seconded by Councilor Warach.
Roll Call Vote: 9-0

COMMITTEE REPORTS

Councilor Nemeth reported on the goals and priorities of the Arts Commission.

Councilor Williams reported on the Conservation Commission meeting and highlighted a Natural Resources Inventory project getting underway and a sustainability institute fellow coming on board over the summer.

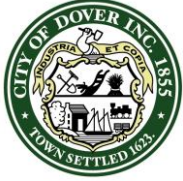
Councilor Nemeth reported on the Library Board of Trustees and highlighted information about the clothing library, toy swap, staff development day, teen program on technology help for library patrons, acapella concert, tree damage, heating issue, statistics, and construction update.

Councilor Cullen reported on the Planning Board and updated the Council on items under technical review, noted the CDBG proposal was heard last night and noted that this month marks two years since the planning board approved the MacIntosh College Redevelopment plan, and nothing has appeared to happen yet. This is also true for a project at 47 Chestnut street where many apartments have been approved, but have not begun construction.

Councilor Hackett reported on School Board updates noting they will be voting on a final budget January 16th and included budget details, policy changes discussed, and graduation date was set.

Councilor Hackett reported on the Arena Commission and highlighted the new manager hire, hockey jamboree and leagues, construction projects were bidded and awarded, and staff needs.

Councilor Warach reported on Parking Commission being focused on winter parking. 26 streets have calendar restrictions. Statistics on warnings, tickets and notices given out so far were given.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 10, 2024**
Meeting Time: **7:00 pm**

B. RESOLUTIONS

1. OPPOSING LOBBYING BILL (NEW HAMPSHIRE MUNICIPAL ASSOCIATION) SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution. Seconded by Councilor Retossi.
Deputy Mayor Shanahan explained the resolution. Vote: 9-0

2. TECHNOLOGY CATALOG SOLUTIONS – SOURCEWELL CONTRACT 081419CDGW- G SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution. Seconded by Councilor Warach. City
Manager Joyal explained the resolution. Roll Call Vote: 9-0

C. ORDINANCES IN 1ST READING

None

14. COUNCIL CORRESPONDENCE

None

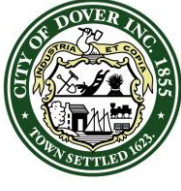
15. COUNCIL MATTERS OF INTEREST

Mayor Carrier noted the importance of the DBIDA and asked them to come to Council meetings to
give updates occasionally. Deputy City Manager Parker noted there was a new chair elected and
they will coordinate Council updates.

Councilor Nemeth thanked the fire department for their assistance during the recent flooding.

16. ADJOURN

Councilor Warach moved to adjourn. Seconded by Councilor Williams. Vote: 9-0

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Non-Public Session Meeting Location: City Hall, Council Chambers Meeting Date: Wednesday, January 10, 2024 Meeting Time: To immediately follow Regular Meeting
---	---

The City Council will meet in a Public Meeting to enter a Non-public Session to discuss the following topic:

- 1. Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.**

NOTE: The non-public meeting is not open to the public per RSA 91-A:3 II(d).

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

Also Present: City Manager Joyal, City Attorney Wyatt, City Clerk Vansylyvong-Bizier, Deputy City Manager Parker, and Finance Director Lynch.

Deputy Mayor Shanahan moved to enter in non-public session to discuss the consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community; seconded by Councilor Retrosi.

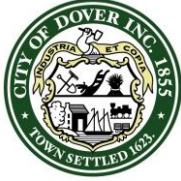
Roll Call Vote: 9/0.

Non-Public discussion: City staff presented, and Council discussed various approaches, concerning efforts to sell/dispose of several specific City parcels. City Council consensus was to generally support staff recommendations on each discussed City-owned property.

Councilor Warach moved to come out of non-public meeting, seconded by Councilor Cullen.
Roll call Vote: 9/0

Councilor Warach moved to seal the minutes; seconded by Councilor Williams.
Roll Call Vote: 9/0.

Deputy Mayor Shanahan moved to adjourn; seconded by Councilor Retrosi.
Vote: 9/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2023.12.13 - 208**

Resolution Re: Reprogram Unexpended Bond Proceeds from River St Pump Station Project to Aeration Blower Project

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

WHEREAS: Due to lower than anticipated project costs there is an excess \$200,000 of unexpended bond proceeds from the River St Pump Station Improvements CIP budget; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of \$200,000 of unexpended bond proceeds is hereby reprogrammed from the River St Pump Station Project to the Aeration Blower project as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
5320.1.300.43250.4741.04594.24	River St Pump Station	1,948,754.	(200,000)	1,748,754
5320.1.300.43250.4741.04593.24	Aeration Blower Project	0.00	200,000	200,000
	Total Available Funding	1,948,754	0.00	1,948,754

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

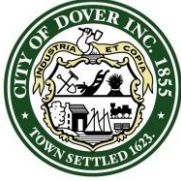
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2023.12.13 - 208**
Resolution Re: Reprogram Unexpended Bond Proceeds from River St
Pump Station Project to Aeration Blower Project

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor S. April Richer, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

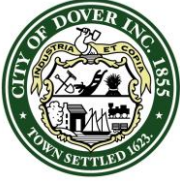
RESOLUTION BACKGROUND MATERIAL:

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

This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized financing the River St Pump Station project. This resolution reprograms funding from River St Pump Station project to the Aeration Blower project. On October 26, 2022 the City Council adopted the FY2024 Capital Improvements Plan (CIP) Authorization for bonding, which included \$4,500,000 for the River St Pump Station project. The project is now in progress and there is \$200,000.00 of unexpended bond proceeds that can be reprogrammed to another City CIP project.

The Aeration Blower project is an approved CIP Project and is currently an active project. The City Council previously authorized \$750,000 Aeration Blower Project on November 10, 2021 as part of the FY2023 CIP. The project has need for additional funding for the construction portion in conjunction with the construction oversight for the installation of the aeration blowers.

Document Created by: Finance Department Document Posted on: January 18, 2024	R-2023.12.13 Reprogram Unexpended Bond Proceeds from River St Pump Station Project to Aeration Blower Project	Page 2 of 2
---	---	-------------



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2024.01.24 – 10**
Resolution Re: **Employee Time Entry Application**

- WHEREAS: In February 2016 the City requested written quotes from vendors offering an employee time entry application that would integrate with the city's existing payroll system. Three vendors offered proposals and the City selected Data Management Inc. d/b/a TimeClock Plus, approved [R-2017.08.23-105](#); and
- WHEREAS: The City extended to six additional departments during fiscal years 2018 and 2019 thru 2021. In 2020 via [R-2020.08.26](#), it was extended for an additional 3 years.
- WHEREAS: The City of Dover wishes to continue utilize Time Clock Plus in several municipal departments. While the current fiscal year requested investment is under \$10,000.00, the cost over five (5) years for all employees is estimated at \$39,406.50; and
- WHEREAS: Competitive bidding is the formal process involving sealed written bids. Dover Code 5-28b A Competitive Bidding Waiver: competitive bidding may be waived by a 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 Data Management Inc., d/b/a/ Timeclock Plus of San Angelo TX for the employee time entry application at rates provided in conjunction with Quote Q027109. 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
6100.1.550.49200.4341.09100.00	Technical Svs	145,926.47	81,852.26
6100.1.550.49200.4435.09100.00.	Main Chrgs - Office Equip - Admin	127,340.00	92,235.94

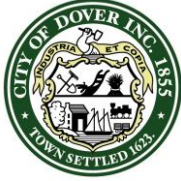
AUTHORIZATION

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: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2024.01.24 – 10**
Resolution Re: **Employee Time Entry Application**

DOCUMENT HISTORY:

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

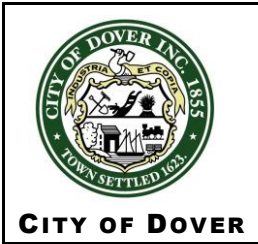
DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor S. April Richer, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Anthony Retrosi, 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:

In 2016, the City of Dover requested and received pricing from three vendors to pilot an automated time tracking and leave request application in our Community Services department. The lowest annual average cost over a five year period was received from Data Management Inc for their TimeClock Plus application. A purchase order was provided to TimeClock Plus in June 2016. The Community Services department migrated from a more manual process to automated time clock entry and leave request management in November 2016.

TimeClock Plus allows an employee to clock in and out of their shift using a wall-mounted proximity clock and their employee ID number or badge. Alternatively, they can clock in using a web browser on a municipal system or mobile application. TimeClock Plus allows the employee to select the job role to be completed during their shift, be it typical work or responding to an after-hours call. By empowering employees to enter this information and supervisors to review and sign-off on time sheets electronically, the Community Services payroll administrator quickly found weekly payroll processing to be both more accurate and more efficient. Weekly payroll processing has been reduced from a full day of work to 3 – 4 hours of time. In addition, snow storm cost reporting that was previously a manual process taking days can now be completed in minutes. Empowering employees to enter their time based on job performed has decreased out of position



CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2024.01.24 – 10**
 Resolution Re: **Employee Time Entry Application**

errors, increased accuracy and allows supervisors to review and correct time entered more efficiently. Additional benefits for the employees are entering hours while following social distance guidelines, easier access for time entry record review and receipt of messages during the clock-in /cock-out process.

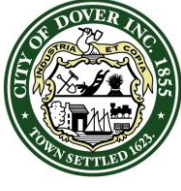
TimeClock Plus allows for batch export of weekly hours into our payroll system as well as batch import of current leave. Supervisors can review employee's current leave amounts prior to approving a leave request. Supervisors can also review a calendar of all employees' leave to ensure proper coverage. Our payroll administrator has noted fewer leave request submission issues along with the more efficient time entry, review and balancing processes. Also noted is greater insight into departments' weekly processing status which allows for better support of department payroll operations.

All municipal departments, with the exception of Police and Fire & Rescue Departments, currently use this application for time entry and leave request management.

Data Management moved to a cloud-only model. Prior to TimeClockPlus renewal and migration to cloud, the City of Dover did review Tyler Technologies competing product, ExecuTime. We found the Executive application to be similar to TimeClock Plus and significantly more expensive. As a result the City of Dover migrated to the TimeClockPlus cloud environment in January 2021. Integration with our payroll application continues to be supported.

Cost Breakdown: Five year contract limits annual price increases and allows for Five (5) years of known expense.

Time Clock Plus – Full Quote for Five Year Term		Qty	Cost	Annual
Year 1	Enterprise License Annual Plan	325	\$ 6,201.00	\$ 7,408.55
	Mobile Annual Plan	325	\$ 133.90	
	Hardware Support & Maintenance		\$ 1,073.65	
Year 2	Enterprise License Annual Plan	325	\$ 6,449.00	\$ 7,702.09
	Mobile Annual Plan	325	\$ 136.50	
	Hardware Support & Maintenance		\$ 1,116.59	
Year 3	Enterprise License Annual Plan	325	\$ 6,642.50	\$ 7,941.68
	Mobile Annual Plan	325	\$ 137.93	
	Hardware Support & Maintenance		\$ 1,161.25	
Year 4	Enterprise License Annual Plan	325	\$ 6,841.70	\$ 8,177.09
	Mobile Annual Plan	325	\$ 139.30	
	Hardware Support & Maintenance		\$ 1,196.09	
Year 5	Enterprise License Annual Plan	325	\$ 6,841.70	\$ 8,177.09
	Mobile Annual Plan	325	\$ 139.30	
	Hardware Support & Maintenance		\$ 1,196.09	
			Total	\$ 39,406.50

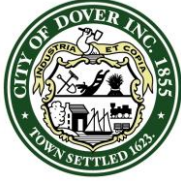
 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.1. Resolution Number: R – 2024.01.24 – 10 Resolution Re: Employee Time Entry Application
---	--

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	Three	Number of Responses:	Three
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	As needed
Recommended Award to:	Data Management Inc d/b/a Timeclock Plus	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a quote solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2024.01.24 - 11**

Resolution Re: B24007C Professional Consulting Services – Regulatory
Audit & Development Land Use Policies

WHEREAS: A Sealed Request for Rebid of Proposal #B24007C was issued and received for Professional Consulting Services for the Regulatory Audit and Development Land Use Policies on January 9, 2024 at 2:00 pm; and

WHEREAS: The City of Dover, New Hampshire requested Proposals from qualified contractors to perform a regulatory audit of existing land use policies and assist with the drafting of revisions to mitigate barriers to, and better incentivize, the creation of new attainable housing. The City has been awarded a Housing Opportunity Planning (HOP) Grant for Phase 2, Regulatory Audit, and Phase 3, Regulatory Development, to accomplish this task.

WHEREAS: Three (3) responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. The Strafford Regional Planning Commission was selected for this project in the amount of \$53,706.34; and

WHEREAS: The City has received notice from InvestNH Municipal Planning & Zoning Grant Program/Housing Opportunity Planning Grant of an award of \$65,000 that will fund this project and council has approved via resolution **R-2023.07.12-115** Authorization to Accept and Expend InvestNH Municipal Housing Opportunity Planning Grant

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 The Strafford Regional Planning Commission of Rochester, NH at rates provided in conjunction with #B24007C, not to exceed \$53,706.34. 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
2110.1.180.41910.4xxx.02521.24.000.	InvestNH HOP Grant - Consulting Serv	62,792.00	62,792.00

AUTHORIZATION

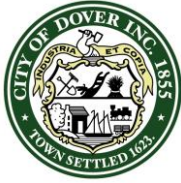
Approved as to Funding:

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: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2024.01.24 - 11**

Resolution Re: B24007C Professional Consulting Services – Regulatory
Audit & Development Land Use Policies

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 S. April Richer, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Anthony Retrosi, 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:

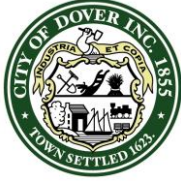
The City will be focusing on the specific areas which may be reprioritized to meet the timeframe, budget, and terms of the grant award based on the Ad-hoc Housing Committee and Planning Department's guidance.

This will include the Review of Dover's Zoning Districts to identify new opportunities for increased density and infill development By Right or Conditional Use Permit which may include the following:

- Consider creation of new overlay districts and regulations that encourage development of units at varied price points or otherwise define "Attainable Housing" in land use guidance
- Evaluate current unit size restrictions and fee schedules to ensure that outcomes are consistent with expectations
- Review of Accessory Dwelling Unit ordinance & definitions to ensure consistency with intent and evaluate overall effectiveness of implementation.

In addition, it will review the Housing Opportunity Zone: RSA 79-E:4-c for the following:

- Evaluate the feasibility of creating "Opportunity Zones" under the provisions of RSA 79-E:4-c, Housing Opportunity Zone, to incentivize the construction of income/rent restricted ADUs in residential districts and multi-unit projects that strikes a balance benefitting both City and developer



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2024.01.24 - 11**

Resolution Re: B24007C Professional Consulting Services – Regulatory
Audit & Development Land Use Policies

Other deliverables include:

- Provide case studies in summary form to understand the cost of development as it relates to land use regulations and permitting process.
- Identify regulatory barriers to housing development from audit of regulations with list of potential amendments and drafted text of amendments

Final work products to include:

- Analysis of regulations and barriers to development
- List of potential amendments to zoning ordinances
- Recommended updates to application materials to reflect amendments to regulations
- Drafted amendments to regulations and/or fee schedules
- Suggestions for monitoring and enforcing recommended provisions

The City will coordinate with the Strafford Regional Planning Commission (SRPC) and the administrators of the Housing Opportunity Planning Grant Program to ensure compliance with the Program's qualification standards. The SRPC will work closely with Planning Department Staff at the general direction of the City's Committee to Address Community Housing Needs in the completion of the project goals.

Bid Information:

A Sealed Request for Proposal #B24007C was issued and received for Professional Consulting Services for the Consulting Regulatory Audit and Development Land Use Policies on January 9, 2024 at 2:00 pm.

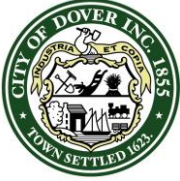
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	248	Number of Responses:	3
Warranty:	No	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	June 2024	Estimated Delivery:	June 2024
Recommended Award to:	Strafford Regional Planning Commission	Fund:	Housing and Urban Development - Grant
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

[B24007C Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2024.01.24 - 12**

Resolution Re: Formation of the Dover High School Athletic Complex
Joint Building Committee

WHEREAS: The City of Dover is considering options for substantial capital improvements to the existing Dover High School Dunaway Field (football field), track, bleachers, lighting, outdoor storage improvements, and any related features; and

WHEREAS: New Hampshire RSA chapter 199, entitled “Schoolhouses”, provides for the construction of schoolhouses by School Districts. Pursuant to RSA 199:3, the City Council and the Dover School Board must jointly create a Joint Building Committee (JBC), each public body appointing equal members, to oversee the potential renovations/construction; and

WHEREAS: On January 8, 2024, the Dover School Board unanimously passed a resolution: (i) forming a JBC to be known as the “Dover High School Athletic Complex Joint Building Committee”, and (ii) appointing the following three individuals to serve as the School Board-appointed JBC members:

Michelle Clancy, Ex Officio;
Craig Flynn, Ex Officio; and
Ronan O’Doherty; and

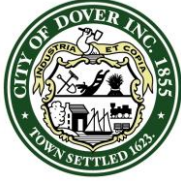
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The City Council concurs with the Dover School Board’s resolution dated January 8, 2024. Accordingly, a new JBC is hereby formed pursuant to RSA 199:3 to research, investigate, and, to the extent of any approved final plans by the Dover School Board and approved funding by the City Council, improve the existing Dover High School Dunaway Field (football field), track, bleachers, lighting, outdoor storage improvements, and any related features. The aforesaid JBC shall be known as the “Dover High School Athletic Complex Joint Building Committee”, and said JBC shall have all duties and powers set forth in RSA chapter 199. The Joint Building Committee shall be composed of six (6) total members – three (3) appointed by the City Council and three (3) appointed by the School Board.

AND BE IT FURTHER RESOLVED;

The City Council hereby appoints the following three individuals to the Dover High School Athletic Complex Joint Building Committee:

City Councilor Fergus Cullen, Ex Officio
Deputy Mayor Dennis Shanahan, Ex Officio; and
Dover citizen Ernest Clark.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.1. Resolution Number: R - 2024.01.24 - 12 Resolution Re: Formation of the Dover High School Athletic Complex Joint Building Committee	

AND BE IT FURTHER RESOLVED THAT:

No construction-phase bidding, procurement, demolition, or construction work may commence unless and until (i) the Dover School Board approves the final plans pursuant to RSA 199:3, I and RSA 199:1, and (ii) at least one hearing has been held as required by RSA 199:1 together with successful completion of any other permitting, land use, environmental, or other requirements of applicable federal/state/local law, including but not limited to building or related permits and review/comment of any proposed plans by the Dover Planning Board. In addition, financial obligations and expenditures may be incurred by the Dover High School Athletic Complex Joint Building Committee only to the extent of appropriations by the Dover City Council in accordance with RSA 199:3, IV.

AND BE IT FURTHER RESOLVED THAT:

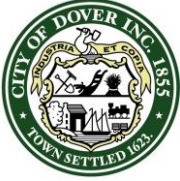
The Dover High School Athletic Complex Joint Building Committee shall exist and endure as a public body until such time the aforesaid committee is dissolved pursuant to applicable law. Ex officio members appointed by the City Council shall serve concurrent with the person's term of office on the Dover City Council. Any and all current or future members appointed to the Dover High School Athletic Complex Joint Building Committee by the Dover City Council shall at all times be residents of the City of Dover and shall serve as voting members of the committee indefinitely at the sole discretion of the City Council until the committee concludes its work and dissolves, unless said member resigns, is no longer qualified to serve, and/or is removed and replaced by the Dover City Council in its sole discretion.

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:	Jerrica Vanslyvong- Bizier City Clerk		

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:
Document Created by: Legal Document Posted on: January 18, 2024	
R-2024.01.24 Formation of the Dover High School Athletic Complex Joint Building Committee Page 2 of 3	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2024.01.24 - 12**
Resolution Re: Formation of the Dover High School Athletic Complex
Joint Building Committee

DOCUMENT ACTIONS:

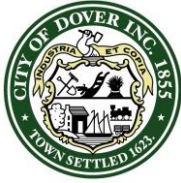
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor S. April Richer, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Further information about the statutory framework governing joint building committees may be found in RSA chapter 199, linked here: <https://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-XV-199.htm>

As part of the City of Dover's non-debt financed FY 2021 Capital Improvements Program (adopted on December 11, 2019, via [R-2019.10.23-170](#)), a total of \$350,000 has been appropriated by the Dover City Council for reserve funds to be used for "Dover High School Bleachers."

As part of the City of Dover's debt-financed FY 2025 Capital Improvements Program (adopted most recently on December 13, 2023, via [R-2023.11.29-184](#)), \$2,500,000 was appropriated for "DHS Equip Storage, Bleacher, Turf/Track Replacement."



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2024.01.24 - 13**

Resolution Re: B11001 Wright-Pierce Engineering Services for the WWTF
UV Disinfection and Blower System Upgrade Construction
Administration

WHEREAS: A sealed (RFQ) Request for Qualifications #B11001 was issued and received for Professional Engineering Services for the Waste Water Treatment Facilities Plan on August 23, 2010 at 2:00 PM; and

WHEREAS: Wright-Pierce was awarded design of equipment upgrades and plant processes via resolution [R-2012.07.25-96](#), as well as several subsequent additional scopes of work using available funds; and

WHEREAS: In February 2022 an additional scope of work was submitted to the city for engineering services in the amount of \$133,600.00 for the UV Disinfection and Blower System Upgrades and was approved by council via resolution [R-2022.02.09-129](#); and

WHEREAS: The City has recently received an additional scope of work for engineering services for the upgrade of the UV Disinfection and Blower System at the Waste Water Treatment Facility (WWTF) in the amount of \$179,000.00, consisting of Construction Administration and Inspections. This resolution is contingent upon approval of R-2023.12.13 Reprogramming of Unexpended Bond Proceeds from River St Pump Station being voted on tonight; and

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

The Purchasing Agent is hereby authorized to issue a Purchase Order Revision to Wright-Pierce of Portsmouth, NH for engineering services for the WWTF UV Disinfection and Blower System Upgrade in the amount not to exceed \$179,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
5320.1.300.43250.4741.04593.23	WWTP-Aeration Blower Project	462,825.37	36,068.00
5320.1.300.43250.4741.04593.24	WWTP-Aeration Blower Project	200,000.00	200,000.00

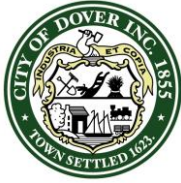
AUTHORIZATION

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: Jerrica Vansylyvong-
Bizier, City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

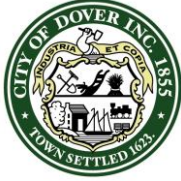
Resolution Number: **R – 2024.01.24 - 13**
Resolution Re: B11001 Wright-Pierce Engineering Services for the WWTF
UV Disinfection and Blower System Upgrade Construction
Administration

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 S. April Richer, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2024.01.24 - 13**

Resolution Re: B11001 Wright-Pierce Engineering Services for the WWTF
UV Disinfection and Blower System Upgrade Construction
Administration

RESOLUTION BACKGROUND MATERIAL:

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

In 2020, the city replaced one of the three high-speed blowers which provide air to the city's four aeration tanks. Aeration Blower No. 3 was replaced with a 150 HP, Aerzen D 98S hybrid positive displacement blower. Wright-Pierce has performed evaluation, design, and provided bid specifications/consulting of the recommended equipment for both City and NHDES review. The proposed work also included design services for updating and replacing the ultra-violet (UV) light disinfection system. The effluent discharged from the wastewater treatment plant is disinfected with non-chemical addition, ultra-violet light. The current UV disinfection system has reached its 20-year. This is a critical system to ensure safe and compliant effluent is continuously discharged. NH DES has been consulted for approval of this critical system.

The city has received a scope of work for the final construction administration and inspection services in the amount of \$179,000 making total contract amount of \$312,600.00. The expected scope of work will provide onsite inspection services and coordination of construction, and in-office administrative support reviewing shop drawings, scheduling, verifying pay requisitions, and assistance with final start-up and testing.

Bid Information:

A sealed (RFQ) Request for Qualifications #B11001 was issued and received for Professional Engineering Services for the Waste Water Treatment Facilities Plan on August 23, 2010 at 2:00 PM.

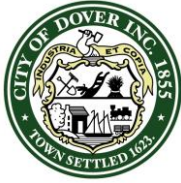
Award Information:

A purchase order will be issued to Wright-Pierce to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	117	Number of Responses:	8
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	As needed
Recommended Award to:	Wright-Pierce	Fund:	CIP
Other Approvals Required:	Yes NHDES	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 threshold

B11001 Bid Documents and Vendor List



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2024.01.24 - 14**

Resolution Re: B14074 Engineering Services for the Construction of the Pudding Hill Water Treatment Facility, Amendment No. 3 – Underwood Engineers

WHEREAS: Underwood Engineers (UE) was awarded Request for Qualification B14074 Professional Engineering Services for City Wide Water Systems Upgrades in 2014. UE completed the final design for the construction of the Pudding Hill water treatment facility that was bid ([#B22013](#)) by the City on September 21, 2021; and

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

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

WHEREAS: In April 2022, City Council approved a proposal of \$35,000.00 which is eligible to receive funding assistance through a PFAS American Rescue Plan Act (ARPA) grant for this project. This Amendment No. 1 included a cost proposal for added costs to comply with ARPA funding requirements to the current contract documents via approved resolution [R-2022.04.27-191](#) and In February 2023, the city received Amendment No.2 to the agreement with UE for additional construction administration services in the amount of \$150,000.00, which was approved via [R-2023.03.22-049](#); and

WHEREAS: In December 2023, the city received Amendment No.3 to the agreement with UE for additional construction administration, establishment of Standard Operating Procedures, and Artificial Recharge Startup in the amount of \$150,000.00, which is eligible for full reimbursement under NHDES's PFAS Remediation Grant, and is seeking approval to award Amendment No. 3: and

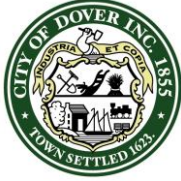
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a purchase order revision to Underwood Engineers of Portsmouth, NH for Amendment No. 3 for professional engineering services for the construction of the Pudding Hill water treatment facility in the amount of \$150,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4720.03595.22.	Water-Pudding Hill WTP	3,948,578.46	951,856.20



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2024.01.24 - 14**

Resolution Re: B14074 Engineering Services for the Construction of the
Pudding Hill Water Treatment Facility, Amendment No. 3 –
Underwood Engineers

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

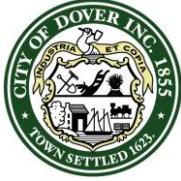
Recorded by: Jerrica Vansylyvong-
Bizier, City Clerk

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 S. April Richer, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2024.01.24 - 14**

Resolution Re: B14074 Engineering Services for the Construction of the Pudding Hill Water Treatment Facility, Amendment No. 3 – Underwood Engineers

RESOLUTION BACKGROUND MATERIAL:

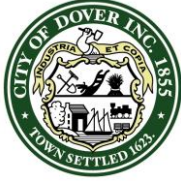
Additional work related to nearly completed Pudding Hill Water Filtration Plant has been approved for eligibility and funding by NH DES's PFAS Remediation Grant, which provides for reimbursement of up to \$5,188,000 in related expenses. The current scope of work will help develop a detailed list of Standard Operating Procedures to help guide our City staff in proper operation of the plant. The City will be coordinating sampling efforts with EPA's Office of Research & Development to monitor plant performance and contaminant removal effectiveness and efficiency. Work will also occur to optimize use of artificial aquifer recharge to minimize number of contaminants reaching the new treatment plant. Additional consultant/engineering work will also be covered for additional Construction Administration and oversight, as the treatment plant contractor has experienced a few equipment delays that have pushed back the start-up of the plant. Substantial Completion is slated for late-February, with full operation targeted for mid-April.

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

	Task	Current Value	Cost Adjustment	Revised contract Amount
01	Construction Administration	551,000.00	20,000.00	571,000.00
02	Resident Project Representative	472,000.00	30,000.00	502,000.00
03	Startup Services	77,000.00		77,000.00
04	O&M Manuals	70,000.00		70,000.00
05	Record Drawings	40,000.00		40,000.00
06	Funding Assistance	55,000.00		55,000.00
07	Field Testing	45,000.00		45,000.00
08	Increased Insurance Coverage	50,000.00		50,000.00
09	Standard Operating Procedures		60,000.00	60,000.00
10	Artificial Recharge Start Up		40,000.00	40,000.00
	Total	1,360,000.00	150,000.00	1,510,000.00

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

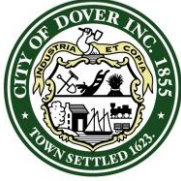
Agenda Item#: 13.B.3.

Resolution Number: **R – 2024.01.24 - 14**

Resolution Re: B14074 Engineering Services for the Construction of the
Pudding Hill Water Treatment Facility, Amendment No. 3 –
Underwood Engineers

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	N/A	# of Responses:	N/A
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completed	Estimated Delivery:	1May 31,2024
Recommended Award to:	Underwood Engineers	Fund:	Fund 5300-PFAS
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Exceeds \$25,000 council approval threshold and Competitive bidding waiver.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2024.01.24 - 15**

Resolution Re: Authorization to Accept and Expend the New Hampshire
Department of Transportation – State Aid to Municipalities

WHEREAS: The City has received notice from the New Hampshire Department of Transportation of an allocation of Highway Block Grant Aid in the amount of \$175,116.07 and an allocation of Municipal Bridge Aid grant of \$241,023.30 as a result of the passing of HB2 for State fiscal year 2024 budget; and

WHEREAS: HB2 for State fiscal year 2024 budget will provide funding with restricted uses, meaning that it may be used to supplement (not supplant) local budgets; The “supplement not supplant” provision requires that these funds must add to (supplement) and not replace (supplant) local budgeted funds when providing services that repair, maintain, and construct municipal bridges; repair and maintain class IV and V roads; or acquire the equipment necessary to maintain Class IV and class V roads; and

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

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

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

AND, FURTHER BE IT RESOLVED THAT:

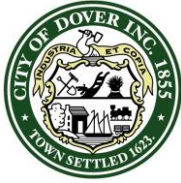
In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with the vendor 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
2240.1.300.43111.3353.03121.24	Special Highway Block Grant	175,116.07	175,116.07
2240.1.300.43121.3370.03116.24	Municipal Bridges Grant	241,023.30	241,023.30

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2024.01.24 - 15**

Resolution Re: Authorization to Accept and Expend the New Hampshire
Department of Transportation – State Aid to Municipalities

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: Jerrica Vansylyvong-
Bizier
City Clerk

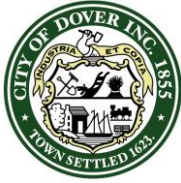
DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor S. April Richer, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Anthony Retrosi, 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 – 2024.01.24 - 15**

Resolution Re: Authorization to Accept and Expend the New Hampshire
Department of Transportation – State Aid to Municipalities

RESOLUTION BACKGROUND MATERIAL:

HB2 for State fiscal year 2024 budget will provide funding with restricted uses, meaning that it may be used to supplement (not supplant) local budgets; The “supplement not supplant” provision requires that these funds must add to (supplement) and not replace (supplant) local budgeted funds when providing services that repair, maintain, and construct municipal bridges; repair and maintain class IV and V roads; or acquire the equipment necessary to maintain Class IV and V roads.

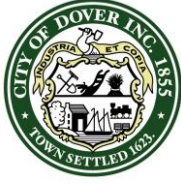
These two sources of grant funding are to be considered “unanticipated revenue.” Therefore, a municipality may accept and expend the funds under the provisions of [RSA 31:95-b, II-IV](#). For unanticipated money in the amount of \$10,000 or more, RSA 31:95-b requires the governing body to hold a public hearing on the action to be taken, with notice of the time, place and subject of the hearing published at least seven days before the hearing is held.

The City has received notice from the New Hampshire Department of Transportation of an allocation of Highway Block Grant Aid in the amount of \$175,116.08 and an allocation of Municipal Bridge Aid of \$241,023.30 of grant funds as a result of the passing of HB2 for State fiscal year 2024 budget.

In the City’s FY2025-FY2030 Capital Improvements Plan (CIP), the Bridge Replacement – Sixth Street project for FY2025 is being funded by the Municipal Bridge Aid grant payment of \$861,430.69 that the City received in FY2023. The FY2023 funding and the current year Municipal Bridge Aid grant of \$241,023.30 will go towards replacement of 6th Street bridge over Blackwater Brook, which is a Red-Listed Bridge. The City has 11 Bridges in the NH DOT inspection program. The only one that is Red-Listed is 6th Street.

The culvert on County Farm Road at Reyner’s Brook is likely going to need complete replacement. Any Municipal Bridge Aid grant funds not expended on the 6th Street bridge replacement project will be available for the County Farm Road culvert project.

The Highway Block Grant Aid funding received in fiscal year 2023 and the current year amount will go towards supplementing annual Street Paving Program with more overlays and maintenance. Based on the City’s adopted FY2025-FY2030 CIP various roadway projects, such as Portland Avenue Retaining Wall, Court Street Reconstruction, and 5th & Grove Streets Reconstruction projects will be out to bid soon. In the event bid results are higher than expected, the Highway Block Grant Aid will be used to supplement existing project appropriations.

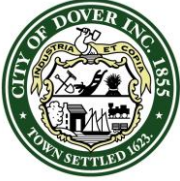
 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.1. Ordinance Number: O – 2024.01.24 - 1 Ordinance Title: Vehicles and Traffic Chapter: 141 Section: 31 Unlawful Acts; separate violations
---	---

The City of Dover Ordains:

1. **PURPOSE**
The purpose of this ordinance is to revise and update provisions of Chapter 141 as recommended by City staff, the Parking Commission, and the Transportation Advisory Commission. Further information is set forth in the background of this ordinance, incorporated by reference.
2. **AMENDMENT**
Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Section 141-31, “Unlawful acts; separate violations”, as follows:
 - a. **THE FOLLOWING ARE AMENDED:**

§ 141-31 **Unlawful acts; separate violations.**

- A. The following shall be considered violations of this article:
 - (1) It shall be unlawful for any person to park or allow any vehicle registered in his/her name to be parked in a parking meter zone so that the vehicle is not entirely within the area designated or delineated by lines or markings.
 - (2) It shall be unlawful for any person to park or allow any vehicle registered in his/her name to be parked in excess of 19 feet in overall length in a multi-space parking meter zone except as provided in § 141-32.
 - (3) Multi-space parking meters.
 - (a) It shall be unlawful for any person to park or allow any vehicle registered in his/her name to be parked or left standing in any area where parking is controlled by a multi-space parking meter:
 - [1] Without purchasing a timed parking session from said multi-space parking meter for such parking or standing time, which timed parking sessions shall only authorize the specific vehicle and license plate entered into the meter to use and occupy the parking.
 - [2] For parking areas in the City that lack any form of pay-by-plate meters or capabilities, without displaying any receipt so purchased from a multi-space parking meter in a position on the dashboard of the vehicle in order that the time printed on said receipt is clearly visible from outside the vehicle. This subsection shall not apply to metered parking garages or other metered areas when the proper space number is entered into the pay-by-space parking meter or pay-by-plate meters or capabilities.
 - [3] After parking or standing time which has been purchased has expired.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2024.01.24 - 1**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: 31 Unlawful Acts; separate violations

[4] For parking areas that require the use of displayed receipts, displaying an altered or falsified receipt or any receipt that has not been purchased from the multi-space parking meter controlling the parking space in which the vehicle displaying the receipt is parked. Violators will be subject to Table B fines under § **141-23** as set forth in the Fine Schedule as adopted by City Council.

[5] In excess of the posted time limits.

[6] For the Dover Transportation Center Parking Lot, failing over a period of five consecutive calendar days to park in an area specifically designated by the Chief of Police for such parking.

(b) Exception. No multi-space parking meter receipt is required for a vehicle parked in a parking meter zone for less than 15 minutes; this exception does not apply to metered parking lots or a metered parking garage.

(c) Each violation of the acts described in Subsection **A(3)(a)[1]** to **[5]** shall constitute a separate violation and additional violation.

(d) Use of a pay-by-plate application to pay for parking is permitted notwithstanding the provisions of Subsection **A(3)(a)[1]** under the following conditions:

[1] The pay-by-plate application is authorized for use in the City of Dover by the Chief of Police or designee.

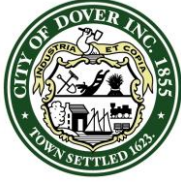
[2] The pay-by-plate application is activated for the proper zone the vehicle is parked in.

[3] The fee has been paid for the specific vehicle and license plate using or occupying the parking.

(4) It shall be unlawful for any person to park or allow any vehicle registered in his/her name to remain parked in a parking meter zone when time purchased on the parking meter for that vehicle and plate number has expired, except as provided in § **141-30**.

(5) It shall be unlawful for any person to park or allow any vehicle registered in his/her name to be parked or left standing on any public highway or part of a public highway within the City in a parking meter zone without conforming to the provisions of this article.

(6) It shall be unlawful for any person to park in a metered on-street parking space without purchasing a parking session for the specific vehicle and plate number occupying

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Ordinance Number: O – 2024.01.24 - 1 Ordinance Title: Vehicles and Traffic Chapter: 141 Section: 31 Unlawful Acts; separate violations	Agenda Item#: 13.C.1.

the parking, or with a receipt from a multi-space parking meter in a metered parking lot or a metered parking garage.

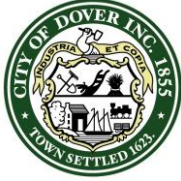
(7) The City’s print-at-home permit program provides permits specific to the single vehicle associated with each such permit. It shall be unlawful for any person to forge, falsify, or print multiple copies of print-at-home permits for use by others, or in any other way assist, facilitate, aid, or abet the use of a print-at-home permit by or for any other vehicle other than the permitted vehicle. Violators will be subject to Table B fines under § 141-23 as set forth in the Fine Schedule as adopted by City Council.

- B. Where a violation of this article is found, each additional one hour that a vehicle is so parked in violation shall constitute a separate additional violation.
- C. The previous provisions of this article shall not apply to City-owned vehicles or to persons who are disabled and have obtained permission to park from the Chief of Police.
- D. Chronic offenders. Any person with five violations of any subsection of § 141-31A(3), (4) ~~and or (6) or § 141-37~~ in a calendar year for any metered ~~on-street~~ parking space shall be fined as set forth in the Fine Schedule as adopted by City Council for each subsequent offense.
- E. Displaying an altered or falsified parking permit, or parts thereof. Violations will be subject to a fine as set forth in the Fine Schedule as adopted by City Council. The violator’s permit may also be revoked and no refund will be issued.

REQUIRES PUBLIC HEARING
TO BE REFERRED TO PUBLIC HEARING ON FEBRUARY 14, 2024

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:	Jerrica Vanslyvong- Bizier City Clerk		

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Agenda Item#: 13.C.1.	
	Ordinance Number:	O – 2024.01.24 - 1
	Ordinance Title:	Vehicles and Traffic
	Chapter:	141
Section:	31 Unlawful Acts; separate violations	

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 S. April Richer, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Anthony Retrosi, 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.		

ORDINANCE BACKGROUND MATERIAL:

This ordinance accomplishes changes to Dover Code Chapter 141, Section 31. The proposed changes were unanimously approved and recommended by the Parking Commission on January 16, 2024. Further information about these amendments is set forth below for reference:

- 141-31.A.3.a: The Parking Manager has recently discovered a significant number of vehicles being stored in the Dover Transportation Center Parking Lot. This new text in [6] expressly requires that any vehicle left in that lot for more than five calendar days must park in designated areas or else be subject to fining.
- 141-31.D: This amendment expands the chronic meter regulations to all metered parking areas. The reference to Dover Code 141-37 is outdated and should be removed due to the ending of the in-vehicle parking meter program.