

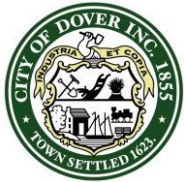
CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 28, 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
6. APPROVAL OF AGENDA
7. PUBLIC HEARINGS
 - A. FISCAL YEAR 2025 BUDGET APPROPRIATIONS, FEES, AND CAPITAL IMPROVEMENTS PROGRAM – SCHOOL PORTION ONLY
(CITY PORTION PUBLIC HEARING TO BE HELD ON MARCH 20, 2024)
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. AUTHORIZATION TO ACCEPT AND EXPEND INVESTNH MUNICIPAL PER UNIT AWARD GRANT MPU22-126 FROM NH BUSINESS AND ECONOMIC AFFAIRS
SPONSORED BY MAYOR CARRIER BY REQUEST
 - C. ACCEPTANCE OF THE FY25 ACTION PLAN AND THE EXPENDITURES FOR FY25 CDBG ENTITLEMENT FUNDS, FY24 PROGRAM INCOME, AND FY25 PROGRAM INCOME
SPONSORED BY COUNCILOR CULLEN
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 – PRESENTATION OF FY2023 AUDIT AND ANNUAL COMPREHENSIVE FINANCIAL REPORT
10. APPROVAL OF MINUTES
 - A. February 7, 2024 – Workshop Meeting
 - B. February 14, 2024 – Regular Meeting
11. MAYOR'S REPORT
12. UNFINISHED BUSINESS
 - A. ORDINANCES IN THE 2nd READING
 - B. ORDINANCES IN THE 3RD READING
 - C. RESOLUTIONS
 1. AUTHORIZATION TO ACCEPT AND EXPEND INVESTNH MUNICIPAL PER UNIT AWARD GRANT MPU22-126 FROM NH BUSINESS AND ECONOMIC AFFAIRS
(THIS RESOLUTION REQUIRES A TWO-THIRDS MAJORITY VOTE TO ADOPT



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 28, 2024**
Meeting Time: **7:00 pm**

PURSUANT TO CITY CHARTER C6-6)

SPONSORED BY MAYOR CARRIER BY REQUEST

2. ACCEPTANCE OF THE FY25 ACTION PLAN AND THE EXPENDITURES FOR FY25 CDBG ENTITLEMENT FUNDS, FY24 PROGRAM INCOME, AND FY25 PROGRAM INCOME

SPONSORED BY COUNCILOR CULLEN

13. NEW BUSINESS

A. CONSENT CALENDAR

1. APPROVAL OF TEMPORARY PUBLIC ART INSTALLATION AT WALDRON COURT

SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

- | | |
|--|--|
| 1. Arts Commission (Nemeth) | 16. Solid Waste Advisory Committee (Hackett) |
| 2. Conservation Commission (Williams) | 17. Transportation Advisory Commission (Richer) |
| 3. Library Board of Trustees (Nemeth) | 18. Joint Building Committee – DHS (Carrier) |
| 4. Appointments Committee (Williams) | 19. Heritage Commission (Retrosi) |
| 5. Planning Board (Cullen) | 20. Board of Health (Richer) |
| 6. School Board Liaison (Hackett) | 21. Downtown TIF Advisory Board (Warach) |
| 7. Arena Commission (Hackett) | 22. Coheco Waterfront Development Advisory Committee (Carrier) |
| 8. Recreation Advisory (Retrosi) | 23. COAST (Shanahan) |
| 9. Energy Commission (Richer) | 24. Waterfront TIF Advisory Board (Warach) |
| 10. Parking Commission (Warach) | 25. Dover Main Street (Carrier) |
| 11. McConnell Center Advisory Committee (Retrosi) | 26. Strafford Regional Planning Commission (Williams) |
| 12. Legislative Liaison (Shanahan) | 27. Government Affairs (Carrier) |
| 13. Committee for Racial Equity and Inclusion (Nemeth) | 28. Pool Advisory (Retrosi) |
| 14. Graffiti Management Advisory Committee (Nemeth) | 29. Cemetery Board (Warach) |
| 15. Ordinance Committee (Shanahan) | 30. Joint Building Committee – Athletic Complex (Cullen) |

B. RESOLUTIONS

1. AUTHORIZATION TO ACCEPT AND EXPEND NH CHARITABLE FOUNDATION SUPPLEMENT TO THE FEDERAL HIGHWAY ADMINISTRATION'S CULVERT AOP GRANT

(THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY VOTE TO BE HELD ON MARCH 13, 2024)

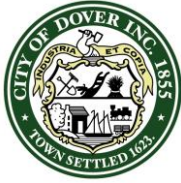
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.02.14 - 27**

Resolution Re: Authorization to Accept and Expend the InvestNH
Municipal Per Unit Award Grant MPU22-126 from NH
Business and Economic Affairs

WHEREAS: The City has received notice from the NH Department of Business and Economic Affairs (BEA) of an award of the InvestNH Municipal Per Unit Award Grant in the amount of \$440,000.00, contingent upon Governor and Council Approval; and

WHEREAS: The grant application submitted by the City for forty-four eligible housing units at the Cottages at Back River Road has resulted in the grant to reward planning practices to address community housing needs; and

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

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

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to apply for, accept, and expend grant funds allocated to the City of Dover on behalf of the NH Department of Business and Economic Affairs from InvestNH Municipal Per Unit Award Grant MPU22-126 and any funding received is hereby appropriated for said purposes. The City Council, in a majority vote, accepts the terms and requirements of the Grant, and authorizes the City Manager to sign all necessary paperwork for the grant as well as contract(s) with a vendor, consistent with the authority herein.

AND, FURTHER BE IT RESOLVED THAT:

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

Financing

Account	Description	Appropriation	Balance
TBD	InvestNH Municipal Per Unit Award Grant	440,000.00	440,000.00

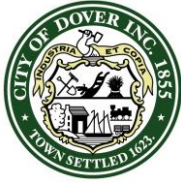
THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal Joshua Wyatt



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.02.14 - 27**

Resolution Re: Authorization to Accept and Expend the InvestNH
Municipal Per Unit Award Grant MPU22-126 from NH
Business and Economic Affairs

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:

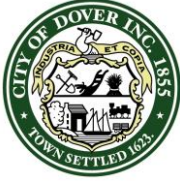
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor S. April Richer, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		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

RESOLUTION BACKGROUND MATERIAL:

The InvestNH Fund, established in 2022 through the Governor's Office for Emergency Relief and Recovery, made \$100 million available to municipalities and developers to accelerate the approval and construction of affordable workforce housing in the State of New Hampshire. The initiative includes provisions for municipalities to receive \$10,000 for each qualifying unit approved and permitted. The City of Dover has approved and permitted several projects meeting the program criteria, and has submitted applications for 62 qualified units, for an award totaling \$620,000. The City's application for the Cottages at Back River Rd project, which includes 44 of these eligible housing units (44 x \$10,000=\$440,000), has been reviewed and conditionally approved by the grant administrators at the New Hampshire Department of Business and Economic Affairs.

These InvestNH funds will be placed in a separate grant fund maintained by the city to track expenditure of the funds. The City's Ad hoc Committee to Address Community Housing Needs will be developing

Document Created by: Finance	R-2024.02.14 Authorization to Accept and Expend InvestNH Municipal Per Unit Award Grant MPU22-126
Document Posted on: February 22, 2024	(1) Page 2 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.02.14 - 27**

Resolution Re: Authorization to Accept and Expend the InvestNH
Municipal Per Unit Award Grant MPU22-126 from NH
Business and Economic Affairs

recommendations for the proposed use of these grant funds. The proposed plan for use of the grant funds will be presented to the City Council in September, 2024.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.02.14 - 26**

Resolution Re: Acceptance of the FY25 Action Plan and the expenditures for FY25 CDBG Entitlement Funds, FY24 Program Income and FY25 Program Income

WHEREAS: The City of Dover will have funds available for appropriation from the FY25 Entitlement Grant, FY24 Program Income and FY25 Program Income; and

WHEREAS: The Planning Department is required by HUD to prepare, and the Governing Body adopt an “Action Plan” which is a needs assessment and detailed expenditure plan for the use of Community Development funds in meeting the needs of very-low, low, and moderate income households of Dover; and

WHEREAS: The Planning Board has reviewed proposed projects for said funds and held a public hearing on January 9, 2024 for the purpose of obtaining citizens' viewpoints on the proposed projects; and

WHEREAS: The Planning Board has reviewed the proposed projects and recommends approval of the Action Plan and the expenditure plan contained in this Resolution; and

WHEREAS: The recommended disbursements of funds have been reviewed for compliance with HUD statutory requirements and for meeting national objectives;

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

The FY25 Action Plan is adopted and the City Manager is authorized to enter into sub-recipient contracts as part of this Action Plan for expenditure of FY25 CDBG Entitlement Funds, FY24 Program Income and FY25 Program Income.

AND, FURTHER BE IT RESOLVED;

Should Congress adopt a budget that results in a grant amount that is different than anticipated in the Action Plan, or should the program income amounts received be different than anticipated for use in the Action Plan, the City Manager is authorized to adjust the amounts of the Action Plan allotments per HUD guidance and as described in the Action Plan.

NOTE: This resolution requires public hearing prior to City Council vote. Resolution to be referred to public hearing on February 28, 2024 with vote to occur on that date.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.02.14 - 26**
Resolution Re: Acceptance of the FY25 Action Plan and the expenditures for FY25 CDBG Entitlement Funds, FY24 Program Income and FY25 Program Income

Financing Estimated Revenue Available for FY25 Action Plan

Account	Description	Appropriation
2100.1.180.46311.3311.06311.24.000.000.R30	FY25 Federal Grant	\$307,000.00
2100.1.180.46525.3599.06621.24.000.000.R50	FY25 DELP Misc Revenue	\$4,030.00
2100.1.180.46311.3421.06311.24.000.000.R40	FY25 CDBG Parking Income	\$6,000.00
2100.1.180.46525.3599.06621.23.000.000.R50	FY24 DELP Misc Revenue	\$5,200.00
2100.1.180.46311.3421.06311.23.000.000.R40	FY24 CDBG Parking Income	\$6,000.00
TOTAL		\$328,230.00

Financing Appropriations for FY25 Action Plan

Account	Description	Appropriation
2100.1.180.46348.4835.06367.24.000.000.800	AIDS Response	\$7,250.00
2100.1.180.46348.4835.06398.24.000.000.800	Alliance for Community Transportation	\$4,000.00
2100.1.180.46348.4835.06362.24.000.000.800	CASA of NH	\$3,000.00
2100.1.180.46348.4835.06363.24.000.000.800	Community Partners	\$4,000.00
2100.1.180.46348.4835.06351.24.000.000.800	Cornerstone VNA	\$3,000.00
2100.1.180.46348.4835.06377.24.000.000.800	Cross Roads	\$7,250.00
2100.1.180.46348.4835.06360.24.000.000.800	Dover Welfare Sec Deposit	\$3,000.00
2100.1.180.46348.4835.06361.24.000.000.800	HAVEN	\$6,000.00
2100.1.180.46348.4835.06342.24.000.000.800	My Friends Place	\$7,650.00
2100.1.180.46348.4835.06395.24.000.000.800	Strafford Nutrition Meals on Wheels	\$3,000.00
2100.1.180.46348.4835.06353.24.000.000.800	Triangle Club	\$0.00
2100.1.180.46525.4835.06396.24.000.000.800	Dover Econ Loan Pool & Business Assistance	\$8,695.00
2100.1.180.46525.4835.06396.24.000.000.100	Econ Dev Adm	\$2,000.00
2100.1.180.46323.4835.06335.24.000.000.800	CAP Weatherization	\$25,000.00
2100.1.180.46323.4110.06314.24.000.000.100	CAP Weatherization Activity Admin	\$1,000.00
2100.1.180.46341.4835.06346.24.000.000.800	MFP Barn	\$30,625.00
2100.1.180.46341.4110.06346.24.000.000.100	MFP Barn Admin	\$1,000.00
2100.1.180.46341.4835.06352.24.000.000.800	DHA - Elevator Modernization @ Jack Buckley Commons	\$5,000.00
2100.1.180.46341.4110.06352.24.000.000.100	DHA - Elevator Admin	\$0.00
2100.1.180.46341.4835.06354.24.000.000.800	Triangle Club - Mini Splits	\$20,000.00
2100.1.180.46341.4110.06354.24.000.000.100	Triangle Club Mini Splits Admin	\$1,000.00
2100.1.180.46341.4835.06353.24.000.000.800	Triangle Club - Parking & Fence	\$65,000.00
2100.1.180.46341.4110.06353.24.000.000.100	Triangle Club Parking & Fence Admin	\$1,000.00
2100.1.180.46341.4835.06380.24.000.000.800	Home for Now - Security Cameras	\$49,000.00
2100.1.180.46341.4110.06380.24.000.000.100	Home for Now Security Cameras Admin	\$1,000.00
2100.1.180.46341.4835.06354.24.000.000.800	Home for Now - Windows	\$5,000.00
2100.1.180.46341.4110.06354.24.000.000.100	Home for Now Windows Admin	\$1,000.00
2100.1.180.46311.4110.06311.24.000.000.800	Gen Administration & Planning	\$63,760.00
TOTAL		\$328,230.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.02.14 - 26**
Resolution Re: Acceptance of the FY25 Action Plan and the expenditures for FY25 CDBG Entitlement Funds, FY24 Program Income and FY25 Program Income

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Fergus Cullen
Ward 6

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

Recorded by: Jerrica Vanslyvong-Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote: 03/09/2022	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:		
Ordinance does pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.02.14 - 26**
Resolution Re: Acceptance of the FY25 Action Plan and the expenditures for FY25 CDBG Entitlement Funds, FY24 Program Income and FY25 Program Income

RESOLUTION BACKGROUND MATERIAL:

FY25 ACTION PLAN – HUD MANDATED FUNDING CAPS

The Action Plan (AP) identifies the Activities that will receive CDBG funding for the next fiscal year. Per HUD regulations, the maximum amount of funding that can be provided for all Public Services allocations combined, and for General Administration & Planning, is capped as follows:

- Public Services Cap: Fifteen percent of the anticipated FY25 grant amount plus fifteen percent of the anticipated FY24 program income: **\$48,150.00**.
- General Administration & Planning Cap: Twenty percent of the anticipated FY25 federal grant plus twenty percent of the anticipated FY25 program income: **\$63,760.00**

FUNDING CATEGORIES

Public Services

AIDS Response Seacoast

Amount Requested: **\$10,000.00**

Planning Board Recommendation: **\$7,250.00**

Partially support the salaries and benefits of the Case Management Department staff, consisting of a Program Manager, Medical Case Managers and a Financial Administrator.

Alliance for Community Transportation

Amount Requested: **\$4,000.00**

Planning Board Recommendation: **\$4,000.00**

Operate TripLink, a regional transportation call center; operate Community Rides that provides transportation to healthcare for seniors and individuals with disabilities; provide staffing for Regional Coordination Council to provide greater access to community transportation resources.

CASA of NH

Amount Requested: **\$5,000.00**

Planning Board Recommendation: **\$3,000.00**

Recruitment and training/support of additional CASA Volunteer Advocates to serve the victimized children of Dover



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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Community Partners

Amount Requested: \$5,000.00

Planning Board Recommendation: \$4,000.00

Provide rental assistance including security deposits, and first month's rent assistance for individuals and families in Dover with mental illness or a developmental disability who are in threat of becoming homeless.

Cornerstone VNA

Amount Requested: \$25,000.00

Planning Board Recommendation: \$3,000.00

Offset underinsured or free care provided to Dover residents in need. It would also offset subsidized homemaking services, community education, and caregiver support in Dover.

Cross Roads

Amount Requested: \$15,000.00

Planning Board Recommendation: \$7,250.00

Provide emergency and transitional shelter and supportive services for families and individuals from Dover who are experiencing homelessness.

Dover Welfare

Amount requested: \$5,000.00

Planning Board Recommendation: \$3,000.00

Security deposit program. To help people of Dover move into apartments when they cannot afford deposits.

HAVEN

Amount Requested: \$7,500.00

Planning Board Recommendation: \$6,000.00

Funds requested will pay a portion (approximately 5%) of the rental costs of our new Strafford County 6-unit Domestic Violence shelter

My Friend's Place

Amount requested: \$30,000.00

Planning Board Recommendation: \$7,650.00

General operating cost to run both the Emergency Shelter and the Transitional Housing programs.

Strafford Nutrition & Meals on Wheels

Amount requested: \$5,000.00

Planning Board Recommendation: \$3,000.00

Help provide meals to homebound, elderly & low-income disabled Dover residents. Approximately 5,000 meals.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.02.14 - 26**
Resolution Re: Acceptance of the FY25 Action Plan and the expenditures for FY25 CDBG Entitlement Funds, FY24 Program Income and FY25 Program Income

Triangle Club

Amount Requested: \$18,796.99
Planning Board Recommendation: \$0.00
General operating costs/ custodial payroll

Public Facilities Projects

Community Action Partnership of Strafford County - Weatherization & Energy Efficiency

Amount Requested: \$25,000.00
Planning Board Recommendation: \$25,000.00

Funding to supplement the Weatherization Assistance Program for Dover residents.

MFP Barn

Amount Requested: \$30,625.00
Planning Board Recommendation: \$30,625.00

New roof and siding of existing barn storage building.

Dover Housing Authority – Elevator Modernization @ Jack Buckley Commons

Amount Requested: \$200,740.00
Planning Board Recommendation: \$5,000.00

Modernization of elevator in elderly/disabled low-income residential building.

Triangle Club – Mini Splits

Amount Requested: \$20,000.00
Planning Board Recommendation: \$20,000.00

Upgrading electrical in two upstairs offices, installing mini splits in downstairs back room and upstairs office.

Triangle Club – Parking Lot and Fence

Amount Requested: \$65,000.00
Planning Board Recommendation: \$65,000.00

Repairing and repaving portion of existing parking lot. Removal and replacement of existing fence.

Home for How – Security Cameras

Amount Requested: \$49,000.00
Planning Board Recommendation: \$49,000.00

Install hardwired security system to monitor all areas of the shelter.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

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Home for How – Windows

Amount Requested: \$5,000.00

Planning Board Recommendation: \$5,000.00

Replace two windows in kitchen that do not open with two windows that open for airflow & ventilation.

Economic Development

City of Dover - Economic Development Activities:

Amount Requested: \$8,695.00

Planning Board Recommendation: \$8,695.00

Funding for the DELP loan pool, Microenterprise program, business assistance and related economic development activities.

Administration

General Administration & Planning

Amount Requested: \$63,760.00

Planning Board Recommendation: \$63,760.00

Activities associated with overall administration of the CDBG program. Activities include development of the Action Plan; quarterly, semi-annual and annual reporting to HUD; training & legal notices. The amount proposed equals the maximum amount permissible per HUD regulations.

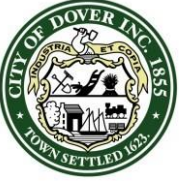
Activity Administration

Amount Requested: \$8,000.00

Planning Board Recommendation: \$8,000.00

Administrative costs associated with individual Activities. Activity specific costs include contract development & administration, processing requests for reimbursement, site visits, subrecipient monitoring and environmental review.

Econ Dev Adm	\$2,000.00
CAP Weatherization Admin	\$1,000.00
MFP Barn Admin	\$1,000.00
DHA - Elevator Admin	\$0.00
Triangle Club Mini Splits Admin	\$1,000.00
Triangle Club Parking & Fence Admin	\$1,000.00
Home for Now Security Cameras Admin	\$1,000.00
Home for Now Windows Admin	<u>\$1,000.00</u>
	\$8,000.00

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 12.C.2. Resolution Number: R – 2024.02.14 - 26 Resolution Re: Acceptance of the FY25 Action Plan and the expenditures for FY25 CDBG Entitlement Funds, FY24 Program Income and FY25 Program Income
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CONSOLIDATED PLAN GOALS

The City of Dover has identified 5 Goals that serve as the core of the Dover CDBG Consolidated Plan and identify the priorities for allocations within the Annual Action Plan.

- | | | |
|---|---|---|
| 1 | Goal Name
Goal Description | Access to Services
To provide increased opportunities to residents of the City who require education, health, recreation, shelter, transportation and related human services. |
| 2 | Goal Name
Goal Description | Renter and Homeowner Assistance
Weatherization and energy efficiency, Housing unit rehab, security deposit assistance, Lead based paint hazard. |
| 3 | Goal Name
Goal Description | Public Improvements
Development and improvements related to facilities and housing units utilized by qualifying populations and individuals. |
| 4 | Goal Name
Goal Description | Economic Development
Improvements, and the support of efforts, intended to promote economic development and to enhance economic opportunities for qualifying business, populations and individuals. |
| 5 | Goal Name
Goal Description | Accessibility and Transportation
Access to social services and employment and removal of architectural barriers. |

CITY MANAGER'S REPORT

REPORTING ON: JANUARY 2024



Waterfront progress in January 2024.
by Michael Gillis

February 28, 2024

By: City Manager Michael J. Joyal, Jr.

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



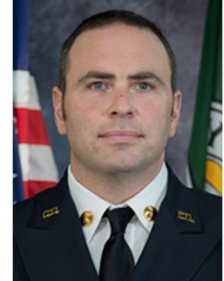
Michael Gillis
Media Services
Director



Denise LaFrance
Public Library
Director



Daniel Lynch
Finance Director



Michael McShane
Fire & Rescue Chief,
Emergency Mgmt
Director



Christopher Parker
Deputy City Manager



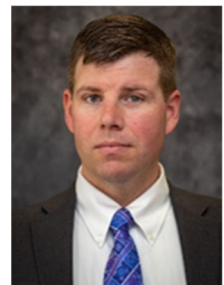
John Storer
Community Services
Director



Jerrica Vanslyvong-
Bizier
City Clerk Tax
Collector



Heather Worrall
Human Resources
Director



Joshua Wyatt
City Attorney

Community Services Department

Administration

Seth Thompson, Working Foreman and Michael Nadeau, Superintendent of Utilities both attended the NEWWA/NHWWA Joint Membership Meeting, presented by NEWWA and NHWWA. The event was held in Portsmouth, NH.

Ken Mavrogeorge, City Engineer; Amelia DeGrace, Assistant City Engineer; and David Fredrickson; Deputy Director of Community Services attended the NEWEA 2024 Annual Conference & Exhibit. The event was held in Boston, MA.

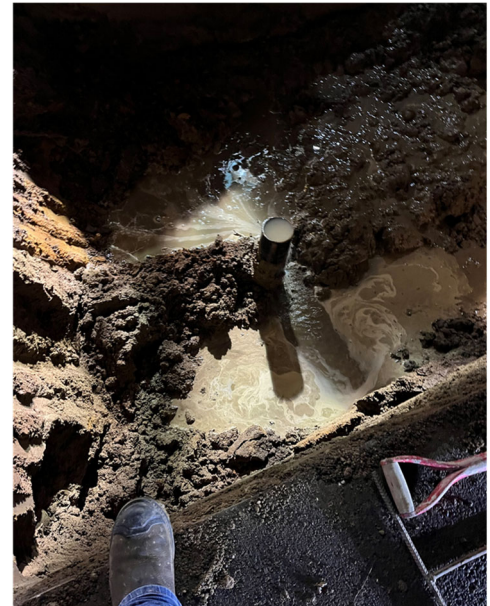
Brian Landry, Supervisor-Streets, Drains & Snow and Michael Nadeau, Superintendent of Utilities both attended DOT Supervisor Training via Zoom.



Water Division

The City of Dover produced over 54 million gallons for the month of January, and averaged 1.7 million gallons per day. The wells currently in use are Smith, Cummings, Campbell, Calderwood, Bouchard and Willand Pond Well 1. Ireland, DPH-1, and Hughes wells are off line.

The Water Division staff closed 17 service requests and 107 Work Orders for January. Crews conducted monthly sampling and maintenance. The Water crew replaced a valve at the French Cross Road Water Treatment Plant that was preventing operation of one of the filters used to remove iron and manganese. Two water main breaks occurred in January. The first break was located on High Ridge Drive where a valve had separated from the tee connection at the water main and was repaired by staff with water disruptions only affecting the residents located on High Ridge Drive. The second water main break was located on Locust Street near Central Avenue. Water disruptions occurred between Monroe Street and Central Avenue, which included residents located on Settlement Drive. In both of these cases, the repair was made as quickly as possible with City staff



**Water Main Break
High Ridge Drive**

patching the trenches with hot top until the spring when a more permanent patch to the pavement can be made.



**New Valve Installed
High Ridge Drive**



**Water Main Break
Locust Street**



**Broken Water Main
Locust Street**



**Installing repaired section of water
main on Locust Street.**



Sewer Pump Stations and Collection

The Sewer Division did not receive any service requests and closed only 3 work orders for the month of January. Due to the cold weather, the sewer jet truck was not used to clean any sewer lines. Staff used the sewer camera van to conduct assessments on the City gravity sewer mains to look for areas where Inflow and Infiltration (I and I) were occurring. The camera inspections are part of a larger project that is looking to remove all I and I from the sewer system.



Streets & Stormwater

Winter got off to a slow start, however that changed in January. There were 7 winter events over the course of the month, with an accumulation of 19.5 inches of snow. The first event with any significance was on the 6th and 7th with 8 inches of snow. With the storm taking place during the weekend, the lower traffic volume was helpful in keeping the operation going smoothly. A parking ban was in place overnight on Saturday into Sunday morning. The parking ban was the first of the season and resulted in 63 tickets and 13 tows. During the month there were two other parking bans, occurring overnight on 1/16 which resulted in 75 tickets and overnight on 1/28 which resulted in 130 tickets and 19 tows. Compliance with the parking ban is extremely important in keeping the plowing and snow removal operations from being slowed down by cars parked on the road. The ban also allows crews to get the snow to the curb line or off the road to maximize width of the roadway for safe passage. Another important reason crews have to get the snow pushed back to the curb line is to have the catch basins visible to allow them to work as they should during rain events to prevent ponding and flooding roads.

127 service requests were logged during the month of January and 129 service requests being closed out. 10 of those requests being for removal of a deceased animals in the road. 11 requests were for potholes. The combination of the rain along with the cold nights and warm days is hard on the roads.

Crews were able to use the new brine sprayer in January. The salt brine liquid is simply solar salt mixed with water to a concentration of 23.3% salt and 76.7 % water. Once the brine is in liquid form it is pumped into storage tanks until needed. When needed, the brine is loaded into the truck and can be applied using a controller in the cab. One of the benefits of using brine is for anti-icing. When applied before a storm, the brine can prevent the bond between the road surface and the snow. When the bond is prevented it allows crews to achieve a clean scrape, or as close to it as possible, while plowing. Scraping snow and ice off a road that has not been pre-treated with salt brine requires up to four times the amount of effort to remove the snow than if it was pre-treated.



One of Dover's brine applicators applying a brine at a rate of 50 gallons per lane mile with penetrative nozzles before a storm.



Facilities, Grounds & Cemeteries

Facilities, Grounds and Cemeteries employees received 47 service calls, of which 45 were completed and closed, and 90 work orders, of which 81 were completed and closed in the month of January.

Two full and three ash interments were conducted in Pine Hill Cemetery this month. Six graves were sold this month.

There were 44 work orders pertaining to facility related issues, 16 work orders related to sign issues, 12 work orders related to traffic light issues and three work orders pertaining to tree issues.



Grave Digging

locations to not upset the normal routines during the school day. Crews then broke down the polling locations Tuesday evening after polls closed for the same reason.

At this time of year crews start performing maintenance on the many machines used to perform summer mowing.

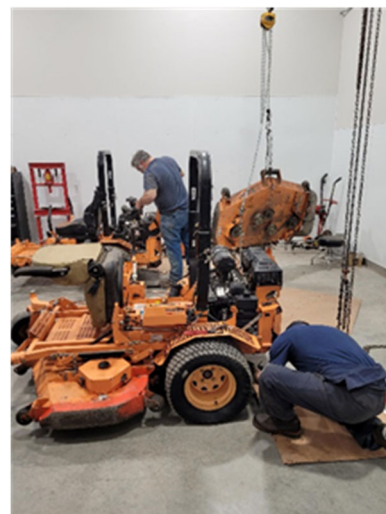
Additional items that get off season maintenance this time of year are the many wooden picnic tables located throughout the City's parks and playgrounds. These will receive rotten board replacement and a fresh coat of paint to brighten them up and cover up graffiti.



Picnic Table Maintenance

Winding down the holiday season, crews disconnected holiday lights from trees and buildings throughout the downtown and decorations were removed from the City Christmas tree. Crews then removed the tree and reinstalled the flagpole in the Rotary Park at upper Henry Law Avenue.

Celebrating our states First-In-The-Nation Primary status, crews set-up voting wards at six locations throughout the City. Since 4 of these locations are now located at public schools, crews had to come back in Monday evening to set-up at those



Mower Maintenance

Division crews performed an extensive clean-up of the train platform area of the Transportation Center on Chestnut Street. The Center is in line to receive a face-lift in the near future.

Of the 12-traffic light related issues, the majority were timing concerns. The City is working with a contractor to constantly fine-tune the light timing throughout the City. Replacement and/or upgrades to the Broadway Bridge warning lights and signage are being evaluated to come up with a cost-effective solution to this troublesome location.

Sharon Sirois, the long-time Superintendent of the Facilities, Grounds & Cemeteries division retired on January 19th after working over thirty-eight years for the City of Dover. With almost twenty years working for the City, Mark Colonna took over the role and will work diligently to fill the void left behind by Sharon.

The City flag was lowered for the day on Thursday, January 15th, 2024 in honor of Dorothea Hooper, a previous City Councilor and who was also previously a long serving member of the Dover School Board.



Engineering
Community Services | Dover, NH

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*
- *Jamie Stevens – Waterfront Construction Manager*
- *Jordan Chambers – Engineering Technician*
- *Courtney Mitchell – Environmental Project Manager*

STAFF UPDATE

Courtney Mitchell joined the City of Dover as the City's new Environmental Project Manager at the end of January. Courtney comes to Dover after serving as the Alton, NH Water Works Superintendent and Assistant Director of Public Works. She also previously had served as the Superintendent for Meredith, NH's Water and Sewer Department. As the Environmental Project Manager, Courtney will be responsible for overseeing city projects related to solid waste, landfills, hazardous waste, stormwater, municipal drinking water (per the Safe Drinking Water Act), and municipal sanitary sewer (related to the Clean Water Act). Please join the Engineering Staff in welcoming Courtney to the City of Dover.

STAFF WORKLOAD

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 Improvements/Waterfront), Recreation (Adventure Park Upgrades, Jenny Thompson Pool Upgrades), Inspection Services (New Office Space) and Library (Renovation/Expansion).

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

Dover Utilities Commission (Amelia DeGrace): The Dover Utilities Commission (DUC) met on January 22, 2024 to review abatement requests and review finance and utilities reports. The next meeting will be held in February 19, 2024.

Also, in January 2024, notification was sent out to Dover water customers of the ability to sign up for the EyeOnWater® software. This software access is being offered to provide direct and secure access to resident household's water usage data at no additional cost to customers. The Dover EyeOnWater® suite includes a secure smartphone app and online portal to review and analyze usage patterns. Being able to view daily, weekly, monthly and annual usage allows customers to realize the financial impact of their water usage as well as will ultimately aid in water conservation. The software provides easy to understand graphs and the ability to establish alerts, including identifying potential leaks.

Customers can sign up at <https://eyeonwater.com/signup>

Enter the following information to register your account: Zip Code • Service ID/Account Number • E-mail

Transportation Advisory Committee (TAC) (Jillian Semprini):

TAC's January meeting was postponed. The next meeting is scheduled for February 26th.

Planning Board (Ken Mavrogeorge): The Planning Board met on January 9th at the McConnell Center for the 2024 Land Use Board Meet and Greet. Updates from representatives for each of the City's Boards, Commissions, and Committees were presented along with a light dinner. Following the meet and greet a regular Planning Board meeting was held to discuss the FY25 CDBG Annual Action Plan and potential modifications to Land Use Code for 2024. City Engineer Ken Mavrogeorge spoke about the need for revisiting stormwater regulations in the new year to address the issue of stormwater from all properties not just non-single family residential developments.

Municipal Alliance for Adaptive Management (MAAM) (Courtney Mitchell):

The next meeting for MAAM will be held on February 8th. This meeting will be Courtney's first meeting with MAAM.

Seacoast Stormwater Coalition (SSC) (Courtney Mitchell):

Jillian Semprini, John Storer, and Ken Mavrogeorge attended the January 17th Seacoast Stormwater Coalition meeting where an overview of the Soak up the Rain program was presented. The NHDES Soak up the Rain program provides useful information for the public on how to manage stormwater runoff on their properties. Pamphlets are available on the NHDES website with information on how to construct stormwater best management practices or BMPs. Courtney Mitchell will be serving as Dover's representative for future SSC meetings.

TIF Advisory/Cocheco Waterfront Development Committee (CWDAC)/Park Subcommittee (Jamie Stevens):
The CWDAC met on January 16, 2024 to get an update on the proposed pavilion building in the new waterfront park and discuss potential names for the new street network.

CUSTOMER SERVICE

In addition to supporting other City Departments and working on Capital Projects, Engineering staff takes service calls from the public and responds to them as quickly as they can. The team meets regularly to review open service calls and discuss how to respond. The table below shows the total calls year to date and over the past month.

Time Period	Logged Service Calls	Resolved Service Calls
Year to Date (2024)	6	19
January 2024	6	19

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 items that concern long term capital planning.

The Engineering team routinely provides updates to Media Services for the various projects that are shared in advance of public meetings, major milestones, or in the event of a service shutdown or temporary road closure. Anyone can sign up for project specific updates using the QR code below.



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 has been developed and is currently live through the City's website and by scanning the QR code pictured left. A mailer will be included in the next utility bill with information on how to access the survey and submit information on their own water service lines to determine what material it is made of.

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.

Portland Ave Retaining Wall: The Portland Avenue retaining wall runs along Portland Avenue from approximately Cochecho Street to Chapel Street. The existing retaining wall was constructed to support the high traffic volume on Portland Avenue but has experienced significant deterioration over the last several years and is in need of repair or replacement. The City of Dover is moving forward with plans to replace the retaining wall and extend the sidewalk on Portland Avenue about 200 feet from Cochecho Street's intersection towards Chapel Street along with other sidewalk improvements.



Existing retaining wall

The City of Dover solicited requests for qualifications for consulting design services for the project in 2021 and awarded the project to Wright Pierce. In 2022, Wright Pierce finalized a design for the wall's replacement and put it out to bid for construction. Unfortunately, only one bid was received in the fall of 2022 that exceeded the City's anticipated CIP budget. In response, the City asked Wright Pierce to value engineer the design of the wall to reduce costs while maintaining the functionality of the structure. In December of 2023, the redesigned wall was put out to bid and three bids were received in January 2024. The redesign achieved its intended goal of reducing the project's cost to within the City's CIP allocation and

in mid-February the City Council will vote on approving a contract with the apparent low bidder. Traffic along Portland Avenue and Cocheco Street may be impacted during construction. Preconstruction meetings are expected to occur once the contractor is under agreement.

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 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.

Waterfront Re-Development: 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. Approximately 25,000 cubic yards of material have recently been excavated from the bluff in preparation of blasting operations. In



Granite wall construction at the Waterfront

February, orange fabric will be placed on areas to be capped as part of the site's Remedial Action Plan or RAP. 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.

Smith Well Road Elevated Tank: Work continues on the water line and the electric duct bank to serve the new tank. Interior fit up of the new elevated tank is ongoing. The new 1-million-gallon tank is being constructed to allow the City to take the Garrison Hill tank offline in 2024/2025 for rehabilitation. The new tank is currently on track for final completion in early 2024.

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 late 2024 and under construction by spring 2025 once the City's new 1 million gallon elevated storage tank is brought online.

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 of 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 underway and expected in March 2024.

Fifth and Grove Reconstruction: The reconstruction of Fifth Street (Central Ave to Fourth Street) and Grove St (Sixth to Fourth) was put out to bid in January with bids due back in early March. The reconstruction includes water main replacement, new street lighting, sidewalks, and stormwater system upgrades. The project is anticipated to last approximately 18 months. Once a contractor is selected a preconstruction meeting will be held to review a more detailed construction schedule with residents within the construction zone. This project also includes the reconstruction of a pedestrian median in Central Avenue.

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, is wrapping up their assessment of all the City's public 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. The summary of findings will be completed in the spring and a presentation to the City Council is anticipated to outline a plan to improve City sidewalks.

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. The focus of the January 2024 meeting was on the traffic signals at Back River Rd and Durham Rd. Community Services staff requested the consultant analyze alternative timing measures to improve traffic flow during various peak times.

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 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. The findings may be presented to the Council once completed in preparation for future project planning purposes.

Climate Change Vulnerability Assessment Program: City Engineer Ken Mavrogeorge attended a meeting in Pembroke with Deputy Director Dave Fredrickson to hear a presentation from the NHDES on an ongoing Climate Change Vulnerability Assessment. The assessment is looking at water and sewer systems across multiple municipalities and determining how prepared they are to handle the impacts of climate change. The state's consultants will be reviewing Dover's infrastructure at the end of February and early March. Results will be presented when the final report is developed in mid-2024.

Inspection Services Expansion: 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 Engineering Division prepared and presented plans 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.



Library Renovation/Expansion: The selected architectural firm, SMP, will retain and consult with a construction estimating firm to complete final bid drawings, planned to be completed April/May 2024. Replacement of the sprinkler system has now been included in the interior renovation scope of work and Alliance Mechanical will complete work to replace the existing cast iron boiler. Work on the boiler is planned to be completed March/April 2024 as weather becomes milder.

Permits & Licenses

	January
Driveway Permits:	0
Utility Licenses:	6
Paving Licenses:	0
Excavation Permits:	2
Certificate of Occupancy Inspections	12
Construction Permits	1
Obstruction Permits:	7
Sewer Connection Permit:	0
Septic Design Reviews:	4

Contractor Paving Contractor and Utility Contractor Licenses are required to ensure contractors are properly qualified, suitably insured, and have provided the City with an emergency contact information. Licenses must be obtained prior to commencing work within the City of Dover. Licenses in Dover expire on December 31 each calendar year, regardless of when the license was obtained. The fee for the license is not prorated based on when the license is obtained.

Contractor Paving Contractor and Utility Contractor Licenses may be submitted online through the City's online permitting portal, EnerGov. The site can be reached by going to the following website:

https://permits.dover.nh.gov/energov_prod/selfservice#/home

- Paving Contractor License: A Paving Contractor License application and fee must be submitted to, and approved by, the Community Services Department prior to paving on the City's roads and within the City's rights-of-way.
- Utility Contractor License: A Utility Contractor License application and fee must be submitted to, and approved by, the Community Services Department prior to working on water, sewer, or storm drainage systems owned or controlled by the City of Dover, including system connections located on private property that connect to the public system.

Site Review / Project Oversight Support

Two projects came to TRC in January that required Engineering review:

- **42 Long Hill Rd:** **34 Lot Subdivision next to the Long Hill Park**
- **Eversource Utility Upgrades:** **Upgrades to Large Transmission Towers across the City**

In addition to performing technical reviews, Engineering staff routinely meet with developers, engineers and contractors to review conceptual designs prior to them starting work.

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

- **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 January for the recently approved expansion of Cielo Drive Residential Development.



7 West Durham Road Medical Office

Executive Department

Office of the City Manager

During the month January, the City Manager's Assistant processed 6 Worker's Compensation Claims, as well as continued to monitor and update all open claims throughout the month and coordinated efforts with PRIMEX. This includes following up on the claims with the departments as to why such claims occurred so the CMA can take this information to the City's Joint Loss Management Committee for review each quarter.

The CMA gathered information from various departments and processed a total of 10 job postings during January. The City Manager's Assistant monitored new position and/or new hire physicals and background/motor vehicle checks for 12 employees. This oversight ensures all eligible employees and/or applicants are able to move on in the hiring process.

The main focus of the office was the FY2025 budget. Each year the City Manager, Finance Director, and Deputy City Manager meet with each department head to go over their department's budget requests that they have entered into the system. Based on the City Manager's direction, the Finance Director amends the system which is locked down to everyone else. The Finance Director then spends much time finalizing the budget for printing. Once the Finance Director says it is good to go, Finance staff heads to the copiers to get everything printed and then in binders for Council disbursement.

The City Manager's Assistant participated in the Mental Health First Aid class which was two half day classes at the Police Department.

Office of Human Resources

Employment Anniversaries with the City of Dover February 2024		
Employee Name	Department / Division	Number of Years
McCulloch, Jamie	Finance	30
Openo, Phuong	Library	25
Anagnos, James M	Fire	24
Rabideau, Matthew T	Community Services	24
Orringer, Scott L	Fire	20
Ambrose, Joshua R	Fire	15
Jerard, Jason E	Police	15
Gillis, Michael P	Executive	14
Dionne, Megan R	Fire	13
Harris, Christina M	Library	11
Jarvis, Linda L	Recreation	10
Nason, Cody C	Fire	8
Miranda, Luis	Community Services	6
Hamcha, Lisa K	Library	4
Tompson, Eric J	Planning	4
Savageau, Timothy R	Community Services	3
Jones, Kaitlin E	Police	2
Wiley, Conor F	Police	2
Diep, Thomas	Police	1

January 2024 Employment Separations = 03		January 2024 Employment Hires = 15	
3	Community Services	5	Community Services
		4	Police
		6	Recreation

Office of Media Services

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

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

Media Services broadcast and recorded the inauguration of the incoming City Council and School Board in January.

Media Services continued to update the city's online budget resource, Budget Revealed, with information about the School Board's FY2025 proposed budget. All budget meetings, documents, and additional information were added to the website over the course of several budget meetings. In addition, Media Services provided detailed updates about the budget across several publications, including Dover Download.

Media Services produced several videos looking at upcoming Planning Board and Zoning Board of Adjustment meetings.

As part of the ongoing assistance with Dover's public schools and the SAU, Media Services worked with the superintendent to draft a communications plan for the school district. This work will continue in the months ahead.

In January, Media Services helped oversee the installation of new signage at City Hall. That work will continue into February when it's expected to be completed.

In January, Media Services provided outreach, planning, and event assistance to the New Hampshire Department of Environmental Services for a workshop held at City Hall on private wells and well-water safety. Media Services also set up and provided technical assistance before and during the event.

In January, Media Services sent out 78 email newsletters, including the weekly editions of Dover Download, special alerts, and departmental and project updates. These newsletters are designed to help communicate a wide variety of information to the public of general interest and for specific projects and topics and to instill the city's commitment to community stewardship. More than 220 updates were posted to social media and other external communications platforms.

In January, Media Services distributed 63 news releases across multiple platforms for other city matters, including ongoing projects, special announcements, and parking ban notifications. Media Services provided live and taped televised coverage of 22 meetings and special events in January.

Finance Department

Administration

On January 31, 2024, Utility Billing Office personnel, Jamie McCulloch, Office Manager and Bethany Eaton, Bookkeeper, attended an all-day Introduction to Excel class by UNH Professional Development and Training in Portsmouth.

Daniel Lynch, Finance Director attended 2-day Mental Health First Aid training session on January 9th and 10th at the Dover Police Department, put on by Dover Police Department and Dover Mental Health Alliance (DMHA).

Purchasing

Purchase Orders over \$5,000:

Department/Division	PO Date	Vendor	Amount
Finance	1/17/2024	RINGCENTRAL, INC.	\$125,000.00
Finance	1/17/2024	CDW GOVERNMENT, LLC	\$184,854.38
Info Tech	1/10/2024	DOCUPHASE, LLC	\$6,436.40
Info Tech	1/30/2024	DATA MANAGEMENT, INC.	\$7,408.54
Info Tech	1/23/2024	SHI INTERNATIONAL CORP	\$14,478.00
Info Tech	1/24/2024	VERIZON WIRELESS	\$24,425.00
Info Tech	1/22/2024	RED RIVER TECHNOLOGY, LLC	\$25,152.00
Community Services	1/8/2024	DIG SAFE SYSTEMS INC.	\$5,247.48
Community Services	1/30/2024	CHADWICK BAROSS, INC.	\$7,026.66
Community Services	1/8/2024	DLT SOLUTIONS, LLC	\$7,607.91
Community Services	1/4/2024	ABSOLUTE RESOURCE ASSOCIATES, LLC	\$7,945.00
Community Services	1/30/2024	STILES COMPANY INC.	\$40,095.00
Community Services	1/3/2024	WOODARD & CURRAN INC.	\$93,925.00
Recreation	1/31/2024	UNIFIED BUILDING GROUP, CORP.	\$10,641.72

Bid Solicitation:

Department	Bid #	Bid Date	Description
Community Services	B24-038	1/18/2024	Plumbing & Heating Services as Needed
Community Services/Library	Q24-010	1/22/2024	Geotechnical Evaluation for Inspection Services and Dover Library
Community Services	Q24-011	1/26/2024	As Needed Masonry Supplies

Fire & Rescue

Calls for Service / Activity Statistics

January saw Fire & Rescue responding to 628 calls for service, an average of over 20 calls per 24-hour period in each day of the month. Through the National Fire Incident Management Reporting System, these calls are generally broken down into Fires, Medical Emergencies, Hazardous Conditions (gas leaks; power lines down; etc), False Calls (good intent) and Non-Emergent requests

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 January, there were 207 times when 2 calls were going on simultaneously, and 81 times when 3 or more calls were going on at the same time.

On January 13th 2024, the Fire Department was dispatched to 56 Durham Rd for a structure fire. The single alarm fire which occurred in this multifamily wood frame condo complex occurred at 4:25 pm on a Saturday afternoon. Due to the quick and efficient actions of the on-duty crews this fire was contained to just one condo unit and did not spread to the attic. Initial actions by the responding crews included getting two hand lines into place while other crews performed primary searches of this fire and exposure units. There were no injuries but the homeowners were not able to return to their home until extensive remediation and renovations are completed to this condo unit. In addition to all the Dover Fire apparatus, mutual aid was provided to the scene by Durham, Rochester and Newington.



On January 15th 2024, the Fire Department responded to the Spaulding Turnpike north bound in the area of mile marker 13.6. The responding crews were Engine 1, Ladder 3, Rescue 1, and Ambulance 1. Upon arrival they located a 10-wheel dump truck approximately 100 feet off the roadway, deep into the woods. The driver was trapped in the vehicle but fortunately uninjured. Crews needed to use the electric extrication tools to access the patient and free them from the vehicle.



On January 27th 2023, the Fire Department was dispatched for a building fire located at 512 Sixth St. at 11:17 pm. On arrival, the 1 ½ story vacant home was fully involved with fire showing from all windows on all sides of the home. This single alarm fire brought mutual aid from Somersworth, Durham and

Portsmouth to the scene. Other mutual aid companies covered the city until approximately 3:00 am while crews extinguished the fire and worked to get back in service.



In January, 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>	
Barrington	Barrington Fire	
Berwick	Stewart's Ambulance	
Durham	McGregor EMS	1
Eliot	Stewart's Ambulance	
Farmington	Farmington Fire	
Greenland	Greenland Fire	
Lee	McGregor EMS	
Madbury	McGregor EMS	
New Durham	New Durham Fire	
Newington	Newington Fire	
Northwood	Northwood Fire	
Rochester	Frisbie EMS	1
Rollinsford	York Ambulance	2
Somersworth	Stewart's Ambulance	4
South Berwick	York Ambulance	0
Total:		8

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

Facility	State	# of individuals
Wentworth Douglass Hospital	NH	290
Free Standing ER – Dover (HCA)	NH	38
Frisbie Memorial Hospital	NH	0
Portsmouth Regional Hospital	NH	13
Mass General Hospital	MA	1
Brigham and Woman's Hospital	MA	0
Boston Children's Hospital	MA	0
Maine Medical	ME	0
York Hospital	ME	0
Exeter Hospital	NH	0
Elliot Hospital	NH	0
Dartmouth Hitchcock Medical	NH	0
Tufts Medical Center	MA	0
Total Transports		342
Non Transports/Sign offs/Refusal of Care		151

On January 22nd, 2023, the captains meeting was held for Fire Department staff. Those in attendance were the four captains, Assistant Chief Hanna and Lieutenant Driscoll. Lt. Driscoll is on the acting captains list and will be included in all meetings moving forward as a promotion is anticipated in the coming months. 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, 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 improvements.

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. Morale 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.

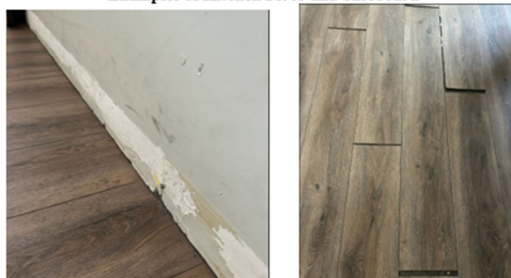
On January 24th and 25th 2024, Assistant Chief Hanna met with several painting contractors to get bids on repainting a portion of the North End Fire Station hallways. Due to a recent break in at this station, two walls received minor damage and are requiring repainting. A claim has been filed with the City's insurance carrier. In an effort to maximize efficiency it was determined to increase the scope of the project to include the adjunct hallways for painting as well. The repair portion of the bid will be separated out for insurance purposes. The areas to be painted still have the original paint from when the building was constructed in 2008.

Examples of hallway wall damage:



Administration hallway walls

Examples of Kitchen Floor and baseboard



kitchen floor separating from substrate

On January 23th and 26th 2024, the Office Manager Nicole Ambrose, met with flooring contractors to get bids on new carpet tiles for the administration hallway, the training room, and kitchen floor. All flooring in these areas are original to the 2008 construction and are very worn, torn, ripped or separating from the subsurface. Examples of hallway and training room carpet wear.



On January 24th 2023, a meeting was held with all Chief Officers, Safety I.T. personnel and the city's Image Trend Software consultant, Todd Donovan to review the current processes, needs, and challenges. This collaborative effort between all those involved produces productive insight in how best to move forward with reporting software and records management. Processes and programs were identified where improvements could be made in the future that will increase the ability for efficient data input and data analysis.

On January 2nd 2024, the Fire Department played an official role as greeters during City Council and School Board Inauguration ceremony. This ceremonial occasion showcased the activities and participation of personnel who diligently fulfilled the responsibilities of Honorary greeters for the event. The individuals who served as greeters and maintained a presence throughout the event included Chief Michael McShane, Assistant Chief David Hanna, Division Chief Keith Irwin, Engineer/Paramedic Matt McLean, Firefighter/Paramedic Michael Kilday, Engineer/Paramedic Anthony Colarusso, and Firefighter/Paramedic Kayla Reno. The department coordinated and provided the bagpipe players to enhance the event with music. Current Dover firefighters included, Lieutenant Brendan Driscoll, and Firefighter Keegan Ricker, alongside retired Dover Fire Captain David McLean. Their dedicated involvement underscored the Fire Department's commitment to community engagement and support during this civic event.

On Jan 3rd 2024 Chief McShane attended the monthly New Hampshire Fire Chiefs Association Board of Directors Meeting. Topics of discussion included the upcoming Congressional Fire Service Institute Symposium in Washington DC in April. This symposium is an opportunity for fire service leaders from across the nation to meet with their respective legislators to discuss fire and emergency services. NH AFC Board of Directors continue to monitor NH legislation related to fire and emergency services as well as building and fire code legislation.

On Jan 12th 2024, Chief McShane met with NH Fire Standards & Training and EMS Director Cutting. Topics of discussion included the Fire Academy's new "On My Time" firefighter training program which will be used in the upcoming school year to deliver the Firefighter I curriculum to the Firefighter CTC students at DHS.

Throughout the month of January, numerous meetings were held with members of the school department to develop a new firefighter program for the CTC.

Chief McShane serves on the International Code Council's Fire Service Membership Council- Governing Committee, representing the New England Division of the International Association of Fire Chiefs. Emerging issues and trends that affect building and fire code development and revisions are discussed. Training and education of fire and life safety issues related to both building and fire codes are developed and delivered nationwide.

Throughout the month of January, Chief McShane met with various private stakeholders to discuss ongoing issues with fire & life safety code enforcement. These meetings are part of a larger initiative to engage the public to ascertain service delivery challenges they are faced with and to mitigate ongoing problems.

On January 12th 2024, the Fire Department demonstrated its commitment to the strong mutual aid pact with area departments. The Fire Department supplied an engine company to cover the Town of Durham for four hours to provide an opportunity for their Fire Department members to participate in a department wide training requiring all personnel.

Between January 25th and January 28th, four Fire Department members attended the International Association of Fire Fighters Affiliate Leadership Training Seminar in Florida to discuss and learn about the most current trends in the fire service such as recruitment and retention, burnout prevention, PFAS in firefighting gear, cancer research, and suicide prevention in the fire service.



Picture from L to R is Brad Gorman, Chris Couturier, Kayla Reno, and Cody Nason

On January 4th, Seacoast Chief Meeting. The presentation on going Emmanuel. CY2024 district

McQuillen presented Lessons Learned from a near miss incident at a fire in Rye this past year, where a Greenland Lieutenant was trapped & subsequently rescued during a building fire. The evening concluded with Officer Elections, where Division Chief Irwin was elected to a 2nd term as District Secretary.

Division Chief Irwin attended the Fire Officers Mutual Aid District Annual District's membership received a the State of the District conducted by out-President, Durham Chief David Topics included accomplishments made, budget, and strategic plan & where the stands/going. Portsmouth Chief

On January 8th, Division Chief Irwin attended the bi-monthly WDH EMS Chief meeting. These meeting are conducted for regional chiefs in the WDH catchment area to discuss the state of EMS in our region as well as be updated on where WDH stands, including increases of patient services.

On January 11th, Division Chief Irwin attended the NH EMS Region III quarterly meeting, hosted by the Hampton Fire Department. Region III has been the oldest, & strongest EMS Region in the State. Discussions this quarter revolved around the new State-wide EMS protocols that will be rolling out in April. All EMS providers received a draft copy via email, through RespondNH. RespondNH is the State's data management system for the NH Fire Standards & Training and EMS. All NH Fire Academy classes, certification, and EMS licensing goes through this site.

On January 11th 2024, Assistant Chief Hanna met with Lieutenants Pat Babel and Josh Ambrose as well as a representative from Unified Builders to review the South End Kitchen Renovation project scope. The current kitchen cabinets and appliances are very old and in a state of disrepair which includes broken cabinets, missing drawer fronts, outdated appliances that do not meet code, peeling paint and insufficient electrical outlets for current needs. Fire Department members and Unified builders, the City's approved vendor, are working together to develop budget numbers and the scope of the project. This is an ongoing project and updates will be provide as needed.

On January 31st, 2024, Fire Department administration met with members of the I.T. department to discuss updates to the Mobile Vue Works program. Mobile Vue is used as a platform for members of the Fire Department to perform daily and weekly apparatus checks. These checks assure that the apparatus is ready for emergency response as well as to identify any potential issues that come up on a day to day basis. Examples of items included in the vehicle checks include; oil level, mileage, engine hours, equipment readiness, fuel level, etc.

On January 3rd, 2024, Assistant Chief David Hanna met with Local 1312 Union president to discuss the state-wide initiative on Recruitment and Retention within the State of NH fire service. The discussion centered on the funding for the first responder program that has been established through New Hampshire Senate Bill 153. This Collaborative initiative involves the New Hampshire Department of Safety and the Community College System of New Hampshire. In line with our commitment to fiscal responsibility, the fire department is proactively seeking reimbursement opportunities outlined in this bill for classes that were provided by the NH fire academy. In addition, this program will help fund courses in any NH community college for individuals associated with the Fire Department. This effort supports the Fire Departments belief in continual education for its members which can be seen and is documented in the promotional process guidelines.

On January 4th, 2024, A-Shift conducted multi-company level drills using the training prop located at the North End Fire station. Combined operations fire attack and search operations were conducted and lead by Captain Matt Michaud. Captain Michaud was recently promoted and has been conducting on-going training with his shift to build competency as a shift and individual confidence. The drill involved filling the simulated home with smoke and then having crews stretch handlines both from the fire apparatus as well as the working standpipe prop that was built into the station just for this type of drilling. Secondary crews were sent in without the use of a hose line to build confidence in search techniques.



On January 9th, 2024, the Fire Department held their bimonthly officers meeting at the North End Fire station. With the recent modification to their Officer meeting format for enhanced training and educational opportunities, an outside instructor was brought in for a cutting-edge class. This class facilitated by David Quick of 603 Fire Service Consulting and Training exemplifies this shift in format. This training session centered around new and advanced firefighting techniques that discussed water application for quicker fire suppression and greater property conservation. This two-and-a-half-hour class also focused on strategy and tactics for the officer to consider when fighting a fire in a typical New England home. This outstanding class by an outside instructor acted to reinforce the decision that was made to the meeting format toward professional development.

On January 13th 2024, Several Dover firefighters attended a day long hazardous materials training that occurred at the Portsmouth Fire Department, station 2. This training was sponsored by the Seacoast Technical Assistance Response Team (START). This mutual aid resource provides planning, training, and emergency response to member communities by combining the resources of the fire services of the Seacoast area. As a member community not only does Dover Fire supply specially trained personnel but the Fire Department also houses and maintains one of two decontamination trailers at the South End Fire Station at 25 Durham Rd.



START HAZ-MAT 1 vehicle stationed at Portsmouth Station 2

Division of Emergency Medical Services:

During the month, all 4 shifts received training on the “Hospice Care; The Who, What, & Why”. This training was coordinated with Wentworth Hospice, whose staff conducted the training at the North End Station.

January 9th-11th, the opportunity was presented for Fire Department members, both active and retirees that requested assistance with their National Registry of EMTs recertification to attend the HCA Portsmouth Regional Hospital’s annual EMS refresher training program (RTP). The NREMT sets mandatory Continuing Education requirements, though their National Core Component Program. Every 2 years, members have to meet the minimum hours broken down by category. Currently, Paramedics need 60 total hours, AEMTs 50 hours, and EMTs 40 hours. The Fire Department provides approximately 50 hours of EMS training annually. RTPs provide an opportunity to acquire any additional continuing education hours they need in order to recertify.

The week of January 16th-19th, the division coordinated ventilator training as part of the department’s monthly EMS training program. The training was conducted by retired Dover Lieutenant Brian Nicholson, WDH EMS Coordinator.

On January 17th, the International Association of Fire Fighters conducted a Resiliency course, conducted in the EOC Training room. This class was coordinated by Dover Professional Fire Fighters Association, Local 1312’s President, Engineer/Paramedic Matthew McLean. This class provided tools for members to develop/strengthen personal mental health resiliency. The tools provided can be used for themselves and strengthen their ability to provide support as Peer Supporters, to members in need. IAFF Members from

throughout New England attended the class as well as Division Chief Irwin, Captain Croteau, Engineer/Paramedic Donnelly, Engineer/Paramedic McLean, and Firefighter/Paramedic Duffy.

On January 25th, training on the PowerPro 2 stretcher that the department recently purchased. The training was conducted by Stryker rep, Sammy Ferrara. She trained the on-duty shift on the differences between this new generation of stretcher and the models that the department has in service presently. The remaining shifts will be trained in the month of February. Once all shifts have had the training, the new stretcher will be put in service. These stretchers have significantly reduced the workers compensation claims related to back injuries from lifting stretchers.

Beginning January 30th, the Fire Department in conjunction with MGB Wentworth Douglass Hospital held its annual EMS refresher training program. This was conducted over 4 days, culminating in refresher training on Advanced Cardiac Life Support & Pediatric Advanced Life Support.

Planning & Community Development

Inspection Services:

Inspections & Permits	January 2024
Life Safety Inspections	94
Business Inspections	14
Sprinkler / Alarm Inspections	53
Building Inspections	167
Electrical Inspections	113
Plumbing / Mechanical Inspections	208
Blasting Inspections	0
Health/Housing Standards Inspections	39
School / Daycare Inspections	3
Oil Burner Inspections	6
Woodstove / Fireplace Inspections	0
Building Permits	45
Blasting Permits	0
Certificate of Occupancy Permits	44

Inspection Services had a total count of 697 inspections conducted and 56 permits issued.

Administration

On January 1st, Housing Navigator Pope was appointed to the Leadership Team of Home For All, a regional collaborative addressing the housing challenges faced by historically marginalized community members.

On January 3rd, Housing Navigator Pope attended an interagency meeting focused on improving the coordination of care for vulnerable and unhoused residents.

Zoning Administrator Crouser staffed the Dover Arts Commission's annual goalsetting meeting on January 4th in addition to the DAC's first regular meeting of 2024 on January 8th. During these two meetings the DAC discussed its ambitions for 2024, and solidified a community project to be implemented in the spring.

Outreach Coordinator Bassegio staffed the Committee for Graffiti Management meeting on January 22nd. The Committee reviewed the recommendations made to Council and the goals for the group moving forward such as volunteer clean-up days.

Resilience Manager Kaspari and Director Benton attended the Conservation Commission meeting on January 8th during which the Commission approved the use of \$100,000 for staff administrative costs upon the request of Director Benton, received an update on the Natural Resources Inventory and discussed the ongoing work of the Forest Management Subcommittee.

The Planning Department held the Annual All Boards Meet and Greet event on January 9th. Resilience Manager Kaspari and Outreach Coordinator Bassegio presented on the 2024 update to the Conservation and Open Space Master Plan Chapter, Housing Navigator presented an update on housing initiatives, Director Benton discussed impact fees, and each Chair or representative provided a brief summary on behalf of their commission, committee, or Board.

Resilience Manager Kaspari staffed an Energy Commission meeting on January 17th during which the Commission focused on the preparation of the 2024 report and updates regarding the Dover Community Power program heading into the next rate period starting February 1st.

Resilience Manager Kaspari staffed a Forest Management Subcommittee meeting on January 29th during which the Subcommittee discussed options for continuing to expand the healthy street tree network downtown with Community Services Director Storer.

Outreach Coordinator Bassegio and Resilience Manager Kaspari staffed a Conservation and Open Space Master Plan Chapter Steering Committee meeting on January 30th. This was the inaugural meeting for the Committee and Resilience Planning and Design presented on the project timeline and gathered initial feedback on the direction/ scope of work.

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.

Planning and Finance staff drafted an 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 3,650 followers).

The Department of Planning and Community Development sent 30 new homeowner letters to residents in January 2024. These letters include information about the zoning of the lot and how to be involved in the community.

Zoning Administrator Crouser and Director Benton staffed the January 18th Zoning Board of Adjustment meeting, and along with Planning Staff, educated several residents as to the relief sought in the two (2) agenda items.

Zoning Administrator Crouser did not receive any new zoning-related complaints, but did resolve one (1) outstanding complaint regarding a property boundary/structure dispute and is working with City Attorney Wyatt to bring the only outstanding zoning violation into compliance.

Planning and Media Services staff continued to develop and enhance an electronic “newsletter” for planning related items (with 983 subscribers). Content included meeting summaries, meeting previews, Master Plan updates, and various special topics such as information on Community Power, the Land Use Meet and Greet, participation on the NH PBS Panel Discussion on Housing Challenges and Solutions, and planning resources. Weekly survey questions were asked that included: “Are you aware that the Conservation and Open Space Chapter of the Master Plan will be updated in 2024?” and “What key priorities or projects do you think should be focused on for community development in the upcoming year?”

Housing Navigator Pope continues to hold regular one-to-one stakeholder interviews with residents, businesses, service agencies, realtors, and developers. This included attendance at a local meeting of small-scale real estate investors on January 8th to introduce landlords and residents to Dover’s unique land use policies.

Zoning Administrator Crouser met with several prospective developers and real estate agents to discuss proposed residential and commercial project viability for several properties in the City’s Central Business and Commercial zoning district.

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 participated in a Cross-Sector Stakeholder meeting for the update to New Hampshire's Climate Action Plan on January 11th.

Resilience Manager Kaspari worked with Deputy City Attorney Perez and Open Lands Committee Chair Boudreau to close on an approximately 11-acre conservation easement donated by the Ekola family off County Farm Cross Road on January 30th.

Resilience Manager Kaspari met with Energy Commission Member Susan Smith on January 31st to discuss the Net Zero section of the 2024 Energy Commission report.

Resilience Manager Kaspari conducted analysis regarding the breakeven period for purchasing the PV solar array on the Indoor Pool and Children's Museum of NH.

Community Development Planner Carpenter met with potential applicants for a CDBG business loan.

Community Development Planner Carpenter met with HUD staff to discuss economic development opportunities for the CBG program.

On January 24th, Deputy City Manager Parker and Housing Navigator Pope participated in a state-wide focus group conversation to assist New Hampshire Housing with the creation of a 79-E implementation guide.

On January 31st, Housing Navigator Pope attended an InvestNH virtual community visit featuring the Town of Plymouth.

Housing Navigator Pope continues to engage 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 three local institutions in March of 2024.

Police Department

Prevention Services Unit

On January 31st Darin Roark, President and COO of Wentworth-Douglass Hospital, presented the Dover Police Department with a ceremonial check for \$150,000. Students from Dover Youth to Youth and members of the department were there for the check presentation.

On January 12th, a group of five Dover Youth to Youth middle and high school students and one college volunteer presented to the entire Somersworth Middle School. The presentation covered how Dover Youth to Youth operates and the drug prevention projects the group has worked on. Over 300 Somersworth Middle School students from grades 6-8 were in the audience. The goal of the presentation was to generate interest joining Somersworth Middle School's Y2Y group.



Dover Youth to Youth students pose for a picture along with Captain Terlemezian and Chief Breault after receiving a grant from Wentworth-Douglass Hospital.



Dover Youth to Youth students presenting the Samantha Skunk lesson at a second grade school assembly at Frances G. Hopkins Elementary School.

On January 9th training was provided by a team of Dover Youth to Youth students for youth advocates at Epping Middle School. Training was provided on public speaking skills and then the students led small groups of audience members in practicing those skills. Around 15 Epping Middle School students were in the audience.

On January 19th, eight members of Dover Youth to Youth provided an assembly of Samantha Skunk Loves Her O's for the entire 2nd grade at Frances Hopkins Elementary 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.

On January 9 and 12, Conor Wiley provided 4 classroom presentations to 4 fourth grade classrooms at Frances G. Hopkins Elementary School on the consequences of using tobacco, e-cigarettes and vaping

devices. On January 17 and 19, two Youth to Youth teams provided a total of 4 classroom presentations to the same 4th grade classes to close out the program. Y2Y presenters focused on the deceptiveness of tobacco and vaping advertising and marketing, and their failure to warn users of the consequences of their products.

NH State Senator David Watters has submitted language in a bill that would restrict alcohol labeling. This proposal, SB 335, had a public hearing on January 4th before the NH Senate Commerce Committee and 5 members of Youth to Youth made a presentation educating the committee on many of the products that they have seen that are a problem. An additional 10 members of Y2Y also attended the hearing to observe and learn about the legislative process.

During the month, staff met and/or spoke with staff and key participants from several agencies and provided informal direction on community drug prevention implementation, alcohol programming and youth empowerment. These included:

- Mississippi Public Health Institute
- The Tacoma-Pierce County (WA) Public Health Department was assisted in their application for an alcohol grant they are filing. Also provided with info on High Risk Alcohol Products, Logo Lampoon and Dover's vaping initiatives.
- Medway, MA prevention coalition was assisted with information on how to conduct sticker shock using youth volunteers.



Dover Youth to Youth students testifying before the New Hampshire Senate Commerce Committee about problematic alcohol products.

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, there was a total of 211 youth in attendance over 14 days of programming at the Dover Teen Center. The average was about 15 youth per day.

Some program highlights for the month of January 2024 included, but were not limited to:

- ***TC After School Program – January 2024***

As the Teen Center headed into the final month before the New Year, youth participants continued to take advantage of the after school program, where they received academic, social/emotional support and social programming via intern mentors and program mission.

These included, but were not limited to:

Friday Flix: Movie & Popcorn Afternoon
Boardgame Mania Day
Featured Snack Special Days (Chicken Nuggets, Hot Dogs, Pancakes & Tacos)
Carpet Ball Tournament
9-Ball Tournament
TC Bingo Mania
Ping-Pong Accuracy Shot Challenge Game
TC Special Presentation: "The Dark Side of Oz"



As the Teen Center heads into February 2024, there is a lot of excitement for the upcoming February School Vacation Week programming planned by the Dover Teen Center.

The TC received (5) new registrations in January 2024

Teen Center youth participants Shawn and Alexander enjoying a songwriting session at the Teen Center.

Community Service Program

The youth community service program tracked one participant in the month of January 2024. A total of 13.5 hours of community service work was completed.

Diversion Program

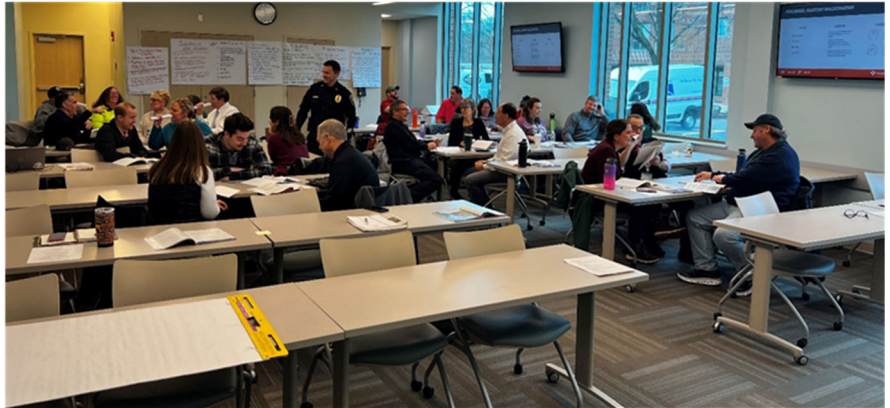
The Diversion Committee met on January 9, 2024. The case breakdown is as follows:

- (1) case in active Diversion Contracts
- (4) cases in active Alternative Suspension Program
- (1) successful completion and release from Diversion Contract (January 2024)
- (0) new Diversion case heard (January 2024)
- (2) new Alternative Suspension cases heard (January 2024)
- (1) successful completion for Alternative Suspension (January 2024)
- (2) new Alternative Suspension case hearing, anticipated (February 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.

On January 9-10, 2024, Lt. Mitrushi and Social Work Unit Supervisor Kaitlin Jones taught an 8-hour Mental Health First Aid course to 35 City of Dover employees. Mental Health First Aid is a skills-based training course that teaches participants about mental health and substance-use issues. The class provides students with the ability to recognize signs and symptoms of someone who may be experiencing a mental health challenge or someone in crisis and provides students with the tools to



Dover city employees participating in Mental Health First Aid training

connect the person with the appropriate resources available. The goal of the class is to reduce stigma around mental health and dispel any misconceptions people may have.

On January 22, 2024, Lt. Mitrushi attended the Graffiti Management Committee meeting at which he is the staff liaison. The committee continued to discuss cleanup efforts and effective ways to manage graffiti in the City of Dover.

On January 26, 2024, Lt. Mitrushi and Officer Adin Sobel taught a Citizen Response to Active Shooter Events (CRASE) training to a local mental health organization located downtown.

On January 31, 2024, Lt. Mitrushi presented to the Dover Rotary Club about the peer support efforts at the Dover Police Department and in the Seacoast area. He talked about the development of the Seacoast NH CISM Team and the critical incident stress management training required to become a member.

In January, Lt. Mitrushi participated in an oral board interview for a police recruit and created 12 social media posts this month.

Dover Middle School Liaison Officer

During the month of January, Officer Berdecia was involved in several calls for service resulting in various referrals. Three of the calls resulted in school sanctions being issued, one was referred to Dover PD's Alternative Suspension program, while one resulted in a juvenile justice referral. Additionally, four calls were referred to Dover PD's Adverse Childhood Experience Response Team (ACERT) program.

On January 2, Officer Berdecia was notified by the Dover Middle School (DMS) Dean of Students that a student was rumored to be in possession of a gun. After the Dean retrieved the student and search the backpack, it was determined to be a plastic BB gun. Upon further investigation, it was

found that several weeks prior, the student brandished the BB gun on the school bus, pointing it at other students and the bus driver, however, no one notified school or police officials. Officer Berdecia conducted an investigation and the school issued a 20-day Out of School Suspension and the family was referred to the Dover Police ACERT program. This case was also referred to the Special Investigations Unit for charges through the juvenile court system.



PACT attendees search a mock bedroom as part of a PACT presentation to supplement the DARE program.

Throughout the month of January, Officer Berdecia continued instructing DARE to four 5th grade classes, totaling 84 students. Students received presentations about facts and health effects of tobacco and alcohol, and dealing with stressful situation. January also marked the start of Dover PD's Police and Community Together (PACT) program. In the opening session, parents were provided vital information about the DARE program, youth risk behavior statistics, and teenage mental health.

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, physical altercations, medical assistances, and a variety of other non-criminal and criminal incidents.

Officer Jalbert assisted the Rochester Police Department in relaying information she received from Dover High School students regarding a missing juvenile from Rochester that had stolen a vehicle, and may have been armed with a weapon. The juvenile was located by another town and was not armed. Officer Jalbert assisted the North Berwick, Maine Police Department with an ongoing investigation into online solicitation. There were no crimes that occurred in Dover, but Officer Jalbert was able to identify an involved party which assisted their investigation.

Officer Jalbert alongside DHS Administrators investigated a physical altercation that occurred between five students. As a result of the incident, four of these students received school sanctions, and the case was forwarded to the Special Investigations Unit for a juvenile court referral.

Officer Jalbert assisted DHS Administrators with a student who was under the influence of marijuana. The student was released to a parent and school sanctions were issued. Officer Jalbert also spoke with two students and their families regarding internet safety, providing personal information, sending inappropriate images, and relevant laws.

Officer Jalbert investigated two incidents involving protection orders. Officer Jalbert provided information to the involved parties, referred parties to the issuing courts, and worked with school administration to address those concerns.

Officer Jalbert performed a welfare check on a former school employee experiencing a mental health crisis and provided information to appropriate mental health resources.

Officer Jalbert worked with DHS Administrators to provide information and resources to a family who was concerned about their student's increasing violent behavior at home. The family lived in Rochester, but the student attended DHS.

Officer Jalbert continues to be an active team member on the ACERT (Adverse Childhood Experiences Response Team), and performed home visits with ACERT each Thursday evening.

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, bathroom checks, and police details at various school events.



Officer Jalbert brought DHS student Hunter a celebratory lunch on his last day of school.

Whittier Falls Liaison Officer

For the month of January 2024, Officer Gore responded to 89 calls for service. Officer Gore assisted patrol officers with 18 calls for service, completed 14 community contacts, conducted 17 background checks, and made 18 motor vehicle stops. Primarily, the remaining calls for service consisted of disturbances, motor vehicle accidents, theft/fraud, suspicious persons and vagrancy/medical calls.

The following are some of the more notable calls and DHA community events for the month of December 2023:

Officer Gore was called to assist patrol with military veteran who was making suicidal statements. The individual's spouse called and asked if a military veteran was on-duty who could speak with the individual. Officer Gore communicated with the despondent individual via text messages and verbally on the phone. The individual told Officer Gore that he was going to walk out of his residence with firearms and walk to a secluded location to end his life. This resulted in a lockdown of Garrison Elementary School as the home is near school property. Officer Gore was able to develop rapport with the individual and negotiated a peaceful surrender, which resulted in the person being transported to Wentworth-Douglass Hospital for a voluntary mental health evaluation. Officer Gore stayed with the individual through the admission process.

Officer Gore continued to teach D.A.R.E. classes to approximately 70 Dover Middle School 5th grade students. Officer Gore has taught 5 lessons this year and seems to be well liked by the students. Officer Gore enjoys his time in the schools and socializes with the students on a regular basis. D.A.R.E. classes are scheduled to continue through mid-March, at which time students graduate the program. Officer Gore also attended a Parents and Community Together (PACT) meeting at the McConnell Center that was facilitated by Officer Berdecia. Officer Gore got to meet several parents of his D.A.R.E. students.

Officer Gore attended a social event at Jack Buckley Commons. Officer Gore enjoyed “Tea Time” and met some of the new residents of the property.

Officer Gore continued to build strong relationships with residents and staff within DHA as well as the Dover Middle School. Throughout the month, Officer Gore met with residents of Jack Buckley Commons, Waldron Towers, Central Towers, Niles Community Center, and Whitter Falls to discuss a “Scam” training that he will begin providing to elderly residents. The training will include information packets from the Federal Trade Commission (FTC) which he will disseminate to the communities.

Social Work Unit

Social Work Unit Supervisor

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

Kaitlin Jones had 12 new cases in January 2024 and 11 cases carried over from 2023. In total, Kaitlin Jones has had a caseload of 12 new cases in 2024.

The Adverse Childhood Experience Response Team (ACERT), which consisted of Kaitlin Jones, Alexis Gates (BSW Intern), 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 7 families on January 4th, 18th, and 25th. ACERT was canceled on the 11th due to ACERT families rescheduling.

The precipitating call for police service for the 7 ACERT cases in January 2024 included: 1 Fatal Overdose, 2 Assist Citizen, 1 Domestic Disturbance, 1 Civil Matter, 1 Assisting Other Agencies (DCYF), and 1 Welfare Check.

Throughout the month of January, Kaitlin Jones attended and participated in a number of meetings. This included a meeting with NINH (Neurodevelopmental Institute of NH) for ACERT collaboration, the Strafford County Complex Care Case Review through CAPSC, CAPSC regarding 2024 PIT (Point In Time) homelessness count, the Program Coordinating Committee Meeting through Dover Housing Authority, Children’s Law Center (CLC) for ACERT collaboration, and the Dover Mental Health Alliance.

Kaitlin Jones and Prevention Programmer Bridget Ryan also presented to the Dover Rotary about the ACERT program.

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

Police Social Worker

Throughout January, Kelli Jo Deardorff continued to engage with individuals who experiencing homelessness, substance misuse, mental illness and various other unmet social service needs.

Kelli Jo Deardorff carried over 8 complex cases from 2023 while adding 21 new individuals to her caseload. Referrals in January were compiled from direct outreach, patrol referrals, Dover City Welfare, Karlee's Home Team staff and the members of the Complex Care Coordination morning team meetings.

Kelli Jo Deardorff worked extensively with Wentworth-Douglass Hospital, Portsmouth Regional Hospital, Riverside Rest Home, the Clinical Population Health Consultant, The Doorway, Community Action Partners, Bureau of Adult and Elderly Services and Choices For Independence care coordinator to provide wrap around collaboration to ensure safety and stability for one very vulnerable elderly individual with hopes to secure a long term plan for them.

Kelli Jo Deardorff successfully facilitated getting one individual into treatment where they are now accessing substance misuse treatment, mental health providers and Veteran specific care coordination. She made efforts with two other individuals to attend substance use treatment facilities but then became unwilling to complete the intake process.

Kelli Jo Deardorff collaborated with Dover City Welfare to assist with 9 individuals who had presented into their office but were unable to meet all of their needs. She was able to get one individual out of City Welfare paid hotel into an apartment.

Kelli Jo Deardorff collaborated with Gentle Giants movers to assist a family in relocating their current apartment due to domestic violence. She was able to get one individual into Cross Roads shelter where they are now employed and sheltered. She worked with another family who is now at A Home For Now and working with the Dover School District McKinney Vento Liaison.

Over the course of January, Kelli Jo Deardorff continued to meet with individuals who were already established cases and continued to offer services and resources. She was able to make referrals for these



Kaitlin Jones, Bridget Ryan, and Lt. Mitrushi presented to the Dover Rotary about the ACERT program and the department's peer support efforts.

from

individuals throughout the state.

Traffic Bureau

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

<i>Permit Applications Submitted/Reviewed</i>			
<i>January 2024</i>			
Taxi Cab Licenses	0	Road Toll Permits	1
Notifications to City Hall	0	Dance / Entertainment	0
Raffle/Tagging Permits	4	Gun - Seller	0
Block Party Permits	7	Hawker / Peddler	1
Parade Permits	0	Other	0
License to Carry Firearm	16		

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) at its scheduled meeting on January 4 and 25. Projects under review included a proposed 34-lot residential subdivision on Long Hill Road, conditional use permits for Eversource utility structure replacements, and commercial redevelopment of a property on Central Avenue, and an office building on Mast Road for one of the City’s divisions. 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.

The Traffic Coordinator handled the logistics of voter parking at all six ward polling facilities for the presidential primary election on Tuesday, January 23, 2024. Staff deployed disabled and voter parking wayfinding signs at several polls to help facilitate parking turnover and efficient traffic flow.

On January 25, 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.

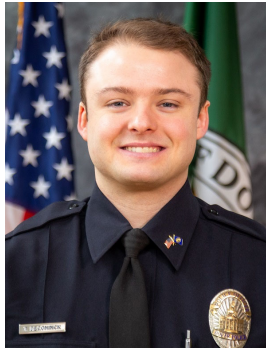
Standards Unit

The Parking Bureau welcomed new Parking Enforcement Officer Melanie Creamer to its team in January. She is a per diem employee with a varied background that includes journalism and having worked for the York Police Department. Melanie is a Dover resident.

There were three police officers hired on January 29, 2024. All three will be attending the NH Police Academy on February 12, 2024.



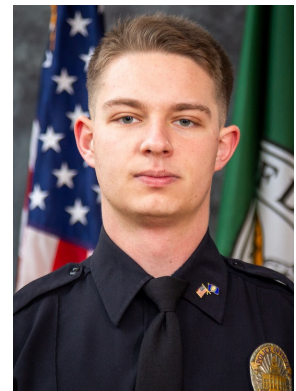
**Parking Enforcement Officer
Melanie Creamer**



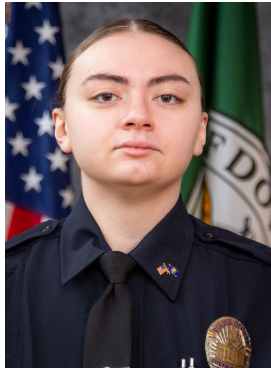
**Officer
Timothy DeConinck**

Officer Timothy DeConinck graduated from Plymouth State University with a Bachelor's Degree in Marketing. Most recently, Timothy was employed as a store manager for Sherwin-Williams Paint Store. Additionally, Timothy joined the United States Navy in 2016 and is still in the reserves. Timothy resides in Somersworth.

Officer Logan Flynn graduated from Stetson University with a Bachelor's Degree in Business Administration. Logan was previously an intern for the Dover Police Department and was also a reserve officer for Wells, Maine Police Department. Logan resides in Madbury.



Officer Logan Flynn



**Officer
Casarra Roderick**

Officer Casarra Roderick graduated from Franklin Pierce University with a Bachelor's Degree in Criminal Justice. Most recently, Casarra was employed by WDH Security and previously held several additional security jobs. Casarra resides in Portsmouth.

On January 26, Prevention Programmers Conor Wiley and Bridget Ryan attended Prevention Ethics training held in Concord, NH. The training educated participants on the six principles of the Prevention Code of Ethics principles (Non-Discrimination, Competence, Integrity, Nature of Services, Confidentiality and Ethical Obligations for Community and Society) and a four-step decision-making process designed to help navigate ethical dilemmas. Additionally, participants explored case examples on topics ranging from confidentiality and integrity to ethical obligations and non-discrimination. Participants also engaged in small and large-group discussions of key concepts.

On January 29-31, Dispatcher Cassidy Walker attended SPOTS training in Concord, NH. This three day training is designed for police dispatchers or users that have full access to all NCIC, NLETS, and Instate functionality within the SPOTS system.

Special Investigations

During the month of January 2024, 17 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 7 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 conducted a burglary investigation which resulted in the arrest of a 52-year-old woman from Seabrook, NH. Detectives also recovered multiple firearms that were stolen from the victim.

SIU detectives investigated 7 unattended deaths in January 2024.

SIU detectives conducted targeted drug operations using grant funds from Operation Granite Shield. These investigations are ongoing.

SIU detectives attended 2 forensic interviews at the Strafford County Child Advocacy Center. These interviews are designed to document detailed information about alleged crimes that were experienced or witnessed by children.

As a result of a lengthy SIU investigation, a 34-year-old Dover man was arrested for Possession of Child Sexual Abuse Images, Distribution of Child Sexual Abuse Images, and Nonconsensual Dissemination of Private Sexual Images.

SIU detectives obtained 4 search warrants to further ongoing criminal investigations.

SIU detectives referred 20 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 January, 1 of these investigations was ongoing.

The Special Investigations Unit investigates Internet-based crimes occurring in Dover as assigned by the Internet Crimes Against Children (ICAC) Task Force. In January 2023, SIU detectives had 5 active ICAC cases.

At the end of January, SIU detectives had 39 open investigations.

Patrol:

During the month, the Dover Police Department responded to approximately 1,798 calls for service throughout the city. Additionally, officers made 538 traffic stops and initiated 136 non-enforcement related contacts with the community. The total number of incidents handled by the police department for month was approximately 2,472.

Supplemental Field Operations Activity:

- 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.
- Responded to 25 emergency 911 calls.
- Responded to 90 alarms.
- Responded to 101 traffic accidents.
- Made 71 arrests.

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.

Calls for January 2024

Priority 1:	134
Priority 2:	95
Priority 3:	1,089
Priority 4:	783

K-9 Unit

On January 4, 2024, Officer David and K9 Vision responded to Portsmouth, NH to assist the DEA and Portsmouth PD with a search warrant on a residence. During the search, K9 Vision indicated to the presence of illicit narcotics in the corner of a bedroom. Agents then located a bag of what appeared to be cocaine hidden under clothes in a laundry basket.

This month Officer David was able to research and locate new training-aids to further train K9 Vision on locating the illicit narcotic, Fentanyl. Fentanyl is a very dangerous narcotic to train with or possess. The use of pseudo training aids protects officers, the K9, and allows them to train together to improve their skills to locate the dangerous narcotic and seize it from those involved in the illegal possession of it.

Accident Reconstruction Team

The Accident Reconstruction Team was not called out during the month of January 2024 for any collisions in Dover.

Dispatch Communications

Radio Transmissions	18,076
Phone Calls	7,280
911 calls	501
Police Alarms Received	90
Fire/Medical Alarms	74
Lobby Traffic	1,881

Animal Control

Total Calls for Service: 38	Breakdown:
Handled by Officers/Dispatch: 23	Found/Loose Animals: 18
Handled by Animal Control Officer: 15	Welfare Checks: 6
	Animal Bites: 5
	Misc/Other: 9

Officer Tim David was selected as the 2024 Big of the Year by Big Brothers Big Sisters of New Hampshire. Nomination for this award is initiated by the program managers at Big Brothers/Big Sisters based on input from the “little” and his or her family. Officer David competed against 5 other “bigs”. Officer David is the second member of the Dover Police Department to be selected as the Big of the Year for New Hampshire.



Public Library

January library circulation totaled 21,108 items. (8,415 adult + 6,619 children's print items; plus 6,074 items downloaded including 5,328 audiobooks & eBooks, 569 Hoopla streaming music, movies, and books, 142 Kanopy plays and 35 eMagazines).

192 new library patrons registered; total active cardholders 12,367.

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

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

The Library's museum passes were borrowed 95 times saving community members approximately \$2,904.10 in admission fees.

78 new patrons registered for downloadable audiobooks/ eBooks via Overdrive (total = 7,366) and 26 registered for Hoopla (total = 2,716) and 17 registered for Kanopy (total 426).

Internet and PC uses by the public totaled 839 on library workstations and an additional 9,299 via Wi-Fi.

The library's website statistics showed 224,847 page views by 11,373 users in 21,574 sessions.

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

The Dover Public Library has 5,879 subscribers to its two monthly e-newsletters—Children's and Adults.

Library staff posted 104 items to its various social media platforms in January. Total social media platform followers = 9,695.

Library volunteers added 50 books to our 2 little free libraries this month.

10,833 people visited the library during January an average of 387 per day (open 28 days).

January Programming and Updates:

The Dover Public Library hosted 75 programs in January which were attended by 1,627 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 99 attendees; 2 Knitting Groups 28; 7 Book Groups 60; 1 Creation Station 696; 1 Family Game Night with 16; 1 Cochecho Writer's Groups with 8; 1 Genealogy Club with 28 attendees; 1 Caregiver Café 1; 4 All Abilities Club with 52 attendees; 4 Magic the Gathering with 13 attendees; 1 STEM Storytimes with 13 attendees; 3 Mother Goose on the Loose with 89 attendees; 3 Family Storytimes with 81 attendees; 2 Arts & Crafts Storytimes with 16 attendees; 3 Family Place programs with 81 attendees; 1 Winter STEM event with 23 attendees; 4 Mental Wellness Classes with 35 in attendance; 1 Psychology of Weight Loss with 15 attendees; 1 Watercolor Paint Along with 17 attendees; 1 Lego Club with 26 attendees; 1 Nature Journaling with 17 attendees; and 1 Hygge Night with 8 attendees.



Hygge Night

Beginning in January the Dover Public Library introduced a weekly Chess Group on Wednesday evenings for adults and teens. Since its first meeting, 17 people have attended the group to play a game or two and meet fellow chess enthusiasts.

The Dover Public Library kicked off another session of Family Place Workshops. This is a five week series for families with children ages 0-5. Each week a different specialist in the areas of Nutrition, Music, Literacy, Speech, and Occupational Therapy visits the group. Family Place allows attendees the

opportunity to receive information from specialists in a relaxed environment while children play together with a variety of toys. Each session allows for open play, art, and circle time. This series is immensely popular with an average of 31 people

Karin Mayer-Gottlob, Assistant Children's Librarian at the Dover Public Library, read to 3 Head Start classrooms in January (51 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. Library staff also visited Happy Helpers Day Care to read to their kids.

Dover Public Library's Teen & Information Services Librarian, Emily Ainaire, visited Dover High School on Friday, January 19th to volunteer for their first annual Reset Day for students. The day aimed to help students focus on their mental health by providing fun and engaging activities such as karaoke, slime making, physical fitness sessions, meditation, and many more to help de-stress after a week of exams. The Reset Day also introduced students to the health and wellness resources available to them both in and out of school, and provided students with an opportunity to meet adults in their community.

The Dover Public Library hosted a special Winter STEM event Saturday, January 20th from 2-3 pm in our Lecture Hall. This was geared toward children and families ages three and up. Children's Library Assistant Tina Harris ran this special with 23 attendees enjoying the variety of activities and experiments presented. These science activities and experiments focused on working with snow and ice, and melting snowmen and testing frozen materials.



STEM Event

On Wednesday, January 24, Strawberry Banke Museum's Roleplaying Coordinator Katie Raynes visited the Dover Public Library to present a History of Fashion from the 1700s to the 1950s. Library staff members Rachel Gogan and Emily Ainaire modeled two costumes from the 1700s and 1800s so that participants could have a better vision of what went into dressing during those time periods. 63 people were in attendance both in person and virtually.



Quilt

The Dover Public Library and the Clothing Library sponsored a fireside chat with experts in recycling, upcycling, and reselling in the fashion industry on Thursday, January 25th. Experts revealed the good, the bad and the ugly of fashion including the role of media in consumer choices. The panel was asked questions by the moderator and afterward they took questions from the audience. There was an after party with light snacks, music and discussion. The event was attended by over 40 people.

The Dover Public Library, in partnership with Seacoast NH Permaculture, is hosting the display of a beautiful quilt made by members of the group. The twelve squares of the quilt represent various aspects of permaculture such as the three sisters, share our earth, pollinators, farmer's market, and tree of life among others. Please stop by to view it along with materials related to permaculture during the months of January, February and March. Watch for two upcoming programs co-sponsored with Seacoast NH Permaculture coming in March. On March 3 at 1:30pm, the group will be

hosting a viewing of the film "Regenerating Life" with a panel discussion to follow. Attendance may be either Virtual or in-person. On March 16, the group will be hosting a seed swap at the Dover Public Library from 1-3pm. More information about each of these programs is available on the DPL's website dover.library.nh.gov.

Passport application processing fees and notary services provide a continuing source of revenue for the Dover Public Library. The Library processed 62 passport applications in January generating \$2,170 in revenue and notary services generated \$225 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.

The Dover Public Library has been hosting a free virtual series on Mental Wellness on Wednesday nights. The 6-week course has offered tips and tricks for improving mental wellness in the New Year. Topics have included: cultivating self-awareness and self-esteem, listing positive traits and qualities in ourselves, grounding and mindfulness, stopping negative thoughts, and taming fear and anxiety.

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 our Little Free Libraries, and so many more things that help the Library be a better community resource.

Throughout the months of January and February, the Dover Public Library is offering a Winter Reading Challenge to patrons of all ages. Participants will keep track of their reading time to earn bingos by either using the Beanstack app or a paper log. When participants earn their first bingo, they can visit the DPL to pick up a \$5 gift card to La Festa, Lickee's & Chewy's, or Flight (while supplies last). Each bingo earned will also enter the participant into a raffle for \$50 in Dover Dollars. Since the beginning of the challenge on January 1, we have a total of 275 participants registered. This program is being funded by the Friends of the Dover Public Library.

Public Welfare

Dover Welfare spent \$43,866.39 this month of which \$23,441.85 was for rent payments.

Another \$9,996 was paid to hotels, \$3185 to a homeless shelter and \$4500 for security deposits. Total housing related spending this month is \$41,122.85.

This month has seen an increase in the number of Active Cases; 276 to 311, Contacts; 186 to 187, Interviews; 103 to 112 and individuals served 186 to 187.

Staff continue to see clients who identify as being homeless but refuse to enter a homeless shelter when offered.

The type of issues being presented by clients are more difficult and are requiring more staff time and effort to resolve.

My Friends place is still closed for renovation and does not expect to open until April.

The Welfare Executive Committee met twice this month to discuss proposed legislation being proposed. and how to support it

The Home for All group met to discuss ongoing efforts being made to provide affordable, safe housing.

The Stratford County Welfare Association met to share resources and talk about local issues all are seeing.

Attended the Community Care Team meeting where shared clients and their needs are discussed. This collaboration between multiple agencies is very helpful.

Recreation Department

Gym & Programs

All youth basketball programs, 23 House League Teams (5th-12th Grade) in addition to kindergarten- 4th Grade on Saturdays, resumed after the school's holiday break. Utilizing the elementary schools for practices as well as Woodman Park for Rec Saturday programming for Grades K-4. Games for 5th-12th Graders are played at the McConnell Center Saturday & Sunday. The 18+ Men's Basketball League has 9 teams and games are on-going on Sundays and Thursdays. The 35+ Men's Basketball League has 7 teams and play games on Monday nights. The 50+ league has 6 teams play games on Wednesday nights. All men's leagues are full with 198 participants. 18+ league will wrap up regular season in early February and will begin playoffs. Badminton continues Friday nights, 5:30pm-8:30pm. Sessions of pickleball for

both the Senior Center Members and the general public are being held in the gym during the weekdays.

Indoor Pool & Jenny Thompson Pool

January has been steady across the board. Swim lesson program for winter is in full swing accommodating 132 youth and 8 adults. Instructors have been able to take on a few private lessons as well, which is something have not been able to do since summer. Dover High School hosted high school meet at the Indoor Pool on January 20th. It was a successful meet for the 4 teams that competed. More college staff returned this holiday period than in the last 5 years.

Both supervisors teach swim lessons throughout the week for group lesson programs. Staff will return to running lifeguard courses in March. The American Red Cross will release an updated version of the lifeguard program in early February. Both supervisors need to be trained from a trainer who will work with Dover locally in February. Once staff understand the new program, they can run classes to prepare for summer. Staff have launched a new special event to begin monthly starting January 26th. 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. There have been new heating units added to family changing room, which will prevent pipes from freezing and keep patrons that need the space warm. Staff are also getting quotes for a new handicap pool lift so that both pools will have lifts that work. Rentals: SOLO Aquatics, Dover High School, Berwick Academy, Oyster River High School, St Thomas Aquinas. Birthday Parties: 4

Dover Ice Arena

January 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 is mid-way through. Dover Youth Hockey is mid-season with practices and games every day and looking ahead to playoffs and tournaments. DYHA hosted the Mite Heyliger Tournament with 16 teams of kids 8 years old and younger. Public Skate remains very popular on the Sundays. The Winter COED League started early in the month again it remains full with 100+ players it will run till mid-March. The arena was closed on Tuesday, January 23rd so the facility could be used as a voting station. The month of February means high school hockey season is nearing the end with several home playoff games here at the arena. Winter programs will be in full swing. Planning for spring programs will begin. Youth hockey tournaments will also be held here. The Bay State Girl's Tournament will be Feb 23rd-25th. Birthday Parties: 3, Adult and Youth Stick Practice: 368 skaters

Dover Senior Center

This month, staff continued to hold Chair Yoga, Yoga for Bone Strength and pickleball, as well as daily games and activities. The Center was closed 1/1 and 1/15 and had a delayed opening for snow on 1/29.

2024 WEATHER EVENT MANAGEMENT SUMMARY

Date of Event	Weather Condition	Accumulation Inches	Total OT Hours	Total OT Cost	Contractor Cost	Salt Tons	Salt Cost	Salt/Sand Mix-Yards	Salt/Sand Cost	Sand Only Yards	Sand Only Cost	Salt Brine Gallons	Salt Brine Cost	Total Event Cost
FY2024 Amount Budgeted:			\$167,000.00		\$90,000.00		\$322,860.00				\$579,860.00			
11/9/2023	Wet Snow	1.00	16.00	\$523.00	\$190.00	55.30	\$3,806.85	3.00	\$162.23	0.00	\$0.00	0.00	\$0.00	\$4,682.08
11/10/2023	Icy Roads	0.00	23.32	\$621.96	\$95.00	28.70	\$1,975.71	3.00	\$162.23	0.00	\$0.00	0.00	\$0.00	\$2,854.90
12/24/2023	Icy Roads	0.00	24.00	\$845.20	\$0.00	44.10	\$3,157.12	2.00	\$108.16	0.00	\$0.00	0.00	\$0.00	\$4,110.48
1/7/2024	Snow	8.00	730.59	\$30,867.96	\$11,931.00	344.40	\$24,655.60	72.50	\$2,179.92	6.00	\$147.00	6,000.00	\$551.16	\$70,332.64
1/15/2024	Squall	1.00	44.12	\$1,751.40	\$0.00	144.90	\$10,373.39	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$12,124.79
1/16/2024	Snow	4.00	333.15	\$13,907.67	\$3,717.16	276.80	\$19,816.11	63.75	\$3,447.46	12.00	\$441.00	5,794.00	\$532.24	\$41,861.64
1/24/2024	Snow	2.50	106.45	\$4,342.51	\$2,260.00	224.25	\$16,054.06	8.25	\$446.14	0.00	\$0.00	11,435.00	\$1,050.42	\$24,153.13
1/24/2024	Icy Roads	0.00	66.78	\$2,818.31	\$570.00	100.50	\$7,194.80	111.00	\$6,002.64	0.00	\$0.00	0.00	\$0.00	\$16,585.75
1/26/2024	Freezing Rain	0.00	0.43	\$13.95	\$570.00	157.50	\$11,275.43	9.00	\$270.61	0.00	\$0.00	0.00	\$0.00	\$12,129.99
1/28/2024	Wet Snow	4.00	284.75	\$12,966.23	\$4,210.00	277.50	\$19,866.23	12.50	\$375.85	1.50	\$55.13	3,443.00	\$0.00	\$37,473.43
2023-2024 Season-Year to Date:		20.50	1,629.59	\$68,658.19	\$23,543.16	1,653.95	\$118,175.28	285.00	\$13,155.24	19.50	\$643.13	26,672.00	\$2,133.82	\$226,308.81
FY2024 Budget Spent:				41.11%	26.16%					41.50%				39.03%

Parking Ban

ANNUAL WEATHER EVENT MANAGEMENT OVERVIEW

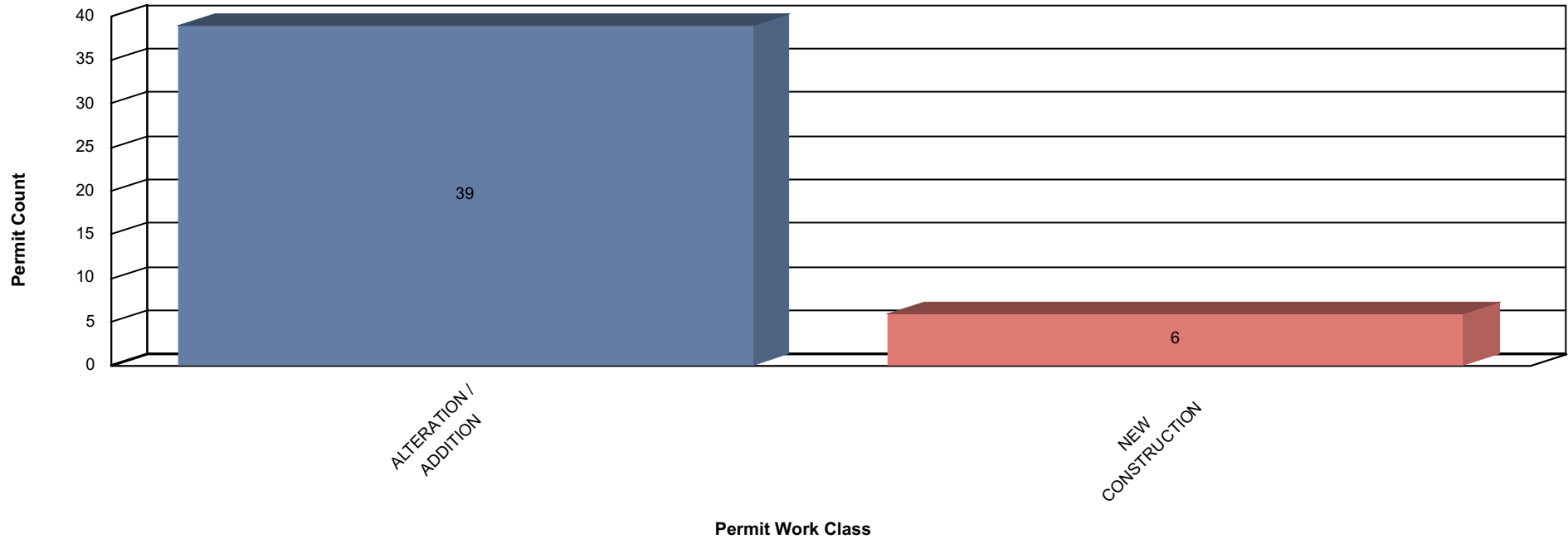
	Accumulation Inches	Total OT Hours	Total OT Cost	Contractor Cost	Salt Tons	Salt Cost	Salt/Sand Mix- Yards	Salt/Sand Cost	Sand Only Yards	Sand Only Cost	Salt Brine	Salt Brine Cost	Total Event Cost
Through February 2023	36.50	3,309.33	\$123,293.34	\$56,897.50	3,498.20	\$240,816.09	898.50	\$37,143.99	87.40	\$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	L0T	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	SITE2023-0010	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 Development	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
Fakhourv	12 Preble Street	A	12	0	12	No	9/23/2023	2/18/2019	Site	P19-11	4	76	9/23/2028	H	0.4
Soujour	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:															
Robert Baldwin	Ember Drive/34 New Rochester	H	15	1	14	TBD		1/23/2024	Site	SITE-2023-0007	39	103		H	5.3
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	22	9	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	101	309	131									135.1
Subdivisions:															
Stonearch Development Corp	63 & 65 Tolend & 22 SunHawk	H	27	0	27	No		8/23/2023		SUBD-23-0005	E	65 & 65-1		W	9.5
Chinburg Development, LLC	Gulf Rd & Oak St.	H	11	0	11	No	9/26/2023	6/27/2023	10/25/2023	SUBD-23-0001	N	13-1	9/26/2028	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	12/29/2023	9/13/2022	Site	P06-25F	H	4	12/29/2028	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	427	1303	159									



PERMITS ISSUED BY WORK CLASS (01/01/2024 TO 01/31/2024) 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-2023-0597	Building - Minor 12/20/2023 R-12	Alteration / Addition 01/02/2024 \$3,325.00	Issued 07/22/2024 1,552	4 Wallingford St, Dover 03820 01/23/2024 \$300,000.00	Residential	None Yes Thomas Abbott	22015-000000
Description: 2 Story addition to the back of the existing residence and a 2 car detached garage							
BLDM-2023-0594	Building - Minor 12/18/2023 H	Alteration / Addition 01/02/2024 \$6,625.00	Issued 07/03/2024 3,100	789 Central Av, Dover, NH \$600,000.00	Non-Residential	None Yes Jim Maxfield	37001-000000
Description: Second floor renovation of existing medical office space to create an observation unit for emergency department							
BLDM-2023-0600	Building - Minor 12/29/2023	Alteration / Addition 01/03/2024 \$190.00	Issued 07/04/2024 1,545	66 Third St, Suite 103, Dover, NH \$15,000.00	Non-Residential	None Yes Thomas Abbott	31007-000000
Description: Construct interior demising walls per plan for Suite 103. Fur west facing wall to allow for electrical and data. One new ADA bathroom per plan.							

PERMITS ISSUED BY WORK CLASS (01/01/2024 TO 01/31/2024)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDG-2022-0075	Building - Major 08/26/2022 R-40	Alteration / Addition 01/03/2024 \$245.00	Issued 07/04/2024 192	21 Arrowbrook Rd, Dover, NH \$20,000.00	Residential	None Yes Jim Maxfield	I0022-000000
<i>Description: Three Season room where existing deck is.</i>							
BLDM-2023-0599	Building - Minor 12/28/2023 R-12	Alteration / Addition 01/03/2024 \$50.00	Issued 07/04/2024 14	92 Cocheco St, Dover, NH \$11,730.00	Residential	None Yes Thomas Abbott	25068-000000
<i>Description: GAF Weather Stopper Lifetime Roof System</i>							
BLDM-2023-0601	Building - Minor 12/29/2023 R-12	Alteration / Addition 01/04/2024 \$201.00	Issued 07/05/2024 0	5 Mast Rd, Dover, NH \$16,002.00	Residential	None Yes Thomas Abbott	I0054-A00000
<i>Description: TO REMOVE AND REPLACE (6) WINDOWS. LIKE FOR LIKE; NO STRUCTURAL ALTERATIONS.</i>							
BLDM-2024-0001	Building - Minor 01/02/2024 R-12	Alteration / Addition 01/05/2024 \$135.00	Issued 07/06/2024 500	332 Washington St, Dover, NH \$10,000.00	Residential	None Yes Thomas Abbott	G0008-000000
<i>Description: Replace entrance door and replace rotted sill plate. Replace siding on the front of house. Replace sheathing as needed</i>							
BLDM-2023-0520	Building - Minor 10/19/2023 R-40	Alteration / Addition 01/05/2024 \$531.00	Issued 07/06/2024 500	115 Glen Hill Rd, Dover 03820 11/17/2023 \$46,000.00	Residential	None Yes Thomas Abbott	C0006-H00000
<i>Description: (AFTER THE FACT PERMIT) Finish basement, Remodel kitchen , New main entry door, New kitchen window</i>							
BLDM-2023-0586	Building - Minor 12/13/2023 HR	Alteration / Addition 01/05/2024 \$300.00	Issued 08/05/2024 300	8 Woodman Park Dr, Dover, NH 02/05/2024 \$25,000.00	Residential	None Yes Thomas Abbott	12140-A00000
<i>Description: Kitchen remodel to also include 3 new windows</i>							
BLDM-2023-0596	Building - Minor 12/19/2023 C	Alteration / Addition 01/08/2024 \$740.00	Issued 07/09/2024 1,400	58 New Rochester Rd, Dover 03820 \$65,000.00	Non-Residential	None Yes Thomas Abbott	40043-000000
<i>Description: Create Assembly Use on second floor Deck. Place of Assembly Permit will require recalculating occupancy load</i>							
BLDM-2024-0006	Building - Minor 01/05/2024 LBW	Alteration / Addition 01/09/2024 \$443.00	Issued 07/10/2024 504	431 Dover Point Rd, Dover, NH \$38,000.00	Non-Residential	None Yes Thomas Abbott	08013-A00001
<i>Description: changing out 21 windows in dinning room area.. each window is roughly 4' x 6' windows have been bought through pella</i>							
BLDM-2024-0002	Building - Minor 01/04/2024	Alteration / Addition 01/10/2024 \$50.00	Issued 07/11/2024 3,100	9 Briarwood Lane, Dover, NH 03820 \$17,965.00	Residential	None Yes Thomas Abbott	
<i>Description: INSTALLATION OF A 31 SQ NEW GAF TIMBERLINE HDZ ARCHITECTURAL ASPHALT CHARCOAL SHINGLES WITH BLACK DRIP EDGE</i>							
BLDM-2023-0589	Building - Minor 12/15/2023 R-12	Alteration / Addition 01/10/2024 \$135.00	Issued 07/11/2024 48	28 Cedarbrook Dr, Dover 03820 \$10,000.00	Residential	None Yes Thomas Abbott	32053-000000
<i>Description: Add 6'x8' bathroom</i>							

PERMITS ISSUED BY WORK CLASS (01/01/2024 TO 01/31/2024)

Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
BLDM-2024-0005	Building - Minor 01/05/2024 CBD-G	Alteration / Addition 01/12/2024 \$80.00	Issued 07/13/2024 3,900	7 Ham St, Dover, NH \$5,000.00	Residential	None Yes Thomas Abbott	27016-000000
<i>Description: Exploratory demo to obtain information for the architect to use to draw plans for full renovation.</i>							
BLDM-2023-0392	Building - Minor 08/09/2023 RM-SU	Alteration / Addition 01/12/2024 \$69.00	Issued 07/13/2024 25	4 Hemlock Forest, Dover 03820 \$4,000.00	Residential	None Yes Thomas Abbott	I0016-000000
<i>Description: Project scope is a 25 sqft bathroom renovation with total project cost of \$2,000. Cost breakdown is materials = \$2,000</i>							
BLDM-2023-0567	Building - Minor 11/22/2023 CBD-G	Alteration / Addition 01/17/2024 \$520.00	Issued 07/23/2024 3,600	3 Main St, Dover 03820 01/25/2024 \$45,000.00	Non-Residential	None Yes Thomas Abbott	23011-000000
<i>Description: Project scope 3600 sq ft remodel, project cost \$45,000.00 to include \$8,150.00 plumbing</i>							
BLDM-2024-0007	Building - Minor 01/08/2024 IT	Alteration / Addition 01/17/2024 \$850.00	Issued 07/29/2024 800	8 Jacqueline Dr, Dover, NH 01/29/2024 \$75,000.00	Residential	None Yes Thomas Abbott	M0004-000000
<i>Description: Finishing second floor</i>							
BLDM-2024-0013	Building - Minor 01/11/2024 RM-SU	Alteration / Addition 01/18/2024 \$1,983.00	Issued 07/19/2024 11,271	25 Karolina Dr, Dover 03820 \$178,500.00	Residential	None Yes Thomas Abbott	H0041-P00000
<i>Description: Renovation of 13 units, 101, 102, 103, 105, 106, 108, 201, 202, 203, 204, 205, 206, 208, 303, 304, 305 & 308</i>							
BLDM-2024-0018	Building - Minor 01/11/2024 RM-SU	Alteration / Addition 01/18/2024 \$1,301.00	Issued 07/19/2024 7,360	38 Westgate Dr, Dover 03820 \$115,500.00	Residential	None Yes Thomas Abbott	H0041-Q00000
<i>Description: Renovations of 11 units, 101, 103, 105, 106, 201, 202, 205, 207, 304, 305 & 308</i>							
BLDM-2024-0017	Building - Minor 01/11/2024 RM-SU	Alteration / Addition 01/18/2024 \$1,411.00	Issued 08/07/2024 8,100	48 Westgate Dr, Dover 03820 02/09/2024 \$126,000.00	Residential	None Yes Thomas Abbott	H0041-T00000
<i>Description: Renovations of 12 units, 102, 104, 105, 106, 203, 205, 206, 208, 301, 302, 305, 306</i>							
BLDM-2024-0022	Building - Minor 01/17/2024 C	Alteration / Addition 01/18/2024 \$69.00	Complete 07/29/2024 100	50 Bridle Path, Dover, NH 01/30/2024 \$3,500.00	01/30/2024 Residential	None Yes Thomas Abbott	I0020-I00000
<i>Description: Additional framing to fit a triple slider door replacement one foot bigger then original.</i>							
BLDM-2024-0014	Building - Minor 01/11/2024 RM-SU	Alteration / Addition 01/18/2024 \$1,642.00	Issued 07/22/2024 9,360	8 Karolina Dr, Dover 03820 01/24/2024 \$147,000.00	Residential	None Yes Thomas Abbott	H0041-Q00000
<i>Description: Renovations of 14 units, 101, 103, 104, 105, 106, 107, 201, 204, 205, 206, 303, 305, 306 & 307</i>							

PERMITS ISSUED BY WORK CLASS (01/01/2024 TO 01/31/2024)

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-2024-0016	Building - Minor 01/11/2024 RM-SU	Alteration / Addition 01/18/2024 \$1,873.00	Issued 07/19/2024 10,720	44 Westgate Dr, Dover 03820 \$168,000.00	Residential	None Yes Thomas Abbott	H0041-T00000
Description: Renovations of 16 units, 101, 103, 104, 105, 107, 202, 204, ,206, 207, 208, 301, 302, 305, 306, 307 & 308							
BLDM-2024-0015	Building - Minor 01/11/2024 RM-SU	Alteration / Addition 01/18/2024 \$2,225.00	Issued 07/22/2024 12,690	33 Westgate Drive 102, 104, 105, 106, 107, 108, 202, 203, 204, 205, 206, 207, 208, 302, 303, 305, 306, 307 & 308, Dover 03820 \$199,500.00	Residential	None Yes Thomas Abbott	H0041-R00000
Description: Renovations of 13 units, 102, 104, 105, 106, 107, 108, 202, 203, 204, 205, 206, 207, 208, 302, 303, 305, 306, 307 & 308							
BLDM-2024-0008	Building - Minor 01/08/2024 R-20	Alteration / Addition 01/19/2024 \$355.00	Issued 07/22/2024 533	4 Melody Tr, Dover, NH \$30,000.00	Residential	None Yes Thomas Abbott	G0024-J00115
Description: Finish Basement, for office and extra living room area.							
BLDM-2023-0595	Building - Minor 12/18/2023 R-40	Alteration / Addition 01/19/2024 \$949.00	Issued 07/20/2024 840	32 Schooner Dr, Dover, NH \$84,000.00	Residential	None Yes Thomas Abbott	M0096-A00004
Description: Finish basement							
BLDM-2024-0023	Building - Minor 01/18/2024 R-20	Alteration / Addition 01/19/2024 \$366.00	Issued 07/20/2024 0	3 Ivans Ln, Dover, NH \$31,101.00	Residential	None Yes Thomas Abbott	M0052-011000
Description: REMOVE & REPLACE 6 WINDOWS; 1 PATIO DOORS ; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES							
BLDM-2024-0030	Building - Minor 01/23/2024 C	Alteration / Addition 01/26/2024 \$575.00	Issued 07/27/2024 7,500	827 Central Av, Dover 03820 \$50,000.00	Mixed Use	None Yes Thomas Abbott	37023-000000
Description: Water damage mitigation. Removal of affected ceiling tiles, insulation, trim, flooring, etc. Drying of structure.							
BLDM-2023-0577	Building - Minor 12/01/2023 R-40	Alteration / Addition 01/26/2024 \$894.00	Issued 07/27/2024 600	535 Tolend Rd, Dover, NH \$78,987.00	Residential	None Yes Thomas Abbott	C0040-C00000
Description: FINISH BASEMENT USING OWENS CORNING BASEMENT FINISHING SYSTEM, 600SF, 2'X2' DROP CEILING FINISH HEIGHT 6'10", ROOM TO BE USED AS A FAMILY ROOM/CRAFT AREA							
BLDM-2024-0009	Building - Minor 01/09/2024 R-12	Alteration / Addition 01/26/2024 \$3,963.00	Issued 07/27/2024 675	8 Martin Ln, Dover, NH \$358,000.00	Residential	None Yes Thomas Abbott	20003-003000
Description: Addition and renovation to an existing single family 1.5 story cape style home for a new living/dining area, storage/workshop space, family rm and entry/mudroom area at the 1st floor and bedroom/storage at the 2nd floor.							
BLDM-2024-0026	Building - Minor 01/22/2024 CBD-G	Alteration / Addition 01/26/2024 \$2,137.00	Issued 07/27/2024 2,241	104 Washington St, 509, Dover, NH \$192,288.00	Mixed Use	None Yes Thomas Abbott	02004-000000
Description: Remodel of the interior of an existing restaurant. Layout remains the same, new floors and bar/service counter remodel paint and refresh							

PERMITS ISSUED BY WORK CLASS (01/01/2024 TO 01/31/2024)

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-2024-0032	Building - Minor 01/25/2024 R-12	Alteration / Addition 01/26/2024 \$212.00	Issued 07/27/2024 0	71 Glenwood Av, Dover, NH \$16,537.00	Residential	None Yes Thomas Abbott	D0020-000000
<i>Description: REMOVE & REPLACE 3 WINDOWS; 1 PATIO DOOR; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES</i>							
BLDM-2024-0031	Building - Minor 01/24/2024 R-40	Alteration / Addition 01/26/2024 \$47.00	Issued 07/27/2024 0	172 County Farm Cross Rd, Dover, NH \$1,628.00	Residential	None Yes Thomas Abbott	B0016-A00000
<i>Description: INSTALL 1 REPLACEMENT ENTRY DOOR-NO STRUCTURAL WORK</i>							
BLDM-2024-0024	Building - Minor 01/19/2024 R-12	Alteration / Addition 01/26/2024 \$1,400.00	Issued 07/27/2024 0	8 Hillcrest Dr, Dover, NH \$125,000.00	Residential	None Yes Thomas Abbott	35057-C00000
<i>Description: Fix structural issues per engineering drawings, renovate kitchen and two bathrooms, replace flooring, upgrade electric from 100A to 200A, replace siding, replace one window, replace front door, add heat, sheetrock and insulation to garage.</i>							
BLDM-2024-0012	Building - Minor 01/11/2024 R-40	Alteration / Addition 01/27/2024 \$50.00	Issued 07/28/2024 3,500	5 Olive Meadow Ln, Dover, NH \$21,000.00	Residential	None Yes Thomas Abbott	A045A-002008
<i>Description: Strip existing asphalt shingle roof and install new Certainteed asphalt shingle roofing system</i>							
BLDM-2024-0019	Building - Minor 01/16/2024 R-12	Alteration / Addition 01/29/2024 \$190.00	Issued 07/30/2024 1,200	11 Glenwood Av, 1, Dover 03820 \$15,000.00	Residential	None Yes Thomas Abbott	38032-002000
<i>Description: Renewal of Previous building permit BLDM-2022-0318 "Create habitable area in basement"</i>							
<i>Bldm-2022-0318</i>							
<i>Framing, Rough electrical, Vapor barrier and insulation have been completed and is ready for inspection</i>							
BLDM-2024-0028	Building - Minor 01/23/2024	Alteration / Addition 01/30/2024 \$113.00	Issued 08/12/2024 300	2 Cornerstone Dr, Dover, NH \$7,500.00	Residential	None Yes Thomas Abbott	
<i>Description: Finish part of basement</i>							
BLDM-2024-0034	Building - Minor 01/26/2024 R-20	Alteration / Addition 01/30/2024 \$784.00	Issued 07/31/2024 0	65 Durham Rd, Dover, NH \$68,560.00	Residential	None Yes Thomas Abbott	H0009-000000
<i>Description: REMOVE & REPLACE 23 WINDOWS; 1 PATIO DOOR; 2 ENTRY DOORS; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES</i>							
BLDM-2024-0033	Building - Minor 01/25/2024 R-12	Alteration / Addition 01/31/2024 \$58.00	Issued 08/01/2024 1,000	63 Prospect St, Dover 03820 \$3,000.00	Residential	None Yes Thomas Abbott	10001-D00000
<i>Description: Exploratory demolition: removal of non structural partitions. Further permit to follow.</i>							
SUBTOTALS FOR ALTERATION / ADDITION:			99,070 Sq Ft	\$3,324,298.00	Residential:	32	PERMITS ISSUED:
					Non-Residential:	5	
					Mixed Use:	2	

NEW CONSTRUCTION

PERMITS ISSUED BY WORK CLASS (01/01/2024 TO 01/31/2024)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDG-2022-0136	Building - Major 12/23/2022 R-12	New Construction 01/02/2024 \$5,176.00	Issued 07/03/2024 564	32 Uncommon Dr, Dover 03820 \$49,860.00	Residential	None Yes Jim Maxfield	I0006-000000
<i>Description: New Residential Unit - 32 Uncommon Drive - 1.5 story, 1 bedroom unit</i>							
BLDG-2024-0006	Building - Major 01/08/2024 R-20	New Construction 01/08/2024 \$715.00	Issued 07/31/2024 0	3 Wentworth Tr, Unit 1, ADU, Dover 03820 02/02/2024 \$65,000.00	Residential	None No Jim Maxfield	08032-000000
<i>Description: const. a 32' x 22' 2 story addition for an ADU, converted from approved permit BLDM-2023-0148.</i>							
BLDM-2024-0027	Building - Minor 01/22/2024 R-20	New Construction 01/23/2024 \$0.00	Issued 07/24/2024 168	25 Alumni Dr, Dover, NH \$41,614.70	Mixed Use	None Yes Thomas Abbott	H0012-000000
<i>Description: Installation of an earth-formed I Beam Structure for a new softball/multi-sport scoreboard at Dover High School. There will be a non-structural arch truss, two signage panels, and a multi-sport scoreboard.</i>							
BLDG-2024-0001	Building - Major 01/03/2024 RM-SU	New Construction 01/24/2024 \$1,455.00	Issued 07/25/2024 4,096	11 Karolina Dr, Dover, NH \$130,000.00	Non-Residential	None Yes Jim Maxfield	H0041-P00000
<i>Description: Foundation Installation - Full Building Permit to be applied for separately</i>							
BLDG-2023-0166	Building - Major 12/04/2023 RM-U	New Construction 01/26/2024 \$0.00	Issued 07/27/2024 252	110-150 Portland Av, Dover, NH \$20,000.00	Non-Residential	None Yes Jim Maxfield	26002-000000
<i>Description: Building a new pavilion near the skate park.</i>							
BLDG-2024-0009	Building - Major 01/23/2024 R-40	New Construction 01/30/2024 \$495.00	Issued 07/29/2024 1,400	10 Banner Dr, Dover, NH 01/31/2024 \$20,000.00	Residential	None Yes Jim Maxfield	H0050-003000
<i>Description: Foundation Only for TDR Single Family Dwelling</i>							
SUBTOTALS FOR NEW CONSTRUCTION:			6,480 Sq Ft	\$326,474.70	Residential:	3	PERMITS ISSUED:
					Non-Residential:	2	
					Mixed Use:	1	
			105,550 Sq Ft	\$3,650,772.70	Residential:	35	GRAND TOTAL OF PERMITS:
					Non-Residential:	7	45
					Mixed Use:	3	

* Indicates active hold(s) on this permit

City of Dover

Revenues of Major Funds January 31, 2024

(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	37,210,954	54,822,189	51.0%	\$ 52,401,812	\$ -	\$ 52,401,812	49.0%
Licenses & Permits	7,450,679	671,665	4,689,035	63.0%	2,761,644	-	2,761,644	37.0%
Intergovernmental	5,803,028	124,092	3,647,986	63.0%	2,155,042	-	2,155,042	37.0%
Charges for Services	4,718,388	446,625	2,879,581	61.0%	1,838,807	-	1,838,807	39.0%
Miscellaneous Revenue	1,340,185	264,360	2,238,246	167.0%	(898,061)	-	(898,061)	-67.0%
Education	22,485,976	233,020	8,130,451	36.0%	14,355,525	-	14,355,525	64.0%
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	38,950,717	76,407,487	51.0%	\$ 73,160,176	\$ -	\$ 73,160,176	49.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 336,000	26,640	259,649	77.0%	\$ 76,351	\$ -	\$ 76,351	23.0%
Parking Income	955,021	96,097	622,661	65.0%	332,360	-	332,360	35.0%
Parking Fines	184,000	23,539	108,721	59.0%	75,279	-	75,279	41.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,475,021	146,276	991,031	67.0%	\$ 483,990	\$ -	\$ 483,990	33.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	-	-	0.0%	\$ 9,584	\$ -	\$ 9,584	100.0%
Charges for Services	1,804,395	135,884	965,289	53.0%	839,106	-	839,106	47.0%
Miscellaneous Revenue	0	464	931	0.0%	(931)	-	(931)	0.0%
Other Financing Sources	137,231	-	-	0.0%	137,231	-	137,231	100.0%
Sub-total : 3320 Residential Solid Waste	\$ 1,951,210	136,349	966,221	50.0%	\$ 984,989	\$ -	\$ 984,989	50.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 799,361	66,520	264,811	33.0%	\$ 534,550	\$ -	\$ 534,550	67.0%
Operating Transfers In	60,853	3,857	26,997	44.0%	33,856	-	33,856	56.0%
Sub-total : 3381 McConnell Center	\$ 860,214	70,377	291,808	34.0%	\$ 568,406	\$ -	\$ 568,406	66.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 408,250	12,781	177,392	43.0%	\$ 230,858	\$ -	\$ 230,858	57.0%
Miscellaneous Revenue	5,500	530	4,483	82.0%	1,018	-	1,018	19.0%
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	13,311	181,874	42.0%	\$ 251,876	\$ -	\$ 251,876	58.0%
5300 Water Fund								
Intergovernmental	\$ 71,800	-	-	0.0%	\$ 71,800	\$ -	\$ 71,800	100.0%
Charges for Services	6,921,533	248,059	3,499,942	51.0%	3,421,591	-	3,421,591	49.0%
Miscellaneous Revenue	86,000	3,960	56,508	66.0%	29,492	-	29,492	34.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	\$ 7,166,833	252,020	3,556,450	50.0%	\$ 3,610,383	\$ -	\$ 3,610,383	50.0%
5320 Sewer Fund								
Intergovernmental	\$ 169,592	-	15,057	9.0%	\$ 154,535	\$ -	\$ 154,535	91.0%
Charges for Services	9,532,212	375,619	4,350,273	46.0%	5,181,939	-	5,181,939	54.0%
Miscellaneous Revenue	70,000	6,593	65,391	93.0%	4,609	-	4,609	7.0%
Other Financing Sources	391,150	-	-	0.0%	391,150	-	391,150	100.0%
Sub-total : 5320 Sewer Fund	\$ 10,162,954	382,212	4,430,722	44.0%	\$ 5,732,232	\$ -	\$ 5,732,232	56.0%
6100 Dovernet Fund								
Intergovernmental	\$ 216,462	-	-	0.0%	\$ 216,462	\$ -	\$ 216,462	100.0%
Charges for Services	1,703,480	125,274	876,948	51.0%	826,532	-	826,532	49.0%
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	901,948	46.0%	\$ 1,067,994	\$ -	\$ 1,067,994	54.0%
Total : REVENUES	\$ 173,587,587	40,076,536	87,727,539	51.0%	\$ 85,860,048	\$ -	\$ 85,860,048	49.0%

City of Dover

Expenditures of Major Funds

January 31, 2024

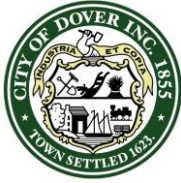
(General Fund Includes County, School and Debt Service)

	<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	\$ 130,764	\$ 157,252	30.0%	\$ 368,132	\$ 200,886	\$ 167,246	31.8%
Executive	2,399,486	144,635	1,247,477	52.0	1,152,009	800,470	351,539	14.7
Finance	2,570,073	155,925	1,312,798	51.0	1,257,275	785,643	471,632	18.4
Planning	1,211,342	56,235	475,412	39.0	735,930	321,058	414,873	34.2
Misc General Government	1,097,667	72,560	567,418	52.0	530,249	73,162	457,087	41.6
Police	10,676,414	679,557	5,320,234	50.0	5,356,180	3,257,856	2,098,324	19.7
Fire & Rescue	12,821,322	900,817	7,013,651	55.0	5,807,671	3,665,587	2,142,084	16.7
Community Service Public Works	10,304,950	476,318	3,556,933	35.0	6,748,017	2,215,588	4,532,429	44.0
Recreation	3,015,529	151,915	1,521,571	50.0	1,493,958	802,008	691,950	22.9
Public Library	1,811,754	120,780	973,225	54.0	838,529	653,071	185,458	10.2
Public Welfare	874,442	59,339	425,979	49.0	448,463	146,252	302,211	34.6
Debt Service	6,725,667	9,922	1,026,544	15.0	5,699,123	5,059,054	640,069	9.5
Other Financing Sources/Uses	3,743,831	-	647,023	17.0	3,096,808	-	3,096,808	82.7
School	81,365,942	6,626,919	34,389,089	42.0	46,976,853	43,150,004	3,826,849	4.7
Intergovernmental	10,423,860	-	10,284,531	99.0	139,329	-	139,329	1.3
Sub-total : 1000 General Fund	\$ 149,567,663	\$ 9,585,686	\$ 68,919,138	46.1%	\$ 80,648,525	\$ 61,130,638	\$ 19,517,887	13.0%
3213 Parking Activity Fund								
Police	\$ 1,475,021	\$ 56,322	\$ 511,910	35.0%	\$ 963,111	\$ 307,355	\$ 655,757	44.5%
Sub-total : 3213 Parking Activity Fund	\$ 1,475,021	\$ 56,322	\$ 511,910	34.7%	\$ 963,111	\$ 307,355	\$ 655,757	44.5%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,074,565	\$ 22,954	\$ 854,605	41.0%	\$ 1,219,961	\$ 1,193,472	\$ 26,488	1.3%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,074,565	\$ 22,954	\$ 854,605	41.2%	\$ 1,219,961	\$ 1,193,472	\$ 26,488	1.3%
3381 McConnell Center Fund								
Recreation	\$ 860,214	\$ 34,882	\$ 230,966	27.0%	\$ 629,248	\$ 352,370	\$ 276,878	32.2%
Sub-total : 3381 McConnell Center Fund	\$ 860,214	\$ 34,882	\$ 230,966	26.8%	\$ 629,248	\$ 352,370	\$ 276,878	32.2%
3410 Recreation Special Revenue Fund								
Recreation	\$ 443,750	\$ 31,317	\$ 184,774	42.0%	\$ 258,976	\$ 20,966	\$ 238,011	53.6%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 443,750	\$ 31,317	\$ 184,774	41.6%	\$ 258,976	\$ 20,966	\$ 238,011	53.6%
5300 Water Fund								
Community Service Public Works	\$ 7,329,970	\$ 169,905	\$ 2,918,963	40.0%	\$ 4,411,006	\$ 1,540,197	\$ 2,870,809	39.2%
Sub-total : 5300 Water Fund	\$ 7,329,970	\$ 169,905	\$ 2,918,963	39.8%	\$ 4,411,006	\$ 1,540,197	\$ 2,870,809	39.2%
5320 Sewer Fund								
Community Service Public Works	\$ 10,347,257	\$ 412,222	\$ 4,388,970	42.0%	\$ 5,958,287	\$ 2,288,818	\$ 3,669,469	35.5%
Sub-total : 5320 Sewer Fund	\$ 10,347,257	\$ 412,222	\$ 4,388,970	42.4%	\$ 5,958,287	\$ 2,288,818	\$ 3,669,469	35.5%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 2,804,835	\$ 95,437	\$ 694,041	25.0%	\$ 2,110,794	\$ 446,378	\$ 1,664,416	59.3%
Sub-total : 6100 Dovernet Fund	\$ 2,804,835	\$ 95,437	\$ 694,041	24.7%	\$ 2,110,794	\$ 446,378	\$ 1,664,416	59.3%
Total : EXPENDITURES	\$ 174,903,274	\$ 10,408,725	\$ 78,703,367	45.0%	\$ 96,199,908	\$ 67,280,193	\$ 28,919,715	16.5%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) January 31, 2024

	<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	264,031	772,658	67.7	369,472	0	369,472	32.3
Expenditures	1,253,806	72,919	628,083	50.1	625,723	351,281	274,442	21.9
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	<u>(111,676)</u>	<u>191,112</u>	<u>144,575</u>	<u>17.6</u>	<u>(256,251)</u>	<u>(351,281)</u>	<u>95,030</u>	<u>10.5</u>



CITY OF DOVER

CITY COUNCIL - MINUTES

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

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Shanahan led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. PUBLIC FORUM

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

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

6. DISCUSSIONS

A. OVERVIEW OF COMMUNITY MASTER PLAN AND DEPARTMENTAL STRATEGIC PLANS

Planning Director Donna Benton and City Planner Erin Bassegio gave a PowerPoint presentation of the Master Plan to the Council.

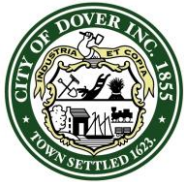
Deputy City Manager Chris Parker presented a PowerPoint presentation of the Strategic Plans.

B. PROPOSED AMENDMENT TO LITTLEWORTH ROAD/INDUSTRIAL PARK DRIVE DEVELOPMENT AGREEMENT

Deputy City Manager Chris Parker presented the proposed amendment to a previously approved development agreement with Terra Nova and Westfield, LLC.

7. ADJOURNMENT

Councilor Warach made a motion to adjourn, seconded by Councilor Nemeth. Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 14, 2024**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Richer led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Williams

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

5. PROCLAMATIONS/AWARDS – BLACK HISTORY MONTH

Mayor Carrier read a proclamation recognizing that February is Black History Month.

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan made a motion to approve the agenda as written, seconded by Councilor Retrosi. Vote 8-0.

7. PUBLIC HEARINGS

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

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

B. AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION STATE AID TO MUNICIPALITIES (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE TO ADOPT PURSUANT TO CITY CHARTER C6-6) SPONSORED BY MAYOR CARRIER BY REQUEST

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

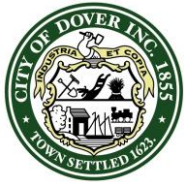
8. PUBLIC FORUM

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

Deb Clough, resident of Barrington, requested the Council suspend the rules so that she may request funding for volunteer projects around the City. Councilor Hackett made a motion to suspend the rules, seconded by Councilor Richer. Vote 8-0.

Deb Clough, 160 Sherborn Road, Barrington, requested \$6,000 for Dover Do-ers and Don't Trash Dover. She gave an overview of what each group does around the City, and what the money would be used for.

Mary Hebbard, 97 Spruce Lane, raised concerns about the EPA water line survey request on the most recent utility bill mailed out to residents of Dover with public water and/or sewer. She encourages people to not comply.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 14, 2024**
Meeting Time: **7:00 pm**

9. CITY MANAGER'S REPORT – PRESENTATION OF PROPOSED FISCAL YEAR 2025 MUNICIPAL BUDGET

Councilor Nemeth requested that City Manager Joyal give a brief overview of the intent of the EPA water line survey and the benefits.

City Manager Joyal asked Community Services Director John Storer to speak to the survey. Director Storer explained that the EPA has had changes under the safe drinking water act. He explained the City does not have lead and copper in the water, but there is a concern that it could leach out from residential plumbing into the City water.

City Manager Joyal gave a PowerPoint Presentation on the Fiscal Year 2025 Proposed Budget Presentation to the Council.

Deputy Mayor Shanahan made a motion to approve the City Manager's report, seconded by Councilor Nemeth. Vote 8-0.

10. APPROVAL OF MINUTES

A. January 24, 2024 – Regular Meeting

B. January 31, 2024 – Workshop Meeting

Deputy Mayor Shanahan made a motion to approve the minutes, seconded by Councilor Hackett. Vote: 8-0.

11. MAYOR'S REPORT

Mayor Carrier gave a report of various events he attended over the past few weeks.

Deputy Mayor Shanahan made a motion to approve the Mayor's Report, seconded by Councilor Warach. Vote 8-0.

12. UNFINISHED BUSINESS

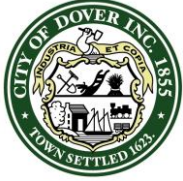
A. ORDINANCES IN THE 2ND READING

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

Deputy Mayor Shanahan made a motion to approve, seconded by Councilor Richer. City Manager Joyal gave an overview of the ordinance to the Council. Deputy Mayor Shanahan asked if there is enough signage, Parking Manager Simons explained the reason for the ordinance.
Roll Call Vote: 8-0.

B. ORDINANCES IN THE 3RD READING

1. VEHICLES AND TRAFFIC, CHAPTER 141, SECTION 30 HOURS OF OPERATION AND RATES 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, February 14, 2024**
Meeting Time: **7:00 pm**

Deputy Mayor Shanahan made a motion to approve, seconded by Councilor Hackett. Councilor Richer asked for clarification on Veteran's Plates section in the ordinance, Parking Simons addressed the Veteran's Plates section of the ordinance.
Roll Call Vote: 8-0.

C. RESOLUTIONS

- 1. AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION - STATE AID TO MUNICIPALITIES (THIS RESOLUTION REQUIRES A TWO-THIRDS MAJORITY VOTE TO ADOPT PURSUANT TO DOVER CHARTER C6-6)**
SPONSORED BY MAYOR CARRIER BY REQUEST

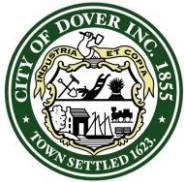
Deputy Mayor Shanahan made a motion to approve, seconded by Councilor Richer. City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 8-0.

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. APPROVAL OF LOW IMPACT HYDROPOWER INSTITUTE MCCONNELL CENTER LEASE AGREEMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. AUTHORIZING BUILDING PERMITS ON AN UNDEVELOPED/UNMAINTAINED CLASS VI PORTION OF LOCKE STREET, AND GRANTING CONDITIONAL AUTHORIZATION TO LOCATE PRIVATE DRIVEWAY IMPROVEMENTS UPON SAID CLASS VI PORTION OF LOCKE STREET**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. PURCHASE OF GLOCK FIREARMS**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. DESIGN AND REPLACEMENT OF LEAKING GLYCOL TANK DOVER ARENA**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 5. APPROVAL AND AUTHORIZATION FOR SECOND AMENDED TERMS OF DEVELOPMENT AGREEMENT BETWEEN CITY OF DOVER, TERRA NOVA, LLC, AND WESTFIELD, LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 6. AUTHORIZATION FOR A MULTI-YEAR ONLINE PARKING TICKET PAYMENT PROCESSOR AGREEMENT WITH PAYA**
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan made a motion to adopt the Consent Calendar, seconded by Councilor Hackett.
Mayor Carrier asked the Councilor if they had any items they would like to pull for further discussion.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 14, 2024**
Meeting Time: **7:00 pm**

Councilor Cullen pulled item 13.A.5.

Councilor Nemeth pulled item 13.A.3.

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

Deputy Mayor Shanahan made a motion to approve item 13.A.3. seconded by Councilor Nemeth. Roll Call Vote: 8-0.

Deputy Mayor Shanahan made a motion to approve item 13.A.5. seconded by Councilor Cullen. Roll Call Vote: 8-0.

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. **Cochecho 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)**
30. **Joint Building Committee – Athletic Complex (Cullen)**

Deputy Mayor Shanahan read the Appointments Committee report in the absence of Councilor Williams. The Appointments Committee made four appointments, and accepted one resignation. The appointments are: Keiran Seavey to Open Lands Committee as a regular member, Beth Evans to Library Board of Trustees as an alternate member, Kirsten Alley to Arts Commission as an alternate member, and Jacqueline Finnerty from alternate member to regular member on the Arts Commission. They accepted the resignation of Bruce Batchelder from the Open Lands Committee.

Deputy Mayor made a motion to approve the Appointments Committee appointments and resignation, seconded by Councilor Warach. Vote 8-0.

Councilor Warach gave an overview of the Downtown TIF Advisory Board to the Council.

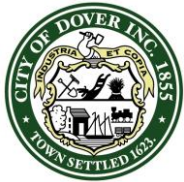
Councilor Warach gave an overview of the Waterfront TIF Advisory Board to the Council.

Deputy Mayor Shanahan gave an overview of the COAST report to the Council.

Council Retrosi explained that Pool Advisory Committee could not meet a quorum, therefore no meeting was held.

Councilor Cullen gave an overview of the Joint Building Committee for the athletic complex report to the Council.

B. RESOLUTIONS



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 14, 2024**
Meeting Time: **7:00 pm**

1. ADOPTION OF 2024-2025 CITY COUNCIL GOALS

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan made a motion to approve, seconded by Councilor Retrosi.
City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 8-0.

2. REFERRING CONSIDERATION OF FUTURE WASTE COLLECTION AND DISPOSAL TO SOLID WASTE ADVISORY COMMITTEE

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan made a motion to approve, seconded by Councilor Hackett.
Vote: 8-0.

3. B24031 CONSTRUCTION OF PORTLAND AVENUE RETAINING WALL AND SIDEWALK IMPROVEMENTS

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan made a motion to approve, seconded by Councilor Retrosi.
City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 8-0.

4. B21065 AMENDMENT NO. 4 ADDITIONAL CONSULTING DESIGN SERVICES FOR THE PORTLAND AVENUE RETAINING WALL AND SIDEWALK IMPROVEMENTS PROJECT

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan made a motion to approve, seconded by Councilor Richer.
City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 8-0.

5. ACCEPTANCE OF THE FY25 ACTION PLAN AND THE EXPENDITURES FOR FY25 CDBG ENTITLEMENT FUNDS, FY24 PROGRAM INCOME AND FY25 PROGRAM INCOME

(THIS RESOLUTION REQUIRES A PUBLIC HEARING AND VOTE TO BE HELD ON FEBRUARY 28, 2024)

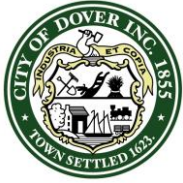
SPONSORED BY COUNCILOR CULLEN

Deputy Mayor Shanahan made a motion to refer resolution to a public hearing, seconded by Councilor Warach.
Vote: 8-0.

6. AUTHORIZATION TO ACCEPT AND EXPEND INVESTNH MUNICIPAL PER UNIT AWARD GRANT MPU22-126 FROM NH BUSINESS AND ECONOMIC AFFAIRS (THIS RESOLUTION REQUIRES A PUBLIC HEARING AND VOTE TO BE HELD ON FEBRUARY 28, 2024)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan made a motion to refer resolution to a public hearing, seconded by Councilor Warach.
Vote: 8-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 14, 2024**
Meeting Time: **7:00 pm**

7. FISCAL YEAR 2025 BUDGET APPROPRIATIONS, FEES, AND CAPITAL IMPROVEMENTS PROGRAM

(RESOLUTION TO BE REFERRED TO PUBLIC HEARING AS FOLLOWS: SCHOOL DEPARTMENT BUDGET HEARING ON WEDNESDAY, FEBRUARY 28, 2024, CITY BUDGET HEARING ON WEDNESDAY, MARCH 20, 2024)

(THIS RESOLUTION REQUIRES A TWO-THIRDS MAJORITY VOTE TO ADOPT PURSUANT TO DOVER CHARTER C6-3.1 WITH A VOTE TO BE HELD ON APRIL 3, 2024)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan made a motion to substitute as a whole the completed copy of 13.B.7. seconded by Councilor Nemeth.

Roll Call Vote: 8-0.

Deputy Mayor Shanahan made a motion to refer resolution 13.B.7. as substituted to public hearings as listed, seconded by Councilor Retrosi.

Vote: 8-0.

C. ORDINANCES IN 1ST READING

1. BOARDS, COMMISSIONS AND COMMITTEES, CHAPTER 9, SECTION 5 RECREATION BOARD, SECTION 20 DOVER POOL ADVISORY COMMITTEE (TO BE REFERRED TO PUBLIC HEARING ON MARCH 13, 2024)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan made a motion to refer ordinance to a public hearing, seconded by Councilor Richer.

Vote: 8-0.

14. COUNCIL CORRESPONDENCE

None

15. COUNCIL MATTERS OF INTEREST

Councilor Retrosi gave an overview of his Coffee with a Councilor session. He thanked Deputy City Manager Christopher Parker for attending.

Councilor Richer asked if Airbnb's were ever addressed by the Council. City Manager Joyal explained it has not come up as a topic of concern in the City, but there have been other communities with issues regarding Airbnb's.

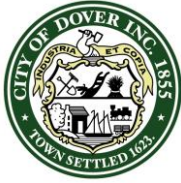
Mayor Carrier stated the Chamber of Commerce will be having their sweepstakes in the coming week.

Councilor Hackett shared that she attended the court hearing last week for the ward redistricting. She thanked City Attorney Wyatt for his work on it.

16. ADJOURN

Councilor Warach made a motion to adjourn, seconded by Councilor Richer.

Vote: 8-0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.02.14 - 27**

Resolution Re: Authorization to Accept and Expend the InvestNH
Municipal Per Unit Award Grant MPU22-126 from NH
Business and Economic Affairs

WHEREAS: The City has received notice from the NH Department of Business and Economic Affairs (BEA) of an award of the InvestNH Municipal Per Unit Award Grant in the amount of \$440,000.00, contingent upon Governor and Council Approval; and

WHEREAS: The grant application submitted by the City for forty-four eligible housing units at the Cottages at Back River Road has resulted in the grant to reward planning practices to address community housing needs; and

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

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

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to apply for, accept, and expend grant funds allocated to the City of Dover on behalf of the NH Department of Business and Economic Affairs from InvestNH Municipal Per Unit Award Grant MPU22-126 and any funding received is hereby appropriated for said purposes. The City Council, in a majority vote, accepts the terms and requirements of the Grant, and authorizes the City Manager to sign all necessary paperwork for the grant as well as contract(s) with a vendor, consistent with the authority herein.

AND, FURTHER BE IT RESOLVED THAT:

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

Financing

Account	Description	Appropriation	Balance
TBD	InvestNH Municipal Per Unit Award Grant	440,000.00	440,000.00

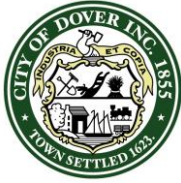
THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal Joshua Wyatt



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.02.14 - 27**

Resolution Re: Authorization to Accept and Expend the InvestNH
Municipal Per Unit Award Grant MPU22-126 from NH
Business and Economic Affairs

Form and Compliance: City Attorney

Recorded by: Jerrica Vanslyvong-
Bizier City Clerk

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

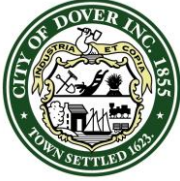
DOCUMENT ACTIONS:

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.		

RESOLUTION BACKGROUND MATERIAL:

The InvestNH Fund, established in 2022 through the Governor's Office for Emergency Relief and Recovery, made \$100 million available to municipalities and developers to accelerate the approval and construction of affordable workforce housing in the State of New Hampshire. The initiative includes provisions for municipalities to receive \$10,000 for each qualifying unit approved and permitted. The City of Dover has approved and permitted several projects meeting the program criteria, and has submitted applications for 62 qualified units, for an award totaling \$620,000. The City's application for the Cottages at Back River Rd project, which includes 44 of these eligible housing units (44 x \$10,000=\$440,000), has been reviewed and conditionally approved by the grant administrators at the New Hampshire Department of Business and Economic Affairs.

These InvestNH funds will be placed in a separate grant fund maintained by the city to track expenditure of the funds. The City's Ad hoc Committee to Address Community Housing Needs will be developing



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.02.14 - 27**

Resolution Re: Authorization to Accept and Expend the InvestNH
Municipal Per Unit Award Grant MPU22-126 from NH
Business and Economic Affairs

recommendations for the proposed use of these grant funds. The proposed plan for use of the grant funds will be presented to the City Council in September, 2024.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.02.14 - 26**

Resolution Re: Acceptance of the FY25 Action Plan and the expenditures for FY25 CDBG Entitlement Funds, FY24 Program Income and FY25 Program Income

WHEREAS: The City of Dover will have funds available for appropriation from the FY25 Entitlement Grant, FY24 Program Income and FY25 Program Income; and

WHEREAS: The Planning Department is required by HUD to prepare, and the Governing Body adopt an “Action Plan” which is a needs assessment and detailed expenditure plan for the use of Community Development funds in meeting the needs of very-low, low, and moderate income households of Dover; and

WHEREAS: The Planning Board has reviewed proposed projects for said funds and held a public hearing on January 9, 2024 for the purpose of obtaining citizens' viewpoints on the proposed projects; and

WHEREAS: The Planning Board has reviewed the proposed projects and recommends approval of the Action Plan and the expenditure plan contained in this Resolution; and

WHEREAS: The recommended disbursements of funds have been reviewed for compliance with HUD statutory requirements and for meeting national objectives;

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

The FY25 Action Plan is adopted and the City Manager is authorized to enter into sub-recipient contracts as part of this Action Plan for expenditure of FY25 CDBG Entitlement Funds, FY24 Program Income and FY25 Program Income.

AND, FURTHER BE IT RESOLVED;

Should Congress adopt a budget that results in a grant amount that is different than anticipated in the Action Plan, or should the program income amounts received be different than anticipated for use in the Action Plan, the City Manager is authorized to adjust the amounts of the Action Plan allotments per HUD guidance and as described in the Action Plan.

NOTE: This resolution requires public hearing prior to City Council vote. Resolution to be referred to public hearing on February 28, 2024 with vote to occur on that date.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.02.14 - 26**

Resolution Re: Acceptance of the FY25 Action Plan and the expenditures for FY25 CDBG Entitlement Funds, FY24 Program Income and FY25 Program Income

Financing Estimated Revenue Available for FY25 Action Plan

Account	Description	Appropriation
2100.1.180.46311.3311.06311.24.000.000.R30	FY25 Federal Grant	\$307,000.00
2100.1.180.46525.3599.06621.24.000.000.R50	FY25 DELP Misc Revenue	\$4,030.00
2100.1.180.46311.3421.06311.24.000.000.R40	FY25 CDBG Parking Income	\$6,000.00
2100.1.180.46525.3599.06621.23.000.000.R50	FY24 DELP Misc Revenue	\$5,200.00
2100.1.180.46311.3421.06311.23.000.000.R40	FY24 CDBG Parking Income	\$6,000.00
TOTAL		\$328,230.00

Financing Appropriations for FY25 Action Plan

Account	Description	Appropriation
2100.1.180.46348.4835.06367.24.000.000.800	AIDS Response	\$7,250.00
2100.1.180.46348.4835.06398.24.000.000.800	Alliance for Community Transportation	\$4,000.00
2100.1.180.46348.4835.06362.24.000.000.800	CASA of NH	\$3,000.00
2100.1.180.46348.4835.06363.24.000.000.800	Community Partners	\$4,000.00
2100.1.180.46348.4835.06351.24.000.000.800	Cornerstone VNA	\$3,000.00
2100.1.180.46348.4835.06377.24.000.000.800	Cross Roads	\$7,250.00
2100.1.180.46348.4835.06360.24.000.000.800	Dover Welfare Sec Deposit	\$3,000.00
2100.1.180.46348.4835.06361.24.000.000.800	HAVEN	\$6,000.00
2100.1.180.46348.4835.06342.24.000.000.800	My Friends Place	\$7,650.00
2100.1.180.46348.4835.06395.24.000.000.800	Strafford Nutrition Meals on Wheels	\$3,000.00
2100.1.180.46348.4835.06353.24.000.000.800	Triangle Club	\$0.00
2100.1.180.46525.4835.06396.24.000.000.800	Dover Econ Loan Pool & Business Assistance	\$8,695.00
2100.1.180.46525.4835.06396.24.000.000.100	Econ Dev Adm	\$2,000.00
2100.1.180.46323.4835.06335.24.000.000.800	CAP Weatherization	\$25,000.00
2100.1.180.46323.4110.06314.24.000.000.100	CAP Weatherization Activity Admin	\$1,000.00
2100.1.180.46341.4835.06346.24.000.000.800	MFP Barn	\$30,625.00
2100.1.180.46341.4110.06346.24.000.000.100	MFP Barn Admin	\$1,000.00
2100.1.180.46341.4835.06352.24.000.000.800	DHA - Elevator Modernization @ Jack Buckley Commons	\$5,000.00
2100.1.180.46341.4110.06352.24.000.000.100	DHA - Elevator Admin	\$0.00
2100.1.180.46341.4835.06354.24.000.000.800	Triangle Club - Mini Splits	\$20,000.00
2100.1.180.46341.4110.06354.24.000.000.100	Triangle Club Mini Splits Admin	\$1,000.00
2100.1.180.46341.4835.06353.24.000.000.800	Triangle Club - Parking & Fence	\$65,000.00
2100.1.180.46341.4110.06353.24.000.000.100	Triangle Club Parking & Fence Admin	\$1,000.00
2100.1.180.46341.4835.06380.24.000.000.800	Home for Now - Security Cameras	\$49,000.00
2100.1.180.46341.4110.06380.24.000.000.100	Home for Now Security Cameras Admin	\$1,000.00
2100.1.180.46341.4835.06354.24.000.000.800	Home for Now - Windows	\$5,000.00
2100.1.180.46341.4110.06354.24.000.000.100	Home for Now Windows Admin	\$1,000.00
2100.1.180.46311.4110.06311.24.000.000.800	Gen Administration & Planning	\$63,760.00
TOTAL		\$328,230.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.02.14 - 26**
Resolution Re: Acceptance of the FY25 Action Plan and the expenditures for FY25 CDBG Entitlement Funds, FY24 Program Income and FY25 Program Income

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Fergus Cullen
Ward 6

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

Recorded by: Jerrica Vanslyvong-Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote: 03/09/2022	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:		
Ordinance does pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.02.14 - 26**
Resolution Re: Acceptance of the FY25 Action Plan and the expenditures for FY25 CDBG Entitlement Funds, FY24 Program Income and FY25 Program Income

RESOLUTION BACKGROUND MATERIAL:

FY25 ACTION PLAN – HUD MANDATED FUNDING CAPS

The Action Plan (AP) identifies the Activities that will receive CDBG funding for the next fiscal year. Per HUD regulations, the maximum amount of funding that can be provided for all Public Services allocations combined, and for General Administration & Planning, is capped as follows:

- Public Services Cap: Fifteen percent of the anticipated FY25 grant amount plus fifteen percent of the anticipated FY24 program income: **\$48,150.00**.
- General Administration & Planning Cap: Twenty percent of the anticipated FY25 federal grant plus twenty percent of the anticipated FY25 program income: **\$63,760.00**

FUNDING CATEGORIES

Public Services

AIDS Response Seacoast

Amount Requested: \$10,000.00

Planning Board Recommendation: \$7,250.00

Partially support the salaries and benefits of the Case Management Department staff, consisting of a Program Manager, Medical Case Managers and a Financial Administrator.

Alliance for Community Transportation

Amount Requested: \$4,000.00

Planning Board Recommendation: \$4,000.00

Operate TripLink, a regional transportation call center; operate Community Rides that provides transportation to healthcare for seniors and individuals with disabilities; provide staffing for Regional Coordination Council to provide greater access to community transportation resources.

CASA of NH

Amount Requested: \$5,000.00

Planning Board Recommendation: \$3,000.00

Recruitment and training/support of additional CASA Volunteer Advocates to serve the victimized children of Dover



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.02.14 - 26**
Resolution Re: Acceptance of the FY25 Action Plan and the expenditures for FY25 CDBG Entitlement Funds, FY24 Program Income and FY25 Program Income

Community Partners

Amount Requested: \$5,000.00

Planning Board Recommendation: \$4,000.00

Provide rental assistance including security deposits, and first month's rent assistance for individuals and families in Dover with mental illness or a developmental disability who are in threat of becoming homeless.

Cornerstone VNA

Amount Requested: \$25,000.00

Planning Board Recommendation: \$3,000.00

Offset underinsured or free care provided to Dover residents in need. It would also offset subsidized homemaking services, community education, and caregiver support in Dover.

Cross Roads

Amount Requested: \$15,000.00

Planning Board Recommendation: \$7,250.00

Provide emergency and transitional shelter and supportive services for families and individuals from Dover who are experiencing homelessness.

Dover Welfare

Amount requested: \$5,000.00

Planning Board Recommendation: \$3,000.00

Security deposit program. To help people of Dover move into apartments when they cannot afford deposits.

HAVEN

Amount Requested: \$7,500.00

Planning Board Recommendation: \$6,000.00

Funds requested will pay a portion (approximately 5%) of the rental costs of our new Strafford County 6-unit Domestic Violence shelter

My Friend's Place

Amount requested: \$30,000.00

Planning Board Recommendation: \$7,650.00

General operating cost to run both the Emergency Shelter and the Transitional Housing programs.

Strafford Nutrition & Meals on Wheels

Amount requested: \$5,000.00

Planning Board Recommendation: \$3,000.00

Help provide meals to homebound, elderly & low-income disabled Dover residents. Approximately 5,000 meals.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.02.14 - 26**
Resolution Re: Acceptance of the FY25 Action Plan and the expenditures for FY25 CDBG Entitlement Funds, FY24 Program Income and FY25 Program Income

Triangle Club

Amount Requested: \$18,796.99
Planning Board Recommendation: \$0.00
General operating costs/ custodial payroll

Public Facilities Projects

Community Action Partnership of Strafford County - Weatherization & Energy Efficiency

Amount Requested: \$25,000.00
Planning Board Recommendation: \$25,000.00

Funding to supplement the Weatherization Assistance Program for Dover residents.

MFP Barn

Amount Requested: \$30,625.00
Planning Board Recommendation: \$30,625.00

New roof and siding of existing barn storage building.

Dover Housing Authority – Elevator Modernization @ Jack Buckley Commons

Amount Requested: \$200,740.00
Planning Board Recommendation: \$5,000.00

Modernization of elevator in elderly/disabled low-income residential building.

Triangle Club – Mini Splits

Amount Requested: \$20,000.00
Planning Board Recommendation: \$20,000.00

Upgrading electrical in two upstairs offices, installing mini splits in downstairs back room and upstairs office.

Triangle Club – Parking Lot and Fence

Amount Requested: \$65,000.00
Planning Board Recommendation: \$65,000.00

Repairing and repaving portion of existing parking lot. Removal and replacement of existing fence.

Home for How – Security Cameras

Amount Requested: \$49,000.00
Planning Board Recommendation: \$49,000.00

Install hardwired security system to monitor all areas of the shelter.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.02.14 - 26**
Resolution Re: Acceptance of the FY25 Action Plan and the expenditures for FY25 CDBG Entitlement Funds, FY24 Program Income and FY25 Program Income

Home for How – Windows

Amount Requested: \$5,000.00

Planning Board Recommendation: \$5,000.00

Replace two windows in kitchen that do not open with two windows that open for airflow & ventilation.

Economic Development

City of Dover - Economic Development Activities:

Amount Requested: \$8,695.00

Planning Board Recommendation: \$8,695.00

Funding for the DELP loan pool, Microenterprise program, business assistance and related economic development activities.

Administration

General Administration & Planning

Amount Requested: \$63,760.00

Planning Board Recommendation: \$63,760.00

Activities associated with overall administration of the CDBG program. Activities include development of the Action Plan; quarterly, semi-annual and annual reporting to HUD; training & legal notices. The amount proposed equals the maximum amount permissible per HUD regulations.

Activity Administration

Amount Requested: \$8,000.00

Planning Board Recommendation: \$8,000.00

Administrative costs associated with individual Activities. Activity specific costs include contract development & administration, processing requests for reimbursement, site visits, subrecipient monitoring and environmental review.

Econ Dev Adm	\$2,000.00
CAP Weatherization Admin	\$1,000.00
MFP Barn Admin	\$1,000.00
DHA - Elevator Admin	\$0.00
Triangle Club Mini Splits Admin	\$1,000.00
Triangle Club Parking & Fence Admin	\$1,000.00
Home for Now Security Cameras Admin	\$1,000.00
Home for Now Windows Admin	<u>\$1,000.00</u>
	\$8,000.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

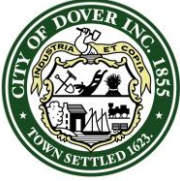
Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.02.14 - 26**
Resolution Re: Acceptance of the FY25 Action Plan and the expenditures for FY25 CDBG Entitlement Funds, FY24 Program Income and FY25 Program Income

CONSOLIDATED PLAN GOALS

The City of Dover has identified 5 Goals that serve as the core of the Dover CDBG Consolidated Plan and identify the priorities for allocations within the Annual Action Plan.

- | | | |
|---|-------------------------|--|
| 1 | Goal Name | Access to Services |
| | Goal Description | To provide increased opportunities to residents of the City who require education, health, recreation, shelter, transportation and related human services. |
| 2 | Goal Name | Renter and Homeowner Assistance |
| | Goal Description | Weatherization and energy efficiency, Housing unit rehab, security deposit assistance, Lead based paint hazard. |
| 3 | Goal Name | Public Improvements |
| | Goal Description | Development and improvements related to facilities and housing units utilized by qualifying populations and individuals. |
| 4 | Goal Name | Economic Development |
| | Goal Description | Improvements, and the support of efforts, intended to promote economic development and to enhance economic opportunities for qualifying business, populations and individuals. |
| 5 | Goal Name | Accessibility and Transportation |
| | Goal Description | Access to social services and employment and removal of architectural barriers. |



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2024.02.28 - 29**
Resolution Re: **Approval of Temporary Public Art Installation at Waldron Court**

- WHEREAS: The City of Dover fully supports public works of art; and
- WHEREAS: The Dover Arts Commission was established to develop and promote programs, forums and exhibits that highlight the talent and active art related venues currently existing within the City; and
- WHEREAS: On February 5, 2024, in accordance with the existing Public Art Policy of the City Council, the Dover Arts Commission recommended an application to install public art in Waldron Court comprising a colorful display of knitted, felted, or crocheted yarn created by community members and wrapped around the trunks of the 8 trees, to be installed from approximately April 2024 through June 30, 2024.

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

The temporary public art proposed to be installed on eight trees in Waldron Court is approved and all donated/volunteered labor and materials are accepted, with the following conditions: (i) the installation and removal must occur in consultation with and approval by the City Manager or designee, who may also modify and extend (as deemed appropriate) the dates of installation and removal, (ii) the applicant shall ensure the display is accomplished in a safe and secure manner and maintained (at applicant's cost) appropriately throughout the duration of the display; (iii) public trees or other property shall not be damaged or harmed by the installation, maintenance, and eventual removal of the temporary public art; and (iv) at the conclusion of the display, the applicant, at applicant's cost, shall remove the display and return the City property to the condition in which it existed directly prior to the public art installation.

AND, FURTHER BE IT RESOLVED THAT:

The City expressly thanks and is grateful for the proposed public art project in Waldron Court and all related volunteerism.

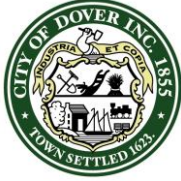
AUTHORIZATION

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 - RESOLUTION	
	Agenda Item#: 13.A.1.	
Resolution Number: R – 2024.02.28 - 29 Resolution Re: Approval of Temporary Public Art Installation at Waldron Court		

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 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:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

A copy of the public art application referenced above is attached and incorporated herein by reference. As indicated therein, it is expected that installation would occur in April 2024 with duration of the display lasting through June 30, 2024. This innovative community engagement project by the Dover Arts Commission invites the public to create yarn and other fabric wrappings for trees within Waldron Court. These vibrant, tactile installations will be displayed publicly in the spring, transforming Waldron Court into a dynamic art exhibit. The project aims to foster community involvement, promote environmental appreciation, and enhance the aesthetic appeal of public spaces. The colorful display is a low-risk initiative that will start approximately 1.5’- 2’ off the ground and travel up the trunk approx. 7’. The display is not harmful to the trees, is easily removable, and can be reused in the future.

For reference, a 2008/2009 resolution (ultimately enacted in January 2009 as [R-2009.01.14-167](#)) and a 2012 resolution ([R-2012.08.08-105](#)) address public art acquisition and the other addressing approval processes for same. City staff have reviewed and support the proposed temporary public art project.



Public Art Installation Application

Applicant Information

Name of applicant and/or organization	Kim Hanson/Art Commission
Street Address	1 Concord Way
City State Zip	Dover, NH 03820
Home phone	603-493-4749
Email address	k.hanson@doover.nh.gov

Person Responsible For Installation/Maintenance (if different than applicant)

Name of applicant and/or organization	
Street Address	
City State Zip	
Home phone	
Email address	

Dates of the proposed art installation

From	To
April 13, 2024 rain date April 20, 2024	June 30, 2024

In the last 12 months where have you exhibited your work in Dover?

Location	Duration of the exhibit
N/A	



Public Art Installation Application

Location of Proposed Public Art Installation

Identify the facility and the exact area upon or within the facility where the installation is proposed to be located. Include pictures, schematics and/or other visual materials depicting the location of the project installation (attach additional sheets, if needed)

Location	Contact person
McConnell Center Cafeteria 61 Locust Street	Gary Bannon (603) 516-6401 g.bannon@dover.nh.gov
Dover Library 73 Locust Street	Susan Dunker (603) 516-6050 libraryquestions@dover.nh.gov
Henry Law Park Washington Street and Henry Law Avenue	Gary Bannon (603) 516-6401 g.bannon@dover.nh.gov

City Hall glass case next to the clerk's office Jane Hamor
g.hamor@dover.nh.gov

Description of Proposed Public Art Installation

Describe the nature of the public art installation including specific details regarding materials, size, weight and attachment mechanism. Include pictures, schematics and/or other visual materials depicting the nature of the project (attach additional sheets, if needed).

Graffiti Fiber Art Project

A colorful display of knitted, felted, or crocheted yarn will be created by community members and wrapped around the trunks of the 8 trees standing in Waldron Park. The colorful display is a low risk initiative that will start approximately 1.5'- 2' off the ground and travel up the trunk approx. 7'. The display is not harmful to the trees, is easily removable, and can be reused in the future.



Public Art Installation Application

Policy Concerning Requests for Public Art Installations

It is the policy of the City of Dover to accept and review all applications from area artists proposing to install public art within or upon public facilities owned and maintained by the City of Dover. Applications are reviewed by both the Dover Arts Commission and the City Manager. Upon the recommendation of the Arts Commission and City Manager, applications are forwarded to the City Council for final approval.

Thank you for completing this application form. Your proposal for the installation of public art will be submitted for review and consideration for approval per the above policy. You will be contacted should additional information be needed and to provide the status of your application.

Agreement and Signature

By submitting this application, I affirm that I am authorized on behalf of the applicant to commit to complete the installation and assume all responsibility related to the continuing maintenance, care and removal of the proposed public art project described herein.

Name (printed)	Kim Hanson
Signature	<i>Kimberly A. Hanson</i>
Date	2-5-2024

For Arts Commission use only

<i>Approved</i>	<i>Scheduled</i>	<i>Contacted the Artist</i>
Date	Date	Date
Signature	Signature	Signature

Graffiti Fiber Art Project

A colorful display of knitted, felted, or crocheted yarn will be created by community members and wrapped around the trunks of the 8 trees standing in Waldron Park. The colorful display is a low risk initiative that will start approx. 2' off the ground and travel up the trunk approx. 8'. The display is easily removable and can be reused in the future.

AKA: yarn bombing, yarn storming, graffiti knitting

Theme: Community of colors inspiring a connection to one another and the joy of texture.

Location: Waldron Park Trees, Dover NH

This community art display will beautify an overlooked outdoor space while creating joy and inspiring multi-generations to get involved in an art project for our city.

Potential Knitters: ALL knitters/crocheters & fiber artists WELCOME

Inviting everyone in the community to volunteer and participate in creating fiber art pieces.

Join our volunteers on Sundays Jan. & Feb. 2pm @ DPL or work on your pieces in your groups or at home.

- Spinning Yarns: knit groups
- Dover Public Library: knit groups
- Wrong Brain
- The Senior Center
- Holiday Maple Suites. 30 Holiday Dr, Dover, NH, 03820. ...
- Spring Village at Dover. ...
- The Residence at Silver Square. ...
- Wadleigh House. ...
- Johnson Creek Village. ...
- Atlantic Homelife Senior Care, LLC. ...
- Riverside Rest Home. ...
- Dover Center for Health & Rehabilitation
- All local Churches
- Women's Club
- Scout troops

Time Frame: Knitting will take place during the months of January & February 2024

Installation will be Sunday, March 3rd at 1pm.

Creation Collection/Drop-off: Replenish with Ellen, Dover city Hall, DPL, Senior Center, Kim(pick-up)

Patterns & Links:

Crochet Granny Square: <https://www.crochet365knittoo.com/crochet-granny-square/>

Blanket Square:

#1

<https://stitchesnscraps.com/category/patterns-tutorials/free-knitting-patterns/blankets-squares-knitting/>

#2 <https://makeetc.com/blogs/knitting-and-crochet/knitting-block-patterns-for-beginners>



Flowers

- https://www.youtube.com/watch?v=Rh_YhU5aM18
- <https://www.anniedesigncrochet.com/large-crochet-flower-pattern-free/>
- <https://www.anniedesigncrochet.com/queen-annes-lace-square>

Fruit

- <https://yourcrochet.com/fruity-crochet-accessories-free-patterns/>
- <http://mycreativeblog.com/lemonade-lemon-bunting/>



Butterflies

- <https://startknitting.org/accessories/sweet-butterfly-free-knitting-pattern/>
- <https://yourcrochet.com/crochet-butterfly-free-patterns/>

Bees

- <https://stardustgoldcrochet.com/crochet-bee-pattern/>
- <https://www.crochet365knittoo.com/crochet-bee/>

Rainbows

- <https://ilove-crochet.com/crochet-easy-rainbow-keychain/>
- <https://1001patterns.com/colorful-decorative-rainbows-free-crochet-patterns/>



Leaves

- <https://www.anniedesigncrochet.com/easy-crochet-leaf-pattern/>
- <https://youtu.be/iTsl3J5S-m0>

Ladybugs

- <https://www.repeatcrafterme.com/2022/02/crochet-ladybug-square.html>

Pompoms (Great for beginners!)

- <https://www.adventuresofadiymom.com/2014/02/how-to-make-pom-poms-from-yarn.html?cuid=bf523dc213fa2a0632fcef0dd8116780>
- <http://rubysubmarine.blogspot.com/2014/11/testing-pom-pom-techniques-holla-knits.html>



Vines

- <https://www.youtube.com/watch?app=desktop&v=lvLvTzmPN5g&feature=share>

Tassels

- <https://brendid.com/how-to-make-tassel-flower-crowns/>
- <https://craftyforhome.com/2019/12/14/easy-gift-wrapping-ideas-using-yarn/>

No crochet hook or knitting needles? No problem. Use your fingers!

Here are some fun projects that need only the use of your fingers and some yarn:

- <https://blueandhazel.com/easy-finger-knitting-for-kids>
- <https://onelittleproject.com/finger-knitting/>

No yarn? No problem. Repurpose that old t-shirt into something brilliant!

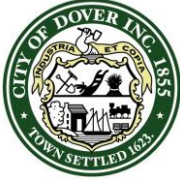
Here's how: <https://hearthookhome.com/how-to-make-t-shirt-yarn/>







SEH



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2024.02.28 - 30**

Resolution Re: Authorization to Accept and Expend the NH Charitable Foundation Supplemental to FHWA Culvert AOP Grant

WHEREAS: The City had received notice from the Federal Highway Administrations (FHWA) and the State of New Hampshire Department of Transportation of an award of grant funds for the purpose of funding the advancement of the restoration project and development for the upgrades to the Bellamy Road Culvert; and

WHEREAS: The FHWA Grant amount is \$421,600 and requires a city match of \$26,350 which was approved via resolution [R-2023.12.13-205](#). This NH Charitable Foundation Grant is a non-city match of \$228,400.00 and requires council approval for this portion making the total project amount of \$676,350.00; and

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

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

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

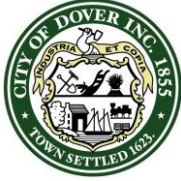
AND, FURTHER BE IT RESOLVED THAT:

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

Financing

Account	Description	Appropriation	Balance
TBD	NH Charitable Foundation	228,400.00	228,400.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2024.02.28 - 30**

Resolution Re: Authorization to Accept and Expend the NH Charitable
Foundation Supplemental to FHWA Culvert AOP Grant

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

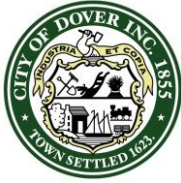
Recorded by: Jerrica Vansylyvong-
Bizier, City Clerk

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.1.

Resolution Number: **R – 2024.02.28 - 30**

Resolution Re: Authorization to Accept and Expend the NH Charitable Foundation Supplemental to FHWA Culvert AOP Grant

RESOLUTION BACKGROUND MATERIAL:

The City of Dover partnered with the New Hampshire Department of Environmental Services to apply to the FHWA National Culvert Removal, Replacement, and Restoration Grant Program (Culvert AOP Program) for the design and permitting of the replacement of the Bellamy Road Bridge that conveys the Bellamy River.

The existing crossing was constructed in 1967 and consists of corrugated metal plate (CMP) culvert. The New Hampshire Department of Transportation (NHDOT) issued a Critical Bridge Deficiency letter in July 2003 to the City recommending the culvert be posted to restrict loading to a maximum of 6 tons as a result of the culvert's severe deterioration. In the fall of 2004, a temporary reinforced concrete liner was constructed along the invert of the culvert to improve the bridge's structural capacity and avoid the change in load classification. The concrete invert contributes to the structure being perched above downstream water surface elevation, which is prohibitive to aquatic organism passage. In 2007, the Bellamy Road was overtopped by flood flows produced during the Patriots Day storm, which caused significant scour along the downstream embankment and road profile. While the structure was not affected, emergency action was required to re-build the road embankment slope on the downstream side with rip rap.

Over the past 20 years, NH Restoration partners have completed 3 dam removal projects along the lower Bellamy River, which has restored aquatic connectivity from Great Bay to an additional 1 mile of freshwater riverine habitat. In order to restore an additional 5.2 miles of stream habitat connectivity for anadromous River Herring, NH Restoration Partners are now focused on resolving a series of stream barriers that contribute to poor aquatic organism passage from river mile 5.1 to 5.3, including the Bellamy Road Culvert (river mile 5.2). The funding from the FHWA Culvert AOP Grant will enable the City of Dover to partner with NH Department of Environmental Services - Coastal Program (NHCP) and NH Fish and Game Department – Marine Division (NHF&G) to advance critical next steps of Bellamy River Fish Passage Restoration Project.

The design process will be guided by the following design objectives:

- to meet transportation needs, including accommodating anticipated vehicles and loadings.
- to optimize fish passage conditions through project reach for anadromous fish
- to safely accommodate flood flows with adequate freeboard
- to incorporate climate change considerations in all design elements
- to adhere to regulatory guidance and rule

The City will use the requested grant funding to hire a consulting engineer to perform design, engineering, and permitting with the abject of achieving 'shovel ready status' within the proposed 3-year grant duration. The requested grant funding will also enable the City to partner with the University of New Hampshire (UNH) Biological Sciences Department to monitor anadromous fish prior to the culvert replacement in accordance with the Culvert AOP Program requirements.