



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 27, 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. **SETTING OF PROPERTY TAX EXEMPTIONS FOR ELDERLY, BLIND AND DISABLED FOR FISCAL YEAR 2025**
(THIS RESOLUTION REQUIRES A MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
8. **PUBLIC FORUM**

Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
 - A. **March 13, 2024 – Regular & Non-Public Meeting**
 - B. **March 20, 2024 – Special & Workshop Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING**
 - B. **ORDINANCES IN THE 3RD READING**
 - C. **RESOLUTIONS**
 1. **SETTING OF PROPERTY TAX EXEMPTIONS FOR ELDERLY, BLIND, AND DISABLED FOR FISCAL YEAR 2025**
(THIS RESOLUTION REQUIRES A MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
13. **NEW BUSINESS**
 - A. **CONSENT CALENDAR**
 1. **WATERFRONT DEVELOPMENT UNITIL CONSTRUCTION DEPOSIT FOR 1100 FOOT SECTION OF UTILITY MAIN**
SPONSORED BY MAYOR CARRIER BY REQUEST
 2. **PURCHASE OF INDOOR POOL – CHILDREN'S MUSEUM SOLAR ARRAY**
SPONSORED BY MAYOR CARRIER BY REQUEST



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3. B22042 PAVEMENT MARKINGS

SPONSORED BY MAYOR CARRIER BY REQUEST

4. B22043 REFLECTORIZED PAVEMENT LINES

SPONSORED BY MAYOR CARRIER BY REQUEST

5. B23005 OCCUPATIONAL HEALTH SERVICES

SPONSORED BY MAYOR CARRIER BY REQUEST

6. APPROVAL OF GRANITE STATE INDEPENDENT LIVING MCCONNELL CENTER LEASE

SPONSORED BY MAYOR CARRIER BY REQUEST

7. APPROVAL OF KID'S CULTURE CHILD CARE MCCONNELL CENTER LEASE

SPONSORED BY MAYOR CARRIER BY REQUEST

8. APPROVAL OF NORTHEASTERN BALLET THEATRE MCCONNELL CENTER LEASE

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. Cochecho 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. B24026 FIFTH & GROVE RECONSTRUCTION PROJECT

SPONSORED BY MAYOR CARRIER BY REQUEST

2. B21048 ADDITIONAL SCOPE OF WORK DESIGN CONSULTING SERVICES FOR THE FIFTH & GROVE STREETS RECONSTRUCTION PROJECT AMENDMENT #4

SPONSORED BY MAYOR CARRIER BY REQUEST

3. B22040 HVAC PREVENTATIVE MAINTENANCE & REPAIR SERVICES AMENDMENT #2 YEAR THREE EXTENSION

SPONSORED BY MAYOR CARRIER BY REQUEST



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4. ADDITIONAL APPROPRIATION FOR FISCAL YEAR 2024 CIP PROJECT ELEMENTARY SCHOOL HVAC UPGRADE
(THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A 2/3 MAJORITY VOTE TO OCCUR ON APRIL 10, 2024)
SPONSORED BY MAYOR CARRIER BY REQUEST

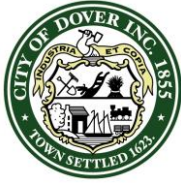
C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

- A. Letter from Xfinity, dated March 15, 2024

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.03.13 - 40**

Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for FY2025

WHEREAS: In Fiscal Year 2022 the City Council last reviewed and adopted property tax exemption qualifying criteria and exemption levels; and

WHEREAS: In order for elderly, disabled and deaf applicants to be eligible for an exemption they must meet certain income and asset criteria and due to changing market values of properties within the City; and

WHEREAS: The City Council desires to provide continued tax relief to the elderly, blind, disabled and deaf in the form of higher exemption levels and qualifying criteria that is consistent with changes in market values and CPI adjusted income and asset levels; and

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

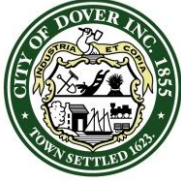
Under the provisions of RSA 72:27-a, the amounts of assessed value that will be exempt from property taxation by category of age, blindness, disability or deafness are changed as follows:

		Current	Revised	
Description	Type	Level	Level	Change
Elderly 65-74	Value Exemption	166,000	206,000	40,000
Elderly 75-79	Value Exemption	234,000	291,000	57,000
Elderly 80+	Value Exemption	300,000	373,000	73,000
Blind	Value Exemption	166,000	206,000	40,000
Disabled	Value Exemption	166,000	206,000	40,000
Deaf	Value Exemption	166,000	206,000	40,000

Also under the provisions of RSA 72:27-a, that the qualifying income and asset levels for an exemption for elderly, disabled, and deaf exemptions are changed as follows:

Maximum	Current	New	
Income	Levels	Levels	Change
Single	47,000	52,600	5,600
Married	64,000	71,600	7,600

Maximum	Current	New	
Assets	Levels	Levels	Change
All Applicants	186,100	206,200	20,100



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Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for FY2025

FURTHER BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

In accordance with provisions of RSA 72:27-a, this resolution is effective April 1, 2024.

Also, the City Manager is requested to review and recalculate the amounts of exemptions and qualifying criteria every 10 years using the same methodology contained in this resolution. This information will be presented to the City Council.

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A MAJORITY VOTE OF COUNCIL

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Dennis Shanahan
Deputy Mayor

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

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk

DOCUMENT HISTORY:

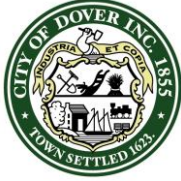
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
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.		

Document Created by: Finance Department
Document Posted on: March 22, 2024

R-2024.03.13 Setting of Property Tax Exemptions for
Elderly Blind and Disabled for FY2025 (1)
Page 2 of 7



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.03.13 - 40**

Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for FY2025

RESOLUTION BACKGROUND MATERIAL:

The resolution increases the exemption qualifying criteria for the elderly, disabled, and deaf and increases the amount of assessed value exempt from property taxes for eligible elderly, blind, disabled and deaf persons. The amounts of each exemption level and qualifying criteria were last set for FY2023. Exemption levels were last increased for FY2023. If the applicant qualifies, the exemption amount is deducted from the total assessed value in order to arrive at the net taxable value. The effect of granting exemptions is that the taxpayer receiving the exemption has a reduction in taxes.

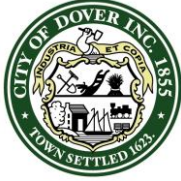
In order for elderly, disabled, and deaf applicants to be eligible for an exemption level, they must meet certain income and asset criteria. Income and assets from the previous calendar year is used to determine eligibility. Exemptions for the blind have no income or asset qualifying criteria. Income is defined as the total annual income from all sources including Social Security, but does exclude life insurance proceeds, expenses and cost incurred conducting a business, and proceeds from the sale of assets; these items are accounted for as assets. Assets criteria include all forms of tangible and intangible assets; however, the actual residence (including land up to 2 acres) is not included toward the maximum amount.

CPI COLA adjustments to Social Security benefits over the past 2 years has been 11.9%. This results in recipients receiving more income over the levels that existed in FY2022 when City Council last made modifications to exemption criteria. The proposed income levels have been adjusted by the CPI COLA adjustments made to Social Security benefits.

The City recertifies all credits and exemptions once in every five years. The City assessing office has seen some pending applications where the situation exists that some taxpayers who qualified for an exemption 5 years ago would no longer qualify because of the COLA adjustments made to their Social Security income over the past 2 years. Since the qualifying criteria limits would be exceeded, these elderly taxpayers could receive an increase in taxes this fall of approximately \$3,278 up to \$5,925 depending upon their exemption level. City officials believe this would result in a hardship for these taxpayers least able to adjust to such a significant increase in their property taxes.

The proposed asset levels have been adjusted by 10.8%, being the CPI-U Boston Area annual average from each of the past two years:

CPI-U BOSTON	
2022	7.1
2023	3.7



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Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for FY2025

In order to become effective for the taxes due in December 2024, this resolution must be passed with an effective date of April 1, 2024. In accordance with RSA 72:27-a, the City Council can set the effective date for the adoption of this resolution. An identified effective date later than April 1, 2024 would result in this resolution actually being effective for the tax year beginning on April 1, 2025 (FY2026). An effective date of April 1, 2025 could result in pending recertification applications being denied and an elderly resident property owner facing a property tax increase in the fall of \$3,278 up to \$5,925 depending on their exemption level.

Exemption Levels

The new levels for exemptions were calculated by taking set percentages of the FY2024 average assessed value for a single-family home of \$513,892. It is currently projected that in FY2025 the average single-family home assessment will increase 10%, to an average value of \$565,281. The average single family home assessment is used as a basis because 68% of individuals receiving exemptions live in single-family homes. The percentages used are 36.5% for age 65-74, 51.5% for age 75-79, and 66% for age 80 plus. The proposed increase for exemptions for FY2025 (TY2024) would be as follows:

1st Tier (ages 65-74) \$206,000 which is \$565,281 x 36.5%;

2nd Tier (ages 75-79) \$291,000 which is \$565,281 x 51.5%;

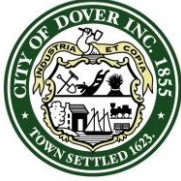
3rd Tier (ages 80+) \$373,000 which is \$565,281 x 66.0%.

This would have an estimated impact of \$0.06 increase to the FY2025 estimated tax rate of \$19.75, resulting in an estimated rate of \$19.81.

Current Level of Exemptions	Current #	Current Level	Current Amount	New Level	Amount with Current #	Increase
Exemption Levels	#	Level	Amount	Level	Current #	Increase
Elderly 65-74	53.5	166,000	8,881,000	206,000	11,021,000	2,140,000
Elderly 75-79	39	234,000	9,126,000	291,000	11,349,000	2,223,000
Elderly 80+	114.5	300,000	34,350,000	373,000	42,708,500	8,358,500
Blind	10	166,000	1,660,000	206,000	2,060,000	400,000
Disabled	40	166,000	6,640,000	206,000	8,240,000	1,600,000
Disabled 100%	1	455,100	455,100	455,100	455,100	0
Deaf	1	166,000	166,000	206,000	206,000	40,000
Total Exemptions to Value	259		61,278,100		76,039,600	14,761,500

Exemption Application Filing

All applications for exemptions must be made to the local assessing officials by April 15th, 2024, so that exemptions are effective for tax rate setting in October 2024.



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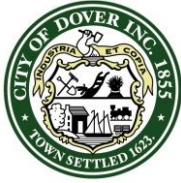
Estimated Tax Levy FY2025			
Tax Levy	City	41,066,820	
	School - Local	57,388,299	
	School - State	6,937,255	
	County	10,716,507	
	Total	116,108,881	
	Less: Vet Credits	(1,027,876)	
	Net Tax Levy	115,081,005	
		Tax Rate Information	
		Current Levels	New Levels
Values	Gross	5,951,685,420	5,951,685,420
	Exemptions	(61,278,100)	(76,039,600)
	Net	5,890,407,320	5,875,645,820
	Utilities	(108,946,700)	(108,946,700)
	Net w/o Utilities	5,781,460,620	5,766,699,120
Rates	City	6.98	7.00
	School - Local	9.75	9.78
	School - State	1.20	1.21
	County	1.82	1.82
	Total	19.75	19.81

Exemption for the Elderly

RSA 72:39-b To qualify for an exemption for the elderly, a person must be 65 years of age or older and meet income and asset limitations. The amount of a qualified elderly exemption is based on the applicant's age. Applicants for elderly exemptions must also have been a resident of New Hampshire for at least three consecutive years preceding April 1st of the year in which the exemption is claimed. Only one elderly exemption is allowed on the primary residence.

Exemption for the Blind

RSA 72:37 To qualify for an exemption for the blind, the person must be legally blind as determined by the administrator of Blind Services Program, Bureau of Vocational Rehabilitation of the Department of Education. There are no income or asset restrictions for a blind exemption. Applicants for blind exemptions must be a resident of New Hampshire as of April 1st of the year



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in which the exemption is claimed. Blind exemptions can be received in conjunction with an elderly exemption.

Exemption for the Disabled

RSA 72:37-b To qualify for an exemption for the disabled, a person must be eligible under Title II or Title XVI of the Federal Social Security Act for benefits to the disabled and meet income and asset limitations. Applicants for disabled exemptions must also have been a resident of New Hampshire for at least five years preceding April 1st of the year in which the exemption is claimed. Disabled exemptions are received until age 65, at which time the property owner may apply for an elderly exemption.

Exemption for the Deaf or Severely Hearing Impaired

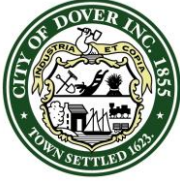
RSA 72:38-b To qualify for an exemption for the deaf, a person must have a 71 Db hearing loss or greater in the better ear as determined by a licensed audiologist or qualified otolaryngologist and meet income and asset limitations. Applicants for deaf exemptions must also have been a resident of New Hampshire for at least five consecutive years preceding April 1st of the year in which the exemption is claimed. Applicants must meet income and asset limitations. Deaf exemptions can be received in conjunction with an elderly exemption.

Exemption for Certain Disabled Veterans – 100% Exemption

RSA 72:36-a To qualify for a total tax exemption for certain disabled veterans a person must be discharged from military service of the United States under conditions other than dishonorable, or an officer who is honorably separated from military service and is 100 percent permanently and totally disabled; or as a result of service connection is a double amputee, paraplegic, or has blindness in both eyes with visual acuity of 5/200 or less and who owns a specially adapted homestead acquired with VA assistance. The surviving spouse of such a person is also eligible to receive this credit. The credit applies to the person's primary residence.

Tax Rate Impact

The adoption of the proposed changes to the exemption levels and qualifying income levels is expected to not increase the number of taxpayers eligible for exemptions. The changes are proposed in an effort to allow elderly taxpayers to continue to receive their exemptions and at a level consistent with recent market changes. The estimated increase in tax impact for these proposed changes is \$0.06 on the tax rate. The estimated value to be exempted from assessed tax value is \$76,039,600. The tax equivalent impact of the exemptions is approximately \$1,664,293, which represents approximately \$0.28 of the City's estimated tax rate. The table below provides a breakdown of existing elderly, blind and disabled exemptions granted by the City.



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Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for FY2025

Level	Projected (TY24/FY25)		
	Actual	Levels	Total
Elderly 65-74	53.5	206,000	11,021,000
Elderly 75-79	39	291,000	11,349,000
Elderly 80+	114.5	373,000	42,708,500
Blind	10	206,000	2,060,000
Disabled	40	206,000	8,240,000
Deaf	1	206,000	206,000
100% Disable Veteran	1		455,100
Total	259		76,039,600
Imputed Tax Levy Effect			1,664,293
Estimated Tax Rate Impact			0.28

STRAFFORD COUNTY

Municipality	Elderly Exemption							Disabled Exemption						Blind	Deaf Exemption					
	RSA 72:39-a							RSA 72:37-b						RSA 72:37	RSA 72:38-b					
	Elderly Exemption 65-74	Elderly Exemption 75-79	Elderly Exemption 80+	Single Income Limit	Married Income Limit	Single Asset Limit	Married Asset Limit	Disabled Exemption Adopted?	Disabled Exemption	Single Income Limit	Married Income Limit	Single Asset Limit	Married Asset Limit	Blind Exemption	Deaf Exemption Adopted?	Deaf Exemption	Single Income Limit	Married Income Limit	Single Asset Limit	Married Asset Limit
Barrington	85,000	127,500	161,500	36,000	50,000	125,000	125,000	Yes	50,000	30,000	50,000	75,000	75,000	15,000	No	0	0	0	0	0
Dover	166,000	234,000	300,000	47,000	64,000	186,100	186,100	Yes	166,000	47,000	64,000	186,100	186,100	166,000	Yes	166,000	47,000	64,000	186,100	186,100
Durham	125,000	175,000	225,000	38,000	52,000	200,000	200,000	Yes	110,000	38,000	52,000	155,000	155,000	30,000	No	0	0	0	0	0
Farmington	75,000	95,000	125,000	40,000	80,000	75,000	75,000	No	0	0	0	0	0	15,000	No	0	0	0	0	0
Lee	217,500	262,500	337,500	46,500	59,400	222,500	222,500	No	0	0	0	0	0	15,000	No	0	0	0	0	0
Madbury	90,000	110,000	130,000	40,000	50,000	180,000	180,000	No	0	0	0	0	0	15,000	No	0	0	0	0	0
Middleton	20,000	25,000	30,000	30,000	40,000	75,000	75,000	No	0	0	0	0	0	15,000	No	0	0	0	0	0
Milton	42,500	64,000	85,000	30,000	40,000	75,000	75,000	No	0	0	0	0	0	15,000	No	0	0	0	0	0
New Durham	45,000	65,000	90,000	26,000	35,000	60,000	60,000	Yes	13,400	26,000	35,000	60,000	60,000	15,000	No	0	0	0	0	0
Rochester	75,000	100,000	125,000	35,000	50,000	100,000	100,000	Yes	75,000	35,000	50,000	100,000	100,000	75,000	No	0	0	0	0	0
Rollinsford	50,000	75,000	100,000	32,000	36,000	100,000	100,000	No	0	0	0	0	0	15,000	No	0	0	0	0	0
Somersworth	65,000	80,000	90,000	35,000	50,000	100,000	100,000	No	0	0	0	0	0	25,000	No	0	0	0	0	0
Strafford	30,000	40,000	50,000	30,000	40,000	75,000	75,000	Yes	30,000	20,000	30,000	35,000	35,000	15,000	No	0	0	0	0	0

Source: NH DRA Tax Year 2022 (FY2023) Data

CITY MANAGER'S REPORT

REPORTING ON: FEBRUARY 2024

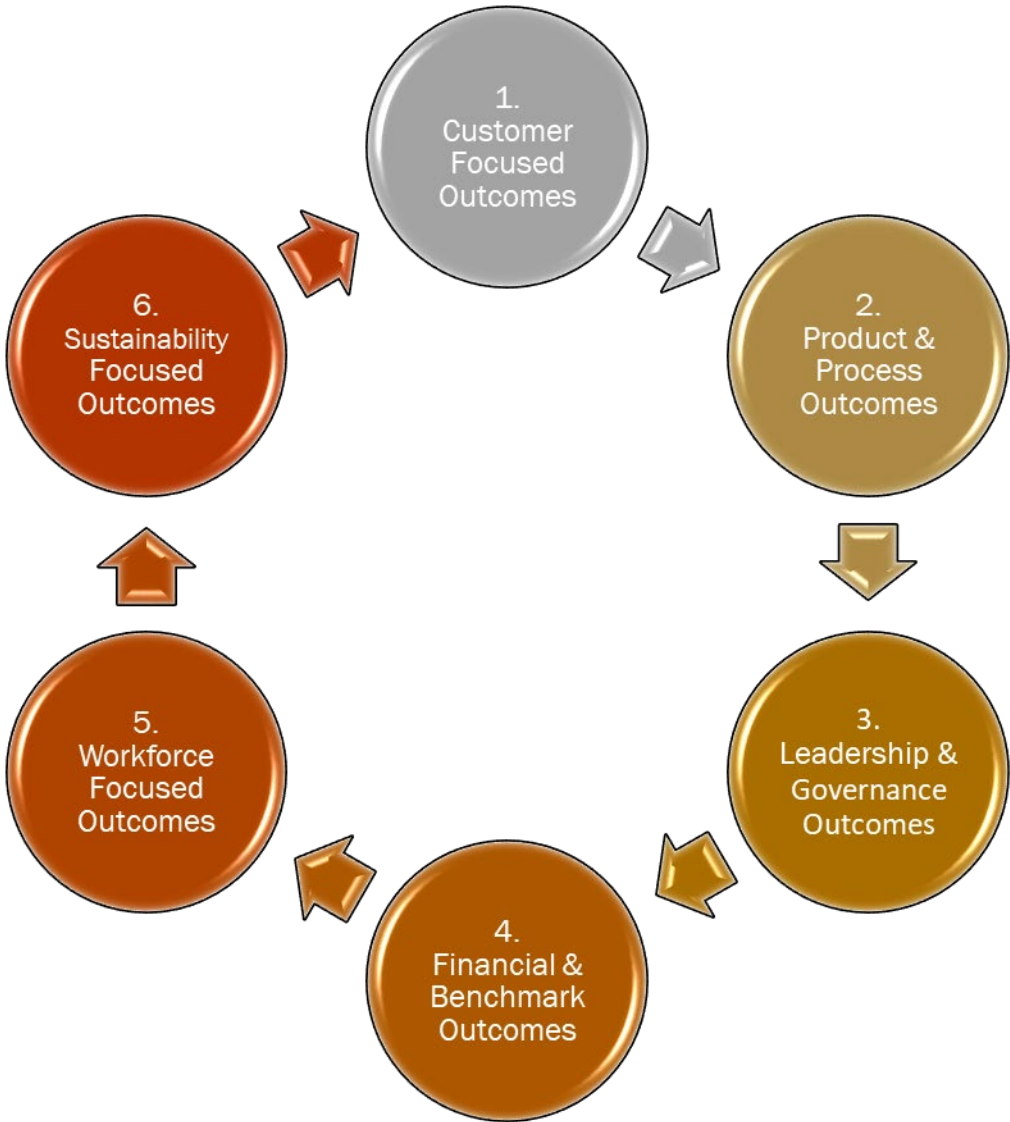


Moving of the big blue crab for repairs.
by Michael Gillis

March 27, 2024

By: City Manager Michael J. Joyal, Jr.

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



The department updates are then highlighted at the end of the report to show how these updates fit into supporting the seven 2024 – 2025 City Council Goals below:

Goal #1
Our City has Diverse Housing

- Support a Dover that has housing which is attainable and available.

Goal #2
Our City is Civically Engaged

- Ensure that the public is part of the community's governance and has multiple channels to provide feedback.

Goal #3
Our City is Resilient

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

Goal #4
Our City is Safe and Inviting

- Ensure that the City's infrastructure and environment is welcoming.

Goal #5
Our City is Inclusive and Welcoming

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

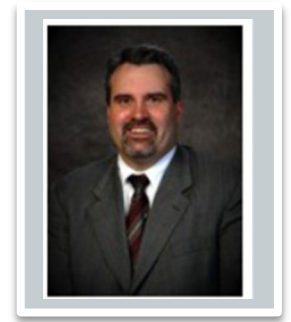
Goal #6
Our City has Sustainable Financial Policies

- Ensure the City's financial health is sustainable and open for all to view and understand.

Goal #7
Our City's Opportunities are Accessible for All

- Support a Dover that has inviting public spaces for all people living in, working in or visiting the City.

City of Dover's Municipal Leadership Team



City Manager
J. Michael Joyal, Jr.



David Balian
Public Welfare
Director



Gary Bannon
Recreation Director



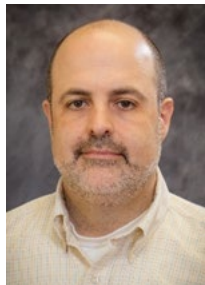
Donna Benton
Planning & CDBG
Director



William Breault
Police Chief



Annie Dove
Information
Technology Director



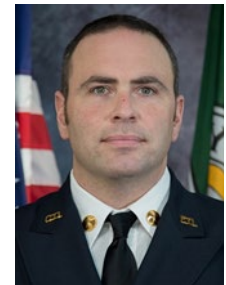
Michael Gillis
Media Services
Director



Denise LaFrance
Public Library
Director



Daniel Lynch
Finance Director



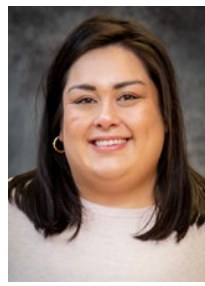
Michael McShane
Fire & Rescue Chief,
Emergency Mgmt
Director



Christopher Parker
Deputy City Manager



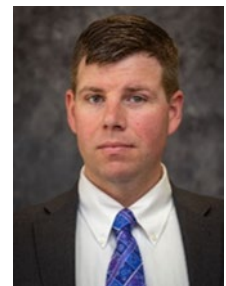
John Storer
Community Services
Director



Jerrica Vanslyvong-
Bizier
City Clerk Tax
Collector



Heather Worrall
Human Resources
Director



Joshua Wyatt
City Attorney

Community Services Department

Administration

Bill Purpura, Meter Backflow Foreman and Ryan Grass, Maintenance Mechanic II, attended the Backflow Prevention Device Inspectors/Testing Training, presented by New England Water Works Association. The event took place in Manchester, NH.

Cortney Mitchell, Environmental Projects Manager; attended the Qualified MS4 Stormwater Permit Compliance Professional (MS4-SCP) Class, presented by American Stormwater Institute, LLC. The class was held online via zoom.

Water Division



Community Services | Dover, NH

The City of Dover produced over 50 million gallons for the month of February, and averaged 1.7 million gallons per day. The wells that are in use are Cummings, Campbell, Calderwood, Bouchard and Willand Pond Well 1. Ireland, DPH-1, Willand Pond 2, and Hughes wells are off line. Smith well is now also offline and is being cleaned and replaced and is expected to return to service in March. The Utilities crews closed 22 service requests and 143 Work Orders for February. Crews conducted monthly sampling and maintenance as well as conducted flow meter maintenance in order to accurately track the amount of water that is being treated and sent to the distribution system.



Griffin Well cleaning

the well is being done by a contractor and was noted that the condition of the well and aquifer was looking "very good".

The Utilities crew worked on a couple of fire hydrants that were hit and conducted training on tapping a water service, fusing plastic pipe and water main repair couplings.



Griffin Well cleaning equipment

The water main from Griffin well to the new water treatment plant was also filled and flushed in order to test for leaks and check equipment associated with the raw water line.

The water service line survey started in order to supply the State and Federal government with data of lead service lines in Dover. So far, 399 residents replied with their pipe material type.

The meter crew installed 22 new meters for the month and has been assisting with the water line survey when the schedule allows. 306 residents have recently signed up for the ***Eye on Water*** program which allows residents to view their water usage as well as be notified of any leaks occurring.

Sewer Pump Stations and Collection



The Sewer Division closed 2 service requests and 5 work orders which included 2 sewer backups that were not on the City side. The City crews also cleaned the sewer siphon which

was found to be backed up. This did not disrupt any services as there is a spare line to handle the flow. The siphon is checked monthly in order to make sure that it continues to operate without issue. The sewer camera van has continued conducting assessments on the City gravity sewer mains and are looking for areas where Inflow and Infiltration (I and I) are occurring so that during rain events, the City's sewer system is handling sewer water and not ground water. The camera inspections are part of a larger project that is looking to remove all I and I from the sewer system.



Cleaning the siphon

Streets & Stormwater



February in New England is usually a cold and snowy month but this year was the opposite. Crews dealt with 3 light winter events during the month. The 3 events totaled 1.75 inches of snow. On February 12th, crews pre-treated with brine for a storm that was predicted to bring a good amount of snow to the city overnight on the 12th into the 13th, however it started becoming clear by the end of the day on the 12th that the storm track would shift south. The application of brine remains highly effective for 3 days after being applied, which in this case worked out perfectly due to the quick heavy snow shower that was a surprise to all in the early morning commute hours on the 14th. That application of brine that was on the roadways kept the roads wet and not slippery during the rest of the snow shower. The 2nd event was overnight on the 15th into the early morning hours of the 16th. With that light snow occurring overnight and finishing up before the commute, the crew was able to get the roads plowed and treated before the morning commute. Schools were able to have a normal day and not be delayed.

37 service requests were logged during the month, with potholes and removal of deceased animals in the roadway once again leading the way. The quiet weather allowed the crew to stay on top of potholes, as well as being able to wash all trucks and equipment. By being able to utilize our wash bay with high pressure sprayers, staff is able to spray down the trucks and components to keep them salt free while also giving them a better view of any potential issues. Keeping plow equipment in good working condition is crucial to winter operations.

In collaboration with engineering and purchasing, staff was able to finalize the 2024 street paving documents. Purchasing put them out to bid and a bid opening is scheduled for March 21st.

There was a drain line collapse on Hough Street, as shown below, which required a repair. A section of an old clay line was replaced with SDR 35 plastic pipe.



Pictured left, crews wrapped up the month by repairing a sinkhole that formed outside of a catch basin on Chestnut Street at First Street. The crew made quick work to repair the problem on the outside of the catch basin before backfilling and compacting.

Crews were also able to help out the Dover Children's Museum by moving the iconic blue crab that resides outside in front of the museum. The blue crab was brought to the high school for the students to take part in a restoration project. Once completed the crab will be brought back to its home outside the doors of the museum.



Facilities, Grounds & Cemeteries



Facilities, Grounds and Cemeteries employees received 45 service calls, of which 39 were completed and closed, and 90 work orders, of which 71 were completed and closed in the month of February.

One full and one ash interment were conducted in Pine Hill Cemetery this month. Two graves were sold this month. Orders are starting to come in for spring monument installations that crews will have to excavate and pour concrete foundations for.

There were forty-four work orders pertaining to facility related issues, eighteen work orders related to sign issues, fourteen work orders related to traffic light issues and six work orders pertaining to tree issues.

Crews continued performing maintenance on the many machines used to perform summer grounds maintenance, such as mowers, grass trimmers and blowers.

Additional summer use 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 received rotten board replacement and a fresh coat of paint to brighten them up and cover up graffiti after which they were placed back in the parks and playgrounds.

Of the fourteen traffic light related issues, the majority were timing or controller concerns. There are two intersections where parts are on order to make needed repairs. The City is working with a contractor to constantly fine-tune the light timing and sequencing 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.

Facility and Grounds crews assisted Street crews with removing worn out playground equipment from Adventure Park on Henry Law Avenue. This equipment is slated to be replaced with more durable equipment in the near future. Additional safety upgrades are also in the works.

City flags were lowered for the day on Saturday, February 24th, 2024 in honor of Marine Captain Jack Casey, who was killed in a helicopter accident. According to the U.S. Marine Corps, Jack Casey commissioned in the Marine Corps on May 16, 2019, and was promoted to the rank of Captain on September 1, 2023. His decorations include the National Defense Service Medal.



Captain Jack Casey

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

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) did not meet in February 2024. The next meeting will be held in March 18, 2024.

Transportation Advisory Committee (TAC) (Jillian Semprini):

TAC met on February 26th to discuss citizen speeding concerns at the intersection of Silver and Locust Streets as well as within the Lexington and Cushing neighborhood. In addition, concerns were raised about the Route 4 Roundabout, RRFBs downtown, and the possible addition of pedestrian crosswalks on Old Rollinsford Rd.

Planning Board (Ken Mavrogeorge):

Planning Board met on February 13th to review four applications. City Engineer Ken Mavrogeorge presented to the Planning Board on the City's proposed Inspection Services Expansion at the Community Services Facility at Mast Road. The City Engineer prepared the Site Civil design drawings for the project to save on design costs.

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

MAAM met on February 8th to review work in 2023 by PREP and a discussion of upcoming “So What” Charettes. The GB2030 Regional Street Sweeping project that is underway was also discussed. The next MAAM small discussion group will be held in March/April. Topics to be discussed include continued preparation for the “so what” charettes, an outline of the MAAM monitoring & data analysis plan, discussion of leaf litter pick up, and related implications for seasonal permitting.

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 did not meet in February. The TIF Advisory Board met on February 5, 2024 to get an update on the Waterfront Construction progress and to review an updated Revenue Analysis and Debt Service Coverage Report. Jamie Stevens presented the construction update.

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)	29	38
February 2024	17	13

PUBLIC OUTREACH

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.



City Engineer, Ken Mavrogeorge, is in the process of developing new informational materials to highlight some of the work that the Engineering Division is doing in the community and to answer some of the most frequently asked questions from callers to Community Services. Engineering staff will be meeting with Media Services in the coming weeks to brainstorm ideas for improved public outreach in advance of events such as Public Works week and Apple Harvest Day.

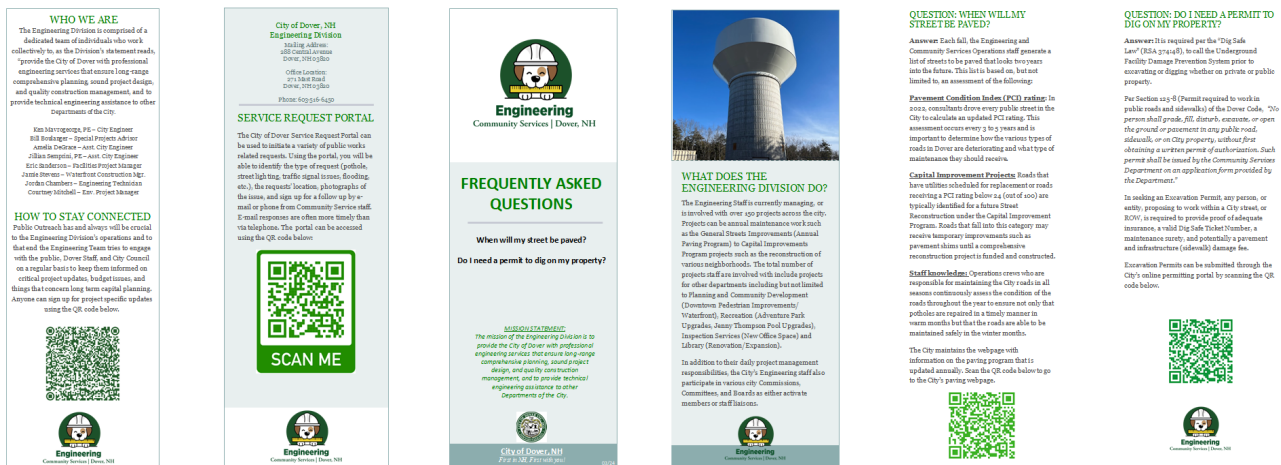


Figure 1: Draft public outreach materials prepared by Engineering.

The United States Environmental Protection Agency's (EPA's) revised Lead and Copper Rule (LCRR) 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 available to the public and will be used to identify service lines with potential lead contamination.

Led by Assistant City Engineer, Amelia DeGrace, preparation of the inventory has been a true team effort, with the Office of Information Technology (OIT), Community Services Utilities, Water & Sewer Billing, Media Services, and Engineering all pitching in. NHDES awarded the City a \$75k grant to prepare the inventory.

The inventory work to date includes the organizing of over 10,000 meters that the team will need to identify the service materials for. In order to determine the materials of service lines, staff must comb through record drawings, water tie cards, and other City documents. To help staff identify materials for services lines, an online survey has been developed and is currently live through the City’s website for the public to submit information on their water service. The survey can be accessed by scanning the QR code in Figure 3. As of March 12th, 468 responses to the survey have been received.



Scan this QR code for access to the Water Service Line inventory.

STANDARD OPERATING PROCEDURES

City Engineer, Ken Mavrogeorge, and other Community Services Division Heads met to review and approve recently updated Community Services Department standard operating procedures (SOP). Input on the SOPs has been requested from Engineering, Admin, and Operations staff as well as the City’s Legal Department. The focus of the SOP development process is to formalize the most common procedures that staff perform each day to improve efficiencies. The staff’s goal is to annually assess the procedures to improve cross training of employees.

Documents that have been approved by Admin, Operations and Engineering Division Heads include:

- Standard Operating Procedure Template
- Guidance Document Template
- 01.01.1.001_SOPPrep
- 01.03.1.001_IncomingInvoiceProcessing-Engineering
- 01.01.2.001_Doc Number

Future meetings of Division Heads are scheduled quarterly to review and approve assigned SOPs.



SOP 01.01.1.001
SOP Preparation
This Standard Operating Procedure (SOP) is meant to provide clarity to Community Services (CS) staff regarding the Department's best practices. This SOP does not limit employees from using professional judgement to complete their tasks. However, any deviation from this SOP should normally be reviewed and approved in advance by the employee's immediate supervisor, unless there is an immediate safety concern or similar justification. For clarification, this SOP is not meant to vary or contravene anything set forth in the City of Dover's Safety Manual, as may be revised from time to time. In the event of a conflict between this SOP and the Safety Manual, the City of Dover's Safety Manual shall be controlling.

Version	1
Pages	1
Prepared By	JC, AD, DF, KM, CM, MN, ES, JS
Approved	2/22/24
Adopted	

Purpose

- Establish a procedure to develop a standard operating procedure (SOP) for the City of Dover, NH, Community Services (CS) SOP Program.

Scope

- This SOP will apply to all individuals preparing a CS SOP.

Procedure

- Any CS employee to identify SOP topic and propose topic to their supervisor
- Supervisor to review and recommend topic to next level in chain of command...terminating with division head
- Division head to review
- Division head to define SOP topic priority and assign SOP development
- Designated employee to draft SOP
- Division head to review draft SOP
- Division head to evaluate whether peer review is required, and assign peer review
- SOP to undergo peer review and revision as required
- SOP division head panel review, send back for revision as required
- Division head to confirm whether Legal Department or other department review is required, send back for revision as required
- Official approval and recommendation for adoption by division head
- Adoption by CS Director
- Reevaluate SOP every five years, or sooner if needed

Related Documents

- Glossary
- SOP Template
- GD Template
- Index
- SOP guidance (pending)

Version Summary

Figure 1: Newly Approved Standard Operating Procedure Preparation Document.

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.

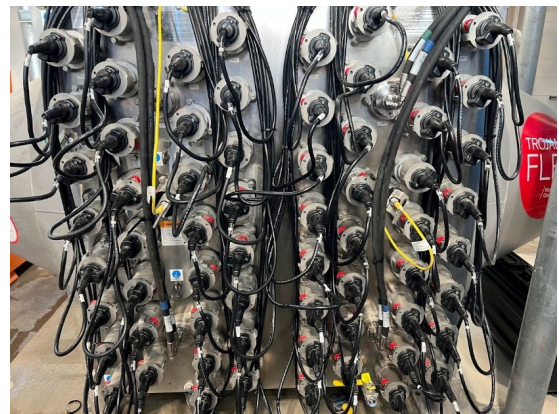


Existing retaining wall

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 Cochecho 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 start up the treatment plan which is on track for substantial completion in early 2024 and final completion by summer 2024. Once online, the plant could provide an additional 1 million gallons of drinkable water per day to City residents, boosting its current capacity back to levels prior to when the aquifer was taken offline.



Interior components of the Pudding Hill PFAS Treatment Facility.

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 has started to generate material to prep the development pads and road base materials.

Orange fabric has been placed in 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.



Sitework and blasting continues on the waterfront.

Smith Well Road Elevated Tank: Work continues on the interior of the new elevated storage tank. 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 schedule 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. Additional survey work will be performed in the spring of 2024 in anticipation of the project being bid in late 2024. The rehabilitation of the 4-million-gallon tank will be under construction by spring 2025 once the City's new 1-million-gallon elevated storage tank is tested, filled and brought online.



Interior fit up of the new elevated storage tank near Exit 9.

Mill Street Pump Station Upgrade: The City has engaged the engineering firm Woodard & Curran to conduct an assessment on the Mill St Sewer Pump Station to determine what upgrades to the station would look like as the station is reconstructed in 2025. The evaluation builds off a City-wide assessment of the sewer pump stations completed in 2023 by Wright Pierce and will look at consolidating pump stations to reduce the City's operating costs. The draft evaluation report was received at the end of February and is under review by staff. The basis of design is expected to be submitted by the end of April 2024 so that a design can be selected and moved forward in 2024.

Fifth and Grove Reconstruction: The City of Dover has targeted Fifth Street and Grove Street for reconstruction to upgrade underground utilities and address drainage concerns and roadway/sidewalk conditions.



Limits of the Fifth and Grove Reconstruction Project.

The City of Dover is committed to a multi-modal approach to roadway design, particularly in urban residential areas. The City of Dover tasked their design consultant, Woodard & Curran, to design the reconstruction project so that streets and sidewalks are safe and accessible for all users regardless of age, physical ability or mode of transport. To that end, the project incorporates the City of Dover's Complete Streets & Traffic Calming Guidelines where possible.

During the design phase of the project, two public meetings were held to solicit feedback from residents. In addition, a public opinion poll was also conducted. Based on feedback from the meetings and the poll, the traffic pattern on Fifth St will be adjusted to one way travel from Chestnut St to Fourth St.

In addition to improvements along Fifth and Grove, the pedestrian median within Central Avenue, that was installed in 2021, will be relocated to improve vehicle turning movements for vehicles exiting Fifth Street. The reconstruction of Fifth Street (Central Ave to Fourth Street) and Grove St (Sixth to Fourth) was put out to bid in January and bids were opened in early March. the bids are undergoing a review by Woodard & Curran with a recommendation to award being presented to the City Council in late March. The project is anticipated to last approximately 18 months once work commences.

Once a contractor is selected a preconstruction meeting will be held to review a more detailed construction schedule with residents within the construction zone.



Fifth St. Pedestrian Refuge Island.

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 all of the City's public sidewalks and curb ramps in preparation for the development of a summary of their findings and make

109 miles of sidewalks and 1213 curb ramps have been assessed.

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. To date 109 miles of sidewalks and over 1213 curb ramps have been assessed by the consultants.

Traffic Signal Management: The City's staff and traffic engineering consultant, Sebago Technics, held a monthly meeting on February 29th to review signal concerns received from calls to Community Services or other City Departments. The focus of the February meeting was to review the analysis completed by Sebago on the traffic signals at Back River Rd and Durham Rd. that Community Services staff requested at the January meeting. Sebago ran simulations of the intersections along Durham Road to show how proposed changes to the signal timing could improve the driver experience. It should be noted that the traffic volumes through this intersection are greater than the capacity of the signal and that timing adjustment are not going to eliminate all traffic jams. The City has a traffic study identifying potential upgrades needed to improve traffic through the area but the plan cannot be implemented without additional funding and NHDOT upgrades to the Route 16 overpass.

River St. Pump Station Rehabilitation: The contractor for the project, Waterline, has begun to mobilize equipment to the pump station on River Street in anticipation of starting work in March. Work is expected to last over 12 months but be completed prior to the completion of the waterfront project.

Cocheco St Outfall Replacement: Engineering staff continue to meet with Eversource and the City's consultant to discuss the logistics of constructing a new outfall which is located on land owned by multiple parties that needs soils remediation prior to the outfall installation.

Dredge Cell Closure:

Dover's dredge cell is located west of Maglaras Park and was constructed in the early 2000s to dispose of material dredged from the Cocheco River in coordination with PSNH and the USACE. The City's consultant, Verdantas is under contract to design the final cap of the dredge cell and a public parking facility/snow dump on top of the cell. It is anticipated that construction on the dredge cell closure will begin in 2025 once excess materials from the waterfront are moved up to areas in and around the dredge cell. As part of the design, the roadway from the waterfront is being extended up to Maglaras Park.

Henry Law Ave and River Street Reconstruction:

The City of Dover has contracted with Kleinfelder Northeast, Inc, of Manchester for design consulting services for the reconstruction of River Street and a section of Henry Law Avenue. These visible and active streets in Dover's downtown area require roadway, sidewalk and utility evaluation and reconstruction. The design is to also incorporate innovative and easily maintainable low impact development stormwater

management practices as part of the roadway improvements where feasible. Work in early 2024 included some soil sampling and preliminary archeological work in Henry Law Park.

Street Paving Program: The 2024 annual street maintenance bid has been posted (B24045) and bids are due in at the end of March 2024. As per usual, the final list of streets to be paved may be adjusted based on availability of funds.

Preliminary Street List and Repair Method

Street	From	To	Avg. Width (ft)	Approx. Length (ft)
INDIAN BROOK DR	TOWN LINE	NEW ROCHESTER RD	120	550
BARRY ST	SMITH WELL RD	END	35	1133
CENTRAL AVE	RR	MILK ST	56	1220
EAST ST	HAM ST	NEW YORK ST	36	465
DURREL ST	SAINT JOHN ST	WINTER ST	27	561
WINTER ST	BROADWAY	END	15	502
SAINT JOHN ST	CHAPEL ST	BROADWAY	30	518
WASHINGTON ST	MINERAL PARK DR	ARCH ST	34	4407
WASHINGTON ST	ARCH ST	CHESTNUT ST	44	2519
WALLACE DR	COLUMBUS AV	END	25	1584
JENNESS ST	CENTRAL AV	STARK AV	28	141
PISCATAQUA RD	TOWN LINE	BACK RIVER ROAD	26	7864
BERKSHIRE LN	TANGLEWOOD DR (W)	TANGLEWOOD DR (E)	30	630
TANGLEWOOD DR	SPRUCE LN (W)	SPRUCE LN (E)	32	1555

Initial list of streets to be paved in 2024.

Inspection Services Expansion: City Engineering staff have been working with the City's design build contractor and architect to finalize the design plans for a new Inspection Services building for the Community Services parcel on Mast Road. Survey work was completed in November and the City Engineering Department prepared and presented plans to the Technical Review Committee and Planning Board in February. 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.

Skate Park Pavilion: In December funding was approved to pour a concrete slab to support the new pavilion to act as a shade structure as well as a place to get out of the elements. Later in December, skate park contractors poured the slab for the pavilion as well as a learning area for young skaters, during a period of warm weather. The City hired Unified Builders a contracted carpentry firm located in Barrington to construct the pavilion structure. A total of one and a half weeks of assembly was concluded with the structure being completed, Martineau Electric installed lighting the following week.



New Skate Park pavilion

Permits & Licenses

February	
Driveway Permits:	0
Utility Licenses:	2
Paving Licenses:	1
Excavation Permits:	2
Certificate of Occupancy Inspections	10
Construction Permits	2
Obstruction Permits:	2
Sewer Connection Permit:	0
Septic Design Reviews:	3

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

The City's Engineering staff typically takes between 1 to 4 hours for each review as part of the Technical Review Committee. The review focuses on engineering related design elements such as utilities (water and sewer), stormwater, parking lot layout and pedestrian pathways. To ensure that projects efficiently move through the TRC process, City Engineering staff is available for preapplication meetings with applicants. To schedule a meeting with staff, call 603-516-6450.

Two (2) projects came to TRC in February that required Engineering review:

- Quality Way: Construction of two industrial facilities in Enterprise Park
- Fisher Street: 22 unit condominium complex with associated parking and utilities.

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.)
- 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)
- Bluebird Storage (Littleworth Rd.)
- Emerson Ridge (Old Oak St.)

There was one (1) preconstruction kickoff meeting in February for the White Cliffs of Dover Recreation Building off Knox Marsh Road.

Executive Department

Office of the City Manager

The City Manager's reports will be broken out differently in April. The first report of the month will focus on the Executive Department. Updates will come from each of the divisions; Office of the City Manager, Office of the City Attorney, Office of Human Resources, Office of Business Development, Office of Media Services and Office of Information Technology.

During the month February, the City Manager's Assistant processed 5 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 9 job postings during February. The City Manager's Assistant monitored new position and/or new hire physicals and background/motor vehicle checks for 7 employees. This oversight ensures all eligible employees and/or applicants are able to move on in the hiring process.

The CMA is working with the City Clerk Tax Collector in organizing Board/Committee members and getting all members listed into a database. This will enable the Clerk to more easily monitor term expirations and communicate more efficiently with all members if needed. This process will take place over the next couple of months as time allows.

The CMA is responsible for handling the recruitment for the City of Dover. Dover currently uses Workable as the online platform for advertising to free media outlets, allows individuals to apply and hiring teams to collaborate. Due to a pricing increase upon renewal in April with Workable, the CMA is looking into other various online platforms and is currently working with the Purchasing Agent on a more cost effective solution. The City Manager's Assistant has posted a total of 70 positions in FY2024, already more than has been posted in a year during the 25 years she has been posting positions.

Positions posted over the last 10 years:	
FYTD 2024	70
FY 2023	56
FY 2022	69
FY 2021	59
FY 2020	45
FY 2019	35
FY 2018	44
FY 2017	34
FY 2016	55
FY 2015	32
FY 2014	31
Total:	530

The City Manager has held Coordinating meetings where the Planning Director, Community Services Director, City Engineer and Deputy City Manager discuss various projects going on in the City of Dover.

The City Manager has also held Department Head meetings. All department heads and executive division heads attend these meetings. Updates on department happenings are given by each attendee. These meetings are very important to keep everyone on the same page and departments in sync working together.

Office of Human Resources

Employment Anniversaries with the City of Dover March 2024		
Employee Name	Department / Division	Number of Years
Hudick, Jeffrey	Fire	21
Turner, Gregory A	Police	18
Crowley, Lisa B	Police	11
Hunter, Karen N	Police	11
Landry, Brian D	Community Services	10
McCassey, Holly S	Finance	10
Hawthorne, Beth	Police	9
Roesch, Benjamin E	Fire	9
Reed, Christian J	Police	5
Driscoll, Erin S	Police	4
Hughes, Jonathan M	Library	4
Moniello, Patricia A	Executive	3
Murphy, Benjamin S	Community Services	3
Whitten, Jeffrey A	Community Services	3
Currier, William R	Community Services	2
Foster, Kevin T	Executive	2
Gustafson, Jon D	Police	2
Mavrogeorge, Kenneth A	Community Services	2
Meyers, John B	Community Services	2
Downs, John A	Police	1
Faucher, Matthew R	Police	1
Morales, Christopher R	Community Services	1
Palmer, Jonathan C	Police	1

February 2024 Employment Separations = 04		February 2024 Employment Hires = 4	
1	Executive	3	Community Services
1	Library	1	Recreation
1	Police		
1	Recreation		

The National Employee Survey is launching for all employees on March 5th. Employees will be asked questions related to employee job satisfaction, work environment, compensation, supervisory relationships, organizational climate, and communication.

To support the City Council's goal #5 "Our City is Inclusive and Welcoming", the office of Human Resources is taking a deep dive into its hiring practices with the goal of identifying areas in the hiring process that may cause hurdles for applicants, and areas where unconscious bias may be present. We are also looking at additional job posting sites with the goal of reaching underrepresented groups.

The office of Human Resources has hired a new HR Office Assistant Gwen Milliman, who will be starting the first week of March and replacing Allison Dwyer.

The office completed the required distribution of form 1095-C to all eligible employees.

The office completed required reporting for Primex annual reporting and workers compensation wages, and completing New Hampshire Retirement retirees yearly reporting.

HR staff completed the [Total Compensation Report](#) for calendar year 2023.

Office of Media Services

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

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

Media Services continued to update the city's online budget resource, Budget Revealed, with information about the School Board's FY2025 proposed budget, and the presentation of the overall proposed budget to the City Council. All budget meetings, documents, and additional information were added to the website. In addition, Media Services provided detailed updates about the budget across several publications, including Dover Download. The Budget Revealed newsletter, which provides even more detail about the budget process, began its weekly schedule in February. It will be published each week over the course of budget deliberations.

Media Services produced several videos looking at upcoming meetings of public bodies.

In February, Media Services sent out 75 email newsletters, including the weekly editions of Dover Download, special alerts, and departmental and project updates. These newsletters are designed to help communicate a wide variety of information to the public of general interest and for specific projects and topics and to instill the city's commitment to community stewardship. More than 200 updates were posted to social media and other external communications platforms.

In February, Media Services distributed 66 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 21 meetings and special events in February.

Finance Department

Administration

Finance Director Dan Lynch and Junior Accountant Leah Garnett attended NH GFOA's February 23, 2024 GAAP Update seminar in Concord NH. This daylong session reviewed implementation of GASB 96 Subscription Based Information Technology Arrangements, upcoming implementation requirements for GASB 100 Accounting Changes & Error Corrections and GASB 101 Compensated Absences. The seminar also reviewed upcoming exposure draft for Disclosure & Classification of Certain Capital Assets, and a GASB technical and research agenda update, and concluded with a review of frequent findings for ACFR (Annual Comprehensive Financial Report) submissions to GFOA's Certificate of Achievement for Excellence in Financial Reporting Award program.

Purchasing

Purchase Orders over \$5,000:

Department/Division	PO Date	Vendor	Amount
Finance Office	2/20/2024	JUREK BROTHERS, INC.	\$9,405.00
Finance Office	2/20/2024	BOBCAT OF NH	\$11,503.89
Finance Office	2/20/2024	WORK SAFE TRAFFIC CONTROL	\$23,199.00
Finance Office	2/28/2024	DAVIS MECHANICAL SERVICES, INC.	\$126,073.00
Information Tech	2/27/2024	DELL MARKETING L.P.	\$6,443.70
Community Services	2/13/2024	SCHERBON CONSOLIDATED, INC.	\$5,000.00
Community Services	2/6/2024	BARRIE MILLERS WELL & PUMP SERVICE	\$5,260.00
Community Services	2/13/2024	F.W. WEBB	\$5,571.00
Community Services	2/20/2024	JM HAYDEN EQUIPMENT CO	\$7,683.00
Community Services	2/20/2024	HEG, INC. / HAFFNERS	\$10,819.00
Community Services	2/12/2024	BARRIE MILLERS WELL & PUMP SERVICE	\$11,955.00
Community Services	2/20/2024	BARRIE MILLERS WELL & PUMP SERVICE	\$12,350.00
Community Services	2/20/2024	ALLIED EQUIPMENT, LLC.	\$25,166.80
Executive	2/13/2024	POLICY CONFLUENCE, INC.	\$15,500.00
Fire and Rescue	2/20/2024	FAST RESCUE SOLUTIONS, LLC	\$8,620.00
Fire and Rescue	2/26/2024	MOTOROLA SOLUTIONS	\$9,915.70
Fire and Rescue	2/26/2024	GMF FLOORING, LLC	\$13,850.00
Fire and Rescue	2/26/2024	INDUSTRIAL PROTECTION SERVICES, INC	\$19,396.00
Planning	2/26/2024	TRITECH ENGINEERING	\$12,000.00
Planning	2/20/2024	UNIFIED BUILDING GROUP, CORP.	\$24,011.75
Police	2/8/2024	GRAPPONE FORD	\$29,312.00

Bid Solicitation:

Department	Bid #	Bid Date	Description
Community Services	B24-026	2/1/2024	Fifth & Grove Reconstruction Project
Community Services	B24-044	2/1/2024	Purchase of Hook Trucks for Community Services

Fire & Rescue

Calls for Service / Activity Statistics

February saw Fire & Rescue responding to 542 calls for service, an average of over 18 calls per 24-hour period in each day of the month. Through our National Fire Incident Management Reporting System, these calls are generally broken down into Fires, Medical Emergencies, Hazardous Conditions (gas leaks; power lines down; etc), False Calls (good intent) and Non-Emergent requests.

Simultaneous calls 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 February, there were 183 times when 2 calls were going on simultaneously, and 49 times when 3 or more calls were going on at the same time.

On February 19th, the Fire Department was dispatched to 37 Rosanna Dr, pictured right, for a reported motor vehicle fire. On arrival, crews encountered a SUV with the engine compartment fully involved with fire. The vehicle was in extremely close proximity to the condo complex building and the fire had extended from the SUV to the building. The flames began to climb the exterior of the building. On scene crews quickly deployed hose lines and positioned them in such a way to extinguish the exterior of the building and vehicle as well as protect any other exposures. A first alarm was requested bringing in mutual aid communities to cover the stations.



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

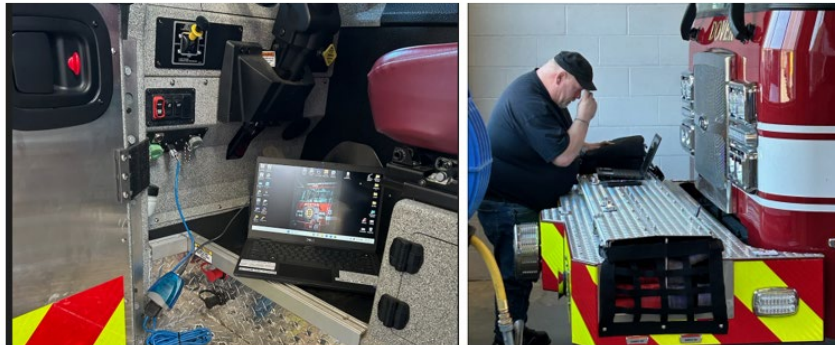
Municipality Assisted	EMS Service	# of Assistances
<i>Barrington</i>	Barrington Fire	
<i>Berwick</i>	Stewart's Ambulance	
<i>Durham</i>	McGregor EMS	
<i>Eliot</i>	Stewart's Ambulance	
<i>Farmington</i>	Farmington Fire	
<i>Greenland</i>	Greenland Fire	
<i>Lee</i>	McGregor EMS	
<i>Madbury</i>	McGregor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

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

Facility	State	# of individuals
Wentworth Douglass Hospital	NH	243
Free Standing ER – Dover (HCA)	NH	29
Frisbie Memorial Hospital	NH	1
Portsmouth Regional Hospital	NH	5
Mass General Hospital	MA	0
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	278	
Non Transports/Sign offs/Refusal of Care	147	

On February 27th 2024 Greenwood Fire Protection was on site at the North End Fire station to provide crucial software updates on Dover Fire's latest addition to its fleet, Engine 4. Ensuring that fire engines are equipped with not only the proper equipment and tools but also the most up-to-date software is crucial for the effective functioning of safety of the vehicle. The focus of this update is to provide performance maintenance optimizations, enhanced safety features and compliance with all regulations. The entire upgrade was completed in several hours.



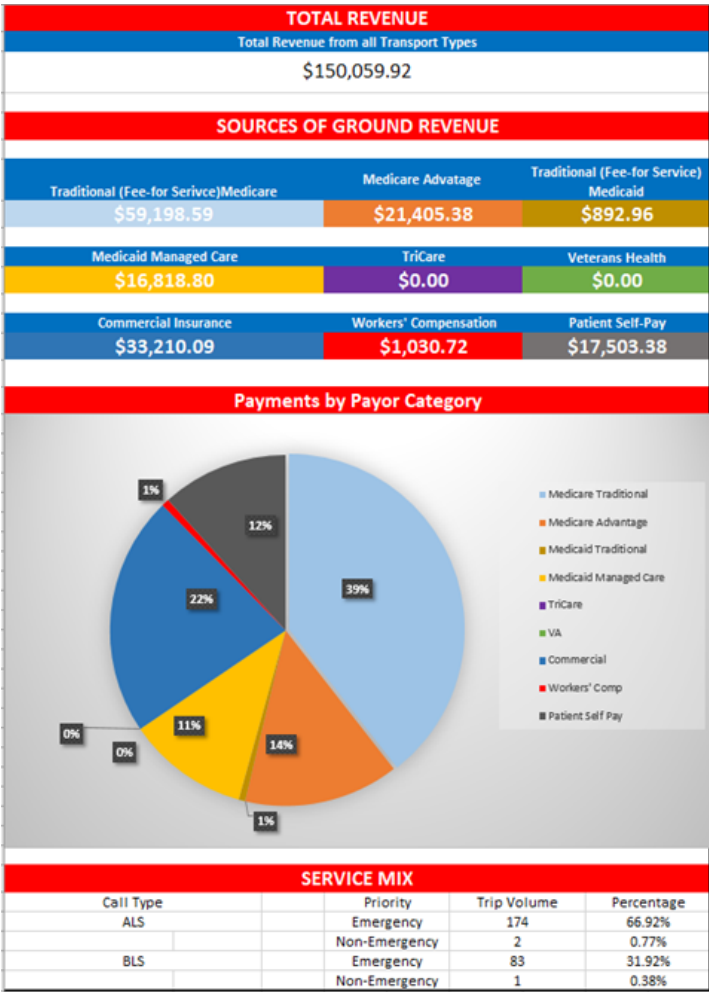
On February 3rd, the fire department completed the annual task of taking down the holiday garland from City Hall. This recurring event, undertaken by our department, involves installing the garland on City Hall in November and its subsequent removal in January. This activity underscores our commitment to the fire departments civic responsibilities and also serves as a testament to our holiday spirit and pride in the City of Dover. We take pride in contributing to the beautification of our community and this event further demonstrates our commitment to the City of Dover.

On February 2nd, Fire Department administration took part in a Zoom meeting with Nick Mercuri, LRCC Department Chair & Professor of Fire Technologies & EMS, to discuss the Paramedic Certificate program and the possibility of enrolling Department personnel. LRCC currently has a grant that covers \$8,000.00 of tuition costs per student that runs through the next school year.

This month, Division Chief Irwin worked on, & submitted to Chief McShane for approval and signature, a FY2023 Assistance to Firefighters Grant for Paramedic Education. The submitted grant was for funds to cover tuition, backfill, and overtime costs associated with student attendance. This gets forwarded to a board of Fire Professional peers to review, then recommend for approval or denial. The Department should receive an answer with the next few months on the status of the application.

On February 21st, the annual servicing of the Department’s Zoll X-series Cardiac Monitor/Defibrillator and zVent units was conducted. This has been an ongoing project since 2022 when the City entered into a service agreement with Zoll with the goal of properly maintaining our equipment for longevity & serviceability.

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



On February 8th 2024 Industrial Protection Services, LLC (IPS) visited the north end fire station to give a demonstration of their latest air pack, the 3M Scott Air-Pak X3 Pro SCBA. This particular air pack has been designed with enhanced cleanability, comfort and connectivity to ensure the security and comfort of today’s users. During this demonstration we had the opportunity to closely evaluate the functionality and features of this air pack. This meeting is an integral part of our planning process as we evaluate which style air pack to purchase in the future. As staff proceeds with the procurement process, the department

remains committed to ensuring that the allocated funds in the CIP are utilized in a responsible way for the tax payers and the safety of the firefighters who will be using them. This demonstration by IPS was a valuable exercise that will significantly contribute to our decision making in the future. The department has a second demonstration set up in the near future with another SCBA manufacture to evaluate their product as well.

During the month of February, Chief McShane and Deputy Chief Chabot attended the Center for Public Safety Excellence conference on Orlando Florida. The Center for Public Safety Excellence (CPSE) is a not-for-profit 501 C 3 corporation that helps high-performing fire departments and emergency services professionals in their efforts to continuously improve and they do that in three main ways. The first is through fire department accreditation, a process in which departments undergo a thorough self-assessment focused on identifying strengths and areas for improvement. The second is the process of credentialing fire and emergency services professionals, instilling the principles of life-long learning and self-accountability and helping them grow and plan for a successful career. Lastly is by offering education programs providing individuals and departments the information they need to expand their knowledge and capabilities, and stay on the forefront of the profession.

On February 20th 2024 “A shift” conducted Ice Water Rescue company training at one of Dover’s many water locations. This vital and essential training is conducted annually and designed to simulate the extreme conditions encountered during water rescue operations in freezing environments. The fire fighters enter the icy waters to acclimate themselves to the challenges posed by the physical demands of this type of rescue. Through this specialized training firefighters develop crucial skills enabling them to effectively respond to these types of emergencies.



On February 21st 2024 A CPR class was held for the non-profit group called the Dover Women’s Federation at the north end fire station. This group of volunteers is associated with Community Action Partners (CAP). Approximately 12 women spent 2 ½ hours being instructed in basic CPR by one of Dover Fire’s CPR instructors.

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

Institution	EMS Level	Number of students	Total shifts	Total Hours
Fire Med	EMT			
Fire Med	AEMT			
McGregor Memorial EMS Institute	EMT			
McGregor Memorial EMS Institute	AEMT	1	1	10
National Medical Education & Training Center	Paramedic	1	1	12
New England EMS Institute	Paramedic			
New Hampshire Technical Institute	Paramedic	2	2	24
DHS CTC	EMT			
St Thomas Aquinas HS	Internship			
WDH	Observation			
Lakes Region Community College	Observation			
City Employees	Observation			
Non affiliated	Observation	1	1	10
Totals:		5	5	56

From January 30th through February 2nd, 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.

Throughout the month, all 4 shifts received hands on familiarization training on the new Power Pro 2 stretcher. This training was conducted by Styrker Sales Representative Sammy Ferrara. Each shift received MRI familiarization training at WDH, conducted by their Radiology staff. This is required emergency services training for the hospital to maintain their certification. Training included general operation of the unit as well as emergency procedures.

On February 12th through the 14th 2024 the North End Fire Station got a fresh coat of interior paint throughout the administrative side of the building as well as the firefighter report writing area and kitchen. The north end station was completed in 2008 and this is the first major interior upgrades since that time. The catalyst for this project was the damage caused by a break in at the station approximately 1 month prior. Three bids for this project were solicited and the winning bid was awarded to Garrison City Painters, a local company with many years of doing business in and around Dover.

Planning & Community Development

Inspection Services:

Inspections & Permits	February 2024
Life Safety Inspections	59
Business Inspections	13
Sprinkler / Alarm Inspections	32
Building Inspections	97
Electrical Inspections	75
Plumbing / Mechanical Inspections	176
Blasting Inspections	0
Health/Housing Standards Inspections	9
School / Daycare Inspections	20
Oil Burner Inspections	0
Woodstove / Fireplace Inspections	2
Building Permits	50
Blasting Permits	2
Certificate of Occupancy Permits	9

Inspection Services had a total count of 483 inspections conducted and 61 permits issued.

Administration

Community Development Planner Carpenter prepared the FY25 CDBG Action Plan for City Council public hearing and decision.

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

Community Development Planner Carpenter attended HUD environmental review training related to site contamination issues.

Director Benton, Zoning Administrator Crouser, and Building Official Maxfield attended pre-construction meetings and certification of occupancy walk-throughs.

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.

Director Benton continues to meet with other staff regarding transition steps since Inspection Services came under the Planning and Community Development Department umbrella in July.

Director Benton and Building Official Maxfield reviewed other communities' position descriptions for Fire and Life Safety Inspectors in preparation to post the Fire and Life Safety vacancy which hadn't been revised since 2008. The position was posted in February with interviews to be scheduled in March.

Director Benton, Inspection Services staff and others have been reviewing and revising the design for the Inspection Services Building.

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

Private developments approved by the Planning Board are underway as shown in the subdivision and site plan report including the status on building permits. Staff has heard from some of the developments such as the mixed-use project at 47 Chestnut St and the McIntosh Commons project are currently on hold due to budgetary reasons. The residential project list has an "attainable" column which indicates the number of units that are restricted in size or HUD Fair Market rates.

Planning and Community Development staff began work with the Strafford Regional Planning Commission (SRPC) to conduct a Regulatory Audit of policies and practices in relation to an analysis of the City's demographics and housing market. The project is funded entirely by a grant SRPC received.

Zoning Administrator Crouser staffed the Arts Commission meeting on February 5th in which the Commission assigned members various projects, finalized its public art display, the "Fiber Frenzy Fiesta", which will be exhibited in Waldron Court in the late spring, and reviewed applications for the Dover Arts Commission Grant.

Resilience Manager Kaspari, Mayor Carrier and Open Lands Committee Chair Boudreau presented Nancy Ekola with a certificate of appreciation, flowers and a copy of the conservation easement deed to honor the Ekola's generous donation on February 7th.

Resilience Manager Kaspari presented on the Citywide Resilience Plan and related initiatives at the Dover Public Library on February 7th to members of the public. The presentation was recorded by the library to utilize it as part of the sustainability and resilience focused programming for the upcoming year.

Resilience Manager Kaspari staffed a Conservation Commission meeting on February 12th during which the Commission reviewed five conditional use permits, received updates on the Natural Resource Inventory project and the Conservation and Open Space Master Plan chapter effort.

Zoning Administrator Crouser staffed a Zoning Board of Adjustment meeting on February 15th, in which the new owner of the 6 Milk Street property sought, and was subsequently granted, a variance to allow for the property to be partially utilized as a music lesson and rehearsal space.

Resilience Manager Kaspari staffed an Energy Commission meeting on February 21st during which the Commission discussed the preparation of the 2024 Energy Commission report, endorsed the idea of a friendly Seacoast Community Power Opt-up competition and received staff updates regarding the option to purchase the solar array on the Indoor Pool and Butterfield Building and other engagements.

Resilience Manager Kaspari and Outreach Coordinator Bassegio held a public workshop with the Strafford Regional Planning Commission for the Natural Resource Inventory project to engage community members on discussion topics and receive feedback that will help guide both the final work product and the Conservation and Open Space Master Plan Chapter.

Resilience Manager Kaspari Staffed a Forest Management Subcommittee Meeting on February 26th where the Subcommittee endorsed a funding recommendation that will be brought to the Conservation Commission to purchase and install 15 new street trees this spring.

Resilience Manager Kaspari staffed a Planning Board meeting on Tuesday February 27th where two conditional use permits were approved and local students through the Friends Forever International Program attended and engaged with the Board Members following the conclusion of the meeting.

Zoning Administrator Crouser assisted the Dover Arts Commission's Chair and Vice Chair in presenting its Americans For the Arts 2023 survey results with members of the public and various non-profit organizations at the Dover Public Library.

Outreach Coordinator Bassegio recorded a "Dover Dashboard" segment on the Dover Download podcast on February 29th to share land use board highlights from the month of February.

Zoning Administrator Crouser received one (1) zoning-related complaint, wetland and wetland buffer disturbance, and is actively working with Dover's Engineering Department, as well as the NH Department of Environmental Services to resolve the issue. Additionally, three (3) outstanding zoning complaints were brought into compliance, including an illegal Accessory Dwelling Unit, a non-conforming Customary Home Occupation, and a fence encroachment issue between two property owners.

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.

Director Benton and the Deputy City Manager met with the Arts Commission leadership to check-in on potential projects, financial policies, and general vision of arts in the community. 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 3,300 likes and 3,674 followers).

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

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 the Planning Department’s budget in FY25, InvestNH grant opportunities, an outreach event for the Natural Resource Inventory, Community Power, conservation easements, and Resilient Dover. Weekly survey questions were asked that included: “How many acres of protected land are there in the City of Dover?” and “What amendments or changes would you like to see made to the City of Dover’s Zoning Ordinance?”

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, as well as several single-family homeowners to discuss various home addition plans.

Resilience Manager Kaspari helped inform an update to Clean Energy New Hampshire’s Municipal EV Charging Guide on February 6th.

Resilience Manager Kaspari assisted with planning for the Coastal Adaptation Workgroups Climate Summit on February 9th. The program is intended to include case studies on success and failures with regards to resilience infrastructure improvements.

Resilience Manager Kaspari was invited to participate in a Drive Electric NH Infrastructure Committee which includes representation from all levels of government in NH on February 14th.

Resilience Manager Kaspari continued to work with City Attorney Wyatt and Siemens on a Project Development Agreement which would allow for Dover to fund facility energy improvements in a budget neutral manner.

Resilience Manager Kaspari attended a Board of Directors meeting for the Community Power Coalition of New Hampshire on February 22nd.

Resilience Manager Kaspari interviewed candidates for the Urban Forestry Fellowship position on February 28th.

Resilience Manager Kaspari and Wastewater Treatment Facility Supervisor Vermette met with representatives from NHDES, Wright Peirce, Siemens and Process Energy Services to discuss the energy audits that were conducted for the WWTF and pumping stations on February 29th. This allowed for the identification of potential improvements and the path towards large scale PV solar array at the WWTF site. Director Benton and staff from Community Services continue providing insight on the Route 108 complete streets project by reviewing improvement options along one of the gateways into the City including making it user friendly and safer for all multi-modal users. Staff applied for a CMAQ grant and is waiting to hear back from NHDOT but conversations at the SRPC Transportation Advisory Committee which reviews and score applications seem promising that all three Strafford Regional Projects may get funded based on the

amount of funding available. A public information meeting was held on September 19 and the consultant is continuing to bring the plans to a 60% completion. Director Benton attended a follow up meeting with the Steering Committee on November 9, 2023 and periodically will hear from the consultant with any questions as they continue on the design.

Planning and Community Development staff continues to work with Media Services and the City Manager's office on developing improved signage in City Hall. These signs will enhance directory needs and flow in City Hall. Included would be ADA enhancements to signs and internal wayfinding. An RFP was released by Media Services. Planning and the City Manager's office assisted in the review of the responses and identified a preferred vendor. Media Services and the preferred vendor have been working on proofs of signage. Planning staff assisted in reviewing proofs and provided feedback to Media Services on changing needed before manufacturing and met earlier this fall to review another iteration of proofs.

Zoning Administrator Crouser met with a local business owner to discuss the viability of relocating the business to a larger commercial space, and reviewed with the owner the applicable zoning regulations as they apply to the proposed space, both regarding the business' use, signage, and parking regulations.

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

In October and November 2023, Planning staff reviewed a Type, Span, & Location report provided by Fuss & O'Neill for a pedestrian bridge over the Bellamy River as part of the Phase IV Trail expansion. In December 2023, Planning staff reviewed an updated alignment of the Trail expansion to include the proposed pedestrian bridge. In February 2024, the City of Dover accepted \$20k in additional TAP funding to complete the Ph IV Community Trail engineering and design work. The consultants continued their work in January and February.

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

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 was approved by Governor and Executive Council for state acceptance in February 2024. The City received notice in February 2024 that the NH Division of Parks & Recreation accepted the LWCF application for \$500k in funding towards improvements on the Jenny Thompson Outdoor Pool. Application edits will be submitted for federal consideration of the award.

The Dover Arts Commission ("DAC") met with several grant applicants and provided guidance on the application process and the proposed projects. The DAC, in conjunction with the Business Development Department, also met with the real estate firm Cathartes (CPI) to discuss potential public art installations at the Cochecho Waterfront development.

Planning staff and Engineering staff have been working with a consultant to help design an implementation plan for the Downtown Pedestrian and Vehicular Access plan. A public information session was held on February 13th, 2023. Staff worked with the consultant in preparation for that meeting and on concept plans. The session was well attended with helpful feedback received. Staff has continued working with the consultant and held meetings with GPI and the Police Department and COAST bus on May 2 and had a check-in scope and design meeting on May 31st. The consultants and staff met with AbleNH and are working toward 60% construction plans. Director Benton attended a follow up meeting with the Steering Committee on November 9, 2023 and has continued communicating with the staff team and consultants when questions arise from the consultant during their design. The consultant team was working on specifications such as lighting in February.

Police Department

Prevention Services Unit

During the week of February 19th, students from Dover Youth to Youth and volunteers from the 5th grade at Dover Middle School conducted presentations of Samantha Skunk Rx and Medicine Safety to the four kindergarten classes at Dover's Garrison Elementary School. The presentation provides the kids with core safety information about pills and medicine.

On February 9th, ten members of Youth to Youth provided 2 presentations of Samantha Skunk Rx and Medicine Safety at Dover's Frances Hopkins Elementary School. The presentation provides the kids with core safety pills and medicine. The two back to back sessions covered almost 100 kindergarten students at that school.



Dover Youth to Youth students presenting the Samantha Skunk Rx and Medicine Safety presentation to kindergarten students at Garrison Elementary School.

The Alcohol Logo Lampoon artwork contest was launched in all 10 classrooms in the DMS 5th grade DARE program. During the month of February students completed their project and turn it in to be judged. Thirty finalists will receive a gift bag and 7 overall winners will receive cash prizes.

Staff met with The Chase Home after they expressed interest in the Alternative Suspension Program. Staff provided the members at The Chase Home with resources they used to expand the Diversion Program to include violation level offenses.

Dover Teen Center

During the month, there was a total of 496 youth in attendance over 20 days of programming at the Dover Teen Center. The average was about 25 youth per day.

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

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

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. Some of the featured programs are listed below:

- “Friday Flix” Movie & Popcorn Afternoon
- Super Smash Brothers Tournament
- 8-Ball Billiards Tournament
- 9-Ball Billiards Tournament
- UNH Men’s Football Players - Hang-Out Afternoons
- TC Valentines’ Day Party
- Valentines’ Day Arts & Crafts
- Karaoke Jam Party
- Featured Snack Special Days (Chili, Tacos, Pancakes, Hot Chocolate, etc.)
- February School Vacation Week Trips –
 - Mall of NH Shopping Trip
 - “Vacation Week Chill Zone Days” w/Lunch Provided
 - “Private Movie and Bowling @ Smitty’s Cinema”
 - “Funspot Arcade”



Teen Center youth participants and interns playing cards at the Teen Center.

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

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

As the Teen Center heads into March 2024, there is a lot of excitement our trip to see a live professional basketball game (Maine Celtics), as well as welcoming any Spring weather for outdoor activities!

The TC received (5) new registrations in February 2024.

Community Service Program

The youth community service program tracked one participant in the month of February 2024. A total of 3.5 hours of community service work was completed.

Diversion Program

The Diversion Committee met on February 7, 2024. The case breakdown is as follows:

As a result of evaluating the case-load heading into March 2024, the following is committee's case breakdown:

- (1) case in active Diversion Contracts
- (5) cases in active Alternative Suspension Program
- (0) successful completion and release from Diversion Contract (February 2024)
- (1) new Diversion case heard (February 2024)
- (2) new Alternative Suspension cases heard (February 2024)
- (2) successful completion for Alternative Suspension (February 2024)
- (0) new Alternative Suspension case hearing, anticipated (March 2024)
- (2) new Diversion case hearing, anticipated (March 2024)
- (0) cases sent back to Detectives for "failure to comply"

Community Response & Engagement Unit (CREU)

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

Throughout the month, Lt. Mitrushi spoke with several organizations requesting Citizen Response to Active Shooter Events (CRASE) training. Training dates were scheduled for the coming months.

On February 16, 2024, Lt. Mitrushi and Social Work Unit Supervisor Kaitlin Jones presented to the NH Oversight Commission on Children's Services in Concord regarding the different programs offered by the Dover Police Department.

On February 20, 2024, Lt. Mitrushi along with several other officers from the department participated in the funeral procession for fallen United States Marine Corp Captain Jack Casey.

In February, Lt. Mitrushi provided a 2-hour suicide prevention and peer support training to 3 new police officers. Lt. Mitrushi also coordinated a February meeting of the Dover Police Peer Support Team and the Strafford County Peer Support Team to discuss goals and training opportunities for the coming year.

In February, Lt. Mitrushi created 7 social media posts.

Dover Middle School Liaison Officer

During the month of February, Officer Berdecia handled a variety of calls for service to include welfare checks, police information, juvenile disturbances, follow-ups, motor vehicle disturbances, assistance calls, missing person report, DARE classes, and ACERT home visits. Additionally, two of the calls that Officer Berdecia responded to this month were referred to the Social Worker Unit.

On February 6, 2024, Officer Berdecia was notified by Dover High School (DHS) Administration that a former DHS student messaged a current DHS student and referenced a school shooting. Officer Berdecia learned that the former student had a history of making similar statements and had a mental health diagnosis. Officer Berdecia met with the former student and the student's family and addressed the comment that was made. Officer Berdecia was able to communicate how the comment was alarming and insensitive. The family was referred to the Social Work Unit for assistance finding appropriate resources for counseling and medication management, which the former student was lacking.

On February 19, 2024, Officer Berdecia received a report of threats occurring outside of school. Officer Berdecia spoke with the students involved and found the threats stemmed from an alleged sexual assault that occurred in another jurisdiction. Officer Berdecia spoke with the victim of alleged assault, gathering pertinent information and forwarding it to the appropriate agency for further investigation. Officer Berdecia then spoke with the students who exchanged the threats, counseling them on possible consequences and reporting crimes to law enforcement as opposed to taking matters into their own hands.

Throughout the month of February, Officer Berdecia continued instructing DARE to four 5th grade classes, totaling 84 students. Students received presentations about communicating confidently and listening effectively, as well as safe ways to report bullying. Officer Berdecia worked with Dana Mitchell of the Prevention Services Unit and several students from Dover Youth to Youth to complete two sessions of the Police and Community Together (PACT) Program on February 20th and February 21st. In the second session, parents were provided with information about pop culture influences, underage drinking, and internet safety.

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 locating a DHS student who had run away from their temporary home in Rochester. Officer Jalbert located the student walking down the street and facilitated their return to the family in Rochester.

Officer Jalbert conducted extensive follow-up on a report that a DHS student was in possession of a firearm at a house party. Officer Jalbert met with the student and the family regarding the report. The student and the family denied any access to a firearms.

Officer Jalbert spoke with DHS cafeteria staff regarding an on-going conflict between employees. Officer Jalbert mediated conversations and provided information to the involved parties. Ultimately, the Fresh Picks Human Resources Department (cafeteria staff employer) addressed the situation internally.

Officer Jalbert continued to be an active team member on the ACERT (Adverse Childhood Experiences Response Team), and performed home visits with ACERT Team 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/building security checks, and police details at various school events.

Whittier Falls Liaison Officer

For the month of February 2024, Officer Gore responded to 79 calls for service. Officer Gore assisted patrol with 8 calls for service, logged 11 community contacts, completed 16 background checks, 1 ACERT referral, 2 ACERT home visits, and conducted 6 motor vehicle stops. Primarily, the remaining calls for service consisted of disturbances, motor vehicle accidents, theft/fraud, and emotionally disturbed persons.

In addition to his role as the DHA Liaison Officer, Officer Gore worked several patrol hours in February to assist patrol in covering forced overtime and open shifts due to staffing. Officer Gore attended a training at SNHU with members of the Dover Police Peer Support Team. Officer Gore has also assisted covering the Dover Middle School and Dover High School in the absence of the assigned SRO.

Officer Gore met with a Whittier Falls family who were seeking assistance with a juvenile who had some concerning behaviors. After meeting with the family, Officer Gore determined that an ACERT referral was appropriate. Officer Gore explained the program to the family as well as provided them with the ACERT brochure. The family was then connected with the Social Work Unit for follow-up.

Officer Gore continued to teach DARE classes to approximately 70 Dover Middle School 5th grade students. Throughout February, Officer Gore collected several Logo Lampoon submissions from the students as part of the artwork contest coordinated by the DARE program, Dover Youth-to-Youth and the Dover Coalition for Youth. The artwork will be judged by Dover Youth to Youth students in March.

Officer Gore has also assigned the DARE essay project to his students. The DARE essay will be graded by the teachers and later given to the DARE Officers, who will look for content that the students have learned over the year. This project is a requirement for the students to graduate from the DARE program and will also serve as the students writing project for their Language Arts class.

Officer Gore spoke to the residents of Whittier Falls, Central Towers, Waldron Towers, and Niles/Union/Edger Boise Terrace, warning them about common elderly scams.

Officer Gore spoke about a number of different scam types and provided information on what to do should residents fall victim to scam calls. Officer Gore provide handouts/booklets that were provided by the Federal Trade Commission to the residents and left several copies for residents who were unable to attend the meetings.

Officer Gore continued to build strong relationships with residents and staff in meeting with them to address their concerns. Officer Gore will be assisting DHA with the annual Easter egg hunt in late March that will take place at the baseball field on Hampshire Circle. This event usually has a large turn out and allows Officer Gore to meet with the residents in the community.



Officer Gore speaking to residents at Waldron Towers and Whittier Falls about current scam trends.

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 February 2024. In total, Kaitlin Jones has had a caseload of 24 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 8 families on February 1st, 8th, 22nd, and 29th. ACERT was canceled on the 15th due to ACERT family cancelling.

The precipitating call for police service for the 8 ACERT cases in February 2024 included: 2 Assist Citizen, 2 Domestic Disturbance, 2 Juvenile Matter, 1 Police Information, and 1 Welfare Check.

Throughout the month of February, Kaitlin Jones attended and participated in a number of meetings. This included a meeting with Strafford County Public Health Network (SCPHN) Prevention Leadership Workgroup, Home for All Strategic Planning Workgroup, Strafford County Community Care Team (CCT), and daily case review with Strafford County Complex Care Meeting through Community Action Partnership (CAP). Kaitlin Jones assisted Portsmouth Police Department with interviewing Police Social Work candidates by participating as a panelist in their oral boards on 2/7/24; likewise with Keene Police Department on 2/26/24. Kaitlin Jones and Lt. Alex Mitrushi presented to the Oversight Commission for Children’s Services at the State House in Concord on 2/16/24, focusing on youth programming offered through Dover Police Department.

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

a combined 36 hours a week. Kaitlin Jones began accepting and reviewing BSW and MSW applications for Fall 2024 internships.

Police Social Worker

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

Kelli Jo Deardorff continued to work with the 21 individuals she was referred in January, several of these individuals continue to access the Willand Warming Shelter. Referrals in February were compiled from direct outreach, patrol referrals, Dover City Welfare, Karlee's Home Team staff and from the members of the Complex Care Coordination Team.

Kelli Jo Deardorff worked extensively with Wentworth-Douglass Hospital, The Doorway, Portsmouth Regional Hospital, the Clinical Population Health Consultant, Community Action Partners, Bureau of Adult and Elderly Services, Choices For Independence care coordinator, Sunrise Detox, Sobriety Centers of NH, Working Fields, Strafford County Public Health Network, UNH Nursing Interns, Dover City Welfare, Rochester Outreach case worker and Veteran specific services at various agencies. She collaborated with these resources to provide wrap around case management, facilitate warm hand offs after placing referrals and to ensure safety and stability for the individuals who continue to experience being unsheltered

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

Kelli Jo Deardorff established several new connections at substance use facilities, detox centers, Veterans Affairs, Veterans Justice programs and with new shelter opportunities throughout New England.

Over the course of February, 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 individuals to various towns throughout the state in an effort to meet their unmet social service needs.

In the month of February, Kelli Jo Deardorff worked with other local agencies to provide resources to individuals in real time at the warming shelter. She made contact with individuals who are experiencing homelessness and/or substance use challenges in one location and connect them with services that day during a community networking event planned by Karlee's Home Team.

Traffic Bureau

Permit applications submitted and reviewed through the Records Unit and the Traffic Coordinator during the month of February – most of which involve follow-up and logistical planning, included:

*Permit Applications Submitted/Reviewed
February 2024*

Taxi Cab Licenses		Road Toll Permits	
Notifications to City Hall		Dance / Entertainment	1
Raffle/Tagging Permits	1	Gun - Seller	
Block Party Permits		Hawker / Peddler	
Parade Permits		Road Race	1
License to Carry Firearm	10	Other	

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) at its scheduled meeting on February 15 and 22. Projects under review included a proposed light manufacturing facility off Venture Drive, a concept plan review of a trade school on Venture Drive, and a residential site plan off Fisher Street. Staff review of each project helps flesh out technical aspects in the purview of police, fire, engineering, and economic development to resolve potential conflicts before submission to the Planning Board.

Lieutenant Speidel worked closely with representatives of the New Hampshire State Police and the United States Marine Corps to coordinate funeral escorts for the remains of USMC Captain Jack Casey, who was tragically killed in a helicopter crash in California. On February 20, a funeral procession from Pease Air National Guard base in Portsmouth to the Wiggin Purdy McCooey Dion funeral home in Dover was arranged with full law enforcement escort and with tributes to the family occurring all along the procession route. The Dover, Durham and Newington Fire Departments also participated in the tribute. The Dover Police provided traffic control services for the public calling hours on February 23, and assisted with the final funeral escort on February 24.

On February 26, Lieutenant Speidel joined staff from the Community Services Department at the regular meeting of the Transportation Advisory Commission. Lt. Speidel prepared the meeting agenda and related materials and helped coordinate correspondence with citizens with interest in agenda items. Lt. Speidel also coordinated staff preparation and follow-up of the committee recommendations. Agenda topics focused on citizen correspondence regarding pedestrian crossing and speed concerns, staff updates on upcoming road construction projects, discussion of the Route 4 and Boston Harbor Road roundabout, and reappointment of committee officers.

Standards Unit

On February 2, Detective Jenna Donais attended a one-day training on Restorative Justice held in Portsmouth, NH. Participants focused on restorative values and principles, rethinking when and where restorative justice is and can be used. The class also explored the application of restorative justice principles to participants' own realm of work.

On February 12-16, Sergeant Juel Cooper and Detective Molly Martuscello attended a five-day training entitled Instructor Development, held at NHPSTC in Concord, NH. This course is designed to provide students with the tools needed to become effective trainers/instructors. Student learned about different instructional styles, adult learners, course development, and assessment development. Topics included design assessment to validate learning, principles of and backwards design to course development.

On February 12-16, Sergeant Dave Collis and Detective Jenna Donais attended a five-day training entitled Yoga for First Responders, held in Manchester, NH. This intensive training focused on yoga that is job-specific and culturally informed. Additionally, it taught students how to adopt mindfulness science & proactive stress resilience. The class certified students to teach yoga classes.

On February 16, Lieutenant Mark Nadeau, Sergeant Tim Keefe, and Officers Ryan Anderson, Bryon Gore, Molly Jalbert, and Derek O'Neil attended Breach Point Training held in Manchester, NH. This seminar assisted in gaining a distinctly different perspective on the unique and potentially problematic consequences of performing well within a law enforcement cultures. Topics included, removing classic frustrations encountered by all law enforcement officers, how the dynamics on control and trust can negatively influence officer attitudes both at work and home, learning and mastering the unique, misunderstood and potentially problematic consequences of police perspectives, and how to self-motivate on the street, in the department, and at home.

On February 20-23, Sergeant Adam Gaudreault attended FBI-LEEDA in Gilford, NH. This program is built especially for supervisors and middle managers with the goal of enhancing their leadership competencies. Attendees were engaged in personality diagnostic, leadership case studies, mentoring, developing people, performance management, risk management and credibility. The institute is student-centered and rich in facilitated dialogue and group work.

On February 26-March 1, Officer Carmen Cusick attended Forensic Investigation Photography Plus CSI Techniques held in White River Junction, VT. This five-day course is designed for officers who are charged with taking crime scene photographs. The course involved classroom lecture on photography theory and concepts following by hands-on exercises. Officer Cusick left the training with a high-level of understanding of digital cameras, techniques for capturing quality images under various conditions and acceptable standards for documenting crime scenes and physical evidence via photography.

Special Investigations

During the month of February 2024, 15 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

SIU detectives presented 12 investigations to a Grand Jury for indictment. All of the presentations resulted in a “true bill”, meaning the Grand Jury determined that probable cause existed that the accused committed a crime. Cases presented to the Grand Jury are classified as a felony offense or a misdemeanor with an enhanced penalty.

SIU detectives investigated 6 unattended deaths in February 2024.

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

In February 2024, SIU detectives executed a search warrant at a Dover apartment complex and recovered numerous stolen items. As a result of the investigation, a 34-year-old Dover woman was arrested for Receiving Stolen Property, a felony offense.

SIU detectives attended 6 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.

In February 2024, 4 cases were forwarded to the Strafford County Attorney’s Office for review and Grand Jury indictment.

SIU detectives obtained 5 search warrants to further ongoing criminal investigations.

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

The Special Investigations Unit is responsible for doing background investigations for police department applicants. During February, 2 of these investigations were ongoing.

The Special Investigations Unit investigates Internet-based crimes occurring in Dover as assigned by the Internet Crimes Against Children (ICAC) Task Force. In February 2024, SIU detectives had 1 active ICAC case.

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

Patrol:

During the month, the Dover Police Department responded to approximately 1,714 calls for service throughout the city. Additionally, officers made 898 traffic stops and initiated 158 non-enforcement related contacts with the community. The total number of incidents handled by the police department for month was approximately 2,770

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 33 emergency 911 calls.
- Responded to 78 alarms.
- Responded to 69 traffic accidents.
- Made 65 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:	128
Priority 2:	72
Priority 3:	1,452
Priority 4:	759

K-9 Unit

On February 6, 2024, Officer David and K9 Vision assisted officers with a drug related call for service. K9 Vision was deployed to sniff the exterior of a vehicle in an attempt to detect narcotics. K9 Vision alerted on the driver’s side front door. Following the execution of a search warrant, Heroin/Fentanyl was located in the driver’s side compartment of the vehicle.

On February 13, 2024, Officer David arrested the driver of a vehicle for DUI. Following an on scene investigation, K9 Vision was deployed to sniff the exterior of the vehicle, in an attempt to detect narcotics. K9 Vision alerted to the passenger’s side of the vehicle. Following the execution of a search warrant, Heroin/Fentanyl, Methamphetamine, and a variety of illegally possessed prescription pills were located in the vehicle.

On February 26, 2024, Officer David and K9 Vision assisted with taking a violent individual with warrants into custody. Officer David and K9 Vision were positioned on the backside of the apartment building where the open window to the apartment was visible. Officer David could see the wanted male inside of the apartment pacing back and forth past the window. Ultimately, he was taken into custody without the use of the K9 team.

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	16,076
Phone Calls	6,802
911 calls	454
Police Alarms Received	78
Fire/Medical Alarms	55
Lobby Traffic	1,400

Animal Control

Total Calls for Service: 54	Breakdown:
Handled by Officers/Dispatch: 27	Found/Loose Animals: 21
Handled by Animal Control Officer: 27	Welfare Checks: 4
	Animal Bites: 8
	Misc/Other: 21

The ACO followed up on five reports originally taken patrol officers. One call involved a lost dog name Pixie who was returned to her owner.



Pixie

Public Library

Programming

Throughout the months of January and February, the Dover Public Library offered a Winter Reading Challenge to patrons of all ages. Participants kept track of their reading time to earn bingos by either using the Beanstack app or a paper log. When participants earned their first bingo, they could visit the library to pick up a \$5 gift card to La Festa, Lickee's & Chewy's, or Flight (while supplies lasted). Each bingo earned also entered the participant into a raffle for \$50 in Dover Dollars. A total of 316 participants registered for the challenge.

Dover Public Library's Teen and Information Services Librarian Emily Ainaire hosted sessions of Books and Bites at both the High School and Middle School in February. This program allows students to check out new books from the Dover Public Library's teen collection and enjoy a snack. A total of 74 students attended the sessions.

Dover Public Librarian Rachel Gogan taught two sessions of a program called "How to Crochet a Cowl" in the month of February with a total of 16 students. All students gave the class a five out of five rating and left class with at least a small swatch of crochet up to the beginnings of their first cowl. The community interest is strong in any of our crafting classes.



Books & Bites

For the 2024 selection process Librarians Olivia Pexton and Rachel Gogan worked to make even more intentional choices for the Rainbow Book Club. This year features a more diverse racial representation with 9.1% Latinx, 9.1% Indigenous, 18.2% Asian, 27.3% Black, and 36.4% White authors identities. Author genders broke down at a much more even split around 33% male, female, and non-binary/trans. Character representation broke down as follows 9.1% Latinx, 18.2% Asian, 9.1% Indigenous, 18.2% Black, and 18.2% White.



Square Dancing

The Dover Public Library partnered with the Garrison City Squares and Seacoast Squares on Saturday, February 3 to bring Modern Square Dancing to the library. The groups started with a demonstration of the dance followed by a lesson of the basic moves and a dance orchestrated by the caller. There were 35 participants, many with no modern square dance experience, who enjoyed an afternoon of this heart-healthy exercise.

Systems and Technology Librarian Nick Gagnon presented an Artificial Intelligence Demonstration using ChatGPT, Google Bard (now Gemini), Bing Image Creator and Canva Magic Media on Monday, February 5th in the Dover Public Library Lecture Hall. This public program was attended by 19 people who were engaged in a discussion on the uses of the latest Artificial Intelligence technologies. This program was a follow up to the Introductory AI presentation in January and will continue with another presentation on Monday, March 18th at 6pm in the Dover Public Library. Staff received very positive feedback about this program.

Dover Public Library was joined by Paul Zambella, a former Forensic Scientist at the Massachusetts Police Crime Laboratory for 36 years, on February 12 for a Forensic Science Roadshow. In the program, Zambella spoke about the functions of a forensic scientist, and how to analyze blood, DNA, fingerprints, and gunshot residue in criminal investigations. In addition, audience members participated by identifying a “suspect” during the talk. There were 33 people in attendance and several left asking for more true crime programs at the library.

On Friday, February 16th the Children's Room hosted another very popular Shake Your Rattle and Roll. This event is geared towards younger children, and features songs, dance, and musical instruments. The theme was specific to Valentine's Day, and sweethearts, so featured many songs about love and kindness. Each time The Dover Public Library hosts one of these programs, we have a very large turnout. Children's Library Assistant Joanna Higgins runs the program, with 88 people in attendance and rave reviews.

Library Assistant Marilyn Gray hosted an open crafting session for children ages 6 and up on Saturday, February 17th. This is part of rotating programming that the Children's Room at The Dover Public Library is hosting on Saturday mornings. The craft featured use of various materials to create a snow flower. This was an immensely popular program, with 37 attendees.

Dover Public Library hosted its first ever Puzzle Swap on Saturday, February 17. Over 500 puzzles were donated to the library within a 28-hour period, and over 60 people came to take puzzles. The library received a lot of positive feedback from the puzzle community and plans to continue offering this program

again next year. This program brought in people never seen before and many signed up for cards. This highlights the importance of having a wide variety of programming.

On Tuesday, February 20, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover High School Library to help promote the Freshman Free Book Program. The Freshman Free Book Program provides all freshman students at Dover High School with a book of their choosing that is theirs to keep. Students researched titles by watching book trailers, checking out lists of award winners, and talking with the librarians and their classmates, then made a short list of titles that they may want to select for their free book. Five Freshman English classes visited the library with 100 students attending in total.

On Monday, February 26, the Dover Public Library partnered with Auspicious Brew to provide a behind the scenes tour for patrons. Co-owner and head brewer Jay explained the kombucha brewing process to 27 participants. While touring the facility the group was treated to samples of the many different flavors of kombucha they create.



Auspicious Brew

During February Vacation week, The Dover Public Library hosted a take and make Lego Club. This event was an offshoot of a monthly program The Children's Room hosts on Saturdays. Children's Library Assistant Rachel Engelman had 47 attendees of all ages for this program. Patrons were allowed to build whatever they wanted out of the Legos provided, and bring the creation home with them at the end of the event. Because this event was so popular, we plan to host another Take and Make event during April Vacation.

Dover Public Library staff attended training in the following areas:

- AI for librarians
- Mental Health First Aid
- MGOL in the nest training
- Citizen Science and the Solar Eclipse: Harness the Power of Your community
- Community Co-Design 3 part class: How to Collaborate with Your Community to Build Programs and Services

Statistics

- February library circulation totaled 20,869 items.
- 186 new library patrons registered; total active cardholders 12,380.
- The Library offered 79 programs in February with 2,482 attendees. Of these programs 74 were in-person, 3 virtual, and 2 passive.
- We added 100 books to our 2 little free libraries in February.
- The circulation desks filled 1,580 patron hold requests for materials.
- The Library has 5,902 enewsletter subscribers, 9,960 social media followers.
- 62 new patrons registered for downloadable audiobooks/ eBooks.
- Internet and PC uses by the public totaled 822 on library workstations, plus another 6,905 via Wi-Fi, plus 15 Chromebook loans.
- The library's website statistics showed 236,127 page views by 19,885 users in 32,180 sessions.
- Library meeting rooms were used 208 times in February.
- The Library executed 45 passports in February and notarized 43 items for a total of \$1,790 in revenue.
- Our patrons borrowed 126 museum passes in February which translates to \$3,735.73 in savings for our patrons.
- 11,873 people visited the library during February an average of 424 per day (open 28 days).

Public Welfare

Dover Welfare spent \$25,399.76 this month of which \$17,319.10 was for rent payments.

Another \$5,316.50 was paid to hotels, and \$2,050 for security deposits. Total housing related spending this month is \$24,685.60. This is \$16,537.25 less than last month.

This month has seen a decrease in the number of Active Cases; 113 to 92, Contacts; 311 to 245, Interviews; 112 to 87 and individuals served 135 to 187. There were 21 new clients.

The department fielded 696 phone calls this month. 296 inbound and 400 outbound.

We 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 continue to be 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.

There was a case conference for one of our long term and difficult clients with the various agencies involved in their care planning.

SCLWAA group met here in Dover to share resources and talk about cases.

The Welfare Executive board met and Dover Welfare Director gave report on Legislative issues staff are looking at.

The entire staff, along with the UNH intern, went to a training hosted by Welfare Association.

The Public Welfare Director and UNH Intern participated in a service fair event at Willand Warming Center to offer services to the clients located there.

The Director met with state HMIS administrators to discuss Dover Welfare becoming an agency that inputs information into the Homeless Management Information System database. No decision was made.

Recreation Department

Gym & Programs

All winter youth basketball programs, 23 House League Teams (5th-12th Grade) in addition to kindergarten- 4th Grade concluded seasons as of 2/18. The Department is still utilizing the elementary schools for practices for the 4th-6th Grade Girls and 5th-6th Grade Boys All Star Teams who begin tournament play March 9th in Rochester.

The Recreation Department opened registration for Spring Basketball Programs on January 30th and due to high demand, the enrollment for the JH Coed Basketball Program was increased from 48 to 64 to allow the first 16 players on the waitlist in the program.

On February 20th, Recreation Director, Gary Bannon and Assistant Recreation Director Ricky Conway hosted a League Presidents Meeting at the McConnel Center. The purpose of the annual meeting is to collect needed documents from Rec Affiliated Organizations, discuss field/ facility schedules, and the any other topics that may arise before the beginning of the spring seasons. Ricky has extended an offer to all Rec Affiliated Organizations to certify all interested coaches in American Red Cross First Aid, CPR, AED.

Organizations represented at the meeting were Dover Baseball, Dover Softball, Garrison City FC, Coheco Lacrosse, Dover Little Green Cheerleading. Dover Football was unable to make the meeting but will meet with Recreation Staff at a later time.

The 18+ Men's Basketball League has 9 teams and their games are on-going on Sundays and Thursdays. The 35+ Men's Basketball League has 7 teams and they play games on Monday nights. The 50+ league has 6 teams they play their games on Wednesday nights. All men's leagues are full with 198 participants. The 18+ & 50+ leagues have begun their double elimination playoffs. The 35+ postponed the games scheduled for 2/26 due to so many players not being available during school vacation.

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

This month saw steady growth with birthday parties, new patrons, special event family float night and therapy swim blocks. Family float night on a Friday night had 50 participants this month. Saturday recreation swim blocks now requires 3 lifeguards as the volume of swimmers continues to grow at a high rate. Swim lesson participation continues to climb and had to add more instructor's as adding full classes with over 175 participants for spring. High school swim season was successful across the board and concluded with Berwick Academy at the end of the month. The next pool schedule begins March 10th coinciding with the end of Winter swim lesson program and will carry us through May 5th. This schedule is very similar to fall and has proven to be sustainable from all angles. Have been stable with staffing that matches the pool schedule and are continuously hiring. The American Red Cross released a new R24 lifeguard program, which is quite different from the R17 program. Both pool supervisors have spent the better part of 20 hours participating in online learning to be able to teach the new course. All pool staff currently certified will need to go through training ahead of the summer season. Next lifeguard course is set to take place April 13, 14, 20, 21. The division received a new handicap lift for the Indoor Pool this week so both pools will have working lifts. Rentals: SOLO Aquatics, Dover High School, Berwick Academy, Oyster River High School, St Thomas Aquinas. Birthday Parties: 6

Dover Ice Arena

February at the Dover Arena is always a busy time of year as both Foster Rink and Holt Rink have programs going non-stop with high school hockey games. High School hockey season is ending for the local schools, Dover Youth Hockey is also ending its season with playoff games and tournaments throughout the month. Public Skate remains to be very popular on the weekends as well as during the school vacation week. The Bay State Tournament was a success, hosted 16 girls' teams and they are already looking forward to next year. DYHA is hosting 12U Tier 2 playoffs. There is also a men's league tournament March 22nd -24th. Two Rock Nights are scheduled in March. Birthday Parties: 5, Adult and Youth Stick Practice: 318 skaters

Dover Senior Center

This month continued to hold Chair Yoga, Yoga for Bone Strength, and pickleball, as well as daily games and activities. Held the Not So Newlywed Game in honor of Valentine's Day, and an info session for new trip offering to Washington DC and Greenbrier Resort in West Virginia.

CITY COUNCIL GOALS 2024-2025



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

GOAL 1: OUR CITY HAS DIVERSE HOUSING

The following objectives support a Dover which has housing that is attainable and available.

- Continue actions which promote and incentivize diverse and resilient housing options in Dover.
- Educate the public on growth rates and how the City is working to accommodate those rates, rather than discourage them.
- Review land use regulations to promote density in appropriate locations and context, and ensure fees do not hinder growth.
- Utilize Public Private Partnerships to enhance the City's ability to meet these goals and participate in developments.
- Understand housing needs and impediments to affordable housing by analyzing data and trends as well as anecdotes.
- Integrate options for income indexed, market rate and other diverse housing formats into the community as a whole.

February 2024

The Legal Office assisted with efforts to facilitate development of new housing.

Planning and Community Development staff began work with the Strafford Regional Planning Commission (SRPC) to conduct a Regulatory Audit of policies and practices in relation to an analysis of the City's demographics and housing market. The project is funded entirely by a grant SRPC received.

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 3,300 likes and 3,674 followers).

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

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 the Planning Department's budget in FY25, InvestNH grant opportunities, an outreach event for the Natural Resource Inventory, Community Power, conservation easements, and Resilient Dover. Weekly survey questions were asked that included: "How many acres of protected land are there in the City of Dover?" and "What amendments or changes would you like to see made to the City of Dover's Zoning Ordinance?"

GOAL 2: OUR CITY IS CIVICALLY ENGAGED

The following objectives ensure that the public is part of the community's governance and has multiple channels to provide feedback.

- Communicate in a manner which will meet people where they are, in content, communication style and format.
- Reboot the City of Dover website to be more collaborative, accessible and informative.
- Increase public engagement through innovative and diverse citizen feedback options.
- Create topic based symposiums for the public on areas affecting the community.
- View all customer interactions as an opportunity to communicate with the public.

February 2024

The Office of Business Development has revitalized the Discover Dover Stakeholder Group, formerly known as the Tourism Stakeholders Group. Disbanded during the pandemic, the group is set to reconvene, providing a platform for event hosts to coordinate, prevent scheduling conflicts, and foster cross-promotion. This initiative is expected to enhance communication among city stakeholders, local businesses, and hotels, ultimately enhancing the city's appeal to residents and visitors.

City Engineer, Ken Mavrogeorge, is in the process of developing new informational materials to highlight some of the work that the Engineering Division is doing in the community and to answer some of the most frequently asked questions from callers to Community Services. Engineering staff will be meeting with Media Services in the coming weeks to brainstorm ideas for improved public outreach in advance of events such as Public Works week and Apple Harvest Day.

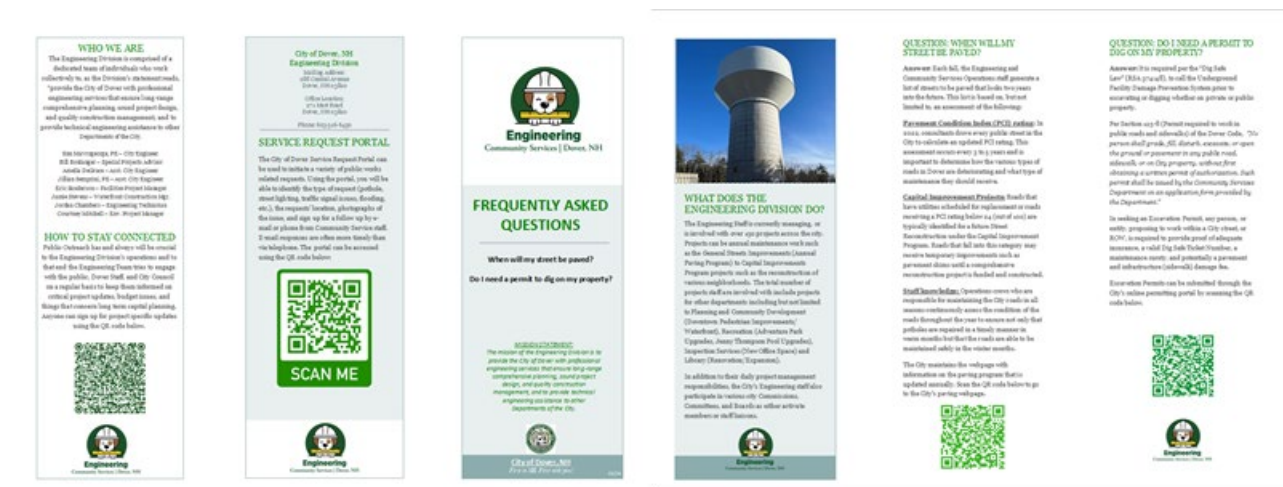


Figure 1: Draft public outreach materials prepared by Engineering.

The United States Environmental Protection Agency's (EPA's) revised Lead and Copper Rule (LCRR) 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 available to the public and will be used to identify service lines with potential lead contamination.

Led by Assistant City Engineer, Amelia DeGrace, preparation of the inventory has been a true team effort, with the Office of Information Technology (OIT), Community Services Utilities, Water & Sewer Billing, Media Services, and Engineering all pitching in. NHDES awarded the City a \$75k grant to prepare the inventory.

The inventory work to date includes the organizing of over 10,000 meters that the team will need to identify the service materials for. In order to determine the materials of service lines, staff must comb through record drawings, water tie cards, and other City documents. To help staff identify materials for services lines, an online survey has been developed and is currently live through the City's website for the public to submit information on their water service. The survey can be accessed by scanning the QR code in Figure 3. As of March 12th, 468 responses to the survey have been received.

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During the week of February 19th, students from Dover Youth to Youth and volunteers from the 5th grade at Dover Middle School conducted presentations of Samantha Skunk Rx and Medicine Safety to the four kindergarten classes at Dover's Garrison Elementary School. The presentation provides the kids with core safety information about pills and medicine.

On February 9th, ten members of Youth to Youth provided 2 presentations of Samantha Skunk Rx and Medicine Safety at Dover's Frances Hopkins Elementary School. The presentation provides the kids with core safety pills and medicine. The two back to back sessions covered almost 100 kindergarten students at that school.

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

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

On February 20, 2024, Lt. Mitrushi along with several other officers from the department participated in the funeral procession for fallen United States Marine Corp Captain Jack Casey.

In February, Lt. Mitrushi created 7 social media posts.

During the month of February, Officer Berdecia (Middle School Liaison Officer) handled a variety of calls for service to include welfare checks, police information, juvenile disturbances, follow-ups, motor vehicle disturbances, assistance calls, missing person report, DARE classes, and ACERT home visits. Additionally, two of the calls that Officer Berdecia responded to this month were referred to the Social Worker Unit.

Throughout the month of February, Officer Berdecia continued instructing DARE to four 5th grade classes, totaling 84 students. Students received presentations about communicating confidently and listening effectively, as well as safe ways to report bullying. Officer Berdecia worked with Dana Mitchell of the Prevention Services Unit and several students from Dover Youth to Youth to complete two sessions of the Police and Community Together (PACT) Program on February 20th and February 21st. In the second session, parents were provided with information about pop culture influences, underage drinking, and internet safety.

Officer Gore spoke to the residents of Whittier Falls, Central Towers, Waldron Towers, and Niles/Union/Edger Boise Terrace, warning them about common elderly scams.

Officer Gore spoke about a number of different scam types and provided information on what to do should residents fall victim to scam calls. Officer Gore provide handouts/booklets that were provided by the Federal Trade Commission to the residents and left several copies for residents who were unable to attend the meetings.

Dover Public Library's Teen and Information Services Librarian Emily Ainaire hosted sessions of Books and Bites at both the High School and Middle School in February. This program allows students to check out new books from the Dover Public Library's teen collection and enjoy a snack. A total of 74 students attended the sessions.

The Public Welfare Director and UNH Intern participated in a service fair event at Willand Warming Center to offer services to the clients located there.

GOAL 3: OUR CITY IS RESILIENT

The following objectives ensure the City's social, built and natural infrastructure is designed to evolve and support community needs.

- Implement Citywide resilience plan into City and School programs and policies.
 - Develop infrastructure improvements which adapt to climate change needs.
 - Develop waterfront in an environmentally friendly manner.
 - Implement options for reducing food waste.
 - Develop community incentive program to address stormwater/flooding resilience.
 - Implement updates to procurement policies so the City is a leader in a circular economy.
-

February 2024

This month an extraneous effort was focused on the removal of overburden material (rock or soil overlying other subsurface elements of a site) from the bluff area. The focus of removing the overburden and large amount of clay material is crucial for the preparation of processing ledge quantities below. These ledge elements are useful for structural fill and create a solid base for development. In all, approximately 50-60 thousand cubic yards of material has been moved from the area to date. The effort will continue until the end of the month. Maine Drilling and Blasting has now mobilized, taken preliminary test shots and targeted sequential blasts will methodically create needed ledge relief for both foundation and utility infrastructure installations. The blasting of ledge will also allow for an additional processing effort to commence and be applied directly to the work surface as a result. This effort will further increase the efficiency of the overall effort.

Work has been completed in building footprint "C" on obstruction excavation and removal. The effort is now concentrated on building "D" with a significant effort being focused on the former footprint of the WWTP as its structure has proven to be very deep beneath existing grade. Ground water and unstable soils continues to complicate the effort. Final subgrade adjustments are ongoing to allow for delineation fabric application for the Remedial Action Plan (RAP). Pad site "C" is complete and pad site "D" is nearly complete and awaits the completion of the removal of the former WWTP to proceed. This paves the way for the RAP closure process and the application of the obligated minimum 2' of clean fill for the pad ready obligation. The effort will continue with in the parcel until parcel 1-4 and 1-5 are complete early next month.

Shoreline work and the construction of the granite toe wall continues to accelerate towards the Makem bridge. Approximately 200' of granite toe wall has now been completed with an additional 75' in various stages of completion. The wall has been tied into the historic granite wall on the north side of the bulkhead area. This is where a walk-in kayak ramp was eliminated. Existing sheathing/coffer dam will be now removed and transferred further upstream to pave the way for additional area to be prepped and work to commence on further construction of the wall. The next stage will be application of the flex MSE wall (a sustainable vegetated wall system designed to be natural and long lasting) treatments and associated grade adjustments. The final vacation of existing overhead utilities will be completed early March removing the final obstacles for the completion of the remainder of the shoreline stabilization work.

Permanent road construction efforts have also now commenced in areas where utility installations have been completed. The first effort is to install robust coarse subgrade base materials. Second a road stabilization fabric, then the additional select gravels and pavement sections will follow further improving long term access and permanent long-term paved roadways will follow.

One last note, April 8 will most likely see the closing of River Street and the Makem bridge to traffic not accessing the site as crews begin work along the portion of River Street along Henry Law Park.

The Legal Office continues to assist with the Cocheco Outfall project and coordinating same with contaminated soils removal by Eversource. Also assisted with City planning for compliance with EPA lead and copper rule for public drinking water systems.

Cortney Mitchell, Environmental Projects Manager; attended the Qualified MS4 Stormwater Permit Compliance Professional (MS4-SCP) Class, presented by American Stormwater Institute, LLC. The class was held online via zoom.

The Seacoast Stormwater Coalition met on February 21 with Courtney Mitchell in attendance. Meeting topics included an overview of the available Lake Phosphorus Control Plan Non-Structural Controls, a presentation on large scale BMPs, an update on the PTAP database, a discussion on all things related to wet weather/SVF/catchment investigations, and the announcement of the Municipal Green SnowPro Rules Public Hearing.

Resilience Manager Kaspari helped inform an update to Clean Energy New Hampshire's Municipal EV Charging Guide on February 6th.

Resilience Manager Kaspari assisted with planning for the Coastal Adaptation Workgroups Climate Summit on February 9th. The program is intended to include case studies on success and failures with regards to resilience infrastructure improvements.

Resilience Manager Kaspari was invited to participate in a Drive Electric NH Infrastructure Committee which includes representation from all levels of government in NH on February 14th.

Resilience Manager Kaspari continued to work with City Attorney Wyatt and Siemens on a Project Development Agreement which would allow for Dover to fund facility energy improvements in a budget neutral manner.

Resilience Manager Kaspari attended a Board of Directors meeting for the Community Power Coalition of New Hampshire on February 22nd.

Resilience Manager Kaspari interviewed candidates for the Urban Forestry Fellowship position on February 28th.

Resilience Manager Kaspari and Wastewater Treatment Facility Supervisor Vermette met with representatives from NHDES, Wright Peirce, Siemens and Process Energy Services to discuss the energy audits that were conducted for the WWTF and pumping stations on February 29th. This allowed for the identification of potential improvements and the path towards large scale PV solar array at the WWTF site.

GOAL 4: OUR CITY IS SAFE AND INVITING

The following objectives ensure that the City's infrastructure and environment is welcoming.

- Continue to review and improve roadway safety concerns, based upon analytical data not anecdotal data and communicate the resulting decisions.
 - Embrace opportunities to bring advocates for accessibility to the table to discuss infrastructure improvements.
 - Systematically collect and analyze data to better understand accident trends and proactively make improvements.
-

February 2024

Director Benton and staff from Community Services continue providing insight on the Route 108 complete streets project by reviewing improvement options along one of the gateways into the City including making it user friendly and safer for all multi-modal users. Staff applied for a CMAQ grant and is waiting to hear back from NHDOT but conversations at the SRPC Transportation Advisory Committee which reviews and score applications seem promising that all three Strafford Regional Projects may get funded based on the amount of funding available. A public information meeting was held on September 19 and the consultant is continuing to bring the plans to a 60% completion. Director Benton attended a follow up meeting with the Steering Committee on November 9, 2023 and periodically will hear from the consultant with any questions as they continue on the design.

In October and November 2023, Planning staff reviewed a Type, Span, & Location report provided by Fuss & O'Neill for a pedestrian bridge over the Bellamy River as part of the Phase IV Trail expansion. In December 2023, Planning staff reviewed an updated alignment of the Trail expansion to include the proposed pedestrian bridge. In February 2024, the City of Dover accepted \$20k in additional TAP funding to complete the Ph IV Community Trail engineering and design work. The consultants continued their work in January and February.

Planning staff and Engineering staff have been working with a consultant to help design an implementation plan for the Downtown Pedestrian and Vehicular Access plan. A public information session was held on February 13th, 2023. Staff worked with the consultant in preparation for that meeting and on concept plans. The session was well attended with helpful feedback received. Staff has continued working with the consultant and held meetings with GPI and the Police Department and COAST bus on May 2 and had a check-in scope and design meeting on May 31st. The consultants and staff met with AbleNH and are working toward 60% construction plans. Director Benton attended a follow up meeting with the Steering Committee on November 9, 2023 and has continued communicating with the staff team and consultants when questions arise from the consultant during their design. The consultant team was working on specifications such as lighting in February.

GOAL 5: OUR CITY IS INCLUSIVE AND WELCOMING

The following objectives support a Dover that is welcoming to all no matter socio economic background.

- Continually recruit volunteers from all areas of the community to ensure the volunteer boards represent the full community.
 - Review the mission and purpose for each Board, Committee and Commission for relevancy.
 - Update Board, Committee and Commission expectations, for volunteers to understand their role and the need to be inclusive.
 - Integrate inclusivity into all aspects of strategic planning and report on progress.
 - Develop/curate materials related to promoting inclusivity.
 - Continue having the City Council model healthy civic debate in the community.
-

February 2024

The office of Human Resources is taking a deep dive into its hiring practices with the goal of identifying areas in the hiring process that may cause hurdles for applicants, and areas where unconscious bias may be present. We are also looking at additional job posting sites with the goal of reaching underrepresented groups.

Planning and Community Development staff continues to work with Media Services and the City Manager's office on developing improved signage in City Hall. These signs will enhance directory needs and flow in City Hall. Included would be ADA enhancements to signs and internal wayfinding. An RFP was released by Media Services. Planning and the City Manager's office assisted in the review of the responses and identified a preferred vendor. Media Services and the preferred vendor have been working on proofs of signage. Planning staff assisted in reviewing proofs and provided feedback to Media Services on changing needed before manufacturing and met earlier this fall to review another iteration of proofs.

Zoning Administrator Crouser met with a local business owner to discuss the viability of relocating the business to a larger commercial space, and reviewed with the owner the applicable zoning regulations as they apply to the proposed space, both regarding the business' use, signage, and parking regulations.

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

The Dover Arts Commission ("DAC") met with several grant applicants and provided guidance on the application process and the proposed projects. The DAC, in conjunction with the Business Development Department, also met with the real estate firm Cathartes (CPI) to discuss potential public art installations at the Cochecho Waterfront development.

For the 2024 selection process Librarians Olivia Pexton and Rachel Gogan worked to make even more intentional choices for the Rainbow Book Club. This year features a more diverse racial representation with 9.1% Latinx, 9.1% Indigenous, 18.2% Asian, 27.3% Black, and 36.4% White authors identities. Author genders broke down at a much more even split around 33% male, female, and non-binary/trans. Character representation broke down as follows 9.1% Latinx, 18.2% Asian, 9.1% Indigenous, 18.2% Black, and 18.2% White.

GOAL 6: OUR CITY HAS SUSTAINABLE FINANCIAL POLICIES

The following objectives ensure the City's financial health is sustainable and open for all to view and understand.

- Practice transparency in finances and decision making at all levels of governance.
 - Enhance the budget process by encouraging school department participation in developing Capital Improvement Programming.
 - Enhance adherence to financial discipline to maintain financial stability and affordability for tax payers.
-

February 2024

Finance Director Dan Lynch and Junior Accountant Leah Garnett attended NH GFOA's February 23, 2024 GAAP Update seminar in Concord NH. This daylong session reviewed implementation of GASB 96 Subscription Based Information Technology Arrangements, upcoming implementation requirements for GASB 100 Accounting Changes & Error Corrections and GASB 101 Compensated Absences. The seminar also reviewed upcoming exposure draft for Disclosure & Classification of Certain Capital Assets, and a GASB technical and research agenda update, and concluded with a review of frequent findings for ACFR (Annual Comprehensive Financial Report) submissions to GFOA's Certificate of Achievement for Excellence in Financial Reporting Award program.

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.

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

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 was approved by Governor and Executive Council for state acceptance in February 2024.

The City received notice in February 2024 that the NH Division of Parks & Recreation accepted the LWCF application for \$500k in funding towards improvements on the Jenny Thompson Outdoor Pool. Application edits will be submitted for federal consideration of the award.

GOAL 7: OUR CITY'S OPPORTUNITIES ARE ACCESSIBLE FOR ALL

The following objectives support a Dover that has inviting public spaces for all people living in, working in or visiting the City.

- Universal design is incorporated into all infrastructure improvements.
 - Development of the waterfront includes amenities and opportunities for all to enjoy.
 - Enhance access for all to Dover's rivers and trail networks, through additional recreation outlets.
 - Educate the public on the causes of housing insecurity with the goal of destigmatizing homelessness while developing pragmatic solutions to manage the issue.
 - Educate the public and volunteer boards on the effects of mental health and opioid issues in the community.
-

February 2024

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 all of 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. To date 109 miles of sidewalks and over 1213 curb ramps have been assessed by the consultants.

109 miles of sidewalks and 1213 curb ramps have been assessed.

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

Throughout the month, Lt. Mitrushi spoke with several organizations requesting Citizen Response to Active Shooter Events (CRASE) training. Training dates were scheduled for the coming months.

On February 16, 2024, Lt. Mitrushi and Social Work Unit Supervisor Kaitlin Jones presented to the NH Oversight Commission on Children's Services in Concord regarding the different programs offered by the Dover Police Department.

In February, Lt. Mitrushi provided a 2-hour suicide prevention and peer support training to 3 new police officers. Lt. Mitrushi also coordinated a February meeting of the Dover Police Peer Support Team and the Strafford County Peer Support Team to discuss goals and training opportunities for the coming year.

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.

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

Kelli Jo Deardorff established several new connections at substance use facilities, detox centers, Veterans Affairs, Veterans Justice programs and with new shelter opportunities throughout New England.

Dover Public Library hosted its first ever Puzzle Swap on Saturday, February 17. Over 500 puzzles were donated to the library within a 28-hour period, and over 60 people came to take puzzles. The library received

a lot of positive feedback from the puzzle community and plans to continue offering this program again next year. This program brought in people never seen before and many signed up for cards. This highlights the importance of having a wide variety of programming.

On Tuesday, February 20, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover High School Library to help promote the Freshman Free Book Program. The Freshman Free Book Program provides all freshman students at Dover High School with a book of their choosing that is theirs to keep. Students researched titles by watching book trailers, checking out lists of award winners, and talking with the librarians and their classmates, then made a short list of titles that they may want to select for their free book. Five Freshman English classes visited the library with 100 students attending in total.

2024 WEATHER EVENT MANAGEMENT SUMMARY

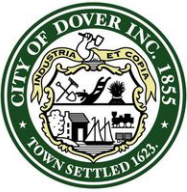
Date of Event	Weather Condition	Accumulation Inches	Total OT Hours	Total OT Cost	Contractor Cost	Salt Tons	Salt Cost	Salt/Sand Mix-Yards	Salt/Sand Cost	Sand Only Yards	Sand Only Cost	Salt Brine Gallons	Salt Brine Cost	Total Event Cost
FY2024 Amount Budgeted:				\$167,000.00	\$90,000.00				\$322,860.00					\$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	\$316.27	\$37,789.70
2/14/2024	Wet Snow	0.25	1.50	\$82.80	0.00	22.75	\$1,628.67	0.00	0.00	0.00	0.00	6,674.00	\$613.07	\$2,324.55
2/15/2024	Dry Snow	1.00	102.27	\$4,301.97	\$1,200.00	125.63	\$8,993.85	3.00	\$162.23	0.00	0.00	6,332.00	\$581.66	\$15,239.71
2/23/2024	Wet Snow	0.50	47.00	\$2,005.27	\$380.00	94.50	\$6,765.26	4.50	\$243.35	0.00	0.00	0.00	0.00	\$9,393.88
2023-2024 Season-Year to Date:		22.25	1,780.36	\$75,048.23	\$25,123.16	1,896.83	\$135,563.06	292.50	\$13,560.82	19.50	\$643.13	39,678.00	\$3,644.82	\$253,583.22
FY2024 Budget Spent:				44.94%	27.91%				47.50%					43.73%

Parking Ban

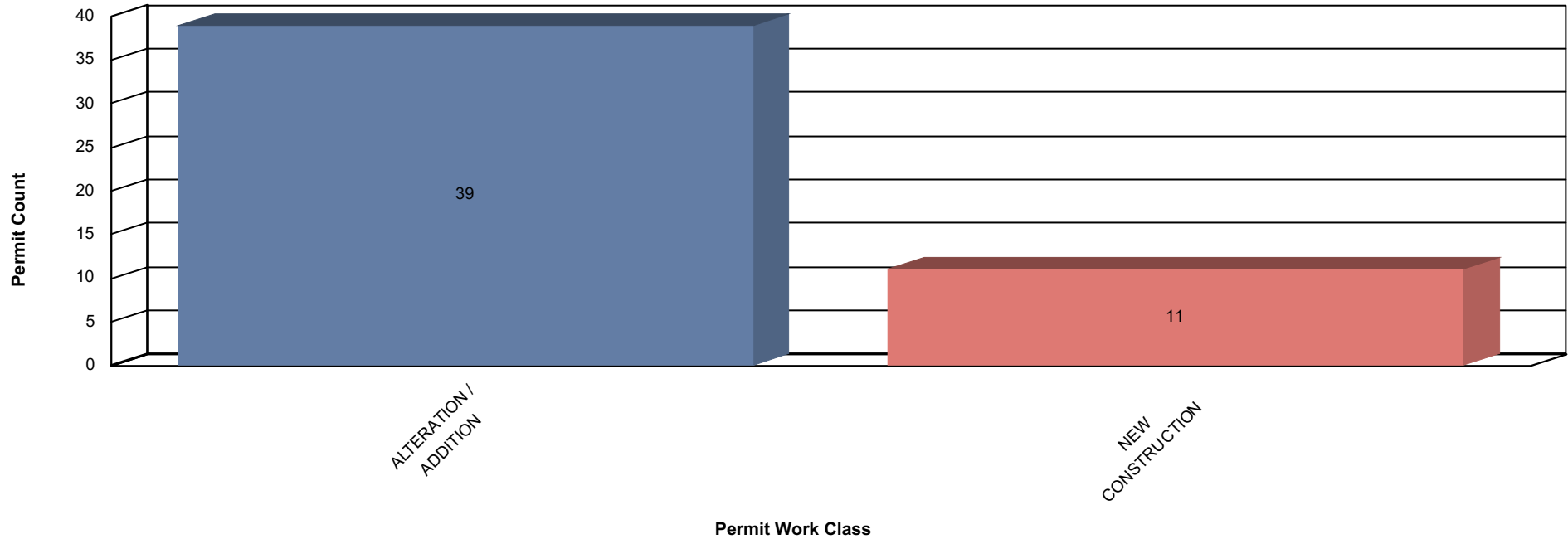
ANNUAL WEATHER EVENT MANAGEMENT OVERVIEW

	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 04/04/2016	42.25	3,564.10	\$113,535.55	\$28,065.70	1,918.50	\$104,328.03	1,947.50			\$24,830.63	4,800.00	\$384.00	\$271,143.90
Through 04/01/2017	92.80	7,229.54	\$227,944.80	\$66,695.95	3,675.00	\$199,864.50	3,802.50			\$48,481.88	31,680.00	\$2,534.40	\$545,503.53
Through 04/15/2018	95.25	6,354.45	\$200,611.81	\$65,217.00	3,799.00	\$201,916.85	3,602.25	\$86,237.87	107.50	\$1,693.13	45,650.00	\$3,652.00	\$559,328.65
Through 02/27/2019	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 02/18/2020	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 02/27/2021	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 03/12/2022	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 03/14/2023	50.50	4,346.98	\$160,924.44	\$75,457.50	3,864.30	\$266,018.41	1,008.25	\$41,681.06	87.40	\$2,010.20	7,855.00	\$799.48	\$546,891.09

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



PERMITS ISSUED BY WORK CLASS (02/01/2024 TO 02/29/2024) 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-2023-0558	Building - Minor 11/14/2023 R-40	Alteration / Addition 02/01/2024 \$1,675.00	Issued 08/06/2024 500	21 Fairway Dr, Dover, NH 02/08/2024 \$150,000.00	Residential	None Yes Thomas Abbott	N0014-K00000
Description: Kitchen remodel. Removing load bearing wall. Installing carrying beam.							
BLDM-2024-0036	Building - Minor 01/30/2024 R-40	Alteration / Addition 02/02/2024 \$146.00	Issued 08/03/2024 0	271 Mast Rd, Dover, NH \$11,460.57	Non-Residential	None Yes Thomas Abbott	H0058-000000
Description: Verizon will place two 12 inch dish antennas 20 feet apart on the roof of their existing 10' high equipment shelter.							
BLDM-2024-0025	Building - Minor 01/22/2024 G	Alteration / Addition 02/05/2024 \$1,675.00	Issued 09/09/2024 2,462	14 Charles St, Dover, NH 03/11/2024 \$150,000.00	Residential	None Yes Thomas Abbott	16009-000000
Description: General Renovation - 2 Kitchens, 4 Baths							

PERMITS ISSUED BY WORK CLASS (02/01/2024 TO 02/29/2024)

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-2023-0183	Building - Minor 04/27/2023 R-20	Alteration / Addition 02/05/2024 \$424.00	Issued 08/06/2024 240	43 Sandra'S Run, Dover, NH 02/08/2024 \$17,000.00	Residential	None Yes Thomas Abbott	G0024-J00154
<i>Description: The owners deck now is 10 x 14. We're removing the existing boards, extending the deck to 24 x 10.</i>							
BLDM-2024-0040	Building - Minor 02/01/2024 R-40	Alteration / Addition 02/06/2024 \$1,458.00	Complete 08/20/2024 165	15 Emery Ln, Dover, NH 02/22/2024 \$64,400.00	Residential	None Yes	M0102-008000
<i>Description: Removal and Replacement of kitchen cabinets and countertops</i>							
BLDM-2024-0043	Building - Minor 02/02/2024	Alteration / Addition 02/06/2024 \$520.00	Issued 08/07/2024 100	44 Augusta Wy, Dover, NH \$45,000.00	Residential	None Yes Thomas Abbott	
<i>Description: Replacing kitchen cabinets</i>							
BLDM-2024-0041	Building - Minor 02/01/2024 R-40	Alteration / Addition 02/06/2024 \$905.00	Issued 08/07/2024 252	6 Dover Neck Rd, Dover, NH \$79,938.00	Residential	None Yes Thomas Abbott	M0090-A00002
<i>Description: Removal & Replacement of Cabinets, Countertops and LAM Beam</i>							
BLDG-2023-0136	Building - Major 11/03/2023 CWD	Alteration / Addition 02/07/2024 \$0.00	Issued 08/08/2024 8,800	31 River St, Dover, NH \$5,100,000.00	Non-Residential	None Yes Jim Maxfield	22001-000000
<i>Description: Upgrades to the River Street Pump Station, including electrical, mechanical, and Plumbing work. New Roofing and Masonry Openings for door replacement. Upgrades to the site and utilities. New Bathroom and Electrical Rooms inside the existing building.</i>							
BLDM-2024-0029	Building - Minor 01/23/2024 R-12	Alteration / Addition 02/08/2024 \$91.00	Issued 09/02/2024 37	95 A Fourth St, A, Dover 03820 03/04/2024 \$5,954.60	Residential	None Yes Thomas Abbott	32036-C00000
<i>Description: Install bay window + labor</i>							
BLDG-2024-0012	Building - Major 02/01/2024 R-12	Alteration / Addition 02/09/2024 \$410.00	Issued 08/10/2024 600	15 Elliot Pk, Dover 03820 \$34,600.00	Residential	None Yes Thomas Abbott	17004-000000
<i>Description: Remove existing 15'x40' single story garage. Leave existing foundation. Rebuild 15'x40' single story garage on existing foundation.</i>							
BLDM-2024-0047	Building - Minor 02/07/2024 R-12	Alteration / Addition 02/09/2024 \$69.00	Issued 08/26/2024 18	50 Oak St, Dover, NH 02/26/2024 \$4,000.00	Residential	None Yes Thomas Abbott	28029-000000
<i>Description: Adding a half bath to the first floor in the living room</i>							
BLDM-2024-0035	Building - Minor 01/26/2024 R-12	Alteration / Addition 02/09/2024 \$795.00	Issued 08/10/2024 648	140 Mount Vernon St, Dover, NH \$70,000.00	Residential	None Yes Thomas Abbott	37047-000000
<i>Description: Remove old kitchen and walls.Add LVL beam,new kitchen cabinets,new drywall and new floors.</i>							
BLDM-2024-0046	Building - Minor 02/06/2024 R-20	Alteration / Addition 02/12/2024 \$50.00	Complete 08/26/2024 1,300	7 West Knox Marsh Rd, Dover 03820 02/26/2024 \$10,212.00	Residential	None Yes Thomas Abbott	13018-A00000
<i>Description: Install new roof</i>							

PERMITS ISSUED BY WORK CLASS (02/01/2024 TO 02/29/2024)

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-2024-0050	Building - Minor 02/07/2024 R-12 <i>Description: Update kitchen</i>	Alteration / Addition 02/12/2024 \$311.00	Issued 08/13/2024 180	8 Austin Dr, Dover 03820 \$25,680.00	 Residential	None Yes Thomas Abbott	I0080-C00000
BLDM-2024-0053	Building - Minor 02/09/2024 R-12 <i>Description: Remove and replace 1 patio door and 4 windows, like sizes with no structural changes.</i>	Alteration / Addition 02/13/2024 \$256.00	Issued 08/14/2024 0	2 Glencrest Av, Dover, NH \$21,291.00	 Residential	None Yes Thomas Abbott	36031-G00000
BLDM-2024-0042	Building - Minor 02/02/2024 CBD-G <i>Description: Putting a recessed door in</i>	Alteration / Addition 02/13/2024 \$80.00	Issued 08/14/2024 50	368 Central Av, Dover 03820 \$5,000.00	 Mixed Use	None Yes Thomas Abbott	02081-000000
BLDM-2024-0059	Building - Minor 02/13/2024 R-12 <i>Description: Remove and replace roof.</i>	Alteration / Addition 02/14/2024 \$50.00	Complete 08/19/2024 30	349 Washington St, Dover, NH 02/21/2024 \$18,059.00	 02/21/2024 Residential	None Yes Thomas Abbott	33080-000000
BLDM-2022-0282	Building - Minor 11/07/2022 CBD-G <i>Description: const. a handicap ramp</i>	Alteration / Addition 02/15/2024 \$47.00	Complete 08/16/2024 0	4 Park St, Dover 03820 02/15/2024 \$1,800.00	 02/15/2024 Residential	None No	27012-000000
BLDM-2024-0060	Building - Minor 02/13/2024 R-12 <i>Description: Aesthetic modifications to flooring + backsplash, painting cabinets. Replacing window in kitchen. Confirming range vents properly. Patching siding as necessary. Mudroom: replacing windows x 4, doors x 2, aesthetic updates to interior floor covering.</i>	Alteration / Addition 02/15/2024 \$740.00	Issued 08/16/2024 250	14 Crescent Av, Dover, NH \$65,000.00	 Residential	None Yes Thomas Abbott	37078-000000
BLDM-2024-0048	Building - Minor 02/07/2024 R-12 <i>Description: install 1 replacement entry door with storm door-no structural work</i>	Alteration / Addition 02/15/2024 \$91.00	Issued 08/16/2024 0	4 Middlebrook Rd, Dover, NH \$5,696.00	 Residential	None Yes Thomas Abbott	17134-000000
BLDM-2024-0056	Building - Minor 02/12/2024 R-12 <i>Description: install 18 replacement windows-no structural work</i>	Alteration / Addition 02/15/2024 \$377.00	Issued 08/16/2024 0	11 Hill St, Dover, NH \$31,626.00	 Residential	None Yes Thomas Abbott	27166-000000
BLDG-2024-0018	Building - Major 10/27/2024 CM <i>Description: Tenant fit up for Fitness gym with break room - Converting BLDM-2023-0531 to a BLDG because of the change of use.</i>	Alteration / Addition 02/15/2024 \$0.00	Complete 08/26/2024 3,300	85 Industrial Park Rd, Suite 1260, Dover 03820 02/27/2024 \$68,000.00	 02/28/2024 Non-Residential	None No Jim Maxfield	G0003-B00000
BLDM-2024-0055	Building - Minor 02/10/2024 RM-SU <i>Description: Renovations of all vacant units</i>	Alteration / Addition 02/16/2024 \$1,752.00	Issued 08/12/2024 10,480	49 Westgate Dr, Dover 03820 02/13/2024 \$157,200.00	 Residential	None Yes Thomas Abbott	H0041-S00000

PERMITS ISSUED BY WORK CLASS (02/01/2024 TO 02/29/2024)

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-2024-0037	Building - Minor 01/31/2024 R-40	Alteration / Addition 02/16/2024 \$80.00	Complete 09/02/2024 1,200	630 Sixth St, Dover, NH 03/04/2024 \$5,000.00	03/04/2024 Residential	None Yes Jim Maxfield	B0008-R00000
<i>Description: Permit is solely for the removal of the double wide mobile home only. Additional permits are required for any other scope of work.</i>							
BLDM-2024-0066	Building - Minor 02/14/2024 R-20	Alteration / Addition 02/16/2024 \$729.00	Issued 08/17/2024 2,200	288 Dover Point Rd, Dover, NH \$63,965.00	Residential	None Yes Thomas Abbott	L0107-000000
<i>Description: strip and re-side with Portsmouth Shakes and Tando faux stone siding (22 sq)-no structural work</i>							
BLDG-2023-0174	Building - Major 12/26/2023 R-20	Alteration / Addition 02/20/2024 \$8,275.00	Issued 08/21/2024 2,300	18 A Roberts Rd, A, Dover, NH \$750,000.00	Residential	None Yes Jim Maxfield	L0095-T00000
<i>Description: Demo existing house to first floor sub floor. Build new house per plans. Add garage and kitchen addition to existing foundation footprint</i>							
BLDM-2024-0063	Building - Minor 02/13/2024 R-20	Alteration / Addition 02/21/2024 \$399.00	Issued 08/22/2024 540	316 C Dover Point Rd, C, Dover, NH \$34,500.00	Residential	None Yes Thomas Abbott	L0113-D00000
<i>Description: This is a remodel of a kitchen. Refinishing 540 sft of hardwood flooring. Keeping existing cabinets, replacing counter tops, replacing appliances, all plumbing fixtures staying in same locations but being replaced. Replacing all lights/outlets/switches. New paint throughout including existing cabinets.</i>							
BLDM-2023-0585	Building - Minor 12/12/2023 CBD-G	Alteration / Addition 02/21/2024 \$1,125.00	Issued 09/09/2024 2,000	6 Milk St, Dover 03820 03/11/2024 \$100,000.00	Non-Residential	None Yes Thomas Abbott	30108-000000
<i>Description: Turning 2000 sq ft of warehouse space into 7 music studio rooms.</i>							
<i>Walls, doors, ceiling: \$50,000</i>							
<i>Electrical: \$25,000</i>							
<i>HVAC: \$20,000</i>							
<i>Floors: \$5,000</i>							
BLDM-2024-0065	Building - Minor 02/14/2024 R-12	Alteration / Addition 02/22/2024 \$25.00	Issued 08/23/2024 22,851	898 Central Av, Dover, NH \$0.00	Non-Residential	None Yes Thomas Abbott	38023-B00000
<i>Description: Renewal of a previously reviewed permit BLDM-2023-0362. Partial Remodel of existing Planet Fitness gym. Work to include new low walls, finishes and partial new lighting & electrical.</i>							
BLDM-2024-0051	Building - Minor 02/08/2024 R-12	Alteration / Addition 02/22/2024 \$534.00	Complete 08/23/2024 800	11 Niles St, Dover, NH 03/07/2024 \$22,392.00	Residential	None Yes	20008-000000
<i>Description: Flood repair; click flooring, sheetrock and some insulation</i>							
BLDM-2024-0076	Building - Minor 02/21/2024 R-40	Alteration / Addition 02/23/2024 \$2,280.00	Issued 08/24/2024 452	57 Waterloo Cr, Dover, NH \$204,840.00	Residential	None Yes Thomas Abbott	M0076-022000
<i>Description: interior work to be done. Master bedroom - adding moldings, addition of new lighting, painting. living - new built ins replace existing gas fireplace with new unit. powder bath -new fixtures plumbing painting electrical. laundry - addition of cabinets painting. sunporch - change existing door , new tile floor , add tile shower add cabinets</i>							

PERMITS ISSUED BY WORK CLASS (02/01/2024 TO 02/29/2024)

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
BLDG-2024-0008	Building - Major 01/18/2024 CBD-G	Alteration / Addition 02/23/2024 \$11,119.00	Fees Due 08/24/2024 5,200	333 Central Av Apt. 204 & 206 , Suite 210, Dover, NH \$600,000.00	 Mixed Use	None Yes Jim Maxfield	02019-000000
	Description: Fit-Up of an existing shell space into two apartments and a vacant business suite.						
BLDM-2024-0003	Building - Minor 01/04/2024 CM	Alteration / Addition 02/26/2024 \$135.00	Issued 08/27/2024 3,000	49 Littleworth Rd, Dover, NH \$9,500.00	 Residential	None Yes Jim Maxfield	G0029-C00000
	Description: Demo of House						
BLDM-2024-0070	Building - Minor 02/16/2024 RM-U	Alteration / Addition 02/26/2024 \$50.00	Issued 08/27/2024 1,200	72 Court St, Dover, NH \$17,000.00	 Residential	None Yes Thomas Abbott	20107-000000
	Description: Replace old roof						
BLDM-2024-0068	Building - Minor 02/15/2024 RM-SU	Alteration / Addition 02/26/2024 \$597.00	Issued 08/27/2024 2,138	6 The Garrison At 56 Durham Rd, Dover, NH \$52,000.00	 Residential	None Yes Thomas Abbott	I0009-B00000
	Description: Remove drywall, finished floor covering, kitchen cabinets and bathroom fixtures after a fire						
BLDM-2024-0061	Building - Minor 02/13/2024 R-20	Alteration / Addition 02/27/2024 \$3,039.00	Issued 08/28/2024 1,536	6 Chandler Wy, Dover, NH \$274,181.00	 Residential	None Yes Thomas Abbott	13018-000000
	Description: house renovation project. we are adding a dormer removing some barring walls and adding in beams in there place. Add a 2nd story bathroom all new kitchen bathrooms, and flooring to the house.						
BLDG-2024-0007	Building - Major 01/11/2024 IT	Alteration / Addition 02/28/2024 \$124.00	Issued 08/26/2024 2,500	69 Venture Dr, unit 4, Dover, NH 02/28/2024 \$9,000.00	 Non-Residential	None Yes Jim Maxfield	D0014-03B000
	Description: Partial change of use to create welding school						
BLDM-2024-0067	Building - Minor 02/15/2024 RM-U	Alteration / Addition 02/29/2024 \$190.00	Issued 08/30/2024 128	47 Forest St, Dover, NH \$15,000.00	 Residential	None Yes Thomas Abbott	26025-000000
	Description: Project scope is a 128 square foot sun room on the front of my house. Addition is 16' wide to match current width of house, and 8' deep. Will do the construction work myself, will hire an electrician. Estimate building materials at \$12k. Electric \$1k. Paint and other costs \$3k. Room will not have any heat or plumbing. Plan to construct using monopoly framing insulation method. See detailed plans attached in PDF and a site survey from addition in 2021.						
BLDM-2024-0080	Building - Minor 02/28/2024 CBD-G	Alteration / Addition 02/29/2024 \$157.00	Issued 08/30/2024 150	353 Central Av, Dover 03820 \$12,000.00	 Mixed Use	None Yes Thomas Abbott	02035-000000
	Description: Build small room adjacent to the existing basement gym.						
SUBTOTALS FOR ALTERATION / ADDITION:			77,607 Sq Ft	\$8,311,295.17	Residential:	30	PERMITS ISSUED:
					Non-Residential:	6	
					Mixed Use:	3	

PERMITS ISSUED BY WORK CLASS (02/01/2024 TO 02/29/2024)

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
NEW CONSTRUCTION							
BLDG-2023-0169	Building - Major 12/10/2023 R-12	New Construction 02/05/2024 \$4,695.00	Fees Due 08/06/2024 564	46 Uncommon Dr, Dover 03820 \$49,860.00	Residential	None Yes Jim Maxfield	I0006-000000
<i>Description: New Residential Unit - 46 Uncommon Drive, construct a 1.5 story, 1-bedroom unit</i>							
BLDG-2023-0168	Building - Major 12/10/2023 R-12	New Construction 02/05/2024 \$4,695.00	Fees Due 08/06/2024 564	50 Uncommon Dr, Dover 03820 \$49,860.00	Residential	None Yes Jim Maxfield	I0006-000000
<i>Description: New Residential Unit - 50 Uncommon Drive - construct a story, 1-bedroom unit</i>							
BLDM-2024-0039	Building - Minor 02/01/2024 RM-U	New Construction 02/08/2024 \$113.00	Issued 08/20/2024 70	69 Grove St, Dover 03820 \$7,500.00	Residential	None Yes Thomas Abbott	30083-000000
<i>Description: Bathroom remodel for purposes of upgrading laundry facility.this requires moving plumbing (separate permit), electrics (separate permit). In the building portion, a none load baring partition wall (32" wide) needs to be reconstructed, one window will be removed, this window opens to the 3 season room, the window space will be closed. Insulation will be added. Upon clear inspection, the walls will be closed according to code. Tiling around the shower area and on the floor will be added.</i>							
BLDG-2024-0013	Building - Major 02/04/2024 R-40	New Construction 02/08/2024 \$710.00	Issued 08/07/2024 1,400	12 Banner Dr, Dover, NH \$30,000.00	Residential	None Yes Jim Maxfield	H0050-004000
<i>Description: Foundation only. Foundation Only for a TDR single family dwelling unit</i>							
BLDG-2023-0129	Building - Major 10/17/2023 RM-SU	New Construction 02/13/2024 \$3,105.00	Issued 08/14/2024 1,400	34 Copley Dr, Dover, NH \$280,000.00	Residential	None Yes Jim Maxfield	I0004-A00000
<i>Description: Construction of one story detached dwelling unit consisting of 3 bedroom, 2 bathroom with two car attached garage, unfinished basement and attic</i>							
BLDG-2024-0015	Building - Major 02/04/2024 R-40	New Construction 02/14/2024 \$355.00	Issued 08/15/2024 1,400	11 Banner Dr, Dover, NH \$30,000.00	Residential	None Yes Jim Maxfield	H0050-008000
<i>Description: Foundation Only This is aTDR single family dwelling unit</i>							
BLDG-2024-0016	Building - Major 02/04/2024 R-40	New Construction 02/14/2024 \$355.00	Issued 08/15/2024 1,400	15 Banner Dr, Dover, NH \$30,000.00	Residential	None Yes Jim Maxfield	H0050-007000
<i>Description: Foundation Only. Foundation Only This is aTDR single family dwelling unit</i>							
BLDG-2024-0014	Building - Major 02/04/2024 R-40	New Construction 02/14/2024 \$355.00	Issued 08/19/2024 1,400	14 Banner Dr, Dover, NH \$30,000.00	Residential	None Yes Jim Maxfield	H0050-005000
<i>Description: Foundation only. Foundation Only This is aTDR single family dwelling unit</i>							
BLDG-2023-0172	Building - Major 12/18/2023 CM	New Construction 02/15/2024 \$25.00	Issued 08/27/2024 2,900	29 Industrial Park Rd, Dover 03820 \$500,000.00	Non-Residential	None Yes Jim Maxfield	G0004-C00001
<i>Description: Interior fit up of previously issued shell structure with a mezzanine for single tenancy</i>							

PERMITS ISSUED BY WORK CLASS (02/01/2024 TO 02/29/2024)

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-2023-0130	Building - Major 10/17/2023 RM-SU	New Construction 02/20/2024 \$3,798.00	In Review 08/26/2024 1,717	3 Wildflower Dr, Dover 03820 02/28/2024 \$343,400.00	Residential	None Yes Jim Maxfield	I0004-A00000
<i>Description: Construction of 3 bedroom, 2.5 bathroom detached condo unit with unfinished basement and attic</i>							
BLDG-2024-0022	Building - Major 02/08/2024 RM-SU	New Construction 02/22/2024 \$15,270.80	Fees Due 08/23/2024 4,615	11 Karolina Dr, Dover, NH \$1,000,000.00	Non-Residential	None Yes Jim Maxfield	H0041-P00000
<i>Description: Construct a one story amenities building with no basement and unfinished attic OFFICE, EVENT ROOM, GAME ROOM & WORKOUT ROOM. THERE WILL ALSO BE AN OUT DOOR COVERED PATIO/PAVILION. THIS BUILDING USE IS CLASSIFIED AS AN ASSEMBLY GROUP (A-3) OCCUPANCY. AN AUTOMATIC SPRINKLER SYSTEM IS NOT REQUIRED FOR THIS BUILDING (PER IBC 2015 SECTION 903.2.1.3).</i>							
SUBTOTALS FOR NEW CONSTRUCTION:			17,430 Sq Ft	\$2,350,620.00	Residential:	9	PERMITS ISSUED: 11
					Non-Residential:	2	
					Mixed Use:	0	
			95,037 Sq Ft	\$10,661,915.17	Residential:	39	GRAND TOTAL OF PERMITS: 50
					Non-Residential:	8	
					Mixed Use:	3	

* Indicates active hold(s) on this permit

NAME	STREET NAME		Total Units	Units Built	Units Left	Attainable Units	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
Mixed Use															
Wooden Ruler	42-44 Third St	M	58	0	58	No	6/27/2023	11/8/2022	Site	P22-60	6	32 & 40	6/27/2028	H	1.74
Equine Properties	239 Knox Marsh Road	M	64	0	64	12	9/26/2023	8/22/2023	Site	SITE2023-	H	37A	9/26/2038	W	1.92
Redgate 47 Chestnut	47 Chestnut Street	A	173	0	173	No	9/13/2022	5/10/2022	Site	P21-84	31	5	9/13/2022	H	5.19
Cochecho Waterfront	River Street	M	418	220	198	No	8/25/2022	6/14/2022	Site	P21-69	22	1-2 & 1-4	8/25/2027	G	12.54
Downtown Dover Storage LLC	14 Broadway	A	24	0	24	No	9/13/2022	12/14/2021	Site	P21-29	4	5	9/13/2022	H	0.72
One First Street LLC	One First Street	A	58	0	58	12	1/11/2022	8/24/2021	Site	P21-30	6	20	1/11/2027	H	1.74
Chinburg	1 Washington	A	36	36	0	No	6/11/2020	5/26/2020	Site	P17-46A	23	14	6/11/2025	H	1.1
Pointe Place Phase V	Northfield Drive	A	84	30	54	No	10/13/2020	7/28/2020	Site	P20-32	K	19	10/13/2025	G	2.5
Fakhoury	12 Preble Street	A	12	0	12	No	9/23/2023	2/18/2019	Site	P19-11	4	76	9/23/2028	H	0.4
Squigurn	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	310	652	24									28.9
Multi-Family:															
Robert Baldwin	Ember Drive/34 New	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	17	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	10	0	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	28	3	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			401	127	315	131									135.1
Subdivisions:															
Stonearch Development Corp	63 & 65 Tolend & 22	H	27	0	27	No		8/23/2023		SUBD-23-	E	65 & 65-		W	9.5
Chinburg Development, LLC	Gulf Rd & Oak St.	H	11	2	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			266	170	100	4									77.1
Elderly:															
Arbor Woods Townhomes	Cielo Dr	H	56	0	56	No		9/13/2022		P06-25F	H	4		W	112.0
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	144
Total: Elderly			128	68	60	0									
TOTAL APPROVED UNITS			1757	675	1127	159									

City of Dover

Revenues of Major Funds February 29, 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	\$ 107,175,893	1,206,937	53,986,312	50.0%	\$ 53,189,581	\$ -	\$ 53,189,581	50.0%
Licenses & Permits	7,250,679	588,721	5,229,217	72.0%	2,021,462	-	2,021,462	28.0%
Intergovernmental	6,027,837	-	3,647,986	61.0%	2,379,851	-	2,379,851	39.0%
Charges for Services	4,718,388	374,453	3,342,105	71.0%	1,376,283	-	1,376,283	29.0%
Miscellaneous Revenue	1,340,185	9,613	2,273,207	170.0%	(933,022)	-	(933,022)	-70.0%
Education	22,501,877	1,813,605	15,550,446	69.0%	6,951,431	-	6,951,431	31.0%
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	\$ 149,560,266	3,993,328	84,029,273	56.0%	\$ 65,530,993	\$ -	\$ 65,530,993	44.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 336,000	17,651	277,300	83.0%	\$ 58,700	\$ -	\$ 58,700	17.0%
Parking Income	955,021	88,892	711,553	75.0%	243,468	-	243,468	25.0%
Parking Fines	184,000	29,153	137,874	75.0%	46,126	-	46,126	25.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,475,021	135,696	1,126,727	76.0%	\$ 348,294	\$ -	\$ 348,294	24.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	6,162	6,162	64.0%	\$ 3,422	\$ -	\$ 3,422	36.0%
Charges for Services	1,804,395	113,018	1,078,536	60.0%	725,859	-	725,859	40.0%
Miscellaneous Revenue	0	59	990	0.0%	(990)	-	(990)	0.0%
Other Financing Sources	137,231	-	-	0.0%	137,231	-	137,231	100.0%
Sub-total : 3320 Residential Solid Waste	\$ 1,951,210	119,239	1,085,688	56.0%	\$ 865,522	\$ -	\$ 865,522	44.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 799,361	66,364	526,269	66.0%	\$ 273,092	\$ -	\$ 273,092	34.0%
Operating Transfers In	60,853	3,857	30,853	51.0%	30,000	-	30,000	49.0%
Sub-total : 3381 McConnell Center	\$ 860,214	70,221	557,123	65.0%	\$ 303,091	\$ -	\$ 303,091	35.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 408,250	21,086	198,478	49.0%	\$ 209,772	\$ -	\$ 209,772	51.0%
Miscellaneous Revenue	5,500	97	4,580	83.0%	921	-	921	17.0%
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	21,183	203,057	47.0%	\$ 230,693	\$ -	\$ 230,693	53.0%
5300 Water Fund								
Intergovernmental	\$ 71,800	-	-	0.0%	\$ 71,800	\$ -	\$ 71,800	100.0%
Charges for Services	6,921,533	652,451	4,152,999	60.0%	2,768,534	-	2,768,534	40.0%
Miscellaneous Revenue	86,000	5,651	63,357	74.0%	22,643	-	22,643	26.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	\$ 7,166,833	658,102	4,216,356	59.0%	\$ 2,950,477	\$ -	\$ 2,950,477	41.0%
5320 Sewer Fund								
Intergovernmental	\$ 169,592	16,934	31,991	19.0%	\$ 137,601	\$ -	\$ 137,601	81.0%
Charges for Services	9,532,212	877,495	5,017,321	53.0%	4,514,891	-	4,514,891	47.0%
Miscellaneous Revenue	70,000	10,430	77,020	110.0%	(7,020)	-	(7,020)	-10.0%
Other Financing Sources	391,150	-	-	0.0%	391,150	-	391,150	100.0%
Sub-total : 5320 Sewer Fund	\$ 10,162,954	904,860	5,126,332	50.0%	\$ 5,036,622	\$ -	\$ 5,036,622	50.0%
6100 Dovernet Fund								
Intergovernmental	\$ 216,462	-	-	0.0%	\$ 216,462	\$ -	\$ 216,462	100.0%
Charges for Services	1,703,480	125,274	1,002,242	59.0%	701,238	-	701,238	41.0%
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	1,027,242	52.0%	\$ 942,700	\$ -	\$ 942,700	48.0%
Total : REVENUES	\$ 173,580,190	6,027,902	97,371,797	56.0%	\$ 76,208,393	\$ -	\$ 76,208,393	44.0%

City of Dover

Expenditures of Major Funds

February 29, 2024

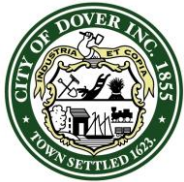
(General Fund Includes County, School and Debt Service)

	<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	\$ 18,059	\$ 179,183	34.0%	\$ 346,201	\$ 186,689	\$ 159,512	30.4%
Executive	2,399,486	129,456	1,389,701	58.0	1,009,785	617,392	392,393	16.4
Finance	2,570,073	210,422	1,535,736	60.0	1,034,337	685,907	348,430	13.6
Planning	1,211,342	74,933	554,602	46.0	656,740	255,145	401,596	33.2
Misc General Government	1,229,599	65,829	645,330	52.0	584,269	61,630	522,639	42.5
Police	10,676,414	837,109	6,203,982	58.0	4,472,432	2,499,402	1,973,029	18.5
Fire & Rescue	12,821,322	1,032,980	8,083,192	63.0	4,738,130	2,822,704	1,915,426	14.9
Community Service Public Works	10,304,950	599,296	4,320,631	42.0	5,984,319	1,754,562	4,229,758	41.0
Recreation	3,015,529	323,861	1,884,576	62.0	1,130,953	611,864	519,089	17.2
Public Library	1,811,754	153,294	1,136,244	63.0	675,510	518,416	157,094	8.7
Public Welfare	874,442	64,108	448,341	51.0	426,101	108,411	317,690	36.3
Debt Service	6,725,667	88,740	2,533,037	38.0	4,192,630	3,553,416	639,214	9.5
Other Financing Sources/Uses	3,743,831	107,837	862,697	23.0	2,881,134	-	2,881,134	77.0
School	81,365,942	5,207,524	41,311,589	51.0	40,054,353	36,186,435	3,867,918	4.8
Intergovernmental	10,284,531	-	10,284,531	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 149,560,266	\$ 8,913,449	\$ 81,373,373	54.4%	\$ 68,186,893	\$ 49,861,972	\$ 18,324,922	12.3%
3213 Parking Activity Fund								
Police	\$ 1,475,021	\$ 259,521	\$ 790,836	54.0%	\$ 684,185	\$ 233,046	\$ 451,139	30.6%
Sub-total : 3213 Parking Activity Fund	\$ 1,475,021	\$ 259,521	\$ 790,836	53.6%	\$ 684,185	\$ 233,046	\$ 451,139	30.6%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,074,565	\$ 212,547	\$ 1,232,772	59.0%	\$ 841,794	\$ 853,448	\$ (11,655)	-0.6%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,074,565	\$ 212,547	\$ 1,232,772	59.4%	\$ 841,794	\$ 853,448	\$ (11,655)	-0.6%
3381 McConnell Center Fund								
Recreation	\$ 860,214	\$ 62,538	\$ 307,398	36.0%	\$ 552,816	\$ 292,296	\$ 260,520	30.3%
Sub-total : 3381 McConnell Center Fund	\$ 860,214	\$ 62,538	\$ 307,398	35.7%	\$ 552,816	\$ 292,296	\$ 260,520	30.3%
3410 Recreation Special Revenue Fund								
Recreation	\$ 443,750	\$ 21,927	\$ 209,050	47.0%	\$ 234,700	\$ 17,534	\$ 217,166	48.9%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 443,750	\$ 21,927	\$ 209,050	47.1%	\$ 234,700	\$ 17,534	\$ 217,166	48.9%
5300 Water Fund								
Community Service Public Works	\$ 7,329,970	\$ 511,524	\$ 3,862,790	53.0%	\$ 3,467,180	\$ 1,241,334	\$ 2,225,846	30.4%
Sub-total : 5300 Water Fund	\$ 7,329,970	\$ 511,524	\$ 3,862,790	52.7%	\$ 3,467,180	\$ 1,241,334	\$ 2,225,846	30.4%
5320 Sewer Fund								
Community Service Public Works	\$ 10,347,257	\$ 750,273	\$ 5,687,236	55.0%	\$ 4,660,020	\$ 1,470,397	\$ 3,189,624	30.8%
Sub-total : 5320 Sewer Fund	\$ 10,347,257	\$ 750,273	\$ 5,687,236	55.0%	\$ 4,660,020	\$ 1,470,397	\$ 3,189,624	30.8%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 2,804,835	\$ 25,913	\$ 726,254	26.0%	\$ 2,078,581	\$ 312,539	\$ 1,766,042	63.0%
Sub-total : 6100 Dovernet Fund	\$ 2,804,835	\$ 25,913	\$ 726,254	25.9%	\$ 2,078,581	\$ 312,539	\$ 1,766,042	63.0%
Total : EXPENDITURES	\$ 174,895,877	\$ 10,757,691	\$ 94,189,708	53.9%	\$ 80,706,169	\$ 54,282,566	\$ 26,423,603	15.1%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) February 29, 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	150,104	922,762	80.8	219,368	0	219,368	19.2
Expenditures	1,253,806	184,426	821,300	65.5	432,506	261,890	170,616	13.6
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	<u>(111,676)</u>	<u>(34,322)</u>	<u>101,462</u>	<u>15.3</u>	<u>(213,138)</u>	<u>(261,890)</u>	<u>48,752</u>	<u>5.6</u>



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 13, 2024**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Williams led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

Present: Councilor Hackett, Councilor Retrosi, Councilor Richer, Councilor Warach (left during Public Forum), Councilor Cullen, Councilor Nemeth, Councilor Williams, Deputy Mayor Shanahan, Mayor Carrier

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

5. PROCLAMATIONS/AWARDS – WOMEN’S HISTORY MONTH

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to approve the agenda, seconded by Councilor Williams. Vote: 9-0.

7. PUBLIC HEARINGS

**A. AUTHORIZATION TO ACCEPT AND EXPEND NH CHARITABLE FOUNDATION
SUPPLEMENT TO THE FEDERAL HIGHWAY ADMINISTRATION’S CULVERT AOP
GRANT
(THIS RESOLUTION REQUIRES A TWO-THIRDS MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST**

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

**B. BOARDS, COMMISSIONS AND COMMITTEES, CHAPTER 9, SECTION 5 RECREATION
BOARD, SECTION 20 DOVER POOL ADVISORY COMMITTEE
SPONSORED BY MAYOR CARRIER BY REQUEST**

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

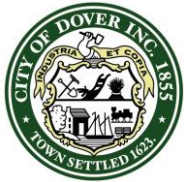
8. PUBLIC FORUM

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.

Fatima, 24 Sandra’s Run, asked the council to consider a ceasefire resolution.

Brian Rousseau, 48 Dunn’s Bridge Lane, spoke on the need for the warming center to stay open.

Venius Goltrub, 202 Central Ave, spoke on the importance of the warming center staying open, as well as supporting a ceasefire resolution.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 13, 2024**
Meeting Time: **7:00 pm**

David Abbott, 74 Long Hill Road, spoke on the importance of the warming center staying open.

Maggie Fogarty, 16 Florence Street, asked the council to consider a ceasefire resolution.

Virginia Towler, 23 Clearwater Drive, asked the council to consider a ceasefire resolution.

Lindsey Kels, 137 Locust Street, asked the council to fully fund the warming center as well as asking for a ceasefire to be considered.

Steve Giguere, 26 Danielle Lane, came in support of the warming center.

Tim Provencel, 16 Florence St, supports a ceasefire resolution. He is also in support of funding the warming center.

Mary Allen, Portland Ave, is in support of a ceasefire resolution, also in support of funding the warming center.

Jackson Brown, 55 New York street, spoke in support of funding the warming center.

Josie Pinto, Locust Street, spoke in support of funding the warming center and a long-term solution. Also spoke in support of a ceasefire resolution.

Tabitha Abdow, 27 Sylvan Drive, spoke in support of a ceasefire resolution.

Abby Lamonte, 59 Tideview Drive, spoke on the issue of homelessness.

Warren Helm, 61 park street, spoke in favor of the warming center.

Chris Marion, Portland ave, spoke in support of a ceasefire resolution.

Arthur Harris, New York street, spoke in favor of the warming center.

Erin Allgood, Portland ave, spoke in support of a ceasefire resolution.

Peter Schmidt, 53A Fourth Street, spoke in support of a ceasefire resolution.

9. CITY MANAGER'S REPORT

Deputy Mayor Shanahan moved to approve, seconded by Councilor Retrosi. Vote: 8-0.

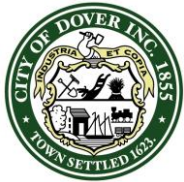
10. APPROVAL OF MINUTES

A. February 21, 2024 – Workshop Meeting

B. February 28, 2024 – Regular Meeting

C. March 6, 2024 – Workshop Meeting

Deputy Mayor Shanahan moved to approve the 3 sets of minutes, seconded by Councilor Hackett. Vote: 8-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 13, 2024**
Meeting Time: **7:00 pm**

11. MAYOR'S REPORT

Malina Lugo and Amy Malone gave an update on the Willand Warming Center.

The Deputy Mayor gave an overview of various events he attended.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

- 1. BOARDS, COMMISSIONS AND COMMITTEES, CHAPTER 9, SECTION 5
RECREATION BOARD, SECTION 20 DOVER POOL ADVISORY COMMITTEE
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to refer this ordinance to a 3rd reading on April 10, 2024, seconded by Councilor Cullen. Vote: 8-0.

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

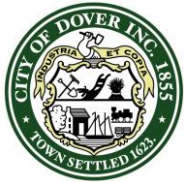
- 1. AUTHORIZATION TO ACCEPT AND EXPEND NH CHARITABLE FOUNDATION
SUPPLEMENT TO THE FEDERAL HIGHWAY ADMINISTRATION'S CULVERT AOP
GRANT
(THIS RESOLUTION REQUIRES A TWO-THIRDS MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to approve, seconded by Councilor Retrosi. Roll Call Vote: 7-1 with Councilor Cullen opposed.

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. ASSIGNING NAMES TO PUBLIC STREETS AND PARK WITHIN WATERFRONT
DEVELOPMENT AND RENAMING CERTAIN OTHER STREETS
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 2. ACCEPTANCE OF EASEMENT FROM GEORGE MAGLARAS IN RELATION TO
PORTLAND AVENUE RETAINING WALL PROJECT
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 3. APPROVAL OF PURCHASE AND SALES AGREEMENT BETWEEN THE CITY, THE
DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY, AND
MEZZANINE CATERING LLC
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 4. APPROVING FIRST AMENDMENT TO DEVELOPMENT AGREEMENT BETWEEN
CITY OF DOVER AND CHINBURG MANAGEMENT, LLC
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, March 13, 2024**
Meeting Time: **7:00 pm**

5. B24038 PLUMBING SERVICES AS NEEDED

SPONSORED BY MAYOR CARRIER BY REQUEST

6. CDL TRAINING FOR FLEET SERVICES

SPONSORED BY MAYOR CARRIER BY REQUEST

7. PURCHASE OF STREET SWEEPER SUPPLIES, EQUIPMENT AND SERVICES THROUGH ALLIED EQUIPMENT LLC – SOLE SOURCE AND APPROVED PROVIDER

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the Consent Calendar, seconded by Councilor Hackett. Roll Call Vote: 8-0.

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) |

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

Councilor Nemeth gave an overview of the Committee for Racial Equity and Inclusion Report to the Council.

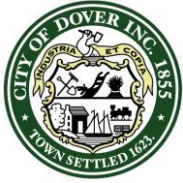
B. RESOLUTIONS

- 1. APPROVAL OF MUNICIPAL AGREEMENT CONCERNING RECLASSIFICATION OF A PORTION OF DOVER POINT ROAD AND WENTWORTH TERRACE; ACCEPTANCE OF RELATED EASEMENTS FROM STATE OF NEW HAMPSHIRE**
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve, seconded by Councilor Nemeth. Roll Call Vote: 8-0.

- 2. B14074 CONSTRUCTION PHASE FOR THE COMPOSITE ELEVATED WATER STORAGE TANK, ADDITIONAL SCOPE OF WORK – UNDERWOOD ENGINEERS**
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve, seconded by Councilor Retrosi. Roll Call Vote: 8-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 13, 2024**
Meeting Time: **7:00 pm**

- 3. SETTING OF PROPERTY TAX EXEMPTIONS FOR ELDERLY, BLIND AND DISABLED FOR FISCAL YEAR 2025
(TO BE REFERRED TO A PUBLIC HEARING AND VOTE TO TAKE PLACE ON MARCH 27, 2024)
(THIS RESOLUTION REQUIRES A MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to refer resolution to a public hearing and vote, seconded by Councilor Hackett. Vote: 8-0.

C. ORDINANCES IN 1ST READING

- 1. LICENSING, CHAPTER 97, SECTIONS 3 AND 6
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 10, 2024)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to refer the ordinance to a public hearing, seconded by Councilor Richer. Vote: 8-0.

- 2. PEDDLERS AND VENDORS, CHAPTER 109, SECTIONS 3, 5, 7, 8
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 10, 2024)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to refer the ordinance to a public hearing, seconded by Councilor Retrosi. Vote: 8-0.

14. COUNCIL CORRESPONDENCE

None.

15. COUNCIL MATTERS OF INTEREST

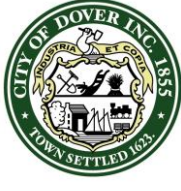
Councilor Hackett inquired about the opioid abatement funds. City Manager Joyal explained that the Council authorized the City Manager to use the funds for social workers and case managers.

Councilor Richer explained that she asked City Attorney Wyatt to help draft a Ceasefire Resolution for the next regular City Council meeting.

Councilor Nemeth shared that she does not feel she has the expertise to craft a Ceasefire Resolution.

16. ADJOURN

Councilor Nemeth motioned to adjourn, seconded by Councilor Retrosi. Vote: 8-0.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Non-Public Session Meeting Location: City Hall, Council Chambers Meeting Date: Wednesday, March 13, 2024 Meeting Time: To immediately follow Regular Meeting
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The City Council will meet in a Public Meeting to enter a Non-public Session to discuss the following topic:

- Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.**

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

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

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

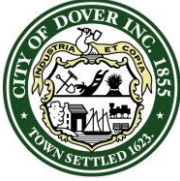
Deputy Mayor Shanahan moved to enter into a non-public session to discuss a matter, which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant; seconded by Councilor Retrosi.
Roll Call Vote: 8/0.

Non-Public discussion: City staff and Council discussed a welfare lien.

Deputy Mayor Shanahan moved to come out of non-public meeting, seconded by Councilor Hackett. Roll call Vote: 8/0

Deputy Mayor Shanahan moved to seal the minutes; seconded by Councilor Cullen.
Roll Call Vote: 8/0.

Councilor Nemeth moved to adjourn; seconded by Councilor Cullen.
Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Special Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 20, 2024**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Warach led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Retrosi

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

5. 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.

Rick Mukulis, 60 Pointe Place, spoke in favor of the recreation budget.

Lynn Peterson, 16 West Concord, a member of Solid Waste Advisory Committee, raised concerns about the increase of bag and tag prices.

Katherine Surman, 39 Sandra's Run, a member of Solid Waste Advisory Committee, raised concerns with the increase of bag and tag prices.

Deb Clough asked the Council to suspend the rules so that she may speak during Public Forum.

Councilor Cullen moved to suspend the rules, seconded by Councilor Williams, Roll Call Vote: 8-0.

Deb Clough, 160 Sherborn Road, Barrington, a member of Solid Waste Advisory Committee, raised concerns with the increase of bag and tag prices.

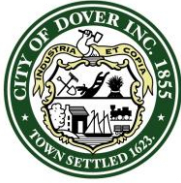
6. PUBLIC HEARING

A. FISCAL YEAR 2025 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM – CITY PORTION ONLY SPONSORED BY MAYOR CARRIER BY REQUEST

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

7. ADJOURNMENT

Deputy Mayor Shanahan motioned to adjourn, seconded by Councilor Warach(?). Vote: 8-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 20, 2024**
Meeting Time: **To immediately follow Special Meeting**

1. CALL TO ORDER

2. ~~MOMENT OF SILENCE~~

3. ~~PLEDGE OF ALLEGIANCE~~

4. ROLL CALL ATTENDANCE

Present: Councilor Hackett, Councilor Richer, Councilor Warach (left after Community Services presentation), Councilor Cullen, Councilor Nemeth, Councilor Williams, Deputy Mayor Shanahan, Mayor Carrier.

Absent: Councilor Retrosi

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

5. PUBLIC FORUM

Taxpayers, Business owners, and Residents are invited to speak on the subject matter of the Workshop. Statements shall be limited to five minutes.

Joanne Moore, 17 County Farm Road, asked the Council to consider free 3-hour parking for those with Veterans plates.

6. DISCUSSIONS

A. BUDGET PRESENTATIONS

1. PARKING

Parking Manager Simons gave a PowerPoint presentation on the proposed budget for the Parking department.

2. COMMUNITY SERVICES

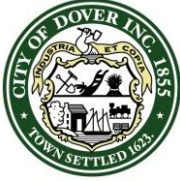
Community Services Director Storer gave a PowerPoint presentation on the proposed budget for the Community Services Department.

3. RECREATION

Recreation Director Bannon gave a PowerPoint presentation on the proposed budget for the Recreation Department.

7. ADJOURNMENT

Councilor Nemeth moved to adjourn, seconded by Councilor Cullen. Vote: 7-0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.03.13 - 40**

Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for FY2025

WHEREAS: In Fiscal Year 2022 the City Council last reviewed and adopted property tax exemption qualifying criteria and exemption levels; and

WHEREAS: In order for elderly, disabled and deaf applicants to be eligible for an exemption they must meet certain income and asset criteria and due to changing market values of properties within the City; and

WHEREAS: The City Council desires to provide continued tax relief to the elderly, blind, disabled and deaf in the form of higher exemption levels and qualifying criteria that is consistent with changes in market values and CPI adjusted income and asset levels; and

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

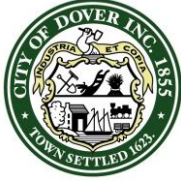
Under the provisions of RSA 72:27-a, the amounts of assessed value that will be exempt from property taxation by category of age, blindness, disability or deafness are changed as follows:

		Current	Revised	
Description	Type	Level	Level	Change
Elderly 65-74	Value Exemption	166,000	206,000	40,000
Elderly 75-79	Value Exemption	234,000	291,000	57,000
Elderly 80+	Value Exemption	300,000	373,000	73,000
Blind	Value Exemption	166,000	206,000	40,000
Disabled	Value Exemption	166,000	206,000	40,000
Deaf	Value Exemption	166,000	206,000	40,000

Also under the provisions of RSA 72:27-a, that the qualifying income and asset levels for an exemption for elderly, disabled, and deaf exemptions are changed as follows:

Maximum	Current	New	
Income	Levels	Levels	Change
Single	47,000	52,600	5,600
Married	64,000	71,600	7,600

Maximum	Current	New	
Assets	Levels	Levels	Change
All Applicants	186,100	206,200	20,100



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.03.13 - 40**

Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for FY2025

FURTHER BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

In accordance with provisions of RSA 72:27-a, this resolution is effective April 1, 2024.

Also, the City Manager is requested to review and recalculate the amounts of exemptions and qualifying criteria every 10 years using the same methodology contained in this resolution. This information will be presented to the City Council.

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A MAJORITY VOTE OF COUNCIL

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Dennis Shanahan
Deputy Mayor

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

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk

DOCUMENT HISTORY:

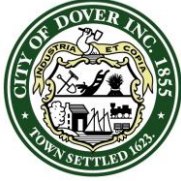
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
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.		

Document Created by: Finance Department
Document Posted on: March 22, 2024

R-2024.03.13 Setting of Property Tax Exemptions for
Elderly Blind and Disabled for FY2025 (1)
Page 2 of 7



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.03.13 - 40**

Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for FY2025

RESOLUTION BACKGROUND MATERIAL:

The resolution increases the exemption qualifying criteria for the elderly, disabled, and deaf and increases the amount of assessed value exempt from property taxes for eligible elderly, blind, disabled and deaf persons. The amounts of each exemption level and qualifying criteria were last set for FY2023. Exemption levels were last increased for FY2023. If the applicant qualifies, the exemption amount is deducted from the total assessed value in order to arrive at the net taxable value. The effect of granting exemptions is that the taxpayer receiving the exemption has a reduction in taxes.

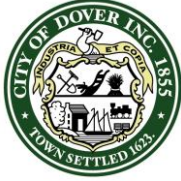
In order for elderly, disabled, and deaf applicants to be eligible for an exemption level, they must meet certain income and asset criteria. Income and assets from the previous calendar year is used to determine eligibility. Exemptions for the blind have no income or asset qualifying criteria. Income is defined as the total annual income from all sources including Social Security, but does exclude life insurance proceeds, expenses and cost incurred conducting a business, and proceeds from the sale of assets; these items are accounted for as assets. Assets criteria include all forms of tangible and intangible assets; however, the actual residence (including land up to 2 acres) is not included toward the maximum amount.

CPI COLA adjustments to Social Security benefits over the past 2 years has been 11.9%. This results in recipients receiving more income over the levels that existed in FY2022 when City Council last made modifications to exemption criteria. The proposed income levels have been adjusted by the CPI COLA adjustments made to Social Security benefits.

The City recertifies all credits and exemptions once in every five years. The City assessing office has seen some pending applications where the situation exists that some taxpayers who qualified for an exemption 5 years ago would no longer qualify because of the COLA adjustments made to their Social Security income over the past 2 years. Since the qualifying criteria limits would be exceeded, these elderly taxpayers could receive an increase in taxes this fall of approximately \$3,278 up to \$5,925 depending upon their exemption level. City officials believe this would result in a hardship for these taxpayers least able to adjust to such a significant increase in their property taxes.

The proposed asset levels have been adjusted by 10.8%, being the CPI-U Boston Area annual average from each of the past two years:

CPI-U BOSTON	
2022	7.1
2023	3.7



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.03.13 - 40**

Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for FY2025

In order to become effective for the taxes due in December 2024, this resolution must be passed with an effective date of April 1, 2024. In accordance with RSA 72:27-a, the City Council can set the effective date for the adoption of this resolution. An identified effective date later than April 1, 2024 would result in this resolution actually being effective for the tax year beginning on April 1, 2025 (FY2026). An effective date of April 1, 2025 could result in pending recertification applications being denied and an elderly resident property owner facing a property tax increase in the fall of \$3,278 up to \$5,925 depending on their exemption level.

Exemption Levels

The new levels for exemptions were calculated by taking set percentages of the FY2024 average assessed value for a single-family home of \$513,892. It is currently projected that in FY2025 the average single-family home assessment will increase 10%, to an average value of \$565,281. The average single family home assessment is used as a basis because 68% of individuals receiving exemptions live in single-family homes. The percentages used are 36.5% for age 65-74, 51.5% for age 75-79, and 66% for age 80 plus. The proposed increase for exemptions for FY2025 (TY2024) would be as follows:

1st Tier (ages 65-74) \$206,000 which is \$565,281 x 36.5%;

2nd Tier (ages 75-79) \$291,000 which is \$565,281 x 51.5%;

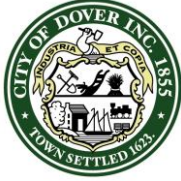
3rd Tier (ages 80+) \$373,000 which is \$565,281 x 66.0%.

This would have an estimated impact of \$0.06 increase to the FY2025 estimated tax rate of \$19.75, resulting in an estimated rate of \$19.81.

Current Level of Exemptions	Current #	Current Level	Current Amount	New Level	Amount with Current #	Increase
Exemption Levels	#	Level	Amount	Level	Current #	Increase
Elderly 65-74	53.5	166,000	8,881,000	206,000	11,021,000	2,140,000
Elderly 75-79	39	234,000	9,126,000	291,000	11,349,000	2,223,000
Elderly 80+	114.5	300,000	34,350,000	373,000	42,708,500	8,358,500
Blind	10	166,000	1,660,000	206,000	2,060,000	400,000
Disabled	40	166,000	6,640,000	206,000	8,240,000	1,600,000
Disabled 100%	1	455,100	455,100	455,100	455,100	0
Deaf	1	166,000	166,000	206,000	206,000	40,000
Total Exemptions to Value	259		61,278,100		76,039,600	14,761,500

Exemption Application Filing

All applications for exemptions must be made to the local assessing officials by April 15th, 2024, so that exemptions are effective for tax rate setting in October 2024.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.03.13 - 40**

Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for FY2025

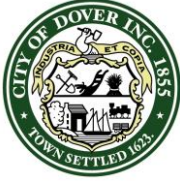
Estimated Tax Levy FY2025			
Tax Levy	City	41,066,820	
	School - Local	57,388,299	
	School - State	6,937,255	
	County	10,716,507	
	Total	116,108,881	
	Less: Vet Credits	(1,027,876)	
	Net Tax Levy	115,081,005	
Tax Rate Information			
		Current Levels	New Levels
Values	Gross	5,951,685,420	5,951,685,420
	Exemptions	(61,278,100)	(76,039,600)
	Net	5,890,407,320	5,875,645,820
	Utilities	(108,946,700)	(108,946,700)
	Net w/o Utilities	5,781,460,620	5,766,699,120
Rates	City	6.98	7.00
	School - Local	9.75	9.78
	School - State	1.20	1.21
	County	1.82	1.82
	Total	19.75	19.81

Exemption for the Elderly

RSA 72:39-b To qualify for an exemption for the elderly, a person must be 65 years of age or older and meet income and asset limitations. The amount of a qualified elderly exemption is based on the applicant's age. Applicants for elderly exemptions must also have been a resident of New Hampshire for at least three consecutive years preceding April 1st of the year in which the exemption is claimed. Only one elderly exemption is allowed on the primary residence.

Exemption for the Blind

RSA 72:37 To qualify for an exemption for the blind, the person must be legally blind as determined by the administrator of Blind Services Program, Bureau of Vocational Rehabilitation of the Department of Education. There are no income or asset restrictions for a blind exemption. Applicants for blind exemptions must be a resident of New Hampshire as of April 1st of the year



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.03.13 - 40**

Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for FY2025

in which the exemption is claimed. Blind exemptions can be received in conjunction with an elderly exemption.

Exemption for the Disabled

RSA 72:37-b To qualify for an exemption for the disabled, a person must be eligible under Title II or Title XVI of the Federal Social Security Act for benefits to the disabled and meet income and asset limitations. Applicants for disabled exemptions must also have been a resident of New Hampshire for at least five years preceding April 1st of the year in which the exemption is claimed. Disabled exemptions are received until age 65, at which time the property owner may apply for an elderly exemption.

Exemption for the Deaf or Severely Hearing Impaired

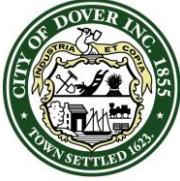
RSA 72:38-b To qualify for an exemption for the deaf, a person must have a 71 Db hearing loss or greater in the better ear as determined by a licensed audiologist or qualified otolaryngologist and meet income and asset limitations. Applicants for deaf exemptions must also have been a resident of New Hampshire for at least five consecutive years preceding April 1st of the year in which the exemption is claimed. Applicants must meet income and asset limitations. Deaf exemptions can be received in conjunction with an elderly exemption.

Exemption for Certain Disabled Veterans – 100% Exemption

RSA 72:36-a To qualify for a total tax exemption for certain disabled veterans a person must be discharged from military service of the United States under conditions other than dishonorable, or an officer who is honorably separated from military service and is 100 percent permanently and totally disabled; or as a result of service connection is a double amputee, paraplegic, or has blindness in both eyes with visual acuity of 5/200 or less and who owns a specially adapted homestead acquired with VA assistance. The surviving spouse of such a person is also eligible to receive this credit. The credit applies to the person's primary residence.

Tax Rate Impact

The adoption of the proposed changes to the exemption levels and qualifying income levels is expected to not increase the number of taxpayers eligible for exemptions. The changes are proposed in an effort to allow elderly taxpayers to continue to receive their exemptions and at a level consistent with recent market changes. The estimated increase in tax impact for these proposed changes is \$0.06 on the tax rate. The estimated value to be exempted from assessed tax value is \$76,039,600. The tax equivalent impact of the exemptions is approximately \$1,664,293, which represents approximately \$0.28 of the City's estimated tax rate. The table below provides a breakdown of existing elderly, blind and disabled exemptions granted by the City.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.03.13 - 40**

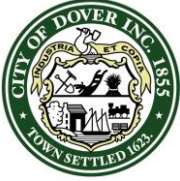
Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for FY2025

Level	Projected (TY24/FY25)		
	Actual	Levels	Total
Elderly 65-74	53.5	206,000	11,021,000
Elderly 75-79	39	291,000	11,349,000
Elderly 80+	114.5	373,000	42,708,500
Blind	10	206,000	2,060,000
Disabled	40	206,000	8,240,000
Deaf	1	206,000	206,000
100% Disable Veteran	1		455,100
Total	259		76,039,600
Imputed Tax Levy Effect			1,664,293
Estimated Tax Rate Impact			0.28

STRAFFORD COUNTY

Municipality	Elderly Exemption							Disabled Exemption						Blind	Deaf Exemption					
	RSA 72:39-a							RSA 72:37-b						RSA 72:37	RSA 72:38-b					
	Elderly Exemption 65-74	Elderly Exemption 75-79	Elderly Exemption 80+	Single Income Limit	Married Income Limit	Single Asset Limit	Married Asset Limit	Disabled Exemption Adopted?	Disabled Exemption	Single Income Limit	Married Income Limit	Single Asset Limit	Married Asset Limit	Blind Exemption	Deaf Exemption Adopted?	Deaf Exemption	Single Income Limit	Married Income Limit	Single Asset Limit	Married Asset Limit
Barrington	85,000	127,500	161,500	36,000	50,000	125,000	125,000	Yes	50,000	30,000	50,000	75,000	75,000	15,000	No	0	0	0	0	0
Dover	166,000	234,000	300,000	47,000	64,000	186,100	186,100	Yes	166,000	47,000	64,000	186,100	186,100	166,000	Yes	166,000	47,000	64,000	186,100	186,100
Durham	125,000	175,000	225,000	38,000	52,000	200,000	200,000	Yes	110,000	38,000	52,000	155,000	155,000	30,000	No	0	0	0	0	0
Farmington	75,000	95,000	125,000	40,000	80,000	75,000	75,000	No	0	0	0	0	0	15,000	No	0	0	0	0	0
Lee	217,500	262,500	337,500	46,500	59,400	222,500	222,500	No	0	0	0	0	0	15,000	No	0	0	0	0	0
Madbury	90,000	110,000	130,000	40,000	50,000	180,000	180,000	No	0	0	0	0	0	15,000	No	0	0	0	0	0
Middleton	20,000	25,000	30,000	30,000	40,000	75,000	75,000	No	0	0	0	0	0	15,000	No	0	0	0	0	0
Milton	42,500	64,000	85,000	30,000	40,000	75,000	75,000	No	0	0	0	0	0	15,000	No	0	0	0	0	0
New Durham	45,000	65,000	90,000	26,000	35,000	60,000	60,000	Yes	13,400	26,000	35,000	60,000	60,000	15,000	No	0	0	0	0	0
Rochester	75,000	100,000	125,000	35,000	50,000	100,000	100,000	Yes	75,000	35,000	50,000	100,000	100,000	75,000	No	0	0	0	0	0
Rollinsford	50,000	75,000	100,000	32,000	36,000	100,000	100,000	No	0	0	0	0	0	15,000	No	0	0	0	0	0
Somersworth	65,000	80,000	90,000	35,000	50,000	100,000	100,000	No	0	0	0	0	0	25,000	No	0	0	0	0	0
Strafford	30,000	40,000	50,000	30,000	40,000	75,000	75,000	Yes	30,000	20,000	30,000	35,000	35,000	15,000	No	0	0	0	0	0

Source: NH DRA Tax Year 2022 (FY2023) Data



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R - 2024.03.27 - 41**

Resolution Re: Waterfront Development Unitil Construction Deposit for
1100 Foot Section of Utility Main

WHEREAS: The City received a scope of work and request for Pre-payment of extending their main down Street B East to the intersection with Street A and then down Street A. Total footage is around 1100; and

WHEREAS: The City will need to make a construction deposit with Unitil for \$37,311.00. Per the Waterfront Development Agreement, the City is responsible for getting utilities to the pad sites, including natural gas; and

WHEREAS: Per 5-29C Exemption from Competitive Bidding Procedure: Competitive bidding shall not apply to Sole Source purchases where the proposed purchase is manufactured or service is provided by only one entity, and/or the City has already committed to a certain product, manufacturer, brand or service provider; and

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

The Purchasing Agent is hereby authorized to issue a purchase order to Unitil in the amount of \$37,311.00. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4024.1.180.41910.4715.02513.24	Waterfront Development	10,000,000.00	2,070,998.00

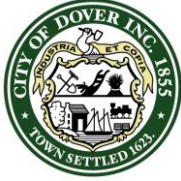
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

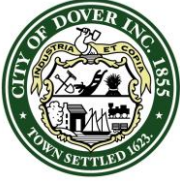
 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.1.	
Resolution Number: R - 2024.03.27 - 41 Resolution Re: Waterfront Development Unitil Construction Deposit for 1100 Foot Section of Utility Main		

DOCUMENT HISTORY:

First Reading Date: _____ Approved Date: _____	Public Hearing Date: _____ Effective Date: _____
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DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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.A.1.

Resolution Number: **R - 2024.03.27 - 41**

Resolution Re: Waterfront Development Unitil Construction Deposit for
1100 Foot Section of Utility Main

RESOLUTION BACKGROUND MATERIAL:

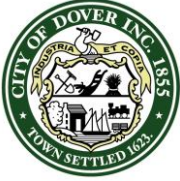
As part of the waterfront development, the City and Cathartes, the private developer, signed a land development agreement (LDA). Per the LDA, the City must provide roadways and utilities to support the private development. The City has coordinated with Cathartes and Unitil to install gas to the future developments during the construction of the public infrastructure stage. The gas main will be installed while the roadway is being constructed, and prior to private development becoming active, to avoid trenching through new pavement. Unitil is requesting payment for the gas main prior to installation. Following 5-years from installation, Unitil will reimburse the City, some or all of the initial cost based on the rate of return, if the demand has offset their costs. The City is in discussions with the Cathartes to cost share the gas installation should demand not materialize within the 5-year reimbursement timeframe.

Bid Information:

Per 5-29C Exemption from Competitive Bidding Procedure: Competitive bidding shall not apply to Sole Source purchases where the proposed service is provided by only one entity, and/or the City has already committed to a certain product, manufacturer, brand or service provider.

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R - 2024.03.27 - 42**

Resolution Re: Purchase of Indoor Pool- Children's Museum Solar Array

WHEREAS: In 2018 the (CMNH) Children's Museum of New Hampshire is the Energized 360 social fund solar panel award recipient consisting of a gift of some one hundred and three solar panels. The members of Dover's Energy Commission gave unanimous support for the proposed unified solar installation for the panels between the (DIP) Dover Indoor Pool; and the (CMNH); and

WHEREAS: The City was then approached by the Children's Museum of New Hampshire, which rents the building about a donation of solar panels, by Revision Energy. This led to the City and ReVision Energy discussion opportunities for expanding the donation to include the provision of solar panels on top of the adjacent Indoor Pool and an agreement was executed; and

WHEREAS: The time has come in which the city has the opportunity, per Section 17.b of the Power Purchase Agreement (PPA), to purchase the solar array in the amount of \$140,224.00

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

The Purchasing Agent is hereby authorized to issue a purchase order to Revision Energy in the amount of \$140,224.00. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4025.1.350.45124.4725.05112.25	Indoor Pool Solar Panels	150,000.00	150,000.00

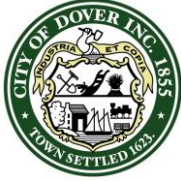
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

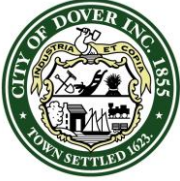
Resolution Number: **R - 2024.03.27 - 42**
Resolution Re: Purchase of Indoor Pool- Children’s Museum Solar Array

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.A.2.

Resolution Number: **R - 2024.03.27 - 42**

Resolution Re: Purchase of Indoor Pool- Children's Museum Solar Array

RESOLUTION BACKGROUND MATERIAL:

This item has matriculated through the CIP over the past 5 years and was included, under capital reserve funding, in the most recent authorization of the CIP in 2023.

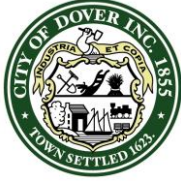
Since the beginning of the Power Purchase Agreement, in 2018, the City has paid Revision \$33,293.66 and the Children's Museum of New Hampshire has paid \$18,558.26. If broken down the average annual cost to the City has been \$6,658, the annual average cost to the CMNH has been \$3,711. It is expected that both entities should realize savings as a result of the purchase.

Bid Information:

Per 5-29C Exemption from Competitive Bidding Procedure: Competitive bidding shall not apply to Sole Source purchases where the proposed purchase is manufactured or service is provided by only one entity, and/or the City has already committed to a certain product, manufacturer, brand or service provider.

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2024.03.27 - 43**
Resolution Re: B22042 Pavement Markings

- WHEREAS: A sealed Request for Proposal #B22042 was issued and received for Pavement Markings on March 1, 2022 at 2:00 p.m. Submitted rates will hold for one year beginning April 15, 2022 and may be negotiated for two optional additional one-year extensions with increases, if any, not to exceed 5% annually; and
- WHEREAS: One bid response was received and reviewed and K5 Corporation of Rockland, MA, was approved by council R-2022.03.23-061; and
- WHEREAS: On 1/8/2024, K5 submitted updated pricing for FY2024 season. Their rates increased 14%, which exceeded the original agreed upon 5% annual rate increase, therefore requiring council approval; and
- WHEREAS: It is the recommendation to accept the FY24 rates submitted by K5 Corporation of Rockland, MA

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

The Purchasing Agent is hereby authorized to issue a purchase order to K5 Corporation of Rockland, MA for Pavement Markings at rates provided in conjunction with bid #B22042 in the total amount not to exceed \$135,438.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Account	Description	Appropriation	Balance
1000.1.300.43121.4432.00000.00	Streets-Maint Chrgs-Improv o/t Buildings	265,020.00	233,487.00

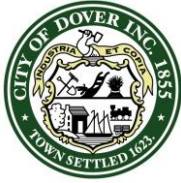
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

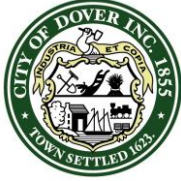
Resolution Number: **R – 2024.03.27 - 43**
Resolution Re: B22042 Pavement Markings

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.A.3.

Resolution Number: **R – 2024.03.27 - 43**
Resolution Re: B22042 Pavement Markings

RESOLUTION BACKGROUND MATERIAL:

The City of Dover, NH requested bids for pavement line painting throughout the City. This project involves installation of reflectorized paint pavement markings at various locations throughout the City. The type of markings required under this contract will include work which normally cannot be placed by use of a truck mounted system. The work shall consist of short lines for traffic delineation and parking stalls, and various symbols, words, arrows or other logos as required.

K5 Corporation expressed their need to increase their costs due to the skyrocketing price of raw materials driven by the pandemic and global distribution disruption. They experienced significant losses on contracts in 2023 and expressed it would not be a fiscally sound decision to extend a third year at the agreed upon annual increase, which resulted in their proposal of a 14% increase.

The Director of Community Services thoroughly reviewed the proposal and agreed to proceed with a recommendation to award to K5 Corporation. K5 Corporation has been the City's service provider the previous three years and the City has been satisfied with their work.

Bid Information:

A sealed Request for Proposal #B22042 was issued and received for Pavement Markings on March 1, 2022 at 2:00 p.m.

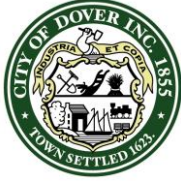
Award Information:

A purchase order will be issued to K5 Corporation to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	110	Number of Responses:	1
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One Year	Estimated Delivery:	FY 24
Recommended Award to:	K5 Corporation	Fund:	Operating - Streets
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B22042 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2024.03.27 - 44**
Resolution Re: B22043 ReflectORIZED Pavement Lines

- WHEREAS: A sealed Request for Proposal #B22043 was issued and received for ReflectORIZED Pavement Lines on March 1, 2022 at 2:30 p.m. Submitted rates would hold for one year beginning April 15, 2022 and may be negotiated for two optional additional one-year extensions with increases, if any, not to exceed 5% annually; and
- WHEREAS: In an effort to obtain better pricing, the City of Somersworth joined the City of Dover in this cooperative purchasing opportunity. One bid was received, meeting specifications for both cities, from K5 Corporation of Rockland, MA, who has been the provider of these services for the past three years. The City of Dover requested pricing for 990,000 linear feet (LF) of 4" wide pavement lines and received a rate of \$0.059 per (LF) and this was approved by council R-2022.03.23-062; and,
- WHEREAS: On 1/8/2024, K5 submitted updated pricing for FY2024 season. Their rates increased 29%, which exceeded the original agreed upon 5% annual rate increase, therefore requiring council approval; and,
- WHEREAS: It is the recommendation to accept the FY24 rates submitted by K5 Corporation of Rockland, MA.

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

The Purchasing Agent is hereby authorized to issue a purchase order to K5 Corporation of Rockland, MA for ReflectORIZED Pavement Lines at rates provided in conjunction with bid #B22043 in the total amount not to exceed \$79,200.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
1000.1.300.43121.4432.00000.00	Streets-Maint Chrgs-Improv o/t Buildings	265,020.00	233,487.50

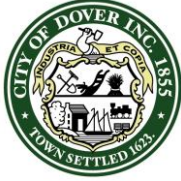
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2024.03.27 - 44**

Resolution Re: B22043 Reflectorized Pavement Lines

DOCUMENT HISTORY:

First Reading Date:

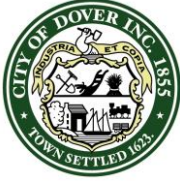
Public Hearing Date:

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.A.4.

Resolution Number: **R – 2024.03.27 - 44**

Resolution Re: B22043 Reflectorized Pavement Lines

RESOLUTION BACKGROUND MATERIAL:

The City of Somersworth joined the City of Dover in a cooperative bid opportunity requesting proposals for reflectorized pavement line painting throughout both cities. Potential vendors were asked to submit a proposal for one or both cities and each city were each reserved the right to select separate vendors or select one vendor for both cities, whichever method deemed most advantageous.

Estimated linear footage throughout the City of Dover where center line, reflectorized, pavement marking services are required is approximately 990,000 linear feet (LF). The City of Somersworth indicated an estimated amount of 290,173 LF. The City of Dover entered into its own agreement and insurance certificates with K5 Corporation.

The type of markings required under this contract includes work which is applied with an atomizing spray-type striping machine equipped with an automatic paint stripe controller having skip-line capability to place broken lines. The work consists of, but is not limited to, installation of center line and edge line markings, as well as include all single broken lines, lane lines, turn lane tapers, etc.

K5 Corporation expressed their need to increase their costs due to the skyrocketing price of raw materials driven by the pandemic and global distribution disruption. They experienced significant losses on contracts in 2023 and expressed it would not be a fiscally sound decision to extend a third year at the agreed upon annual increase, which resulted in their proposal of a 29% increase.

The Purchasing Agent reached out to other municipalities. One paid .08 per LF in FY23, still awaiting FY 24 pricing, and another pays \$0.15 cents per LF.

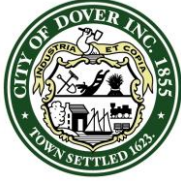
The Director of Community Services thoroughly reviewed the proposal and agreed to proceed with a recommendation to award to K5 Corporation. K5 Corporation has been the City's service provider the previous four years and the City has been satisfied with their work.

Bid Information:

A sealed Request for Proposal #B22043 was issued and received for Reflectorized Pavement Lines on March 1, 2022 at 2:30 p.m.

Award Information:

A purchase order will be issued to K5 Corporation to authorize expenditures as outlined in this resolution.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

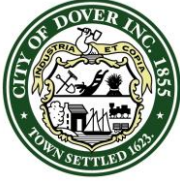
Resolution Number: **R – 2024.03.27 - 44**

Resolution Re: B22043 Reflectorized Pavement Lines

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	110	Number of Responses:	1
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One Year	Estimated Delivery:	FY 24
Recommended Award to:	K5 Corporation	Fund:	Operating - Streets
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B22043 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2023.03.27 - 45**

Resolution Re: **B23005 Occupational Health Services**

WHEREAS: Requests for Proposal B23005 was issued and received for “as needed” various Occupational Health Services on September 12, 2022 at 2:00 PM for a one-year term with option to renew two additional one-year terms; and

WHEREAS: One proposal was received from Wentworth-Douglas Hospital, Dover, NH. On 9/26/2023, the city extended their agreement with Wentworth-Douglas through 9/30/2024; and

WHEREAS: Due to the increase in the number of physicals needed, for the newly hired and current employees seeking new positions, this service is likely to exceed \$24,999.00 for FY24 and now requires council approval.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Wentworth Douglas of Dover, NH given the rates provided in conjunction with B23005 and updated 9/25/2023. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
xxxx-x-xxx-xxxxx-4336-xxxxx-xx	Various Departments - Medical services	87,408.00	25,794.00

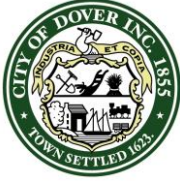
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

Approved for Legal Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Jerrica Vansylvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2023.03.27 - 45**

Resolution Re: **B23005 Occupational Health Services**

DOCUMENT HISTORY:

First Reading Date:

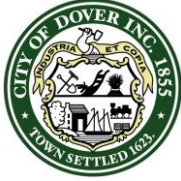
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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.A.5.

Resolution Number: **R - 2023.03.27 - 45**

Resolution Re: **B23005 Occupational Health Services**

RESOLUTION BACKGROUND MATERIAL:

Requests for Proposal B23005 was issued and received for “as needed” Occupational Health Services on September 12, 2022 at 2:00 PM. One proposal was received, Wentworth Douglas of Dover NH. The city accepted the proposal by for varying amounts for different services, as needed and required by City personnel. On 9/26/2023, the agreement was extended through to 9/30/24. Due to an increase in newly hired personnel, along with current employees getting new positions within the city, the cost for this service likely will increase for FY24 and exceed \$24,999, requiring council approval.

Bid Information:

B23005 Occupational Health Services September 12, 2022 @ 2:00 PM

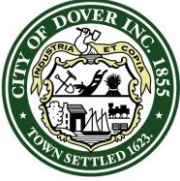
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	72	Number of Responses:	1
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	September 30, 2024	Estimated Delivery:	As needed
Recommended Award to:	Wentworth Douglas Hospital	Fund:	General
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B23005 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2024.03.27 - 46**
Resolution Re: Approval of Granite State Independent Living McConnell
Center Lease

WHEREAS: Granite State Independent Living, a New Hampshire non-profit corporation, seeks to enter into a two-year (2) lease with the City of Dover regarding the leasing of space within the McConnell Center, and;

WHEREAS: The leased space would be Suite 240 of the McConnell Center containing 1,462 square feet, and;

WHEREAS: The parties have negotiated terms of a proposed lease agreement as set forth in the draft lease, with the terms stated therein.

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

The City Manager is authorized to finalize and sign the lease agreement between the City of Dover and Granite State Independent Living for rental of Suite 240, for two years.

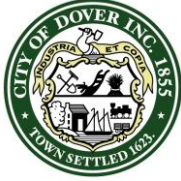
AUTHORIZATION

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 Vansylyvong-
Bizier
City Clerk

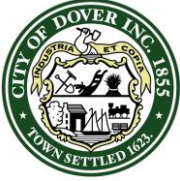
 CITY OF DOVER	CITY OF DOVER - RESOLUTION
	Agenda Item#: 13.A.6. Resolution Number: R – 2024.03.27 - 46 Resolution Re: Approval of Granite State Independent Living McConnell Center Lease

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.A.6.

Resolution Number: **R – 2024.03.27 - 46**
Resolution Re: Approval of Granite State Independent Living McConnell
Center Lease

RESOLUTION BACKGROUND MATERIAL:

See attached Lease Agreement between the parties.

The McConnell Center Advisory Board is expected to approve this draft lease on Monday, March 25, 2024.



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
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LEASE AGREEMENT

THIS LEASE AGREEMENT made this _____ day of _____, 2024, by and between **GRANITE STATE INDEPENDENT LIVING** of 21 Chennel Drive, Concord, New Hampshire 03301, a non-profit corporation, (hereinafter referred to as “LESSEE”), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire 03820 (hereinafter referred to as “LESSOR”).

WITNESSETH:

That IN CONSIDERATION of the mutual promises contained herein, and FOR OTHER GOOD AND VALUABLE CONSIDERATION contained herein, the parties agree as follows:

1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City’s McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain 1,462 square feet and more particularly identified as Suite 240 (the “Space”).

In conjunction with the use of the Space, LESSEE shall have the right to use available parking in the McConnell Center/Library parking lot for LESSEE’ employees in the adjacent City Parking lot to the rear of the Public Library during LESSEE’s normal operations, subject to applicable law and regulations. Additionally, parking spaces may be available on streets adjacent to the McConnell Center. It is agreed parking spaces will not be reserved and are available on a first come first served basis with no signage designating parking spaces to the LESSEE. The LESSOR does not guarantee the availability of any parking spaces at any time. Parking may be subject to change, amendment, or relocation for good cause at the sole discretion of the City of Dover.

The term of LESSEE’s Lease Agreement shall be for (2) two years beginning on February 1, 2024 and ending on January 31, 2026 There shall be an option to renew at the LESSEE’S request pursuant to Paragraph 7.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the 1st of a month, that month’s rent shall be prorated based on the number of days in the month. The first year’s rent charges are based upon space allocation of 1,462 square feet and calculated using the following components:



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<u>Component</u>	<u>Rate</u>	<u>Assessment</u>	
		<u>Annual</u>	<u>Monthly</u>
Fixed Rent	\$6.50	\$9,503.00	\$791.92
Capital Reserve	\$0.40	\$584.80	\$48.74
Utilities (*)	\$8.61	\$12,587.82	\$1,048.99
Other as agreed	0	0	0
Total Rent Assessment	\$15.51	\$22,675.62	\$1,889.64

(*) Utilities costs are variable based upon actual costs as outlined in Section 2.

2. Utilities.

The LESSEE shall be responsible for payment of all Utilities costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Utilities costs of this Lease Agreement is established at \$8.61/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the City's proposed operating budget for the coming fiscal year. The total square footage of leased space in the McConnell Center is 53,899 square feet. The annual revision of Operations and Maintenance costs shall occur in March and take effect the following July 1st.

3. Condition of Premises.

The LESSOR leases the Space "as is". LESSEE shall be solely responsible for all associated costs for desired original and future build-out of the Space; and plans for such build-out must be reviewed for potential approval by LESSOR. LESSEE shall be solely responsible for insuring all improvements and contents of the Space and shall name LESSOR as an additional insured.

LESSOR shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LESSOR shall, at its own expense, make normal repairs and maintain performance of the leased Space, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LESSOR shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they were at the date of the commencement of the term of this Lease Agreement, reasonable wear and damage by accident, fire or other insured against casualty and covered by said insurance excepted. LESSEE and LESSOR will perform a walk through to evaluate condition of the Space prior to occupancy.



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LESSOR agrees to maintain the Space in condition fit for its intended use and to make all necessary repairs of which LESSOR is aware, including adequate heat and water, and a sound physical structure. Furthermore, LESSOR will maintain the grounds and remove the common area rubbish and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.

4. Access to Premises.

The LESSOR shall also have the right to enter upon the Space at all reasonable times to inspect same and to expel the LESSEE if the LESSEE shall fail to comply with or breach in any way this Lease Agreement. The LESSOR shall provide the LESSEE with reasonable notice of any inspections of or visits to the Space.

5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty, including fire, not arising as a result of the negligence or intentional conduct of the LESSEE whereby the Space or any portion of it is destroyed or damaged so as to be unfit for use or occupancy, the LESSOR specifically reserves the option of terminating this Lease Agreement. However, that in the event of total destruction or damage which is the equivalent of total destruction, this Lease Agreement shall automatically terminate.

In the event the Space shall be taken either under threat of eminent domain or by eminent domain proceedings in whole, then this Lease Agreement shall be terminated and the rent shall be prorated and returned to the LESSEE as of the date of such taking. A condemnation award shall belong exclusively to the LESSOR.

6. Use.

The LESSEE shall only use the Space in compliance with the City's ordinances, rules and regulations. Additionally, the Space shall be used for charitable non-profit purposes only. No residential use shall be permitted.

7. Renewal of Lease Agreement.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease Agreement or the expiration of an additional term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to exercise its option to extend the term of the Lease Agreement for an additional period as set forth in Section 1 herein.



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8. Subletting and Assignment.

LESSEE shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LESSOR.

9. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease Agreement including, but not limited to, termination for failure of the LESSEE to perform as required hereunder, there remains personal property of the LESSEE in the Space, the LESSOR is authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

10. Default/Early Termination.

In the event the LESSEE fails to perform its obligations under this Lease Agreement, this Lease Agreement is defaulted, and the LESSOR is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the LESSEE shall default in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed, under or by virtue of any provisions of this Lease Agreement, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expense of the LESSEE. If the LESSOR makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LESSOR as additional rent. In the event that there is damage to the Space due to the LESSEE's actions or inactions, or the LESSEE fails to make any utility payments when due, the Lease Agreement may be immediately terminated at the option of the LESSOR.

Both the LESSEE and the LESSOR shall have the right to terminate this Lease Agreement for any reason upon giving at least three (3) months written notice to the other party.

11. Indemnification.

LESSEE agrees to pay, and to protect, defend (with counsel acceptable to the City), indemnify and save harmless LESSOR from and against any and all liabilities, losses, damages, costs, expenses (including all reasonable attorney's fees and expenses), causes of action, allegations, suits, claims, demands or judgments of any nature whatsoever arising from:



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- (i) any injury to, or the death of, any person(s);
- (ii) any damage to property or to the Space;
- (iii) any act or omission of LESSEE or its agents, officers or employees;
- (iv) violation by LESSEE of any agreement or condition of this Lease Agreement; or
- (v) violation by LESSEE of any law, ordinance or regulation affecting the Space or any part thereof or the ownership and occupancy thereof.

12. Insurance.

General liability/casualty and property insurance shall continue to be maintained on the subject property by the LESSOR. LESSEE shall procure and maintain in force, at its expense, during the term of this Lease Agreement, and any extensions of such term, liability and property damage insurance for the LESSEE's leased Space to be considered primary and non-contributory coverage. Said insurance to be in limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. LESSOR has no obligation for any loss to LESSEE's personal property. Proof of LESSEE's insurance shall be supplied to the LESSOR at the time of occupancy and LESSEE shall provide certificates for any renewal no later than ten (10) business days prior to the expiration of said policy. The LESSOR shall be listed as "Additional Insured" on the policy and proof of insurance certificate. The insurance coverage procured by LESSEE shall cover the LESSOR with the same scope of coverage provided to the LESSEE without subjecting the LESSOR to any different or additional terms, conditions, limitations or exclusions. A condition of the insurance coverage shall be thirty (30) days' notice to the LESSOR upon cancellation of the policy.

13. Liens and Encumbrances.

LESSEE will not create or allow any lien, encumbrance or charge on the LESSEE's Space or on the McConnell Center or on the rents or income therefrom which may be superior to the LESSOR's rights hereunder.

14. Parties Bound.

This Lease Agreement and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.



CITY OF DOVER

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DOVER, NH 03820
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15. Notice.

All notices by either party to be given with respect to this Lease Agreement shall be in writing and shall be given by first class mail to the addresses stated above.

16. Modification of Lease Agreement.

This Lease Agreement contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

17. Section Headings.

The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

Any determination that any provision of this Lease Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not affect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Lease Agreement.

19. Laws Governing.

The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease Agreement and determine all rights hereunder.

20. Security Deposit.

Upon execution of this Lease Agreement, LESSEE deposits with LESSOR \$_____ as security for the performance by LESSEE of the terms of this Lease Agreement to be returned to LESSEE, with interest, following the full and faithful performance by LESSEE of this Lease Agreement. In the event of damage to the Space caused by LESSEE or LESSEE's agents or visitors, LESSOR may use funds from the deposit to repair, but is not limited to this fund and LESSEE remains liable.

21. Merger.

This Lease Agreement contains all terms and conditions agreed upon by the parties hereto and no other agreements or representations, oral or otherwise, regarding the subject matter of this Lease Agreement shall be deemed to exist, provided, however, that any subsequent

modifications or agreements affecting this Lease Agreement shall be in writing and signed by the parties hereto.

22. Taxes.

Pursuant to RSA 72:23, I, LESSEE agrees to pay all properly assessed current and potential real and personal property taxes no later than the due date. LESSEE is obligated by the foregoing to pay real and personal property taxes on structures or improvements added by the LESSEE. Failure of the LESSEE to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said Lease by the LESSOR.

23. Immunity

Nothing within this Lease Agreement is intended to benefit or create an obligation to a third-party. Nothing within this Lease Agreement shall be deemed to constitute a waiver of any existing immunity of the City of Dover, which immunities are hereby reserved to the City of Dover. This covenant shall survive the termination of this Lease Agreement's conclusion.

IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement on the date set forth above.

GRANITE STATE INDEPENDENT LIVING

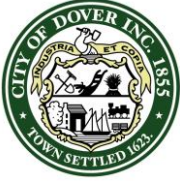
Witness
Sign and Print

Duly Authorized
Print Name _____

CITY OF DOVER
By J. Michael Joyal, Jr., City Manager

Witness
Sign and Print

Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2024.03.27 - 47**
Resolution Re: Approval of Kid's Culture Child Care McConnell Center
Lease

WHEREAS: Kid's Culture Child Care LLC, a New Hampshire Limited Liability Corporation, seeks to enter into a (5) five-year lease with the City of Dover regarding the leasing of space within the McConnell Center, and;

WHEREAS: The leased space would be rooms 161, 162, and 163 of the McConnell Center collectively containing 3,666 square feet, and;

WHEREAS: The parties have negotiated terms of a proposed lease agreement as set forth in the draft lease, with the terms stated therein.

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

The City Manager is authorized to finalize and sign the lease agreement between the City of Dover and Kid's Culture Child Care LLC for rental of rooms 161, 162, and 163 for five years.

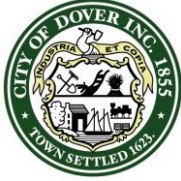
AUTHORIZATION

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 Vansylyvong-
Bizier
City Clerk

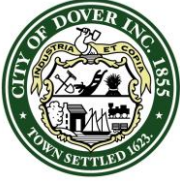
 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.7.	
Resolution Number: R – 2024.03.27 - 47 Resolution Re: Approval of Kid’s Culture Child Care McConnell Center Lease		

DOCUMENT HISTORY:

First Reading Date: _____ Approved Date: _____	Public Hearing Date: _____ Effective Date: _____
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DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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.A.7.

Resolution Number: **R – 2024.03.27 - 47**
Resolution Re: Approval of Kid's Culture Child Care McConnell Center
Lease

RESOLUTION BACKGROUND MATERIAL:

See attached Lease Agreement between the parties.

The McConnell Center Advisory Board is expected to approve this draft lease on Monday, March 25, 2024.



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
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LEASE AGREEMENT

THIS LEASE AGREEMENT made this ____ day of _____, 2024, by and between **KID'S CULTURE CHILD CARE, LLC** of 233 Rt. 108, Somersworth, New Hampshire 03878, a New Hampshire Limited Liability Company, (hereinafter referred to as "LESSEE"), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire 03820 (hereinafter referred to as "LESSOR").

WITNESSETH:

That IN CONSIDERATION of the mutual promises contained herein, and FOR OTHER GOOD AND VALUABLE CONSIDERATION contained herein, the parties agree as follows:

1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City's McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain 3,666 square feet and more particularly identified as rooms 161, 162, and 163 (the "Space").

In conjunction with the use of the Space, LESSEE shall have the right to use available parking in the McConnell Center/Library parking lot for LESSEE' employees in the adjacent City Parking lot to the rear of the Public Library during LESSEE's normal operations, subject to applicable law and regulations. Additionally, parking spaces may be available on streets adjacent to the McConnell Center. It is agreed parking spaces will not be reserved and are available on a first come first served basis with no signage designating parking spaces to the LESSEE. The LESSOR does not guarantee the availability of any parking spaces at any time. Parking may be subject to change, amendment, or relocation for good cause at the sole discretion of the City of Dover.

The term of LESSEE's Lease Agreement shall be for (5) five years beginning on June 4, 2024 and ending on June 3, 2029. There shall be an option to renew at the LESSEE'S request pursuant to Paragraph 7. Each additional term shall be separately negotiated.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the 1st of a month, that month's rent shall be prorated based on the number of days in the month. The first year's rent charges are based upon space allocation of 3,666 square feet and calculated using the following components:



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Component	Rate	Annual	Monthly
Fixed Rent	\$6.50	\$23,829.00	\$1,985.75
Capital Reserve	\$0.40	\$1,466.40	\$122.20
Utilities (*)	\$8.61	\$31,564.26	\$2,630.36
Other as agreed	0	0	0
Total Rent Assessment	\$15.51	\$56,859.66	\$4,738.31

(*) Utilities costs are variable based upon actual costs as outlined in Section 2.

2. Operations and Maintenance.

The LESSEE shall be responsible for payment of all Utilities costs associated with the Space, including electricity, water, gas, heat, and shared custodial, snow removal and associated supplies. Utilities costs of this Lease Agreement is established at \$8.61/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the City's proposed operating budget for the coming fiscal year. The total square footage of leased space in the McConnell Center is 53,899 square feet. The annual revision of Utilities costs shall occur in March and take effect the following July 1st.

3. Condition of Premises.

The LESSOR leases the Space "as is". LESSEE shall be solely responsible for all associated costs for desired original and future build-out of the Space; and plans for such build-out must be reviewed for potential approval by LESSOR. LESSEE shall be solely responsible for insuring all improvements and contents of the Space and shall name LESSOR as an additional insured.

LESSOR shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LESSOR shall, at its own expense, make normal repairs and maintain performance of the leased Space, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LESSOR shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they were at the date of the commencement of the term of this Lease Agreement, reasonable wear and damage by accident, fire or other insured against casualty and covered by said insurance excepted. LESSEE and LESSOR will perform a walk through to evaluate condition of the Space prior to occupancy.

LESSOR agrees to maintain the Space in condition fit for its intended use and to make all necessary repairs of which LESSOR is aware, including adequate heat and water, and a sound



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physical structure. Furthermore, LESSOR will maintain the grounds and remove the common area rubbish and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.

4. Access to Premises.

The LESSOR shall also have the right to enter upon the Space at all reasonable times to inspect same and to expel the LESSEE if the LESSEE shall fail to comply with or breach in any way this Lease Agreement. The LESSOR shall provide the LESSEE with reasonable notice of any inspections of or visits to the Space.

5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty, including fire, not arising as a result of the negligence or intentional conduct of the LESSEE whereby the Space or any portion of it is destroyed or damaged so as to be unfit for use or occupancy, the LESSOR specifically reserves the option of terminating this Lease Agreement. However, that in the event of total destruction or damage which is the equivalent of total destruction, this Lease Agreement shall automatically terminate.

In the event the Space shall be taken either under threat of eminent domain or by eminent domain proceedings in whole, then this Lease Agreement shall be terminated and the rent shall be pro-rated and returned to the LESSEE as of the date of such taking. A condemnation award shall belong exclusively to the LESSOR.

6. Use.

The LESSEE shall only use the Space in compliance with the City's ordinances, rules and regulations. Additionally, the Space shall be used for charitable non-profit purposes only. No residential use shall be permitted.

7. Renewal of Lease Agreement.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease Agreement or the expiration of an additional term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to exercise its option to extend the term of the Lease Agreement for an additional period as set forth in Section 1 herein.

8. Subletting and Assignment.

LESSEE shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LESSOR.



CITY OF DOVER

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9. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease Agreement including, but not limited to, termination for failure of the LESSEE to perform as required hereunder, there remains personal property of the LESSEE in the Space, the LESSOR is authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

10. Default/Early Termination.

In the event the LESSEE fails to perform its obligations under this Lease Agreement, this Lease Agreement is defaulted, and the LESSOR is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the LESSEE shall default in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed, under or by virtue of any provisions of this Lease Agreement, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expense of the LESSEE. If the LESSOR makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LESSOR as additional rent. In the event that there is damage to the Space due to the LESSEE's actions or inactions, or the LESSEE fails to make any utility payments when due, the Lease Agreement may be immediately terminated at the option of the LESSOR.

Both the LESSEE and the LESSOR shall have the right to terminate this Lease Agreement for any reason upon giving at least three (3) months written notice to the other party.

11. Indemnification.

LESSEE agrees to pay, and to protect, defend (with counsel acceptable to the City), indemnify and save harmless LESSOR from and against any and all liabilities, losses, damages, costs, expenses (including all reasonable attorney's fees and expenses), causes of action, allegations, suits, claims, demands or judgments of any nature whatsoever arising from:

- (i) any injury to, or the death of, any person(s);
- (ii) any damage to property or to the Space;
- (iii) any act or omission of LESSEE or its agents, officers or employees;
- (iv) violation by LESSEE of any agreement or condition of this Lease Agreement; or
- (v) violation by LESSEE of any law, ordinance or regulation affecting the Space or any part thereof or the ownership and occupancy thereof.



CITY OF DOVER

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DOVER, NH 03820
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12. Insurance.

General liability/casualty and property insurance shall continue to be maintained on the subject property by the LESSOR. LESSEE shall procure and maintain in force, at its expense, during the term of this Lease Agreement, and any extensions of such term, liability and property damage insurance for the LESSEE's leased Space to be considered primary and non-contributory coverage. Said insurance to be in limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. LESSOR has no obligation for any loss to LESSEE's personal property. Proof of LESSEE's insurance shall be supplied to the LESSOR at the time of occupancy and LESSEE shall provide certificates for any renewal no later than ten (10) business days prior to the expiration of said policy. The LESSOR shall be listed as "Additional Insured" on the policy and proof of insurance certificate. The insurance coverage procured by LESSEE shall cover the LESSOR with the same scope of coverage provided to the LESSEE without subjecting the LESSOR to any different or additional terms, conditions, limitations or exclusions. A condition of the insurance coverage shall be thirty (30) days' notice to the LESSOR upon cancellation of the policy.

13. Liens and Encumbrances.

LESSEE will not create or allow any lien, encumbrance or charge on the LESSEE's Space or on the McConnell Center or on the rents or income therefrom which may be superior to the LESSOR's rights hereunder.

14. Parties Bound.

This Lease Agreement and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.

15. Notice.

All notices by either party to be given with respect to this Lease Agreement shall be in writing and shall be given by first class mail to the addresses stated above.

16. Modification of Lease Agreement.

This Lease Agreement contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

17. Section Headings.

The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the



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interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

Any determination that any provision of this Lease Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not affect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Lease Agreement.

19. Laws Governing.

The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease Agreement and determine all rights hereunder.

20. Security Deposit.

Upon execution of this Lease Agreement, LESSEE deposits with LESSOR \$_____ as security for the performance by LESSEE of the terms of this Lease Agreement to be returned to LESSEE, with interest, following the full and faithful performance by LESSEE of this Lease Agreement. In the event of damage to the Space caused by LESSEE or LESSEE's agents or visitors, LESSOR may use funds from the deposit to repair, but is not limited to this fund and LESSEE remains liable.

21. Merger.

This Lease Agreement contains all terms and conditions agreed upon by the parties hereto and no other agreements or representations, oral or otherwise, regarding the subject matter of this Lease Agreement shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease Agreement shall be in writing and signed by the parties hereto.

22. Taxes.

Pursuant to RSA 72:23, I, LESSEE agrees to pay all properly assessed current and potential real and personal property taxes no later than the due date. LESSEE is obligated by the foregoing to pay real and personal property taxes on structures or improvements added by the LESSEE. Failure of the LESSEE to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said Lease by the LESSOR.

23. Immunity

Nothing within this Lease Agreement is intended to benefit or create an obligation to a third-party. Nothing within this Lease Agreement shall be deemed to constitute a waiver of any



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existing immunity of the City of Dover, which immunities are hereby reserved to the City of Dover. This covenant shall survive the termination of this Lease Agreement's conclusion.

IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement on the date set forth above.

KIDS CULTURE CHILD CARE, LCC

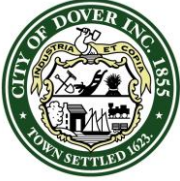
Witness
Sign and Print

Duly Authorized
Print Name _____

CITY OF DOVER
By J. Michael Joyal, Jr., City Manager

Witness
Sign and Print

Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2024.03.27 - 48**
Resolution Re: Approval of Northeastern Ballet Theatre McConnell
Center Lease

WHEREAS: Northeastern Ballet Theatre, a New Hampshire non-profit corporation, seeks to enter into a (3) three-year lease with the option to renew for (2) two additional (3) three-year terms, with the City of Dover regarding the leasing of space within the McConnell Center, and;

WHEREAS: The leased space would be room 239 of the McConnell Center containing 1,108 square feet, and;

WHEREAS: The parties have negotiated terms of a proposed lease agreement as set forth in the draft lease, with the terms stated therein.

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

The City Manager is authorized to finalize and sign the lease agreement between the City of Dover and Northeastern Ballet Theatre for rental of room 239 for three years with the option to renew for two additional terms.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

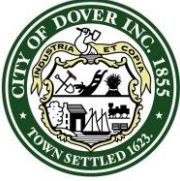
Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2024.03.27 - 48**
Resolution Re: Approval of Northeastern Ballet Theatre McConnell
Center Lease

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:

See attached Lease Agreement between the parties.

The McConnell Center Advisory Board is expected to approve this draft lease on Monday, March 25, 2024.



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LEASE AGREEMENT

THIS LEASE AGREEMENT made this ____ day of _____, 2024, by and between **NORTHEASTERN BALLET THEATRE** of 61 Locust Street, Dover, New Hampshire 03820, a non-profit corporation, (hereinafter referred to as “LESSEE”), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire 03820 (hereinafter referred to as “LESSOR”).

WITNESSETH:

That IN CONSIDERATION of the mutual promises contained herein, and FOR OTHER GOOD AND VALUABLE CONSIDERATION contained herein, the parties agree as follows:

1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City’s McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain 1,108 square feet and more particularly identified as room 239 (the “Space”).

In conjunction with the use of the Space, LESSEE shall have the right to use available parking in the McConnell Center/Library parking lot for LESSEE’ employees in the adjacent City Parking lot to the rear of the Public Library during LESSEE’s normal operations, subject to applicable law and regulations. Additionally, parking spaces may be available on streets adjacent to the McConnell Center. It is agreed parking spaces will not be reserved and are available on a first come first served basis with no signage designating parking spaces to the LESSEE. The LESSOR does not guarantee the availability of any parking spaces at any time. Parking may be subject to change, amendment, or relocation for good cause at the sole discretion of the City of Dover.

The term of LESSEE’s Lease Agreement shall be for (3) three years beginning on February 1, 2024 and ending on January 31, 2027 There shall be an option to renew for (2) two additional (3) three-year terms at the LESSEE’S request pursuant to Paragraph 7.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the 1st of a month, that month’s rent shall be prorated based on the number of days in the month. The first year’s rent charges are based upon space allocation of 1,108 square feet and calculated using the following components:



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Component	Rate	Annual	Monthly
Fixed Rent	\$6.50	\$7,202.00	\$600.17
Capital Reserve	\$0.40	\$443.20	\$36.93
Utilities (*)	\$8.61	\$9,539.88	\$794.99
Other as agreed	0	0	0
Total Rent Assessment	\$15.51	\$17,185.08	\$1,432.09

(*) Utilities costs are variable based upon actual costs as outlined in Section 2.

2. Operations and Maintenance.

The LESSEE shall be responsible for payment of all Utilities costs associated with the Space, including electricity, water, gas, heat, and shared custodial, snow removal and associated supplies. Utilities costs of this Lease Agreement is established at \$8.61/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the City's proposed operating budget for the coming fiscal year. The total square footage of leased space in the McConnell Center is 53,899 square feet. The annual revision of Utilities costs shall occur in March and take effect the following July 1st.

3. Condition of Premises.

The LESSOR leases the Space "as is". LESSEE shall be solely responsible for all associated costs for desired original and future build-out of the Space; and plans for such build-out must be reviewed for potential approval by LESSOR. LESSEE shall be solely responsible for insuring all improvements and contents of the Space and shall name LESSOR as an additional insured.

LESSOR shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LESSOR shall, at its own expense, make normal repairs and maintain performance of the leased Space, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LESSOR shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they were at the date of the commencement of the term of this Lease Agreement, reasonable wear and damage by accident, fire or other insured against casualty and covered by said insurance excepted. LESSEE and LESSOR will perform a walk through to evaluate condition of the Space prior to occupancy.

LESSOR agrees to maintain the Space in condition fit for its intended use and to make all necessary repairs of which LESSOR is aware, including adequate heat and water, and a sound



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physical structure. Furthermore, LESSOR will maintain the grounds and remove the common area rubbish and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.

4. Access to Premises.

The LESSOR shall also have the right to enter upon the Space at all reasonable times to inspect same and to expel the LESSEE if the LESSEE shall fail to comply with or breach in any way this Lease Agreement. The LESSOR shall provide the LESSEE with reasonable notice of any inspections of or visits to the Space.

5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty, including fire, not arising as a result of the negligence or intentional conduct of the LESSEE whereby the Space or any portion of it is destroyed or damaged so as to be unfit for use or occupancy, the LESSOR specifically reserves the option of terminating this Lease Agreement. However, that in the event of total destruction or damage which is the equivalent of total destruction, this Lease Agreement shall automatically terminate.

In the event the Space shall be taken either under threat of eminent domain or by eminent domain proceedings in whole, then this Lease Agreement shall be terminated and the rent shall be pro-rated and returned to the LESSEE as of the date of such taking. A condemnation award shall belong exclusively to the LESSOR.

6. Use.

The LESSEE shall only use the Space in compliance with the City's ordinances, rules and regulations. Additionally, the Space shall be used for charitable non-profit purposes only. No residential use shall be permitted.

7. Renewal of Lease Agreement.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease Agreement or the expiration of an additional term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to exercise its option to extend the term of the Lease Agreement for an additional period as set forth in Section 1 herein.

8. Subletting and Assignment.

LESSEE shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LESSOR.



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9. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease Agreement including, but not limited to, termination for failure of the LESSEE to perform as required hereunder, there remains personal property of the LESSEE in the Space, the LESSOR is authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

10. Default/Early Termination.

In the event the LESSEE fails to perform its obligations under this Lease Agreement, this Lease Agreement is defaulted, and the LESSOR is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the LESSEE shall default in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed, under or by virtue of any provisions of this Lease Agreement, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expense of the LESSEE. If the LESSOR makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LESSOR as additional rent. In the event that there is damage to the Space due to the LESSEE's actions or inactions, or the LESSEE fails to make any utility payments when due, the Lease Agreement may be immediately terminated at the option of the LESSOR.

Both the LESSEE and the LESSOR shall have the right to terminate this Lease Agreement for any reason upon giving at least three (3) months written notice to the other party.

11. Indemnification.

LESSEE agrees to pay, and to protect, defend (with counsel acceptable to the City), indemnify and save harmless LESSOR from and against any and all liabilities, losses, damages, costs, expenses (including all reasonable attorney's fees and expenses), causes of action, allegations, suits, claims, demands or judgments of any nature whatsoever arising from:

- (i) any injury to, or the death of, any person(s);
- (ii) any damage to property or to the Space;
- (iii) any act or omission of LESSEE or its agents, officers or employees;
- (iv) violation by LESSEE of any agreement or condition of this Lease Agreement; or
- (v) violation by LESSEE of any law, ordinance or regulation affecting the Space or any part thereof or the ownership and occupancy thereof.



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12. Insurance.

General liability/casualty and property insurance shall continue to be maintained on the subject property by the LESSOR. LESSEE shall procure and maintain in force, at its expense, during the term of this Lease Agreement, and any extensions of such term, liability and property damage insurance for the LESSEE's leased Space to be considered primary and non-contributory coverage. Said insurance to be in limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. LESSOR has no obligation for any loss to LESSEE's personal property. Proof of LESSEE's insurance shall be supplied to the LESSOR at the time of occupancy and LESSEE shall provide certificates for any renewal no later than ten (10) business days prior to the expiration of said policy. The LESSOR shall be listed as "Additional Insured" on the policy and proof of insurance certificate. The insurance coverage procured by LESSEE shall cover the LESSOR with the same scope of coverage provided to the LESSEE without subjecting the LESSOR to any different or additional terms, conditions, limitations or exclusions. A condition of the insurance coverage shall be thirty (30) days' notice to the LESSOR upon cancellation of the policy.

13. Liens and Encumbrances.

LESSEE will not create or allow any lien, encumbrance or charge on the LESSEE's Space or on the McConnell Center or on the rents or income therefrom which may be superior to the LESSOR's rights hereunder.

14. Parties Bound.

This Lease Agreement and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.

15. Notice.

All notices by either party to be given with respect to this Lease Agreement shall be in writing and shall be given by first class mail to the addresses stated above.

16. Modification of Lease Agreement.

This Lease Agreement contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

17. Section Headings.

The section headings throughout this instrument are for convenience and reference only, and



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the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

Any determination that any provision of this Lease Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not affect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Lease Agreement.

19. Laws Governing.

The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease Agreement and determine all rights hereunder.

20. Security Deposit.

Upon execution of this Lease Agreement, LESSEE deposits with LESSOR \$_____ as security for the performance by LESSEE of the terms of this Lease Agreement to be returned to LESSEE, with interest, following the full and faithful performance by LESSEE of this Lease Agreement. In the event of damage to the Space caused by LESSEE or LESSEE's agents or visitors, LESSOR may use funds from the deposit to repair, but is not limited to this fund and LESSEE remains liable.

21. Merger.

This Lease Agreement contains all terms and conditions agreed upon by the parties hereto and no other agreements or representations, oral or otherwise, regarding the subject matter of this Lease Agreement shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease Agreement shall be in writing and signed by the parties hereto.

22. Taxes.

Pursuant to RSA 72:23, I, LESSEE agrees to pay all properly assessed current and potential real and personal property taxes no later than the due date. LESSEE is obligated by the foregoing to pay real and personal property taxes on structures or improvements added by the LESSEE. Failure of the LESSEE to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said Lease by the LESSOR.

23. Immunity

Nothing within this Lease Agreement is intended to benefit or create an obligation to a third-



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party. Nothing within this Lease Agreement shall be deemed to constitute a waiver of any existing immunity of the City of Dover, which immunities are hereby reserved to the City of Dover. This covenant shall survive the termination of this Lease Agreement's conclusion.

IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement on the date set forth above.

NORTHEASTERN BALLET THEATRE

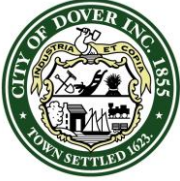
Witness
Sign and Print

Duly Authorized
Print Name _____

CITY OF DOVER
By J. Michael Joyal, Jr., City Manager

Witness
Sign and Print

Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2024.03.27 - 49**
Resolution Re: **B24026 Fifth & Grove Reconstruction Project**

- WHEREAS: A sealed Request for Proposal #B24026 for Fifth & Grove Reconstruction Project was issued and received on March 7, 2024 @ at 2:00 p.m. A mandatory pre-bid meeting was conducted on February 15, 2024 with six firms attending; and
- WHEREAS: The scope of work includes watermain replacement, storm drainage replacement, and street improvements, and;
- WHEREAS: Two (2) bid responses were received and reviewed for necessary qualifications, experience, understanding of project scope, approach for completing the work, certification to design, deliver, support and manage proposed solution and the offer deemed most advantageous came from the low bidder, N. Granese & Sons, Salem, MA in the amount of \$5,417,405.00

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

The Purchasing Agent is hereby authorized to issue a purchase order to N. Granese & Sons, Salem, MA for the Fifth & Grove Reconstruction Project in the amount, not to exceed, \$5,417,405.00. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4022.1.300.43121.4751.03157.22.000.000.700	Portland Ave Retaining Wall	863,150	819,036
4024.1.300.43121.4751.03157.24.000.000.700	Roadways	1,100,000	1,100,000
4025.1.300.43121.4751.03157.25.000.000.700	Street Reconstruction - Fifth & Grove	4,000,000	4,000,000
5300.1.300.43320.4757.03594.22.000.000.700	Watermain Replacement - Fifth & Grove	1,000,000	1,000,000
5300.1.300.43320.4757.03594.24.000.000.700	Watermain Replacement - Fifth & Grove	250,000	250,000
5300.1.300.43320.4757.03594.25.000.000.700	Watermain Replacement - Fifth & Grove	525,000	525,000

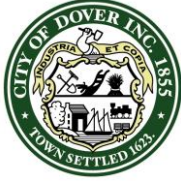
AUTHORIZATION

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 Vansylyvong-
Bizier
City Clerk

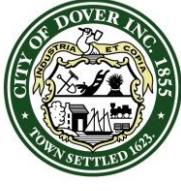
 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.1.	
Resolution Number: R – 2024.03.27 - 49 Resolution Re: B24026 Fifth & Grove Reconstruction Project		

DOCUMENT HISTORY:

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

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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 – 2024.03.27 - 49 Resolution Re: B24026 Fifth & Grove Reconstruction Project
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RESOLUTION BACKGROUND MATERIAL:

The project extends are Fifth St between Central Ave and Fourth St, and Grove St from Sixth St and Fourth St. The scope of work includes installation of new storm drain pipe, drainage manholes, and catch basins; new sanitary manhole frames and covers; new water main, services, hydrants, and connections to existing water system; temporary bypass of water; reconstruction of roadway pavement and layout; construction of concrete sidewalks; installation of new light poles, lighting fixtures, riser poles, electrical conduits and duct bank, ground rods, pull boxes, and electrical equipment closure; and all material and equipment, construction, and services inherent to the Work.

Bid Information:

Request for Proposal #B24026 was issued and received on March 7, 2024 @ at 2:00 p.m

Award Information:

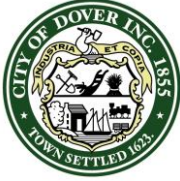
A purchase order will be issued to the vendor selected to authorize future expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	503	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	ASAP
Recommended Award to:	N. Granese & Sons	Fund:	Multiple
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B24026 Bid Documents](#)

Document Created by: Purchasing Document Posted on: March 22, 2024	R-2024.03.27 B24026 Fifth & Grove Reconstruction Project Page 3 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2024.03.27 - 50**
Resolution Re: B21048-RFP22-002 Additional SOW Design Consulting
Services for the Fifth & Grove Streets Reconstruction
Project Amendment #4

WHEREAS: In 2021, B21048 was solicited and received for on-call specialized municipal engineering services on an as-needed basis to several vendors in various engineering service areas for on-call specialized municipal engineering services via resolution [R-2021.07.28-135](#); and

WHEREAS: A project was identified meeting the criteria of RFQ #B21048, a sealed Request for Proposal #B21048-RFP22-002 and awarded to Woodard & Curran via approved resolution [R-2021.01.12-009](#) for Design Consulting Services for the Fifth and Grove Streets Reconstruction Project in the amount of \$193,122.00; and

WHEREAS: Additional amendment No. 1, No. 2 and No. 3 totaling \$84,287.00 were previously approved by council [R-2023.03.08-038](#) making total agreement amount of \$277,409.00; and

WHEREAS: On March 19, 2024 the City received amendment No. 4 in the amount of \$436,000 Construction Phase Services making the total agreement \$713,409.00.

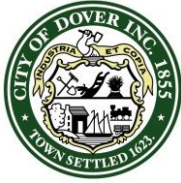
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue an amendment to purchase order to Woodard & Curran of Andover, MA for additional Construction Phase Services for the Fifth and Grove Streets Reconstruction Project in the amount not to exceed \$436,000. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4025.1.300.43121.4751.03157.25	Street Reconstruction - Fifth & Grove	4,000,000	2,049,938
5300.1.300.43320.4757.03594.25	Water Main Replacement - Fifth & Grove	525,000	226,692



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2024.03.27 - 50**
Resolution Re: B21048-RFP22-002 Additional SOW Design Consulting
Services for the Fifth & Grove Streets Reconstruction
Project Amendment #4

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

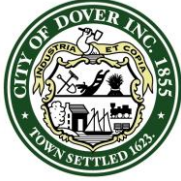
Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

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.2.

Resolution Number: **R – 2024.03.27 - 50**
Resolution Re: B21048-RFP22-002 Additional SOW Design Consulting
Services for the Fifth & Grove Streets Reconstruction
Project Amendment #4

RESOLUTION BACKGROUND MATERIAL:

Additional Scope of Work included in Amendment #4 includes Two Phases relative to Construction Services as follows:

- Phase 1 – Construction Administration that includes pre-construction conference, construction meetings, review of contractor submittals, i.e. drawings, product data. Response to requests for information and issues of work orders, maintain job files, evaluate contractors schedule, advise city of project developments and advise city of any necessary changes to project, develop and implement procedure for review and processing of payment from contractor, including verifying work completed. Lastly provide record drawings developed in AutoCAD format.
- Phase 2 – Resident Project Representative that includes construction and progress meetings with contractor, perform on-site observation of progress and quality of construction in conformance with contract. Monitor Contractor schedule. Monitor erosion control. Maintain records at construction site, logbook of activities, observe quality control test and conduct final inspection of contractor.

Bid Information:

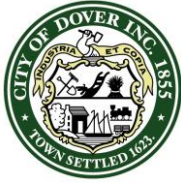
A sealed Request for Proposal #B21048-RFP22-002 was solicited and received from the three firms selected under the Highway/Transportation Engineering service area and the three firms selected under the Water Supply, Treatment and Distribution service area approved via resolution [R-2021.07.28-135](#) for Design Consulting Services for the Fifth and Grove Streets Reconstruction Project on November 29, 2021 at 2:00 p.m.

Award Information:

A purchase order revision will be issued to Woodard & Curran to authorize expenditures as outlined in this resolution.

Purchasing Information:

[B21048-RFP22-002 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2024.03.27 - 51**

Resolution Re: B22040 HVAC Preventive Maintenance & Repair Services –
Amendment #2 – Year Three Extension

WHEREAS: A sealed Request for Proposal #B22040 was issued and received for Heating, Ventilation and Air Conditioning (HVAC) Preventive Maintenance and Repair Services on March 14th 2022 for a one-year agreement, effective April 1, 2022, with the potential for subsequent annual renewals; and

WHEREAS: The City received two bids and the offer deemed most advantageous came from Siemens Industry, Inc. of Scarborough, ME which who was awarded and approved by City Council per R-2022.03.23-060. Year Two extension was approved per R-2023.03.22-048; and

WHEREAS: Siemens Industry is offering to continue their annual preventive maintenance program in the amount of \$125,012.00 and an annual mechanical maintenance for automated controls in the amount of \$31,156.00, for total of \$156,168.00 (a 6% increase from 2023); and

WHEREAS: It is the recommendation to accept the proposal submitted by Siemens Industry, Inc. of Scarborough, ME in the total amount of \$156,168.00 as \$39,042.00 quarterly payments; and

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

The Purchasing Agent is hereby authorized to issue a purchase order to Siemens Industry, Inc. of Scarborough, ME for HVAC Preventive Maintenance and Repair Services in the total amount not to exceed \$156,168.00, and for as-needed repair services, at hourly rates provided in conjunction with bid #B22040. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.43180.4431.00000.00	F&G - Maint. Chrgs-Blg	140,478.00	131,816.64
1000.1.210.42170.4433.00000.00	Police- Maintenance Chrgs, Equip	16,706.00	14,146.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

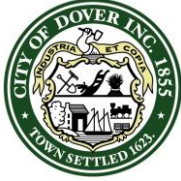
Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

Document Created by: Purchasing
Document Posted on: March 22, 2024

R-2024.03.27 B22040 HVAC Preventive Maintenance &
Repair Services – Amendment # 2 Year three Extension
Page 1 of 4



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2024.03.27 - 51**

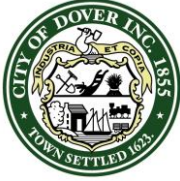
Resolution Re: B22040 HVAC Preventive Maintenance & Repair Services –
Amendment #2 – Year Three Extension

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2024.03.27 - 51**

Resolution Re: B22040 HVAC Preventive Maintenance & Repair Services –
Amendment #2 – Year Three Extension

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested proposals from qualified vendors to service and maintain Heating, Ventilation and Air Conditioning (HVAC) equipment at various locations in the City and to provide all required equipment, materials, tools, labor and supervision. The Request for Proposal (RFP) requested the total annual cost for preventive maintenance and mechanical maintenance for automated controls and updates, as well as hourly labor rates and parts' discounts for materials and product.

Siemens Industry, Inc. proposed an annual preventive maintenance program in the amount of \$125,012 (an increase from \$117,936) and annual mechanical maintenance for automated controls in the amount of \$31,156, (an increase from \$29,392). The hourly rates for as-needed and as requested repair services are as follows.

Hourly rate, 8 a.m. – 4 p.m., weekday

Mechanic – \$156.00/Hour (increase from \$147.00/Hour from 2023)

Specialist - \$196.00/Hour (increase from \$174.00/Hour from last year)

Weekday after hours and Saturdays

Mechanic - \$234.00/Hour (Increase from \$220.50/Hour from last year)

13% increase in two years

Specialist - \$294.00/Hour (Increase from \$261.00/Hour from last year)

Sundays and Holidays

Mechanic - \$312.00/Hour (Increase from \$294.00/Hour from last year)

Specialist - \$392.00/Hour (Increase from \$348.00/Hour from last year)

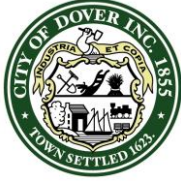
The Director of Community Services, along with the City's Facilities Project Manager, thoroughly reviewed the proposals and agreed to proceed with a recommendation to award to Siemens Industry, Inc. Siemens Industry, Inc. has been the City's service provider the previous six years and the City has been satisfied with their work.

Bid Information:

A sealed Request for Proposal #B22040 was issued and received for HVAC Preventive Maintenance and Repair Services on March 14, 2022 at 2:00 p.m.

Award Information:

A purchase order will be issued to Siemens Industry, Inc. to authorize expenditures as outlined in this resolution.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

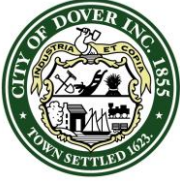
Resolution Number: **R – 2024.03.27 - 51**

Resolution Re: B22040 HVAC Preventive Maintenance & Repair Services –
Amendment #2 – Year Three Extension

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	138	Number of Responses:	2
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	One Year	Estimated Delivery:	N/A
Recommended Award to:	Siemens Industry, Inc.	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B22040 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2024.03.27 - 52**
Resolution Re: Additional Appropriation for FY2024 CIP Project
Elementary School HVAC Upgrade

WHEREAS: The City Council desires to make public improvements as identified projects contained in the City's annual Capital Improvements Program and to finance these improvements with transfers from Capital Reserve Trust Fund; and

WHEREAS: The Dover School Board, at their March 11, 2024 meeting, approved the elementary schools' HVAC upgrades at Woodman Park Elementary School and Frances G. Hopkins Elementary School at Horne Street in the total amount of \$4,428,600; and the Elementary School HVAC Upgrade project has available appropriations of \$4,034,973; and

WHEREAS: At their March 11, 2024 meeting, the Dover School Board adopted a resolution (copy attached) to seek approval from the City Council for an additional appropriation of \$393,627 for the Elementary School HVAC Upgrade project to be financed by a transfer from the School Facilities Capital Reserve; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital outlay is appropriated as part of the FY2024 Capital Improvements Program for the purposes so designated and the Finance Director is authorized to transfer the funds from the respective Capital Reserve Fund in the amounts listed.

Description	Appropriation	Funding Source	Fund
Elementary School HVAC Upgrade Project	\$393,627.00	School Facilities Capital Reserve	Trust

NOTE: This Resolution Requires a Public Hearing and Vote of 2/3 Majority of members of the City Council per C6-6 of the City Charter.

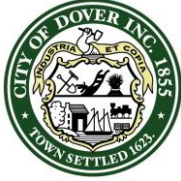
AUTHORIZATION

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 Vansylyvong-Bizier
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.4.	
Resolution Number: R – 2024.03.27 - 52 Resolution Re: Additional Appropriation for FY2024 CIP Project Elementary School HVAC Upgrade		

DOCUMENT HISTORY:

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

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor 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:

At their March 11, 2024 meeting the Dover School Board approved HVAC upgrades to be completed at the Woodman Park Elementary School and the Frances G. Hopkins Elementary School, with scope of work being for a total amount of \$4,428,600.

Previously authorized appropriations in the amount of \$4,034,973 for the Elementary School HVAC Upgrade project include \$3,434,973 from ESSER III grant funds, and \$600,000 transfer from the School Facilities Capital Reserve.

This resolution authorizes an appropriation of \$393,627 (\$4,428,600 - \$4,034,973) for Elementary School HVAC Upgrade project in order to have \$4,428,600 in available appropriations for the project.

This resolution does not authorize an increase in the indebtedness of the City. The appropriation in this resolution is funded by a transfer from the School Facilities Capital Reserve.

The \$393,627 appropriation is to be financed by the School Facilities Capital Reserve. The School Facilities Capital Reserve has a current available balance of \$1,589,204.

Document Created by: Finance Document Posted on: March 22, 2024	R-2024.03.27 Additional Appropriation for FY2024 CIP Project Elementary School HVAC Upgrade Page 2 of 2
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RESOLUTION

RE: TRANSFER FUNDS TO THE ELEMENTARY SCHOOL HVAC UPGRADE CIP PROJECT

WHEREAS: The Dover School Board approved the elementary schools' HVAC upgrades at Woodman Park Elementary School and Frances G. Hopkins Elementary School at Horne Street in the total amount of \$4,428,600 on September 25, 2023; and

WHEREAS: There are appropriated ESSSER III funds in the amount of \$3,434,973 and existing CIP appropriations in the amount of \$600,000 for the total of \$4,034,973, the Dover School Board has identified the need for additional funds to complete the elementary schools' HVAC upgrades in the amount of \$393,627; and

NOW, THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE DOVER SCHOOL BOARD TO THE MAYOR AND DOVER CITY COUNCIL THAT:

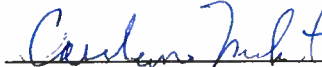
The amount of \$393,627 to be appropriated for the Elementary Schools' HVAC upgrade CIP project and the financing source to be from the School Facilities Capital Reserve Fund.

Description	Appropriation	Funding	Fund
Building Systems – Elementary HVAC	\$393,627.00	School Facilities Capital Reserve	Trust

SUBMITTED BY:



Robin Trefethen, Chairperson



Carolyn Mebert, Vice Chairperson

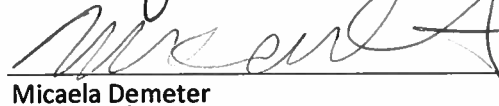
Michelle Clancy, Secretary



Maggie Fogarty



Elizabeth Goldman



Micaela Demeter



Craig Flynn

March 11, 2024



March 15, 2024

Dover City Council
City of Dover
288 Central Avenue
Dover, NH 03820

Dear Members of the Council:

We are committed to keeping you and our customers informed about changes to Xfinity TV. Please note the following changes to the Xfinity channel line-up in your community:

Effective May 7, 2024, Pursuit Channel SD on channels 258/1238 will no longer be available. On the same day, Pursuit Channel HD will be added on channel 1238. Requires HD programming and an X1 TV Box or Xfinity Internet and a compatible customer owned device to view.

Customers are receiving notice of this information in their bill.

Please do not hesitate to contact me should you have any questions. For your convenience I can be reached at **Bryan_Christiansen@comcast.com**.

Very truly yours,

Bryan Christiansen

Bryan Christiansen, Director
Government & Regulatory Affairs

V#2