CITY OF DOVER

CITY COUNCIL - AGENDA

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

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS – VOLUNTEER WEEK**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
   A. **AUTHORIZATION TO ACCEPT AND EXPEND THE NHDES WILLAND POND MILFOIL CONTROL GRANT**
   (THIS RESOLUTION REQUIRES A 2/3 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. **April 3, 2024 – Workshop Meeting & Special Meeting**
    B. **April 10, 2024 – Regular Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
    A. **ORDINANCES IN THE 2nd READING**
    B. **ORDINANCES IN THE 3RD READING**
    C. **RESOLUTIONS**
       1. **AUTHORIZATION TO ACCEPT AND EXPEND THE NHDES WILLAND POND MILFOIL CONTROL GRANT**
       (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
       SPONSORED BY MAYOR CARRIER BY REQUEST
13. **NEW BUSINESS**
    A. **CONSENT CALENDAR**
       1. **AUTHORIZATION TO ISSUE LICENSE TO SEACOAST EAT LOCAL, INC. FOR WEEKLY FARMERS MARKET IN A PORTION OF THE JENNY THOMPSON POOL PARKING LOT (TAX MAP 26, LOT 2)**
       SPONSORED BY MAYOR CARRIER BY REQUEST

2. **APPROVAL OF LOT RESTORATION FOR 5 SHERMAN STREET (TAX MAP 39, LOT 34)**
   SPONSORED BY MAYOR CARRIER BY REQUEST
3. **AUTHORIZING WATERFRONT DEVELOPMENT TAX YEAR 2024 CONSENT TO TAXATION AND PAYMENT IN LIEU OF PROPERTY TAX AGREEMENT**
   SPONSORED BY MAYOR CARRIER BY REQUEST
4. **AUTHORIZING WATERFRONT PHASE I PUBLIC IMPROVEMENTS COMPLETION AGREEMENT**
   SPONSORED BY MAYOR CARRIER BY REQUEST
5. **B22049 CONSTRUCTION EQUIPMENT RENTAL**
   SPONSORED BY MAYOR CARRIER BY REQUEST
6. **PURCHASE OF AUTOMATED CITY VEHICLE GEO-LOCATION SOFTWARE**
   SPONSORED BY MAYOR CARRIER BY REQUEST
7. **PURCHASE OF HYDROGEN PEROXIDE FOR PUDDING HILL WASTEWATER TREATMENT PLANT**
   SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

C. ORDINANCES IN 1ST READING

1. **VEHICLES AND TRAFFIC, CHAPTER 141, SECTIONS 30 AND 40 (TO BE REFERRED TO A PUBLIC HEARING ON MAY 8, 2024)**
   SPONSORED BY MAYOR CARRIER BY REQUEST

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN

PROCLAMATION

WHEREAS: The City of Dover is fortunate to have a group of dedicated volunteers who generously give their time, energy, and talents to help make our community a better place; and

WHEREAS: National Volunteer Week, enacted in 1974 by President Richard Nixon, celebrates the spirit of volunteerism, urging all Americans to seek opportunities to provide service to their community; and

WHEREAS: The work of these volunteers is often behind the scenes, but their efforts contribute to the quality of life in Dover in countless ways, preserving our history and natural resources, enhancing our parks and public spaces, and promoting diversity, equity, and inclusion; and

WHEREAS: These volunteers serve on a variety of boards and committees, including but not limited to the Dover Business and Industrial Development Authority, Recreation Advisory Board, Planning Board, Arts Commission, Conservation Commission, Library Board of Trustees, and many more; and

NOW, THEREFORE, I, ROBERT CARRIER, MAYOR OF THE CITY OF DOVER, NEW HAMPSHIRE, RECOGNIZE ALL BOARDS, COMMISSIONS, AND COMMITTEES AND DO HEREBY PROCLAIM APRIL 21 – 27, 2024 AS:

VOLUNTEER WEEK

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

_____

Robert Carrier, Mayor
City of Dover, New Hampshire

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

CITY OF DOVER

Resolution Number: **R – 2024.04.10 - 63**
Resolution Re: Authorization to Accept and Expend the NHDES Willand Pond Milfoil Control Grant

WHEREAS: A group of concerned citizens formed "Friends of Willand Pond" and secured a commitment from the New Hampshire Department of Environmental Services (NHDES) for possible grant funding of milfoil treatments within Willand Pond; and

WHEREAS: Since the Friends of Willand Pond is not an official organization registered with the Secretary of State, NH DES suggested working through the City of Dover, whereby DES can provide a Grant amount for up to $14,140 and would require a city match of 50% making the total project amount of up to $28,280.00; and

WHEREAS: At their meeting of March 11, 2024 the Conservation Commission approved up to $20,000.00 in funding for the grant-match, and noted their support for milfoil treatments to avoid any adverse impacts to the Pond; and

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

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

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

AND, FURTHER BE IT RESOLVED THAT:

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

Financing

Account	Description	Appropriation	Balance
TBD	NHDES Willand Pond Milfoil Constrol	28,280.00	28,280.00

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

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.04.10 - 63**
Resolution Re: Authorization to Accept and Expend the NHDES Willand Pond Milfoil Control Grant

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

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#: 12.C.1.

Resolution Number: **R – 2024.04.10 - 63**
Resolution Re: Authorization to Accept and Expend the NHDES Willand Pond Milfoil Control Grant

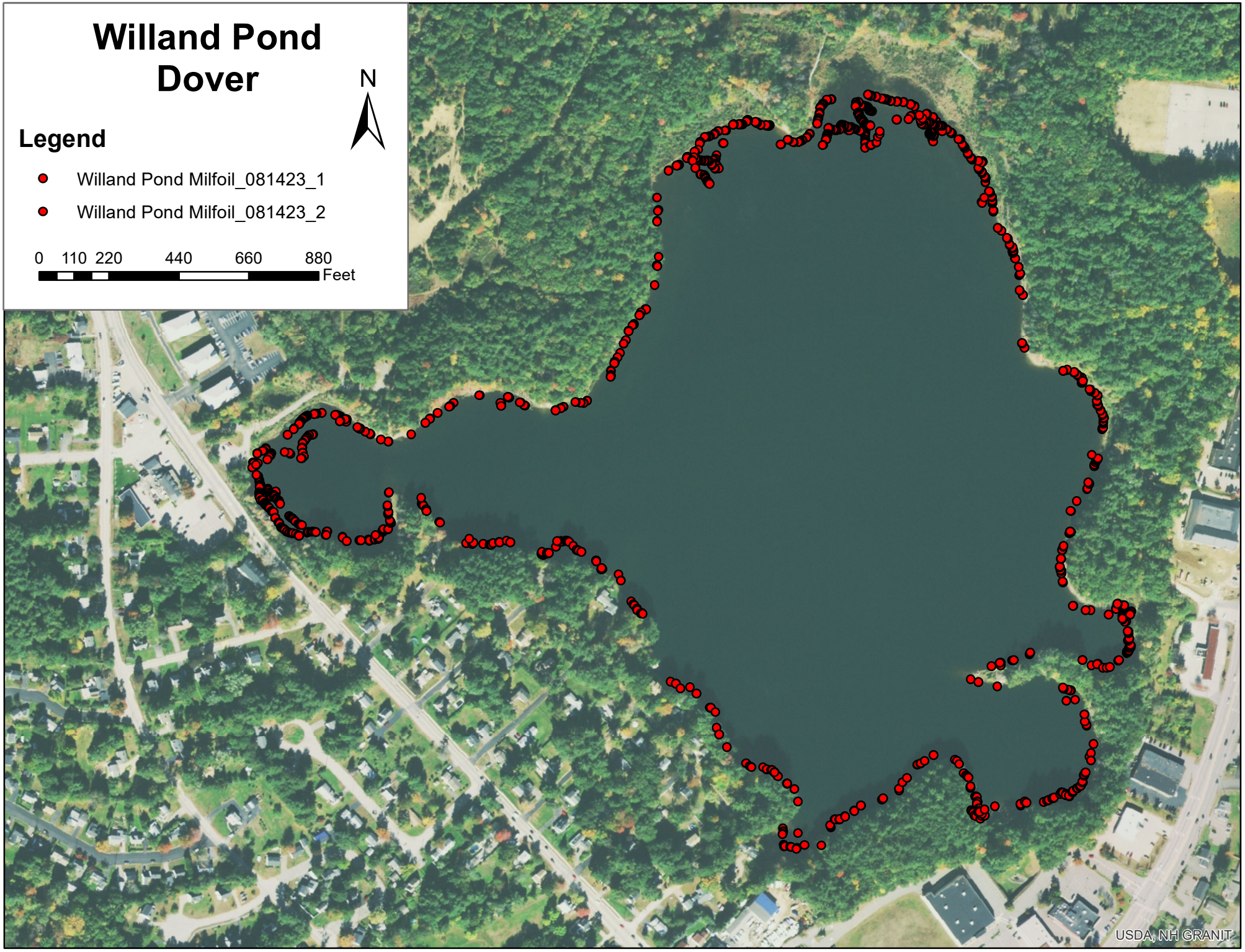
RESOLUTION BACKGROUND MATERIAL:

A group of concerned residents around Willand Pond formed a group called Friends of Willand Pond and reached out to NH DES about concerns of milfoil. NH DES had performed a milfoil survey during the summer of 2023, and recognized that milfoil had been spreading and per the attached map was prevalent along the entire shoreline of the pond. NH DES followed up and completed a "Long-Term Variable Milfoil Management Plan" for Willand Pond in March 2024. Due to the spread and prevalence of milfoil, NH DES recommended "*In 2024, herbicide treatment to reduce variable milfoil is recommended as a primary control effort, targeting up to 10 acres of growth in the pond. Future herbicide use will be based on field surveys to determine re-growth or persistent growth patterns.*"

The Conservation Commission reviewed both the suggested of an herbicide application, along with the need for a 50% match for the treatment at their meeting of March 11, 2024. The Commission voted unanimously to "*support the milfoil treatment effort with the understanding that untreated milfoil would have a more adverse impact on Willand Pond that the herbicide application and that a long-term integrated pest management plan be developed for the Pond.*" NH DES has since developed a Long-Term Management Plan (LTMP). The LTMP calls for future monitoring by "Weed Watchers" group and possible deployment of divers for hand-pulling of milfoil in 2025, following herbicide application in 2024.

Per NH DES, the proposed herbicide would be PROcellaCOR, which is termed a reduced risk herbicide, and has been used in drinking water supplies in NH (Alton Bay/Merrymeeting River in Alton, Paugus Bay in Laconia). While the City has 2 water supply wells near the shores of Willand Pond, these can be deliberately shut off for a period of time following the herbicide treatment.

Long Term Management Plan


Willand Pond
Dover
N
Legend
Willand Pond Milfoil_081423_1
Willand Pond Milfoil_081423_2
0 110 220 440 660 880
Feet
USDA, NH GRANIT

City Manager's Report

Reporting on: March 2024

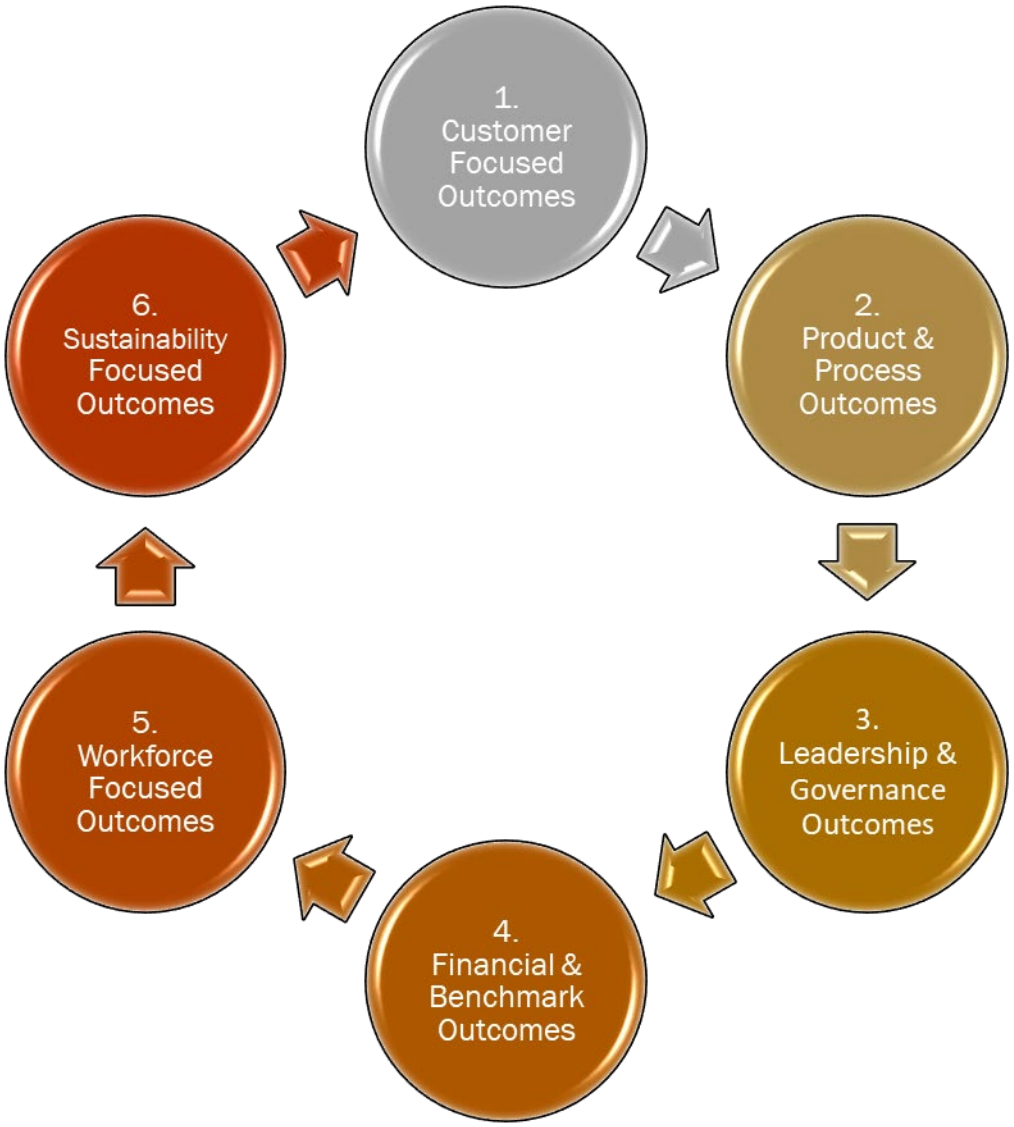


Chief Breault joined representatives from multiple mental health service providers in a meeting with staff from Senator Shaheen's office to discuss challenges in addressing mental health throughout New Hampshire.

April 24, 2024

By: City Manager Michael J. Joyal, Jr.

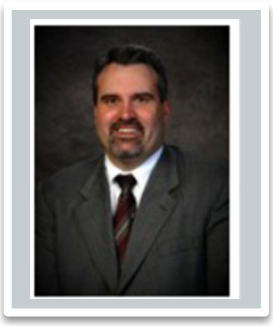
The City Manager's Report is a collaboration of City department updates provided each month to update the City Council and general public on the intricate workings of the City of Dover. The updates are broken out by department reflecting the six categories of intended outcomes relating back to the City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



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



City of Dover's Municipal Leadership Team



City Manager
J. Michael Joyal, Jr.



David Balian
Public Welfare Director



Gary Bannon
Recreation Director



Donna Benton
Planning & CDBG Director



William Breault
Police Chief



Annie Dove
Information Technology Director



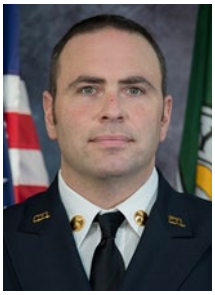
Michael Gillis
Media Services Director



Denise LaFrance
Public Library Director



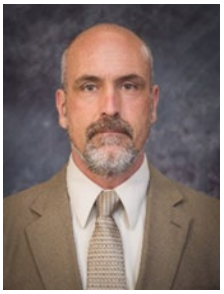
Daniel Lynch
Finance Director



Michael McShane
Fire & Rescue Chief, Emergency Mgmt Director



Christopher Parker
Deputy City Manager



John Storer
Community Services Director



Jerrica Vansylyvong-Bizier
City Clerk Tax Collector



Heather Worrall
Human Resources Director



Joshua Wyatt
City Attorney

Community Services Department

Administration

Matt Mitchel, Truck Driver; Tim Savageau, Heavy Equipment Operator I; Anthony Ford, Laborer II; Chris Morales, Maintenance Mechanic II; Jahkell Cobb, Laborer II; Kyle Belanger, Truck Driver; John Ward, Heavy Equipment Operator I; Robert Gunnison, Pump Station Operator II; Max Jacobson, Truck Driver; attended the Basic Water Works Math Course, presented by NHWWA; the event was held in Concord, NH.

Matt Mitchel, Truck Driver; Tim Savageau, Heavy Equipment Operator I; Anthony Ford, Laborer II; Chris Morales, Maintenance Mechanic II; Jahkell Cobb, Laborer II; Kyle Belanger, Truck Driver; John Ward, Heavy Equipment Operator I; Robert Gunnison, Pump Station Operator II; Max Jacobson, Truck Driver; Eric Tollison, Pump Station Operator II; attended the Grade I Water Operator Exam Preparation Course, presented by NHWWA; the event was held in Pembroke, NH.

Brian Landry, Public Works Supervisor, attended the Opening & Closing Your Seasonal System Class and Getting the Most Out of Your Water Storage Tank. Both classes were presented by Granite State Rural Water Association and were both held via Zoom.

Al Mandigo, Working Foreman; Mike Banester, Working Foreman; Tim Savageau, Maintenance Mechanic II; Matt Mitchel, Truck Driver; Eddie Young, Truck Driver; Chris Morales, Maintenance Mechanic II; attended the Excavation Safety Breakfast Seminar, presented by DigSafe. The seminar was held in Concord.

Mike Nadeau, Superintendent of Utilities; attended Selecting Underground Materials Course, presented by Granite State Rural Water Association. The Course was held in Madbury.

Ben Murphy, Heavy Equipment Operator I; Max Jacobson, Maintenance Mechanic; Chris Frontiero, Truck Driver; Cam Whitehouse, Truck Driver; Andrew Robinson, Laborer II; John Renner, Laborer II; Shane Lefebvre, Laborer II; Matt Mitchel, Truck Driver; attended a Flagger Certification Course presented by Primex.

Water Division

Water
Community Services | Dover, NH

The City of Dover produced over 52 million gallons for the month of March, 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 has been cleaned and placed back online. The Utilities crews closed 8 service requests and 109 Work Orders for March. Water Division crews conducted monthly sampling and maintenance. With the start up of the new PFAS plant nearing, the target date continues to be sometime in April. Griffin well was cleaned and is now ready to have its water treated at the new PFAS plant when it is needed. The Utilities Division conducted two fire flows and found a leak on the 4” water main on Angle Street. The crew installed a new gate to help reduce the impact of the leak and worked to find the leak which they found was a ring crack and made the repair. Over the course of the rest of the month it was found that another leak has now occurred on the main again. The crews are expected to replace a large portion of the water main to

eliminate the section of pipe that is in very poor shape. That work will be finished in April. The water service line survey was started in order to supply the State and Federal government with data of lead service lines in Dover with over 500 residents replying with their pipe material type.

The water meter crew installed 7 new meters for the month and has been assisting with the water line survey when the schedule allows.

Sewer Pump Stations and Collection

The sewer collection division closed 6 service requests and 13 work orders which included 5 sewer backups that where 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 to be used to conduct 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, and even normal conditions, the City 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.

Streets & Stormwater



Mt. Vernon Street drain line replacement

March was another month that saw warmer temperatures and little snow. The one storm that the city experienced was on the 23rd, where snow changed to freezing rain then plain rain. After seeing an accumulation of 2 inches of snow, the storm changed to several hours of freezing rain which weighed down the trees and branches. Eventually Dover did get above freezing and the storm changed to plain rain before the cold front came though. Crews got a break of a couple of hours after getting the roads and the sidewalks cleaned up before coming back to deal with tree issues. The weight of the snow and ice on the trees combined with the wind caused some small trees and limbs to come down in the road. After getting the trees cleaned up, crews had to apply salt as the temperatures overnight dropped into the 20's.

48 service requests were logged during the month for both streets and drains issues. Once again, the warmer weather allowed the street crews to keep up on repairing potholes. A couple windy days resulted in having to remove parts of trees or limbs from roadways and sidewalks. The big project for the month took place on Mount Vernon St, where crews replaced a 100 foot drain line. The old drain line was concrete and the concrete was starting to crumble causing small sinkholes. After the new drain line was installed, staff replaced the existing concrete curbing with granite curb from the stockpile before paving the ditch. Having a few experienced crew members working with newer and inexperienced crew members on this job was perfect. It allowed both to work together and the newer crew members experienced the entire process of replacing a drain line versus just repairing a drain line.

March is typically a time when a lot of different trainings are offered and this March was no different. 8 crew members went to Primex for a day and took their flagger certification class. Upon successful completion of the class and passing a test, these crew members are now certified to flag traffic for 3 years. Another class that was attended by 2 of the crew members was a dig safe class. The dig safe class went over the rules as well as different scenarios about working within a dig safe. The last 2 weeks of March, two crew members attended a water distribution prep class as well as a math prep class. This class was 4 days each week and will help them prepare to take the distribution and treatment test at NHDES in April.

Facilities, Grounds & Cemeteries

Facilities & Grounds
Community Services | Dover, NH

During the month of March, the Facilities, Grounds and Cemetery Division received 47 Service Calls, of which 42 were closed, and 82 Work Orders of which 66 were completed and closed.

One full and four ash interments were conducted in the Pine Hill Cemetery this month. Six graves were sold this month. Orders are still coming in for Spring monument installations that crews will have to excavate and pour concrete foundations for.



Pool prep

There were ten work orders pertaining to cemetery issues, thirty-two work orders pertaining to facility issues, ten work orders pertaining to grounds issues, fifteen work orders related to sign issues, ten work orders related to traffic and street light issues and five work orders pertaining to tree issues.

With spring approaching, crews adjusted School Zone Traffic Light timers for Daylight Savings Time, along with the Clock Tower at City Hall and numerous other clocks and timers throughout the city. Another sign of spring is the annual lengthy process of awakening the Jenny Thompson Pool on Portland Ave. Crews started reassembling the plumbing and getting ready to pump down the dirty water that has accumulated over the winter. Sand was sifted and cleaned in the filters and they were reassembled. Recreational areas were cleaned and tennis nets installed at several facilities. Baseball infields were rototilled at Woodman Park School and Shaw's Lane.



Adjusting the timing of the school lights.



Baseball field prep

Crews removed several broken tree branches throughout the city that were damaged during the storms that occurred this month.

Facilities, Grounds and Cemeteries Superintendent reached out to the Dover Career and Technical Center to work with the Welding Class students to assist in repairing mower decks that have excessive wear and cracks. The students are enjoying working on something different and are doing an excellent job with the repairs.

The Greek Flag was raised at City Hall on March 25th with the City Flag to recognize the local Greek community for the day.

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 activate members or staff liaisons.

Dover Utilities Commission (Amelia DeGrace):

The Dover Utilities Commission (DUC) met on March 18th where abatement, utilities, and finance reports were reviewed. The Commission discussed how to encourage more community involvement in the DUC and the upcoming Public Works Week.

Transportation Advisory Committee (TAC) (Jillian Semprini):

TAC did not meet in March. Their next meeting is on April 15th. In March, City Engineer Mavrogeorge and Assistant City Engineer Semprini met with Engineering Staff from Portsmouth, NH to discuss their traffic calming program to look for ideas on how to improve Dover's traffic calming measures. Discussion topics included how the general public can make requests to the City for the review of traffic issues, equipment that could be deployed to conduct studies, and temporary equipment that can be installed to test traffic calming improvements.

Planning Board (Ken Mavrogeorge):
Planning Board met on March 12th to review conditional use permits for an Eversource transmission main upgrade project, the extension of an approval for a subdivision off Tolend Road, and various changes to the Site Plan and Subdivision Regulations.

Municipal Alliance for Adaptive Management (MAAM) (Courtney Mitchell):
There was no meeting of the MAAM in March. The next meeting is scheduled for June 6th in Rochester, NH.

Seacoast Stormwater Coalition (SSC) (Courtney Mitchell):
The SSC met on March 28th remotely to discuss Developers/Construction Audience Outreach Materials, and Year 6 Requirements and upcoming Infrastructure Funding Workshops happening in April. The next meeting of MAAM is scheduled for April 17th.

TIF Advisory/Cocheco Waterfront Development Committee (CWDAC)/Park Subcommittee (Jamie Stevens):
The TIF advisory committee did not meet in March. The CWDAC committee met on Tuesday March 19th. Project updates were provided on the Waterfront, River St Pump Station, and Henry Law and River St reconstruction. The new names of the streets along the waterfront were discussed as the Council voted on March 13th to adopt the recommended names. The temporary closure of River St (Payne St) and the Makem Bridge will begin on April 8th and continue through the summer of 2024.

Great Bay Rowing Club presented an update on their program including the negotiations for a long term lease with the City for a boathouse in the new Nebi Park. The Deputy City Manager also noted that the City's Waterfront Project Website was being updated more frequently and will continue to be through the remainder of the project.

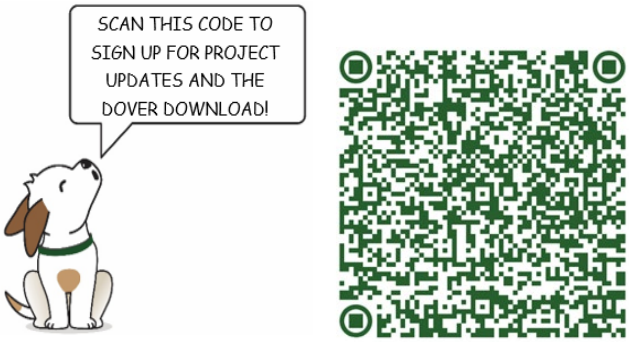
CUSTOMER SERVICE

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)	**35**	**51**
March 2024	**12**	**19**

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.



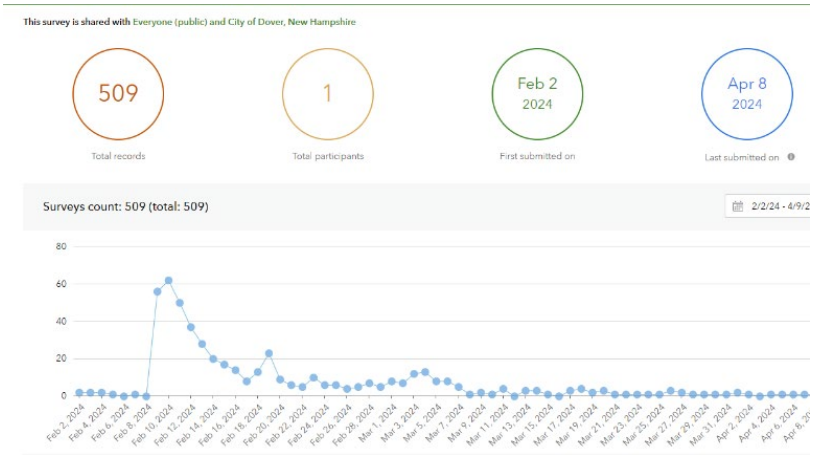
Public Works Week is coming up May 19th through May 25th and Engineering staff is working with Media Services and the other Community Service Division heads to plan activities and media materials that celebrate all the things that make Public Works an important part of all of our daily lives.

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.

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

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 April 9, 2024 there have been 510 responses to the survey.

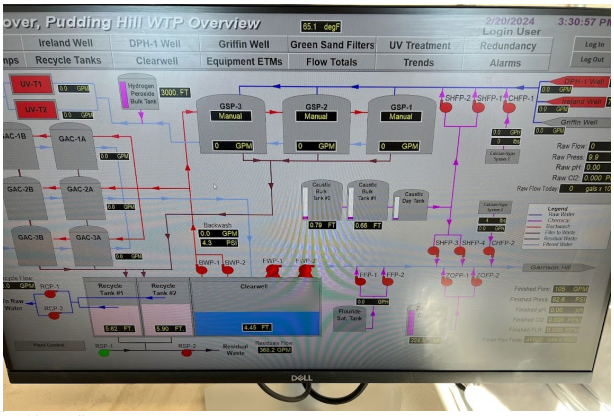


Water Service Line Inventory participation results.

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.

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.



Pudding Hill SCADA system.

Waterfront Re-Development: The City's contractor, Northeast Earth (NEEM), completed work to satisfy the commitment for the transfer of parcels 1-4 and 1-5 to the private developer, Cathartes. Work included:

- Completion of obstruction removal from parcels 1-4 and 1-5 including the removal of debris remnants of the former WWTP building.

- Partial closure of the 1-4 and 1-5 parcels in accordance with the Remedial Action Plan or RAP. This included survey of the earth at subgrade prior to the application of delineation warning fabric. Once the fabric was placed, a minimum of two feet of earth was placed over the fabric to "close" the area. Upon reaching the final RAP grade, a post-closure survey was conducted to confirm the minimum amount of fill was placed.


Parcel 1-4 and 1-5 subgrade work at the Waterfront.

- Bluff over burden removal was performed to make way for the ledge drilling and blasting crews to complete a series of charge detonations. Despite regular significant rain events this work was completed ahead of schedule.

- The blasting work helped NEEM achieve appropriate subgrade and the ability to generate materials for use around the rest of the site. In total, over 100k cubic yards of material have been relocated in this effort and approximately 25,000 tons of ledge material have been crushed and processed.

- The installed sheeting was removed in the Cochecho River to expose the newly constructed granite toe wall recently constructed along the shoreline. Only approximately 100 feet of toe wall remains to be constructed.

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 mid-2024.

Garrison Hill Water Tank Rehabilitation: The City's consultant, Underwood Engineers, continues to advance the plans for the rehabilitation of the 4 million gallon 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 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. Additional work for the project was requested from the engineering consultant in early 2024 to support the design of the repairs. This work is scheduled to be heard by the Council in April.

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 annual operating costs. In March, an internal meeting with City Engineering staff was held to review the draft station assessment. During that meeting the various design alternatives were reviewed so they could be sent to the consultant for an evaluation in the basis of design. 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. Once a preferred alternative is selected, a recommendation will be presented to the Council.

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 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 1,213 curb ramps have been assessed by the consultants.

River St. Pump Station Rehabilitation: The contractor for the project, Waterline, has mobilized equipment to the pump station on River Street (Payne Street) to start interior demolition. Work is expected to last over 12 months but be finished prior to the completion of the waterfront project. Improvements to the station will include improved odor control measures.

Cocheco St Outfall Replacement: Engineering staff met with the NHDES and Eversource at the project site to discuss the permitting of the replacement outfall and Eversource's soils remediation project.

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. Verdantas is in the process of planning additional survey of the dredge cell and Maglaras Park complex to support conceptual designs for the disposal of excess materials generated by the Waterfront Development. Concepts for the work are expected to be prepared in the summer of 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. 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. In March, the City engaged with SW Cole to conduct borings at the Mast Road facility to aid in the foundation design. Final plans are under development with site work expected to commence in late spring 2024.

Dover Transportation Center: After 24 years, the Columns supporting the roof over the Dover Transportation Center platform had reached the end of their useful life. The Facility Project Manager worked with staff from Unified Builders Inc. the City's contracted carpentry vendor, to repair rotted sections of the existing columns and sheath each of the 22 columns with PVC planking. This material is used on exterior projects to prevent any rot from occurring. While the material comes from the manufacturer in the color white, it will be painted green to match the rest of the trim on the building. Along with the exterior work, carpenters resized an interior opening to accommodate the installation of a future roll down door, that will be installed in mid-May.

Library Expansion/Renovation: City staff have been working with design staff from SMP Architects, to finalize plans along with final budget projections for the large scale renovation project. The City contracted with S.W. Cole Engineering, to conduct geotechnical analysis of the soils around the library to complete the structural engineering for the future addition. In preparation for the boiler replacement that will begin in early April, staff have been working with Alliance Mechanical to ensure the process is smooth, with minor interruptions to the library staff and patrons. When the project is completed, the library will have 2 high efficiency gas boilers that will be connected to the city's automation controls allowing the system to operate at peak efficiency, The project is projected to be completed by the end of April 2024.

Permits & Licenses

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.

	March 2024
Driveway Permits:	7
Utility Licenses:	3
Paving Licenses:	3
Excavation Permits:	6
Certificate of Occupancy Inspections	9
Construction Permits	0
Obstruction Permits:	1
Sewer Connection Permit:	2
Septic Design Reviews:	1

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.

Five (5) projects came to TRC in March that required Engineering review:

- 1-3 Webb Place: Construction of a new bank with drive thru.
- 48 Whittier Street: Revised site elements for project approved originally in 2022.
- Quality Way: Light manufacturing development with 34,000 sf of building space.
- Locust Street: 2,400 sf residential building and parking.
- 14 Broadway: Revised site elements for project approved originally in 2021.

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)**
- **Emerson Ridge (Old Oak St.)**

Jordan Chambers worked with Deputy Director Dave Fredrickson to check on the status of the various private subdivisions under construction throughout the City to provide an estimated percent complete to the City Clerk's office by April 1. This review is conducted annually in March.

Finance Department

Purchasing

Purchase Orders over $5,000:

Department/Division	PO Date	Vendor	Amount
Community Services	3/26/2024	PROGRESSIVE ELECTRICAL SERVICES	$5,684.00
Community Services	3/12/2024	CHADWICK BAROSS, INC.	$6,527.89
Community Services	3/18/2024	WALKER WELLINGOTN, LLC.	$8,038.68
Finance Office	3/18/2024	ELECTRIC LIGHT CO, INC.	$5,059.00
Finance Office	3/27/2024	OTIS ELEVATOR COMPANY	$5,240.00
Info Tech	3/27/2024	ESRI CORP.	$29,579.18
Police	3/14/2024	MOTOROLA SOLUTIONS	$11,681.94
Police	3/19/2024	UTILITY ASSOCIATES, INC.	$16,636.70

Bid Solicitation:

Department	Bid #	Bid Date	Description
CS	B24-052	3/8/2024	Various Chemicals NEMVCC

Fire & Rescue

Calls for Service / Activity Statistics

In March, Fire & Rescue responded to 604 calls for service, an average of over 19 calls per 24-hour period in each day of the month. Through our National Fire Incident Management Reporting System, these calls are generally broken down into Fires, Medical Emergencies, Hazardous Conditions (gas leaks; power lines down; etc), False Calls (good intent) and Non-Emergent requests.

Simultaneous calls 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.

This month, there were 182 times when 2 calls were going on simultaneously, and 52 times when 3 or more calls were going on at the same time.

A full Fire Department response was dispatched to Hickory Hill Farm on March 24th at 245 Back Rd. Crews were met with a significant amount of fire and smoke in a large 25-foot by 100-foot barn and the blaze spreading to another barn similar in size. Because this area of the city is outside of the hydrant district, water supply must be strategically coordinated in an effort to provide the necessary amount of water for a fire of this magnitude. The duty crew is to be credited for their initial fire attack, water supply and life safety initiative. Dover Police should also be recognized for their assistance with evacuation of civilians as well as threatened livestock. A second alarm was struck with mutual aid provided by Durham, Somersworth, Rollinsford, Newington, Portsmouth, Rochester, and Lee. Station coverage was provided by McGregor EMS, Barrington and Newmarket, as well as Berwick and South Berwick









On the night of March 30th 2024, the Fire Department's Ladder 3 and Car 2 were dispatched to respond to 36 Captain Smith Emerson Road in Lee for a structure fire. Three barns were fully

involved on arrival. The property where the fire occurred is located a significant distance off the main roadway, coupled with the area not supplied with water via fire hydrants so as a result, several thousand feet of large diameter hose was laid out and a tanker shuttle was utilized to provide water for fire attack.

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

Facility	State	# of individuals
Wentworth Douglass Hospital	NH	230
Free Standing ER – Dover (HCA)	NH	26
Frisbie Memorial Hospital	NH	5
Portsmouth Regional Hospital	NH	6
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	267	
Non Transports/Sign offs/Refusal of Care	122	

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
Barrington	Barrington Fire	1
Berwick	Stewart's Ambulance	
Durham	McGregor EMS	
Eliot	Stewart's Ambulance	
Farmington	Farmington Fire	
Greenland	Greenland Fire	
Lee	McGregor EMS	
Madbury	McGregor EMS	
New Durham	New Durham Fire	
Newington	Newington Fire	
Northwood	Northwood Fire	
Rochester	Frisbie EMS	3
Rollinsford	York Ambulance	
Somersworth	Stewart's Ambulance	1
South Berwick	York Ambulance	1
	Total:	6

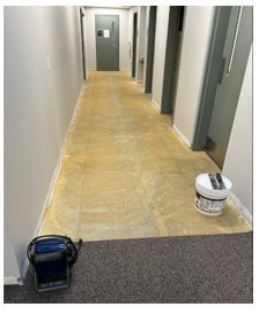
March 3rd through March 9th, Division Chief Irwin attended the 2024 National Fire Service Staff & Command Course. This program is conducted by the Maryland Fire & Rescue Institute, which is a state organization run out of the University of Maryland, College Park. The National Fire Service Staff and Command Course features nationally distinguished fire service speakers. It provides participants, while under the guidance of leading experts, with five days filled with in-depth discussions and debate of the current and evolving issues in emergency services management that face fire / EMS departments. This year, 100 participants from 28 states attended.

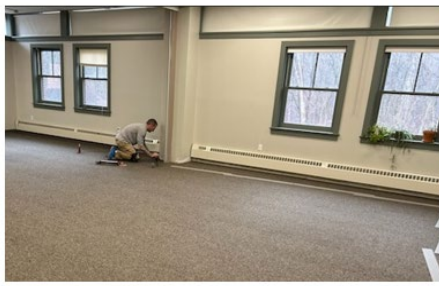
March 19th, Division Chief Irwin attended the spring bi-annual meeting of the New England EMS Institute's Advisory Board. Chief topic was institute staff presenting the curriculum & clinical changes for instituting the new 12 month format. The Advisory Board approved the changes and it will be rolled out for the class starting on April 17th. Division Chief Irwin will be monitoring this new program to assess for future use by potential Paramedic candidate form within the ranks for the department.

March 20th, Division Chief Irwin attended the quarterly meeting of the Joint Loss Management Committee, along with Engineer/Paramedic McLean & Engineer Ryan. These meetings review property & workers compensation claims that have been filed within the City. The committee uses these reviews to recommend safety changes as well as necessary training required.

On March 13th, Fire Department Paramedic Brian Jacques conducted a CPR class First Seacoast Bank. This was the third and final such class for this group.

On March 16th 2024, Bourque flooring replaced the carpet on in the administrative wing at the North End Station located at 266 Sixth St. The carpeting removed was the original install when the building was built in 2008. The Bourque Flooring group worked both Saturday and Sunday while the offices were closed to ensure no lost work time for this badly needed renovation. The new carpeting is specifically designed to withstand the high levels of traffic as well as wear and tear, promising durability and longevity to accommodate the heavy foot traffic in this section of the building.





March 28th, Division Chief Irwin & Deputy Chief Chabot met with Stryker sales representative, Sammy Ferrara, to discuss replacement plans for the department's aging Stryker patient mobility equipment. This includes stretchers, stair chairs, and stretcher powerload systems.

This month, the topic for EMS training provided for all 4 shifts, was EMS in the Warm Zone: Rescue Task Force concepts. This was conducted by Emergency Education Consultants. This was provided awareness level concepts for all department members for when the need to respond to an Active Threat incident that results in a Mass Casualty event.

In addition to the monthly EMS training, all members of the department were required to review videos, and additional training aids put out by the NH Bureau of EMS for the rollout of the electronic Patient Care Reporting system, version 3.5. This update will go into effect on 4/1/2024, and bring State EMS reporting compliant with National Standards.

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

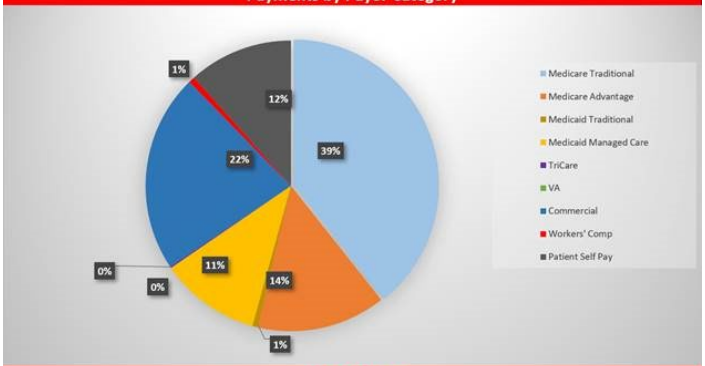
Institution	EMS Level	Number of students	Total shifts	Total Hours
FireMed	EMT			
Fire Med	AEMT			
McGregor Memorial EMS Institute	EMT	1	1	10
McGregor Memorial EMS Institute	AEMT			
National Medical Education & Training Center	Paramedic			
New England EMS Institute	Paramedic			
New Hampshire Technical Institute	Paramedic	1	3	36
DHS CTC	EMT	1	1	5
St Thomas Aquinas HS	Internship			
WDH	Observation			
Lakes Region Community College	Observation			
City Employees	Observation			
Non affiliated	Observation			

Totals:	3	5	51

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

TOTAL REVENUE		
Total Revenue from all Transport Types		
$150,449.69		
SOURCES OF GROUND REVENUE		
Traditional (Fee-for Serivce) Medicare	Medicare Advantage	Traditional (Fee-for Service) Medicaid
$59,198.59	$21,568.74	$892.96
Medicaid Managed Care	TriCare	Veterans Health
$16,818.80	$226.41	$0.00
Commercial Insurance	Workers' Compensation	Patient Self-Pay
$33,210.09	$1,030.72	$17,503.38

Payments by Payor Category



SERVICE MIX

Call Type	Priority	Trip Volume	Percentage
ALS	Emergency	175	67.05%
	Non-Emergency	0	0.00%
BLS	Emergency	85	32.57%
	Non-Emergency	1	0.38%



Division Chief Craig Comeau

On March 3th 2024, Lieutenant Brendan Driscoll received a promotion to Captain and was presented with his new helmet shield. Driscoll has been assigned to D shift, assuming the role of captain, after 4 years at the rank of Lieutenant. Brendan follows in the footsteps of his father Richard who rose through the ranks within the department to become Chief in 2011.

On March 4th 2024, Captain Craig Comeau was promoted to Division Chief of Training and Safety. Craig Served as Captain of D shift for three years and with the department for almost 21 years. He brings a wealth of knowledge and training experience to the position.



Captain Brendan Driscoll

On March 7th 2024, the inaugural meeting of the Fire Department Employee Recognition Committee convened. Comprising of the following members, Assistant Chief David Hanna, Lieutenant Patrick Babel, Lieutenant Josh Ambrose, Firefighter/Paramedic Chris Couturier, and Firefighter Bill Carey, the committee determined their singular mission is to devise innovative methods for acknowledging the exceptional contributions of employees who demonstrate exemplary dedication to the community and department. Guided by the city's core values of Customer-Focused service, Integrity, Innovation, accountability, and Stewardship, the committee established the criteria for exceeding expectations within each of these fire domains. Additionally, they identified other areas for recognition such as years of service with the DFD as well as those who welcomed a birth of a baby while on duty. This exciting endeavor is a collaboration of Fire Department Administration, Dover Professional Firefighters Local 1312, and the Dover Professional Officers Local 2909. This effort is in keeping with the Fire Chiefs philosophy of fostering collaboration, transparency, and a collective effort for the betterment of all stakeholders.

On March 5th 2024, during the Fire Department Bimonthly officers meeting, Chief McShane demonstrated the commitment to openness and transparency within the organization by delivering a presentation on the FY25 proposed budget to department officers. It is noteworthy that this very presentation was shared with the city council on March 6th 2024, exemplifying our dedication to ensuring that all stakeholders, both internal and external, are kept informed and involved in the important decision-making processes. This alignment with the chief's philosophy of openness underscores the collective commitment of fostering trust and accountability within the organization as well as the public they serve.

Planning & Community Development

Inspection Services:

Inspections & Permits	March 2024
Life Safety Inspections	52
Business Inspections	6
Sprinkler / Alarm Inspections	84
Building Inspections	192
Electrical Inspections	174
Plumbing / Mechanical Inspections	237
Blasting Inspections	0
Health/Housing Standards Inspections	22
School / Daycare Inspections	4

Oil Burner Inspections	0
Woodstove / Fireplace Inspections	0
Building Permits	51
Blasting Permits	0
Certificate of Occupancy Permits	4

Inspection Services had a total count of 771 inspections conducted and 51 permits issued.

Administration

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 are working with the Strafford Regional Planning Commission (SRPC) and the University of New Hampshire to conduct a Regulatory Audit of policies and practices in addition to an analysis of the City’s demographics and housing market. The project is funded entirely by a Housing Opportunity Planning Grant from the InvestNH program.

The City has received awards totaling $560,000 from the InvestNH Municipal Per-Unit Grant program in recognition of planning practices and partnerships that resulted in the creation of attainable housing units at both the Cottages at Back River Road and the Old Strafford County Court House. It is expected that funds received from this program will be leveraged to support the City’s future efforts to address resident housing needs.

Planning and Community Development staff are working on proposed zoning amendments to simplify processes and better support a variety of attainable housing options.

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. Northeast Credit Union launched a product at the beginning of March and three other institutions anticipate launching similar loan programs in April 2024. The collaborative initiative was featured on WMUR on March 13th and as a topic of discussion at the Chamber of Commerce’s State of the City on March 28th.

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

Resilience Manager Kaspari and Outreach Coordinator Bassegio, along with project members from Resilience Planning & Design, met with the Steering Committee for the Conservation and Open Space Master Plan chapter update effort. The group reviewed natural resource mapping and completed an exercise to identify priority areas for conservation efforts.

Zoning Administrator Crouser staffed the Arts Commission meeting on March 4th in which the Commission discussed the implementation of the "Fiber Frenzy Fiesta", which will be exhibited in Waldron Court in the late spring, screened a preview of a short film created by 2023's Art Grant recipient, and discussed the upcoming Art Beat program.

Zoning Administrator Crouser and the Chair and Vice Chair of the Arts Commission met with a UNH theatre professor on March 7th to discuss a future performing arts installation at several locations across the downtown.

Resilience Manager Kaspari staffed a Conservation Commission meeting on March 11th during which the Commission received updates on the Natural Resource Inventory project and the Conservation and Open Space Master Plan chapter effort. The Commission also authorized the use of $20,000 from the Conservation Fund for the planting of additional street trees this spring as well as up to $20,000 to match funds from NHDES for the treatment of milfoil at Willand Pond.

Resilience Manager Kaspari staffed an Energy Commission meeting on March 20th during which the Commission received a presentation on options for PV solar at the WWTF from ReVision Energy, discussed ongoing team efforts and received staff updates on data collection work and other ongoing efforts.

Resilience Manager Kaspari staffed an Open Lands Committee (OLC) meeting on March 21st. The OLC discussed three public conservation projects and received updates on the Natural Resources Inventory Project and Conservation and Open Space Master Plan Chapter.

Resilience Manager Kaspari staffed a Forest Management Subcommittee meeting on March 25th, where the Subcommittee advised on street tree species selection and reviewed locations for a possible pocket forest.

Outreach Coordinator Bassegio recorded a "Dover Dashboard" segment on the Dover Download podcast on March 26th to share land use board highlights from the month of March.

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 881 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 3,706 followers).

Planning and Media Services staff continued to develop and enhance an electronic "newsletter" for planning related items (with 994 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, CDBG FY2025 Action Plan, highlights of media spots featuring Dover's attainable housing efforts, and CDBG project highlights to recognize Community Development week. Two SRPC surveys were highlighted: a natural resources survey and a housing survey.

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.

The Planning Department worked with other departments on several Right-to-Know requests and citizens' concerns.

Housing Navigator Pope continues to meet regularly with residents, businesses, developers, real estate professionals, social service agencies, landlords, property management firms, and other stakeholders to better inform the City's housing initiatives.

Planning staff worked with members of the Strafford Regional Planning Commission throughout March on promoting project surveys: one asking residents to identify and prioritize natural resources in the city and another on housing situations and preferences.

Resilience Manager Kaspari met with Open Lands Committee Chair Boudreau and Dave Stockbower to discuss next steps for the conservation easement project on March 1st.

Resilience Manager Kaspari participated in a UNH Alumni Fireside Chart on March 4th to talk about his career path and work on behalf of Dover. The Citywide Resilience Plan was a major focus of the discussion.

Resilience Manager Kaspari assisted Steve Bolles with Process Energy Services by pulling energy data for the sewer and water systems as part of an ongoing energy evaluation effort which will lead to efficiency improvements.

Resilience Manager Kaspari and Energy Commission Chair Baber met with the founder of JuiceNet to talk about its novel approach to EV charging infrastructure on March 6th.

Resilience Manager Kaspari participated in a Risk Management Committee for the Community Power Coalition of New Hampshire on March 11th.

Resilience Manager Kaspari hosted the staff of Resilience Planning and Design for a field visit day on March 15th to show them a variety of conservation lands in Dover as part of the Conservation and Open Space Master Plan Chapter.

Resilience Manager Kaspari met with an advisory team to discuss a watershed wide signage project as part of Great Bay 2030 on March 18th.

Resilience Manager Kaspari met with Community Services Director Storer and some of his staff on March 22nd to coordinate on the upcoming street tree installation effort.

Resilience Manager Kaspari conducted an easement monitoring visit with a seasonal steward from the State of New Hampshire on March 26th.

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. Director Benton attended the February 2nd, SRPC Transportation Advisory Committee (Metropolitan Policy Organization). Director Benton and Community Services staff met with a lighting consultant on March 18th to discuss lighting specs for different projects throughout the city to ensure there is a standard.

Planning staff welcomed several new residents to Dover, and advised them on home renovation opportunities and the regulations surrounding them.

Zoning Administrator Crouser met with the owners of Fire and Spice Bistro, a new restaurant in the Washington Street Mill building, to discuss temporary and permanent signs for the new business.

Housing Navigator Pope continues to serve on the Leadership Teams of both Home For All and Strafford County Ending Homelessness Committee to explore short- and long-term solutions to homelessness with area agencies and elected officials.

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 are being completed and will be submitted for federal consideration of the award in April 2024.

The Planning Department held an open house on March 26th.

Community Development Planner Carpenter prepared the 30-day public notice that provides the public with an opportunity to provide comments on the City Council's allocation amounts. The final day for comment is April 15th. Any comments received will included in the Plan that will be submitted to HUD for their review.

Community Development Planner Carpenter performed Davis Bacon wage compliance monitoring.

Community Development Planner Carpenter prepared and submitted federally required semi-annual subrecipient contract reporting to the Department of Labor.

Community Development Planner Carpenter meet with the Community Action Partnership to discuss CDBG issues associated with the transfer of ownership of Homeless Center for Strafford County Homeless Shelter, located in Rochester, to the Community Action Partnership.

On March 7th, Director Benton and Housing Navigator Pope took part a virtual presentation featuring the City's innovative Transfer of Development Rights ordinance hosted by the NH Municipal Association (NHMA) and NH Department of Business & Economic Affairs (BEA).

Housing Navigator Pope served as a panelist at the Chamber of Commerce's State of the City on March 28th.

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 candidate reviewing occurring in March and interviews scheduled for April.

Police Department

Prevention Services Unit

During March, the two-session Truth About Nicotine presentation was performed in 5 separate classrooms of Garrison Elementary School. The 2nd lesson in each classroom featured three Youth to Youth teams presenting on tobacco and vape advertising.



Dover Youth to Youth students teach about the dangers of tobacco and vaping to Garrison Elementary School students.

On March 22nd Dover Youth to Youth and Peer Leaders program in Goffstown, NH jointly conducted a presentation of High Risk Alcohol Products for Auburn (NH) Middle School's Project Safeguard. The audience for this workshop included both parents and 7th graders from the school.

During March 15-17, Conor Wiley and Bridget Ryan brought 8 middle school members of Youth to Youth to the Leaders In Prevention Conference. The conference was run by the NH Teen Institute at Camp Cody in Freedom, NH. At the conference, the students honed their skills in team building, problem solving, communication, acceptance, and creative thinking. They also had the chance to meet middle school students from other youth groups in New England, such as Boys and Girls Club of Souhegan Valley, Gorham, Portsmouth, and others.



Dover Youth to Youth students presenting a theatrical skit at the Leaders In Prevention Conference.

The Granite Youth Alliance Film Festival pitch event was held on March 19th. Three Dover Y2Y students presented their concept for two film ideas. The students were awarded a $350 grant for each idea to pay any expenses associated with making the films. As many as 10 other youth groups in Rockingham and Strafford Counties will also make films. The completed films will be premiered at Portsmouth Music Hall on June 9th.

The Alcohol Logo Lampoon Artwork Contest was launched in January in all 10 classrooms in the DMS 5th grade DARE program. The students were instructed to use art to lampoon an alcohol ad, label or slogan by making it tell the truth about the consequences of underage drinking. Students had the month of February to complete their project and turn it in to be judged. During March, thirty finalists were selected and invited to an awards event on March 20th at the McConnell Center. The finalists all received a gift bag and a $10 gift card to Lickee's and Chewy's. In addition the overall winner received $100 and 6 runners-up received $25 each.



Officer Berdecia with Sullivan Flynn and Ashlyn Callaghan, winners of the Logo Lampoon Artwork Contest.

There were several meetings of the Y2Y students working on specific projects and presentations during the month. Regular weekly meetings of the 4 Youth to Youth teams started in September. During this month:

- The Monday High School Student Team met 3 times
- Older middle school students on the Wednesday Evening Team met 3 times.
- Y2Y members in grade 6 and 7 meet on two teams after school – one on Wednesday and another on Thursday.
    - The Wednesday Team met 3 times.
    - The Thursday Team met 3 times.

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

During this month, staff had discussions with staff and key participants from several agencies and provided informal direction on community drug prevention implementation, alcohol programming and youth empowerment.

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

Dover Teen Center

During the month, there was a total of 470 youth in attendance over 19 days of programming at the Dover Teen Center. The average was about 25 youth per day.

<u>Some program highlights for the month of March 2024 included, but were not limited to:</u>

- *TC After School Program – March 2024*
  Program Features…
    - "Movie Monday" (Movie & Popcorn Afternoon)
    - 9-Ball Billiards Tournament
    - TC Special Event – "TC Cooking Class"
    - Old School Games Day (no electronics)
    - TC Trip! – "Maine Celtics Game"
    - TC Classic Program – "TC Bingo Madness"
    - JENGA Tournament
    - St. Patrick's Day Holiday Party – "Wear Your Green" & "Cookie Decorating"
    - Featured Snack Special Days
        - Chicken Nuggets, Tacos, Pancakes, Chili, Sloppy Joes, etc.
    - Special Guest Fridays (2) → UNH Football Players!



Teen Center youth participant Ethan poses with a signed basketball from the Maine Celtics trip.

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.



Teen Center intern Mackenzie with Teen Center youth participant Zachary participating in the Jenga Tournament.

The TC received (7) new registrations in March 2024.

Community Service Program

The youth community service program tracked four (4) participants in the month of March 2024. A total of 4 hours of community service work was completed.

Diversion Program

The Diversion Committee met on March 20, 2024.

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

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



Sergeant Turner, Lieutenant Nadeau, and Chief Breault meeting with visitors during the March Police Department Open House Event.

On March 4, 2024, Lt. Mitrushi coordinated an open house event at the Dover Police Department. The open house was a part of the monthly “Breaking Barriers” series of events to strengthen police-community relationships. Sworn and civilian staff from several different units, bureaus, and assignments within the police department were represented at event and provided tours of the building. Officers and staff answered questions about what their roles are and how they serve the public at the Dover Police Department.

Lt. Mitrushi provided Citizen Response to Active Shooter Events (CRASE) training to two businesses in Dover this month. On March 19, 2024, Lt. Mitrushi and Sergeant Collis presented the training to Little Tree Education and on March 26, 2024, Lt. Mitrushi presented to the Children’s Museum of New Hampshire. Additional training was scheduled for the coming months.



Officer Driscoll providing a tour to the Stevens family during the March Police Department Open House Event.

In March, Lt. Mitrushi participated in the oral board process for a prospective police officer candidate and created 4 social media posts.

Dover Middle School Liaison Officer

During the month of March, Officer Berdecia assisted with coverage of the Dover High School. Throughout the month of March, Officer Berdecia instructed 7 DARE classes, investigated 5 juvenile matters, attended 5 ACERT home visits, conducted 3 welfare checks, responded to 2 motor vehicle accidents, assisted with 1 emotionally disturbed person, and investigated a variety of other calls for service. Three of the calls resulted in school sanctions being issued and one call was referred to the Adverse Childhood Experience Response Team (ACERT) program.

On March 14, 2024, Officer Berdecia investigated a harassment complaint between a former Dover Middle School student and current student who were feuding over social media. Officer Berdecia intervened and counseled all juveniles involved. The former student’s family was referred to the ACERT program.

On March 26, 2024, Officer Berdecia assisted the Dover High School Resource Officer with an assault investigation at the high school. The physical altercation ended when a DHS staff member intervened. Officer Berdecia interviewed the involved students and witnesses. The student that started the altercation received school sanctions for his actions.

In the month of March, Officer Berdecia concluded the instruction of the DARE program to four 5th grade classes. Students participated in a review game to refresh their knowledge on all topics that were discussed throughout the program. Their competency was evaluated through a written test, as well as an essay in the form of a letter to a friend, encouraging that friend to avoid drinking alcohol. Additionally, the third and final lesson of the Police and Community Together (PACT) program were delivered in March. In the final lesson, 4 skits were performed by Dover Youth to Youth students. Each skit presented difficult conversations parents might have with their children, and the parents in attendance were offered suggestions on how to best handle them

Dover High School Liaison Officer

Officer Jalbert was on light duty for the entire month of March. Officer Jalbert assisted the Community Response and Engagement Unit (CREU) in scheduling community outreach events with local businesses, as well as assisting the DARE program by updating the participating businesses for Drug Free I.D. Officer Jalbert assisted Officer Berdecia in selecting winners of the DARE essays for various 5th grade DARE classes.

Officer Jalbert reached out to four property owners regarding their properties in Dover that Lt. Mitrushi located campsites on. The campsites on four private properties are believed to be that of unhoused individuals. These sites are located on secluded, wooded private properties that are not heavily travelled, so property owners may not be aware of these issues. Officer Jalbert requested the sites be removed and explained to the property owners the potential problems that arise if sites are left unaddressed. Officer Jalbert also explained the role of the Police Social Work Unit and how the social workers can assist individuals found on campsites within the city.



Officer Jalbert, Anderson, and Sobel participating in Taylor Swift Karaoke at the Unified Prom.

While off duty, Officer Jalbert attended both the Unified Prom and the staff wheel chair basketball tournament for the school district. Both of these programs benefit the Dover School District's Unified Program.

Whittier Falls Liaison Officer

For the month of March 2024, Officer Gore responded to a variety of calls for service. He also conducted self-initiated foot patrols along the Dover Community Trail. Officer Gore also assisted covering both the Dover High School and Dover Middle School throughout the month due to Officer Jalbert's light-duty assignment. Officer Gore met with school administration and has provided his phone number should there be any issues in the buildings. Officer Gore completed instructing his 5th grade DARE classes this month at the Dover Middle School.

Officer Gore assisted DHA Resident Coordinator (Retired Dover Police Officer) Mark Leno with the annual DHA Easter Egg Hunt & Brunch. This year, there was a large turnout of roughly 80 children. Following the egg hunt, brunch was provided by the Durham Evangelical Church.



Officer Gore participating in the Dover Housing Authority Easter Egg Hunt.

Officer Gore and the DHA now look forward to the Annual Bike Parade in the coming months. This will also be an opportunity for Officer Gore to register bikes for the residents of the DHA communities.

Throughout the month of March, Officer Gore investigated several domestic disturbances within the DHA Community. Officer Gore was able to work with detectives to obtain arrest warrants for one of the defendants. Another case is still under active investigation. Officer Gore with detectives are making sure

that the juvenile witness in these matters are documented and assistance is offered to the families in the form of DCYF and ACERT referrals.

Towards the end of March, Officer Gore passed out and posted flyers for the annual "DEA Drug Take Back Event." The National event takes place on Saturday, April 27, 2024 at the police department. Officer Gore and Lt. Mitrushi coordinate a mobile take back day event on Friday, April 26, 2024 at the DHA properties. The officers will collect expired and unused prescription medication which will be disposed of at the national event the following day.

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 8 new cases in March 2024. In total, Kaitlin Jones has had a caseload of 32 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 5 families on March 7th, 14th, and 21st. ACERT was canceled on the 28th due to ACERT families rescheduling.

Throughout the month of March, Kaitlin Jones attended and participated in a number of meetings. This included a meeting with the County Commissioners and City Managers around homelessness, Home for All Strategic Planning Workgroup, Community Partners Director of Youth and Family Services, Strafford County Community Care Team (CCT), Policy Council for CAPSC, Health Advisory Council for CAPSC, Community Discussion on Homeless hosted by SOS Recovery and Karelee's Home Team, and Strafford County Public Health Network's Legislative Breakfast. Kaitlin Jones also participated in daily case review with Strafford County Complex Case Meeting through CAPSC. Kaitlin Jones, Kelli Jo Deardorff, and Lily Coakley attended the Willand Service Fair on 3/25/24 to meet with individuals in need of resources.

Throughout the month of March, Kaitlin Jones continued training the Police Social Worker, Kelli Jo Deardorff. Kaitlin Jones hosted Keene Police Department's new Police Social Worker on 3/25/24 for mentoring.

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 interviewing BSW and MSW candidates for Fall 2024 internships.

Police Social Worker

Police Social Worker (PSW) Kelli Jo Deardorff continued her outreach in the month of March while continuing to collaborate with the Social Work Unit members and interns.

Kelli Jo Deardorff continued to work with individuals from previous months and gained eleven new referrals. Referrals in March 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, The Doorway, Portsmouth Regional Hospital, the Clinical Population Health Consultant, Community Action Partners, Choices For Independence care coordinator, Sunrise Detox, Sobriety Centers of NH, Working Fields, Strafford County Public Health Network, UNH Interns, Dover City Welfare, Rochester Outreach case worker, Bonfire Recovery, Gate House Recovery, Better Life Partners, Infinity Peer Support, Hope on Haven Hill, Strafford County Jail case managers, Wentworth-Douglas Hospital Care Coordination Case Managers and Veteran specific services at various agencies. Kelli Jo Deardorff 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 while continuing to use innovative solutions to meet the complex needs of the individuals on her caseload.

Kelli Jo Deardorff successfully facilitated getting five individuals into treatment. One referral was made out of state to Nashville, Tennessee, two to Bonfire Recovery, one to Live Free Recovery, and one to Gate House Treatment Center. She made efforts with three other individuals to attend substance use treatment facilities all who completed entire phone screens but failed to show when transportation was going to be set up.

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. She coordinated a team meeting consisting of 11 different organizations totaling 25 individuals in an attempt to create a plan for the deactivation of the Willand Warming Shelter. Kelli Jo was able to bring 10 of these providers directly to the Willand Warming Shelter. The group met with 19 individuals; out of this outreach event, she connected four to treatment and several others were able to meet and talk to Recovery Centers.

Over the course of March, Kelli Jo Deardorff collaborated with local shelter, My Friends Place and was able to place one family and one individual into the shelter for the re-opening on April 1st.

Kelli Jo Deardorff was able to access resources to get two individuals into hotels to meet their medical needs and provide safety for their wellbeing.

In the month of March, Kelli Jo Deardorff worked with other local agencies to provide resources to individuals in real time at the warming shelter. She attended daily morning meetings to discuss individuals who are unsheltered as well as weekly meetings to create a longer term plan for coordinated case management to the individuals who will be impacted on April 1st when the center closes.

Traffic Bureau

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

Permit Applications Submitted/Reviewed
March 2024

Taxi Cab Licenses		Road Toll Permits	
Notifications to City Hall		Dance / Entertainment	
Raffle/Tagging Permits		Gun - Seller	
Block Party Permits	4	Hawker / Peddler	
Parade Permits	1	Road Race	2
License to Carry Firearm	4	Other	

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) at its scheduled meeting on March 7, 14, 21 and 28. Projects under review included a proposed commercial redevelopment on Webb Place, a residential project on Whittier Street, a proposed light manufacturing facility on Quality Way, a residential project near Summer and Locust Streets, and a mixed use residential project on Broadway. Staff review of each project helps flesh out technical aspects in the purview of police, fire, engineering, and economic development to resolve potential conflicts before submission to the Planning Board.

On March 27, the Dover Police Department hosted a coordination meeting involving Strafford County law enforcement agencies, New Hampshire State Police Troop A, and the Office of NH Highway Safety. The National Highway Traffic Safety Administration is sponsoring saturation patrols in Strafford County in an effort to address the problem of drunk and drugged driving, and has launched a specific campaign targeting the weekend of April 20, 2024. Approximately 70% of all New Hampshire fatalities in the last few years have involved impaired drivers.

Lt. Speidel worked closely with Dover Main Street representatives in organizing the “Run Before You Crawl 5K” on March 16, the first event of the 2024 Dover Race Series. Lt. Speidel coordinated the police department’s operational planning for this event, to include the deployment of directional signs, barricades and cones to facilitate road closures, parking restrictions and traffic diversions, the scheduling and assignment of police personnel, and coordination with railroad administrators for the temporary suspension of freight service. This event was a pre-cursor to the Saint Patrick’s themed Dover Downtown Pub Crawl later that day.

On March 24, a significant wind and rain storm impacted the City that resulted in numerous road closures and electric power outages. On the same date, a large barn fire on Back Road resulted in an additional road closure. The Traffic Coordinator worked closely with the Patrol Unit to distribute barricades and signs to implement traffic detours throughout the City.

Standards Unit


Kelsey Levesque

Kelsey Levesque began her career with the Dover Police Department on March 4, 2024 as a Prevention Programmer. She has a Bachelor's degree in Psychology and a minor in Criminal Justice from Saint Joseph's College. Kelsey is currently working on her Master's degree in Forensic Psychology from Walden University.

On March 4, Officer Colin Burgess attended Intoxilyzer Re-certification in Concord, NH. This certification is mandatory, annually, in order to conduct breathalyzer exams.

On March 4-6, Sergeant Matt Harnish attended a three-day training entitled Social Media, Open Source, and Geofence Investigations, held in Portsmouth, NH. This course was designed to equip law enforcement with the necessary skills and knowledge to gather information from publicly available sources, such as social media, websites, and online platforms. Participants learn how to leverage social media platforms to identify and track criminal activity, monitor threat indicators, and gather evidence for investigations. The course also covered the use of open source medial as a tool in gathering intelligence, conducting risk assessments, and aiding in emergency response.

On March 7, Dispatchers Marie Palaima & Shannon Burke attended a one-day training entitled Hostage Negotiator, held in North Conway, NH. Many hostage-incident contacts with law enforcement begin when the hostage taker calls 911. It is critical that the person who answers this call is trained and educated. This class taught skills on how to create a connection with a hostage taker over the phone. Included were skills on how to build rapport and negotiate with someone who is highly emotional.

On March 7, 2024, Lt. Mitrushi and Chief Breault attended a training entitled, "Engaging and Building Partnerships with Muslim Americans," hosted by the US Attorney's Office and the US Department of Justice Community Relations Service. The training stressed the importance of culture and community, building awareness and understanding, and planning community engagement events within the Muslim community.

On March 8, Sergeant Adam Gaudreault, Detectives Molly Martuscello & Dave Anderson, Officers Carmen Cusick & Derek O'Neil attended Crime Scene Unit In-Service training. This quarterly training centered on peer-led reviews. Members revisited recent CSU cases and engaged in group discussions about them. Each member subsequently delivered presentations on a minimum of two chemicals employed by the Unit. The emphasis was on reviewing application procedures, safety precautions, usage recommendations, and the sequential reagent. Additionally, team members practiced Chemiluminescence photography and capturing images of latent blood after Blue Star application as it illuminates.

On March 11-March 21, Officers Adin Sobel & Ryan Anderson attended Drug Recognition Expert (DRE) training, held in Concord, NH. This training relies heavily on Field Sobriety Tests. Once trained and certified, DRE's become highly effective officers skilled in the detection and identification of persons impaired by alcohol and/or drugs. DREs are trained to conduct a systematic and standardized 12-step evaluation consisting of physical, mental and medical components.

On March 11-15, Sergeant Matt Harnish and Officer Derek O'Neil attended a five-day training entitled Medicolegal Death Investigation training, held in St. Louis, Missouri. This course is valuable to police officers and others involved in investigating violent, suspicious or unexpected deaths. Participants learn to

develop the essential facts regarding the death scene, medical history and other information that assists medical examiners or coroners in determining a person's cause and manner of death.

On March 14-15, Detective Dave Anderson attended Digital Video Retrieval Team training, held in Chelsea, MA. This two-day training is designed to assist law enforcement with retrieving evidence from digital video recorders. Participants in this training will earn best practices for retrieving video evidence, documenting critical system information and preserving the collected evidence.

On March 19-23, Lieutenant Matt Travaglini and Sergeant Cooper attended the 2024 CALEA Conference held in Montgomery, Alabama. The annual conference provided updated information on CALEA standards.

On March 20, Sergeant Matt Harnish and Detective Dave Anderson attended Interview & Interrogation Law, held in Pembroke, NH. This course trained how to navigate the intricate and ever-changing legal landscape surrounding interviews and interrogations. It equipped students with the knowledge and skills needed to confidently and legally obtain confessions in cases.

On March 25, Officers Carmen Cusick and Erin Driscoll attended Verbal Judo De-escalation, held in Laconia, NH. This one-day training taught students the skills to help avoid, resolve, and manage conflicts. Additionally, it taught students how to listen and speak more effectively, by engaging people through empathy and other proven strategies.

On March 25, Detective Dennis Elbert attended a one-day training on Drug Interdiction. The training is designed to help officers understand the intricacies and nuances of drug interdiction. The training covered techniques in identifying possible drug couriers, Constitutional constraints, use of canines, and safety measures.

On March 26-27, Social Worker Kaitlin Jones attended the 2024 NAMI NH Annual Conference via webinar.

On March 28-29, Detective Dave Anderson attended Interview Techniques held in Westbrook, ME. This training taught students how to tailor approaches to different personalities and situations, improving your chances of getting the information needed to solve cases.

Special Investigations

During the month of March 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 7 investigations to a Grand Jury for indictment. All of the presentations resulted in a "true bill", meaning the Grand Jury determined that probable cause existed that the accused committed a crime. Cases presented to the Grand Jury are classified as a felony offense or a misdemeanor with an enhanced penalty.

SIU detectives investigated 3 unattended deaths in March 2024.

SIU detectives conducted targeted drug operations using grant funds from Operation Granite Shield. As a result of one of these investigations, an arrest and search warrant was executed at a Dover residence.

During the search, detectives recovered a large quantity of fentanyl and cocaine. Two adult females were arrested for felony drug law crimes.

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.

As a result of an SIU investigation, a 37-year-old female from Rochester was arrested for Endangering the Welfare of a Minor.

In March 2024, 7 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 30 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 conducting background investigations for police department applicants. During March, 1 of these investigations was ongoing.

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

At the end of March, SIU detectives had 39 open investigations

Parking Bureau

Parking Manager Bill Simons met with the property manager for the Court House Apartments on Second Street to help facilitate the move in of 59 tenants over several days after they open on April 1st. Both First and Second Streets will be used by moving companies to get tenants in so coordination with parking is helpful.

Parking Manager Bill Simons is also coordinating the relocation of permit holders, including the Children's Museum volunteers, due to the planned closing of the River Street parking area for utility installation this summer.

Feb-24	Feb-24	Feb-23	Feb-22	Fiscal YTD 2024	FY 2023	FY 2022
Meter Activity - Total						
Meter Transactions	46,049	38,646	34,360	354,644	522,502	485,571
Income at Meters	$97,328	$79,292	$69,581	$729,465	$1,028,074	$911,476
Active Meter Days	24	23	23	198	301	301
Average Daily Meter Transactions	1,919	1,680	1,494	1,791	1,736	1,613
Meter Activity - Parking Garage						
Meter Transactions	3,304	2,812	3,168	21,291	32,802	31,151
Income from Meters	$9,010	$8,042	$10,474	$62,066	$92,896	$89,464
Active Meter Days	29	28	28	243	365	365
Average Daily Meter Transactions	114	100	113	88	109	103
Parking Permit Activity						
Total Parking Permits Issued	824	816	763	6,403	9,420	9,232
Permit Income		$23,409	$18,570	$259,648	$362,741	$344,367
Parking Ticket Activity						
Total Parking Tickets Issued	1,188	751	756	6,397	8,445	8,460
Winter Restriction Tickets Issued	0	101	180	294	525	495
Parking Ticket Income	$27,256	$25,417	$20,328	$134,161	$207,626	$197,012
Electric Vehicle Charging Stations						
Number of times Stations Used	53	39	8	504	693	316
Charging Station Income	$530	$264	$83	$4,145	$5,042	$2,660

Patrol:

During the month, the Dover Police Department responded to approximately 1,806 calls for service throughout the city. Additionally, officers made 795 traffic stops and initiated 191 non-enforcement related contacts with the community. The total number of incidents handled by the police department for month was approximately 2,792

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 17 emergency 911 calls.
- Responded to 89 alarms.
- Responded to 71 traffic accidents.
- Made 81 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: 133

Priority 2: 91

Priority 3: 1,394

Priority 4: 732

K-9 Unit

On March 10, 2024, Officer David and K9 Vision responded to a residence in Somersworth, NH. The Somersworth Police Department requested the services of the K9-Unit for a criminal track, stemming from a burglary where two “high powered air rifles” were stolen. K9 Vision began the track in the back yard and put his nose to the handle of a black case, where a section of fence was knocked over. This case contained both of the air rifles which were secured by other officers. K9 Vision then tracked through a property along abandoned mill buildings, staying on the track despite high winds. The track continued to train tracks, where he pulled down to a section of fence. The other side of this fence had a piece of furniture, which could have been used to get over the fence. Once on the other side of the fence, K9 Vision tracked a short distance to the parking lot of an apartment building, where he stopped tracking. Witnesses at the apartment building said that a pickup truck had pulled into the parking lot and quickly pulled back out, as if it had picked someone up a short-time before police were there. This track helped Somersworth Police Department officers with their investigation, as they now had a new place to look for surveillance footage of the suspect and the air rifles were recovered during the track.

On March 17, 2024, Officer David and K9 Vision were requested to assist the Somersworth Police Department with a high-risk arrest. The Somersworth Police Department had information that a male,

wanted for violent crimes, was going to be inside of a vehicle at a location in their city. The wanted male was also believed to have a firearm. When the vehicle pulled into the location, multiple cruisers closed in on it. Officer David deployed K9 Vision during the incident to prevent the male from running away. With K9 Vision barking at the male and the use of verbal commands from other officers, the male surrendered himself to officers. The male was taken into custody without issue.

On March 28, 2024, Officer David and K9 Vision assisted with a search warrant on a residence in Dover during a narcotics investigation. During the search, K9 Vision alerted on several locations, indicating that illicit narcotics were hidden there. Investigating officers then located a safe containing illicit narcotics and several other items which contained narcotics.

Accident Reconstruction Team

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

Dispatch Communications

Radio Transmissions	*18,079*
Phone Calls	7,421
911 Calls	413
Police Alarms Received	89
Fire/Medical Alarms Received	99
Lobby Traffic	1,758

Animal Control

Total Calls for Service: 30	Breakdown:
Handled by Officers/Dispatch: 17	Found/Loose Animals: 13
Handled by Animal Control Officer: 13	Welfare Checks: 8
	Animal Bites: 5
	Misc/Other: 4

The ACO followed up on two reports originally taken patrol officers.

On March 23, Chief William Breault, Lieutenant Matt Travaglini, and Sergeant Cooper attended the 2024 CALEA Conference held in Montgomery, Alabama. The Dover Police Department was awarded its 11th, continual, accreditation. First accredited in 1988, the Dover Police Department is one of approximately 50 agencies worldwide to be accredited 11 times.



Lieutenant Travaglini, Chief Breault and Sergeant Cooper receiving re-accreditation award form CALEA Executive Director and CALEA Commission Chair

Public Library

Programming

The Dover Public Library hosted 73 programs in March which were attended by 1,961 community members. These programs included passive, virtual and in-person as the Library strives to reach out to the community in various ways. These included: 2 D & D sessions with 15 attendees; 2 Knitting Group 27; 7 Book Groups 50; 1 Creation Station 708; 1 Family Game Night with 15; 1 Cocheco Writer's Groups with 10; 1 Genealogy Club with 17 attendees; 1 Caregiver Café 5; 4 All Abilities Club with 77 attendees; 2 Magic the Gathering with 10 attendees; 1 STEM Storytimes with 13 attendees; 1 Mother Goose on the Loose with 42 attendees; 2 Family Storytimes with 56 attendees; 2 Arts & Crafts Storytimes with 13 attendees; 4 Chess Group meetings with 20 attendees; 1 Shake Your Rattle and Roll with 69 attendees; 2 STEM Storytimes with 26 attendees; 1 After Hours Egg Hunt with 25 attendees;



Dover Public Library welcomed Musher Karen Land, a three-time participant in the Iditarod Sled Dog Race, on March 13. Land was accompanied by her 13-year-old Alaskan Husky Noggin, her mushing gear and dog sled. Attendees of all ages spent the lecture enraptured by Land's tales of mushing and the bond with her dogs. 110 people attended the program, which included time for questions and for the children to visit with Noggin. The program was highly praised by those who attended.

On Saturday, March 2, the Dover Public Library hosted an all ages after hours event. One Up Games came to the library to run an indoor Glow in the Dark Mini Golf Event. This event featured three different sessions based on age, and ran for three hours. Children's Librarian Crystal Lisbon and Teen Librarian Emily Anaire ran this event, which had 163 participants total. Patrons enjoyed 18 rounds of mini golf throughout the top two levels of the library, with illuminated golf balls and tons of fun. This event was incredibly well received by all the patrons who attended, with a lot of positive feedback.



On Wednesday, March 6th the Dover Public Library hosted the Irish folk music duo "Jubilly" featuring Jules Anderson and Billy Luscombe. JuBilly enjoy playing Traditional Irish music and International Folks Songs both in Ireland and America. Billy (Buster) plays guitar and is famous for singing Traditional Irish ballads, while Jules plays the accordion. The duo enjoys entertaining people of all ages, and Billy is renowned for his storytelling ability and jokes. Over 60 people attended the lively event at the library!

Dover Public Librarian Rachel Gogan taught two sessions of a class called “Woodland Felt Terraria”. This class was very popular. Registration filled very quickly and both sessions had a long waitlist. Attendees created little woodland scenes from felt, wool roving, and floral wire. The class sizes have been expanded due the high demand.



Karin Mayer-Gottlob, Assistant Children’s Librarian at the Dover Public Library, read to 3 Head Start classrooms in March (55 kids) and also brought them a selection of hand-picked books. The Head Start program is a vital link in preparing kids for success in schools and beyond.

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 March. This program allows students to check out new books from the Dover Public Library’s teen collection and enjoy a snack. A total of 101 students attended the sessions. This program is a great collaboration between the Public Library and the Dover School System allowing sharing of resources.

On Saturday, March 16th the Dover Public Library co-hosted a seed swap with Seacoast NH Permaculture group along with the Piscataqua Seed Project who handed out seeds to about 30 folks for growing this season. This was the final program in a series at the library with Seacoast NH Permaculture which have been collaborating to bring programs to Dover residents in January, February and March of this year.

Passport application processing fees and notary services provide a continuing source of revenue for the Dover Public Library. The Library processed 59 passport applications in March generating $2,065 in revenue and notary services generated $150 in revenue.

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

- Community Co-Design 3 part class: How to Collaborate with Your Community to Build Programs and Services
- Substance Abuse
- AI Mini-Conference

The Dover Public Library connects with 5,943 community members via monthly enewsletters which advertises Library programs as well as services. Each month the enewsletter includes a poll question to gain insight into what Library patrons are interesting in seeing at DPL.

March's question was: What items would you like to see added to our Library of Things? Many great suggestions were received such as diagnostic scanner for a car, power tools, gaming systems and garden tools! The Library will be purchasing some and keeping others on our wish list. The Library also communicates via social media with our 10,063 followers.

Women's History Month:

On Monday, March 25 actress Sheryl Faye presented a one-woman show on Sally Ride, America's first astronaut, at the Dover Public Library to 15 people. In the show, Faye traced Ride's remarkable life from her childhood to adulthood. The presentation was brought to the library in observance of Women's History month and to tie in with Eclipse programming later in the month. Attendees gave Faye high praise for her performance and said they enjoyed learning about the woman who dared to reach for the stars.

The Dover Public Library's All Abilities Club hosts weekly sessions on Wednesdays at 11am in the Library Lecture Hall. The Club offers rotating themes such as games, crafts, legos and a book club. These weekly programs are geared towards adults with intellectual/developmental disabilities and their caregivers. 78 people attended the club in February.

The Dover Public Library hosed a Library Budget Revealed session on March 12th in the Lecture Hall of the Library. This was an opportunity for the community to ask questions about the contents of the Library's FY25 budget.

Library Metrics:

→ March library circulation totaled 22,124 items. (8,600 adult + 7,418 children's print items; plus 6,106 items downloaded including 5,227 audiobooks & eBooks, 595 Hoopla streaming music, movies, and books, 233 Kanopy plays and 51 eMagazines).

→ 174 new library patrons registered; total active cardholders 12,479.

→ The Dover Public Library's Book a Librarian service helped 12 community members.

→ The Dover Public Library's 3D printer produced 30 items requested by our patrons.

→ The Library's museum passes were borrowed 121 times saving our community members approximately $3,683.78 in admission fees.

→ 77 new patrons registered for downloadable audiobooks/ eBooks via Overdrive (total = 7,505) and 28 registered for Hoopla (total = 2,767) and 19 registered for Kanopy (total 462).

→ Internet and PC uses by the public totaled 879 on library workstations and an additional 7,011 via Wi-Fi.

→ The library's website statistics showed 215,589 page views by 11,879 users in 21,918 sessions.

→ 191 meetings & tutoring sessions were hosted in the library's Lecture Hall, Trustees Room, & Learning Center.

→ The Dover Public Library has 5,943 subscribers to its two monthly e-newsletters—Children's and Adults.

→ Library staff posted 160 items to its various social media platforms in March. Total social media platform followers = 10,063.

→ Library volunteers added 106 books to our 2 little free libraries this month.

→ 12,954 people visited the library during March an average of 432 per day (open 30 days).

→ 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 $25,884.97 in assistance this month. This amount is similar to the historical monthly expenditures.

$14,053.45 was for rents to prevent evictions. $9,375 was to place or keep clients in motel/hotels. $2,006 was for homeless shelter placements. In all, $25,434.25 was for housing related issues.

There were 241 client contacts, 159 individual Dover residents served.

Dover Welfare conducted 100 interviews and fielded 802 phone calls.

Currently there are 91 active cases of which 66 are continuing and 25 are new.

This month saw a number of meetings and conversations to plan for the end of the Willand Warming Center contract and the closing of the shelter for the season on April 1. This included a meeting with the tri-city welfare directors. There was also a Service Fair on the 25th where a number of provider agencies came to the shelter and offered the residents services. Dover Welfare participated in both the meetings and service fair.

Staff attended the Community Discussion meeting at Frisbee Hospital and the Ending Homelessness at CAP.

NHLWAA board of directors met to plan our next general meeting and talk about legislation to support.

Recreation Department

Gym & Programs

Pickleball and Badminton continue to be offered as well as youth & adult open gym for basketball. Open gyms were very well attended throughout the month for both youth and adult. Both the 18+ and 50+ Basketball Leagues wrapped up seasons and Champions were crowned. The 35+ League began its playoffs and finals will be held in early April. The Recreation Department's 30+ Spring Basketball League will have 6 teams this year with 54 participants, Games will be played Monday evenings April 15th- June 27th (Championship Game on Thursday 6/27). Sign-ups were ongoing for Spring High School & new Junior High School Basketball League. There was such demand for the Junior High Division of Spring Basketball that 16 children were added from the waitlist bringing the league to 8 teams (64 participants). These leagues will have weekly games on Saturdays with no practices during the week as kids also participate in their spring sports. Rec's 5th & 6th grade All-Star Basketball Teams competed in tournaments in the Seacoast as well as hosting scrimmages with local teams. Planning for summer programs and the hiring process for camp councilors has begun.

Indoor Pool & Jenny Thompson Pool

Birthday parties and therapy swim continue to be popular this month. Saturday recreation swim blocks have been the highest since COVID with over 60 participants on an average weekend. The March pool schedule has gone well and will carry through the beginning of May. Spring swim lesson program began this month and was able to clear all waitlists for classes due to the addition of instructional staff. The process has begun to figure out summer offerings based on current staff. The summer program guide will be released at the end of April and registration will be in May. The plan is to run 4 sessions of 2 week programs with no class on July 4th. Next lifeguard course is set to take place April 13, 14, 20, 21 and staff is in the process of setting up an additional course for May. Summer pool schedules have been built based on the swim meet schedule and the availability current and returning staff have provided. The pools will not be open July 4th and the Indoor Pool will not be open during weekend swim meets. Pending the hiring process, first priority will be to get the Indoor Pool open on any weekend where there is a swim meet

outdoors. The Indoor Pool Dehumidifier had the motor replaced and has been worked on this month by Siemens. The outdoor pool timeline has been set up with Facilities and Grounds as far as the meet schedule with the first one at the end of May. Pending the timeline of the Jenny Thompson Pool Renovation Project, staff will learn if the summer season will end ahead of Labor Day. Rentals: SOLO Aquatics. Birthday Parties: 8

Dover Ice Arena

March at the Dover Arena means the season for the Foster Rink has come to an end and staff will get it ready for several off-ice events and groups. The ice came out on March 13th. The COED League finished its Winter-Spring session on March 18th with the Red Team winning the Northern Division and the White Team winning the Southern Division. March 8th-10th hosted the Granite State League Peewee Tournament. The Arena Spring 3 on 3 League started on the last Thursday and Friday of the month. The league is full with 4 teams in each age group (Mini Mites/Mites, Squirts, Peewees/Bantams) 12 teams total made up of 120 players. The 3 on 3 League is a 7-week program, it will end on May 10thth. On the last weekend of the month the Arena hosted the Tri-City Cup Hockey Tournament, this was an A Division Men's League Tournament made up of 5 teams of local players and other players from the New England area. Rock Night has returned, having 2 in March, the 16th & 30th, with decent numbers considering the program hasn't run since December. The month of April means spring programs will be starting. A new session of Youth Intro to Hockey will start on Wednesday April 3rd. Both of these programs are full. On April 5th-7th we will host the Flyball Dog Show on the Foster Rink Floor. Cocheco Valley Rollers will return for their practices here on the Foster Floor space every Tuesday and Thursday night and host an Event here on April 27th. Casco Bay Roller Derby will also be here Saturday, April 13th. Host Dover Youth Softball practices Monday – Friday afternoons, for the first couple weeks of April on the Foster Floor. April 10th will be the first day of Camp Kool registrations. Birthday Parties: 3, Adult and Youth Stick Practice: 363 skaters

Dover Senior Center

This month continued to hold Chair Yoga, Yoga for Bone Strength and pickleball, as well as daily games and activities. Restarted popular UNH Occupational Therapy group for the spring semester.

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	$220.50	6,000.00	$551.16	$70,406.14
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	5.00		$2,005.27	$1,140.00	94.50	$6,765.26	4.50	$243.35	0.00	0.00	0.00	0.00	$10,153.88
3/23/2024	Snow/ Sleet	2.00	15.00		$4,679.27	$570.00	200.25	$14,335.90	0.00	$243.35	0.00	$0.00	6,983.00	$641.46	$20,469.98
3/24/2024	Icy Roads	0.00	6.00		$1,388.24	$190.00	106.50	$7,624.34	2.00	$243.35	7.00	$0.00	0.00	$0.00	$9,445.93
2023-2024 Season-Year to Date:		**24.25**	**1,759.36**		**$81,115.74**	**$26,643.16**	**2,203.58**	**$157,523.29**	**294.50**	**$14,047.52**	**26.50**	**$716.63**	**46,661.00**	**$4,286.28**	**$284,332.62**
FY2024 Budget Spent:					48.57%	29.60%					54.70%				49.03%

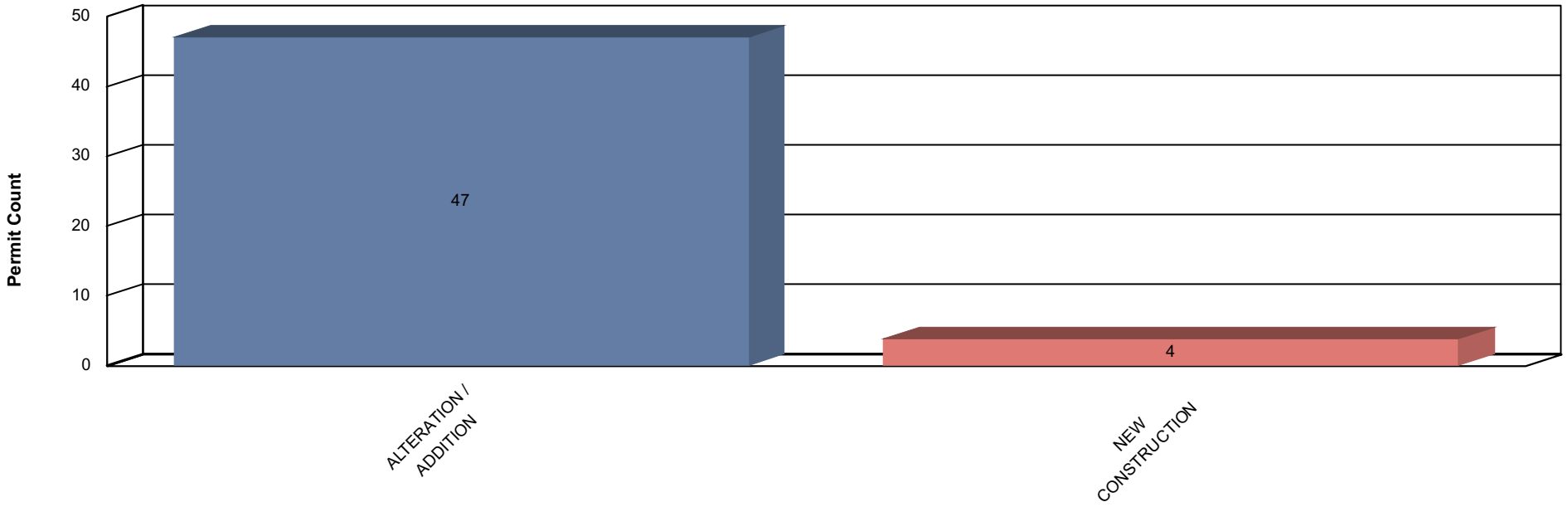
Parking Ban

ANNUAL WEATHER EVENT MANAGEMENT OVERVIEW

	Accumulation Inches	Total OT Hours	Total OT Cost	Contractor Cost	Salt Tons	Salt Cost	Salt/Sand Mix-Yards	Salt/Sand Cost	Sand Only Yards	Sand Only Cost	Salt Brine	Salt Brine Cost	Total Event Cost
Through 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 (03/01/2024 TO 03/31/2024)
FOR CITY OF DOVER, N.H.



Permit #	Type	Workclass	Status	Main Address		District	Parcel
	Application Date	*Issue Date*	*Expiration*	*Last Inspection*	*Finaled Date*	*Applied Online*	
	Zone	*Fee Total*	*Sq Ft*	*Valuation*	*Project Zone*	*Assigned To*	
ALTERATION / ADDITION							
BLDM-2024-0077	Building - Minor	Alteration / Addition	Issued	39 Hough St, Dover, NH		None	
	02/22/2024	*03/04/2024*	*09/03/2024*			*Yes*	
		$850.00	*500*	*$75,000.00*	*Residential*	*Thomas Abbott*	
	Description: Rennovate Kitchen and Bathroom						
BLDM-2024-0071	Building - Minor	Alteration / Addition	Issued	751 Central Av, Dover, NH		None	28010-000000
	02/18/2024	*03/04/2024*	*09/03/2024*			*Yes*	
	G	*$47.00*	*223*	*$2,500.00*	*Residential*	*Thomas Abbott*	
	Description: Existing first floor room will have 6ft wall and interior pocket door installed to close off the room to create a first floor bedroom. Bedroom will be approximately 143 sq ft (existing) after wall is completed. Second existing first floor room will have wall and double interior doors installed to close off a 7ft section to create an office. The office will be approximately 80 sq ft (existing) once completed.						
BLDM-2024-0020	Building - Minor	Alteration / Addition	Issued	127 Back River Rd, Dover, NH		None	I0045-000000
	01/16/2024	*03/04/2024*	*09/03/2024*			*Yes*	
	R-12	*$91.00*	*100*	*$6,000.00*	*Residential*	*Thomas Abbott*	
	Description: Renovation of existing mud room between house and garage - relocate existing door entrance to new entry location						

PERMITS ISSUED BY WORK CLASS (03/01/2024 TO 03/31/2024)

Permit #	Type *Application Date* *Zone*	Workclass *Issue Date* *Fee Total*	Status *Expiration* *Sq Ft*	Main Address *Last Inspection* *Valuation*	 *Finaled Date* *Project Zone*	District *Applied Online* *Assigned To*	Parcel
BLDM-2024-0085	Building - Minor *03/04/2024* *R-40*	Alteration / Addition *03/05/2024* *$278.00*	Issued *09/30/2024* *100*	85 Glen Hill Rd, Dover, NH *04/02/2024* *$23,317.00*	 *Residential*	None *Yes* *Thomas Abbott*	C0021-B00000
	Description: In master bath- Removing tub. relocating a wall, Relocating toilet. Adding Light & fan. Basement- adding outlets for work bench . Adding utility sink.						
BLDG-2024-0017	Building - Major *02/05/2024* *C*	Alteration / Addition *03/06/2024* *$47.00*	Issued *09/05/2024* *6,075*	900 Central Av, Dover, NH *$2,000.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	38022-A00000
	Description: Demolition of miscellaneous wall petitions and removal of drop ceiling tiles in building which is currently vacant.						
BLDM-2023-0219	Building - Minor *05/10/2023* *CBD-T*	Alteration / Addition *03/06/2024* *$75.00*	Issued *09/05/2024* *15,360*	2 Grove St, Dover, NH *$125,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	31004-001000
	Description: Resubmit for foundation permit only (previous paper permit #21-623)						
BLDM-2024-0044	Building - Minor *02/05/2024* *CWD*	Alteration / Addition *03/06/2024* *$245.00*	Issued *09/05/2024* *0*	97 Portland Av, Dover 03820 *$20,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	24115-A00000
	Description: Adding a half bathroom and laundry hookups within existing structure. No additional square footage added. Cost breakdown— $3,000 fixtures/appliances, $5,000 plumbing, $10,000 carpentry, $2,000 electrical. Total estimated cost $20,000.						
BLDM-2024-0087	Building - Minor *03/05/2024* *R-40*	Alteration / Addition *03/07/2024* *$1,026.00*	Issued *10/08/2024* *1,600*	252 Long Hill Rd, Dover, NH *04/11/2024* *$91,440.21*	 *Residential*	None *Yes* *Thomas Abbott*	A0051-008000
	Description: Remove old kitchen and flooring. Remove wall and add in 3 11? lvl beams and build arch						
BLDG-2023-0171	Building - Major *12/12/2023* *R-40*	Alteration / Addition *03/08/2024* *$11,415.00*	Issued *09/07/2024* *3,600*	59 Bay View Rd Unit 1 First Floor Unit 2 Second Floor, Dover, NH *$450,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	J0019-000000
	Description: Convert existing single family dwelling to two family dwelling which is after the fact. Perform interior improvements to create additional habitable area of existing dwelling unit						
BLDM-2024-0054	Building - Minor *02/09/2024* *R-12*	Alteration / Addition *03/08/2024* *$795.00*	Issued *09/07/2024* *1,800*	63 Prospect St St, Dover, NH 03820 *$70,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	10001-D00000
	Description: One structural beam, new non structural partitions, 3 new patio doors, new kitchen and baths, deck.						
BLDM-2024-0038	Building - Minor *01/31/2024* *R-40*	Alteration / Addition *03/08/2024* *$575.00*	Issued *09/07/2024* *2,910*	39 Bay View Rd, Dover, NH *$50,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	J0019-000000
	Description: Horse Stable						
BLDM-2024-0078	Building - Minor *02/26/2024* *R-12*	Alteration / Addition *03/11/2024* *$982.00*	Issued *09/23/2024* *128*	51 Morrison Ln, Dover, NH *03/26/2024* *$87,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	G0007-001016
	Description: Convert screened porch to interior 4-season space						

PERMITS ISSUED BY WORK CLASS (03/01/2024 TO 03/31/2024)

Permit #	Type	Workclass	Status	Main Address		District	Parcel
	Application Date	*Issue Date*	*Expiration*	*Last Inspection*	*Finaled Date*	*Applied Online*	
	Zone	*Fee Total*	*Sq Ft*	*Valuation*	*Project Zone*	*Assigned To*	
BLDM-2024-0058	Building - Minor	Alteration / Addition	Issued	74 Grandview Dr, Dover, NH		None	F0043-017000
	02/13/2024	*03/13/2024*	*09/12/2024*			*Yes*	
	R-40	*$1,455.00*	*256*	*$130,000.00*	*Residential*	*Thomas Abbott*	
	Description: single story 16'x16' three season porch constructed atop of concrete piers attached to back of garage, within building setbacks attached to back of garage, within building setbacks. ancillary permits: Electrical (no plumbing/mech)						
BLDM-2024-0094	Building - Minor	Alteration / Addition	Issued	833 Central Av, Dover, NH		None	37024-000000
	03/06/2024	*03/13/2024*	*09/12/2024*			*Yes*	
	O	*$498.00*	*4,365*	*$42,912.00*	*Non-Residential*	*Thomas Abbott*	
	Description: relocate checkouts and install additional self scan units. Misc. floor repair & painting						
BLDM-2024-0079	Building - Minor	Alteration / Addition	Issued	37 Sandra'S Run, Dover, NH		None	G0024-J00151
	02/27/2024	*03/13/2024*	*09/10/2024*	*03/14/2024*		*Yes*	
	R-20	*$245.00*	*410*	*$20,000.00*	*Residential*	*Thomas Abbott*	
	Description: Convert the Garage attic into an office / walk in closet area						
BLDM-2024-0103	Building - Minor	Alteration / Addition	Issued	9 Wilbrod Av, Dover 03820		None	D0018-H00000
	03/11/2024	*03/13/2024*	*09/12/2024*			*No*	
	R-12	*$50.00*	*0*	*$10,360.00*	*Residential*	*Thomas Abbott*	
	Description: Re shingle roof						
BLDM-2024-0072	Building - Minor	Alteration / Addition	Issued	69 Grove St, Dover 03820		None	30083-000000
	02/19/2024	*03/13/2024*	*09/12/2024*			*Yes*	
	RM-U	*$179.00*	*375*	*$14,000.00*	*Residential*	*Thomas Abbott*	
	Description: Update old rental property to become owners (me)main residence. Goals are to recess the fridge further back so the kitchen door doesn't hit it. To do this have to remove recessed bookshelf and add new sheetrock. Remove damaged ceiling and walls and re sheetrock, this also allows the electrics that are positioned exterior to walls to be set inside the walls and it allows for insulation to be added, closed cell spray foam to walls and mineral wool to ceiling. There was no insulation prior to this. Old door frames from kitchen to living room and from living room to stairs to be removed and "opened up". Wall between living room and stairs to be partially opened up whilst maintaining structural integrity of the wall. Damaged plaster and lath from stairs to be removed and replaced with new sheetrock. Upgrade electrics in this area also. this impacts the knee wall on north side of property. in removing the plaster and lath can add plywood storage to knee wall and add insulation, baffles for ventilation and radiant barrier, to the extent that access allows. Electrics to be upgraded by Artisan Electrics (separate permit), demolition and insulation to be done by myself and sheetrock? plywood work to be done by handyman/contractor Marcio Sampaio.						
BLDM-2024-0100	Building - Minor	Alteration / Addition	Issued	7 Cheyenne St, Dover 03820		None	A0009-W00000
	03/08/2024	*03/14/2024*	*09/30/2024*	*04/02/2024*		*Yes*	
	R-12	*$25.00*	*336*	*$0.00*	*Residential*	*Thomas Abbott*	
	Description: Renewal of permit 20-588 Convert garage into living space						
BLDM-2024-0075	Building - Minor	Alteration / Addition	Issued	55 Sandpiper Dr, Dover, NH		None	C0002-B00007
	02/20/2024	*03/14/2024*	*09/23/2024*	*03/25/2024*		*Yes*	
	R-40	*$2,500.00*	*2,000*	*$225,000.00*	*Residential*	*Thomas Abbott*	
	Description: Repairs due to water pipe freezing in 2/23. Damage is significant. Everything will be put back in same locations. New basement finishes, kitchen, bathrooms, 1st floor flooring						
BLDM-2024-0089	Building - Minor	Alteration / Addition	Issued	827 Central Av, Dover, NH		None	37023-000000
	03/05/2024	*03/14/2024*	*09/16/2024*	*03/18/2024*		*Yes*	
	C	*$311.00*	*1,100*	*$26,000.00*	*Non-Residential*	*Thomas Abbott*	
	Description: Replace carpet, replace some ceiling tiles and patch walls.						

PERMITS ISSUED BY WORK CLASS (03/01/2024 TO 03/31/2024)

Permit #	Type	Workclass	Status	Main Address		District	Parcel
	Application Date	*Issue Date*	*Expiration*	*Last Inspection*	*Finaled Date*	*Applied Online*	
	Zone	*Fee Total*	*Sq Ft*	*Valuation*	*Project Zone*	*Assigned To*	
BLDM-2024-0086	Building - Minor	Alteration / Addition	Issued	4 Penny Ln, Dover, NH		None	21026-009000
	03/04/2024	*03/14/2024*	*09/13/2024*			*Yes*	
	R-12	*$91.00*	*0*	*$6,016.73*	*Residential*	*Thomas Abbott*	
	Description: REMOVE AND REPLACE 6 WINDOWS, LIKE FOR LIKE, SAME SIZE, NO STRUCTURAL CHANGES						
BLDM-2024-0097	Building - Minor	Alteration / Addition	Issued	110 Portland Av, Dover 03820		None	26002-000000
	03/07/2024	*03/14/2024*	*09/13/2024*			*Yes*	
	RM-U	*$0.00*	*7,200*	*$95,400.00*	*Non-Residential*	*Thomas Abbott*	
	Description: Replacement of EPDM roofing system.						
BLDM-2024-0101	Building - Minor	Alteration / Addition	Issued	827 Central Av, Dover, NH		None	37023-000000
	03/08/2024	*03/14/2024*	*09/13/2024*			*Yes*	
	C	*$157.00*	*1,500*	*$12,500.00*	*Non-Residential*	*Thomas Abbott*	
	Description: Addendum, Drywall common area repair, Drywall, mud, tape						
BLDM-2024-0110	Building - Minor	Alteration / Addition	Issued	10 Chandler Wy, Dover, NH		None	13020-A00000
	03/13/2024	*03/15/2024*	*09/14/2024*			*Yes*	
	R-20	*$410.00*	*0*	*$35,288.00*	*Residential*	*Thomas Abbott*	
	Description: REMOVE & REPLACE 2 WINDOWS; 3 ENTRY DOORS AND 2 STORM DOORS; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES						
BLDM-2024-0111	Building - Minor	Alteration / Addition	Issued	22 Redden St, Dover, NH		None	36025-V00000
	03/13/2024	*03/15/2024*	*09/14/2024*			*Yes*	
	R-12	*$377.00*	*0*	*$31,937.00*	*Residential*	*Thomas Abbott*	
	Description: REMOVE & REPLACE 9 WINDOWS; 1 ENTRY DOORS; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES						
BLDM-2024-0105	Building - Minor	Alteration / Addition	Issued	165 Sixth St, Dover, NH		None	E0071-B00000
	03/11/2024	*03/15/2024*	*09/14/2024*			*Yes*	
	R-12	*$795.00*	*600*	*$70,000.00*	*Residential*	*Thomas Abbott*	
	Description: 1 layer 5/8" X GWB at garage ceiling - Repair cracked garage slab by saw cut/remove dowel and infill w/ +/- 3" 3,000psi mix + mesh atop 6 mill vapor barrier; install 1 ductless split; install 1 bulkhead at right side of house inc. saw cut foundation, perimeter drainage retie; insulated door; paint garage walls w/ 3/8" plywood overlay; repair gutters; repair fascia						
BLDM-2024-0106	Building - Minor	Alteration / Addition	Issued	25 Applevale Dr, Dover, NH		None	K0015-Z00000
	03/11/2024	*03/18/2024*	*09/17/2024*			*Yes*	
	R-12	*$91.00*	*125*	*$6,500.00*	*Residential*	*Thomas Abbott*	
	Description: Converting basement laundry room to laundry & 3/4 bathroom.						
BLDG-2024-0034	Building - Major	Alteration / Addition	Fees Due	7 Ham St Apartments 101, 102, 201 & 202, Dover, NH		None	27016-000000
	02/29/2024	*03/18/2024*	*09/17/2024*			*Yes*	
	CBD-G	*$10,822.00*	*3,600*	*$145,000.00*	*Residential*	*Jim Maxfield*	
	Description: Convert 7 Ham St from 2 units to 4 units.						
BLDM-2024-0091	Building - Minor	Alteration / Addition	Complete	29 Old Rochester Rd, Dover, NH		None	39071-000000
	03/05/2024	*03/18/2024*	*09/30/2024*	*04/02/2024*	*04/02/2024*	*Yes*	
	R-12	*$50.00*	*1,000*	*$8,650.00*	*Residential*	*Thomas Abbott*	
	Description: Roof replacement						

PERMITS ISSUED BY WORK CLASS (03/01/2024 TO 03/31/2024)

Permit #	Type	Workclass	Status	Main Address		District	Parcel
	Application Date	*Issue Date*	*Expiration*	*Last Inspection*	*Finaled Date*	*Applied Online*	
	Zone	*Fee Total*	*Sq Ft*	*Valuation*	*Project Zone*	*Assigned To*	
BLDM-2024-0112	Building - Minor	Alteration / Addition	Issued	5 Hillcrest Dr, Dover, NH		None	
	03/14/2024	*03/18/2024*	*09/17/2024*			*Yes*	
		$157.00	*144*	*$12,000.00*	*Residential*	*Thomas Abbott*	
	Description: Work scope is 144sqft Kitchen remodel, with a total cost of $12,000. cost breakdown is Electrican $4000. The plumber $2500. The building/ Painting $5500. Layout will remain the same, counter tops are being replaced and cabinets are being painted.						
BLDM-2024-0093	Building - Minor	Alteration / Addition	Issued	130 Dover Neck Rd, Dover, NH		None	M0095-A00000
	03/05/2024	*03/18/2024*	*09/17/2024*			*Yes*	
	R-40	*$50.00*	*25*	*$18,000.00*	*Residential*	*Thomas Abbott*	
	Description: Shingle (roof) replacement. Removal of existing shingles and replacement with same or similar shingles.						
BLDM-2024-0088	Building - Minor	Alteration / Addition	Issued	368 Washington St, Dover, NH		None	G0018-000000
	03/05/2024	*03/20/2024*	*09/19/2024*			*Yes*	
	R-12	*$432.00*	*500*	*$37,000.00*	*Residential*	*Thomas Abbott*	
	Description: Replace windows						
BLDG-2024-0035	Building - Major	Alteration / Addition	Issued	6 The Garrison At 56 Durham Rd, Dover, NH		None	I0009-B00000
	03/05/2024	*03/20/2024*	*09/19/2024*			*Yes*	
	RM-SU	*$1,686.00*	*1,256*	*$150,750.00*	*Residential*	*Jim Maxfield*	
	Description: Fire, condo will be a complete tear out to studs and rebuilt.						
BLDM-2024-0095	Building - Minor	Alteration / Addition	Issued	9-11 Park St, Dover 03820		None	27033-000000
	03/06/2024	*03/21/2024*	*09/20/2024*			*Yes*	
	RM-U	*$267.00*	*28,000*	*$22,000.00*	*Residential*	*Thomas Abbott*	
	Description: To remove 28 square of cedar clap board siding and install 28 square of vinyl siding						
BLDM-2024-0096	Building - Minor	Alteration / Addition	Issued	74 Bellamy Woods, Dover 03820		None	I0001-N00000
	03/06/2024	*03/21/2024*	*09/20/2024*			*Yes*	
	R-40	*$25.00*	*399*	*$5,000.00*	*Residential*	*Thomas Abbott*	
	Description: Finishing Basement. Renewal for permit 19-430						
BLDM-2024-0124	Building - Minor	Alteration / Addition	Issued	55 Grandview Dr, Dover, NH		None	F0043-011000
	03/21/2024	*03/22/2024*	*09/21/2024*			*Yes*	
	R-40	*$740.00*	*1,500*	*$65,000.00*	*Non-Residential*	*Thomas Abbott*	
	Description: In ground pool						
BLDM-2024-0119	Building - Minor	Alteration / Addition	Issued	27 Cote Dr, Dover 03820		None	L0058-Y00000
	03/19/2024	*03/22/2024*	*09/21/2024*			*Yes*	
	R-20	*$685.00*	*250*	*$60,000.00*	*Residential*	*Thomas Abbott*	
	Description: kitchen project						
BLDM-2024-0120	Building - Minor	Alteration / Addition	Issued	61 Katie Ln, Dover 03820		None	I0004-B00000
	03/20/2024	*03/22/2024*	*09/21/2024*			*Yes*	
	RM-SU	*$168.00*	*100*	*$13,165.00*	*Residential*	*Thomas Abbott*	
	Description: Existing 7.5 x 14 Laundry/utility room with sink...Partitioning room to divide resulting in a laundry and a 3/4 bath. Adding shower and toilet to bath area. Laundry will have washer dryer hookups.						
	Plumbing $8,665; electrical $2500; contractor $2,000						

PERMITS ISSUED BY WORK CLASS (03/01/2024 TO 03/31/2024)

Permit #	Type / Application Date / Zone	Workclass / Issue Date / Fee Total	Status / Expiration / Sq Ft	Main Address / Last Inspection / Valuation	Finaled Date / Project Zone	District / Applied Online / Assigned To	Parcel
BLDM-2024-0102	Building - Minor *03/11/2024* *CBD-R*	Alteration / Addition *03/22/2024* *$113.00*	Issued *09/21/2024* *30*	24 Durrell St, Dover, NH *$8,000.00*	*Residential*	None *Yes* *Thomas Abbott*	24047-000000
	Description: Expand hallway closet to move washer/dryer to main living area.						
BLDM-2024-0118	Building - Minor *03/19/2024* *HR*	Alteration / Addition *03/22/2024* *$50.00*	Issued *09/21/2024* *3,000*	20 Elm St, Dover, NH *$27,000.00*	*Residential*	None *Yes* *Thomas Abbott*	12049-000000
	Description: Strip and reroof asphalt shingles						
BLDG-2024-0041	Building - Major *03/21/2024* *R-12*	Alteration / Addition *03/25/2024* *$113.00*	Issued *10/07/2024* *50*	1 Berkshire Ln, Dover, NH *04/10/2024* *$8,000.00*	*Residential*	None *Yes* *Thomas Abbott*	I0099-J00000
	Description: Adding a bathroom to upstairs of the garage about 50 sq feet, the rest of the space a spare room not a bedroom.						
BLDM-2024-0121	Building - Minor *03/20/2024* *G*	Alteration / Addition *03/26/2024* *$47.00*	Issued *09/25/2024* *0*	751 Central Av, Dover, NH *$2,063.00*	*Residential*	None *Yes* *Thomas Abbott*	28010-000000
	Description: Replace 1 entry door, no structural work						
BLDM-2024-0128	Building - Minor *03/25/2024* *R-12*	Alteration / Addition *03/26/2024* *$267.00*	Issued *09/25/2024* *0*	25 Cranbrook Ln, Dover, NH *$21,860.00*	*Residential*	None *Yes* *Thomas Abbott*	D0086-000000
	Description: REMOVE & REPLACE 6 WINDOWS; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES						
BLDM-2024-0139	Building - Minor *03/27/2024* *R-12*	Alteration / Addition *03/29/2024* *$344.00*	Issued *09/28/2024* *13*	14 Shawnee Ln, Dover, NH *$29,000.00*	*Residential*	None *Yes* *Thomas Abbott*	A0014-A00008
	Description: install tub to shower replacement and wall surround system						
BLDM-2024-0074	Building - Minor *02/19/2024* *R-40*	Alteration / Addition *03/29/2024* *$685.00*	Issued *09/30/2024* *348*	39 County Farm Rd, Dover, NH *04/03/2024* *$60,000.00*	*Residential*	None *Yes* *Thomas Abbott*	B0023-B00000
	Description: Enclose covered porch on side of house. Extend existing foundation 7 feet by 16 feet for master bedroom/bathroom.						
BLDM-2024-0115	Building - Minor *03/15/2024* *R-40*	Alteration / Addition *03/29/2024* *$25.00*	Issued *09/28/2024* *472*	141 Cottonwood Dr, Dover, NH *$25,956.00*	*Residential*	None *Yes* *Jim Maxfield*	B0004-053000
	Description: Installation of 8.88KW ground mounted solar array						
BLDG-2024-0043	Building - Major *03/26/2024* *C*	Alteration / Addition *03/29/2024* *$90.00*	Fees Due *09/25/2024* *0*	17 Stonewall Dr, Dover 03820 *03/29/2024* *$0.00*	*03/29/2024* *Non-Residential*	None *No* *Jim Maxfield*	H0053-000000
	Description: 295" x 373" warehouse addition onto existing structure (approved for construction paper permit BP 22-136)						

SUBTOTALS FOR ALTERATION / ADDITION:	**91,350 Sq Ft**	**$2,446,614.94**	**Residential:**	**40**	**PERMITS ISSUED:** **47**
			Non-Residential:	**7**	
			Mixed Use:	**0**	

PERMITS ISSUED BY WORK CLASS (03/01/2024 TO 03/31/2024)

Permit #	Type	Workclass	Status	Main Address		District	Parcel
	Application Date	*Issue Date*	*Expiration*	*Last Inspection*	*Finaled Date*	*Applied Online*	
	Zone	*Fee Total*	*Sq Ft*	*Valuation*	*Project Zone*	*Assigned To*	
NEW CONSTRUCTION							
BLDG-2023-0131	Building - Major	New Construction	Fees Due	4 Wildflower Dr, Dover, NH		None	I0004-A00000
	10/17/2023	*03/01/2024*	*08/26/2024*	*02/28/2024*		*Yes*	
	RM-SU	*$12,858.00*	*1,788*	*$357,600.00*	*Residential*	*Jim Maxfield*	
	Description: Construction of 3 bedroom, 2.5 bathroom detached condo unit with unfinished basement and attic						
BLDG-2024-0039	Building - Major	New Construction	Issued	94 Old Rochester Rd, Dover, NH		None	A0014-M00000
	03/07/2024	*03/12/2024*	*09/25/2024*	*03/29/2024*		*Yes*	
	R-12	*$355.00*	*1,470*	*$30,000.00*	*Residential*	*Jim Maxfield*	
	*Description: ** FOUNDATION ONLY PERMIT*** Construct a 30x28 Garage foundation only for future structure with Bedroom above*						
BLDM-2024-0117	Building - Minor	New Construction	Issued	32 Childs Dr, Dover, NH		None	N0008-A00E00
	03/18/2024	*03/25/2024*	*09/25/2024*	*03/29/2024*		*Yes*	
	R-40	*$487.00*	*336*	*$42,000.00*	*Residential*	*Thomas Abbott*	
	Description: Finishing upstairs room and replacing window						
BLDM-2024-0114	Building - Minor	New Construction	Issued	1 Austin Dr, Dover, NH 03820		None	
	03/15/2024	*03/28/2024*	*09/27/2024*			*Yes*	
		$190.00	*288*	*$15,000.00*	*Residential*	*Thomas Abbott*	
	Description: Demolition of existing 12'x24' ground level deck. New construction of 12'x24' ground level deck. New footings, new frame, new decking.						

SUBTOTALS FOR NEW CONSTRUCTION:	**3,882 Sq Ft**	**$444,600.00**	**Residential:**	**4**	**PERMITS ISSUED:** **4**
			Non-Residential:	**0**	
			Mixed Use:	**0**	
	95,232 Sq Ft	**$2,891,214.94**	**Residential:**	**44**	**GRAND TOTAL OF PERMITS:** **51**
			Non-Residential:	**7**	
			Mixed Use:	**0**	

** Indicates active hold(s) on this permit*

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.

March 2024

The Legal Division assisted with waterfront development closing tasks as well as other City development agreements. Also assisted with efforts to facilitate development of new lots for housing.

Planning and Community Development staff are working with the Strafford Regional Planning Commission (SRPC) and the University of New Hampshire to conduct a Regulatory Audit of policies and practices in addition to an analysis of the City's demographics and housing market. The project is funded entirely by a Housing Opportunity Planning Grant from the InvestNH program.

The City has received awards totaling $560,000 from the InvestNH Municipal Per-Unit Grant program in recognition of planning practices and partnerships that resulted in the creation of attainable housing units at both the Cottages at Back River Road and the Old Strafford County Court House. It is expected that funds received from this program will be leveraged to support the City's future efforts to address resident housing needs.

Planning and Community Development staff are working on proposed zoning amendments to simplify processes and better support a variety of attainable housing options.

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. Northeast Credit Union launched a product at the beginning of March and three other institutions anticipate launching similar loan programs in April 2024. The collaborative initiative was featured on WMUR on March 13th and as a topic of discussion at the Chamber of Commerce's State of the City on March 28th.

Outreach Coordinator Bassegio recorded a "Dover Dashboard" segment on the Dover Download podcast on March 26th to share land use board highlights from the month of March.

Housing Navigator Pope continues to meet regularly with residents, businesses, developers, real estate professionals, social service agencies, landlords, property management firms, and other stakeholders to better inform the City's housing initiatives.

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.

March 2024

The Legal Division responded to public inquiries under RSA 91-A and otherwise, timely, respectfully, and in full.

The Dover Utilities Commission (DUC) met on March 18th where abatement, utilities, and finance reports were reviewed. The Commission discussed how to encourage more community involvement in the DUC and the upcoming Public Works Week.

TAC did not meet in March. Their next meeting is on April 15th. In March, City Engineer Mavrogeorge and Assistant City Engineer Semprini met with Engineering Staff from Portsmouth, NH to discuss their traffic calming program to look for ideas on how to improve Dover's traffic calming measures. Discussion topics included how the general public can make requests to the City for the review of traffic issues, equipment that could be deployed to conduct studies, and temporary equipment that can be installed to test traffic calming improvements.

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.

Public Works Week is coming up May 19th through May 25th and Engineering staff is working with Media Services and the other Community Service Division heads to plan activities and media materials that celebrate all the things that make Public Works an important part of all of our daily lives.

Planning staff worked with members of the Strafford Regional Planning Commission throughout March on promoting project surveys: one asking residents to identify and prioritize natural resources in the city and another on housing situations and preferences.

Planning staff welcomed several new residents to Dover, and advised them on home renovation opportunities and the regulations surrounding them.

The Planning Department held an open house on March 26th.

On March 4, 2024, Lt. Mitrushi coordinated an open house event at the Dover Police Department.

In the month of March, Officer Berdecia concluded the instruction of the DARE program to four 5th grade classes. Students participated in a review game to refresh their knowledge on all topics that were discussed throughout the program. Their competency was evaluated through a written test, as well as an essay in the form of a letter to a friend, encouraging that friend to avoid drinking alcohol. Additionally, the third and final lesson of the Police and Community Together (PACT) program were delivered in March. In the final lesson, 4 skits were performed by Dover Youth to Youth students. Each skit presented difficult conversations parents might have with their children, and the parents in attendance were offered suggestions on how to best handle them.

The Dover Public Library connects with 5,943 community members via monthly enewsletters which advertises Library programs as well as services. Each month the enewsletter includes a poll question to gain insight into what Library patrons are interesting in seeing at DPL.

March's question was: What items would you like to see added to our Library of Things? Many great suggestions were received such as diagnostic scanner for a car, power tools, gaming systems and garden tools! The Library will be purchasing some and keeping others on our wish list. The Library also communicates via social media with our 10,063 followers.

The Dover Public Library hosed a Library Budget Revealed session on March 12th in the Lecture Hall of the Library. This was an opportunity for the community to ask questions about the contents of the Library's FY25 budget.

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.

March 2024

The City's contractor, Northeast Earth (NEEM), completed work to satisfy the commitment for the transfer of parcels 1-4 and 1-5 to the private developer, Cathartes. Work included:

- Completion of obstruction removal from parcels 1-4 and 1-5 including the removal of debris remnants of the former WWTP building.
- Partial closure of the 1-4 and 1-5 parcels in accordance with the Remedial Action Plan or RAP. This included survey of the earth at subgrade prior to the application of delineation warning fabric. Once the fabric was placed, a minimum of two feet of earth was placed over the fabric to "close" the area. Upon reaching the final RAP grade, a post-closure survey was conducted to confirm the minimum amount of fill was placed.
- Bluff over burden removal was performed to make way for the ledge drilling and blasting crews to complete a series of charge detonations. Despite regular significant rain events this work was completed ahead of schedule.
- The blasting work helped NEEM achieve appropriate subgrade and the ability to generate materials for use around the rest of the site. In total, over 100k cubic yards of material have been relocated in this effort and approximately 25,000 tons of ledge material have been crushed and processed.
- The installed sheeting was removed in the Cochecho River to expose the newly constructed granite toe wall recently constructed along the shoreline. Only approximately 100 feet of toe wall remains to be constructed.

Facilities, Grounds and Cemeteries Superintendent reached out to the Dover Career and Technical Center to work with the Welding Class students to assist in repairing mower decks that have excessive wear and cracks. The students are enjoying working on something different and are doing an excellent job with the repairs.

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.

March 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 1,213 curb ramps have been assessed by the consultants.

On March 27, the Dover Police Department hosted a coordination meeting involving Strafford County law enforcement agencies, New Hampshire State Police Troop A, and the Office of NH Highway Safety. The National Highway Traffic Safety Administration is sponsoring saturation patrols in Strafford County in an effort to address the problem of drunk and drugged driving, and has launched a specific campaign targeting the weekend of April 20, 2024. Approximately 70% of all New Hampshire fatalities in the last few years have involved impaired drivers.

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.

March 2024

The Office of Human Resources, as recommended by the Committee for Racial Equity and Inclusion, is looking through its hiring procedures and documents to expand gender identity choices for new hires. It is noted that no demographic information is gathered from applicants prior to their conditional offer of employment.

Resilience Manager Kaspari staffed a Conservation Commission meeting on March 11th during which the Commission received updates on the Natural Resource Inventory project and the Conservation and Open Space Master Plan chapter effort. The Commission also authorized the use of $20,000 from the Conservation Fund for the planting of additional street trees this spring as well as up to $20,000 to match funds from NHDES for the treatment of milfoil at Willand Pond.

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 interviewing BSW and MSW candidates for Fall 2024 internships.

Kelli Jo Deardorff worked extensively with, The Doorway, Portsmouth Regional Hospital, the Clinical Population Health Consultant, Community Action Partners, Choices For Independence care coordinator, Sunrise Detox, Sobriety Centers of NH, Working Fields, Strafford County Public Health Network, UNH Interns, Dover City Welfare, Rochester Outreach case worker, Bonfire Recovery, Gate House Recovery, Better Life Partners, Infinity Peer Support, Hope on Haven Hill, Strafford County Jail case managers, Wentworth-Douglas Hospital Care Coordination Case Managers and Veteran specific services at various agencies. Kelli Jo Deardorff 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 while continuing to use innovative solutions to meet the complex needs of the individuals on her caseload.

Kelli Jo Deardorff successfully facilitated getting five individuals into treatment. One referral was made out of state to Nashville, Tennessee, two to Bonfire Recovery, one to Live Free Recovery, and one to Gate House Treatment Center. She made efforts with three other individuals to attend substance use treatment facilities all who completed entire phone screens but failed to show when transportation was going to be set up.

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. She coordinated a team meeting consisting of 11 different organizations totaling 25 individuals in an attempt to create a plan for the deactivation of the Willand Warming Shelter. Kelli Jo was able to bring 10 of these providers directly to the Willand Warming Shelter. The group met with 19 individuals; out of this outreach event, she connected four to treatment and several others were able to meet and talk to Recovery Centers.

Over the course of March, Kelli Jo Deardorff collaborated with local shelter, My Friends Place and was able to place one family and one individual into the shelter for the re-opening on April 1st.

Kelli Jo Deardorff was able to access resources to get two individuals into hotels to meet their medical needs and provide safety for their wellbeing.

In the month of March, Kelli Jo Deardorff worked with other local agencies to provide resources to individuals in real time at the warming shelter. She attended daily morning meetings to discuss individuals who are unsheltered as well as weekly meetings to create a longer term plan for coordinated case management to the individuals who will be impacted on April 1st when the center closes.

On March 7, 2024, Lt. Mitrushi and Chief Breault attended a training entitled, “Engaging and Building Partnerships with Muslim Americans,” hosted by the US Attorney’s Office and the US Department of Justice Community Relations Service. The training stressed the importance of culture and community, building awareness and understanding, and planning community engagement events within the Muslim community.

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.

March 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. Director Benton attended the February 2nd, SRPC Transportation Advisory Committee (Metropolitan Policy Organization). Director Benton and Community Services staff met with a lighting consultant on March 18th to discuss lighting specs for different projects throughout the city to ensure there is a standard.

Passport application processing fees and notary services provide a continuing source of revenue for the Dover Public Library. The Library processed 59 passport applications in March generating $2,065 in revenue and notary services generated $150 in revenue.

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.

March 2024

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

Resilience Manager Kaspari and Outreach Coordinator Bassegio, along with project members from Resilience Planning & Design, met with the Steering Committee for the Conservation and Open Space Master Plan chapter update effort. The group reviewed natural resource mapping and completed an exercise to identify priority areas for conservation efforts.

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

Throughout the month of March, Kaitlin Jones attended and participated in a number of meetings. This included a meeting with the County Commissioners and City Managers around homelessness, Home for All Strategic Planning Workgroup, Community Partners Director of Youth and Family Services, Strafford County Community Care Team (CCT), Policy Council for CAPSC, Health Advisory Council for CAPSC, Community Discussion on Homeless hosted by SOS Recovery and Karelee's Home Team, and Strafford County Public Health Network's Legislative Breakfast. Kaitlin Jones also participated in daily case review with Strafford County Complex Case Meeting through CAPSC. Kaitlin Jones, Kelli Jo Deardorff, and Lily Coakley attended the Willand Service Fair on 3/25/24 to meet with individuals in need of resources.

On March 11-March 21, Officers Adin Sobel & Ryan Anderson attended Drug Recognition Expert (DRE) training, held in Concord, NH. This training relies heavily on Field Sobriety Tests. Once trained and certified, DRE's become highly effective officers skilled in the detection and identification of persons impaired by alcohol and/or drugs. DREs are trained to conduct a systematic and standardized 12-step evaluation consisting of physical, mental and medical components.

On March 25, Detective Dennis Elbert attended a one-day training on Drug Interdiction. The training is designed to help officers understand the intricacies and nuances of drug interdiction. The training covered techniques in identifying possible drug couriers, Constitutional constraints, use of canines, and safety measures.

SIU detectives conducted targeted drug operations using grant funds from Operation Granite Shield. As a result of one of these investigations, an arrest and search warrant was executed at a Dover residence. During the search, detectives recovered a large quantity of fentanyl and cocaine. Two adult females were arrested for felony drug law crimes.

On March 28, 2024, Officer David and K9 Vision assisted with a search warrant on a residence in Dover during a narcotics investigation. During the search, K9 Vision alerted on several locations, indicating that

illicit narcotics were hidden there. Investigating officers then located a safe containing illicit narcotics and several other items which contained narcotics.

This month saw a number of meetings and conversations to plan for the end of the Willand Warming Center contract and the closing of the shelter for the season on April 1. This included a meeting with the tri-city welfare directors. There was also a Service Fair on the 25th where a number of provider agencies came to the shelter and offered the residents services. Dover Welfare participated in both the meetings and service fair.

City of Dover

Revenues of Major Funds
March 31, 2024
(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	$ 107,175,893	600,297	54,586,609	51.0%	$ 52,589,284	$ -	$ 52,589,284	49.0%
Licenses & Permits	7,250,679	798,478	6,020,776	83.0%	1,229,903	-	1,229,903	17.0%
Intergovernmental	6,027,837	2,806	3,650,792	61.0%	2,377,045	-	2,377,045	39.0%
Charges for Services	4,718,388	317,314	3,677,018	78.0%	1,041,370	-	1,041,370	22.0%
Miscellaneous Revenue	1,340,185	315,765	2,859,761	213.0%	(1,519,576)	-	(1,519,576)	-113.0%
Education	22,501,877	300,892	15,865,482	71.0%	6,636,395	-	6,636,395	29.0%
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	2,335,551	86,660,438	58.0%	$ 62,899,828	$ -	$ 62,899,828	42.0%
3213 Parking Activity Fund								
Licenses & Permits	$ 336,000	47,323	324,623	97.0%	$ 11,377	$ -	$ 11,377	3.0%
Parking Income	955,021	96,604	808,157	85.0%	146,864	-	146,864	15.0%
Parking Fines	184,000	28,942	166,816	91.0%	17,184	-	17,184	9.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	$ 1,475,021	172,868	1,299,595	88.0%	$ 175,426	$ -	$ 175,426	12.0%
3320 Residential Solid Waste Fund								
Intergovernmental	$ 9,584	-	6,162	64.0%	$ 3,422	$ -	$ 3,422	36.0%
Charges for Services	1,804,395	163,783	1,242,441	69.0%	561,954	-	561,954	31.0%
Miscellaneous Revenue	0	100	1,091	0.0%	(1,091)	-	(1,091)	0.0%
Other Financing Sources	137,231	-	-	0.0%	137,231	-	137,231	100.0%
Sub-total : 3320 Residential Solid Waste	$ 1,951,210	163,883	1,249,694	64.0%	$ 701,516	$ -	$ 701,516	36.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	$ 799,361	98,155	624,425	78.0%	$ 174,936	$ -	$ 174,936	22.0%
Operating Transfers In	60,853	3,857	34,710	57.0%	26,143	-	26,143	43.0%
Sub-total : 3381 McConnell Center	$ 860,214	102,012	659,135	77.0%	$ 201,079	$ -	$ 201,079	23.0%
3410 Recreation Special Revenue Fund								
Charges for Services	$ 408,250	40,409	238,887	59.0%	$ 169,363	$ -	$ 169,363	41.0%
Miscellaneous Revenue	5,500	920	5,500	100.0%	1	-	1	0.0%
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	41,329	244,386	56.0%	$ 189,364	$ -	$ 189,364	44.0%
5300 Water Fund								
Intergovernmental	$ 71,800	-	-	0.0%	$ 71,800	$ -	$ 71,800	100.0%
Charges for Services	6,921,533	660,566	4,813,565	70.0%	2,107,968	-	2,107,968	30.0%
Miscellaneous Revenue	86,000	9,708	73,881	86.0%	12,119	-	12,119	14.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	$ 7,166,833	670,275	4,887,446	68.0%	$ 2,279,387	$ -	$ 2,279,387	32.0%
5320 Sewer Fund								
Intergovernmental	$ 169,592	2,297	34,288	20.0%	$ 135,304	$ -	$ 135,304	80.0%
Charges for Services	9,532,212	912,758	5,930,079	62.0%	3,602,133	-	3,602,133	38.0%
Miscellaneous Revenue	70,000	14,192	92,027	131.0%	(22,027)	-	(22,027)	-31.0%
Other Financing Sources	391,150	-	-	0.0%	391,150	-	391,150	100.0%
Sub-total : 5320 Sewer Fund	$ 10,162,954	929,247	6,056,394	60.0%	$ 4,106,560	$ -	$ 4,106,560	40.0%
6100 Dovernet Fund								
Intergovernmental	$ 216,462	-	-	0.0%	$ 216,462	$ -	$ 216,462	100.0%
Charges for Services	1,703,480	125,274	1,127,516	66.0%	575,964	-	575,964	34.0%
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	1,152,516	59.0%	$ 817,426	$ -	$ 817,426	41.0%
Total : REVENUES	$ 173,580,190	4,540,439	102,209,602	59.0%	$ 71,370,588	$ -	$ 71,370,588	41.0%

City of Dover

Expenditures of Major Funds
March 31, 2024
(General Fund Includes County, School and Debt Service)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
EXPENDITURES								
1000 General Fund								
City Council	$ 525,384	$ 4,850	$ 184,068	35.0%	$ 341,316	$ 185,903	$ 155,413	29.6%
Executive	2,399,486	208,866	1,598,877	67.0	800,609	438,859	361,750	15.1
Finance	2,570,073	241,158	1,778,879	69.0	791,194	460,231	330,964	12.9
Planning	1,211,342	90,861	648,718	54.0	562,624	175,681	386,943	31.9
Misc General Government	1,229,599	70,381	715,711	58.0	513,888	36,030	477,858	38.9
Police	10,676,414	978,393	7,184,987	67.0	3,491,427	1,633,638	1,857,789	17.4
Fire & Rescue	12,821,322	1,248,961	9,324,693	73.0	3,496,629	1,844,929	1,651,701	12.9
Community Service Public Works	10,304,950	629,339	4,952,675	48.0	5,352,275	1,312,016	4,040,258	39.2
Recreation	3,015,529	285,977	2,170,624	72.0	844,905	397,500	447,405	14.8
Public Library	1,811,754	181,842	1,318,214	73.0	493,540	342,613	150,927	8.3
Public Welfare	874,442	65,445	513,914	59.0	360,528	81,983	278,545	31.9
Debt Service	6,725,667	-	2,533,037	38.0	4,192,630	3,553,416	639,214	9.5
Other Financing Sources/Uses	3,743,831	107,837	970,535	26.0	2,773,296	-	2,773,296	74.1
School	81,365,942	8,182,620	49,494,655	61.0	31,871,287	28,328,492	3,542,795	4.4
Intergovernmental	10,284,531	-	10,284,531	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	$ 149,560,266	$ 12,296,530	$ 93,674,117	62.6%	$ 55,886,149	$ 38,791,290	$ 17,094,860	11.4%
3213 Parking Activity Fund								
Police	$ 1,475,021	$ 101,361	$ 892,739	61.0%	$ 582,282	$ 154,989	$ 427,294	29.0%
Sub-total : 3213 Parking Activity Fund	$ 1,475,021	$ 101,361	$ 892,739	60.5%	$ 582,282	$ 154,989	$ 427,294	29.0%
3320 Residential Solid Waste Fund								
Community Service Public Works	$ 2,074,565	$ 144,452	$ 1,386,931	67.0%	$ 687,635	$ 710,810	$ (23,175)	-1.1%
Sub-total : 3320 Residential Solid Waste Fund	$ 2,074,565	$ 144,452	$ 1,386,931	66.9%	$ 687,635	$ 710,810	$ (23,175)	-1.1%
3381 McConnell Center Fund								
Recreation	$ 860,214	$ 50,256	$ 357,654	42.0%	$ 502,560	$ 251,943	$ 250,617	29.1%
Sub-total : 3381 McConnell Center Fund	$ 860,214	$ 50,256	$ 357,654	41.6%	$ 502,560	$ 251,943	$ 250,617	29.1%
3410 Recreation Special Revenue Fund								
Recreation	$ 443,750	$ 27,481	$ 236,531	53.0%	$ 207,219	$ 21,635	$ 185,584	41.8%
Sub-total : 3410 Recreation Special Revenue Fund	$ 443,750	$ 27,481	$ 236,531	53.3%	$ 207,219	$ 21,635	$ 185,584	41.8%
5300 Water Fund								
Community Service Public Works	$ 7,329,970	$ 635,776	$ 4,992,444	68.0%	$ 2,337,525	$ 1,036,001	$ 1,301,524	17.8%
Sub-total : 5300 Water Fund	$ 7,329,970	$ 635,776	$ 4,992,444	68.1%	$ 2,337,525	$ 1,036,001	$ 1,301,524	17.8%
5320 Sewer Fund								
Community Service Public Works	$ 10,347,257	$ 801,348	$ 6,991,152	68.0%	$ 3,356,104	$ 1,375,936	$ 1,980,168	19.1%
Sub-total : 5320 Sewer Fund	$ 10,347,257	$ 801,348	$ 6,991,152	67.6%	$ 3,356,104	$ 1,375,936	$ 1,980,168	19.1%
6100 Dovernet Fund								
Other Financing Sources/Uses	$ 2,804,835	$ 110,923	$ 834,705	30.0%	$ 1,970,130	$ 224,362	$ 1,745,767	62.2%
Sub-total : 6100 Dovernet Fund	$ 2,804,835	$ 110,923	$ 834,705	29.8%	$ 1,970,130	$ 224,362	$ 1,745,767	62.2%
Total : EXPENDITURES	$ 174,895,877	$ 14,168,126	$ 109,366,273	62.5%	$ 65,529,605	$ 42,566,966	$ 22,962,639	13.1%

City of Dover

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

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
Revenues	1,142,130	94,120	1,016,882	89.0	125,248	0	125,248	11.0
Expenditures	1,253,806	129,296	950,597	75.8	303,209	143,112	160,097	12.8
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	(111,676)	**(35,176)**	**66,285**	**13.2**	**(177,961)**	**(143,112)**	**(34,849)**	**(1.8)**

CITY OF DOVER

CITY COUNCIL - MINUTES

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

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Richer led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

Present: Councilor Cullen, Councilor Nemeth, Councilor Richer, Councilor Williams, Councilor Hackett, Councilor Retrosi, Councilor Warach, Deputy Mayor Shanahan, Mayor Carrier
Also Present: City Manager Joyal, Finance Director Lynch, City Attorney Wyatt, City Clerk Vansylyvong-Bizier

5. PUBLIC FORUM

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

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

6. DISCUSSIONS

A. BUDGET PRESENTATIONS

1. GENERAL BUDGET DISCUSSION

The Council went over the worksheet had the following consensus.
General Government Operations
A.1. Yes
A.2. Yes
A.3. Yes
A.4. No
A.5. No
A.6. N/A
A.7. Yes
A.8. N/A
Fire & Rescue Operations
B.1. No
B.2. N/A
B.3. No
B.4. No

DRAFT

B.5. No
Community Services Operations
C.1. No
C.2. Yes
C.3. No
C.4. No
C.5. No
Recreation Operations
D.1. No
D.2. Yes
D.3. No
D.4. No
Public Welfare
E.1. No
School Operations
F.1.
F.2. Yes
F.3. No
F.4. N/A
Other Miscellaneous Suggested Adjustments
G.1. Yes
G.2. Yes
G.3. Amend fee schedule to remove parking permit fee increase: Yes

City Manager Joyal stated the final calculations are as follows:
Net Reduction in the proposed budget of $653,577.00.
City Portion – $153,577.00
School Portion - $500,000.00
The net effect would be an estimated $19.63 tax rate which is a $0.93 increase, or 5%.
The total amount the budget exceeds the tax cap is $1,457,373, so a 2/3 vote is required to pass the budget.

7. ADJOURNMENT

Deputy Mayor Shanahan motioned to adjourn, seconded by Councilor Richer. Vote: 9-0.

DRAFT

CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Special Meeting
Meeting Location: City Hall, Council Chambers
Meeting Date: **Wednesday, April 3, 2024**
Meeting Time: **To immediately follow Workshop Session**

1. CALL TO ORDER

~~2. MOMENT OF SILENCE~~

~~3. PLEDGE OF ALLEGIANCE~~

4. ROLL CALL ATTENDANCE

Present: Councilor Cullen, Councilor Nemeth, Councilor Richer, Councilor Williams, Councilor Hackett, Councilor Retrosi, Councilor Warach, Deputy Mayor Shanahan, Mayor Carrier
Also Present: City Manager Joyal, Finance Director Lynch, City Attorney Wyatt, City Clerk Vansylyvong-Bizier

5. PUBLIC FORUM

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

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

6. OLD BUSINESS

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

SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Williams moved to approve the fiscal year 2025 budget as presented, seconded by Councilor Warach

Deputy Mayor Shanahan moved to amend the fiscal year 2025 budget to include the errata pages and to eliminate increases in the environmental bag and tag increases and parking fees for meters and permits, seconded by Councilor Hackett.
Roll Call Vote: 9-0.

Councilor Retrosi moved to amend the Resolution as follows:
Page 1, Item 1
- General Fund for Revenue and Appropriations amended to $157,339,569
- Total for Revenue and Appropriations updated to $198,059,600
Page 2, Item 2: “General Fund Appropriations include $55,648,201 for City operations, $78,420,675 for School Department operations…”
seconded by Councilor Nemeth.
Roll Call Vote: 8-1; Passed. Councilor Cullen opposed.

Deputy Mayor Shanahan moved to approve the fiscal year 2025 budget resolution as amended, seconded by Councilor Nemeth. Roll Call Vote: 7-2; Passed. Councilor Cullen and Councilor Warach opposed.

7. ADJOURNMENT

Deputy Mayor Shanahan moved to adjourn, seconded by Councilor Warach. Vote: 9-0.

DRAFT

CITY OF DOVER

CITY COUNCIL - MINUTES

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

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Hackett led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

Present: Councilor Hackett, Councilor Retrosi, Councilor Warach, Councilor Cullen, Councilor Richer, Councilor Williams, Deputy Mayor Shanahan, Mayor Carrier
Absent: Councilor Nemeth
Also Present: City Manager Joyal, City Attorney Wyatt, City Clerk Vansylyvong-Bizier

5. PROCLAMATIONS/AWARDS

None.

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to approve the agenda, seconded by Councilor Hackett.
Councilor Cullen moved to remove 13.B.1. Ceasefire Resolution from the agenda, no second, motion does not pass.
Councilor Warach motioned to move the Ceasefire Resolution up in the agenda, seconded by Deputy Mayor Shanahan. Vote: 8-0.
With the motion on the floor, Mayor Carrier asked for acceptance of the agenda as posted, Vote 8-0.

7. PUBLIC HEARINGS

A. LICENSING, CHAPTER 97, SECTIONS 3 AND 6
SPONSORED BY MAYOR CARRIER BY REQUEST

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

B. PEDDLERS AND VENDORS, CHAPTER 109, SECTIONS 3, 5, 7 8
SPONSORED BY MAYOR CARRIER BY REQUEST

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

C. ADDITIONAL APPROPRIATION FOR FISCAL YEAR 2024 CIP PROJECT ELEMENTARY SCHOOL HVAC UPGRADE
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
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.

Brian Rousseau, 48 Dunns Bridge Lane, spoke in favor of the Ceasefire resolution.

Daniel Richer, 18 Florence Street, spoke in favor of the Ceasefire resolution.

Susan Kelsch, 2 ½ Stark Ave, spoke in favor of the green burials resolution.

Jessica Lamontagne, Trask Drive, spoke in favor of the green burials resolution.

Deb Clough asked the Council to suspend the rules as a non-resident, motion by Deputy Mayor Shanahan seconded by Councilor Warach, vote: 8-0.

Deb Clough, Sherbourne Rd, spoke about the Don't Trash Dover program. She announced that in honor of Earth Day, on April 27th, there will be a clean-up in Dover starting at each polling place.

Maggie Fogarty, 16 Florence Street, spoke in favor of the Ceasefire resolution.

Joe Marullo, 21 Sandy Lane, spoke against the Ceasefire resolution.

Ariel Hayes, 38B Hill Street, spoke in favor of the Ceasefire resolution.

Ethel Frederick, Old Garrison Rd, spoke against the Ceasefire resolution.

Jo Jordan, 9 Deepwood Dr, spoke in favor of the Ceasefire resolution.

Chris Marion, Portland Ave, spoke against the wording in the Ceasefire resolution but did ask the Council to pass the resolution.

Mary Hebbard, 97 Spruce Ln, spoke against the Ceasefire resolution and does not believe that the resolution is in the purview of the Council.

George Forse, 409 Garrison Rd, spoke against the Ceasefire resolution.

Peter Schmidt, Fourth St, spoke in favor of the Ceasefire resolution.

Shelley Harts, 25 Lundy Point, does not feel that a Ceasefire resolution should be passed by the Council.

9. CITY MANAGER'S REPORT

Deputy Mayor Shanahan motioned to accept the City Manager's report, seconded by Councilor Williams. Vote: 8-0.

10. APPROVAL OF MINUTES

A. March 27, 2024 – Regular Meeting & Workshop Meeting

Deputy Mayor Shanahan moved to approve the March 27, 2024 minutes, seconded by Councilor Warach. Vote: 8-0.

11. MAYOR'S REPORT

The Deputy Mayor, on behalf of the Mayor, invited Katie and Alex from AbleNH to the podium to give a presentation on AbleNH activities.

Mayor Carrier gave an overview of his activities over the last few weeks.

Mayor Carrier appointed Steve Brown to the Strafford Regional Planning Commission.

Deputy Mayor Shanahan motioned to accept the Mayor's report, to include the approval of Steve Brown's appointment to the Strafford Regional Planning Commission, seconded by Councilor Warach. Vote: 8-0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. LICENSING, CHAPTER 97, SECTIONS 3 AND 6
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its approval, seconded by Councilor Williams. Roll Call Vote: 8-0.

2. PEDDLERS AND VENDORS, CHAPTER 109, SECTIONS 3, 5, 7, 8
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its approval, seconded by Councilor Richer. Roll Call Vote: 8-0.

B. ORDINANCES IN THE 3RD READING

1. BOARDS, COMMISSIONS, AND COMMITTEES, CHAPTER 9, SECTIONS 5 AND 20
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its approval, seconded by Councilor Hackett. Roll Call Vote: 7-0.

C. RESOLUTIONS

1. ADDITIONAL APPROPRIATION FOR FISCAL YEAR 2024 CIP PROJECT ELEMENTARY SCHOOL HVAC UPGRADE
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its approval, seconded by Councilor Hackett. Roll Call Vote: 8-0.

13. NEW BUSINESS

A. CONSENT CALENDAR

1. APPROVING LICENSE AGREEMENT FOR GREAT BAY ROWING FOR ITS TEMPORARY USE OF CITY-OWNED PARCEL TAX MAP 34, LOT 22 (OFF HILLSIDE DRIVE)
SPONSORED BY MAYOR CARRIER BY REQUEST

2. B14074 ENGINEERING SERVICES FOR THE CONSTRUCTION OF THE PUDDING HILL WATER TREATMENT FACILITY, AMENDMENT NO. 4 – UNDERWOOD ENGINEERS
SPONSORED BY MAYOR CARRIER BY REQUEST

3. DISPOSAL OF CITY OWNED REAL-ESTATE AT ARCOLA STREET
SPONSORED BY MAYOR CARRIER BY REQUEST

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

DRAFT

COMMITTEE REPORTS

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

Councilor Williams gave an overview of the Conservation Commission Report to the Council.

Councilor Williams gave an overview of the Appointments Committee Report to the Council and recommended the following appointments:

New appointment:

Marybeth Rudolph to serve as an alternate member on the Committee to Address Community Housing Needs.
Vote: 8-0.

Councilor Cullen gave an overview of the Planning Board Report to the Council.

Councilor Hackett gave an overview of the School Board Liaison Report to the Council.

Councilor Hackett gave an overview of the Arena Commission Report to the Council.

Councilor Retrosi gave an overview of the Recreation Advisory Report to the Council.

Councilor Richer gave an overview of the Energy Commission Report to the Council.

Councilor Warach gave an overview of the Parking Commission Report to the Council.

Deputy Mayor Shanahan gave an overview of the Ordinance Committee Report to the Council.

Councilor Warach gave an overview of the Cemetery Board Report to the Council.

B. RESOLUTIONS

1. **RECOGNIZING THE IMPACTS OF THE ISRAEL-HAMAS WAR ON THE RESIDENTS OF DOVER, NEW HAMPSHIRE AND URGING FEDERAL POLICYMAKERS TO PUSH FOR AN IMMEDIATE CEASEFIRE AND THE DELIVERY AND DISTRIBUTION OF HUMANITARIAN AID; AFFIRMING THE CITY OF DOVER'S COMMITMENT TO BEING A WELCOMING AND INCLUSIVE COMMUNITY FOR RESIDENTS OF ALL BACKGROUNDS; AND DENOUNCING HATE, BIGOTRY, AND DISCRIMINATION IN ALL OF ITS FORMS**
   SPONSORED BY COUNCILOR RICHER AND COUNCILOR WARACH

Deputy Mayor Shanahan moved for its approval, seconded by Councilor Retrosi. Vote: 7-1 with Councilor Cullen opposed.

2. **REQUESTING CEMETERY BOARD TO REVIEW AND PROVIDE RECOMMENDATIONS CONCERNING GREEN BURIALS**
   SPONSORED BY COUNCILOR WARACH

   Deputy Mayor Shanahan moved for its approval, seconded by Councilor Retrosi. Roll Call Vote: 8-0.

3. **CITYWIDE 2024-2025 GROUNDWATER MONITORING PROGRAM WITH EMERY & GARRET GROUNDWATER INVESTIGATIONS LLC**
   SPONSORED BY MAYOR CARRIER BY REQUEST

   Deputy Mayor Shanahan moved for its approval, seconded by Councilor Richer. Roll Call Vote: 8-0.

4. **B22048 RENOVATION OF JENNY THOMPSON OUTDOOR POOL**
   SPONSORED BY MAYOR CARRIER BY REQUEST

   Deputy Mayor Shanahan moved for its approval, seconded by Councilor Richer. Roll Call Vote: 8-0.

5. **B22013 CONSTRUCTION OF THE PUDDING HILL WATER TREATMENT FACILITY AMENDMENT NO. 13 – PENTA CORPORATION**
   SPONSORED BY MAYOR CARRIER BY REQUEST

   Deputy Mayor Shanahan moved for its approval, seconded by Councilor Retrosi. Roll Call Vote: 8-0.

6. **B14074 ADDITIONAL SCOPE OF WORK DESIGN SERVICES FOR GARRISON HILL RESERVOIR – UNDERWOOD ENGINEERS**
   SPONSORED BY MAYOR CARRIER BY REQUEST

   Deputy Mayor Shanahan moved for its approval, seconded by Councilor Retrosi. Roll Call Vote: 8-0.

7. **B24045 HOT BITUMINOUS PAVING (ASPHALT) LAID IN PLACE**
   SPONSORED BY MAYOR CARRIER BY REQUEST

   Deputy Mayor Shanahan moved for its approval, seconded by Councilor Hackett. Roll Call Vote: 8-0.

8. **AUTHORIZATION TO ACCEPT AND EXPEND THE NHDES WILLAND POND MILFOIL CONTROL GRANT**
   (THIS RESOLUTION REQUIRES A PUBLIC HEARING AND 2/3 MAJORITY VOTE TO OCCUR ON APRIL 24, 2024)
   SPONSORED BY MAYOR CARRIER BY REQUEST

   Deputy Mayor Shanahan moved to refer the resolution to a public hearing on April 24, 2024, seconded by Councilor Williams. Vote: 8-0.

C. ORDINANCES IN 1ST READING

DRAFT

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Williams announced that the Dover Middle School is putting on a play of The Musical Adventures of Flat Stanley this coming weekend. She recognized how hard the students have worked on it, and thanked the director and all of the volunteers.

Councilor Hackett informed the Council that the City had received an order on the redistricting case that was not in the City's favor.

Mayor Carrier thanked Councilor Richer and Councilor Warach for their work on the Ceasefire Resolution.

Councilor Warach thanked Councilor Richer for working with him on the Ceasefire Resolution.

16. ADJOURN

Councilor Warach motioned to adjourn, seconded by Councilor Richer. Vote: 8-0.

DRAFT

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

CITY OF DOVER

Resolution Number: **R – 2024.04.10 - 63**
Resolution Re: Authorization to Accept and Expend the NHDES Willand Pond Milfoil Control Grant

WHEREAS: A group of concerned citizens formed "Friends of Willand Pond" and secured a commitment from the New Hampshire Department of Environmental Services (NHDES) for possible grant funding of milfoil treatments within Willand Pond; and

WHEREAS: Since the Friends of Willand Pond is not an official organization registered with the Secretary of State, NH DES suggested working through the City of Dover, whereby DES can provide a Grant amount for up to $14,140 and would require a city match of 50% making the total project amount of up to $28,280.00; and

WHEREAS: At their meeting of March 11, 2024 the Conservation Commission approved up to $20,000.00 in funding for the grant-match, and noted their support for milfoil treatments to avoid any adverse impacts to the Pond; and

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

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

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

AND, FURTHER BE IT RESOLVED THAT:

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

Financing

Account	Description	Appropriation	Balance
TBD	NHDES Willand Pond Milfoil Constrol	28,280.00	28,280.00

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

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.04.10 - 63**
Resolution Re: Authorization to Accept and Expend the NHDES Willand Pond Milfoil Control Grant

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

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#: 12.C.1.

Resolution Number: **R – 2024.04.10 - 63**
Resolution Re: Authorization to Accept and Expend the NHDES Willand Pond Milfoil Control Grant

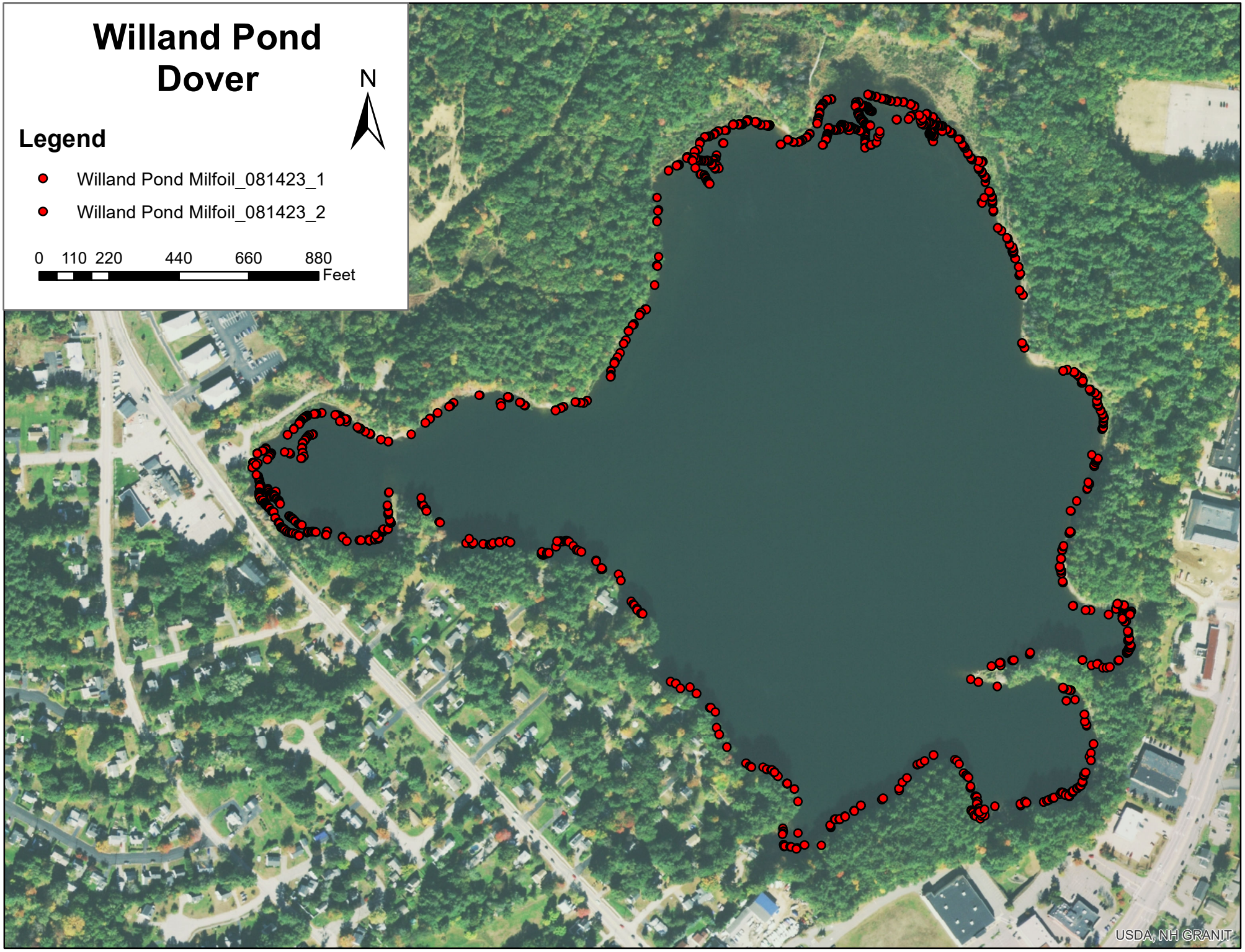
RESOLUTION BACKGROUND MATERIAL:

A group of concerned residents around Willand Pond formed a group called Friends of Willand Pond and reached out to NH DES about concerns of milfoil. NH DES had performed a milfoil survey during the summer of 2023, and recognized that milfoil had been spreading and per the attached map was prevalent along the entire shoreline of the pond. NH DES followed up and completed a "Long-Term Variable Milfoil Management Plan" for Willand Pond in March 2024. Due to the spread and prevalence of milfoil, NH DES recommended "*In 2024, herbicide treatment to reduce variable milfoil is recommended as a primary control effort, targeting up to 10 acres of growth in the pond. Future herbicide use will be based on field surveys to determine re-growth or persistent growth patterns.*"

The Conservation Commission reviewed both the suggested of an herbicide application, along with the need for a 50% match for the treatment at their meeting of March 11, 2024. The Commission voted unanimously to "*support the milfoil treatment effort with the understanding that untreated milfoil would have a more adverse impact on Willand Pond that the herbicide application and that a long-term integrated pest management plan be developed for the Pond.*" NH DES has since developed a Long-Term Management Plan (LTMP). The LTMP calls for future monitoring by "Weed Watchers" group and possible deployment of divers for hand-pulling of milfoil in 2025, following herbicide application in 2024.

Per NH DES, the proposed herbicide would be PROcellaCOR, which is termed a reduced risk herbicide, and has been used in drinking water supplies in NH (Alton Bay/Merrymeeting River in Alton, Paugus Bay in Laconia). While the City has 2 water supply wells near the shores of Willand Pond, these can be deliberately shut off for a period of time following the herbicide treatment.

Long Term Management Plan


Willand Pond
Dover
N
Legend
Willand Pond Milfoil_081423_1
Willand Pond Milfoil_081423_2
0 110 220 440 660 880
Feet
USDA, NH GRANIT

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2024.04.24 - 64**
Resolution Re: Authorization to Issue License to Seacoast Eat Local, Inc. for Weekly Farmers Market in a Portion of the Jenny Thompson Pool Parking Lot (Tax Map 26, Lot 2)

WHEREAS: Seacoast Eat Local, Inc. ("SEL") has proposed to host and organize a farmer's market in a parking lot adjacent to the Jenny Thomson Pool (Dover Tax Map 26, Lot 2), occurring weekly on Wednesdays from June 5, 2024 through October 2, 2024; and

WHEREAS: The proposed use does not conflict with any existing use of the proposed area and would be a public benefit; and

WHEREAS: City staff have reviewed SEL's proposal and worked with SEL to prepare a mutually acceptable license agreement outlining the proposed terms of use, which is attached.

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

The City Manager is authorized to negotiate, finalize, and execute a license agreement with Seacoast Eat Local, Inc. allowing use of the parking lot adjacent to the Jenny Thompson Pool for purposes of a farmer's market on Wednesdays from June 5, 2024 through October 2, 2024.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

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

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

Sponsored by: Mayor Robert Carrier, By Request

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2024.04.24 - 64**

Resolution Re: Authorization to Issue License to Seacoast Eat Local, Inc. for Weekly Farmers Market in a Portion of the Jenny Thompson Pool Parking Lot (Tax Map 26, Lot 2)

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

A copy of the proposed draft license agreement with Seacoast Eat Local, Inc. accompanies this resolution.

LICENSE AGREEMENT

This LICENSE AGREEMENT **("LICENSE"),** is made as of the_____day of _____, 2024 by and between the **CITY OF DOVER, NEW HAMPSHIRE,** a New Hampshire municipal corporation having offices at 288 Central Avenue, Dover, New Hampshire 03820 **("City"),** and **SEACOAST EAT LOCAL, INC.,** a New Hampshire Nonprofit Corporation, with an address at **4 Captain Smith Emerson Road Lee, NH 03861 ("Licensee").**

RECITALS

A. The City is the owner of real property known as Jenny Thompson Pool (located on Dover Tax Map __, Lot __), which, among other things, contains a parking lot identified in Exhibit A attached (hereinafter "Parking Lot").

B. Licensee has requested a license upon the Parking Lot to host a weekly outdoor farmers market in 2024.

LICENSE

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

1. License. The City hereby grants to Licensee, and Licensee accepts from the City, a license over, across and through the Parking Lot for each Wednesday from June 5, 2024 through October 2, 2024, during the hours of 3:00 p.m. and 6:00 p.m., vendors participating in the farmer's market may begin their set up no earlier than 1:00 p.m. on the days of the event. The Licensee's use of the Parking Lot shall not interfere with use of the Jenny Thompson Pool by the public.

2. Term. The term of this License is June 5, 2024 to October 2, 2024. The parties may mutually agree to renew this license for future years.

3. Cost. There shall be no rental fee due from the Licensee to the City.

4. Maintenance. Licensee shall not cause any damage to the Parking Lot from Licensee's use. Licensee shall repair any damage to the Parking Lot caused by Licensee's use,

including any condition that endangers or may endanger safety or public safety.

5. Insurance. At all times this agreement is in effect, Licensee shall procure and maintain, at Licensee's sole cost, one or more general liability insurance policy or policies. The coverage of said insurance policy shall be in an amount of not less than One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) in the aggregate. An insurance certificate shall be supplied to the City of Dover by the Licensee, as well as proof of an endorsement or policy additional insured provisions confirming the City of Dover's additional insured status. The City of Dover shall be named as an additional insured on the Licensee's general liability insurance policy, which coverage shall apply on a primary and noncontributory basis, and, subject to the dollar amounts specified above, cover the City of Dover with the same scope of coverage provided to the Licensee under the general liability policy without subjecting the City of Dover to any different or additional terms, conditions, limitations or exclusions. The City of Dover shall receive at least thirty (30) days' prior to cancellation of any policy. The Licensee shall also provide the City of Dover certificates of renewal no later than ten (10) business days prior to the expiration of any renewing and/or expiring policy.

6. Indemnification. Licensee shall defend (with counsel acceptable to the City) and indemnify the City against alleged or actual claims and demands for injuries, damages, other damages to person or property, costs, expenses (including reasonable attorneys' fees and costs), arising out of or in relation to Licensee's use of the Parking Lot, Licensee's exercise of its rights hereunder, and/or any claims or causes of action arising out of or in relation to any individual vendor or vendor's products sold at the farmers market.

7. Transferability and Assignment. This License is not transferable or assignable without the prior written consent of the City. Licensee, however, is permitted to host a weekly farmers market event allowing individual vendors to use the Parking Lot as part of the farmers market, provided each vendor applies for and receives any required local permit or license.

8. As Is; No Warranties. The City makes no representation or warranty about the condition of the Parking Lot or its suitability for Licensee's intended use. Licensee accepts the property as is, and Licensee shall be solely responsible for Licensee's use of the Parking Lot and Licensee's compliance, or lack thereof, with applicable law, including but not limited to local zoning law, applicable laws concerning food service, and the Americans with Disabilities Act.

9. Vendor Licensing. Licensee shall ensure that any vendor or person selling food or drink products at the farmers market have a valid health license issued by the City of Dover (reference Dover Code Chapter 85). Licensee shall obtain, for itself and all vendors or persons selling products at the farmers market, a valid Peddler/Vendor license issued by the City of Dover (reference Dover Code Chapter 109). Licensee shall also provide a complete accurate list of all such vendors to the City Clerk.

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

follows:

If to Licensee, at: Seacoast Eat Local
4 Captain Smith Emerson Rd
Lee, NH 03861
Attn: Morgan Morani

And if to the Licensor, at: City of Dover
288 Central Avenue
Dover, NH 03820
Attention: City Manager and Director of Planning and Community Development

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

9. Real Property Taxes. Pursuant to RSA 72:23, I, Licensee agrees to pay all properly assessed current and potential real and personal property taxes no later than the due date. Licensee is obligated by the foregoing to pay real and personal property taxes on structures or improvements added by the Licensee. Failure of the Licensee to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said Lease by the City. Nothing in this License is intended to affect the Licensee's ability, pursuant to applicable law, to apply for and seek a real estate tax exemption or real estate tax abatement.

10. Council Authorization. This License was authorized by vote of the Dover City Council on _____.

11. No Implied Approvals. Nothing contained in this License shall constitute, be deemed to constitute or imply that the City Council, or any City of Dover board, department, office, or agency, officer, or employee of the City of Dover shall approve, authorize, or consent to any action or activity within or required for Parking Lot, including any land use approval, requirements for the provision of public utilities or services, or any administrative, judicial, quasi-judicial, or legislative action, unless and until such respective authorizations, approvals or consents are duly and properly issued by the City Council, and/or the City of Dover's respective board, department, office, agency, officer or employee, unless expressly set forth herein.

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

CITY OF DOVER, NEW HAMPSHIRE

_____
Witness
Print Name:_____

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

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this, the_____of_____, 2024, before me, the undersigned Officer, personally appeared J. Michael Joyal, Jr., who acknowledged himself to be the City Manager of the City of Dover, and that he, as such City Manager, being authorized to do so, executed the foregoing instrument for the purposes therein contained and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act of the City of Dover.

_____
Notary Public
My Commission Expires: _____

LICENSEE:

SEACOAST EAT LOCAL, INC.

_____ _____

Date By:
Title:

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this, the_____of_____, 2024, before me, the undersigned Officer, personally appeared _____ who acknowledged himself to be the duly authorized _____ [title] of Seacoast Eat Local, Inc., a New Hampshire nonprofit corporation, and executed the foregoing instrument for the purposes contained herein and acknowledged the foregoing instrument to be his free act and deed in his said capacities and the free act and deed of Seacoast Eat Local, Inc.

_____
Notary Public
My Commission Expires: _____

EXHIBIT A

Oak St

Oak St

Oak St

Oak St

140

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

CITY OF DOVER

Resolution Number: **R - 2024.04.24 - 65**
Resolution Re: Approval of Lot Restoration for 5 Sherman Street (Tax Map 39, Lot 34)

WHEREAS: RSA 674:39-aa allows property owners whose property has been involuntarily merged by a municipality to apply to the City Council to unmerge the lots, provided certain statutory criteria have been met; and

WHEREAS: The owner of 5 Sherman St (Tax Map 39, Lot 34) has applied for a lot restoration of its property to restore five former lots that had historically existed, which are shown on applicant's submitted Lot Restoration Plan by Tritech Engineering dated January 30, 2024 ("Plan") as Lots 34-1, 34-2, 34-3, 34-4, and 34-5, included with the background of this resolution; and

WHEREAS: City staff have reviewed the application and found some evidence of voluntary merger, but likely not enough to warrant objecting to the restoration request.

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

Pursuant to RSA 674:39-aa, the lot restoration application for 5 Sherman Street (Tax Map 39, Lot 34) is approved, and the former lots shown on applicant's Plan as Lots 34-1, 34-2, 34-3, 34-4, and 34-5 are hereby restored to their premerger status.

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.

CITY OF DOVER

Resolution Number: **R - 2024.04.24 - 65**
Resolution Re: Approval of Lot Restoration for 5 Sherman Street (Tax Map 39, Lot 34)

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Attached is a package containing the Lot Restoration Application and the materials submitted by the applicant, including the aforementioned Tritech Lot Restoration Plan and a separate 1904 "Plan of Lots". City staff researched the property and found some potential evidence of voluntary merger, but likely insufficient to warrant objecting to the restoration request.

By way of background, RSA 674:39-aa allows property owners whose property has been involuntarily merged by a municipality to apply to the City Council to unmerge the lots. A copy of portions of that statute appear below:

I. In this section:

(a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.

(b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.

(c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.

II. Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the appropriate registry of deeds, provided:

(a) The request is submitted to the governing body.

(b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.

…

V. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

…

RSA 673:39-aa.

TRITECH
ENGINEERING CORPORATION

755 Central Avenue
Dover, New Hampshire 03820

Telephone 603.742.8107
Facsimile 603.742.3830

February 28, 2024

Donna Benton, AICP
Director of Planning & Community Development
City of Dover, Planning Department
288 Central Avenue
Dover, New Hampshire 03820

Subject: Lot Restoration
5 Sherman Street, LLC
Sherman Street and Auburn Street
Dover Tax Map 39 Lot 34
Dover, New Hampshire Job No. 23122

Dear Donna:

The property identified as City of Dover Tax Map 39 Lot 34 is owned by 5 Sherman Street, LLC (see attached Warranty Deed). On behalf of 5 Sherman Street, LLC we are submitting this Application for Lot Restoration. Said property is also identified as lots 60 through 64 and 84 through 87 as shown on the enclosed plan entitled, "Plan of Lots at Lakeview Park, Dover, NH, owned by M.C. Meager Trustee, Wm. A. Grover Civil Engineer", dated June 1904 and recorded at the Strafford County Registry of Deeds as Plan Pocket 7, Folder 2, Plan 8.

We believe that lots 84 through 87 were voluntarily merged due to the construction of the existing house and the associated improvements. We also believe that lots 60 through 64 were involuntarily merged by municipal action prior to September 18, 2010 and should be restored to their premerger status in accordance with NHRSA674:39 aa.

The enclosed plan entitled "Lot Restoration Plan, 5 Sherman Street, LLC, Sherman and Auburn Streets, Dover, NH" dated January 30, 2024 depicts 5 Sherman Street, LLC's property with said lots restored. The end result is a combined lot 34 containing the existing house and garage. Lots 34-1 through 34-5 will be restored to the original building lots from the original subdivision plan recorded in the SCRD Pocket 7, Folder 2, Plan #8.

Enclosed please find the supporting documentation:

- Full size copy of the Lot Restoration Plan,
- Application for Lot Restoration,
- "Plan of Lots at Lakeview Park, Dover, NH, owned by M.C. Meager Trustee, Wm. A. Grover Civil Engineer", dated June 1904
- The current warranty deed to 5 Sherman Street, LLC.

Please advise should you have any questions.

Very truly yours,
TRITECH ENGINEERING CORP.

Robert J. Stowell, P.E., L.L.S.
President

RJS / rms
Enclosures
\\19111Restorationltr .docx

City of Dover, New Hampshire
APPLICATION FOR LOT RESTORATION

[Revision Date: February 10, 2022]

Office Use Only	Date Received _____

In accordance with RSA 674:39 aa, lots or parcels that were involuntarily merged by municipal action for zoning, assessing, or taxation purposes prior to September 18, 2010 shall be restored to their premerger status provided that request is submitted to the City Council and no owner in the chain of title voluntarily merged his or her lots.

APPLICANT AND OWNER INFORMATION

Name of Applicant: 5 Sherman Street, LLC Telephone # 978-375-3153

Address of Applicant: 242 Central Ave, Dover, NH E-Mail Address _____

Name of Property Owner (if different from applicant): _____ Telephone # _____

Address of Property Owner: _____ E-Mail Address _____

PROPERTY INFORMATION

Assessor's Map # 39 Lot # 34 Zoning District(s) R-12 / Gateway

Please provide:

- A Copy of the deed for the parcel(s)/lot(s)
- A Copy of any recorded plans or surveys which may depict the premerger configuration of any lots.
- If any part of the existing map/lot is improved by a structure, the applicant must provide a signed & stamped as-built survey which reflects the location of the structure.
- If the applicant is someone other than the property owner, a letter from the property owner authorizing the applicant to submit this application and make the request to restore the property owner's lot(s) to pre-merger status.

REQUEST CERTIFICATION

I/we hereby verify by signing this application that I/We understand that the restoration of the lots to their premerger status shall not cure any non-conformity with existing land use ordinances. It is further understood that the above described lots shall no longer be assessed as one lot for property tax evaluation purposes. I/we also certify that, to the best of my/our knowledge, information, and belief, no owner in the chain of title voluntarily merged or consented to merger of the lots that are being requested to be restored.

Signature of Property Owner: _____ Date: 2/7/2024

Signature of Applicant (if different from owner): _____ Date: _____

==========

(For Office Use Only)

In accordance with RSA 674:39 aa, we have found no evidence of voluntary lot merger.

Tax Assessor _____ Date 4/9/24

Zoning Administrator _____ Date 4/9/24

E-Doc # 230014475 12/08/2023 10:45:59 AM
Book 5153 Page 852 Page 1 of 2
Catherine A. Berube
Register of Deeds, Strafford County
LCHIP STA214258 25.00
TRANS TAX ST862401 7,500.00

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS that, **Jamaal I. Jones**, a single person, with an address of 5 Sherman Street, Dover, NH 03820, for consideration paid, grant to **5 Sherman Street LLC**, a New Hampshire Limited Liability Company, with an address of 242 Central Ave, Dover, NH 03820,

with **WARRANTY COVENANTS**, the following described premises:

Three certain tracts or parcels of land, together with the buildings thereon, situate on the northwesterly side of Auburn Street and southwesterly side of Sherman Street in Dover, Strafford County and State of New Hampshire and more particularly bounded and described as follows:

Beginning at a point on the northwesterly sideline of Auburn Street, said point also being at the junction of the southeasterly corner of the herein described premises with the northeasterly corner of Lot #64; thence northwesterly by Lot #64 a distance of one hundred (100) feet to the southeasterly corner of Lot #84; thence northeasterly by Lots #84, #85, #86 and #87 a distance of one hundred (100) feet to the southwesterly corner of Lot #59; thence southeasterly by Lot #59 a distance of one hundred (100) feet to the northwesterly sideline of Auburn Street, thence southwesterly by Auburn Street a distance of one hundred (100) feet to the point of beginning.

Said premises being Lots #60, #61, #62, and #63 as shown on plan entitled "Plan of Lots at Lakeview Park, Dover, New Hampshire, dated June 1904, Wm. A. Grover, C.E." recorded with the Strafford County Registry of Deeds in Pocket 7, Folder 2, as Plan 8.

ALSO, a certain parcel of land on the southeasterly side of Sherman Street in Dover, Strafford County and State of New Hampshire, being Lot #84, #85, #86 and #87 as shown on the aforementioned plan of lots at Lakeview Park, a copy of which is recorded in the Strafford County Records, Pocket #7, Folder #2 as Plan #8 and being more particularly bounded and described as follows:

Beginning at a point on the southeasterly sideline of Sherman Street, said point also being at the junction of the southwesterly corner of the herein described premises with the northwesterly corner of Lot #83; thence northeasterly by Sherman Street, so called, for a distance of one hundred (100) feet to the Southwesterly corner of Lot #88; thence Southeasterly by Lot #88 for a distance of one hundred (100) feet to the Southwesterly corner of Lot #59; thence Southwesterly by Lots #60, #61, #62, and #63 a distance of one hundred (100) feet; thence Northwesterly by Lot #83, a distance of one hundred (100) feet to Sherman Street and the point of beginning.

ALSO, a certain tract of land situated in the City of Dover, County of Strafford, State of New Hampshire, described in the invoice book as land indexed in the City of Dover, New Hampshire Assessment Maps of 1949 as Parcel 39-40.

Reference is also made to the Tax Deed of Edgar Bois dated June 10, 1953 and recorded at the Strafford County Registry of Deeds in Book 617, Page 370. Said parcel being on Auburn Street in the City of Dover, being approximately twenty-five feet wide and one hundred feet deep and being bounded on one side by property now or formerly of Derek D. Norris of 5 Sherman Street, Dover, NH.

Meaning and intending to describe and convey the same premises conveyed to Jamaal I. Jones by Warranty Deed of Derek David Norris, dated January 29, 2010 and recorded in the Strafford County Registry of Deeds at Book 3810, Page 0178.

Witness my hand this 8 day of December, 2023.

Witness

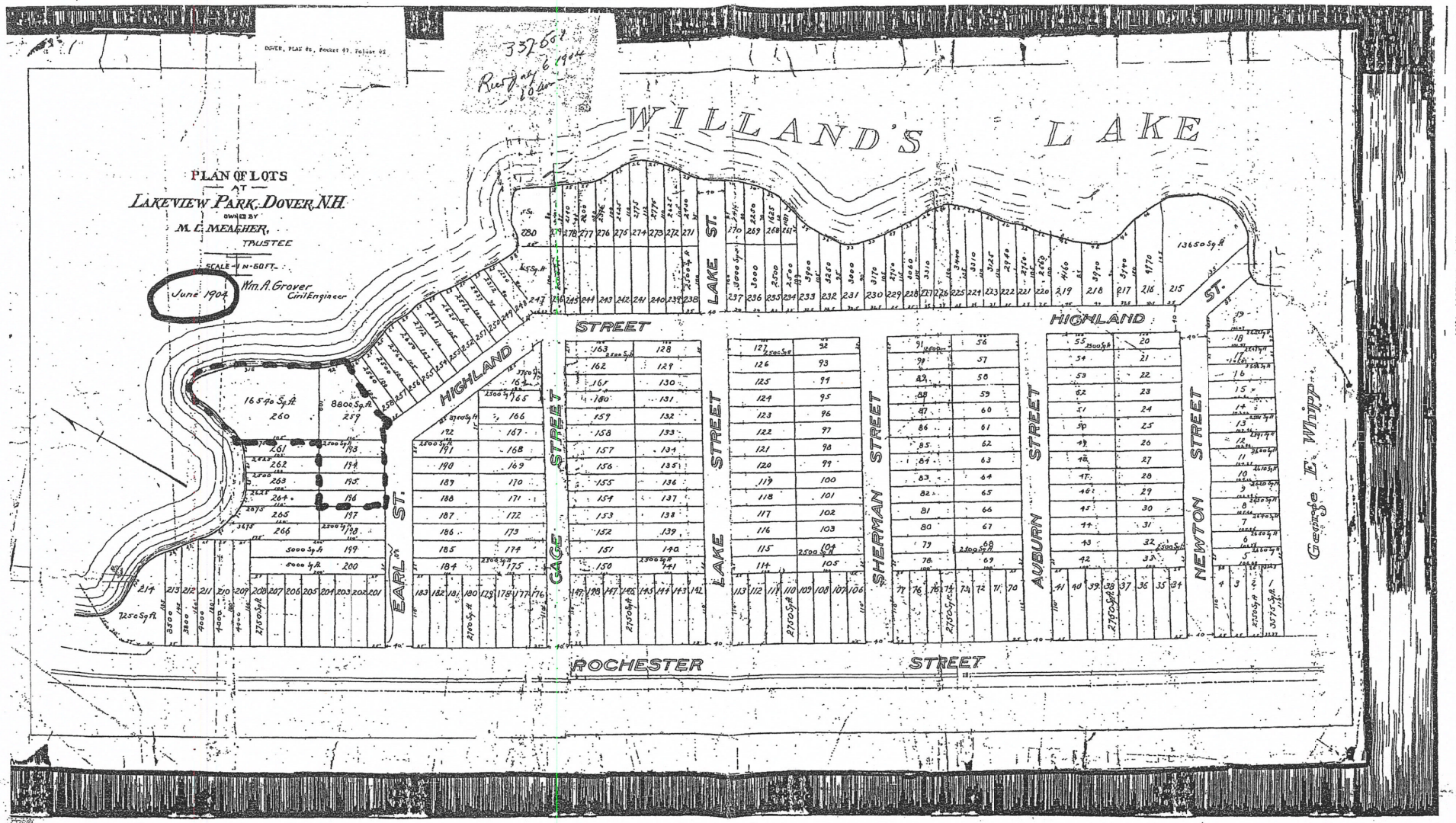
Jamaal I. Jones

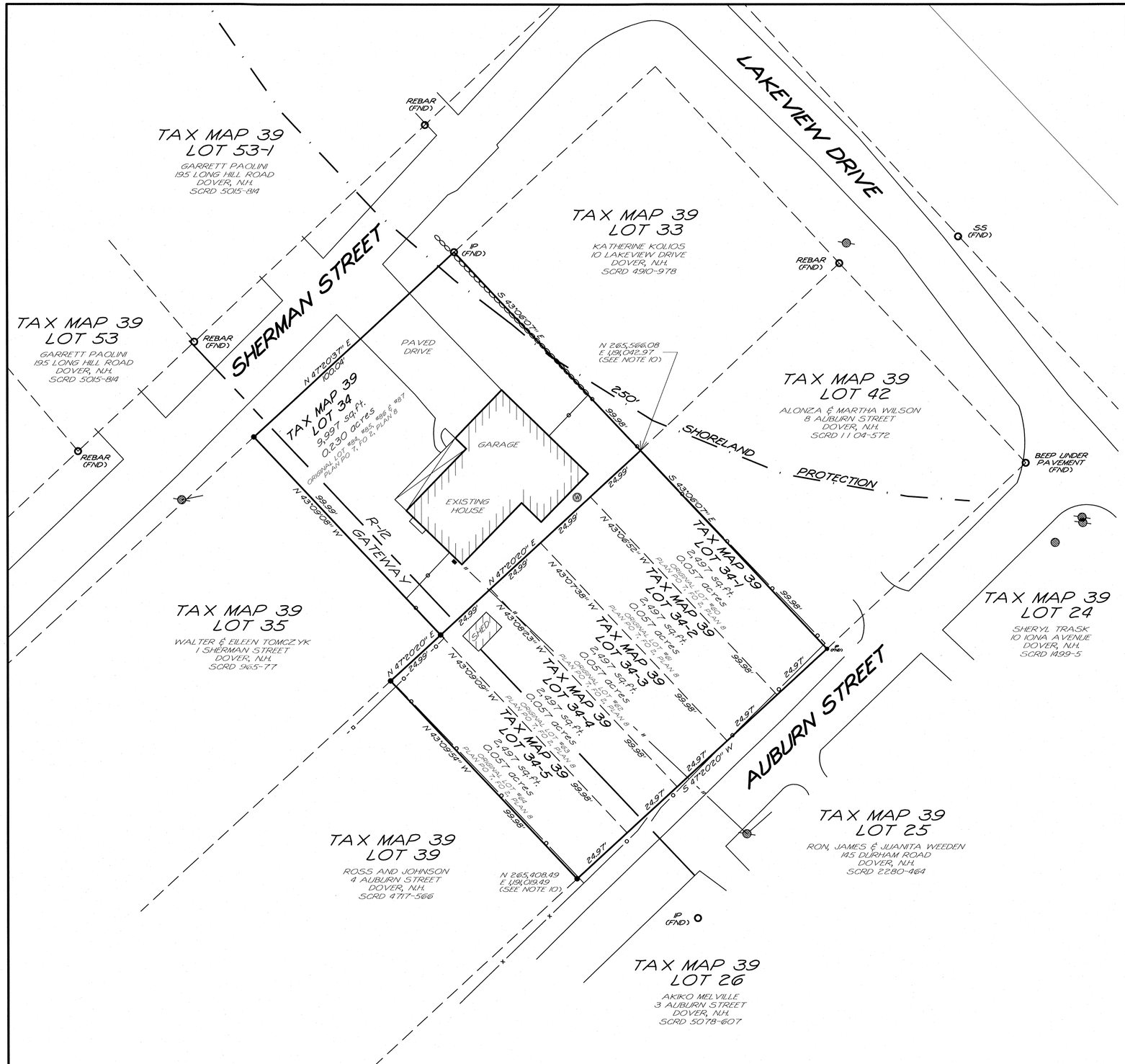
STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

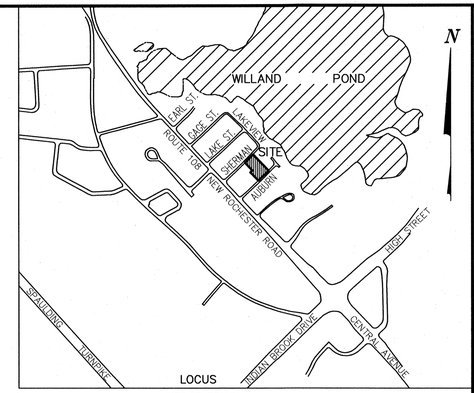
On the 8th day of December, 2023, before me, personally appeared, **Jamaal I. Jones**, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged that they executed the same for the purposes therein contained as their free act and deed.

Notary Public
My commission expires:

TAMMY A. MELNICK
NOTARY PUBLIC
STATE OF NEW HAMPSHIRE
-MY- COMMISSION EXPIRES FEBRUARY 8, 2028


DOVER, PLAN 46, Pocket 47, Folder 42
3376
Recorded May 6 1904 10 am
WILLAND'S LAKE
PLAN OF LOTS
AT
LAKEVIEW PARK, DOVER, N.H.
OWNED BY
M. C. MEAGHER,
TRUSTEE
SCALE 1 IN = 50 FT.
June 1904
Wm. A. Grover
Civil Engineer
HIGHLAND STREET
LAKE ST.
GAGE STREET
LAKE STREET
SHERMAN STREET
AUBURN STREET
NEWTON STREET
HIGHLAND ST.
EARL ST.
ROCHESTER STREET
George E. Wing





NOTES

1.) INTENT: TO SHOW THE PROPOSED LOT RESTORATION OF MAP 39 LOT 34. RESTORING IT TO THE ORIGINAL LOTS #84 THROUGH #87 (COMBINED LOT 34), AND LOT #60 (LOT 34–1) AND LOT #61 (LOT 34–2) AND LOT #62 ((LOT 34–3) AND LOT #63 (LOT 34–4) AND LOT #64 (LOT 34–5) TO THE ORIGINAL 5 LOTS FROM THE ORIGINAL SUBDIVISION PLAN RECORDED IN THE SCRD POCKET 7, FOLDER 2, PLAN #8. SEE RSA 674:39 aa.

2.) CURRENT OWNER: 5 SHERMAN STREET, LLC
242 CENTRAL AVENUE
DOVER, NEW HAMPSHIRE

3.) TOTAL PARCEL AREA: MAP 39 LOT 34: 22,482 SQ.FT. – 0.516 ACRES

4.) TAX MAP 39 LOT 34

5.) CURRENT DEED: BOOK 5153 PAGE 852

6.) SUBJECT PARCELS ARE LOCATED IN THE CITY OF DOVER, COUNTY OF STRAFFORD AND THE STATE OF NEW HAMPSHIRE.

7.) PROJECT PLAN REFERENCE: PLAN OF LOTS
AT LAKEVIEW PARK, DOVER, N.H.
OWNED BY M.C. MEAGHER
MAYRAND LAND Co.
WILLIAM A. GROVER
JUNE 1904 SCRD PO #7 FO #2 PLAN #8

8.) ZONING: R–12

MIN. LOT SIZE:	12,000 SQ.FT.
MIN. FRONTAGE:	100 FT
MIN. SETBACKS:	
FRONT:	15 FT TO 25 FT
SIDE:	15 FT
REAR:	30 FT

GATEWAY

MIN. LOT SIZE:	N/A
MIN. FRONTAGE:	100 FT
MIN. SETBACKS:	
FRONT:	5 FT TO 20 FT
SIDE:	10 FT
REAR:	15 FT

9.) THE RAW UNADJUSTED CLOSURE OF OUR RANDOM POINT TRAVERSE WAS 1 PART IN 35,000, AND WAS ACCOMPLISHED USING A TOPCON GT 503 TOTAL STATION, DURING THE MONTH OF DECEMBER, 2019.

10.) BASIS OF BEARING: BEARING SYSTEM BASED ON GPS FIELD OBSERVATIONS ON DECEMBER 17, 2019 USING TOPCON HIPER SR RECEIVERS AND OPUS CORRECTED ON DECEMBER 19, 2019. DATUM BASED ON NEW HAMPSHIRE STATE PLANE COORDINATES SPC (2800 NH), (VERTICAL DATUM: NAVD 88).

"I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.

DATE: 01/30/24

ROBERT J. STOWELL, LLS #884

LEGEND

- 5/8" REBAR W–ID CAP SET
- STONEWALL
- CHAIN LINK FENCE
- STOCKADE FENCE
- UTILITY POLE
- WELL

20 0 10 20 40 80

1"=20'

TRITECH
ENGINEERING CORPORATION
795 CENTRAL AVENUE
DOVER, NEW HAMPSHIRE 03820
TELEPHONE 603 742 8107
FAX 603 742 3830

REVISIONS
DATE: DESCRIPTION:

LICENSED LAND SURVEYOR
No. 884
ROBERT J. STOWELL
STATE OF NEW HAMPSHIRE

LOT RESTORATION PLAN
5 SHERMAN STREET, LLC.
SHERMAN AND AUBURN STREETS
DOVER, NEW HAMPSHIRE

JANUARY 30, 2024 JOB No. 23122

SCALE: 1" = 20'

SHEET NO. LR-1

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

CITY OF DOVER

Resolution Number: **R - 2024.04.24 - 66**
Resolution Re: Authorizing Waterfront Development Tax Year 2024 Consent to Taxation and Payment In Lieu of Property Tax Agreement

WHEREAS: The City is currently working toward a real estate closing on the sale of the first set of parcels in the Waterfront development; and

WHEREAS: As the planned conveyance will take place after April 1, 2024, City staff has recommended obtaining consent from the buyer of the parcels to Tax Year 2024 taxation.

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

The City Manager is authorized, on behalf of the City of Dover, to negotiate and execute a Tax Year 2024 Consent to Taxation and Payment In Lieu of Tax Agreement, and to take any such related actions necessary to effectuate same.

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.3.

Resolution Number: **R - 2024.04.24 - 66**
Resolution Re: Authorizing Waterfront Development Tax Year 2024 Consent to Taxation and Payment In Lieu of Property Tax Agreement

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The current draft of the Tax Year 2024 Consent to Taxation and Payment In Lieu of Property Tax Agreement is attached for reference. In New Hampshire, the real property tax year commences each April 1st, *see* RSA 76:2.

WATERFRONT DEVELOPMENT: TAX YEAR 2024 CONSENT TO TAXATION AND PAYMENT IN LIEU OF PROPERTY TAX AGREEMENT

This "Waterfront Development: Tax Year 2024 Consent to Taxation and Payment In Lieu of Property Tax Agreement" ("**Agreement**") is made as of this _____ day of _____, 2024, pursuant to NH RSA 72:23-m and/or applicable law, by and between the City of Dover, New Hampshire having a business address of 288 Central Avenue, Dover, New Hampshire 03820 (the "**City**"), and CPI Management, LLC, a Massachusetts limited liability company with an address of c/o Cathartes, 11 Portwalk Place, Portsmouth, New Hampshire 03801 ("**CPI**") and Cathartes I Owner LLC, a Delaware limited liability company with an address of c/o Cathartes, 11 Portwalk Place, Portsmouth, New Hampshire 03801 (the "**Property Owner**" and, together with CPI and their respective successors and assigns, the "**Developer**", and, together with the City, the "**Parties**").

WHEREAS, CPI and the City are the original parties to that certain Land Disposition and Development Agreement executed September 30, 2019, as amended by that certain First Amendment to Land Disposition and Development Agreement dated January 15, 2020, that certain Second Amendment to Land Disposition and Development Agreement dated July 18, 2020, and that certain Third Amendment to Land Disposition and Development Agreement dated May 16, 2023 (the "**LDA**", inclusive of all amendments).

WHEREAS, the LDA contemplates that CPI and/or its Affiliates will acquire certain Parcels from the City to construct the Project in one or more Phases.

WHEREAS, pursuant to the assignment rights set forth in Article VIII of the LDA, CPI has assigned to Property Owner its rights under the LDA to acquire those certain Parcels shown as Proposed Development Lot 1-4, the Proposed Development Lot 1-5, and Proposed Development Lot 1-6 on that certain subdivision plan entitled "Cochecho Development Subdivision Plan for the City of Dover of Tax Map 22 Lot 1-4 River Street and Washington Street, Dover, New Hampshire, Dover City Planning File Number P21-81" prepared by Doucet Survey LLC dated May 19, 2022 and revised through June 17, 2022 and recorded in the Strafford County Registry of Deeds at Plan# 12706 and Plan #12707, and as also shown on the City's current tax map as Tax Map Map 22, Lots 1-4, 1-5, and 1-6 (the "**Phase I Development Lots**").

WHEREAS, City has incurred bonded debt obligations that, in part, depend on receipt of ad valorem property tax revenue for the Phase I Development Lots for the ad valorem property tax year assessed as of April 1, 2024 and running April 1, 2024 to March 30, 2025 ("**Tax Year 2024**").

WHEREAS, the Parties expect to close the purchase and sale of Phase I Development Lots on a date occurring after April 1, 2024, subject to the terms and conditions set forth in the LDA.

WHEREAS, the Parties desire to enter into this Agreement to confirm the payment by the Property Owner and/or Developer to the City of ad valorem taxes in Tax Year 2024.

NOW, THEREFORE, in consideration of and incorporating the foregoing recitals, the mutual agreements, covenants and promises set forth in this Agreement, and other good and valuable consideration, the receipt, sufficiency and validity of which is hereby acknowledged, the Parties agree as follows:

1. *Consent to Taxation; Payment in Lieu of Taxes.*

   (a) For Tax Year 2024, the City shall assess the Phase I Development Lots to the record owner of said lots per normal assessing practices and applicable legal obligations. For and when due with respect to Tax Year 2024, Property Owner irrevocably consents to City's taxation of the Phase I Development Lots to Developer notwithstanding that said transfer of ownership occurs after April 1, 2024 for the period of Property Owner's ownership of the Phase I Development Lots. Property Owner agrees to, and shall, pay to the City, whether characterized either as taxes and/or a payment in lieu of taxes, the sum equal to the ad valorem amounts assessed and invoiced for Tax Year 2024 according to the City's Tax Year 2024 certified tax rate in accordance with the City's normal assessing practices, but expressly excluding the guaranteed minimum assessed values set forth in the LDA, as amended.

   (b) Nothing in this Agreement shall affect the Developer's ability to challenge the amount of City's assessment of the Phase I Development Lots if and to the extent any challenge to assessment or abatement is contemplated and allowed by the LDA as amended and applicable law.

2. *Binding Effect.* This Agreement constitutes the binding agreement of the Parties and their respective successors and assigns. This Agreement cannot be modified except by an instrument in writing agreed to by all Parties.

3. *Amendments to Accomplish Intent*: For avoidance of doubt, the overriding intent of this Agreement is to ensure payment by Developer to City of Tax Year 2024 ad valorem real estate taxes with respect to anticipated transfer of fee ownership of the Phase I Development Lots by City to the Property Owner. In the event one or more amendments to this Agreement are or become reasonably necessary in order to achieve said overriding intent, the Parties agree to negotiate and execute same in good faith.

4. *Representation of Authority.*

   (a) CPI and Property Owner each covenant, represent, and warrant that this Agreement is binding upon execution of this Agreement by its duly authorized member.
   (b) The City covenants, represents, and warrants that this Agreement is binding upon execution by the City Manager of the City.

5. *Applicable Law.* This Agreement shall be construed and interpreted in accordance with the laws of the State of New Hampshire. The parties consent to the jurisdiction of the New Hampshire Board of Tax & Land Appeals and/or Strafford County Superior Court to resolve any dispute hereunder.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and date first above written.

[signatures follow]

CITY OF DOVER

_____ By:_____
Witness J. Michael Joyal, Jr.
City Manager
Duly Authorized

STATE OF NEW HAMPSHIRE
Strafford, ss.

The foregoing was acknowledged before me this _____ day of _____, 2024 by J. Michael Joyal, Jr., City Manager for the City of Dover, New Hampshire, on behalf of the City.

_____
Notary Public
My Commission Expires:

CPI MANAGEMENT, LLC

_____ By:_____
Witness Print:
Duly Authorized

STATE OF NEW HAMPSHIRE
_____, ss.

The foregoing was acknowledged before me this _____ day of _____, 2024 by _____, a duly authorized representative of CPI Management, LLC, a Massachusetts limited liability company ("LLC"), on behalf of the LLC.

_____
Notary Public
My Commission Expires:

COCHECHO I OWNER LLC

_____ By:_____

Witness Print:
Duly Authorized

STATE OF NEW HAMPSHIRE
_____, ss.

The foregoing was acknowledged before me this _____ day of _____, 2024 by _____, a duly authorized representative of Cochecho I Owner LLC, a Delaware limited liability company ("LLC"), on behalf of the LLC.

_____
Notary Public
My Commission Expires:

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2024.04.24 - 67**
Resolution Re: Authorizing Waterfront Phase I Public Improvements Completion Agreement

WHEREAS: The City is currently working toward a real estate closing on the sale of the first set of parcels in the Waterfront development; and

WHEREAS: To facilitate the closing, the buyer has requested the City commit by specific agreement to completing certain site preparation tasks and to indemnify the buyer and its lender against any liabilities arising out of same subsequent to the closing.

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

The City Manager is authorized, on behalf of the City of Dover, to negotiate, finalize, and execute a Phase I Public Improvements Completion Agreement, and to take any such related actions necessary to effectuate same.

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.4.

Resolution Number: **R - 2024.04.24 - 67**
Resolution Re: Authorizing Waterfront Phase I Public Improvements Completion Agreement

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The current draft Phase I Public Improvements Completion Agreement is attached for reference. The exhibits, which are anticipated to list remaining City tasks/deadlines, are still being compiled but should consist of tasks the City has already committed to complete in the preceding development agreement and amendments to same. City staff are verifying remaining tasks and deadlines with the contractor engaged to perform this work.

Phase I Public Improvements Completion Agreement[1]

This Phase I Public Improvements Completion Agreement ("**Agreement**") dated [May] ___, 2024 is by and between the City of Dover, New Hampshire (through and including the Dover Housing Authority (the "**DHA**")), by and through the City's duly authorized City Manager, having a business address of 288 Central Avenue, Dover, New Hampshire 03820 (the "**City**"), and CPI Management, LLC, a Massachusetts limited liability company with an address of c/o Cathartes, 6 Liberty Square, PMB 90767, Boston, Massachusetts 02109 ("**CPI**") and Cochecho I Owner LLC, a Delaware limited liability company with an address of 11 Portwalk Place, Portsmouth, NH 03801 (the "**Property Owner**", and, together with CPI and their respective successors and assigns, the "**Developer**", and, together with the City, the "**Parties**").

RECITALS

WHEREAS, CPI and the City are the original parties to that certain Land Disposition and Development Agreement executed September 30, 2019, as amended by that certain First Amendment to Land Disposition and Development Agreement dated January 15, 2020, that certain Second Amendment to Land Disposition and Development Agreement dated July 18, 2020, and that certain Third Amendment to Land Disposition and Development Agreement dated May 16, 2023 (the "**LDA**").

WHEREAS, the LDA contemplates that CPI and/or its Affiliates will acquire certain Parcels from the City to construct the Project in one or more Phases.

WHEREAS, as of the Effective Date and pursuant to the assignment rights set forth in Article VIII of the LDA, CPI has assigned to Property Owner its rights under the LDA to acquire those certain Parcels shown as Proposed Development Lot 1-4, Proposed Development Lot 1-5, and Proposed Development Lot 1-6 on that certain subdivision plan entitled "Cochecho Development Subdivision Plan for the City of Dover of Tax Map 22 Lot 1-4 River Street and Washington Street, Dover, New Hampshire, Dover City Planning File Number P21-81" prepared by Doucet Survey LLC dated May 19, 2022 and revised through June 17, 2022 and recorded in the Strafford County Registry of Deeds at Plan# 12706 and Plan #12707, which parcels are more specifically described on Exhibit A hereto (the "**Phase I Development Lots**").

[1] **Note to Draft:** This Agreement is subject to Dover City Council approval.

WHEREAS, the LDA requires the City to complete certain Public Improvements, in connection with and as a condition precedent to, the Developer's acquisition and development of each Phase of the Project, all as set forth in Section 5.01 and Exhibit D to the LDA.

WHEREAS, the Public Improvements include completion of environmental remediation required by and in accordance with a certain Remedial Action Plan prepared by GZA GeoEnvironmental, Inc. revised January 26, 2022, and conditionally approved by the New Hampshire Department of Environmental Services on July 7, 2022 (the "**RAP**"), as evidenced by a Certificate of Completion, Certificate of No Further Action, or similar evidence of completion of the RAP from the NHDES (the "**DES Site Closure**").

WHEREAS, Section 5.01 of the LDA further provides that "if Developer elects to close on a Parcel and such Parcel is not "Pad Ready" as such term is defined in Exhibit D, Section (iv) hereto, then (i) the City's obligation to deliver such Parcel in Pad Ready condition shall survive the Closing on such Parcel until all of the Pad Ready improvements have been completed as verified by Developer's engineer, regardless of whether the City or Developer constructs the Pad Ready improvements, and (ii) the City shall continue to construct all of the Pad Ready improvements following the Closing. unless the Developer elects to complete the Pad Ready improvements and receive a credit against the Purchase Price for the cost of such Pad Ready improvements in accordance with the terms and conditions of this Section 5.01."

WHEREAS, the Developer wishes to close the purchase and sale of Phase I Development Lots.

WHEREAS, as of the Effective Date, the City has completed some but not all of the Public Improvements, with certain remaining Pad Ready requirements and DES Site Closure for the Phase I Development Lots, all of which incomplete Public Improvements are set forth on the Exhibit B hereto (the "**Remaining Phase I Public Improvements**").

WHEREAS, the Dover City Council has authorized the City Manager to enter into this Agreement as evidenced by City of Dover City Council Resolution No. R—_____—_____ (the "**Authorizing Resolutions**"); and,

WHEREAS, the Parties desire to enter into this Agreement to confirm the City's obligation to complete the Remaining Phase I Public Improvements following the Developer's purchase of the Phase I Development Lots.

WHEREAS, all capitalized terms used, but not defined herein, shall have the meaning ascribed to them in the LDA.

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual agreements, covenants and promises set forth in this Agreement, and other good and valuable consideration, the receipt, sufficiency and validity of which is hereby acknowledged, the Parties agree as follows:

1. **Completion of the Remaining Phase I Public Improvements**. The City, at its sole cost and expense and with all due diligence, shall pursue completion of the Remaining Phase I Public Improvements in accordance with the Horsley Witten Plan and as set forth on

Exhibit A and in compliance with the terms and conditions of the RAP and all applicable law. The City shall complete each of the Remaining Phase I Public Improvements on or prior to the applicable completion date set forth on Exhibit A hereto for each such Remaining Phase I Public Improvement. The Parties agree that the Developer will incur substantial damages, including costs arising from construction delays and lost profits, if the City does not complete the Remaining Phase I Public Improvements on or prior to the deadlines set forth in Exhibit A hereto.

2. **Completion of RAP.** The City shall remain the responsible party under the RAP and shall obtain the DES Site Closure on or prior to the date specified for DES Site Closure set forth on Exhibit A hereto. Developer shall cooperate in good faith and at no cost or expense to Developer with City's efforts and Developer shall, promptly and to the extent Developer as a record owner, execute RAP-related applications, reports, tasks, or regulatory filings (including but not necessarily limited to an administrative use restriction approved by DES to be recorded at the registry) in customary form reasonably acceptable to Developer. The Parties agree that Developer will incur substantial damages, including costs arising from construction delays and lost profits, if the City does not obtain the DES Site Closure on or prior to the deadline set forth in Exhibit A hereto.

3. **Soil Disposal.** During construction of the Private Improvements on the Phase I Development Lots, Developer and its contractors and agents shall have the right to deposit, store, and remove soils and waste, including contaminated soils and tannery waste, excavated from the Phase I Development Lots on the Premises in the areas shown on Exhibit C hereto (the "**Soil Storage Areas**") at no cost to the Developer, and shall have the right to access Soil Storage Areas in connection with and in the furtherance of the foregoing purposes.

4. **Indemnity.** The City shall indemnify, defend, and hold harmless the Developer and their affiliates, officers, employees, shareholders, directors, partners, members, agents, and permitted successors and assigns (collectively, the "**Developer Parties**") from and against, any and all liabilities, damages (including consequential damages and lost profits, whether foreseeable or unforeseeable), costs, expenses (including any and all attorneys' fees and expenses of Developer, and any and all reasonable attorneys' fees and expenses of the Developer Parties or any of them), causes of action, suits, claims, demands or judgments of any nature whatsoever arising from or alleged to have arisen from (i) the City's default on its obligations in this Agreement or the LDA, and/or (ii) the construction of the Remaining Phase I Public Improvements and the RAP, including the construction, maintenance, repair and replacement of any improvements or remediation which the City is required to undertake pursuant to the LDA, the RAP, and/or any permit or approval. Without limiting the foregoing, the indemnity set forth in this Section 4 shall include any claims arising under an environmental indemnity agreement reasonably provided by any Developer Party to a lender in connection with the financing of the initial acquisition of the Phase I Development Lots and the development of the Private Improvements thereon. The foregoing indemnifications and any other indemnifications provided for herein are intended to and shall be enforceable by each and every Developer Party to the full extent permitted by law and shall survive the termination of this Agreement for a period of three (3) years following the date on which the Remaining Phase I Public Improvements are completed by the City, at which time the indemnity in this Section 4 and this Agreement shall expire and terminate without any further obligation of the City, except with regard to any timely made claims made pursuant to this Section 4. The City agrees that Section 10.02 of the LDA shall not apply to any claims or other matter's arising from the City's

construction of the Remaining Phase I Public Improvements, including the environmental remediation under the RAP, or any other obligations of the City under this Agreement. For avoidance of doubt, nothing in this Section 4 requires the City to indemnify, defend, or hold harmless any Developer Parties for or in relation to any willful misconduct of the Developer Parties and/or their lenders.

5. **Insurance.** The City shall maintain its existing governmental risk pooling coverage through the Public Risk Management Exchange ("**Primex**") until the Remaining Phase I Public Improvements are complete.

6. **Self-Help**.

(a) If the City fails to complete Remaining Phase I Public Improvements, or any portion thereof in accordance with Section 1, Section 2, and Exhibit A then the Developer, at its option and with thirty (30) days' prior written notice to the City, may proceed to cure the default (and shall have a license to do so, including license to enter the property of the City) by the payment of money or other action. The foregoing right to cure shall not be exercised if within the thirty (30) day notice period the City cures the default or commits in writing to a completion schedule satisfactory to Developer and Developer's lender.

(b) The thirty (30) day notice period shall not be required if, using reasonable judgment, the Developer deems that an emergency exists which requires immediate attention. In the event of such an emergency, the Developer shall give whatever notice to the City as is reasonable under the circumstances.

(c) If the Developer elects to complete any portion of the Remaining Phase I Public Improvements that the City failed to complete as required by the LDA and this Agreement, then the reasonable costs and expenses incurred by the Developer in completing the Remaining Phase I Public Improvements shall be solely the responsibility of the City. Any costs and expenses reasonably incurred by the Developer that arise out of the City's failure to perform this Agreement, shall be the sole responsibility of the City. If the Developer elects to cure any other default of the City, Developer shall be reimbursed by the City for all reasonable costs and expenses Developer incurs due to the default and/or in correcting the same, within thirty (30) days of written demand therefore (including providing copies of reasonably detailed invoices).

7. **Authority**. Upon execution of this Agreement by the City Manager, the City, by all necessary official action of the City and the Dover Housing Authority, shall have duly authorized and approved the adoption, execution and delivery by the City of, and the performance by the City of the obligations on their part contained in this Agreement. Such authorizations and approvals shall be in full force and effect and shall not have been amended, modified or rescinded, and this Agreement shall have been duly executed and delivered and is enforceable against the City, subject to bankruptcy and other equitable principles.

8. **Successors and Assigns**. This Agreement shall be binding upon and inure to the benefit of each of the Parties hereto and their respective successors and assigns, including Eastern Bank and any other lender that takes title to the Phase I Development Lots via a foreclosure or deed-in-lieu or otherwise pursuant to a mortgage on the Phase I Development Lots (any such party, a

"**Recognized Mortgagee**"), and shall run with the land. Without limiting the foregoing, Developer shall have the right at any time and from time to time to transfer, convey, hypothecate, pledge, assign, mortgage and/or encumber its interest in the LDA and this Agreement to an institutional lender providing financing to Developer in connection with the Phase I Development Lots, including to any Recognized Mortgagee.

9. **Counterparts**. This Agreement may be executed in any number of counterparts, all of which shall be deemed to be an original and all of which shall be deemed to constitute one and the same instrument. The parties hereto each warrant to the other that the person or persons executing this Agreement on its behalf has or have authority to do so and that such execution has fully obligated and bound such party to all terms and provisions of this Agreement.

10. **Notices**. Any notice, payment or instrument required or permitted by this Agreement to be given or delivered to either party shall be deemed to have been received when personally delivered or transmitted by telecopy or facsimile transmission (which shall be immediately confirmed by telephone and shall be followed by mailing an original of the same within 24 hours after such transmission) or 72 hours following deposit of the same in any United States Post Office, registered or certified mail, postage prepaid, addressed as follows:

City of Dover:	City Manager City of Dover, New Hampshire City Hall 288 Central Avenue Dover, New Hampshire 03820-4169
With a copy to:	City Attorney City of Dover, New Hampshire City Hall 288 Central Avenue Dover, New Hampshire 03820-4169
Developer:	CPI Management, LLC c/o Cathartes 11 Portwalk Place Portsmouth, New Hampshire 03801 Attn: Jeffrey Johnston
With a copy to:	Robert Previti, Esq. Stebbins, Lazos & Van Der Beken PLLC 602B Riverway Place Bedford, New Hampshire 03110

Any address or name specified above may be changed by notice given to the addressee by the other party in accordance with this Section. The inability to deliver notice because of a changed address of which no notice was given as provided above, or because of rejection or other refusal to accept any notice, shall be deemed to be the receipt of the notice as of the date of such inability to deliver

or rejection or refusal to accept. Any notice to be given by any party hereto may be given by the counsel for such party.

11. **Attorneys' Fees**. Except as otherwise expressly set forth herein, in the event of a judicial or administrative proceeding or action by one party against the other party with respect to the interpretation or enforcement of this Agreement, the prevailing party shall be entitled to recover reasonable costs and expenses including reasonable attorneys' fees and expenses, whether at the investigative, pretrial, trial or appellate level. The prevailing party shall be determined by the court based upon an assessment of which party's major arguments or position prevailed. The provisions of this Section shall survive the termination of this Agreement.

12. **Time Periods**. Any reference in this Agreement to the time for the performance of obligations or elapsed time shall mean consecutive calendar days, months, or years, as applicable. In the event the time for performance of any obligation hereunder expires on a day that is not a Business Day, the time for performance shall be extended to the next Business Day. “Business Day(s)” shall mean any day other than a Saturday, Sunday or any other day on which banking institutions in the State of New Hampshire are authorized by law or executive action to close.

13. **Modification of Agreement**. This Agreement may not be amended or modified except by a written agreement signed by the Parties and any Recognized Mortgagee that expressly states that it is intended to amend this Agreement.

14. **Descriptive Headings; Word Meaning**. The descriptive headings of the paragraphs of this Agreement are inserted for convenience only and shall not control or affect the meaning or construction of any provisions of this Agreement. Words such as "herein", "hereinafter", "hereof" and "hereunder" when used in reference to this Agreement, refer to this Agreement as a whole and not merely to a subdivision in which such words appear, unless the context otherwise requires. The singular shall include the plural and the masculine gender shall include the feminine and neuter, and vice versa, unless the context otherwise requires. The word "including" shall not be restrictive and shall be interpreted as if followed by the words "without limitation."

15. **Time of the Essence**. Time is of the essence of this Agreement and all covenants and deadlines hereunder.

16. **Construction of Agreement**. This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared primarily by counsel for one of the parties, it being recognized that Seller, Purchaser, and Escrow Agent have contributed substantially and materially to the preparation of this Agreement.

17. **Severability**. The Parties hereto intend and believe that each provision in this Agreement comports with all applicable local, state and federal laws and judicial decisions. If, however, any provision in this Agreement is found by a court of law to be in violation of any applicable local, state, or federal law, statute, ordinance, administrative or judicial decision, or public policy, or if in any other respect such a court declares any such provision to be illegal, invalid, unlawful, void or unenforceable as written, then it is the intent of all parties hereto that, consistent with and with a view towards preserving the economic and legal arrangements among the parties hereto as

expressed in this Agreement, such provision shall be given force and effect to the fullest possible extent, and that the remainder of this Agreement shall be construed as if such illegal, invalid, unlawful, void, or unenforceable provision were not contained herein, and that the rights, obligations, and interests of the parties under the remainder of this Agreement shall continue in full force and effect.

18. **Entire Agreement**. This Agreement, the LDA, and any documents or agreements recorded with the registry in relation to the Parties' future performance of the LDA (including but not limited to any performance mortgage between the Parties) constitute and contain the sole and entire agreement of the Parties with respect to the subject matter hereof and no prior or contemporaneous oral or written representations or agreements between the Parties and relating to the subject matter hereof shall have any legal effect. In the event of a conflict between the LDA and this Agreement, the terms of this Agreement shall control.

19. **Recitals and Exhibits**. All recitals and exhibits are incorporated by reference and made a part hereof.

20. **Electronic Signatures**. Signatures to this Agreement, any amendment hereof and any notice given hereunder, executed and transmitted by e-mail (or by copies of physically signed documents exchanged via email attachments in PDF format or equivalent) shall be valid and effective to bind the party so signing. Each party agrees to deliver promptly an executed original of this Agreement (and any amendment hereto) with its actual signature to the other party, but a failure to do so shall not affect the enforceability of this Agreement (or any amendment hereto), it being expressly agreed that each party to this Agreement shall be bound by its own electronically transmitted signature and shall accept the electronically transmitted signature of the other party to this Agreement.

21. **Third Party Beneficiaries**. Except for the Developer Parties, there are no other intended third-party beneficiaries of this Agreement.

[remainder of page left intentionally blank]

IN WITNESS WHEREOF, this Agreement has been duly executed by the authorized representative of each signatory set forth below as of the date first written above.

CPI

CPI Management, LLC,
a Massachusetts limited liability company

By:_____
Name: Jeffrey Johnston
Title: President

PROPERTY OWNER

COCHECHO I OWNER LLC,
a Delaware limited liability company

By:_____
Name:
Title:

IN WITNESS WHEREOF, this Agreement has been duly executed by the authorized representative of each signatory set forth below as of the date first written above.

THE CITY

CITY OF DOVER, NEW HAMPSHIRE

By:_____
Name:
Title:

DOVER HOUSING AUTHORITY

By:_____
Name:
Title:

EXHIBIT A

[to be attached]

EXHIBIT B

[to be attached]

EXHIBIT C

[to be attached]

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

CITY OF DOVER

Resolution Number: **R – 2024.04.24 - 68**
Resolution Re: B22049 Construction Equipment Rental

WHEREAS: A sealed Request for Proposal #B22049 was issued and received for Construction Equipment Rentals on March 16, 2022 at 1:00 p.m. and the City received six responses meeting specifications for both different and similar types of construction equipment with varying hourly rates. The list of vendors is outlined in the background section of this resolution

WHEREAS: Vendors are utilized on an as-needed basis, depending upon equipment type, availability and the need for various projects throughout the City. Rental rates were to hold for the 2022 construction season effective April 1, 2022, and negotiated for two additional one-year extensions with increases, if any, to not exceed the current Consumer Price Index (Boston).; and

WHEREAS: MacKinnon & Sons Excavating and Normal R. Gagnon Construction submitted pricing ranging from 4% to 31% increase which exceeds the current CPI (Boston) which is currently at 3.3%.

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

The Purchasing Agent is hereby authorized to issue purchase orders to each of the vendors identified in the background section of this resolution, including MacKinnon & Sons Excavating and Norman R. Gagnon Construction for Construction Equipment Rentals on an as-needed basis at rates provided in conjunction with Bid #B22049. 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
xxxx.x.300.xxxxx.4443.xxxxx.xx	CS Equipment Rental	130,324	23,187
xxxx.x.300.xxxxx.4715.xxxxx.xx	CIP Land Improvements	18,386,981	2,026,000
5320.1.300.43250.4432.00000.00	CS-Sewer-Maintenance Charges	47,225	13,680

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.5.

Resolution Number: **R – 2024.04.24 - 68**
Resolution Re: B22049 Construction Equipment Rental

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 - RESOLUTION

Agenda Item#: 13.A.5.

CITY OF DOVER

Resolution Number: **R – 2024.04.24 - 68**
Resolution Re: B22049 Construction Equipment Rental

RESOLUTION BACKGROUND MATERIAL:

The bids meeting specifications were submitted for both different and similar types of construction equipment with varying hourly rates by six vendors as listed below.

Bob Sherwood Landscape Co., LLC of Dover, NH
Dale R. Sprague Construction Co., Inc. of Somersworth, NH
MacKinnon & Sons Excavating, LLC of Lebanon, ME
Norman R. Gagnon Construction of Rollinsford, NH
S.U.R. Construction, Inc. of Rochester, NH

Bid Information:

A sealed Request for Proposal #B22049 was issued and received for Construction Equipment Rentals on March 16, 2022 at 1:00 p.m.

Award Information:

A purchase order will be issued on an as-needed basis to vendors selected to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	**Advertised:**	Yes
Invitations Mailed:	122	**Number of Responses:**	6
Warranty:	N/A	**Terms:**	Net 30, FOB Dover
Work Bonded:	No	**Contract:**	Yes
Prices will hold for:	One Year	**Estimated Delivery:**	As-Needed
Recommended Award to:	Various as identified in this resolution.	**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.

B22049 Bid Documents

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2024.04.24 - 69**
Resolution Re: Purchase of Automated City Vehicle Geo-Location Software

WHEREAS: A sealed Request for Proposal B24032 for Automated City Vehicle Geo-Location Software for Municipal Fleet was issued and received on January 25,2024; and,

WHEREAS: The City is looking to install enhanced automated vehicle tracking equipment in up to 125 City vehicles, with ability to interface and receive real-time diagnostic information from onboard vehicle computers; and,

WHEREAS: Eight (8) bids were received and the evaluation committee selected two (2) vendors to provide a software demo, which were conducted the week of March 18, 2024. Upon review of both demos, it was determined that the most cost effective and advantageous was Samsara, Inc. at a monthly cost of $2,250.00, for a total annual cost of $27,000.00.

WHEREAS: It is the recommendation to award to Samsara, Inc. for a 5-year agreement in the amount of $2,250.00/month or $27,000 annually for a total, not to exceed, $135,000.00.

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 Samsara, Inc. in the amount $27,000.00 annually over the next 5 years. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
6100.1.550.49200.4341.09100.	VG54 Annual Cost (DoverNet- Community Services	145,926.00	65,389.00
6100.1.550.49200.4341.09100	VG54 Annual Cost (DoverNet-Fire & Rescue)	145,926.00	65,389.00
6100.1.550.49200.4341.09100	VG54 Annual Cost (DoverNet - Police)	145,926.00	65,389.00
6310.1.550.49200.4435.00000	Fleet Maint- Maint Charges	32,319.00	4757

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 - 2024.04.24 - 69**
Resolution Re: Purchase of Automated City Vehicle Geo-Location Software

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.		

B24032 Bid Documents

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

CITY OF DOVER

Resolution Number: **R - 2024.04.24 - 69**
Resolution Re: Purchase of Automated City Vehicle Geo-Location Software

RESOLUTION BACKGROUND MATERIAL:
The City of Dover is looking to install an enhanced automated vehicle locating (AVL) system, that in addition to providing real-time GPS data, will also allow for monitoring of onboard diagnostic computers. The City currently relies on a radio-based system operating through its two-way communication radios. Transmitting of the data has to occur over the radio frequency, and the level of data transmission has been cut way back to assure reliability of the two-way radio voice communications. As such, the locational data is very pixelated or segmented, making it hard to monitor vehicle positions or routes of travel. The proposed system will utilize cellular-based transmission.

Advances in AVL systems allow users to monitoring real-time data from the onboard vehicle diagnostic computers. For diesel engines, this would include critical data related to the combustion process, engine and exhaust temperatures, overall emissions process, and need to go through a filter regeneration process. Current diesel engines have to meet extensive emissions standards, and if engine and exhaust temperatures do reach a certain high temperature level during normal operation, the diesel engines have to undergo a regeneration process to essentially burn any accumulated soot from a diesel particulate filter (DPF). A critical reason for switching to the enhanced AVL system is the ability to monitor real-time engine diagnostics. A single DPF filter replacement for a City diesel dump truck can cost as much as $15,000.

The current radio-based system will also fail to operate if two-radios remain "off", or become unplugged. The proposed system will be wired directly to the vehicles onboard computer, ensuring high reliability.

Additional features expected with the new AVL system will allow for auxiliary signal inputs to monitor parameter such as plows up or down on winter snow removal equipment, sanders or brining equipment in operation, and progress of street sweepers.

The implementation is expected to cover 85 Community Services vehicles, and 20 each for both Fire and Police, for a total of 125. The AVL data will be captured into an on-premise ESRI ArcGIS Portal environment using ESRI GeoEvent server. This will allow City staff to monitor location and diagnostic status of its various vehicles. Collected data can be retained to meet record retention requirements for the entire municipal fleet.

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

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

CITY OF DOVER

Resolution Number: **R - 2024.04.24 - 70**
Resolution Re: Purchase of Hydrogen Peroxide for WWTP

WHEREAS: The new DPH1 Water Treatment facility at Pudding Hill requires a new chemical treatment, hydrogen peroxide, for MTBE removal and;

WHEREAS: Underwood Engineers, the project engineers for the Pudding Hill Water Treatment, recommended USP Technologies, a Trojan company, familiar with the requirements for a UV and Peroxide system. USP Technologies is one of the largest suppliers of hydrogen peroxide in North America.

WHEREAS: Per Dover Purchasing Code 5-29c-Exemptions to Formal Bidding- Sole Source purchases where the proposed purchase is manufactured or provided by only one entity, and/or the city has already committed to a certain product, manufacturer, brand, or service provider.

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 USP Technologies in the amount, not to exceed, $90,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4612	CS-Water-Operating Supplies FY24	222,314.00	11,541.00
5300.1.300.43320.4612	CS-Water-Operating Supplies FY25	55,000.00	55,000.00
5300.1.300.43320.4720.03595.22	Pudding Hill CIP	3,903,126	305408

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 - 2024.04.24 - 70**
Resolution Re: Purchase of Hydrogen Peroxide for WWTP

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.7.

Resolution Number: **R - 2024.04.24 - 70**
Resolution Re: Purchase of Hydrogen Peroxide for WWTP

RESOLUTION BACKGROUND MATERIAL:

The advanced oxidation treatment system installed at the Pudding Hill Water Treatment plant using a combination of hydrogen peroxide and ultraviolet (UV) light to break down contaminants including 1.4 Dioxane and MTBE. Hydrogen peroxide is a new chemical to the City of Dover and has certain unique design and handling considerations. The UV system for Dover is manufactured by TrojanUV and the peroxide dosing system is manufactured by USP Technologies; both by TrojanUV and the peroxide dosing system is manufactured by USP Technologies.

As USP Technologies is a Trojan company and familiar with Trojan's requirements for the UV and peroxide systems, it was recommended that the City contract with USP Technologies to supply bulk deliveries of peroxide during the first year of operation. The City is also considering a service agreement to maintain the chemical feed skid under USP's technical expertise. This will help to avoid issues with the one year warranty on the equipment. UPS claims to be the largest supplier of hydrogen peroxide in the North America and well positioned to meeting rising demands.

The estimated peroxide consumption in the first year of operation is estimated to be 10,300 to 16,500 gallons, depending on the UV dosage, which equates to total peroxide cost of about $60,000 to $90,000 at $5.78/gallon.

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

CITY OF DOVER	CITY OF DOVER - ORDINANCE
	Agenda Item#: 13.C.1.
	Ordinance Number: **O – 2024.04.24 - 5**
	Ordinance Title: Vehicles and Traffic
	Chapter: 141
	Section: 30 Hours of Operation and rates 40 Schedule A: One-Way Roadways

The City of Dover Ordains:

1. **PURPOSE**
   The purpose of this ordinance is to revise Chapter 141 of the Dover Code to (i) adopt certain paid parking exemption for vehicles with Veteran license plates, and (ii) impose a one-way restriction on a section of Fifth Street. Further information is in the background section of this ordinance, incorporated by reference.

2. **AMENDMENT**
   Chapter 141 entitled "Vehicles and Traffic" is hereby amended by revising Section 141-30, "Hours of operation and rates", as follows:

   a. **THE FOLLOWING ARE AMENDED:**

§ 141-30 **Hours of operation and rates.**

A. Paid parking shall be required daily between the hours of 9:00 a.m. and 8:00 p.m., except on Sundays, with the exception of:

(1) The Orchard Street Parking Garage where designated as metered or paid parking shall also be required as paid parking at all times, 24 hours a day and seven days a week.

(2) The following holidays: January 1; the third Monday in January, known as Martin Luther King, Jr. Civil Rights Day; the third Monday in February, known as Washington's Birthday; the last Monday in May, known as Memorial Day, or on a date to coincide with the federal observance if it is held on a different day; July 4; the first Monday in September, known as Labor Day; the second Monday in October, known in Dover as Indigenous People's Day; November 11, known as Veterans Day; Thanksgiving Day; the Friday after Thanksgiving; and Christmas Day. When one of the listed holidays falls on a Sunday, the Monday after shall be observed as a holiday.

(3) Any vehicle bearing the following special New Hampshire license plates and in use by the person qualifying for said special plates shall be entitled to free parking in metered spaces for no more than three hours each day: Purple Heart (including Purple Heart-Vanity), Gold Star, Prisoner of War, ~~and~~ Pearl Harbor Survivor (including Pearl Harbor Survivor-Vanity), and Veteran and Veteran-Vanity. Any vehicle with license plates from another state or United States territory bearing substantially equivalent governmental license plates shall, provided the vehicle is in use by the person qualifying for said special license plates, likewise be entitled to no more than three hours each day of free parking in metered spaces.

B. Parking meter rates shall be set forth in the annual Fee Schedule adopted by the City

Council.

C. For good cause, the Chief of Police, upon recommendation of the Parking Commission, shall have the authority to temporarily suspend the provisions of this section for specified dates and times.

D. Free parking permitted for persons with a walking disability under RSA 265:74 shall be limited to a maximum of three hours.

3. AMENDMENT

Chapter 141 entitled "Vehicles and Traffic" is hereby amended by revising Section 141-40, "Schedule A: One-Way Roadways", as follows:

a. THE FOLLOWING ARE AMENDED:

§ 141-40 **Schedule A: One-Way Roadways.**
In accordance with the provisions of § **141-6**, it shall be unlawful for any person operating a motor vehicle to operate the same on those portions of public highways hereinafter named, in any direction other than as hereinafter set forth:

Street	Direction of Travel	Limits
Angle Street	Easterly	From the intersection with Academy Street to the intersection with Central Avenue
Central Avenue	Easterly	On the crossway between the two portions of Central Avenue immediately to the south of the Morrill Monument and Fountain in the Upper Square
Central Avenue	Southerly	From the intersection with Second Street to the intersection with Washington Street
Chapel Street	Easterly	From the intersection with Main Street to the intersection with St. John Street
Cochecho Street	Easterly	From the intersection with Portland Avenue to the intersection with Rogers Street

Street	Direction of Travel	Limits
Fayette Street	Northerly	From the intersection with Washington Street to the intersection with Green Street
First Street	Westerly	From the intersection with Central Avenue to the westernmost entrance to the First Street parking lot
Fifth Street	Westerly	From the intersection with Chestnut Street to the intersection with Fourth Street
Fourth Street	Easterly	From the intersection with Chestnut Street to the intersection with Central Avenue
Green Street	Westerly	From the exit from the United States Post Office parking lot to the intersection with Washington Street
Hampshire Circle	Easterly	From the intersection with Whittier Street and then westerly to the intersection with Whittier Street
Henry Law Avenue	Easterly	From the intersection of Washington Street to the intersection of George Street
Lincoln Street	Westerly	From the intersection with Chestnut Street to the intersection with Grove Street
Locust Street	Northerly	From St. Thomas Street to Washington Street
Main Street	Northerly	From the intersection with Washington Street to the intersection with Chapel Street
Mechanic Street	Northerly	From the intersection with School Street to the entrance to the School/Mechanic Street parking lot
Mineral Park Drive	Northerly	From the intersection with Whittier Street to the intersection with Pleasant View Circle

Street	Direction of Travel	Limits
Nelson Street	Westerly	From the intersection of Locust Street to the intersection of Atkinson Street
New York Street	Easterly	From the intersection with Central Avenue to the intersection with Park Street
Orchard Street Lot service road	Northerly	From its intersection with Orchard Street to its exit into the north end of the Orchard Street Lot
Pleasant View Circle	Easterly	From the intersection of Washington Street to the intersection with Whittier Street
Portland Avenue Connector	Easterly	From the intersection with Chapel Street to the intersection with Portland Avenue
St. Thomas Street	Westerly	From the intersection with Central Avenue to the intersection with Locust Street
St. Thomas Street	Westerly	From the intersection with Chestnut Street to the intersection with Belknap Street
School Street	Easterly	From the entrance to the School/Mechanic Street parking lot to the intersection of Mechanic Street
Second Street	Westerly	From the intersection with Central Avenue to the intersection with Chestnut Street
Spruce Lane	Easterly	Back River Road from the intersection with Back River Road and the so-called "Slip Lane"
Spruce Lane	Westerly	Back River Road from the intersection with Back River Road in the so-called "Slip Lane"
Union Street	Easterly	From the intersection with Central Avenue to the intersection with Court Street

Street	Direction of Travel	Limits
Winter Street	Easterly	From the intersection with Broadway to the intersection with Durrell Street

4. **TAKES EFFECT**
This ordinance shall take effect upon passage. The City Clerk shall cause publication of notice as required by RSA 47:18.

REQUIRES PUBLIC HEARING
FIRST READING ON APRIL 24, 2024
TO BE REFERRED TO SECOND READING/PUBLIC HEARING ON MAY 8, 2024

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

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

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

Sponsored by: Mayor Robert Carrier, By Request

DOCUMENT HISTORY:

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

CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number:	**O – 2024.04.24 - 5**
Ordinance Title:	Vehicles and Traffic
Chapter:	141
Section:	30 Hours of Operation and rates 40 Schedule A: One-Way Roadways

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:		
Ordinance does | does not pass.		

ORDINANCE BACKGROUND MATERIAL:

141-30: The amendments to Section 30 enable vehicles displaying Veteran license plates to qualify for a three-hour exemption from paid parking. This change was approved by the Parking Commission on February 20, 2024.

141-40: This change imposes a new one-way restriction for a section of Fifth Street (between Chestnut Street and Fourth Street). This change derives from feedback from residents. The City's Transportation and Advisory Commission approved this change on August 22, 2022, which is being brought forward at this time in relation to the Fifth and Grove Street construction project.