

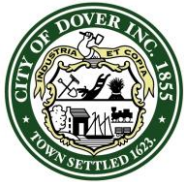
CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 22, 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 – ALZHEIMER’S AWARENESS MONTH**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
 - A. **VEHICLES AND TRAFFIC, CHAPTER 141, SECTIONS 30 AND 40**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. **FY2024 DISSOLUTION OF PRIOR YEARS’ CAPITAL PROJECT FUNDS INTO THE GENERAL FUND**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
 - C. **FY2024 GENERAL FUND UNASSIGNED FUND BALANCE TRANSFERS TO CERTAIN SPECIAL REVENUE AND CAPITAL PROJECT FUNDS TO ADDRESS FUND DEFICITS**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
 - D. **AUTHORIZING ACCEPTANCE OF DONATED FUNDS FROM DOVER400 AND EXPENDITURE OF THE SAME**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER
 - E. **AUTHORIZATION TO ACCEPT AND EXPEND THE US DEPARTMENT OF ENERGY – ENERGY EFFICIENCY & CONSERVATION BLOCK 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. **May 1, 2024 – Workshop Meeting**
 - B. **May 8, 2024 – Regular Meeting**
11. **MAYOR’S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING**



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 22, 2024**
Meeting Time: **7:00 pm**

B. ORDINANCES IN THE 3RD READING

1. VEHICLES AND TRAFFIC, CHAPTER 141, SECTIONS 30 AND 40

SPONSORED BY MAYOR CARRIER BY REQUEST

C. RESOLUTIONS

1. FY2024 DISSOLUTION OF PRIOR YEARS' CAPITAL PROJECT FUNDS INTO THE GENERAL FUND

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER BY REQUEST

2. FY2024 GENERAL FUND UNASSIGNED FUND BALANCE TRANSFERS TO CERTAIN SPECIAL REVENUE AND CAPITAL PROJECT FUNDS TO ADDRESS FUND DEFICITS

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER BY REQUEST

3. AUTHORIZING ACCEPTANCE OF DONATED FUNDS FROM DOVER400 AND EXPENDITURE OF THE SAME

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER

4. AUTHORIZATION TO ACCEPT AND EXPEND THE US DEPARTMENT OF ENERGY – ENERGY EFFICIENCY & CONSERVATION BLOCK GRANT

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. APPROVAL OF DIRECTOR OF HUMAN RESOURCES OF THE CITY OF DOVER EMPLOYMENT AGREEMENT

SPONSORED BY MAYOR CARRIER BY REQUEST

2. ACCEPTANCE OF PERMANENT EASEMENT AREA FROM TAMMANY PARK, LLC (OWNER OF TAX MAP 31, LOT4A)

SPONSORED BY MAYOR CARRIER BY REQUEST

3. B21051 TRAFFIC CONTROL/FLAGGING SERVICES

SPONSORED BY MAYOR CARRIER BY REQUEST

4. B24052 2024-2025 VARIOUS CHEMICALS

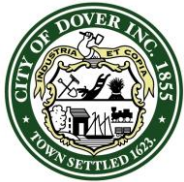
SPONSORED BY MAYOR CARRIER BY REQUEST

5. B24055 PRECAST CONCRETE STRUCTURES

SPONSORED BY MAYOR CARRIER BY REQUEST

6. B24056 WATER DEPARTMENT SUPPLIES AS NEEDED

SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 22, 2024**
Meeting Time: **7:00 pm**

7. B24057 SEWER DEPARTMENT SUPPLIES AS NEEDED

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 & Pool 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. Coheco 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. Cemetery Board (Warach)
29. Joint Building Committee – Athletic Complex (Cullen)

B. RESOLUTIONS

1. **B24034 PROFESSIONAL MUNICIPAL AUDITING SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **ARCHITECTURAL EVALUATION OF RENOVATIONS AND REPAIRS OF THE DOVER PUBLIC LIBRARY AMENDMENTS**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **ACKNOWLEDGEMENT AND ACCEPTANCE OF DONATION BY NORTHEAST COLOR FOR WORK AND SUPPLIES**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **CHANGING THE NAME OF THE CLASS VI PORTION OF LOCKE STREET TO TRANQUILITY WAY**
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 12, 2024)
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

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



PROCLAMATION

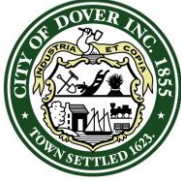
- WHEREAS:** Alzheimer's disease is a debilitating neurodegenerative condition that affects millions of individuals worldwide, causing profound cognitive decline and impacting families and communities; and
- WHEREAS:** These Alzheimer's Awareness Month provides an opportunity for us to raise awareness about this devastating disease, educate the public about its symptoms, risks, and treatment options, and support those affected by Alzheimer's and their caregivers; and
- WHEREAS:** Research into Alzheimer's disease is crucial for developing effective prevention strategies, treatments, and ultimately finding a cure for this challenging condition; and
- WHEREAS:** It is essential to recognize the tireless efforts of caregivers, healthcare professionals, researchers, and advocacy organizations who work tirelessly to support individuals living with Alzheimer's and their families;

NOW, THEREFORE, I ROBERT CARRIER, MAYOR OF THE CITY OF DOVER, AND THE ENTIRE CITY COUNCIL, DO HEREBY PROCLAIM JUNE AS:

ALZHEIMER'S AWARENESS MONTH

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Dover to be affixed this 22nd Day of May, 2024.

Robert Carrier, Mayor
City of Dover, New Hampshire

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.B.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
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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.

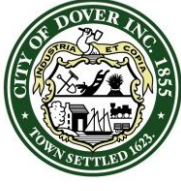
2. **AMENDMENT**

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). Any vehicle bearing a New Hampshire Veteran or Veteran-Vanity license plates and in use by the person qualifying for said special plates shall be entitled to free parking in metered spaces in the Orchard Street Parking Garage and the Fourth Street Parking Lot for no more than three hours each day. 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

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.B.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
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entitled to no more than three hours each day of free parking in metered spaces. This exemption does not apply to parking spaces designated for electric vehicle charging.

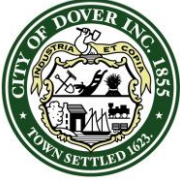
- B. Parking meter rates shall be set forth in the annual Fee Schedule adopted by the City Council.
- C. For good cause, the Chief of Police, upon recommendation of the Parking Commission, shall have the authority to temporarily suspend the provisions of this section for specified dates and times.
- 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.



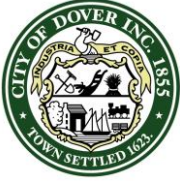
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.B.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

Street	Direction of Travel	Limits
		John Street
Cochecho Street	Easterly	From the intersection with Portland Avenue to the intersection with Rogers Street
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
<u>Fifth Street</u>	<u>Westerly</u>	<u>From the intersection with Chestnut Street to the intersection with Fourth Street</u>
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



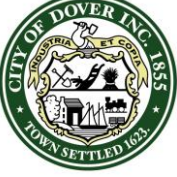
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.B.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

Street	Direction of Travel	Limits
		School/Mechanic Street parking lot
Mineral Park Drive	Northerly	From the intersection with Whittier Street to the intersection with Pleasant View Circle
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"

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Agenda Item#: 12.B.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

Street	Direction of Travel	Limits
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
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

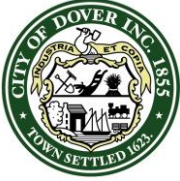
Sponsored by: Mayor Robert Carrier
By Request

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:
Document Created by: Legal	O-2024.04.24 Vehicles and Traffic Chapter 141
Document Posted on: May 17, 2024	Sections 30 and 40
	Page 5 of 6



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.B.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

Approved Date:

Effective Date:

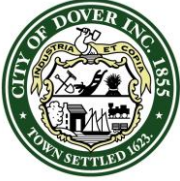
DOCUMENT ACTIONS:

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:		
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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.05.08 - 75**
Resolution Re: FY2024 Dissolution of Prior Years' Capital Project Funds
into the General Fund

- WHEREAS: On an annual basis the City Council adopts the City's six-year Capital Improvements Plan and in conjunction adopts appropriations for projects to be debt financed or reserved financed; and
- WHEREAS: On an annual basis a Capital Project fund is being created for each annual adoption of appropriations; and
- WHEREAS: Due to extraordinary circumstances certain Capital Project Funds have an existing fund balance and upon completion of projects within certain Capital Project funds revenues are actually greater than expenditures resulting in fund balances; and

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

The following Capital Project Funds, with fund balances, are hereby dissolved and will be closed out into the General Fund as of June 30, 2024.

			Transfer
		Fund	Into
Fund	Description	Balance	General Fund
4009	Capital Projects Fund FY2009	40,555	40,555
4013	Capital Projects Fund FY2013	11,972	11,972
4015	Capital Projects Fund FY2015	365,388	365,388
	Total Transfer to General Fund		417,915

Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter.

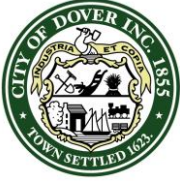
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

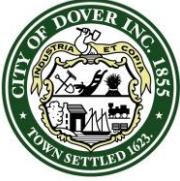
Resolution Number: **R – 2024.05.08 - 75**
Resolution Re: FY2024 Dissolution of Prior Years' Capital Project Funds
into the General Fund

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:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.05.08 - 75**

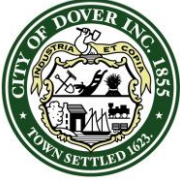
Resolution Re: FY2024 Dissolution of Prior Years' Capital Project Funds
into the General Fund

RESOLUTION BACKGROUND MATERIAL:

A Capital Project fund is created to account for the appropriations adopted on an annual basis as part of the Capital Improvements Plan. This annual fund is put in place to account for appropriations to be debt or reserve financed consistent with the resolutions adopted by City Council. The Capital Project funds listed in this resolution are ready to be closed out as the projects have been completed, yet the funds have existing fund balances. A portion of these balances could have been created due to posting of revenues to the incorrect capital project year, resulting in revenues greater than expenditures.

Capital Project Funds 4009, 4013, and 4015 have fund balance that can be closed into the General Fund. This resolution is authorizing the close out of these funds. Projects in Fund 4009, 4013, and 4015 are completed and therefore these Funds can be closed.

The Finance Department's accounting practice for capital projects is to ensure projects have a complimenting appropriation account and revenue account to ensure project expenditures are agreeing to project revenues. Internal controls are in place to track projects that are reserved financed and annually track that the necessary transfers are being made from the appropriate capital reserves for eligible project expenditures.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.05.08 - 76**
Resolution Re: FY2024 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

WHEREAS: The City Council has adopted the creation of Special Revenue Funds to account for specific sources of revenue and account for the expenditure of those revenues for said purpose; and

WHEREAS: On an annual basis the City Council adopts the City's six-year Capital Improvements Plan and in conjunction adopts appropriations for projects to be debt financed or reserved financed, with a capital project fund being created for each annual adoption of appropriations; and

WHEREAS: Due to extraordinary circumstances certain Special Revenue Funds have an existing fund deficit; and upon completion of projects within certain Capital Project funds anticipated revenues are actually less than planned resulting in fund deficits; and

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

To address the following Special Revenue and Capital Project Funds existing and projected Fiscal Year 2024 fund deficits, the following amounts are to be appropriated from General Fund Unassigned Fund Balance and transferred to the respective Funds listed in table below.

			Transfer
		Fund	From
Fund	Description	Deficit	General Fund
4320	Tolend Road Landfill Closure Fund	(824,404)	824,404
	Total Transfer to Capital Project Funds		824,404

Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter.

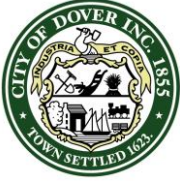
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

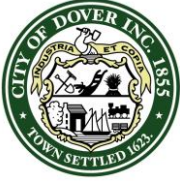
Resolution Number: **R – 2024.05.08 - 76**
Resolution Re: FY2024 General Fund Unassigned Fund Balance Transfers
to Certain Special Revenue and Capital Project Funds to
Address Fund Deficits

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:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

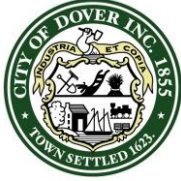
Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.05.08 - 76**
Resolution Re: FY2024 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

RESOLUTION BACKGROUND MATERIAL:

The Tolend Road Landfill Fund was established by City Council to track the expenditures incurred for closure and post closure maintenance of the former landfill. The City debt financed the closure costs and post closure costs had been debt financed as well. Starting in FY2017 the City began financing post closure costs through annual operating budget transfers into the Tolend Road Landfill Fund.

Upon EPA completing the Five Year Review of the landfill post closure operations, recommendations for additional work at the former landfill including the Eastern Plume, and additional work for the Southern Plume were issued by EPA. Two new contaminants are a national concern for EPA and sampling is being required for these contaminants in the landfill and in the two extended plumes. The FY2024 City operating budget reflected an annual operating budget transfer of \$529,044 to the Tolend Road Landfill Fund to finance the estimated annual operations and maintenance costs. However, the annual operations and maintenance costs for FY2024 are \$1,353,448 for the City's obligations. This results in an operating deficit of \$824,404. This resolution will appropriate and transfer the amount of \$824,404 from General Fund Unassigned Fund Balance to the Tolend Road Landfill Fund to resolve the deficit for FY2024.



CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2024.05.08 - 77**
Resolution Re: Authorizing Acceptance of Donated Funds from
Dover400 and Expenditure of Same

- WHEREAS: Dover400 is a non-profit formed to coordinate, fund, and celebrate the quadricentennial anniversary of the City of Dover’s founding.
- WHEREAS: Dover400 did an exemplary job celebrating the City’s 400th anniversary in 2023, but now intends to dissolve with (i) remaining funds on hand and donated funds possessed by the City but not yet transferred to Dover400, together with (ii) Dover400’s existing contractual obligations, all to be assigned to, and assumed by, the City of Dover; and
- WHEREAS: Pursuant to NH RSA 31:95-b, authorization by the City Council is required to accept and expend unanticipated funds from Dover400.

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

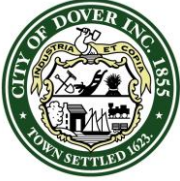
In accordance with NH RSA 31:95-b, the City Manager is authorized to accept and expend funds from Dover400, inclusive of Dover400’s cash on hand and also donations toward “Residents Supporting Community First Program for Dover’s 400th Celebration” collected by the City but not yet transferred to Dover400, in an amount not to exceed \$130,000, and any such funds or funding received from (or on behalf of) Dover400 are hereby appropriated for uses consistent with applicable law and applicable restrictions on such funds. Such funds shall be deposited in a restricted account for the City’s use to, first, satisfy remaining any and all contractual obligations of Dover400 and, thereafter, for any uses consistent with applicable law and any restrictions on the use of such funds. The City Council further authorizes the City Manager to assume existing contractual obligations of Dover400 to be assigned to the City, sign all necessary paperwork for such assignment and assumption, and to carry out Dover400’s assumed contractual obligations.

AND, FURTHER BE IT RESOLVED THAT:

In expending funds from Dover400, Purchasing Agent is hereby authorized to issue Purchase Orders as needed to satisfy Dover400’s remaining (assumed) contractual obligations (for which any applicable Purchasing Procedures in Dover Code Chapter V are hereby waived), and thereafter to issue Purchase Orders for expenditure of any remaining Dover400 funds consistent with Dover Code Chapter V, Purchasing Procedure, and any and all other applicable law. The amount of this authorization shall be limited so as not to exceed available funding.

Financing			
Account	Description	Appropriation	Balance
TBD	Donated Funds from/towards Dover400	\$130,000	\$130,000

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.3.

Resolution Number: **R – 2024.05.08 - 77**
Resolution Re: Authorizing Acceptance of Donated Funds from
Dover400 and Expenditure of Same

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

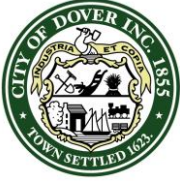
Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

A copy of Dover400's current financials, including existing contractual obligations to be assumed by the City of Dover, accompanies this resolution. The primary contractual obligation to be assumed is for a statue commissioned for the Waterfront park (contract also attached), which Dover400 has indicated there is a \$6,000 issued check outstanding that will likely be deducted from the cash assets listed on the attached sheet. The City also is holding, as of May 2, 2024, \$6,872 of funds donated towards the "Residents Supporting



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2024.05.08 - 77**

Resolution Re: Authorizing Acceptance of Donated Funds from
Dover400 and Expenditure of Same

Community First Program for Dover’s 400th Celebration”, which funds have been collected by the City but not yet transferred to Dover400, and further such donations may still come in.

The Council will recall that Dover400 was previously a committee of the City of Dover, but in 2021 became a private, nonprofit corporation separate from the City, to which the City provided grant funding in 2021; ([R-2021.01.13-011](#)) of \$142,880.33. The grant agreement provided that “[a]ny portion of funds provided by the City to the Grantee not expended at completion of this Agreement, or if such funds are on hand upon dissolution of [Dover400], shall be returned to the City of Dover provided same is allow[ed] by applicable law.” Dover400 intends to now dissolve and conclude its work and corporate existence, with remaining funds and obligations assigned to and assumed by the City of Dover.

Current Total Assets (cash)	\$118,635.50	(\$6000 pending in uncashed checks)
Sculpture Project		
	Vendor	Amt Paid
	Sincere Metalworks	\$19,200.00
	Andrea Bowen, LLC	\$5,400.00
	BA+C, LLC Engineering	\$6,000.00

SCULPTURAL DESIGN & CREATIVE DIRECTOR SERVICES CONTRACT

This Sculptural Design and Creative Director Services Contract ("Agreement") is entered into on **30th of November, 2023** between **Dover400** (referred to as "Client," "you", or "your") and **Andrea Bowen LLC, a New Hampshire LLC**, referred to as ("Designer", "we", "us"). Designer and Client are collectively known as the "Parties."

The **Client** is identified as follows:

Client Name: Dover400
Client Address: 24 Chestnut St, Dover NH03820
Client Email: 400dover@gmail.com
Client Phone Number: 603-834-3408

The **Designated Contact** is identified as follows:

Designated Contact Name: Sam Allen
Designated Contact Email: [REDACTED]
Designated Contact Phone Number: [REDACTED]

The **Project** is identified as follows:

Project Address: Waterfront Park, Dover, New Hampshire
Project Start: January 2024
Project Completion: Estimated to wrap up within 12 months of Project Start.

The **Services** are defined as follows:

Designer is commissioned to design a permanent, outdoor sculpture installation as seen in the Designer's accepted proposal, River Roots. Designer shall serve as the creative director of the Project and facilitate all design-related aspects.

Total Fee: \$16,200.00 USD

Payment Schedule:

Initial Payment of \$5,400.00 US dollars to be paid upon the signing of this Agreement to begin Designer's Services.

Second Payment of \$5,400.00 US dollars to be paid upon completion of fabrication of the Installation.

Final payment of \$5,400.00 US dollars is to be made within thirty (30) days of the completion of the Installation.

PURPOSE OF THIS AGREEMENT

WHEREAS, Client wishes to engage Designer to provide sculpture design and installation creative direction services for Client's Project. The Designer shall commence Services in alignment with the above-referenced Project Start and Project Completion periods. For the reasons set forth above, and in consideration of the mutual covenants herein set forth, the Parties hereby mutually agree as follows:

DEFINITIONS

For the purposes of this Agreement, the following definitions shall apply:

- a. **"Agreement"** shall mean the below terms and conditions and definitions hereto agreed upon by the Client and Designer.
- b. **"Project Location"** shall mean the property where the installation will take place.
- c. **"Project Dates"** shall mean the dates service shall be performed at the Project Location.
- d. **"Project"** shall mean the Project installed at the specified Project Location.
- e. **"Designer"** shall mean Andrea Bowen Art, LLC. This includes all staff and assistants.
- f. **"Client"** shall mean the above-listed Client name and details.
- g. **"Parties"** shall mean the Designer and the Client.
- h. **"Fabrication"** shall mean the production and manufacturing process of the sculpture.
- i. **"Installation"** shall mean the process of permanently and securely installing the sculpture at the Project Location.

TERMS AND CONDITIONS

I. Services and Project Specifics

A. Sculptural Design and Creative Direction Services. The Designer will be providing sculptural design and creative direction services for the Project. The Designer shall be responsible for the following Services:

- Creation of the overall design proposal and plan, consisting of drawings, renderings of the design, and mapping out of logistics.
- Research and selection of types of materials that are appropriate for the Project;
- Contracting with sub-contractors for facilitating the fabrication of the project and installation.
- Facilitate, oversee design and installation implementation, and guide the Project to completion;
- Designer will participate in on-site visits and planning meetings;
- Coordinate with third party contractors and vendors working on the Project;
- Make minor design adjustments, in keeping with the original design intent, if needed for structural or practical reasons;
- Provide information regarding suggested future maintenance of the Sculpture.

The Designer's Services and responsibilities for this Project shall not include:

- Preparation of the Project Location for installation;
- Directly hiring independent contractors and third party vendors, other than listed below in budget;
- Storage of sculpture before installation; Maintenance and upkeep of the structure after installation;
- Overseeing compliance with any applicable zoning and building codes, regulations, and similar responsibilities.

Additionally, under the scope of this Project and Services, the Designer shall be responsible or liable for any duties of independent contractors, including but not limited to the actual fabrication and installation of the Project. Designer is solely responsible for the creative direction and design aspect of the sculptural piece. After the completion of the Project, any required maintenance shall fall under the duties of the Client.

The Designer cannot guarantee the performance of any third party contractors or materials once installed at the Project Location.

B. Client's Responsibilities. The Client shall provide all necessary information related to the Project. The Designer shall rely on the accuracy of the information provided by the Client for the success of the Project. The Client shall communicate all decisions, approvals, reviews, schedule updates, and responses to the Designer in a timely manner. The Client shall be responsible for reviewing and approving all design plans and ensuring compliance with codes, regulations, and similar approvals.

Client realizes that proactive coordination with the larger waterfront development project will offer significant cost efficiencies, for example, with planning lighting of the installation with functional lighting for walkways and plazas, and incorporating the sculpture base into the overall paving plan. Client is responsible for maximizing cooperation and communication with the installation project in coordination with the overall development project.

C. Fabrication and Materials. The approved installation is projected to measure approximately 16' x 13'-23/4" x 2'-10" in size. The preliminary proposed material is welded and/or assembled metal, with a stone base supported by concrete pilings. Final materials will be based on recommendations by the engineer, in consultation with the Client, artist, and fabricator, for optimal structural integrity and design aesthetic. The Client will be informed of, and have a chance to review and approve, any subsequent material changes proposed by the engineer, fabricator, or Artist, whether for practical or aesthetic reasons..

D. Budget. The Designer has proposed the following budget totaling a \$125,000 investment, however, these numbers are estimates and the finalized project cost may vary based on material cost and availability, as well as other uncontrollable factors.

- Materials and fabrication: \$48,000.00
- Transportation and installation: \$18,750.00
- Engineering review and insurance: \$17,500.00
- Foundation and lighting: \$12,500.00
- Future maintenance: \$6,250.00
- Project contingency: \$5,800.00
- Designer's fee, including liability insurance added expense (the Total Fee of this Agreement): \$16,200.00

While Designer has proposed an overall budget for the entire Project, Designer can only guarantee pricing for their own Total Fee. Other costs and fees may vary depending on materials and availability and cost of third party contractors. Client shall be responsible for the remaining aspects of the budget, and securing all funding for the Project.

E. Ownership of the Sculpture. At the completion of the Project and after the final payment is submitted to the Designer, the sculpture and installation shall be owned by the City of Dover. Client shall be responsible for all future maintenance. Client agrees that any future reproduction(s) of the work, including but not limited to press features, online articles, and social media displays, shall include credit to the Designer.

II. Fees

A. Total Fee and Additions. The Total Fee is the Designer's entire fee for the design and creative direction of the Project, including oversight of the Project through completion of installation.

B. Payment Schedule.

Artist will provide the Client with written invoices for each phase of the Project, which will be due within thirty (30) days of receipt. All payments are non-refundable and non transferable.

1. Initial Payment.

The initial payment is one third ($\frac{1}{3}$) of the Total Fee, totaling five thousand four hundred dollars (\$5,400.00), which is due upon signing this Agreement.

The Client will pay the initial payment before the Designer has any obligation to perform the work described herein.

2. Second Payment.

The second payment is one third ($\frac{1}{3}$) of the Total Fee, totaling five thousand four hundred dollars (\$5,400.00), which is due upon the completion of the fabrication of the design.

3. Final Payment.

The final payment is the remaining balance of the Total Fee of five thousand four hundred dollars (\$5,400), which shall be paid by the Client within at least thirty (30) days of the completion of the installation of the Project.

B. Late Payments. Invoice payments are due within thirty (30) days of receipt. Late payments will incur a fee of four percent (4%) per month. Time is of the essence with respect to payments due to Designer. Designer shall cease Services, and retain all monies paid as liquidated damages.

C. Reimbursements. The Client agrees to reimburse the Designer for all reasonable expenses and incidentals relating to the Services, and any other fees or expenses incurred. Designer will supply any expense receipts if requested by Client. Requests for receipts must be received within thirty (30) days of Designer's invoice to Client.

III. Cooperation and Relations

A. Subjectivity of Design. The Client acknowledges and understands that they have hired the Designer based upon the Designer's specialized skill and talent. Designer will use reasonable efforts to ensure Client's services are carried out in a style and manner consistent with Designer's portfolio and the proposal presented to the Client, and

Designer will try to incorporate any suggestions Client makes throughout the duration of the Project. However, Client acknowledges and understands that every project is different. Creative design for different projects is a subjective service and Designer is a provider with a unique vision, with an ever-evolving style and technique. Dissatisfaction with Designer's independent judgment or individual style are not valid reasons for termination of this Agreement or request of any monies returned. The Designer shall have creative discretion and control over any variation throughout the duration of the Project.

B. Relationship. Designer is an independent contractor of the Client. This Agreement shall not be construed to create any association, partnership, joint venture, employee, or agency relationship between the Parties for any purpose. The Designer has no authority (and shall not hold itself out as having authority) to bind the Client, nor shall it make any agreements or representations on the Client's behalf without the Client's prior written consent.

C In General. In order to perform the work specified within this Agreement, Designer must have positive cooperation and communication from the Client and all third party vendors and agents. In the event that Designer is unable to perform a portion of the services required under this Agreement due to failure of the Client or a third party vendor to cooperate, communicate, and/or to provide necessary approvals regarding the Project, then Designer shall not be responsible for any delays or additional expenses and will be released from performing that portion of the Services.

D. Safe Working Environment. Designer has a zero-tolerance policy with regards to abusive, demeaning, condescending and/or manipulative behavior of any kind to include, but not limited to: verbal, mental, physical or emotional distress of any staff member or outside vendor party involved with the Project by the Client, third parties, or any agent thereof. Designer has the right to immediately terminate all services if the Client, third parties, or any agent is acting inappropriately towards the Designer or any of its agents, or exhibiting threatening, hostile, or offensive behavior, verbal abuse, or in the event that the safety of the Designer is in question. Ensuring the appropriate behavior of all third party vendors during the Project shall be the responsibility of the Client. Designer has the right to withdraw from and terminate coverage to remove Designer's agents from the situation without approval from the Client. If the services are paused or terminated early under these circumstances, all monies paid shall be retained by the Designer, and the Designer will be released and held harmless as a result of incomplete services.

E. Third Party Vendors. Designer shall be responsible for contracting directly with any third party vendors and/or contractors and paying them directly. Designer shall provide a list of all third party vendors with whom Designer has contracted for the Project and with whom Designer is expected to coordinate. The Designer shall provide a point of contact for each of the third party vendors. Designer shall not be liable for any third parties actions or inactions, whether or not Designer recommended or refers any third parties.

All third party vendors engaged to render services in connection with this Project shall be required to maintain a Project-appropriate insurance policy, which shall be the responsibility of the Designer to confirm adequate insurance and sufficiency of coverage.

F. Third Party Vendor Dependencies. If Designer is unable to meet an obligation under this Agreement because Designer's performance was dependent, in whole or in part, on the action or inaction of the Client and/or a third party vendor with whom the Client has contracted or needs to enter into contract with, then Designer shall not be liable for failing to meet such obligation. Schedule delays, for any reason, may result in forfeiture of down payments to third party vendors and/or forfeiture of a slot in the schedule.

G. Requested Contractors. Designer requests an engineer representing the Client review the installation drawings, in addition to an independent engineer sign-off, which is included in the proposed budget. Client is responsible for securing all necessary approvals, stamps, and reviews required by municipal building codes. Designer reserves the right to review and approve any third-party fabricators selected.

H. Insurance. Designer will submit a Certificate of Insurance to the Client verifying a general liability insurance policy in the amount of \$1,000,000.

Client also warrants they shall maintain insurance on behalf of the Project throughout the process and after installation in case of any unforeseen circumstances during installation, transportation, maintenance, damage, or injuries in relation to the Project.

IV. Rights

A. Copyright. Designer retains the ownership of its copyright in any and all drawings, specifications, and designs pursuant to federal copyright law (Chapter 17, Section 201-02, of the United States Code.) Any and all work produced in connection with, or in the process of fulfilling this Agreement, are expressly and solely owned by Designer. Once the Project is complete and all payments are received in full by the Designer, the Client shall own the finished installation and sculpture. The sculpture, installation, design, drawings, and other materials created by the Designer may not be otherwise reproduced or recreated without the express written consent of the Designer. Any unauthorized use of the design, such as re-creation of the original work for other parks, will result in additional fees and/or royalty payments to Designer. Upon termination of this Agreement, for any reason, Client is not authorized to utilize any of the creative works of the Designer, including the proposed sculpture design, concept, and drawings.

B. Credit to Designer. By signing this Agreement, Client agrees that Designer may use photos of the Project for Designer's portfolio, marketing, social media and website. When posting photos of Designer's work on social media and web, and sharing with press, media, and other outlets, Designer requests the Client share proper attribution and credit to the Designer as "Andrea Thompson Bowen".

C. Confidentiality. Designer owns, possesses, or controls certain trade secrets, copyright and other proprietary and confidential information acquired through the expenditure of time, effort, and money, including, but not limited to, planning documents, designs, checklists, and the terms of this Agreement, including pricing (herein "Confidential Information"). Client agrees to use all best efforts to protect Designer's interest in the Confidential Information and keep it strictly confidential. This includes a covenant to not directly or indirectly disclose, allow access to, transmit, or transfer the Confidential Information to any third party, including but not limited to online forums, without Designer's prior written consent.

V. Material Changes

A. Cancellation. In the event of cancellation of the Project by the Client or termination of this Agreement, for any reason (including but not limited to: change of heart with respect to Designer's services, pandemic or other health crisis, disaster, Act of God, or any other similar or dissimilar cause reasonably outside of either the Client or Designer's control), Designer will suffer losses and opportunities that are difficult to ascertain. Therefore, Designer shall be expected to return any payments once received and will have no further obligations to Client, and all reserved Project dates shall be released. Client acknowledges that all fees paid compensate Designer for not only for the final Project installation, but also reservation of the Project on their calendar and turning away from other business opportunities as well as the time spent by Designer in performances of the services and the miscellaneous operating expenses and administrative costs incurred by Designer in preparation for and expectation of completing the Services for Client. As such, Client agrees that, in the event of cancellation of the Project or termination of this Agreement, for any reason, all payments received to date shall be retained by Designer as liquidated damages, not as penalty, and shall be non-refundable in all respects.

Client shall be responsible for any outstanding balance for Services rendered to date and reimbursable expenses at the time of cancellation. Any outstanding balance owed shall be invoiced to Client and due promptly. Cancellation must be made in writing and is non revocable. Clients must provide Designer with written notice as soon as reasonably possible, and termination will be effective upon receipt of notice.

B. Postponement. The Client may request to postpone the Project. Designer will make every effort to accommodate, but Designer's availability is not guaranteed. Should the Client postpone the Project more than six (6) months beyond the agreed project commencement, the project shall be considered cancelled, unless both parties agree in writing to continue under the same terms.

C. Change of Scope. Should Client decide to change the direction of the Project and materially alter the approved and selected design presented by the Designer prior to the signing of this Agreement, Designer shall have the right to terminate this Agreement if the direction no longer aligns with their vision and retain all monies paid to date. Designer will then be liable for any outstanding payments owed based on the completion of the Project and any reimbursable payments. Should Designer opt to continue working with the Client with the new direction, a new Total Fee will be presented by the Designer, in addition to a new timeline and scope, which must be agreed upon by both parties in writing and through a new agreement.

If Client requests major design changes, in keeping with the original design intent but requiring new sketches, models, or documentation, this would be a change of scope, which will be billed separately outside of the fees of this Agreement at an additional hourly rate of seventy five dollars (\$75) per hour. Any major design revisions will require additional time to be allotted to the schedule.

D. Cancellation by Designer. In the event the Designer cannot or will not continue to render services due to: illness, death, health concerns, government restriction, pregnancy, emergency, accident, Act of God, or any other restriction, the Designer will immediately give notice to the Client. All efforts will be made to provide a competent professional replacement, with the mutual agreement of Client.

If a replacement is unavailable, the payment(s) made to Designer will be refunded or credited, less a reasonably accurate percentage of services rendered to date and delivered to Client. The return of the apportioned payment(s) shall be the entire obligation under this contract. No other damages or guarantees of any kind are recognized or warranted.

E. Force Majeure. Neither party shall be liable or responsible to the other party for any costs or damages, nor be deemed to have defaulted under or breached this Agreement, due to delay, nonperformance, or failure in fulfilling or performing under this Agreement, when the extent of such failure or delay is caused by or arises from any cause or event beyond such party's control. Such events include, but are not limited to the following "Force Majeure Events": Acts of God, fire, flood, explosion, natural disasters such as earthquake, storm, flood, infestation, epidemic or pandemic, war, invasion, hostilities, civil unrest, government law, action or order, accident, power or other mechanical failures, blockades, national or regional emergencies, strikes, stoppages, shortages, slowdowns, shortage or restriction of transportation, and any other disruptions. Any party claiming the benefit of this provision must give notice as soon as reasonably practicable via written notice to the other party. The impacted party must use diligent and reasonable efforts to resume and/or cure performance under this Agreement as soon as reasonably practicable and to minimize effects of the Force Majeure event. The non-refundable Initial Payment, as well as any and all monies paid to the Designer, remain non-refundable. The cancellation and rescheduling clauses and policies, as outlined above, apply to all Force Majeure events.

F. Notice. Parties shall provide effective notice ("Notice") to each other via email, phone, or certified mail as promptly as possible.

VI. Representations and Warranties

The Designer represents and warrants to the Client that (a) she has the right to enter into this Agreement, to grant the rights granted herein and to perform fully all obligations in this Agreement; (b) The Designer's obligations under this Agreement does and will not conflict with or result in any breach or default under any other agreement; (c) The Designer has the required skill, experience, and qualifications to perform the Services, and shall perform the Services in a professional and workmanlike manner in accordance with and shall devote sufficient resources to ensure that the Services are performed in a timely and reliable manner; (d) shall perform the Services in compliance with all applicable federal, state, and local laws and regulations. The Client represents and warrants that it has the full right, power, and authority to enter into this Agreement and to perform its obligations hereunder; and (b) the signatures at the end of the Agreement are authorized on behalf of the Client. This Agreement is solely for exclusive consideration of the Client and Designer.

VII. Limit of Liability and Release

The Designer's liability is limited to the return of payments received, minus the current value for any services already rendered. Furthermore, except as stated herein, both Parties agree to waive and release each other, and all of their representatives, from all claims of harm or damages related to or arising from this Agreement. Client and related parties/participants expressly assume any risk of services and related activities as described herein. Designer is not liable for any damages, injuries, quality or longevity of materials, or destruction of property. Designer is not liable for compliance with codes or regulations, and is not responsible for any actions or inactions of third parties. At no time will Designer be liable for storage, transportation, maintenance, damage, or injuries in relation to the Project and sculpture.

VIII. Indemnification

The Client hereby agrees to indemnify, release, discharge, and hold harmless the Designer and his/her heirs, legal representatives, assigns, employees, agents, or any persons acting under permission or authority of the Designer from any and all claims, demand action, cause of action, damages, losses, liabilities, deficiencies, judgments, settlements, penalties, fines, costs, or expenses of any kind, including reasonable legal and professional fees which may be made or brought against the Designer or which the Client may suffer or incur as a result this contract or services provided by the Designer. This includes but is not limited to 1) breach or non-fulfillment of any representation, warranty, or covenant in this Agreement, 2) any negligent or more culpable act or omission, 3) any bodily injury, death, or damage to property, 4) any failure to comply with federal, state or local laws, regulations, or codes in performance under this Agreement, and 5) claims brought by other vendors as a result of performance with this Agreement. It is Client's responsibility to reconcile any conflicts between Client's Agreement with Designer and Client's agreements with other vendors.

In the event that the Designer breaches the contract, the Client agrees to indemnify and hold harmless the Designer from any incidental, punitive, or other damages in excess of the amount of the contract. In the event of breach of contract on the part of the Designer, both parties agree that the sole and exclusive remedy is reimbursement of funds, minus a reasonably accurate percentage of services rendered. These recoverable damages shall not exceed the amount agreed upon and actually paid to Designer.

IX. Choice of Venue and Law

This Agreement shall be construed according to the State of New Hampshire. Client acknowledges that this Agreement was entered into in Strafford County, New Hampshire and that the proper venue for any legal action related to this Agreement is in the Superior Courts of the County of Strafford County, New Hampshire. In the event any Party files suit or an arbitration proceeding to enforce any term or condition herein, the prevailing Party is entitled to expenses of litigation, including reasonable attorney fees, costs and expenses, in addition to any other relief to which the Party may be entitled.

X. Amendments

This Agreement has been freely negotiated and shall be recognized as the entirety of the agreement. Only those changes or modifications specifically placed in writing, attached, dated and signed by the Client and Designer at the time of acceptance of this contract shall be recognized as amendments to this Agreement. In no event shall this Agreement be modified, altered or amended without the prior written agreement of each party hereto.

XI. Severability

If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, the other provisions of this Agreement will remain in full force and effect. Any provision of this Agreement held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable.

XII. Entire Agreement

This Agreement constitutes the entire understanding and agreement of the Parties with respect to its subject matter and supersedes all prior and contemporaneous understandings, agreements, inducements or conditions, express or implied, written or oral, between the parties. This Agreement expressly supersedes any and all prior written and/or oral agreements, and the terms and conditions of this Agreement cannot be modified without the express written consent of both parties. The terms and conditions of this Agreement shall be binding upon the parties, their personal representatives, successors and assigns, and may not be assigned to any third party beneficiary.

XIII. Counterparts and Signatures

This Agreement may be executed by a party's signature transmitted by facsimile, and copies of this Agreement executed and delivered by means of facsimile signatures shall have the same force and effect as copies hereof executed and delivered with original signatures.

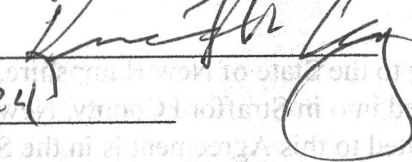
Parties agree to the terms and conditions as set out above dated effective as of the last date of signature below.

CLIENT

Client's Name:

DOVER 400
KEVIN McNEAVEY

Client's Signature:



Date:

3/19/24

DESIGNER

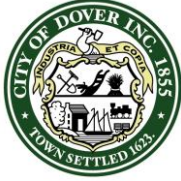
Andrea Bowen, on behalf of Andrea Bowen Art LLC

Designer's Signature:

Andrea Bowen

Date:

3/19/2024



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2024.05.08 - 78**

Resolution Re: Authorization to Accept and Expend the US Department of Energy – Energy Efficiency & Conservation Block Grant

WHEREAS: The City has received notice from the NH Department of Energy of an award of the Energy Efficiency & Conservation Block Grant (EECBG) in the amount of \$76,150.00; and

WHEREAS: The grant involves deploying federal funding to reimburse the purchase of a F-150 Lightning which will be used by the Dover Community Services Department as a proof of concept for replacing heavier duty fleet vehicles with all electric alternatives. Additionally, EECBG funds will be used to expand the municipal charging network, further allowing for electrification to advance within the fleet; and

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

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

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to apply for, accept, and expend grant funds allocated to the City of Dover on behalf of the NH Department of Energy award of the (EECBG) 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.

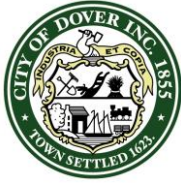
AND, FURTHER BE IT RESOLVED THAT:

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	(EECBG) Energy Efficiency & Conservation Block Grant	76,150.00	76,150.00

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.4.

Resolution Number: **R – 2024.05.08 - 78**

Resolution Re: Authorization to Accept and Expend the US Department of Energy – Energy Efficiency & Conservation Block 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:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The Energy Efficiency and Conservation Block Grant (EECBG) Program is a rebate program and the Pre-Award Information Sheet for the City of Dover, NH, with the support of the Dover Energy Commission, has selected a “voucher for equipment rebate” following the USDOE guidance for local governments receiving under \$250k. USDOE approved the City’s EECBG equipment rebate voucher application on April 15th, 2024 in the amount of \$76,150.

Document Created by: Finance
Document Posted on: May 17, 2024

R-2024.05.08 Authorization to Accept and Expend the US
Department of Energy - Energy Efficiency Conservation
Block Grant
Page 2 of 2

CITY MANAGER'S REPORT

REPORTING ON: APRIL 2024



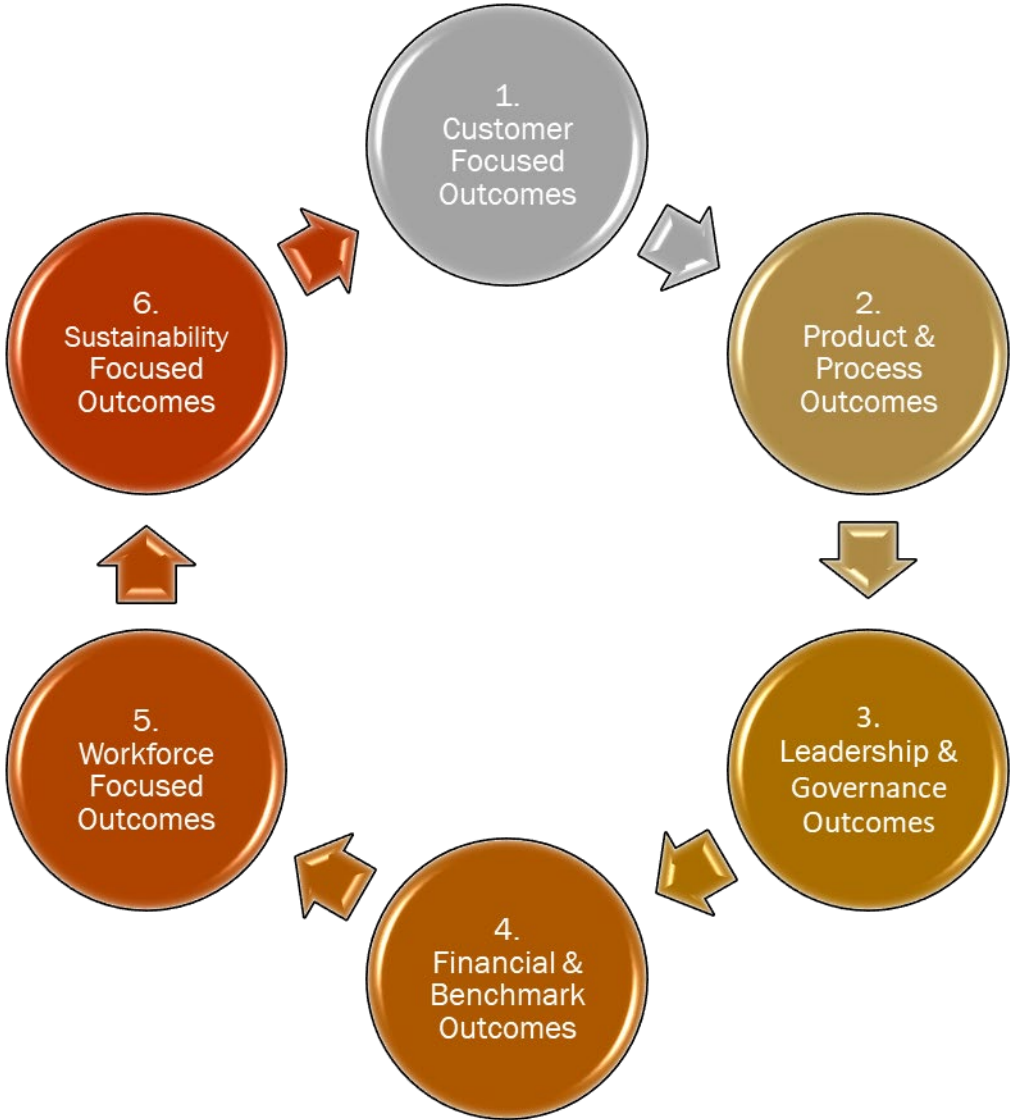
Saint Mary Academy 5K race kicks off on Church Street.

(Photo credit: Mr. David Colby Young)

May 22, 2024

By: City Manager Michael J. Joyal, Jr.

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



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

Goal #1
Our City has Diverse Housing

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

Goal #2
Our City is Civically Engaged

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

Goal #3
Our City is Resilient

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

Goal #4
Our City is Safe and Inviting

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

Goal #5
Our City is Inclusive and Welcoming

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

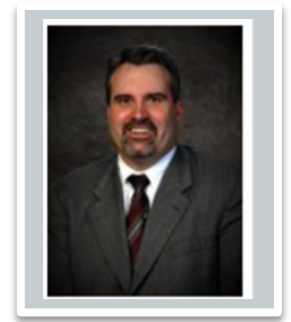
Goal #6
Our City has Sustainable Financial Policies

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

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

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

City of Dover's Municipal Leadership Team



City Manager
J. Michael Joyal, Jr.



David Balian
Public Welfare
Director



Gary Bannon
Recreation Director



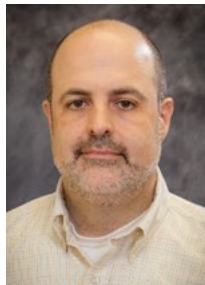
Donna Benton
Planning & CDBG
Director



William Breault
Police Chief



Annie Dove
Information
Technology Director



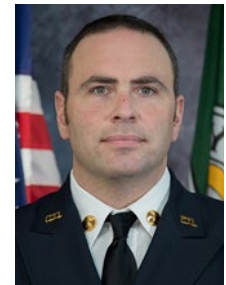
Michael Gillis
Media Services
Director



Denise LaFrance
Public Library
Director



Daniel Lynch
Finance Director



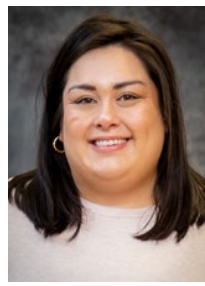
Michael McShane
Fire & Rescue Chief,
Emergency Mgmt
Director



Christopher Parker
Deputy City Manager



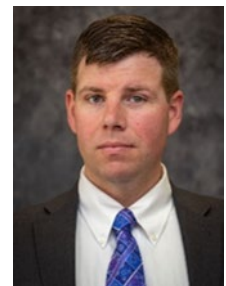
John Storer
Community Services
Director



Jerrica Vanslyvong-
Bizier
City Clerk Tax
Collector



Heather Worrall
Human Resources
Director



Joshua Wyatt
City Attorney

Community Services Department

Administration

Brian Landry, Supervisor Streets, Drains & Snow; attended the [Using Submersible Mixers & Dri-Prime Pumps Class](#), the class was presented by Granite State Rural Water Association. The class was held via Zoom.

Seth Thompson, Working Foreman; Ryan Neenan, Pump Station Operator II; attended the [2024 Spring Joint Regional Conference & Exhibition](#). The conference was presented by New England Water Works Association and held in Worcester, MA.

Matthew Mitchel, Truck Driver; Christopher Morales, Maintenance Mechanic II; Maxwell Jacobson, Truck Driver; Anthony Ford, Laborer II; Jahkell Cobb, Laborer II; Timothy Savageau, Maintenance Mechanic II-Utilities; Kyle Belanger, Laborer II; Shane Lefebvre, Laborer II; Andrew Robinson, Laborer II; took the [Water Works Operator Certification and Cross-Connection Control Program](#) present by NH Department of Environmental Services. The course was held in Concord, NH.

Jillian Semprini, Assistant City Engineer; attended the [Granite Traffic Solutions – IMSA Training Seminar](#), presented by Granite Traffic Solutions. The training event was held in Lebanon, NH.

Water Division



Community Services | Dover, NH

The City of Dover produced over 53 million gallons during the month of April and averaged 1.8 million gallons per day.

The Water Division closed 13 service requests and 101 Work Orders for April.

Water Division crews conducted monthly sampling and maintenance. They also repaired a chemical feed pump as well as drained and cleaned the residual clear well tank at the Lowell Treatment Plant. The residual tank holds water from the back-bash process that cleans the water filters for Iron and Manganese. The water in the tank is recycled and the left-over water is pumped to the sewer system. The tank is periodically cleaned and inspected, which occurred in April.

Water Division staff also conducted well testing in order to make sure that the well pumps and the aquifer are all working properly. Griffin well was cleaned and is now ready to have its water treated at the new PFAS plant when it is needed. The Water Division repaired two water main breaks and replaced a hydrant. The first water main break occurred on Rollins Road near the intersection of Broadway and Oak St. The second water main break was also on Oak St near Central Ave. The material type of both water mains at these break sites was cast iron that is from the 1900's to 1940's era.



Rollins Road water main break



Rollins Road repair



Oak Street water main break



Oak Street repair

The Water Meter crew installed 18 new meters for the month and has been assisting with the water line survey when the schedule allows. The meter crew also closed 99 work orders for the month.

To date, over 500 residents have signed up for the Eye on Water program to be able to view water usage and leak detection.

Sewer Pump Stations and Collection



The Sewer Division closed 7 service requests and 4 work orders. The sewer camera van has been used to continue conducting assessments on the City's gravity sewer mains. Staff are looking for areas where Inflow and Infiltration (I and I) are occurring. This ensures the city's sewer system is handling sewer water and not ground water or in some cases water from roof gutters. The camera inspections are part of a larger project that is looking to remove all I and I from the sewer system. The sewer jet truck is also working to stay in front of the camera van to clean the sewer mains ahead of the inspection.

Streets & Stormwater



The month of April got started with a major winter storm. The snow storm on April 4th produced 6 inches of heavy wet snow. The combination of the wet snow and gusty winds provided more of a challenge than a regular snow storm as trees and tree limbs could not hold up due to the weight of the snow and began falling.

Numerous roads were closed as a result and crews worked quickly to get the roads passable by removing the debris from the roads. Another bit issue drivers dealt with was low hanging wires. Many roads had to be closed until the wires were taken care of by the utility company. The City's Emergency Operations Center was opened which allowed for clear communication between community services, police and fire. Multiple tree cutting crews from community services were dispatched by priority in order to keep roads open and tree debris off of them.



As a result of the storm and the amount of fallen tree limbs and branches, the Streets Division organized a citywide pickup of the storm debris using the service request portal. Residents who submitted a request to have their debris picked up needed to leave the debris neatly piled curbside. 191 requests were submitted for pickup! A contractor was brought in to remove the branches that

were broken or hanging over the road while city's crews chipped or removed the larger piles with a loader.

Once the weather cooperated and spring arrived, the division was finally able to transition their trucks from winter to spring. Each truck gets a thorough washing and each spreader gets its brine system cleaned out, the spreader cleaned and put away.

After the snow melted from the early April storm, crews were finally able to start the annual sweeping program. The first steps are to clean off the sidewalks. Once the sidewalks are completed, street sweepers begin. The sweepers first focus on the main roads before branching off into side roads, neighborhoods and parking lots. Crews work together with the parking bureau to have no overnight parking posted in the areas that are scheduled to be swept the next morning. Sweeping begins daily at 3AM.

To end the month, Continental paving returned to finish out work from last year. Locust Street was milled full width from Silver Street to Central Avenue. Once completed, the castings were reset to grade in preparation for pavement.



Facilities, Grounds & Cemeteries



The Facilities, Grounds and Cemeteries Division received 63 service calls, of which 53 were closed, and 107 work orders of which 77 were completed and closed in the month of April.

There were twenty-one work orders pertaining to cemetery issues, thirty-six work orders pertaining to facility issues, sixteen work orders pertaining to grounds issues, sixteen work orders related to sign issues, thirteen work orders related to traffic and street light issues and five work orders pertaining to tree issues.

Two full and seven ash interments were conducted in the Pine Hill Cemetery this month. Six graves were sold this month. Final orders came in for the spring monument installations that crews will have to excavate and pour concrete foundations for. Fifteen foot markers have been delivered to the F&G facility for installation.

Crews made and installed new signage for the riverfront construction area. River Street, from Henry Law Avenue to Washington Street, has been renamed Payne Street, Washington Street heading up to the dredge cell has been named Seaport Way.

Ball Parks are starting to get their regular grooming and lining for baseball and soccer games. Crews got irrigation systems started and sprinkler heads were located and marked out so the organic turf treatment contractor could start aerating, overseeding and fertilizing the fields. Playgrounds are starting to be opened up. The plumbing was hooked up and water turned on at the Shaw's Lane concession stand and bathrooms for the soccer and softball leagues use.

Facility, Grounds and Cemetery crews worked with other Community Services divisions to clean-up the large amount of tree damage that occurred in the early April snowstorm. On April 17th, the entire crew met with A.J. Dupere, the Forester of the NH State Department of Resources & Economic Development, at Joe B. Parks Garden to get first-hand training on tree planting.



Tree Planting @Joe B. Parks Garden

Crews continued to drain, clean and repair the Jenny Thompson Pool to prepare it for the upcoming season.



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 first repaired deck was returned and a second one was delivered to the school for repairs.

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

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 April 15th where abatement, utilities, and finance reports were reviewed.

Transportation Advisory Committee (TAC) (Jillian Semprini):

TAC met on April 29th. At the meeting citizen concerns regarding Silver and Locust Street were heard as well as staff updates on CIP projects around the City including Fifth and Grove Reconstruction and Portland Ave Wall.

Planning Board (Ken Mavrogeorge):

Planning Board met on April 9th and 23rd to review various presentations including one on CDBG funding and a housing project on Whittier St. Other projects reviewed include a proposed bank on Webb Place.

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

There was no meeting of the MAAM in April. The next meeting is scheduled for June 6th in Rochester, NH.

Seacoast Stormwater Coalition (SSC) (Courtney Mitchell):

The SSC met on April 17th remotely to discuss Stormwater and Wastewater Asset Management Grant, MCM #3 System Mapping Phase 2, Existing/Old Permittees and New Permittees Year 6 Requirements, NH Municipal Road and Soils Management Effort, and the new version of MS4 Permit Updates. In addition there will be an Eelgrass Resilience Project Advisory Committee Meeting held on May 7 Noon to 4 pm in Greenland, NH.

TIF Advisory/Cocheco Waterfront Development Committee (CWDAC)/Park Subcommittee (Jamie Stevens):
The TIF advisory committee did not meet in April. The CWDAC committee met on Tuesday April 16th. Project updates were provided on the Waterfront, River St Pump Station, and Henry Law and River St reconstruction.

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)	47	61
April 2024	12	10

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!

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. A kickoff to the week will be held at Community Services on Saturday May 18th and include a touch a truck event for families. The Engineering staff has secured volunteers from some of the firms designing projects in the City

to present on past and current projects in the city. The event will run from 11 am until 2 pm and include tours of the new water treatment plant at Pudding Hill.

The United States Environmental Protection Agency's (EPA's) revised Lead and Copper Rule (LCRR) requires all community water systems to prepare a service line inventory by October 16, 2024. This revision is in response to the Flint, MI water crisis; inventories will be available to the public and will be used to identify service lines with potential lead contamination. Led by Assistant City Engineer, Amelia DeGrace, preparation of the inventory has been a true team effort, with the Office of Information Technology (OIT), Community Services Utilities, Water & Sewer Billing, Media Services, and Engineering all pitching in. NHDES awarded the City a \$75k grant to prepare the inventory.

The inventory work to date includes the organizing of over 10,000 meters that the team will need to identify the service materials for. In order to determine the materials of service lines, staff must comb through record drawings, water tie cards, and other City documents. To help staff identify materials for services lines, an online survey has been developed and is currently live through the City's website for the public to submit information on their water service. As of May 6, 2024 there have been 527 responses to the survey.

Mike Nadeau (Utilities Superintendent) and Courtney Mitchell (Environmental Projects Manager) put together the 2024 CCR. The CCR is an annual water quality report that a community water system provides to its customers. It explains the quality of the drinking water, any contaminants in the water and how their health may be affected, and future protection. Community water systems must directly deliver a CCR to each consumer and NHDES by mail, hand delivery, or electronically by July 1 annually. The CCR report was distributed in the quarterly water bills and electronically.

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 test the processes needed to start up the treatment plant in March and April. The plant is on track for final completion by summer 2024. 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. **On May 2nd the plant was started up and successfully sent treated water back to the City's municipal system from the Pudding Hill Aquifer for the first time in over 6 years!**



Seth Thompson of Community Services fires up the Pudding Hill Water Treatment Plant for the first time on May 2, 2024.

Waterfront Re-Development: With the finishing of the blasting in early April, focus shifted back to the installation of the remaining utilities in the new public right of ways. As a result, the roadway gravel sections are being processed prior to installation.

The following is a summary of the utility installation at the waterfront:

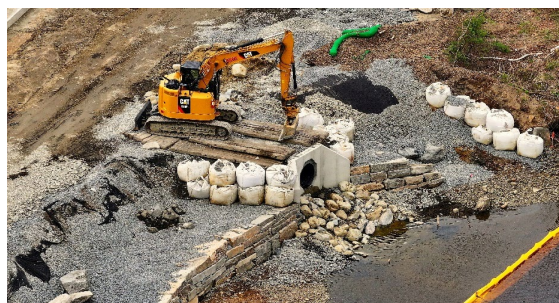
Water: An additional 1000 feet of water main was installed. All 1000 feet of water main was placed in service upon passing of the required tests.

Sewer: The last section of sewer main has been installed along the southern loop road or River Street south. The City is waiting on test results of for this sewer main.

Stormwater: Work in the intersection at Seaport Way continues with only a few catch basins. In addition, work continues out by the former Butler Building. Both of these sections are waiting final test results as well.

Shoreline restoration: Granite toe wall construction continues towards the Makem Bridge. Recently Outfall One was installed along with its headwall assembly. The rip rap plunge pool is in the process of being constructed.

Electrical and telecommunication duct banks: Work continues on Seaport Way and throughout the River Street loop road. This work includes installation of vaults and concrete encasement.



Shoreline granite wall and outfall construction.



Aerial view of the waterfront redevelopment project.

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 scheduled for final completion in mid-2024.



Interior of the new elevated storage tank pedestal and exterior view of the tank nearing completion.

Portland Ave Retaining Wall:

In April, Engineering staff held a project kickoff meeting with GW Brooks and Sons for the Portland Ave Wall Reconstruction Project. Trees were cleared to make way for demolition of the existing wall and abandoned gas terminal building along Portland Ave. The contractor anticipates to fully mobilize in June with temporary traffic signals for one way alternating traffic. It is anticipated that work will last until the end of 2024.

Sidewalk Improvements: Engineering staff is overseeing the assessment of all the City's sidewalks to help inform future sidewalk reconstruction projects. Green International Affiliates, Inc., the firm selected to complete the assessment is wrapping up their assessment of all 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 draft report was sent to the City in late April and is currently under review by the Engineering staff. 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. The first construction meeting was held for the project remotely due to an early April snow storm. Materials continued to be delivered to the PS throughout April with a new roof having been installed at the end of April.

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 late 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.

Fifth & Grove Reconstruction: The City met with the selected contractor, N. Granese and Sons in April to kickoff the reconstruction project. The project team met also with residents at the third public meeting for the project held on April 30th. The project is expected to start in mid-May and last until December.

Annual Street Paving Program: The City's Engineering and Operations staff have been preparing to kickoff the annual street paving program with the selected contractor Brox Industries. Work from the 2023 program is wrapping up with paving recently having been completed on Locust Street from Central Ave to Silver Street. In advance of the 2024 paving work, Special Projects Advisor, Bill Boulanger has been walking each of the streets to be paved to identify potential water leaks that would need repair prior to paving activities. So far one water leak was found and repaired on Tanglewood Drive. Monitoring is occurring during normal hours of operations and on some busier roads into the evening hours to avoid heavy traffic.

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 Boiler Project: The Facilities Project Manager assisted library staff with the design and installation of new boilers at the public library. In the fall of 2022, it was discovered that the existing cast iron section boiler had a crack in one of the sections, causing the boiler to leak with the fluctuating temperatures. When city staff consulted with the contracted preventative maintenance vendor; it was determined the best course of action would be to replace the boiler. The city solicited mechanical design services from SMP Architects who was already under contract to design interior upgrades to the existing building. Alliance mechanical was selected through a sealed bid process to replace the existing boiler with two high efficiency boilers along with boiler room piping and pumps. Work commenced on April 9th and is expected to be completed in May 2024.



Library Boiler at approx. 75% complete.

South End Fire hose tower heater replacement: The Facilities Project Manager assisted Fire Department staff with soliciting quotes to replace the gas unit heater, located in the hose tower, at the South End Fire Station. Dennis Munson Plumbing and Heating was selected to complete the removal and installation of the new heating unit.

Jenny Thompson Pool: On April 10th, City Council voted to hire Weston & Sampson Engineers to design renovations to Jenny Thompson Pool. They will design repairs to the pool, gutters, pool deck, and fencing along with mechanical upgrades. Facilities, Grounds and Cemeteries staff have been working with the Facilities Project Manager to prioritize repairs while opening the pool for the 2024 season. Construction is expected to begin in early fall and will be completed June 2025.

Willand Emergency Warming Shelter: On April 1, 2024 the warming center closed for the season and will reopen in the fall for the 2024-25 season. After many repairs and issues with the dumpster enclosure the facilities project manager worked with GC AAA Fence to replace the wooden fence with chain link fencing to increase safety and security.



New Willand Pond Warming Center dumpster enclosure.

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.

April 2024	
Driveway Permits:	17
Utility Licenses:	2
Paving Licenses:	5
Excavation Permits:	8
Certificate of Occupancy Inspections	17
Construction Permits	1
Obstruction Permits:	5
Sewer Connection Permit:	0
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.

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

- Unitil Gas Transmission Main
- 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.)
- Northeast Credit Union (Education Way)
- Emerson Ridge (Old Oak St.)

There was one (1) preconstruction meeting in April for the Cochecho Waterfront Redevelopment (Developer's portion)

Finance Department

Purchasing

Purchase Orders over \$5,000:

Department/Division	PO Date	Vendor	Amount
Finance Office	4/3/2024	MARTINEAU ELECTRIC, INC.	\$10,493.00
Finance Office	4/22/2024	WRIGHT-PIERCE	\$5,604.46
Info Technology	4/12/2024	RED RIVER TECHNOLOGY, LLC	\$14,706.72
Info Technology	4/19/2024	2 WAY COMMUNICATIONS SERVICE, INC.	\$9,106.71
Community Services	4/9/2024	UNITED AG & TURF, LLC	\$8,300.00
Community Services	4/9/2024	JOHN TURNER CONSULTING INC	\$14,993.52
Community Services	4/9/2024	ROCHESTER NH, CITY OF	\$98,176.76
Community Services	4/11/2024	GRANITE TRAFFIC SOLUTIONS, LLC.	\$5,165.00
Community Services	4/11/2024	K5 CORPORATION	\$79,200.00
Community Services	4/12/2024	EMERY & GARRETT	\$173,950.00
Community Services	4/18/2024	ATLANTIC FLUID TECHNOLOGY, INC.	\$9,993.00
Community Services	4/18/2024	NORTHEAST RESOURCE RECOVERY	\$10,000.00
Community Services	4/18/2024	NORTHEAST RESOURCE RECOVERY	\$10,000.00
Community Services	4/18/2024	NORTHEAST RESOURCE RECOVERY	\$10,000.00
Community Services	4/18/2024	WOODARD & CURRAN INC.	\$10,000.00
Community Services	4/18/2024	TRI-STATE SEALCOATING & PAVING, INC.	\$25,000.00
Community Services	4/19/2024	ELECTRIC LIGHT CO, INC.	\$5,000.00
Community Services	4/19/2024	PJC & COMPANY ECOLOGICAL LAND CARE	\$98,500.00
Community Services	4/22/2024	SAVATREE, LLC.	\$10,000.00
Community Services	4/25/2024	K5 CORPORATION	\$135,438.00
Community Services	4/29/2024	WOODARD & CURRAN INC.	\$20,000.00
Community Services	4/29/2024	F.W. WEBB	\$23,090.00
Community Services	4/29/2024	EJ PRESCOTT, INC	\$23,240.00
Community Services	4/29/2024	F.W. WEBB	\$44,090.00
Community Services	4/30/2024	CLIPPER LANDSCAPING, LLC	\$8,830.00
Community Services	4/30/2024	CLIPPER LANDSCAPING, LLC	\$40,715.00
Recreation	4/19/2024	AAA PUMP SERVICE, INC.	\$5,000.00

Bid Solicitation:

Department	Bid #	Bid Date	Description
Community Services	B24-056	4/1/2024	Water Department Supplies As Needed
Community Services	B24-057	4/1/2024	Sewer Department Supplies As Needed
Community Services	B24-058	4/11/2024	Bulk Oil and Lubricants
Community Services	B24-055	4/16/2024	Precast Concrete Structures
Community Services	B24-050	4/18/2024	Uniform Rental and Cleaning Services
Community Services	B24-052	3/8/2024	Various Chemicals NEMVCC

Fire & Rescue

Calls for Service / Activity Statistics

Fire & Rescue responded to 691 calls for service, an average of nearly 29 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 179 times when 2 calls were going on simultaneously, and 110+ times when 3 or more calls were going on at the same time.

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

Facility	State	# of individuals
Wentworth Douglass Hospital	NH	257
Free Standing ER – Dover (HCA)	NH	25
Frisbie Memorial Hospital	NH	3
Portsmouth Regional Hospital	NH	6
Mass General Hospital	MA	1
Brigham and Woman's Hospital	MA	0
Boston Children's Hospital	MA	0
Maine Medical	ME	0
York Hospital	ME	0
Exeter Hospital	NH	0
Elliot Hospital	NH	0
Dartmouth Hitchcock Medical	NH	0
Tufts Medical Center	MA	0
Total Transports	292	
Non Transports/Sign offs/Refusal of Care	130	

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

Municipality Assisted	EMS Service	# of Assistances
<i>Barrington</i>	Barrington Fire	
<i>Berwick</i>	Stewart's Ambulance	
<i>Durham</i>	McGregor EMS	4
<i>Eliot</i>	Stewart's Ambulance	
<i>Farmington</i>	Farmington Fire	
<i>Greenland</i>	Greenland Fire	
<i>Lee</i>	McGregor EMS	
<i>Madbury</i>	McGregor EMS	
<i>New Durham</i>	New Durham Fire	
<i>Newington</i>	Newington Fire	1
<i>Northwood</i>	Northwood Fire	
<i>Rochester</i>	Frisbie EMS	8
<i>Rollinsford</i>	York Ambulance	1
<i>Somersworth</i>	Stewart's Ambulance	3
<i>South Berwick</i>	York Ambulance	3
Total:		20

On April 11th 2024, Assistant Chief David Hanna participated in the Portsmouth Fire Department promotional, for promotion to lieutenants. This cooperation of assisting other area fire departments underscores the spirit of teamwork that enhances the efficiency of both organizations. By extending support to neighboring communities in their promotion process, fire departments build and foster a culture of mutual support and growth. Moreover, involving external evaluators like Assistant Chief Hanna helps eliminate bias and ensures that the most qualified candidates are selected based on merit and competence, rather than internal politics or favoritism. This cooperative approach not only strengthens the integrity of the promotion process but also elevates the standards of professionalism and leadership across the fire service, ultimately enhancing the safety and well-being of all both communities.

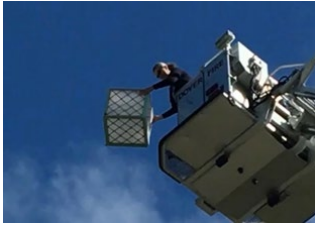
On April 12th and 13th of 2024, the Fire Department provided ambulance coverage for the roller derby event, The Battle of Bunker Hill Invitational at the Dover Ice Arena, exemplified our commitment to community service and safety. Over two consecutive 12-hour days on April 12th and 13th, the Fire Department ensured the well-being of participants and attendees alike, aligning with our mission of public safety at community events. Sponsored by the Casco Bay Roller Derby Association, this coed event brought teams from a wide geographical area. By actively participating in such community events, the Fire Department not only fulfilled their duty to public safety but also established meaningful connections with the community we serve. The dedication of our workforce by being involved in this event is a clear example of our dedication to the community we serve.



On April 15th, 2024 Firefighter/ Paramedic Johnathon Demers takes time after a routine fire alarm at St. Mary's Academy to engage with the children, talk, and take pictures exemplifying the essence of community outreach and the core values of the department. Such interactions not only provide reassurance to children during potentially distressing situations but also foster positive relationships between firefighters and the community the department serves. By taking the extra step to connect with young students, we demonstrate a commitment to public safety as well as compassion and empathy towards those affected by emergency incidents. These small but meaningful interactions contribute to building trust and rapport within the community, ultimately strengthening the department's ability to serve and protect effectively. In line with the department's mission of outreach, Demers' actions highlight the importance of going beyond the call of duty to engage with and support the community in various capacities, ensuring that the department remains an integral part of the community fabric.

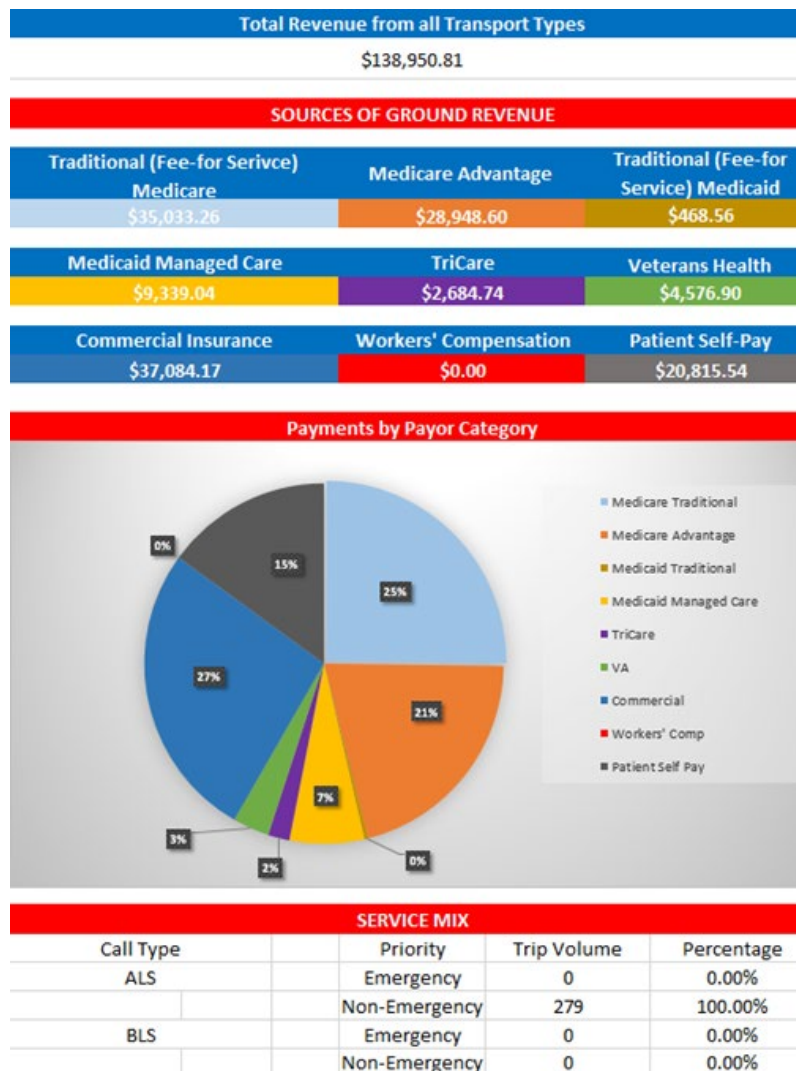


On April 18th 2024, the Fire Department assisted with the local Boy scout troop for their annual egg drop event at St. John's Church on 28 Cataract Ave. As an annual tradition, this event not only provides a fun and educational experience for participants but also fosters a sense of camaraderie and connection within the community.



On April 20th, 2024 the Fire Department participated in the Woodman Museum Dover Day. Bringing a fire truck to the event provided a hands-on experience for attendees, offering insight into the equipment and technology utilized by the firefighters. Additionally, the distribution of safety literature, generously provided by Kristin Travers from ServePro of the Seacoast, served as a crucial resource for promoting fire prevention and emergency preparedness. Through active engagement with visitors of all ages, the Fire Department and Kristin effectively transformed the event into an impactful outreach program, fostering genuine connections and dialogue within the community. Furthermore, the participation underscored the importance of collaborative partnerships between the Fire Department and the local business community, exemplifying a shared commitment to enhancing public safety and well-being.

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



On April 8th 2024, despite being on duty, the occurrence of an eclipse captivated the curiosity of fire crews and staff. While still primarily focused on their responsibilities, the rare celestial event sparked a moment of wonder and awe.

On April 16th & 17th, Deputy Chief Chabot and Division Chief Irwin attended Day 1 and 2 of the 2024 Primex Collaborative Leadership for Public Safety Chiefs, conducted at the Primex Training Facility in Concord. This course was put together by Primex to get both Fire & Police Leadership in the same room to discuss topics that affect both sides of Public Safety equally. The topics covered this session were: Role of the Chief (NH HSEM Director Robert Buxton & Primex CEO Ty Gagne); Governance & Local Decision-Making (Director Margaret Byrnes, NHMA); Core Concepts of Risk Management (Senior Risk Management Consultant David Witham, Primex); Positive Messaging: How to Tell YOUR Story (PIO Dionne Waugh, Boulder, CO Police Department & Director of Media Relations Jeremy Warnick, Cambridge, MA Police Department); and Cyber Security and the Role and Responsibility of Police and Fire Leaders (Risk Management Consultant Cori Casey, Primex, Sr. Partner Jason Sgro, A+OM Security, & NH Department of Information Technology staff).

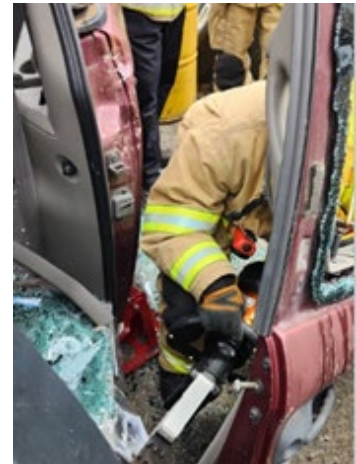
On April 9th, 10th, 11th and 12th Division Chief Comeau delivered an after-action report to each of the four shifts regarding our large barn fire which occurred on March 24th, 2024 at 245 Back Rd. These discussions highlight the importance of continuous learning and improvement within the department. By actively engaging with firefighters on each shift and discussing the lessons learned from recent incidents, Chief Comeau ensures that vital knowledge is shared across the entire team. These after-action reports serve as invaluable opportunities for review, enabling firefighters to analyze their response tactics, identify areas for improvement, and refine their skills for future emergencies. Moreover, by fostering open dialogue and promoting a culture of accountability, these presentations empower firefighters to take ownership of their actions and collectively work towards enhancing the effectiveness and safety of daily operations. Through this proactive approach to learning and knowledge sharing, Chief Comeau reinforces the department's commitment to excellence and ensures that every firefighter is equipped with the insights and strategies needed to respond effectively to any situation they may encounter.





On April 15th, 2024 Division Chief Craig Comeau provided extrication training to D shift which helps to underscore the critical importance of ongoing skill development in rescue operations. By conducting regular training sessions like this, on extraction techniques and hydraulic tools, Chief Comeau ensures that firefighters maintain proficiency in these essential skills, ultimately enhancing their ability to respond effectively to emergencies involving trapped

individuals. Continual training not only hones firefighters' technical abilities but also fosters confidence and teamwork, enabling them to work seamlessly together under high-pressure situations. This commitment training is crucial for safeguarding both firefighter safety and public welfare, as efficient and skilled extrication can make the difference between life and death in critical situations.



On April 16th 2024 following our inaugural meeting the previous month, the Employee Recognition Committee has hit the ground running in an effort to make significant strides in acknowledging the exceptional efforts of fire department members. With a diverse array of perspectives and expertise represented among its members, including Assistant Chief David Hanna, Lieutenant Patrick Babel, Lieutenant Josh Ambrose, Firefighter/Paramedic Chris Couturier, and Firefighter Bill Carey, the committee continued to outline a clear mission: to devise innovative methods for recognizing individuals who consistently go above and beyond in their service to both the community and the department. Building upon the city's core values, the committee has meticulously crafted criteria for exceeding expectations within the domains of Customer-Focused service, Integrity, Innovation, Accountability, and Stewardship, ensuring that all aspects of exemplary performance are duly recognized. Furthermore, the committee has expanded its scope to include recognition for years of service with the DFD and for those who have welcomed a new life while in the performance of their duty. These efforts demonstrate a commitment to celebrating both professional milestones and personal achievements. This collaborative effort between Fire Department Administration, Dover Professional Firefighters Local 1312, and the Dover Professional Officers Local 2909 is a testament to our collective dedication to fostering a culture of appreciation and support within our department. As we continue to move forward, guided by the Fire Chief's philosophy of collaboration, transparency, and collective improvement, staff is poised to make a meaningful impact on the morale and cohesion of our team.

On April 16th 2024, the Fire Department received and installed a new handmade welcome sign at the North End Fire Station which marks not only a beautiful addition to the facility but also a heartwarming testament to the bonds within the department and workforce. Crafted entirely from wood by the father of one of the firefighters, this sign serves as a poignant expression of gratitude for the unwavering support extended to his son during a challenging time. When his son was diagnosed with a brain mass, the department rallied around him, providing the care and assistance needed throughout his recovery journey. Despite being out of work for over three months following brain surgery, this dedicated firefighter has now

returned to full duty, embodying resilience and determination. His triumphant return is a testament to his strength and the support system that surrounds him, reaffirming the importance of unity and solidarity within our firefighting family.



On April 18th, 2024, 10 fire officers participated in the online forest fire warden training offered by the State of New Hampshire which underscores fire department's commitment to education and readiness in for brush and forest fires. As part of the ongoing professional development, these officers engaged in this vital training to fulfill the requirements necessary to serve as deputy wardens in the state. By investing in this specialized training, the department not only enhances its capacity to safeguard natural resources and communities but also reaffirms its dedication to upholding the highest standards of preparedness and service.

On April 22nd, 2024, Firefighter Sierra Rodenhuis donated her day off to attend the Lakes Region Community College job fair for several hours underscoring the Fire Department's proactive approach to recruitment and retention in the competitive firefighting landscape. As an opportunity to connect with graduating seniors in the fire science program, this event provided a platform to showcase Dover Fire and inspire future firefighters. Sierra's presence not only demonstrated the department's commitment to engaging with aspiring professionals but also highlighted the rewarding career opportunities available within our ranks. By participating in events like these, Dover Fire actively cultivates relationships with potential recruits, reinforcing our dedication to attracting and retaining the best and brightest in the field. This initiative exemplifies our current workforce dedication and our ongoing efforts to strengthen our team to ensure the continued excellence of our department.

On April 30th, Deputy Chief Chabot & Division Chief Irwin Attended Day 3 of the Primex Collaborative Leadership for Public Safety Chiefs, conducted at the Primex Training Facility in Concord. The topic for this session was *Emotional Intelligence – Learn How Our Emotions Influence Motivation* (Sheila Lambert, Lambert Leadership Coaching).

EMS Training this month consisted of 2 parts: 1) personnel completing the online New Hampshire EMS Protocol 9.0 roll out, appropriate for their EMS License level. These protocols go into statewide effect on June 1st; and 2) all personnel were instructed to complete the State's online program "*EMS in the Warm Zone – Awareness Level*". This course along with the June task of completing "*EMS in the Warm Zone – Operations Level*" will be preparatory classes ahead more Active Incident Training that is in the planning stages.

The main fire training this month focused on Forestry 3 Pump operations. With the spring comes the start of brush fire season. The department is developing a training calendar with a focus on certain operations to be covered each year. The repeated training over time will bring the department personnel to a mastery level of operations over time. Operation of the forestry and forestry pump is a part of this plan. The training specifically involved identification of the pump, its components, troubleshooting common issues and operation of the pump. This training is also a workup into next month which will consist of drafting with the forestry and using the floating pump. Completing these training will have the firefighters prepared for the fire season ahead.

Planning & Community Development

Inspection Services:

Inspections & Permits	April 2024
Life Safety Inspections	35
Business Inspections	13
Sprinkler / Alarm Inspections	40
Building Inspections	174
Electrical Inspections	164
Plumbing / Mechanical Inspections	179
Blasting Inspections	0
Health/Housing Standards Inspections	28
School / Daycare Inspections	15
Oil Burner Inspections	0
Woodstove / Fireplace Inspections	0
Building Permits	160
Blasting Permits	0
Certificate of Occupancy Permits	38

Inspection Services had a total count of 648 inspections conducted and 198 permits issued. There were 130 walk-in customers to the Inspection Services Division.

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 increasing compared to the past six months which have been 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 (UNH) 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 (HOP) Grant from the InvestNH program. On April 23rd, Housing Navigator Pope and SRPC staff attended the presentations of the data and market analysis conducted by the UNH students assisting with the project.

Director Benton filmed an interview with NHPBS about housing on April 2nd.

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. Housing Navigator Pope continues to seek additional grant opportunities available through the InvestNH program.

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. Specialized loan products are now available at Northeast Credit Union, Kennebunk Savings Bank, First Seacoast Bank, and Service Credit Union.

Zoning Administrator Crouser staffed the Arts Commission meeting on April 1st in which the Commission reviewed its Literary Laureate program, whose featured book, “Half-Drowned King”, will be the topic of discussion at several upcoming events.

The Dover Arts Commission completed its installation of the “Fiber Frenzy Fiesta” in Waldron Court, which included the decoration of the park’s trees with various pieces of fiber-centric art.

Outreach Coordinator Bassegio staffed the Community Trail Advisory Committee meeting on April 2nd. The Committee discussed ongoing projects such as public art installations, a recent grant application for trail improvements, the Phase IV TAP extension, and potential trail clean ups.

Zoning Administrator Crouser and Resilience Manager Kaspari received one (1) zoning-related complaint, wetland and wetland buffer disturbance along Littleworth Road, and is actively working with the NH Department of Environmental Services and the City's Legal Department to resolve the issue.

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 and Housing Navigator Pope 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 and the construction of Accessory Dwelling Units.

Community Development Planner Carpenter attended the bi-monthly meeting of CommuteSmart Seacoast.

Community Development Planner Carpenter staffed the Planning Board public hearing for the kick-off of the FY26-FY30 CDBG Consolidated Plan process that will culminate with the City Council adoption of a new 5-year plan for Dover's CDBG program.

Resilience Manager Kaspari staffed a Conservation Commission meeting on April 8th during which the Commission reviewed a conditional use permit for Future Automatic, Inc. and received updates on both the Natural Resources Inventory Project and Conservation and Open Space Chapter.

Housing Navigator Pope and Outreach Coordinator Bassegio worked with NH Housing, UNH, and SRPC to host a free first-time homebuyer seminar for Dover residents at the McConnell Center on Saturday, April 13th.

Zoning Administrator Crouser staffed a Zoning Board of Adjustment meeting on April 18th, in which the new owner of 167 Spur Rd. was granted a variance to construct a new single-family home, and the owner of 108 Mount Vernon St. was granted a variance to construct an addition to his home.

Resilience Manager Kaspari staffed an Energy Commission meeting on April 17th. The Commission discussed a flexible group net metering option with Freedom Logistics, LLC and discussed a strategy for team-based work in the future. Kaspari provided updates on the Siemens PDA as well as some recent analysis pertaining to the performance of the City's PV solar arrays.

Resilience Manager Kaspari staffed a Forest Management Subcommittee meeting on April 29th. The Subcommittee conducted a site visit to the Woodman Park School rain garden and discussed options for

future involvement to improve the site. The Subcommittee also visited the nearby conservation property on Arch Street.

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 with Facilities Project Manager Sanderson and Working Foreman Wilson identified locations for the expansion and replacement of the urban street tree network on April 3rd.

Resilience Manager Kaspari continued to work on multiple energy projects related to the Citywide Resilience Plan including planning for a PV solar array at the Wastewater Treatment Facility, exploring options of a facilities energy efficiency and weatherization program, among others.

Resilience Manager Kaspari developed a work plan for the City's Urban Forestry Fellow who will be joining the Department this summer.

Resilience Manager Kaspari met with a citizen on April 11th to discuss the City's energy goals, performance of the PV solar arrays and a potential land conservation project.

Resilience Manager Kaspari met with CPCNH CEO Brian Callnan on April 29th to discuss electric rate projections.

Resilience Manager Kaspari reviewed and edited a City Council Resolution related to the USDOE EECBG funding.

Resilience Manager Kaspari served as a speaker for the Plan New Hampshire Spring Workshop Planning for Electric Vehicles in New Hampshire on April 30th at Unital's facility in Exeter.

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 and Engineering staff attended and presented during a virtual meeting with stakeholders from around the state on traffic calming winter maintenance and case studies on April 9th.

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.

Community Trail

For phase IV, Planning Staff is working with NHDOT on potential extra funding to be able to expand the feasibility research for a preferred alternative route on the southern side of the Bellamy River and crossing the Bellamy River further into Bellamy Park to then continue to Route 155. The Council authorized the contract for Fuss and O'Neil to design the trail in this area. A change-order would be brought to the City Council after hearing from NHDOT about funding. Staff, the consultant, and staff from NHDOT met in August about next steps and continued the conversation into the fall regarding a potential change order until NHDOT gave the approval to proceed. The bridge feasibility study is almost completed and then the trail feasibility study can be completed. A local concerns meeting was held at the regular meeting of the Planning Board on June 27th to discuss the Phase IV expansion. Project representatives from engineering firm Fuss & O'Neill provided a presentation to the Planning Board and members of the public and feedback was encouraged. On August 22nd, a meeting was held with the Fuss & O'Neill consulting team and city staff to review any potential concerns that must be addressed during the engineering study and design development.

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

Conservation Funding

This project is tied to the funding received through the Transfer of Development Rights Program. Currently, over \$2,700,000 has been invoiced with over \$1,500,000 received on those invoices.

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

Planning and Community Development staff are developing zoning definitions that would clarify uses and expand housing access for unhoused residents and those experiencing disabilities.

Community Development Planner Carpenter began contract development for the FY25 CDBG award recipients.

Community Development Planner Carpenter began the required environmental reviews for the approved FY25 CDBG activities.

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

Housing Navigator Pope attended a meeting of local welfare administrators on April 11th to better understand regional municipal efforts assisting those in crisis.

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 and interviews occurred in April.

Director Benton, Inspection Services staff and others have been reviewing and revising the design for the Inspection Services Building. Staff have been working on value engineering the building to better meet the budget outlined.

Director Benton attended the American Planning Association's National Planning Conference in Minneapolis, MN from April 14 to 16th. She attended sessions on economic development, strategic and organizational planning, toured the MSP Airport, Mall of America, Skywalk, Minneapolis, and St. Paul.

Police Department

Prevention Services Unit

During April, the two-session *Truth About Nicotine* presentation was performed in 4 separate classrooms of Woodman Park Elementary School. The 2nd lesson in each classroom featured Youth to Youth teams of advocates presenting on tobacco and vape advertising. During the 2023-2024 school year this two-part lesson was provided in all 12 classrooms at the three elementary schools.

On April 12th, seven members of Dover Youth to Youth provided an assembly of Samantha Skunk Loves Her O's for the entire 2nd grade at Woodman Park Elementary School. This presentation teaches the students the value of exercise and the importance of not doing anything that makes it harder to breathe, such as smoking or vaping. About 100 students were present for the presentation. During the 2023-2024 school year this presentation was provided to all 3 elementary schools and reached almost 300 second graders.

On April 17th, five Dover Youth to Youth members provided a one-and-a-half-hour webinar to coalition members from the Pinetree Institute in Portsmouth. The



Dover Youth to Youth students teach about the dangers of tobacco and vaping to 2nd grade students at Woodman Park School.

webinar covered the *Foundations of Youth Empowerment* and provided guidance for the coalition's efforts to start their own Youth to Youth group in Portsmouth next school year.

On April 24th a 6-member team of Youth to Youth members provided an all-day training program at the State of Maine CDC Underage Drinking Conference. The students provided an opening keynote presentation to the entire conference and then coordinated the youth track for the remainder of the day. The youth track included 3 training sessions and 2 interactive breakout sessions. The students from Maine were trained to conduct a short presentation in the closing session of the full conference.

On April 30th Kathi and Chris Sullivan spoke to the entire junior class at Dover High School. The presentation was held in the auditorium and provided the audience with a powerful message about coping with mental health issues and the risks associated with underage drinking. Kathi's daughter died after walking away from a drinking party in the woods and getting disoriented. Chris Sullivan speaks about his lifelong battle with anxiety, despite being a successful athlete, and how he turned to painkillers and alcohol to relieve that feeling.

The Granite Youth Alliance Film Festival pitch event was held on March 19th. Three Dover Youth to Youth 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. The students are currently working on developing a script and shot list so they can start filming in May. 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 police department participated in the DEA's 26th National Drug Take Back Day which is coordinated in large part by Vicki Harris. The event provides the public with an opportunity to safely and anonymously dispose of unused, unneeded or unwanted medications. In addition to the event at the police department on April 27th, a mobile event took place at the Dover Housing Authority. At that time, officers went to the elderly housing authority facilities and collected unused medications from the residents. In total 8 boxes totaling 202.3lbs of drugs were collected.

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. These included:

- Makin' It Happen coalition in Manchester, NH
- The new coalition in Portsmouth, NH

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 488 youth in attendance over 18 days of programming at the Dover Teen Center. The average was about 27 youth per day

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

- ***TC After School Program – April 2023***

- “Friday Flix” (Movie & Popcorn Afternoon)
- 8-Ball Billiards Tournament
- TC Cooking Class – “Quesadilla Mania”
- Ping-Pong Tournament
- Karaoke Jam Party w/ Dover Y2Y
- Alley Hoops Hot-Shot Contest
- Easter Celebration
- Featured Snack Special Days
 - Pasta, Tacos, Pancakes, Chili, Hot Dogs, etc.
- April School Vacation Week Programs & Trips:
 - Private Movie Trip to Smitty’s Cinema
 - Chill Zone Afternoon w/Ice Cream Sundaes
 - Funspot Arcade Trip
 - NH Fisher Cats Baseball Game Trip



Fungo, the NH Fisher Cats mascot with Teen Center intern MacKenzie and youth participant Emma at the NH Fisher Cats Baseball Trip.

- ***TC Facebook Page & Sign-Up Genius Portal***

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.



Teen Center interns and youth participants during the Quesadilla Cooking Class night.

- ***TC Youth & Family Outreach***

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

As the Teen Center heads into May 2024, there is a lot of excitement to celebrate the Spring 2024 Intern Staff with our “Staff Appreciation Days” events.



Teen Center interns and participants preparing for the Solar eclipse on the McConnell Center front lawn.

The TC received (6) new registrations in April 2024.

Community Service Program

The youth community service program tracked four (2) participants in the month of April 2024. A total of 9 hours of community service work was completed.

Diversion Program

The Diversion Committee met on April 22, 2024. The case breakdown is as follows:

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

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

On April 18, 2024, Lt. Mitrushi coordinated a “Coffee with a Cop” event at the Strafford Farms. This was a part of the monthly “Breaking Barriers” series of events to strengthen police-community relationships. Officers representing different units, bureaus, and assignments within the police department were present at event and engaged in casual conversations with attendees.



Throughout the month of April, Lt. Mitrushi coordinated with other members of the Seacoast NH Regional Critical Incident and Stress Management Team to develop training opportunities for Seacoast area agencies.

Throughout the month of April, Lt. Mitrushi continued to check areas around the city that are commonly used for illegal camping. No active campsites were found on city property this month, but outreach efforts will continue in coordination with the Social Work Unit.

In April, Lt. Mitrushi participated in the oral board process for a prospective police officer candidate and created 8 social media posts.

Dover Middle School Liaison Officer

During the month of April, Officer Berdecia continued to assist with coverage of the Dover High School (DHS). Throughout the month, Officer Berdecia handled a variety of calls for service, most notable were 6 welfare checks, 3 ACERT home visits, he investigated 2 criminal matters, 2 juvenile matters, and 2 motor vehicle accidents. Three of the calls resulted in school sanctions being issued, three calls were forwarded to the Special Investigations Unit, and one call was referred to the Social Work Unit’s Adverse Childhood Experience Response Team (ACERT).

On April 3, 2024, DHS Administrators found two students to be in possession of controlled substances while on school property and both students were subsequently suspended. Officer Berdecia conducted an investigation and forwarded the case to the Special Investigations Unit Juvenile Services Detective for referral to the juvenile justice system.

At the PACT Culmination event, 36 fifth grade parents were invited to celebrate their completion of the program. The families were treated to refreshments and received a gift, while students received their Drug Free IDs before the rest of their 5th grade classmates.



Dover Middle School 5th grade DARE students show off their Drug Free IDs at the PACT Culmination Event.



Dover Middle School 5th grade DARE Essay winners read their winning essays at the DARE graduation ceremony.

On April 17th the DARE Program concluded with 3 separate culmination events for each of the three 5th grade “teams”. During the event each of the 220 fifth graders received a signed certificate, a Dover Police tee-shirt, a \$20 gift card to Funspot, and their Drug Free ID card.

During the first culmination a short skit was performed by 7 members of Dover Youth to Youth. The same skit was performed by 7 members of the 5th grade class who were trained to perform the skit after school in the 2 weeks leading up to the culmination.

Dover High School Liaison Officer

Officer Jalbert was on light duty for the entire month of April. Officers Berdecia and Gore covered her SRO duties at DHS in her absence. Officer Jalbert did assist Officer Berdecia with some cases while working remotely at the police department.

Officer Jalbert participated in a recorded interview with the Strafford County Public Health Network and Dover PD’s Prevention Services Unit to provide a testimonial for National Prevention Week.

Officer Jalbert assisted with the NAMI Crisis Intervention Team reporting requirements by collecting all of the mental health related calls for service for the first quarter of 2024 and submitted that information to NAMI NH.

Whittier Falls Liaison Officer

For the month of April 2024, Officer Gore handled 89 calls for service. Officer Gore assisted patrol with 5 calls for service, logged 22 community contacts, completed 9 background checks, conducted a number of foot patrols on the community trail, conducted 5 motor vehicle stops, and made 2 domestic violence arrests. Primarily, the remaining calls for service consisted of assistance calls, alarms, disturbances, criminal mischief, property checks, and traffic posts.

Officer Gore was approached by a resident of Dover Housing who wanted to report that they were a victim of domestic violence. Officer Gore conducted several interviews, and referred the case to the Special Investigations Unit for a forensic interview of the adult victim and a child witness. Officer Gore worked with Detective Donais, who later drafted warrants for the suspect who was eventually arrested.

Officer Gore was approached by another resident of Dover Housing who reported that they were a victim of domestic violence. Officer Gore was able to assist the individual with obtaining a protection order. Officer Gore conducted his investigation and was able to apply for an arrest warrant. During this time the suspect contacted the victim in violation of the protection order. The defendant was subsequently arrested in Coos County for several domestic violence related charges as a result of the investigation.

Social Work Unit

Kaitlin Jones, Kelli Jo Deardorff, Chief Breault, Captain Terlemezian, and Lieutenant Mitrushi met with U.S. Senator Jeanne Shaheen and her team on 4/29/24 at the Dover PD to discuss the intersection of law enforcement and social services.



Pictured: Captain Dave Terlemezian, Kelli Jo Deardorff, Kaitlin Jones, US Senator Jeanne Shaheen, Chief William Breault, Susan Stearns (Executive Director of NAMI NH), Lieutenant Alex Mitrushi.

Social Work Unit Supervisor

Kaitlin Jones had 11 new cases in April 2024. In total, Kaitlin Jones has had a caseload of 43 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 April 11th, 18th, and 30th. ACERT was canceled on the 4th due to inclement weather and the 25th due to ACERT families rescheduling.

The precipitating call for police service for the 5 ACERT cases in April 2024 included: 1 Welfare Check, 1 Assault/Simple, 1 Family Offenses - Domestic Violence, 1 Attempted Suicides, and 1 Juvenile Matter (Non-Criminal Only).

Throughout the month of April, Kaitlin Jones attended and participated in a number of meetings. This included a meeting with the Community Partners Department Directors regarding their participation in ACERT, Home for All Coalition Meeting, Strafford County Community Care Team (CCT), and Director of Outreach for Bonfire Treatment. Kaitlin Jones also participated in Monday, Wednesday and Friday recurring weekly case review with Strafford County Complex Case Meeting through Community Action Partnership (CAP). Kaitlin Jones, Kelli Jo Deardorff, and Lily Coakley reported to Willand on 4/1/24 to meet with individuals in need of resources upon the seasonal shelter closing.

Kaitlin Jones hosted Portsmouth Police Department's new Police Social Worker on 4/24/24 for mentoring. Kaitlin also completed recertification for Certified Prevention Specialist (CPS) credentialing through IC&RC Board, expiring in November 2025.

Kaitlin Jones also continued supervising two University of New Hampshire interns, Alexis Gates and Lily Coakley at a combined 36 hours a week. Internships end 5/3/24. Kaitlin Jones finalized interview process for 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 April while continuing to collaborate with the Social Work Unit members, Patrol Officers and interns.

Kelli Jo Deardorff continued to work with individuals from previous months and gained seven new referrals while providing intense case management for nine of her prior individuals. Referrals in April were compiled from direct outreach, patrol referrals, Dover City Welfare, Karlee's Home Team staff, My Friends Place, Dover City Library and from the members of the Complex Care Coordination Team.

Kelli Jo Deardorff successfully facilitated getting two individuals into treatment. She completed referrals for three other individuals who subsequently decided they did not want to attend. She set two individuals up with Medicated Assisted Treatment where they are now attending groups and counseling as well as MAT.

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. She provided case management to two individuals who were in need of vital records and one family into shelter.

In the month of April, Kelli Jo Deardorff worked with other local agencies to provide resources to individuals in real time. She attended daily morning meetings to discuss individuals who are unsheltered as well as participating in the care coordination team meetings, local agencies morning huddle meetings and bi weekly Dover City Welfare meetings

Kelli Jo Deardorff met with the following organizations during the month of April in order to facilitate the sharing of information and improve case management; My Friends Place, Gate House Out Reach, Addiction Recovery Services CRSW, SOS, Don't Trash Dover volunteers, Community Action Partnership outreach workers, Rochester City Welfare, Somersworth City Welfare, Strafford County Public Health, TD Bank, Transitional Housing, New England Calvary, Freeman House, Light House Recovery, Harbor Care, Ross Furniture, Granite United Way, Property Management Group, Live Free Recovery, Tru Healing, NH Detox, and became a member of a group of 34 substance use directors.

Kelli Jo Deardorff participated in Don't Trash Dover city wide clean-up day on April 27th and connected two new outreach workers with various other resources in the tri- city.



Police Social Worker Kelli Jo Deardorff with Mayor Carrier and Deb Clough of “Don’t Trash Dover” during the city-wide clean-up event on April 27, 2024.

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:

<i>Permit Applications Submitted/Reviewed</i>			
Taxi Cab Licenses	0	Road Toll Permits	2
Notifications to City Hall	0	Dance / Entertainment	1
Raffle/Tagging Permits	0	Gun - Seller	0
Block Party Permits	1	Hawker / Peddler	1
Parade Permits	0	Road Race	1
License to Carry Firearm	10	Other	

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) at its scheduled meeting on April 11 and 25. Projects under review included a proposed public utility upgrade off Gerrish Road, a commercial redevelopment on Webb Place, 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 April 4, a significant wind and snow storm impacted the City that resulted in numerous road



SMA 5K race kicks off on Church Street.
(Photo credit: Mr. David Colby Young)

closures and electric power outages. The Traffic Coordinator worked closely with other emergency management officials to track hazards throughout the City and to distribute barricades and signs to implement traffic detours where necessary.

On April 6, Lt. Speidel worked closely with Saint Mary Academy staff and volunteers to organize the annual SMA 5K road race. 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, and scheduling and assignment of police personnel.

On April 13, Lt. Speidel worked closely with organizers of the Reds 5 Mile Race. Lt. Speidel coordinated all traffic control particulars and police personnel assignments for this event. The Reds Race benefits a number of local nonprofit organizations, including Community Partners and the Seymour Osman Community Center.

On April 13, several Dover officers provided mutual aid assistance to the University of New Hampshire Police Department at its spring concert event at the Whittemore Center Arena. Dover officers assisted with traffic, crowd control and event security.

Lt. Speidel joined other City staff in April at preconstruction conferences related to the Fifth/Grove reconstruction project and the Portland Avenue retaining wall project. Both projects will have substantial traffic impacts this summer.

On the weekend of April 19-21, the Dover Police Department participated with other Strafford County law enforcement agencies and New Hampshire State Police Troop A in a targeted enforcement campaign to address the problem of drunk and drugged driving. The efforts were coordinated by the Office of NH Highway Safety using supplemental funding from the National Highway Traffic Safety Administration. The Dover Police Department has made 50 DWI arrests year-to-date through April 30. Approximately 70% of all New Hampshire fatalities in the last few years have involved impaired drivers.

On April 23-24, Lt. Speidel coordinated a temporary closure of Fayette Street to accommodate roof replacement by a contractor working at the Dover Baptist Church. As Fayette Street is the only means of access by vehicle to the US Post Office, Riverview Apartments, and the DHA's Waldron Towers Apartments, this required a conversion of Green Street to a two-way traffic pattern. The Traffic Coordinator handled the logistics of the traffic detour and coordination with COAST transit officials to ensure that access to these properties was uninterrupted, and actively worked the site to ensure pedestrian and traffic safety was maintained.



Fayette Street closure.

On April 29, Lieutenant Speidel joined staff from the Community Services and Planning Departments at the regular meeting of the Transportation Advisory Commission. Lt. Speidel prepared the meeting agenda and related materials and helped coordinate correspondence with citizens with interest in agenda items. Lt. Speidel also coordinated staff preparation and follow-up of the committee recommendations. Agenda topics focused on pedestrian crossing and speed concerns, staff updates on upcoming road construction

projects, and a review of proposals for implementation of aspects of the Downtown Pedestrian Access plan.

On April 30, Lt. Speidel attended a neighborhood meeting for the kickoff of the Fifth and Grove Streets utility and street reconstruction project. This project is being coordinated by the Community Services – Engineering Department with its design consultant, Woodward and Curran. The meeting was hosted at the police department community room and gave residents the opportunity to review the project timeline and logistics and to ask questions related to individual impacts. The project to replace water, drainage and sewer infrastructure in the neighborhood is expected to begin in mid-May and will last through November, and will result in a complete streets makeover of Fifth and Grove Streets west of Chestnut.

The Traffic Coordinator also helped coordinate or provided equipment to facilitate event parking, road closures, or provided other traffic control resources for the following activities during the month of April:

- Roller derby event at Dover Ice Arena, April 13-14
- American Cancer Society Relay for Life team road toll fundraiser, April 20
- Woodman Museum “Dover Day” event, April 20

Standards Unit

On April 5, Social Worker Kaitlin Jones and Teen Center Director Stephen Pappajohn attended a one day virtual presentation entitled Ethical Practice in the Addiction Profession. This presentation focused on developing the helping professional’s situational awareness in applying ethical principles in every day complicated scenarios. Participants examined real-world vignettes with ethical conflict and learned a system for ethical decision-making.

On April 9-14, Officers Aiden Sobel and Ryan Anderson attended Drug Recognition Expert training held in Phoenix, Arizona. This scientifically validated method of training is used to identify people whose driving is impaired by drugs, other than, or in addition to, alcohol.

On April 10, Sergeant Matt Harnish attended a one day training entitled Privately Made Firearms (Ghost Guns) & Machine Gun Conversion held in Concord, NH. This training taught the students how to identify privately made firearms (commonly referred to as “ghost guns” or “80% frames,” machinegun conversion devices (for both pistols and rifles), 3D printed firearms, and firearms that qualify under the National Firearms Act. Assistant United States Attorneys also educated attendees on federal firearms violations. Other topics includes firearms identification, state to federal law equivalence, firearms trafficking indicators, straw purchasing conspiracies, use of eTrace and NIBIN in investigations, introduction to federal firearms laws, basic explosive device and components recognition, and current trends in explosive devices.

On April 11-12, Sergeant Adam Gaudreault attended a two-day training entitled Supervising Patrol Critical Incidents held in Portsmouth, NH. This course was designed to provide patrol supervisors with the information and tools needed to manage a critical incident prior to the arrival of SWAT. Understanding the methodology used in managing a dynamic tactical problem, and the four primary types of critical incidents involving an adversary will give the patrol supervisor the tools needed to succeed during these events.

On April 15-17, Assistant Communications Supervisor Christian Reed and Dispatcher Jon Gustafson attended the three day 2024 NHEDE Conference held in Bartlett, NH. This annual conference included

vendors, speakers, training subjects to include 911 Public Education, Managing Conflict, Dispatcher Response to Swatting and Bomb Threats, navigating the Promotional Process, Revamping Your Agency's Training Program, Dispatcher's Guide to Health and Fitness, Response to Domestic Violence, Healing from Tragedy and the Echoes that Remain, PTSD & Suicide for the Responder.

On April 16, Captain Dave Terlemezian, Lieutenant Mark Nadeau, Sergeant Matt Harnish, Records Unit Supervisor Diana Wingren and Secretary Annmarie Cummings attended a two-hour training entitled NH Violent Death Report System. The objective of this training was to provide a description and history of New Hampshire's Violent Death Reporting system; display to officers how their reports and information gathering at violent death scenes provide vital contributions to the mission of the NH Violent Death Reporting System; and describe how data gathered by law enforcement agencies is reported the NH-VDRS system and how that information is utilized in our state's efforts to combat violent deaths.

On April 16-19, Detective Dave Anderson attended the New York Tactical Officers Association training and conference held in Verona, NY. This conference hosted over 50 training tracks taught by some of the most sought after instructors in the nation.

On April 22, Officer Carmen Cusick attended OC Instructor training held at Police Standards & Training in Concord, NH. This eight hour course focused on tactical concepts on how, why, and when to use OC in a variety of situations.

On April 23-25, Sergeants Adam Gaudreault and Matt Harnish attended the National Cyber Crime Conference held in Norwood, MA. This event featured hundreds of sessions on diverse digital evidence and cybercrime topics delivered by the top experts in the field.

On April 25, Detectives Molly Martuscello and Jenna Donais attended a one-day training on Background Investigations held at Police Standards and Training in Concord, NH. This one-day course focused on the importance of the pre-employment background investigation for law enforcement. The course provided students with the information needed to perform effective and lawful background investigations.

On April 29 – May 1, Officers Carmen Cusick & Bryon Gore, and Sergeant Juel Cooper attended the 2024 New England Crisis Negotiators Association (NECNA) Annual Conference held in Hyannis, MA.

On April 29 – May 3, Officers Brendan Madsen and Jacob Watkins attended SWAT 1 training. This is the entry level training for officers assigned to the tactical team and introduces them to concepts such as barricaded subjects, hostage rescue, team movements, etc.

On April 30, Detective Molly Martuscello attended a seminar entitled Forensic Technologies & Application Seminar held in Portsmouth, NH. This seminar examined the use of wavelengths between 365nm to 1000nm in combination with the proper filters to process evidence. The class included lecture on the theory of light and the use of longpass and bandpass filters in combination with specific wavelengths for processing.

On April 22-26, K9 Vision and Officer David attended a seminar in Chicopee, MA. During this seminar, they also took part in their yearly certifications. K9 Vision and Officer David successfully completed their national patrol certification through the North American Police Work Dog Association along with their national narcotic detection certification through the North American Police Work Dog Association. During these certifications, K9 Vision and Officer David had to complete an obedience routine, evidence search, building search, area search, K9 track, aggression control, narcotic vehicle search, narcotic building search, and lastly a narcotic locker search. This certification is very important to assure that K9 Vision and

Officer David are working efficiently and accurately up to national standards to provide professional K9 service to the community.

Special Investigations

During the month of April 2024, 17 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

SIU detectives presented 8 investigations to a Grand Jury for indictment. All of the presentations resulted in a "true bill", meaning the Grand Jury determined that probable cause existed that the accused committed a crime. Cases presented to the Grand Jury are classified as a felony offense or a misdemeanor with an enhanced penalty.

SIU detectives investigated 2 unattended deaths in April 2024.

SIU detectives attended 6 forensic interviews at the Strafford County Child Advocacy Center. These interviews are designed to document detailed information about alleged crimes that were experienced or witnessed by children.

In April 2024, 2 cases were forwarded to the Strafford County Attorney's Office for review and Grand Jury indictment.

SIU detectives obtained 1 search warrant to further ongoing a criminal investigation.

SIU detectives referred 26 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 investigates Internet-based crimes occurring in Dover as assigned by the Internet Crimes Against Children (ICAC) Task Force. In April 2024, SIU detectives had 1 active ICAC case.

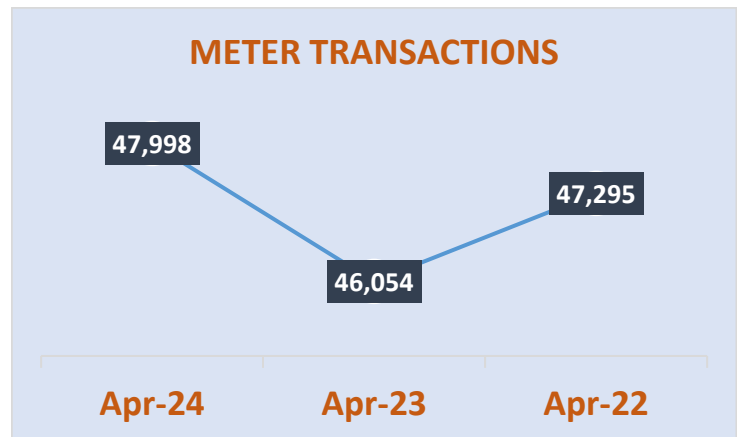
At the end of April, SIU detectives had 39 open investigations.

Parking Bureau

Parking staff helped with the downtown clean up after the winter storm that hit the region on April 3 and 4.

Changes were made to help better manage the increasing demand on the Transportation Center Lot. A new section for long-term parking – for 5 days or more – was designated and maps and signs were posted. A third parking meter was also added to the lot.

Parking personnel posted parking restrictions to assist with various Community Service projects along with the annual Red's Road Race. The Parking Bureau has also worked closely with Chinburg in facilitating the moving in of tenants to the recently opened old Stafford County Courthouse development project on Second Street.



Patrol:

During the month, the Dover Police Department responded to approximately 2,018 calls for service throughout the city. Additionally, officers made 667 traffic stops and initiated 206 non-enforcement related contacts with the. The total number of incidents handled by the police department for month was approximately 2,891

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 14 emergency 911 calls.
- Responded to 83 alarms.
- Responded to 94 traffic accidents.
- Made 69 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.

Total Calls by Priority for April	
Priority 1	141
Priority 2	77
Priority 3	1,250
Priority 4	1,018

K-9 Unit

There were no call outs in April.

Accident Reconstruction Team

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

Dispatch Communications

<i>Radio Transmissions</i>	17,539
<i>Phone Calls</i>	6,990
<i>911 Calls</i>	413
<i>Police Alarms Received</i>	83
<i>Fire/Medical Alarms Received</i>	94
<i>Lobby Traffic</i>	1,718

Animal Control

Total Calls for Service: 47	Breakdown:
Handled by Officers/Dispatch: 37	Found/Loose Animals: 25
Handled by Animal Control Officer: 10	Welfare Checks: 6
	Animal Bites: 6
	Misc/Other: 10

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

Public Library

Programming

The Dover Public Library hosted 68 programs in April which were attended by 2,523 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 28; 7 Book Groups 40; 1 Creation Station 646; 1 Family Game Night with 11; 1 Cochecho Writer's Groups with 8; 1 Genealogy Club with 15 attendees; 1 Caregiver Café 6; 4 All Abilities Club



Lego Club

with 83 attendees; 2 STEM Storytimes with 22 attendees; 4 Mother Goose on the Loose with 137 attendees; 3 Family Storytimes with 76 attendees; 1 Arts & Crafts Storytimes with 10 attendees; 4 Chess Group meetings with 20 attendees; 2 STEM Storytimes with 26 attendees; 1 Lego Club with 53 attendees; 4 Meaningful Conversations with 38 attendees; 1 Paint Off with 16 attendees; 2 Visible Mending with 14 attendees; 1 Sky Guy Talks Eclipse with 16 attendees; 1 Spring Family Storytime with 31.



Eclipse Party

The Dover Public Library hosted an Eclipse Viewing Party from 2-4 PM on the Library's front lawn on April 8th. Upwards of 400 people gathered with lawn chairs, blankets, and eclipse glasses to witness the 95% totality of the moon covering the sun. Crafts, snacks, lawn games, music, and a filtered telescope were all offered to visitors, as well as a few extra viewing glasses. Children enjoyed several crafts, including creating their own viewfinders out of boxes and aluminum foil. Many kids took advantage of our lawn games, such as croquet and bowling. Grandparents and babies alike enjoyed the family time, and chatted with others in the community from their lawn chairs. A good time was had by all.

The Dover Public Library hosted the Dover Shockwave Robotics Team on April 27th. This team is comprised of high school students from all around Dover. The team showcased their 2024 competition robot. This included a demonstration, some hands-on activities, and a Q&A session. This event had 28 people in attendance and was a big hit with our youngest patrons.

Karin Mayer-Gottlob, Assistant Children's Librarian at the Dover Public Library, read to 3 Head Start classrooms in April (52 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.

On Tuesday, April 16, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover Middle School library for a session of Books and Bites, a program for students to check out new books from the Dover Public Library's middle grade and teen collections and enjoy a snack. 65 students attended in total and checked out over 20 books. On Thursday, April 18, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover High School library for a session of Books and Bites, with 18 students attending in total.

The Dover Public Library has formed a partnership with the Riverside Rest Home which provides long-term care to the citizens of Stafford County. Recognizing the need for outreach to this facility, library staff began doing programs on site in April. A chapter book group and knitting group have been established with plans to bring a Family Storytime to the residents in May.

Passport application processing fees and notary services provide a continuing source of revenue for the Dover Public Library. The Library processed 43 passport applications in April generating \$1,505 in revenue and notary services generated \$350 in revenue.

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

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

Dover Public Library Director, Denise LaFrance, attended the Public Library Association conference in Columbus, Ohio from April 2 through the 6th. Session topics included Building a Culture of Data-Informed Decision-Making, Choosing the Best Dementia Programs and Resources for your Library, We See You Programming for Adults with Intellectual and Developmental Disabilities, The Journey to Making Your Library More Accessible, Is a Bigger Collection Better? The Relationship between Collection Size and Access Equity; the Promise of Public Spaces: Building Community with Our Neighbors; and Leadership by Design.

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On Monday, April 15, the Dover Public Library hosted Steve Hale of Open World Explorers for a program on Birdscaping Your Backyard. The program reviewed ways to diversify your backyard birdscape to attract a variety of birds to your yard. The presentation saw 24 people in attendance who praised Hale's informative lecture which discussed native trees, shrubs, grasses, and climbers/vines people could plant. The presentation was generously funded by the Friends of the Dover Public Library.

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Ellie Masson from the Recovery Friendly Workplace initiative visited the Dover Public Library in April for our annual designation renewal. The Library was successful renewed for another year.

Library Metrics:

- April library circulation totaled 21,180 items. (8,438 adult + 7,131 children's print items; plus 5,611 items downloaded including 4,787 audiobooks & eBooks, 598 Hoopla streaming music, movies, and books, 173 Kanopy plays and 53 eMagazines).
- 199 new library patrons registered; total active cardholders 12,675.
- The Dover Public Library's Book a Librarian service helped 14 community members.
- The Dover Public Library's 3D printer produced 21 items requested by our patrons.
- The Library's museum passes were borrowed 150 times saving our community members approximately \$4,758.88 in admission fees.
- 58 new patrons registered for downloadable audiobooks/ eBooks via Overdrive (total = 7,563) and 33 registered for Hoopla (total = 2,800) and 12 registered for Kanopy (total 474).
- Internet and PC uses by the public totaled 877 on library workstations and an additional 8,090 via Wi-Fi.
- The library's website statistics showed 205,966 page views by 11,090 users in 23,172
- 184 meetings & tutoring sessions were hosted in the library's Lecture Hall, Trustees Room, & Learning Center.
- The Dover Public Library has 6,004 subscribers to its two monthly e-newsletters—Children's and Adults.
- Library staff posted 164 items to its various social media platforms in April. Total social media platform followers = 10,231.
- Library volunteers added 60 books to our 2 little free libraries this month.
- 12,907 people visited the library during April an average of 445 per day (open 29 days).

Public Welfare

No update at the time of this report.

Recreation Department

Administration

Jenny Thompson Pool Renovation Project is moving forward with an award of bid planned in April for the specification package to be prepared soon so it can go out to bid for the rehabilitation including gutter and deck replacement. The exact items to be worked on are being determined based on timing of how it will impact the pool availability. A LWCF Grant application is in the approval process to add \$500,000 in funding to help with the overall project. April 26th the Rotary Club dedicated the new pavilion at the Skate Park to Gary Bannon. There was a small ceremony that was well attended. Richard Conway has been named Acting Director of Recreation until a new Director is hired.

Gym & Programs

Field requests are completed and all youth leagues are able to begin their seasons outdoors. Coheco Lacrosse utilizes school fields, Dover Baseball and Dover Youth Softball use a combination of their own fields and City fields and Garrison City FC uses the Shaw's Lane fields. Dover Little Green Cheerleading has also started off-season conditioning in the DMS gym. Outdoor Pickleball courts continue to be increasingly popular and are often full on the weekends, especially in the mornings. Currently there are 7 courts in use, as there is a heaved crack on one court and staff have removed the net to limit the risk of injuries. The crack is scheduled to be fixed in July.

Use of the courts is consistent throughout weekdays as well, they are open on a first come first serve basis except for Tuesday & Friday mornings when they are reserved by the Dover Senior Center Program. Indoor courts remained popular in April since the weather outside proved challenging for play.

The public was once again able to conduct summer camp registrations on the online site – <https://getactive.dover.nh.gov> for both Playgrounds and Camp Kool. This meant parents could register online and use a credit card for payment rather than traveling to locations and waiting in line to get a spot. Both programs filled with Dover Residents, within an hour the day registrations opened.

The preview night and draft was held for the Spring 30+ basketball league April 8th, with 6 teams in the league. Games are held on Monday evenings (5:15pm, 6:30pm, 7:45pm) and began on April 15th.

Recreation High School and new Junior High School spring basketball leagues began games on April 6th. These leagues play games on Saturdays at the McConnell Center gym. Three sessions of Dover Basketball skills/drills for boys and girls in grades 2 & 3 and grades 4-6 were held on Tuesday & Wednesday evenings at Woodman Park School. Hiring for summer staff was on-going. Birthday Parties: 1

Indoor Pool & Jenny Thompson Pool

Birthday parties, therapy swim and Hydro-fitness classes are very busy. Saturday and Sunday recreation swim blocks are requiring three lifeguards at this time. The next pool schedule is published and will take effect May 6th and carry through June 9th, with hopes the outdoor pool will be ready to open to the public.

The summer program guide has been released. Registration is May 22nd for Dover residents and May 29th for non-residents. Spring programs will conclude the first week of May, where every class was full and every waitlist participant had a spot if they wanted one. Staff ran a full lifeguard course and recertification course that concluded April 21st. There were 13 participants in the full certification course, but unfortunately, they were just here for training and had summer jobs lined up. There are not enough courses being offered in other areas and candidates are traveling as far as Springfield, Massachusetts to take courses.

The summer staffing situation will be very tight. Many seasoned staff are moving onto internships this summer. Summer swim meets are going to require both supervisors to be lifeguards as it stands now. The summer pool schedules are ready to be published, however, staff is waiting on an opening date for the outdoor pool where swim teams can move outside in the afternoons. There will be two swim meets before Dover schools get out for the summer.

Mechanically, the indoor pool is running well, the deck safety lines at the Jenny Thompson pool have been painted ahead of the season and grip tape for all ladders will be set up. Rentals: SOLO Aquatics. Birthday Parties: 10

Dover Ice Arena

April at the Dover Arena is a busy time as it hosts the first off-ice event of the season and spring programs continue. At the beginning of the month, the arena hosted the Flyball Dogshow which had a great turnout. Cocheco Valley Rollers continue practices on Tuesdays and Thursday's nights, as did Dover Youth Softball until they could get outside. Casco Bay Roller hosted a Roller Derby Competition and drew a huge turnout and has already booked the venue for 2025. As for the spring hockey programs – the Spring 3 on 3 league is meeting twice a week until the ice comes out in May. The Spring Youth Intro to Hockey is on Wednesday's and has 21 skaters. Rock Night has had a steady turnout Saturday night. Beginner Adult Skills on Friday mornings remains to be very popular as well as the weekly Chix with Stix program on Sunday afternoons. Staff opened Camp Kool registration on April 10th and the program filled up in the first 15 minutes of registration! The month of May means that the spring programs will be wrapping up as staff prepare to take the ice out on the 14th. Preparations for Camp Kool will begin as well as regular cleaning and maintenance of the facility takes place to get ready for next season! Birthday Parties: 3, Adult and Youth Stick Practice: 525 skaters

Dover Senior Center

This month continued to hold Chair Yoga, Yoga for Bone Strength and pickleball, as well as daily games and activities. The center sent a group to Discover Nashville and welcomed back the UNH Occupational Therapy grad students for their popular program.

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.

April 2024

The Office of the City Attorney assisted with Locke St and custom agreements related to new housing to be built.

Planning and Community Development staff are working with the Strafford Regional Planning Commission (SRPC) and the University of New Hampshire (UNH) 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 (HOP) Grant from the InvestNH program. On April 23rd, Housing Navigator Pope and SRPC staff attended the presentations of the data and market analysis conducted by the UNH students assisting with the project.

Director Benton filmed an interview with NHPBS about housing on April 2nd.

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. Housing Navigator Pope continues to seek additional grant opportunities available through the InvestNH program.

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. Specialized loan products are now available at Northeast Credit Union, Kennebunk Savings Bank, First Seacoast Bank, and Service Credit Union.

Housing Navigator Pope and Outreach Coordinator Bassegio worked with NH Housing, UNH, and SRPC to host a free first-time homebuyer seminar for Dover residents at the McConnell Center on Saturday, April 13th.

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.
-

April 2024

During April, the two-session Truth About Nicotine presentation was performed in 4 separate classrooms of Woodman Park Elementary School. The 2nd lesson in each classroom featured Youth to Youth teams of advocates presenting on tobacco and vape advertising. During the 2023-2024 school year this two-part lesson was provided in all 12 classrooms at the three elementary schools.

On April 12th, seven members of Dover Youth to Youth provided an assembly of Samantha Skunk Loves Her O's for the entire 2nd grade at Woodman Park Elementary School. This presentation teaches the students the value of exercise and the importance of not doing anything that makes it harder to breathe, such as smoking or vaping. About 100 students were present for the presentation. During the 2023-2024 school year this presentation was provided to all 3 elementary schools and reached almost 300 second graders.

On April 18, 2024, Lt. Mitrushi coordinated a "Coffee with a Cop" event at the Strafford Farms. This was a part of the monthly "Breaking Barriers" series of events to strengthen police-community relationships. Officers representing different units, bureaus, and assignments within the police department were present at event and engaged in casual conversations with attendees.

On April 17th the DARE Program concluded with 3 separate culmination events for each of the three 5th grade "teams". During the event each of the 220 fifth graders received a signed certificate, a Dover Police tee-shirt, a \$20 gift card to Funspot, and their Drug Free ID card.

Karin Mayer-Gottlob, Assistant Children's Librarian at the Dover Public Library, read to 3 Head Start classrooms in April (52 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.

On Tuesday, April 16, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover Middle School library for a session of Books and Bites, a program for students to check out new books from the Dover Public Library's middle grade and teen collections and enjoy a snack. 65 students attended in total and checked out over 20 books. On Thursday, April 18, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover High School library for a session of Books and Bites, with 18 students attending in total.

The Dover Public Library has formed a partnership with the Riverside Rest Home which provides long-term care to the citizens of Stafford County. Recognizing the need for outreach to this facility, library staff began doing programs on site in April. A chapter book group and knitting group have been established with plans to bring a Family Storytime to the residents in May.

Dover Public Library celebrated Dover Day at the Woodman on Saturday, April 20. A member of the library staff and a Friend of the Dover Public Library teamed up to talk to Dover residents (who could tour the Woodman for free that day) about getting a library card and becoming a Friend. Over 100 people stopped by

the table to spin the wheel and win prizes including stickers, book bags, buttons, and notebooks. Many of the people who visited the table already had a card and praised the library for all the wonderful events held.

On April 20th, 2024 the Fire Department participated in the Woodman Museum Dover Day. Bringing a fire truck to the event provided a hands-on experience for attendees, offering insight into the equipment and technology utilized by the firefighters. Additionally, the distribution of safety literature, generously provided by Kristin Travers from ServePro of the Seacoast, served as a crucial resource for promoting fire prevention and emergency preparedness. Through active engagement with visitors of all ages, the Fire Department and Kristin effectively transformed the event into an impactful outreach program, fostering genuine connections and dialogue within the community. Furthermore, the participation underscored the importance of collaborative partnerships between the Fire Department and the local business community, exemplifying a shared commitment to enhancing public safety and well-being.

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.
-

April 2024

The Office of the City Attorney assisted with a proposed project to aid energy efficiency in City-owned buildings; assisted with acquisition of solar array; assisted with continued review of impact fees.

The Office of the City Attorney assisted with green burial policy initiative; continued assistance with Cocheco outfall project related to stormwater management; assisted with new proposed stormwater measures in Henry Law Park.

The Office of the City Attorney assisted with waterfront closing preparation tasks and assisted with procuring monitoring well agreements.

With the finishing of the blasting in early April, focus shifted back to the installation of the remaining utilities in the new public right of ways. As a result, the roadway gravel sections are being processed prior to installation.

The following is a summary of the utility installation at the waterfront:

Water: An additional 1000 feet of water main was installed. All 1000 feet of water main was placed in service upon passing of the required tests.

Sewer: The last section of sewer main has been installed along the southern loop road or River Street south. The City is waiting on test results of for this sewer main.

Stormwater: Work in the intersection at Seaport Way continues with only a few catch basins. In addition, work continues out by the former Butler Building. Both of these sections are waiting final test results as well.

Shoreline restoration: Granite toe wall construction continues towards the Makem Bridge. Recently Outfall One was installed along with its headwall assembly. The rip rap plunge pool is in the process of being constructed.

Electrical and telecommunication duct banks: Work continues on Seaport Way and throughout the River Street loop road. This work includes installation of vaults and concrete encasement.

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 with Facilities Project Manager Sanderson and Working Foreman Wilson identified locations for the expansion and replacement of the urban street tree network on April 3rd.

Resilience Manager Kaspari continued to work on multiple energy projects related to the Citywide Resilience Plan including planning for a PV solar array at the Wastewater Treatment Facility, exploring options of a facilities energy efficiency and weatherization program, among others.

Resilience Manager Kaspari staffed an Energy Commission meeting on April 17th. The Commission discussed a flexible group net metering option with Freedom Logistics, LLC and discussed a strategy for team-based work in the future. Kaspari provided updates on the Siemens PDA as well as some recent analysis pertaining to the performance of the City's PV solar arrays.

Resilience Manager Kaspari staffed a Forest Management Subcommittee meeting on April 29th. The Subcommittee conducted a site visit to the Woodman Park School rain garden and discussed options for future involvement to improve the site. The Subcommittee also visited the nearby conservation property on Arch Street.

Resilience Manager Kaspari staffed a Conservation Commission meeting on April 8th during which the Commission reviewed a conditional use permit for Future Automatic, Inc. and received updates on both the Natural Resources Inventory Project and Conservation and Open Space Chapter.

Dover Public Library partnered with the Ashland Public Library in Massachusetts to bring a virtual program to library members for free. In the Thursday, April 11 talk titled "Minimizing Food Waste for Families," Sarah Robertson-Barnes discussed ways to minimize and eliminate family food waste, especially with kids. Ideas to take baby steps to save, use, or compost food scraps so none (or little) goes into landfills was discussed. Those who were unable to attend were sent a recording the program after to watch at their leisure.

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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.
-

April 2024

The Office of the City Attorney assisted with Portland Ave retaining wall project; assisted with acceptance of NHDOT transfer of maintenance responsibilities.

Jillian Semprini, Assistant City Engineer; attended the Granite Traffic Solutions – IMSA Training Seminar, presented by Granite Traffic Solutions. The training event was held in Lebanon, NH.

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.

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.
-

April 2024

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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.
-

April 2024

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 first repaired deck was returned and a second one was delivered to the school for repairs. This collaboration has saved the City financially and has given the students the opportunity for hands on learning.

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.
-

April 2024

On April 30th Kathi and Chris Sullivan spoke to the entire junior class at Dover High School. The presentation was held in the auditorium and provided the audience with a powerful message about coping with mental health issues and the risks associated with underage drinking. Kathi's daughter died after walking away from a drinking party in the woods and getting disoriented. Chris Sullivan speaks about his lifelong battle with anxiety, despite being a successful athlete, and how he turned to painkillers and alcohol to relieve that feeling.

The police department participated in the DEA's 26th National Drug Take Back Day which is coordinated in large part by Vicki Harris. The event provides the public with an opportunity to safely and anonymously dispose of unused, unneeded or unwanted medications. In addition to the event at the police department on April 27th, a mobile event took place at the Dover Housing Authority. At that time, officers went to the elderly housing authority facilities and collected unused medications from the residents. In total 8 boxes totaling 202.3lbs of drugs were collected.

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. These included:

- Makin' It Happen coalition in Manchester, NH
- The new coalition in Portsmouth, NH

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.

Kaitlin Jones, Kelli Jo Deardorff, Chief Breault, Captain Terlemezian, and Lieutenant Mitrushi met with U.S. Senator Jeanne Shaheen and her team on 4/29/24 at the Dover PD to discuss the intersection of law enforcement and social services.

Ellie Masson from the Recovery Friendly Workplace initiative visited the Dover Public Library in April for our annual designation renewal. The Library was successful renewed for another year.

Community Trail

For phase IV, Planning Staff is working with NHDOT on potential extra funding to be able to expand the feasibility research for a preferred alternative route on the southern side of the Bellamy River and crossing the Bellamy River further into Bellamy Park to then continue to Route 155. The Council authorized the contract for Fuss and O'Neil to design the trail in this area. A change-order would be brought to the City Council after hearing from NHDOT about funding. Staff, the consultant, and staff from NHDOT met in August about next steps and continued the conversation into the fall regarding a potential change order until NHDOT gave the approval to proceed. The bridge feasibility study is almost completed and then the trail

feasibility study can be completed. A local concerns meeting was held at the regular meeting of the Planning Board on June 27th to discuss the Phase IV expansion. Project representatives from engineering firm Fuss & O'Neill provided a presentation to the Planning Board and members of the public and feedback was encouraged. On August 22nd, a meeting was held with the Fuss & O'Neill consulting team and city staff to review any potential concerns that must be addressed during the engineering study and design development.

On April 5, Social Worker Kaitlin Jones and Teen Center Director Stephen Pappajohn attended a one day virtual presentation entitled Ethical Practice in the Addiction Profession. This presentation focused on developing the helping professional's situational awareness in applying ethical principles in every day complicated scenarios. Participants examined real-world vignettes with ethical conflict and learned a system for ethical decision-making.

On April 9-14, Officers Aiden Sobel and Ryan Anderson attended Drug Recognition Expert training held in Phoenix, Arizona. This scientifically validated method of training is used to identify people whose driving is impaired by drugs, other than, or in addition to, alcohol.

2024 WEATHER EVENT MANAGEMENT SUMMARY

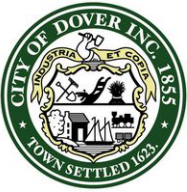
Date of Event	Weather Condition	Accumulation Inches	Total OT Hours	Total OT Cost	Contractor Cost	Salt Tons	Salt Cost	Salt/Sand Mix-Yards	Salt/Sand Cost	Sand Only Yards	Sand Only Cost	Salt Brine Gallons	Salt Brine Cost	Total Event Cost
FY2024 Amount Budgeted:				\$167,000.00	\$90,000.00				\$322,860.00					\$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
4/4/2024	Wet Snow	6.00	21.00	\$15,061.95	\$3,590.00	96.75	\$6,926.33	0.00	\$243.35	0.00	\$0.00	0.00	\$0.00	\$25,821.63
2023-2024 Season-Year to Date:		30.25	1,780.36	\$96,177.69	\$30,233.16	2,300.33	\$164,449.62	294.50	\$14,290.87	26.50	\$716.63	46,661.00	\$4,286.28	\$310,154.25
FY2024 Budget Spent:				57.59%	33.59%				56.90%					53.49%

Parking Ban

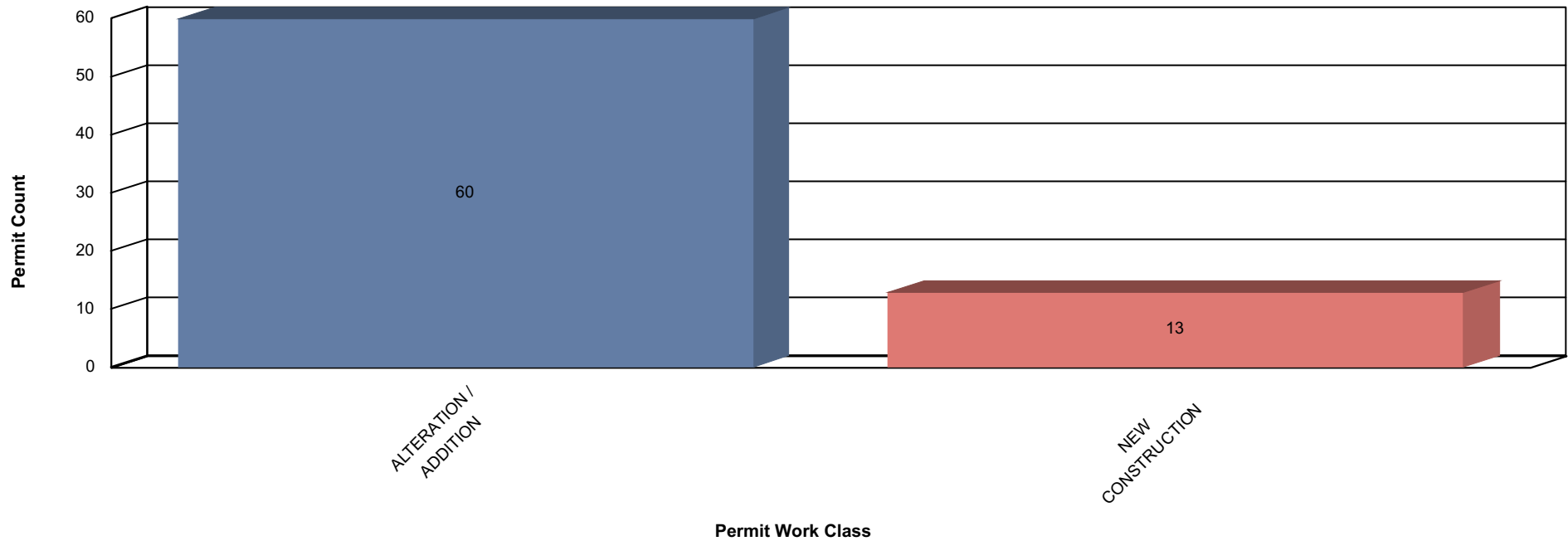
ANNUAL WEATHER EVENT MANAGEMENT OVERVIEW

	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 (04/01/2024 TO 04/30/2024) FOR CITY OF DOVER, N.H.



Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
ALTERATION / ADDITION							
BLDM-2023-0430	Building - Minor 08/30/2023 CBD-G	Alteration / Addition 04/01/2024 \$146.00	Issued 10/21/2024 60	7 St John St, Dover 03820 04/22/2024 \$11,000.00	Residential	None Yes Thomas Abbott	24042-000000
Description: -Add small addition onto side of building, under an existing overhang -5x12 area used as a breeze way or 3 seasons porch with walls enclosed -remove exterior window and replace with door inside of 5x12 area							
BLDM-2024-0108	Building - Minor 03/12/2024 HR	Alteration / Addition 04/01/2024 \$50.00	Issued 10/01/2024 3,600	10 Summer St, Dover, NH \$12,000.00	Residential	None Yes Thomas Abbott	12022-000000
Description: Removing install new lifetime architectural roofing system							
BLDM-2024-0130	Building - Minor 03/25/2024 R-12	Alteration / Addition 04/01/2024 \$50.00	Issued 10/01/2024 4,800	200 Silver St, Dover 03820 \$20,930.00	Residential	None Yes Thomas Abbott	13006-000000
Description: New roof on existing house and barn, roofer estimates cost as \$20,930.00							

PERMITS ISSUED BY WORK CLASS (04/01/2024 TO 04/30/2024)

Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
BLDM-2024-0137	Building - Minor 03/27/2024 R-12	Alteration / Addition 04/01/2024 \$69.00	Issued 10/01/2024 96	122 Broadway, Dover 03820 \$4,000.00	Mixed Use	None Yes Thomas Abbott	27291-C00000
<i>Description: Remove existing handrail, installation of new handrail.</i>							
BLDM-2024-0134	Building - Minor 03/26/2024 R-12	Alteration / Addition 04/01/2024 \$47.00	Issued 10/01/2024 39	7 Snow'S Ct, Dover 03820 \$1,500.00	Residential	None Yes Thomas Abbott	32034-000000
<i>Description: Removing and replacing front steps/landing to house. Work is all volunteer, being done by Community Toolbox of Habitat for Humanity.</i>							
BLDM-2024-0122	Building - Minor 03/20/2024 R-40	Alteration / Addition 04/01/2024 \$773.00	Issued 10/01/2024 372	30 Isaac Lucas Cr, Dover, NH \$68,000.00	Residential	None Yes Thomas Abbott	M0090-D00000
<i>Description: Replace in kind pile-supported pier</i>							
BLDM-2024-0123	Building - Minor 03/21/2024 R-12	Alteration / Addition 04/02/2024 \$410.00	Issued 10/02/2024 283	4 Stiles Ln, Dover, NH \$35,441.64	Residential	None Yes Thomas Abbott	40032-006000
<i>Description: Tear off the existing deck, build new 10X27</i>							
BLDM-2024-0127	Building - Minor 03/25/2024	Alteration / Addition 04/02/2024 \$333.00	Issued 10/02/2024 2,532	66 Third St, LL100, Dover, NH \$28,000.00	Non-Residential	None Yes Thomas Abbott	31007-000000
<i>Description: Suite # LL100 Construct demising walls and add bathroom closet per plan.</i>							
BLDM-2024-0129	Building - Minor 03/25/2024 R-12	Alteration / Addition 04/02/2024 \$234.00	Issued 10/02/2024 160	655 Central Av, Dover, NH \$19,000.00	Mixed Use	None Yes Thomas Abbott	27225-000000
<i>Description: Human Morgue</i>							
BLDM-2024-0011	Building - Minor 01/10/2024 R-40	Alteration / Addition 04/02/2024 \$1,125.00	Issued 10/21/2024 975	12 Cottage Park Dr, Dover 03820 04/24/2024 \$100,000.00	Residential	None Yes Thomas Abbott	M0006-000OPN
<i>Description: Garage addition</i>							
BLDM-2024-0062	Building - Minor 02/13/2024 R-12	Alteration / Addition 04/03/2024 \$80.00	Issued 10/03/2024 20	1101 Cocheco Ct, 901 - 908, Dover, NH \$5,000.00	Residential	None Yes Thomas Abbott	20190-000000
<i>Description: Make structural repairs to the stairwell of Building 9 that was damaged from a vehicle crash. Fire Dept. was on scene and verified the stairwell is safe to still be used. Some of the framing was damaged and will need to be cut and sistered onto to reinforce the joists and corner.</i>							
BLDM-2024-0069	Building - Minor 02/15/2024 R-20	Alteration / Addition 04/03/2024 \$2,005.00	Issued 10/03/2024 700	5 Roberts Rd, Dover, NH \$180,000.00	Residential	None Yes Thomas Abbott	L0095-F00000
<i>Description: Two parts: Add a small 60 SF Mudroom addition, set on piers. And convert the 2nd floor to living space with the addition of a rear shed dormer.</i>							
BLDM-2024-0140	Building - Minor 03/28/2024 R-40	Alteration / Addition 04/03/2024 \$50.00	Issued 10/03/2024 40	200 County Farm Cross Rd, Dover, NH \$80,000.00	Residential	None Yes Thomas Abbott	B0020-A00000
<i>Description: Strip roof, install ice and water shield, and install Permalock roofing system.</i>							

PERMITS ISSUED BY WORK CLASS (04/01/2024 TO 04/30/2024)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDM-2024-0107	Building - Minor 03/12/2024 R-12 <i>Description: updating apartment to modernize</i>	Alteration / Addition 04/03/2024 \$355.00	Issued 10/03/2024 1,000	5 Brookline Av, Dover, NH \$30,000.00	Residential	None Yes Thomas Abbott	33091-000000
BLDM-2024-0131	Building - Minor 03/26/2024 R-40 <i>Description: 20 x 20 garage</i>	Alteration / Addition 04/03/2024 \$245.00	Issued 10/21/2024 400	28 Old Stage Rd, Dover, NH 04/22/2024 \$20,500.00	Residential	None Yes Thomas Abbott	G0042-000000
BLDM-2024-0109	Building - Minor 03/13/2024 R-40 <i>Description: Remove hip roof system on family room and construct a new gable style roof over room.</i>	Alteration / Addition 04/03/2024 \$465.00	Issued 10/03/2024 400	38 Cherrywood Dr, Dover, NH \$40,000.00	Residential	None Yes Thomas Abbott	B0004-004000
BLDM-2024-0135	Building - Minor 03/27/2024 R-12 <i>Description: We are building a chase on the outside of the building in order to vent 6 commercial dryers up above the 2nd floor windows</i>	Alteration / Addition 04/05/2024 \$223.00	Issued 10/05/2024 10	1101 Cocheco Ct, Dover, NH \$18,000.00	Mixed Use	None Yes Thomas Abbott	20190-000000
BLDM-2024-0045	Building - Minor 02/05/2024 R-12 <i>Description: Interior renovations for psychiatry practice from Dentist office Unit B</i>	Alteration / Addition 04/08/2024 \$839.00	Issued 10/15/2024 1,344	750 Central Av, Suite B, Dover, NH 04/18/2024 \$74,000.00	Non-Residential	None Yes Jim Maxfield	29017-000000
BLDM-2024-0146	Building - Minor 04/02/2024 CBD-R <i>Description: Project Scope 858+/- sq ft unit. 3bedroom 1 bath turned to a 2 bed 1 bath with the space from the existing back bedroom and existing bath. Repair and renovate the unit completely. Remove existing flooring-Replace with vinyl plank flooring. Replace any wall or ceiling opened with the proper drywall. MRD board throughout bathroom. Frame a closet in both bedrooms. Install new kitchen cabinets. Install new Counters in the kitchen. Install all new appliances in the unit (washer/dryer, Dishwasher, Stove, Refrigerator, Microwave Range etc.) Install fire rated divider in basement to separate each unit. Complete existing divider on back deck. Bring entire unit up to code.</i>	Alteration / Addition 04/09/2024 \$685.00	Issued 10/09/2024 858	10 Twombly St, 1, Dover 03820 \$60,442.71	Residential	None Yes Thomas Abbott	04047-000000
BLDM-2024-0156	Building - Minor 04/09/2024 CBD-G <i>Description: Rip and reroof entire dwelling with 30+ year shingles</i>	Alteration / Addition 04/10/2024 \$993.00	Issued 10/10/2024 74	151 Washington St, Dover 03820 \$87,999.00	Non-Residential	None Yes Thomas Abbott	01038-000000
BLDG-2024-0036	Building - Major 03/05/2024 C <i>Description: Replace roof and add insulation</i>	Alteration / Addition 04/10/2024 \$641.00	Issued 10/10/2024 6,075	900 Central Av, Dover, NH \$56,000.00	Non-Residential	None Yes Jim Maxfield	38022-A00000

PERMITS ISSUED BY WORK CLASS (04/01/2024 TO 04/30/2024)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDM-2024-0145	Building - Minor 04/02/2024 R-12	Alteration / Addition 04/10/2024 \$50.00	Complete 10/16/2024 21	15 Harlans Wy, Dover, NH 04/19/2024 \$16,717.00	04/19/2024 Residential	None Yes Thomas Abbott	I0050-013000
<i>Description: Remove and replace roof on complete home. Replace with 30+ Year architectural shingles. Debris to be hauled to a recycling center by Conde Roofing</i>							
BLDM-2024-0154	Building - Minor 04/08/2024 R-12	Alteration / Addition 04/10/2024 \$130.00	Issued 11/04/2024 230	14 Riverdale Av, Dover 03820 05/06/2024 \$5,000.00	Residential	None Yes Thomas Abbott	I0079-P00000
<i>Description: Repair Roof to existing sunroom which is leaking . When I opened up ceiling I found the rafters were to small and are sagging . I had Eldredge Lumber engineer what they should be . I want to add new rafters and reroof</i>							
BLDM-2024-0132	Building - Minor 03/26/2024 R-12	Alteration / Addition 04/11/2024 \$135.00	Issued 10/11/2024 400	55 Central Av, Dover 03820 \$10,000.00	Residential	None Yes Thomas Abbott	17067-000000
<i>Description: removing paneling and old drywall sistering and reinforing existing rafters, and knee walls as needed restore- new walls, flooring, and finish</i>							
<i>electric - new outlets and recess lights</i>							
BLDM-2024-0133	Building - Minor 03/26/2024 R-40	Alteration / Addition 04/11/2024 \$190.00	Issued 11/04/2024 400	3 Dean Dr, Dover, NH 05/08/2024 \$15,000.00	Residential	None Yes Thomas Abbott	F0012-D00016
<i>Description: Relocating 1/2 bath and extending kitchen.</i>							
BLDM-2024-0138	Building - Minor 03/27/2024 R-40	Alteration / Addition 04/11/2024 \$50.00	Complete 10/29/2024 3,200	18 Sandpiper Dr, Dover, NH 05/02/2024 \$19,969.00	05/02/2024 Residential	None Yes Thomas Abbott	C0002-B00001
<i>Description: Replace roof</i>							
BLDM-2024-0158	Building - Minor 04/10/2024 R-12	Alteration / Addition 04/12/2024 \$333.00	Issued 10/12/2024 150	52 Cataract Av, Dover, NH \$28,000.00	Residential	None Yes Thomas Abbott	H0014-B00000
<i>Description: Replace windows with new constuction windows, Remove and replace kitchen cabinets. Bathroom remodel.</i>							
BLDG-2024-0044	Building - Major 03/28/2024 R-12	Alteration / Addition 04/12/2024 \$2,115.00	Issued 11/11/2024 1,080	94 Old Rochester Rd, Dover, NH 05/13/2024 \$190,000.00	Residential	None Yes Jim Maxfield	A0014-M00000
<i>Description: Construct 30x28 Garage with Bedroom Addition Above. (FOUNDATION PERMIT IN PROGRESS for this same project)</i>							
BLDM-2024-0142	Building - Minor 04/01/2024 R-40	Alteration / Addition 04/12/2024 \$685.00	Issued 10/12/2024 200	79 Boxwood Ln, Dover, NH \$60,000.00	Residential	None Yes Thomas Abbott	B0021-005000
<i>Description: Construct a screen porch on existing 20'x10' pressure treated deck.</i>							
BLDG-2024-0040	Building - Major 03/19/2024 R-40	Alteration / Addition 04/15/2024 \$3,202.00	Fees Due 10/21/2024 799	72 Piscataqua Rd Unit 1 & Unit 2, Dover, NH 04/24/2024 \$15,000.00	Residential	None Yes Jim Maxfield	J0018-C00000
<i>Description: Add ADU to existing single family dwelling structure by removing a bathroom and adding a kitchenette.</i>							

PERMITS ISSUED BY WORK CLASS (04/01/2024 TO 04/30/2024)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDM-2024-0162	Building - Minor 04/12/2024	Alteration / Addition 04/15/2024 \$355.00	Issued 10/15/2024 33	17 Landing Wy, Dover, NH \$29,650.00	Residential	None Yes Thomas Abbott	
<i>Description: strip and re roof asphalt shingles and install 6 Skylights</i>							
BLDM-2024-0165	Building - Minor 04/14/2024	Alteration / Addition 04/16/2024 \$50.00	Issued 10/16/2024 1,800	81 Old Dover Point Rd, Dover, NH \$9,902.00	Residential	None Yes Thomas Abbott	
<i>Description: INSTALLATION OF 18 SQ ARCHITECTURAL ASPHALT SHINGLES WITH 6 FT ICE AND WATER UNDERLAYMENT (SHINGLE TYPE & COLOR CHOICE BY THE CLIENT) CHANGE PLUS EPDM RUBBER</i>							
BLDG-2024-0046	Building - Major 03/29/2024 IT	Alteration / Addition 04/16/2024 \$795.00	Issued 10/16/2024 350	50 Liberty Wy, Dover, NH \$70,000.00	Non-Residential	None Yes Jim Maxfield	E0024-000000
<i>Description: Replacing the UPS System which includes roof curb flashing. Replacing RTU, Fans and duct work</i>							
BLDM-2024-0148	Building - Minor 04/03/2024 RM-U	Alteration / Addition 04/16/2024 \$322.00	Issued 10/16/2024 2,932	35 Belknap St, 1, Dover, NH \$26,800.00	Residential	None Yes Thomas Abbott	10095-000000
<i>Description: New rubber roof at 35-37 Belknap Street</i>							
BLDM-2024-0116	Building - Minor 03/18/2024 RM-U	Alteration / Addition 04/16/2024 \$157.00	Issued 10/15/2024 96	34 Park St, Dover 03820 04/18/2024 \$12,500.00	Residential	None Yes Thomas Abbott	27134-000000
<i>Description: Demo exiting deck structure on the front of home, support roof over hang structure with bottle jacks. Reframe existing deck with 4x6 posts on existing or new footings. 4x6 posts are new supports for roof over hang. The deck will be framed with 2x8 using joist hangers ever 16" on center. The ledger will be ledger bolted and flashed with copper tape, all joists will have joist tape. The new stairs will be constructed with proper run and rise to fit inside code, landing on a concrete pad.</i>							
BLDM-2024-0166	Building - Minor 04/15/2024 RM-U	Alteration / Addition 04/16/2024 \$256.00	Issued 10/16/2024 0	36 Ash St, Dover, NH \$21,123.00	Residential	None Yes Thomas Abbott	30019-B00000
<i>Description: REMOVE & REPLACE 4 WINDOWS; 2 PATIO DOORS; ; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES</i>							
BLDM-2024-0057	Building - Minor 02/12/2024 R-40	Alteration / Addition 04/16/2024 \$795.00	Issued 10/16/2024 576	27 Schooner Dr, Dover, NH \$70,000.00	Residential	None Yes Thomas Abbott	M0096-A00005
<i>Description: 12' x 16' addition on to north side of house. 3 stories - 2 finished, 1 basement unfinished</i>							
BLDM-2024-0167	Building - Minor 04/15/2024 IT	Alteration / Addition 04/16/2024 \$50.00	Issued 10/16/2024 1,200	398 A Sixth St, Dover 03820 \$12,453.00	Residential	None Yes Thomas Abbott	E0027-A00000
<i>Description: Replacing the roof of the house</i>							
BLDG-2024-0045	Building - Major 03/29/2024 R-12	Alteration / Addition 04/18/2024 \$2,038.00	Issued 10/18/2024 615	70 Glenwood Av, Dover, NH \$182,524.00	Residential	None Yes Thomas Abbott	E0009-000000
<i>Description: Construct a 615 SF addition</i>							

PERMITS ISSUED BY WORK CLASS (04/01/2024 TO 04/30/2024)

Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
BLDG-2024-0042	Building - Major 03/21/2024 R-12	Alteration / Addition 04/18/2024 \$267.00	Issued 10/18/2024 832	10 Iona Av, Dover 03820 \$22,000.00	Residential	None Yes Jim Maxfield	33098-000000
<i>Description: Renew Building Permit 11-193 finish interior of garage and interior finish of auxiliary living area above garage. Also would like for ADU compliance and usage. Change to Original building permit would include enclosed exterior stairway 8'X16' where as a exterior stairway was originally approved.</i>							
BLDM-2024-0173	Building - Minor 04/17/2024 R-40	Alteration / Addition 04/18/2024 \$421.00	Complete 10/28/2024 108	65 Glen Hill Rd, Dover, NH 04/30/2024 \$18,000.00	05/02/2024 Residential	None Yes	C0021-J00000
<i>Description: add a bathroom in the basement 9' x 12' AFTER THE FACT</i>							
BLDG-2023-0133	Building - Major 10/26/2023 RM-U	Alteration / Addition 04/19/2024 \$795.00	Issued 10/21/2024 1,425	46 Court St, Dover 03820 04/24/2024 \$70,000.00	Residential	None No Jim Maxfield	20102-000000
<i>Description: remodel existing 3 bedroom apartment</i>							
BLDM-2024-0164	Building - Minor 04/13/2024 RM-SU	Alteration / Addition 04/22/2024 \$36.00	Issued 10/22/2024 0	41 The Garrison At 56 Durham Rd, Dover, NH \$1,485.00	Residential	None Yes Thomas Abbott	I0009-B00000
<i>Description: install 1 replacement entry door-no structural work</i>							
BLDM-2024-0175	Building - Minor 04/17/2024 R-20	Alteration / Addition 04/22/2024 \$36.00	Issued 10/22/2024 0	163 Spur Rd, Dover, NH \$1,299.00	Residential	None Yes Thomas Abbott	L0043-000000
<i>Description: install 1 replacement patio door-no structural work</i>							
BLDM-2024-0177	Building - Minor 04/21/2024 R-12	Alteration / Addition 04/23/2024 \$50.00	Issued 10/23/2024 3,300	11 Riverdale Av, Dover, NH \$44,875.00	Residential	None Yes Thomas Abbott	I0074-V00000
<i>Description: strip 33 sq existing roof, check for any rot, re-roof with asphalt shingles and low slope Versiflex PVC roofing</i>							
BLDM-2024-0160	Building - Minor 04/11/2024 R-40	Alteration / Addition 04/23/2024 \$135.00	Issued 10/23/2024 550	34 Mallard Ln, Dover 03820 \$10,000.00	Residential	None Yes Thomas Abbott	N0020-002000
<i>Description: Finishing area above garage</i>							
BLDM-2024-0171	Building - Minor 04/16/2024 R-12	Alteration / Addition 04/23/2024 \$50.00	Issued 10/23/2024 2,600	3 Emmet Rd, Dover, NH \$53,000.00	Residential	None Yes Thomas Abbott	17053-A00000
<i>Description: Strip roof, install ice and water shield, install permalock roofing system.</i>							
BLDM-2024-0147	Building - Minor 04/03/2024 CBD-G	Alteration / Addition 04/24/2024 \$245.00	Issued 10/24/2024 1,300	487 Central Av, Dover 03820 \$20,000.00	Mixed Use	None Yes Thomas Abbott	03061-A00000
<i>Description: To install new flooring to the first floor of the business To repair damage area around front window to install two sunna rooms and two changing rooms to the top floor near the stairs. To replace old carpet with new on the back stair case. To add shelves to the side wall on the first floor.</i>							

PERMITS ISSUED BY WORK CLASS (04/01/2024 TO 04/30/2024)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDM-2024-0181	Building - Minor 04/22/2024 R-12	Alteration / Addition 04/25/2024 \$50.00	Issued 10/25/2024 18	81 Old Dover Point Rd, Dover, NH \$9,092.00	 Residential	None Yes Thomas Abbott	M0047-E00000
	Description: INSTALLATION OF 18 SQ ARCHITECTURAL ASPHALT SHINGLES WITH 6 FT ICE AND WATER UNDERLAYMENT (SHINGLE TYPE & COLOR CHOICE BY THE CLIENT) CHANGE PLUS EPDM RUBBER						
BLDM-2024-0136	Building - Minor 03/27/2024 O	Alteration / Addition 04/25/2024 \$1,774.00	Complete 10/29/2024 2,000	833 Central Av, Dover, NH 05/02/2024 \$158,808.34	 05/02/2024 Non-Residential	None Yes Thomas Abbott	37024-000000
	Description: Front end supermarket upgrades including adding self-checkout registers, painting and security improvements.						
BLDM-2024-0182	Building - Minor 04/22/2024 C	Alteration / Addition 04/25/2024 \$50.00	Issued 10/25/2024 1,700	192 Durham Rd, Dover, NH \$20,720.00	 Residential	None Yes Thomas Abbott	I0021-000000
	Description: INSTALLATION OF 17.5 SQ ROOF & DORMER SHINGLE (TEAK SHINGLE COLOR & BROWN DRIP EDGE) OWENS CORNING DURATION ARCHITECTURAL ASPHALT SHINGLES WITH 6 FT ICE AND WATER UNDERLAYMENT						
BLDM-2024-0149	Building - Minor 04/04/2024 R-12	Alteration / Addition 04/25/2024 \$47.00	Issued 11/11/2024 200	7 Wilbrod Av, Dover 03820 05/15/2024 \$2,200.00	 Residential	None Yes Thomas Abbott	D0018-G00000
	Description: New construction of a deck off the back of the residence.						
BLDM-2024-0176	Building - Minor 04/18/2024 RM-U	Alteration / Addition 04/25/2024 \$47.00	Issued 10/25/2024 34	60 Hill St, Dover, NH \$1,600.00	04/18/2024 Residential	None Yes Thomas Abbott	27119-000000
	Description: 34' Cedar fence, the 10' closest to Hill St will be 4' tall. The remaining will be 8' tall. the fence will be on the property line, with the good side facing the neighbors.						
BLDM-2024-0174	Building - Minor 04/17/2024 R-20	Alteration / Addition 04/26/2024 \$69.00	Issued 10/26/2024 640	15 Cote Dr, Dover, NH \$4,500.00	 Residential	None Yes Thomas Abbott	L0058-G00000
	Description: Concrete floor in detached garage						
BLDM-2024-0180	Building - Minor 04/22/2024 RM-U	Alteration / Addition 04/26/2024 \$47.00	Issued 10/26/2024 36	7 Milk St, C, Dover, NH 03820 \$1,500.00	 Mixed Use	None Yes Thomas Abbott	30123-000000
	Description: Build small partition wall in third floor of apartment to create a closet. AFTER THE FACT PERMIT						
BLDM-2024-0178	Building - Minor 04/22/2024 RM-U	Alteration / Addition 04/26/2024 \$773.00	Issued 10/26/2024 144	32 Union St, Dover, NH 05/16/2024 \$68,000.00	 Residential	None Yes Thomas Abbott	20095-000000
	Description: 12x12 Bathroom Addition on Left Rear of house and replace existing 12x16 deck with new 12x16 deck and Trex Decking						
BLDM-2024-0092	Building - Minor 03/05/2024 R-12	Alteration / Addition 04/26/2024 \$256.00	Issued 10/26/2024 90	3 Shawnee Ln, Dover, NH \$21,000.00	 Residential	None Yes Thomas Abbott	A0014-W00000
	Description: To Remove side deck approx 14'x10' and replace with an unconditioned Entry mudroom Approx 9' wide and 10' long with a door and windows. Will be insulated and drywalled. Matching white vinyl siding						

PERMITS ISSUED BY WORK CLASS (04/01/2024 TO 04/30/2024)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDM-2024-0159	Building - Minor 04/10/2024 R-40	Alteration / Addition 04/29/2024 \$410.00	Issued 10/29/2024 120	9 Fairway Dr, Dover, NH \$35,000.00	Residential	None Yes Thomas Abbott	N0014-R00000
<i>Description: Remodel bathroom to replace floor with ceramic tile, add tile shower stall, relocate toilet, replace vanity, and replace soaking tub.</i>							
BLDM-2024-0195	Building - Minor 04/29/2024 RM-U	Alteration / Addition 04/30/2024 \$817.00	Issued 10/30/2024 200	73 Court St, Dover, NH \$72,500.00	Residential	None Yes Thomas Abbott	19013-000000
<i>Description: Kitchen Remodel</i>							
BLDM-2024-0196	Building - Minor 04/29/2024 R-12	Alteration / Addition 04/30/2024 \$410.00	Issued 10/30/2024 200	19 Whittier St, Dover, NH \$34,890.00	Residential	None Yes Thomas Abbott	E0072-C00000
<i>Description: Remove and dispose of existing cabinetry and countertops, rework vent to exterior for new vent type install cabinetry per plan, install countertops per attached plan.</i>							
SUBTOTALS FOR ALTERATION / ADDITION:			53,417 Sq Ft	\$2,416,920.69	Residential:	49	PERMITS ISSUED:
					Non-Residential:	6	
					Mixed Use:	5	
NEW CONSTRUCTION							
BLDG-2022-0137	Building - Major 12/23/2022 R-12	New Construction 04/01/2024 \$5,176.00	Issued 10/30/2024 564	30 Uncommon Dr, Dover 03820 05/03/2024 \$49,860.00	Residential	None Yes Jim Maxfield	I0006-000000
<i>Description: New Residential Unit - 30 Uncommon Drive - 1.5 story, 1-bedroom unit</i>							
BLDG-2023-0170	Building - Major 12/10/2023 R-12	New Construction 04/01/2024 \$575.00	Issued 10/01/2024 564	44 Uncommon Dr, Dover 03820 \$49,860.00	Residential	None Yes Jim Maxfield	I0006-000000
<i>Description: New Residential Unit - 44 Uncommon Drive - construct a 1.5 story, 1-bedroom unit</i>							
BLDG-2024-0019	Building - Major 02/07/2024 R-40	New Construction 04/11/2024 \$11,560.00	Fees Due 10/28/2024 1,400	7 Banner Dr, Dover, NH 05/01/2024 \$240,000.00	Residential	None Yes Jim Maxfield	H0050-009000
<i>Description: Construct a two story single family dwelling with unfinished basement and attic. This is a TDR unit.</i>							
BLDG-2024-0010	Building - Major 01/25/2024 R-40	New Construction 04/11/2024 \$15,105.00	Fees Due 10/28/2024 1,400	5 Banner Dr, Dover, NH 05/01/2024 \$280,000.00	Residential	None Yes Jim Maxfield	H0050-010000
<i>Description: Two Story Single Family Dwelling with unfinished basement and attic. This is a TDR unit</i>							
BLDG-2024-0011	Building - Major 01/25/2024 R-40	New Construction 04/11/2024 \$15,105.00	Fees Due 10/28/2024 1,400	6 Banner Dr, Dover, NH 05/01/2024 \$280,000.00	Residential	None Yes Jim Maxfield	H0050-001000
<i>Description: COnstruct a two story single family dwelling with two car attached garage with unfinished basement and attic. This is a TDR</i>							

PERMITS ISSUED BY WORK CLASS (04/01/2024 TO 04/30/2024)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDG-2024-0021	Building - Major 02/07/2024 R-40	New Construction 04/11/2024 \$11,560.00	Fees Due 10/28/2024 1,400	8 Banner Dr, Dover, NH 05/01/2024 \$240,000.00	Residential	None Yes Jim Maxfield	H0050-002000
<i>Description: Construct a two story single family dwelling with unfinished basement and attic. This is a TDR unit.</i>							
BLDG-2024-0049	Building - Major 04/02/2024 R-40	New Construction 04/22/2024 \$6,603.00	Issued 10/22/2024 3,000	630 Sixth St, Dover 03820 \$597,686.25	Residential	None Yes Jim Maxfield	B0008-R00000
<i>Description: Construct a two story single family dwelling with unfinished basement and attic</i>							
BLDG-2023-0161	Building - Major 11/15/2023 CM	New Construction 04/23/2024 \$2,698.72	Fees Due 10/23/2024 2,484	211 Crosby Rd, Dover, NH \$225,000.00	Non-Residential	None Yes Jim Maxfield	G0001-C00003
<i>Description: Addition of cold storage garage and heated workshop area for small equipment</i>							
BLDM-2024-0141	Building - Minor 03/31/2024 R-20	New Construction 04/23/2024 \$146.00	Issued 10/23/2024 480	10 Royer Ln, Dover, NH \$10,980.00	Residential	None Yes Thomas Abbott	L0081-B00000
<i>Description: 20' X 24' barn</i>							
BLDG-2023-0173	Building - Major 12/20/2023 R-12	New Construction 04/23/2024 \$5,525.00	Issued 10/23/2024 2,500	6 Horne St Unit 1 First Floor Unit 2 Second Floor, unit 1 and unit 2, Dover, NH \$500,000.00	Residential	None Yes Jim Maxfield	35002-000000
<i>Description: Construct a three story single family dwelling with unfinished attic and basement and first floor ADU.</i>							
BLDG-2024-0025	Building - Major 02/16/2024 G	New Construction 04/24/2024 \$12,880.00	Fees Due 10/28/2024 1,800	31 A New Rochester Rd, Dover 03820 04/30/2024 \$360,000.00	Residential	None No Jim Maxfield	39064-001000
<i>Description: Construct a 2 story, 3 bedroom single family dwelling with 2 car garage and unfinished attic and basement</i>							
BLDG-2024-0026	Building - Major 02/16/2024 G	New Construction 04/25/2024 \$12,900.00	Fees Due 10/28/2024 1,800	2 Lake St, Dover 03820 04/30/2024 \$360,000.00	Residential	None No Jim Maxfield	39064-002000
<i>Description: Construct a 2 story, 3 bedroom single family dwelling with 2 car garage and unfinished basement and attic</i>							
BLDG-2024-0038	Building - Major 03/05/2024 R-40	New Construction 04/30/2024 \$15,190.00	Issued 10/30/2024 2,987	232 Oak St, Dover 03820 \$600,000.00	Residential	None Yes Jim Maxfield	N0013-001000
<i>Description: Construct a two story single family dwelling with two car attached garage with unfinished basement and attic</i>							
SUBTOTALS FOR NEW CONSTRUCTION:			21,779 Sq Ft	\$3,793,386.25	Residential:	12	PERMITS ISSUED: 13
Non-Residential:						1	
Mixed Use:						0	

PERMITS ISSUED BY WORK CLASS (04/01/2024 TO 04/30/2024)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel	
			75,196 Sq Ft	\$6,210,306.94	Residential:	61	GRAND TOTAL OF PERMITS:	73
					Non-Residential:	7		
					Mixed Use:	5		

NAME	STREET NAME		Total Units	Units Built*	Units left	Attainable Units	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
Mixed Use															
Wooden Ruler	42-44 Third St	M	58	0	58	No	6/27/2023	11/8/2022	Site	P22-60	6	32 & 40	6/27/2028	H	1.74
Equine Properties	239 Knox Marsh Road	M	64	0	64	12	9/26/2023	8/22/2023	Site	SITE2023-0010	H	37A	9/26/2038	W	1.92
Redgate 47 Chestnut	47 Chestnut Street	A	173	0	173	No	9/13/2022	5/10/2022	Site	P21-84	31	5	9/13/2022	H	5.19
Cochecho Waterfront Development	River Street	M	418	220	198	No	8/25/2022	6/14/2022	Site	P21-69	22	1-2 & 1-4	8/25/2027	G	12.54
Downtown Dover Storage, LLC	14 Broadway	A	24	0	24	No	9/13/2022	12/14/2021	Site	P21-29	4	5	9/13/2022	H	0.72
One First Street LLC	One First Street	A	58	0	58	12	1/11/2022	8/24/2021	Site	P21-30	6	20	1/11/2027	H	1.74
Chinburg	1 Washington	A	36	36	0	No	6/11/2020	5/26/2020	Site	P17-46A	23	14	6/11/2025	H	1.1
Pointe Place Phase V	Northfield Drive	A	84	30	54	No	10/13/2020	7/28/2020	Site	P20-32	K	19	10/13/2025	G	2.5
Fakhoury	12 Preble Street	A	12	0	12	No	9/23/2023	2/18/2019	Site	P19-11	4	76	9/23/2028	H	0.4
Soujourn	66 Third Street	A	10	0	10	No	7/2/2020	1/29/2020	Site	P19-61	31	7	7/2/2025	H	0.3
Little Bay Marina	421 Dover Point Road	A	25	24	1	No	7/31/2020	2/25/2020	Site	P19-05	8	9,10,11,	7/31/2025	G	0.8
Total: Mixed Use			962	310	652	24									28.9
Multi-Family:															
Robert Baldwin	Ember Drive/34 New Rochester	H	15	1	14	TBD	5/6/2024	1/23/2024	Site	SITE-2023-0007	39	103	5/6/2029	H	5.3
Dover Coast, LLC	725 Central & 4 Brick	A	17	17	17	17	12/12/2022	7/26/2022	Site	P21-53	8	13 & 14	12/12/2027	H	6.0
Katz Development Corp	65 Pointe Place	M	24	24	24	No	10/25/2022	7/26/2022	Site	P18-37A	K	19-A	10/25/2027	G	8.4
Knox Marsh Development LLC	757 Central Ave	M	7	1	6	No	11/21/2022	7/26/2022	Site	P22-15	28	7	11/21/2027	H	2.5
Diamond Capital	71 - 73 Rutland Street	H	10	10	0	No	8/18/2022	5/24/2022	Site	P-21-64	14	17 & 17A	8/18/2027	W	3.5
DHA Whittier Street	48 Whittier Street	A	6	0	6	6	9/13/2022	4/9/2024	Site	WAIV-2024-0003	33	1-A		W	2.1
Dove Development, LLC	Sophia & Banner	M	31	28	3	12	1/11/2022	8/24/2021	Site	P21-66	H	46 & 50	1/11/2027	W	10.9
McIntosh Dover, LLC	23 Cataract	A	128	2	126	52	2/22/2022	1/11/2022	Site	P21-45	13	23 & 34	2/22/2027	W	44.8
Railroad Apartments	2 Grove St	A	87	0	87	No	3/23/2021	12/15/2020	Site	P20-56	31	4	3/23/2026	H	30.5
Cottages at Back River	54 Back River Road	A	44	44	0	44	12/14/2021	3/9/2021	Site	P20-60	I	6	12/14/2026	G	15.4
Marker 44	87 Portland Ave	A	32	0	32	No	6/11/2019	11/13/2018	Site	P-18034	24	114	6/11/2024	H	11.2
Total: Multi-family			401	127	315	131									135.1
Subdivisions:															
Stonearch Development Corp	63 & 65 Tolend & 22 SunHawk	H	27	0	27	No		8/23/2023		SUBD-23-0005	E	65 & 65-1		W	9.5
Chinburg Development, LLC	Gulf Rd & Oak St.	H	11	2	11	No	9/26/2023	6/27/2023	10/25/2023	SUBD-23-0001	N	13-1	9/26/2028	H	3.9
Knox Marsh Development LLC	36 New Rochester	H	8	8	0	No	11/21/2022	9/13/2022	Site	P22-27	39	104	11/21/2027	H	0.1
Paolini Sherman Street	Sherman Street	H	2	2	0	No	7/21/2022	6/14/2022	Site	P22-34	39	53	7/21/2027	H	0.7
Settlement on Sixth	447 Sixth Street	H	11	7	6	No	2/8/2022	11.9.2021	Site	P21-43	B	5	2/8/2027	H	3.9
Schwartz	26 Bellamy Road	H	5	2	3	No	7/28/2021	6/25/2021	Site	P21-25	H	14D	7/28/2026	G	1.8
Khavari	Leather's Lane	H	40	35	5	4	4/27/2021	12/15/2020	Site	P20-71	I	4-A	4/27/2026	G	14.0
Georgakilas/Middle Road	Hayden Drive	H	13	8	5	No	12/15/2020	10/27/2020	12/15/2020	P20-51	M	102-12	12/15/2025	G	4.6
Lawrence & Cheryl Mulcahy	71 Glenwood Road	H	7	0	7	No	4/27/2021	1/26/2021	4/27/2021	P20-18	D	20	4/27/2026	H	2.5
Porch Light Drive	Cataract Ave	H	18	14	4	No	5/10/2022	3/8/2022	5/11/2022	P19-80B	14	10-G	5/10/2027	W	6.3
RV Paolini Construction, LLC	Cottage Park Drive	M	5	2	3	No	6/18/2019	12/11/2018	Site	P18-45	M	6	6/18/2024	G	1.8
Singh	County Farm Cross Road	H	4	4	0	No	3/14/2018	10/24/2017	3/15/2018	P17-58	B	6G	3/14/2023	H	1.4
Ayer	Eagan Drive	H	17	11	6	No	11/17/2017	4/11/2017	1/10/2018	P16-25	N	18	11/17/2022	G	6.0
Arch St	Fresian Drive	H	11	0	11	No	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	3.9
Hidden Valley Drive	Hidden Valley Dr	H	10	8	2	No	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.5
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	4	5	No	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	H	3.2
Picnic Rock	Back River Rd	H	21	20	1	No	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.4
StoneCroft	Carriage Hill Ln	H	11	10	1	No	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	3.9
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	30	2	No	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.2
Weeden	Garrison Rd	H	4	3	1	No	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.4
Total: Subdivisions			266	170	100	4									77.1
Elderly:															
Arbor Woods Townhomes	Cielo Dr	H	56	0	56	No		9/13/2022		P06-25F	H	4		W	
Arbor Woods	Cielo Dr	H	72	68	4	No	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			128	68	60	0									
TOTAL APPROVED UNITS			1757	675	1127	159									

City of Dover

Revenues of Major Funds April 30, 2024

(General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 107,175,893	626,365	55,155,806	51.0%	\$ 52,020,087	\$ -	\$ 52,020,087	49.0%
Licenses & Permits	7,250,679	1,307,262	7,162,462	99.0%	88,217	-	88,217	1.0%
Intergovernmental	6,027,837	5,816	3,656,608	61.0%	2,371,229	-	2,371,229	39.0%
Charges for Services	4,718,388	354,263	4,016,806	85.0%	701,582	-	701,582	15.0%
Miscellaneous Revenue	1,340,185	261,901	3,153,439	235.0%	(1,813,254)	-	(1,813,254)	-135.0%
Education	22,501,877	4,641,057	20,574,240	91.0%	1,927,637	-	1,927,637	9.0%
Operating Transfers In	415,507	-	2,612	1.0%	412,895	-	412,895	99.0%
Other Financing Sources	129,900	-	-	0.0%	129,900	-	129,900	100.0%
Sub-total : 1000 General Fund	\$ 149,560,266	7,196,663	93,721,972	63.0%	\$ 55,838,294	\$ -	\$ 55,838,294	37.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 336,000	31,803	343,770	102.0%	(7,770)	\$ -	(7,770)	-2.0%
Parking Income	955,021	120,249	928,405	97.0%	26,616	-	26,616	3.0%
Parking Fines	184,000	28,892	192,508	105.0%	(8,508)	-	(8,508)	-5.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,475,021	180,944	1,464,683	99.0%	\$ 10,338	\$ -	\$ 10,338	1.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	-	6,162	64.0%	3,422	\$ -	3,422	36.0%
Charges for Services	1,804,395	141,442	1,353,158	75.0%	451,237	-	451,237	25.0%
Miscellaneous Revenue	0	46	1,128	0.0%	(1,128)	-	(1,128)	0.0%
Other Financing Sources	137,231	-	-	0.0%	137,231	-	137,231	100.0%
Sub-total : 3320 Residential Solid Waste	\$ 1,951,210	141,487	1,360,448	70.0%	\$ 590,762	\$ -	\$ 590,762	30.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 799,361	65,573	658,055	82.0%	141,306	\$ -	141,306	18.0%
Operating Transfers In	60,853	3,857	38,567	63.0%	22,286	-	22,286	37.0%
Sub-total : 3381 McConnell Center	\$ 860,214	69,430	696,622	81.0%	\$ 163,592	\$ -	\$ 163,592	19.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 408,250	82,175	301,033	74.0%	107,217	\$ -	107,217	26.0%
Miscellaneous Revenue	5,500	280	5,580	101.0%	(80)	-	(80)	-1.0%
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	82,455	306,613	71.0%	\$ 127,137	\$ -	\$ 127,137	29.0%
5300 Water Fund								
Intergovernmental	\$ 71,800	-	-	0.0%	71,800	\$ -	71,800	100.0%
Charges for Services	6,921,533	272,358	5,011,337	72.0%	1,910,196	-	1,910,196	28.0%
Miscellaneous Revenue	86,000	29,072	101,294	118.0%	(15,294)	-	(15,294)	-18.0%
Other Financing Sources	87,500	-	422,520	483.0%	(335,020)	-	(335,020)	-383.0%
Sub-total : 5300 Water Fund	\$ 7,166,833	301,429	5,535,152	77.0%	\$ 1,631,681	\$ -	\$ 1,631,681	23.0%
5320 Sewer Fund								
Intergovernmental	\$ 169,592	-	34,288	20.0%	135,304	\$ -	135,304	80.0%
Charges for Services	9,532,212	707,100	6,530,294	69.0%	3,001,918	-	3,001,918	31.0%
Miscellaneous Revenue	70,000	15,625	104,209	149.0%	(34,209)	-	(34,209)	-49.0%
Other Financing Sources	391,150	-	305,722	78.0%	85,428	-	85,428	22.0%
Sub-total : 5320 Sewer Fund	\$ 10,162,954	722,726	6,974,513	69.0%	\$ 3,188,441	\$ -	\$ 3,188,441	31.0%
6100 Dovernet Fund								
Intergovernmental	\$ 216,462	-	-	0.0%	216,462	\$ -	216,462	100.0%
Charges for Services	1,703,480	125,274	1,252,790	74.0%	450,691	-	450,691	26.0%
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	1,277,790	65.0%	\$ 692,153	\$ -	\$ 692,153	35.0%
Total : REVENUES	\$ 173,580,190	8,820,407	111,337,792	64.0%	\$ 62,242,398	\$ -	\$ 62,242,398	36.0%

City of Dover

Expenditures of Major Funds

April 30, 2024

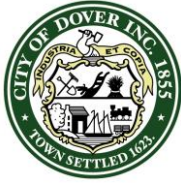
(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 525,384	\$ 64,652	\$ 248,742	47.0%	\$ 276,642	\$ 118,152	\$ 158,490	30.2%
Executive	2,399,486	168,918	1,702,182	71.0	697,304	354,301	343,003	14.3
Finance	2,570,073	171,328	1,885,914	73.0	684,159	383,613	300,546	11.7
Planning	1,211,342	70,102	690,711	57.0	520,631	145,941	374,690	30.9
Misc General Government	1,229,599	29,078	728,705	59.0	500,894	64,254	436,640	35.5
Police	10,676,414	686,017	7,537,366	71.0	3,139,048	1,362,782	1,776,266	16.6
Fire & Rescue	12,821,322	853,137	9,782,054	76.0	3,039,268	1,633,098	1,406,170	11.0
Community Service Public Works	10,304,950	442,156	5,263,140	51.0	5,041,810	2,506,130	2,535,680	24.6
Recreation	3,015,529	200,896	2,304,263	76.0	711,266	350,904	360,363	12.0
Public Library	1,811,754	123,536	1,387,795	77.0	423,960	283,939	140,021	7.7
Public Welfare	874,442	58,843	556,314	64.0	318,128	63,086	255,043	29.2
Debt Service	6,725,667	-	2,460,018	37.0	4,265,649	3,576,156	689,494	10.3
Other Financing Sources/Uses	3,743,831	107,837	3,528,156	94.0	215,675	-	215,675	5.8
School	81,365,942	5,706,426	56,517,536	69.0	24,848,406	22,832,936	2,015,471	2.5
Intergovernmental	10,284,531	-	10,284,531	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 149,560,266	\$ 8,682,927	\$ 104,877,424	70.1%	\$ 44,682,842	\$ 33,675,292	\$ 11,007,550	7.4%
3213 Parking Activity Fund								
Police	\$ 1,475,021	\$ 73,037	\$ 951,483	65.0%	\$ 523,538	\$ 131,296	\$ 392,242	26.6%
Sub-total : 3213 Parking Activity Fund	\$ 1,475,021	\$ 73,037	\$ 951,483	64.5%	\$ 523,538	\$ 131,296	\$ 392,242	26.6%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,074,565	\$ 110,846	\$ 1,487,163	72.0%	\$ 587,403	\$ 612,883	\$ (25,480)	-1.2%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,074,565	\$ 110,846	\$ 1,487,163	71.7%	\$ 587,403	\$ 612,883	\$ (25,480)	-1.2%
3381 McConnell Center Fund								
Recreation	\$ 860,214	\$ 33,098	\$ 378,389	44.0%	\$ 481,825	\$ 235,580	\$ 246,245	28.6%
Sub-total : 3381 McConnell Center Fund	\$ 860,214	\$ 33,098	\$ 378,389	44.0%	\$ 481,825	\$ 235,580	\$ 246,245	28.6%
3410 Recreation Special Revenue Fund								
Recreation	\$ 443,750	\$ 16,606	\$ 245,655	55.0%	\$ 198,095	\$ 30,513	\$ 167,582	37.8%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 443,750	\$ 16,606	\$ 245,655	55.4%	\$ 198,095	\$ 30,513	\$ 167,582	37.8%
5300 Water Fund								
Community Service Public Works	\$ 7,329,970	\$ 413,092	\$ 5,369,552	73.0%	\$ 1,960,418	\$ 966,389	\$ 994,028	13.6%
Sub-total : 5300 Water Fund	\$ 7,329,970	\$ 413,092	\$ 5,369,552	73.3%	\$ 1,960,418	\$ 966,389	\$ 994,028	13.6%
5320 Sewer Fund								
Community Service Public Works	\$ 10,347,257	\$ 739,289	\$ 7,632,499	74.0%	\$ 2,714,758	\$ 1,059,504	\$ 1,655,254	16.0%
Sub-total : 5320 Sewer Fund	\$ 10,347,257	\$ 739,289	\$ 7,632,499	73.8%	\$ 2,714,758	\$ 1,059,504	\$ 1,655,254	16.0%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 2,804,835	\$ 92,273	\$ 900,572	32.0%	\$ 1,904,263	\$ 182,082	\$ 1,722,181	61.4%
Sub-total : 6100 Dovernet Fund	\$ 2,804,835	\$ 92,273	\$ 900,572	32.1%	\$ 1,904,263	\$ 182,082	\$ 1,722,181	61.4%
Total : EXPENDITURES	\$ 174,895,877	\$ 10,161,167	\$ 121,842,736	69.7%	\$ 53,053,141	\$ 36,893,539	\$ 16,159,603	9.2%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) April 30, 2024

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenues	1,142,130	55,222	1,063,587	93.1	78,543	0	78,543	6.9
Expenditures	1,253,806	82,465	1,006,778	80.3	247,028	131,095	115,933	9.2
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	<u>(111,676)</u>	<u>(27,243)</u>	<u>56,809</u>	<u>12.8</u>	<u>(168,485)</u>	<u>(131,095)</u>	<u>(37,390)</u>	<u>(2.4)</u>



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Chambers
Meeting Date: **Wednesday, May 1, 2024**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Williams led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

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

5. PUBLIC FORUM

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

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

6. DISCUSSIONS

A. PUBLIC WATER SUPPLY SYSTEM UPGRADE

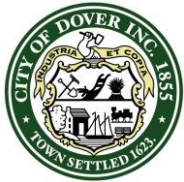
Amelia DeGrace, Assistant City Engineer, and Michael Nadeau, Superintendent of Utilities gave a presentation on the Water Service Line Inventory.

Jamie Emery, EGGI/GZA, gave a presentation on Dover Water Resources.

Keith Pratt, Underwood Engineers, gave a presentation on Dover Water Facility Improvements.

7. ADJOURNMENT

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 8, 2024**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Cullen led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

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

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

Absent: Councilor Richer, Councilor Warach

5. PROCLAMATIONS/AWARDS – MENTAL HEALTH AWARENESS MONTH

Mayor Carrier presented a proclamation on Mental Health Awareness Month, as well as a proclamation recognizing Public Works Week, and a proclamation recognizing Municipal Clerks Week.

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan motioned to add resolution **2024.05.08 – 79 Additional Scope of Work For Design Build of Inspection Services Building** as item 13.A.3. on to the agenda, seconded by Councilor Retrosi. Vote: 7-0.

Deputy Mayor Shanahan motioned to approve the amended agenda, seconded by Councilor Williams. Vote: 7-0.

7. PUBLIC HEARINGS

A. VEHICLES AND TRAFFIC, CHAPTER 141, SECTIONS 30 AND 40 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.

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

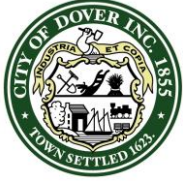
9. CITY MANAGER'S REPORT

City Manager Joyal gave an overview of the City Manager's Report.

Deputy Mayor Shanahan motioned to approve the City Manager's Report, seconded by Councilor Hackett. Vote: 7-0.

10. APPROVAL OF MINUTES

A. April 24, 2024 – Regular Meeting



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 8, 2024**
Meeting Time: **7:00 pm**

Deputy Mayor Shanahan motioned to approve the April 24, 2024 minutes, seconded by Councilor Retrosi. Vote: 7-0.

11. MAYOR'S REPORT

Mayor Carrier invited Deb Clough to the podium to give an overview of the Don't Trash Dover up.

Mayor Carrier gave an overview of events he had attended over the last few weeks.

Deputy Mayor Shanahan motioned to approve the Mayor's Report, seconded by Councilor Retrosi. Vote: 7-0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. VEHICLES AND TRAFFIC, CHAPTER 141, SECTIONS 30 AND 40 SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan made a motion to substitute as a whole the updated ordinance, seconded by Councilor Williams. Vote: 7-0.

Deputy Mayor Shanahan made a motion to refer the updated ordinance to another public hearing and vote on May 22, 2024, seconded by Councilor Nemeth. Vote: 7-0.

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

1. AUTHORIZING ACCEPTANCE OF OBSTRUCTION PERMIT FROM NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION (NHDOT) FOR GREAT BAY ROWING'S USE AND STORAGE OF ROWING EQUIPMENT AT HILTON PARK SPONSORED BY MAYOR CARRIER BY REQUEST

2. PURCHASE OF ACCU TAB UNIT FOR FRENCH CROSS WATER TREATMENT PLANT SPONSORED BY MAYOR CARRIER BY REQUEST

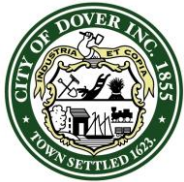
3. B23078 ADDITIONAL SCOPE OF WORK FOR DESIGN BUILD OF INSPECTION SERVICES BUILDING SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan motioned to approve the Consent Calendar, seconded by Councilor Williams.

Mayor Carrier asked if anyone had any resolutions to pull for further discussion.

Councilor Cullen pulled resolution 13.A.3.

Roll Call Vote on remaining items: 7-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 8, 2024**
Meeting Time: **7:00 pm**

City Manager Joyal gave an overview of resolution 13.A.3.

Deputy Mayor Shanahan motioned to approve resolution 13.A.3., seconded by Councilor Hackett. Roll Call Vote: 7-0.

COMMITTEE REPORTS

1. Arts Commission (Nemeth)
2. Conservation Commission (Williams)
3. Library Board of Trustees (Nemeth)
4. Appointments Committee (Williams)
5. Planning Board (Cullen)
6. School Board Liaison (Hackett)
7. Arena Commission (Hackett)
8. Recreation Advisory (Retrosi)
9. Energy Commission (Richer)
10. Parking Commission (Warach)
11. McConnell Center Advisory Committee (Retrosi)
12. Legislative Liaison (Shanahan)
13. Committee for Racial Equity and Inclusion (Nemeth)
14. Graffiti Management Advisory Committee (Nemeth)
15. Ordinance Committee (Shanahan)
16. Solid Waste Advisory Committee (Hackett)
17. Transportation Advisory Commission (Richer)
18. Joint Building Committee – DHS (Carrier)
19. Heritage Commission (Retrosi)
20. Board of Health (Richer)
21. **Downtown TIF Advisory Board (Warach)**
22. **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)**

Mayor Carrier asked City Manager Joyal or Deputy City Manager Parker to give an update to the Council on the progress of the waterfront as part of his report, Deputy City Manager Parker gave an update to the Council.

Deputy Mayor Shanahan gave an overview of the COAST report.

Councilor Williams presented an Appointments Committee report to the Council as follows:

New Appointments:

Jason (Joseph) Carbone – Arena Commission, Regular Member

Resignations:

Rebecca Ohler – Energy Commission

Sarah Tatarczuk – Zoning Board of Adjustment

Jeff Roemer – DBIDA (as of end of term, June 23, 2024)

Kathleen Blake – Committee for Racial Equity and Inclusion

Nate Burnett – Committee for Graffiti Management

Nate Stewart – Committee for Graffiti Management

Martin Coyle – Committee for Graffiti Management

Re-appointments:

Chad Kageleiry – Downtown TIF

Jeff Roemer – Downtown TIF

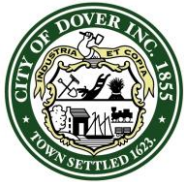
Kyle Pimental – Planning Board

Change in Status:

Kim Massaro, Committee for Graffiti Management, Alternate to Regular Member

Deputy Mayor Shanahan motioned to accept Appointments Committee report, seconded by Councilor Retrosi. Vote: 7-0.

Councilor Williams gave an overview of the Strafford Regional Planning Commission report.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 8, 2024**
Meeting Time: **7:00 pm**

B. RESOLUTIONS

1. RENAMING THE RECREATION DEPARTMENT'S ANNUALLY FUNDED "HARDSHIP SUBSIDY PROGRAM" TO THE "GARY BANNON RECREATIONAL HARDSHIP SUBSIDY PROGRAM"

SPONSORED BY MAYOR CARRIER, DEPUTY MAYOR SHANAHAN, AND COUNCILOR WILLIAMS

Deputy Mayor Shanahan motioned to approve, seconded by Councilor Hackett.

Councilor Hackett motioned to amend the resolution to Renaming the Recreation Department's Annually Funded "Hardship Subsidy Program" to the "Gary Bannon Recreational Hardship Subsidy Program" to "Gary Bannon Recreational Subsidy Program" seconded by Deputy Mayor Shanahan. Roll Call Vote: 7-0.

Deputy Mayor Shanahan motioned to approve the amended resolution, seconded by Councilor Hackett. Roll Call Vote: 7-0.

2. FY2024 TRANSFER OF APPROPRIATION - GENERAL FUND CITY DEPARTMENTS
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan motioned for approval, seconded by Councilor Retrosi.
City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 7-0.

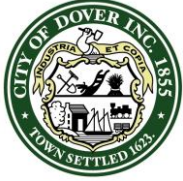
3. FY2024 DISSOLUTION OF PRIOR YEARS' CAPITAL PROJECT FUNDS INTO THE GENERAL FUND
(TO BE REFERRED TO A PUBLIC HEARING ON MAY 22, 2024)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan motioned to refer the resolution to a public hearing, seconded by Councilor Nemeth. Vote: 7-0.

4. FY2024 GENERAL FUND UNASSIGNED FUND BALANCE TRANSFERS TO CERTAIN SPECIAL REVENUE AND CAPITAL PROJECT FUNDS TO ADDRESS FUND DEFICITS
(TO BE REFERRED TO A PUBLIC HEARING ON MAY 22, 2024)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan motioned to refer the resolution to a public hearing, seconded by Councilor Hackett. Vote: 7-0.

5. AUTHORIZING ACCEPTANCE OF DONATED FUNDS FROM DOVER400 AND EXPENDITURE OF THE SAME
(TO BE REFERRED TO A PUBLIC HEARING ON MAY 22, 2024)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 8, 2024**
Meeting Time: **7:00 pm**

Deputy Mayor Shanahan motioned to refer the resolution to a public hearing, seconded by Councilor Retrosi. Vote: 7-0.

- 6. AUTHORIZATION TO ACCEPT AND EXPEND THE US DEPARTMENT OF ENERGY – ENERGY EFFICIENCY & CONSERVATION BLOCK GRANT (TO BE REFERRED TO A PUBLIC HEARING ON MAY 22, 2024) (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan motioned to refer the resolution to a public hearing, seconded by Councilor Nemeth. Vote: 7-0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

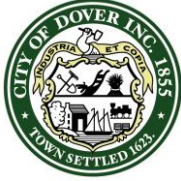
None.

15. COUNCIL MATTERS OF INTEREST

Mayor Carrier congratulated Councilor Williams and Councilor Cullen for their completion of a half marathon.

16. ADJOURN

Councilor Retrosi motioned to adjourn, seconded by Councilor Nemeth. Vote: 7-0.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.B.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
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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.

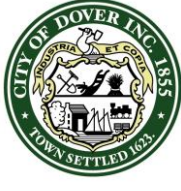
2. **AMENDMENT**

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). Any vehicle bearing a New Hampshire Veteran or Veteran-Vanity license plates and in use by the person qualifying for said special plates shall be entitled to free parking in metered spaces in the Orchard Street Parking Garage and the Fourth Street Parking Lot for no more than three hours each day. 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

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.B.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
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entitled to no more than three hours each day of free parking in metered spaces. This exemption does not apply to parking spaces designated for electric vehicle charging.

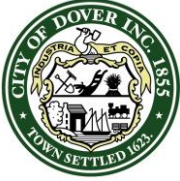
- B. Parking meter rates shall be set forth in the annual Fee Schedule adopted by the City Council.
- C. For good cause, the Chief of Police, upon recommendation of the Parking Commission, shall have the authority to temporarily suspend the provisions of this section for specified dates and times.
- 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.



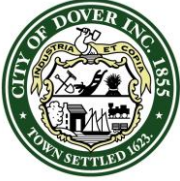
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.B.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

Street	Direction of Travel	Limits
		John Street
Cochecho Street	Easterly	From the intersection with Portland Avenue to the intersection with Rogers Street
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
<u>Fifth Street</u>	<u>Westerly</u>	<u>From the intersection with Chestnut Street to the intersection with Fourth Street</u>
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



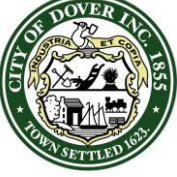
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.B.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

Street	Direction of Travel	Limits
		School/Mechanic Street parking lot
Mineral Park Drive	Northerly	From the intersection with Whittier Street to the intersection with Pleasant View Circle
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"

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Agenda Item#: 12.B.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

Street	Direction of Travel	Limits
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
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

Sponsored by:

Mayor Robert Carrier
By Request

Approved as to Legal Form and Compliance:

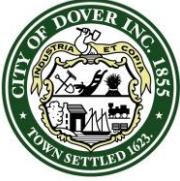
Joshua M. Wyatt
City Attorney

Recorded by:

Jerrica Vansylyvong-Bizier
City Clerk

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Document Created by: Legal	O-2024.04.24 Vehicles and Traffic Chapter 141
Document Posted on: May 17, 2024	Sections 30 and 40
	Page 5 of 6



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.B.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

Approved Date:

Effective Date:

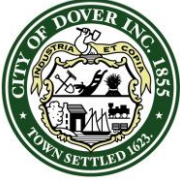
DOCUMENT ACTIONS:

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:		
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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.05.08 - 75**
Resolution Re: FY2024 Dissolution of Prior Years' Capital Project Funds
into the General Fund

- WHEREAS: On an annual basis the City Council adopts the City's six-year Capital Improvements Plan and in conjunction adopts appropriations for projects to be debt financed or reserved financed; and
- WHEREAS: On an annual basis a Capital Project fund is being created for each annual adoption of appropriations; and
- WHEREAS: Due to extraordinary circumstances certain Capital Project Funds have an existing fund balance and upon completion of projects within certain Capital Project funds revenues are actually greater than expenditures resulting in fund balances; and

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

The following Capital Project Funds, with fund balances, are hereby dissolved and will be closed out into the General Fund as of June 30, 2024.

			Transfer
		Fund	Into
Fund	Description	Balance	General Fund
4009	Capital Projects Fund FY2009	40,555	40,555
4013	Capital Projects Fund FY2013	11,972	11,972
4015	Capital Projects Fund FY2015	365,388	365,388
	Total Transfer to General Fund		417,915

Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter.

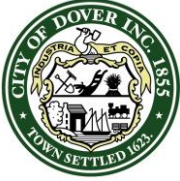
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

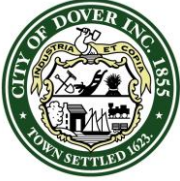
Resolution Number: **R – 2024.05.08 - 75**
Resolution Re: FY2024 Dissolution of Prior Years' Capital Project Funds
into the General Fund

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:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

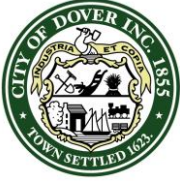
Resolution Number: **R – 2024.05.08 - 75**
Resolution Re: FY2024 Dissolution of Prior Years' Capital Project Funds
into the General Fund

RESOLUTION BACKGROUND MATERIAL:

A Capital Project fund is created to account for the appropriations adopted on an annual basis as part of the Capital Improvements Plan. This annual fund is put in place to account for appropriations to be debt or reserve financed consistent with the resolutions adopted by City Council. The Capital Project funds listed in this resolution are ready to be closed out as the projects have been completed, yet the funds have existing fund balances. A portion of these balances could have been created due to posting of revenues to the incorrect capital project year, resulting in revenues greater than expenditures.

Capital Project Funds 4009, 4013, and 4015 have fund balance that can be closed into the General Fund. This resolution is authorizing the close out of these funds. Projects in Fund 4009, 4013, and 4015 are completed and therefore these Funds can be closed.

The Finance Department's accounting practice for capital projects is to ensure projects have a complimenting appropriation account and revenue account to ensure project expenditures are agreeing to project revenues. Internal controls are in place to track projects that are reserved financed and annually track that the necessary transfers are being made from the appropriate capital reserves for eligible project expenditures.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.05.08 - 76**
Resolution Re: FY2024 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

WHEREAS: The City Council has adopted the creation of Special Revenue Funds to account for specific sources of revenue and account for the expenditure of those revenues for said purpose; and

WHEREAS: On an annual basis the City Council adopts the City's six-year Capital Improvements Plan and in conjunction adopts appropriations for projects to be debt financed or reserved financed, with a capital project fund being created for each annual adoption of appropriations; and

WHEREAS: Due to extraordinary circumstances certain Special Revenue Funds have an existing fund deficit; and upon completion of projects within certain Capital Project funds anticipated revenues are actually less than planned resulting in fund deficits; and

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

To address the following Special Revenue and Capital Project Funds existing and projected Fiscal Year 2024 fund deficits, the following amounts are to be appropriated from General Fund Unassigned Fund Balance and transferred to the respective Funds listed in table below.

			Transfer
		Fund	From
Fund	Description	Deficit	General Fund
4320	Tolend Road Landfill Closure Fund	(824,404)	824,404
	Total Transfer to Capital Project Funds		824,404

Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter.

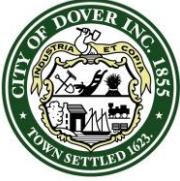
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

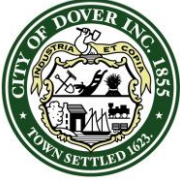
Resolution Number: **R – 2024.05.08 - 76**
Resolution Re: FY2024 General Fund Unassigned Fund Balance Transfers
to Certain Special Revenue and Capital Project Funds to
Address Fund Deficits

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:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

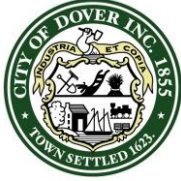
Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.05.08 - 76**
Resolution Re: FY2024 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

RESOLUTION BACKGROUND MATERIAL:

The Tolend Road Landfill Fund was established by City Council to track the expenditures incurred for closure and post closure maintenance of the former landfill. The City debt financed the closure costs and post closure costs had been debt financed as well. Starting in FY2017 the City began financing post closure costs through annual operating budget transfers into the Tolend Road Landfill Fund.

Upon EPA completing the Five Year Review of the landfill post closure operations, recommendations for additional work at the former landfill including the Eastern Plume, and additional work for the Southern Plume were issued by EPA. Two new contaminants are a national concern for EPA and sampling is being required for these contaminants in the landfill and in the two extended plumes. The FY2024 City operating budget reflected an annual operating budget transfer of \$529,044 to the Tolend Road Landfill Fund to finance the estimated annual operations and maintenance costs. However, the annual operations and maintenance costs for FY2024 are \$1,353,448 for the City's obligations. This results in an operating deficit of \$824,404. This resolution will appropriate and transfer the amount of \$824,404 from General Fund Unassigned Fund Balance to the Tolend Road Landfill Fund to resolve the deficit for FY2024.



CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2024.05.08 - 77**
Resolution Re: Authorizing Acceptance of Donated Funds from
Dover400 and Expenditure of Same

- WHEREAS: Dover400 is a non-profit formed to coordinate, fund, and celebrate the quadricentennial anniversary of the City of Dover’s founding.
- WHEREAS: Dover400 did an exemplary job celebrating the City’s 400th anniversary in 2023, but now intends to dissolve with (i) remaining funds on hand and donated funds possessed by the City but not yet transferred to Dover400, together with (ii) Dover400’s existing contractual obligations, all to be assigned to, and assumed by, the City of Dover; and
- WHEREAS: Pursuant to NH RSA 31:95-b, authorization by the City Council is required to accept and expend unanticipated funds from Dover400.

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

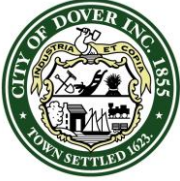
In accordance with NH RSA 31:95-b, the City Manager is authorized to accept and expend funds from Dover400, inclusive of Dover400’s cash on hand and also donations toward “Residents Supporting Community First Program for Dover’s 400th Celebration” collected by the City but not yet transferred to Dover400, in an amount not to exceed \$130,000, and any such funds or funding received from (or on behalf of) Dover400 are hereby appropriated for uses consistent with applicable law and applicable restrictions on such funds. Such funds shall be deposited in a restricted account for the City’s use to, first, satisfy remaining any and all contractual obligations of Dover400 and, thereafter, for any uses consistent with applicable law and any restrictions on the use of such funds. The City Council further authorizes the City Manager to assume existing contractual obligations of Dover400 to be assigned to the City, sign all necessary paperwork for such assignment and assumption, and to carry out Dover400’s assumed contractual obligations.

AND, FURTHER BE IT RESOLVED THAT:

In expending funds from Dover400, Purchasing Agent is hereby authorized to issue Purchase Orders as needed to satisfy Dover400’s remaining (assumed) contractual obligations (for which any applicable Purchasing Procedures in Dover Code Chapter V are hereby waived), and thereafter to issue Purchase Orders for expenditure of any remaining Dover400 funds consistent with Dover Code Chapter V, Purchasing Procedure, and any and all other applicable law. The amount of this authorization shall be limited so as not to exceed available funding.

Financing			
Account	Description	Appropriation	Balance
TBD	Donated Funds from/towards Dover400	\$130,000	\$130,000

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.3.

Resolution Number: **R – 2024.05.08 - 77**
Resolution Re: Authorizing Acceptance of Donated Funds from
Dover400 and Expenditure of Same

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

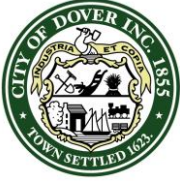
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	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 Dover400's current financials, including existing contractual obligations to be assumed by the City of Dover, accompanies this resolution. The primary contractual obligation to be assumed is for a statue commissioned for the Waterfront park (contract also attached), which Dover400 has indicated there is a \$6,000 issued check outstanding that will likely be deducted from the cash assets listed on the attached sheet. The City also is holding, as of May 2, 2024, \$6,872 of funds donated towards the "Residents Supporting



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2024.05.08 - 77**

Resolution Re: Authorizing Acceptance of Donated Funds from
Dover400 and Expenditure of Same

Community First Program for Dover’s 400th Celebration”, which funds have been collected by the City but not yet transferred to Dover400, and further such donations may still come in.

The Council will recall that Dover400 was previously a committee of the City of Dover, but in 2021 became a private, nonprofit corporation separate from the City, to which the City provided grant funding in 2021; ([R-2021.01.13-011](#)) of \$142,880.33. The grant agreement provided that “[a]ny portion of funds provided by the City to the Grantee not expended at completion of this Agreement, or if such funds are on hand upon dissolution of [Dover400], shall be returned to the City of Dover provided same is allow[ed] by applicable law.” Dover400 intends to now dissolve and conclude its work and corporate existence, with remaining funds and obligations assigned to and assumed by the City of Dover.

Current Total Assets (cash)	\$118,635.50	(\$6000 pending in uncashed checks)
Sculpture Project		
	Vendor	Amt Paid
	Sincere Metalworks	\$19,200.00
	Andrea Bowen, LLC	\$5,400.00
	BA+C, LLC Engineering	\$6,000.00

SCULPTURAL DESIGN & CREATIVE DIRECTOR SERVICES CONTRACT

This Sculptural Design and Creative Director Services Contract ("Agreement") is entered into on **30th of November, 2023** between **Dover400** (referred to as "Client," "you", or "your") and **Andrea Bowen LLC, a New Hampshire LLC**, referred to as ("Designer", "we", "us"). Designer and Client are collectively known as the "Parties."

The **Client** is identified as follows:

Client Name: Dover400
Client Address: 24 Chestnut St, Dover NH03820
Client Email: 400dover@gmail.com
Client Phone Number: 603-834-3408

The **Designated Contact** is identified as follows:

Designated Contact Name: Sam Allen
Designated Contact Email: [REDACTED]
Designated Contact Phone Number: [REDACTED]

The **Project** is identified as follows:

Project Address: Waterfront Park, Dover, New Hampshire
Project Start: January 2024
Project Completion: Estimated to wrap up within 12 months of Project Start.

The **Services** are defined as follows:

Designer is commissioned to design a permanent, outdoor sculpture installation as seen in the Designer's accepted proposal, River Roots. Designer shall serve as the creative director of the Project and facilitate all design-related aspects.

Total Fee: \$16,200.00 USD

Payment Schedule:

Initial Payment of \$5,400.00 US dollars to be paid upon the signing of this Agreement to begin Designer's Services.

Second Payment of \$5,400.00 US dollars to be paid upon completion of fabrication of the Installation.

Final payment of \$5,400.00 US dollars is to be made within thirty (30) days of the completion of the Installation.

PURPOSE OF THIS AGREEMENT

WHEREAS, Client wishes to engage Designer to provide sculpture design and installation creative direction services for Client's Project. The Designer shall commence Services in alignment with the above-referenced Project Start and Project Completion periods. For the reasons set forth above, and in consideration of the mutual covenants herein set forth, the Parties hereby mutually agree as follows:

DEFINITIONS

For the purposes of this Agreement, the following definitions shall apply:

- a. **"Agreement"** shall mean the below terms and conditions and definitions hereto agreed upon by the Client and Designer.
- b. **"Project Location"** shall mean the property where the installation will take place.
- c. **"Project Dates"** shall mean the dates service shall be performed at the Project Location.
- d. **"Project"** shall mean the Project installed at the specified Project Location.
- e. **"Designer"** shall mean Andrea Bowen Art, LLC. This includes all staff and assistants.
- f. **"Client"** shall mean the above-listed Client name and details.
- g. **"Parties"** shall mean the Designer and the Client.
- h. **"Fabrication"** shall mean the production and manufacturing process of the sculpture.
- i. **"Installation"** shall mean the process of permanently and securely installing the sculpture at the Project Location.

TERMS AND CONDITIONS

I. Services and Project Specifics

A. Sculptural Design and Creative Direction Services. The Designer will be providing sculptural design and creative direction services for the Project. The Designer shall be responsible for the following Services:

- Creation of the overall design proposal and plan, consisting of drawings, renderings of the design, and mapping out of logistics.
- Research and selection of types of materials that are appropriate for the Project;
- Contracting with sub-contractors for facilitating the fabrication of the project and installation.
- Facilitate, oversee design and installation implementation, and guide the Project to completion;
- Designer will participate in on-site visits and planning meetings;
- Coordinate with third party contractors and vendors working on the Project;
- Make minor design adjustments, in keeping with the original design intent, if needed for structural or practical reasons;
- Provide information regarding suggested future maintenance of the Sculpture.

The Designer's Services and responsibilities for this Project shall not include:

- Preparation of the Project Location for installation;
- Directly hiring independent contractors and third party vendors, other than listed below in budget;
- Storage of sculpture before installation; Maintenance and upkeep of the structure after installation;
- Overseeing compliance with any applicable zoning and building codes, regulations, and similar responsibilities.

Additionally, under the scope of this Project and Services, the Designer shall be responsible or liable for any duties of independent contractors, including but not limited to the actual fabrication and installation of the Project. Designer is solely responsible for the creative direction and design aspect of the sculptural piece. After the completion of the Project, any required maintenance shall fall under the duties of the Client.

The Designer cannot guarantee the performance of any third party contractors or materials once installed at the Project Location.

B. Client's Responsibilities. The Client shall provide all necessary information related to the Project. The Designer shall rely on the accuracy of the information provided by the Client for the success of the Project. The Client shall communicate all decisions, approvals, reviews, schedule updates, and responses to the Designer in a timely manner. The Client shall be responsible for reviewing and approving all design plans and ensuring compliance with codes, regulations, and similar approvals.

Client realizes that proactive coordination with the larger waterfront development project will offer significant cost efficiencies, for example, with planning lighting of the installation with functional lighting for walkways and plazas, and incorporating the sculpture base into the overall paving plan. Client is responsible for maximizing cooperation and communication with the installation project in coordination with the overall development project.

C. Fabrication and Materials. The approved installation is projected to measure approximately 16' x 13'-23/4" x 2'-10" in size. The preliminary proposed material is welded and/or assembled metal, with a stone base supported by concrete pilings. Final materials will be based on recommendations by the engineer, in consultation with the Client, artist, and fabricator, for optimal structural integrity and design aesthetic. The Client will be informed of, and have a chance to review and approve, any subsequent material changes proposed by the engineer, fabricator, or Artist, whether for practical or aesthetic reasons..

D. Budget. The Designer has proposed the following budget totaling a \$125,000 investment, however, these numbers are estimates and the finalized project cost may vary based on material cost and availability, as well as other uncontrollable factors.

- Materials and fabrication: \$48,000.00
- Transportation and installation: \$18,750.00
- Engineering review and insurance: \$17,500.00
- Foundation and lighting: \$12,500.00
- Future maintenance: \$6,250.00
- Project contingency: \$5,800.00
- Designer's fee, including liability insurance added expense (the Total Fee of this Agreement): \$16,200.00

While Designer has proposed an overall budget for the entire Project, Designer can only guarantee pricing for their own Total Fee. Other costs and fees may vary depending on materials and availability and cost of third party contractors. Client shall be responsible for the remaining aspects of the budget, and securing all funding for the Project.

E. Ownership of the Sculpture. At the completion of the Project and after the final payment is submitted to the Designer, the sculpture and installation shall be owned by the City of Dover. Client shall be responsible for all future maintenance. Client agrees that any future reproduction(s) of the work, including but not limited to press features, online articles, and social media displays, shall include credit to the Designer.

II. Fees

A. Total Fee and Additions. The Total Fee is the Designer's entire fee for the design and creative direction of the Project, including oversight of the Project through completion of installation.

B. Payment Schedule.

Artist will provide the Client with written invoices for each phase of the Project, which will be due within thirty (30) days of receipt. All payments are non-refundable and non transferable.

1. Initial Payment.

The initial payment is one third ($\frac{1}{3}$) of the Total Fee, totaling five thousand four hundred dollars (\$5,400.00), which is due upon signing this Agreement.

The Client will pay the initial payment before the Designer has any obligation to perform the work described herein.

2. Second Payment.

The second payment is one third ($\frac{1}{3}$) of the Total Fee, totaling five thousand four hundred dollars (\$5,400.00), which is due upon the completion of the fabrication of the design.

3. Final Payment.

The final payment is the remaining balance of the Total Fee of five thousand four hundred dollars (\$5,400), which shall be paid by the Client within at least thirty (30) days of the completion of the installation of the Project.

B. Late Payments. Invoice payments are due within thirty (30) days of receipt. Late payments will incur a fee of four percent (4%) per month. Time is of the essence with respect to payments due to Designer. Designer shall cease Services, and retain all monies paid as liquidated damages.

C. Reimbursements. The Client agrees to reimburse the Designer for all reasonable expenses and incidentals relating to the Services, and any other fees or expenses incurred. Designer will supply any expense receipts if requested by Client. Requests for receipts must be received within thirty (30) days of Designer's invoice to Client.

III. Cooperation and Relations

A. Subjectivity of Design. The Client acknowledges and understands that they have hired the Designer based upon the Designer's specialized skill and talent. Designer will use reasonable efforts to ensure Client's services are carried out in a style and manner consistent with Designer's portfolio and the proposal presented to the Client, and

Designer will try to incorporate any suggestions Client makes throughout the duration of the Project. However, Client acknowledges and understands that every project is different. Creative design for different projects is a subjective service and Designer is a provider with a unique vision, with an ever-evolving style and technique. Dissatisfaction with Designer's independent judgment or individual style are not valid reasons for termination of this Agreement or request of any monies returned. The Designer shall have creative discretion and control over any variation throughout the duration of the Project.

B. Relationship. Designer is an independent contractor of the Client. This Agreement shall not be construed to create any association, partnership, joint venture, employee, or agency relationship between the Parties for any purpose. The Designer has no authority (and shall not hold itself out as having authority) to bind the Client, nor shall it make any agreements or representations on the Client's behalf without the Client's prior written consent.

C In General. In order to perform the work specified within this Agreement, Designer must have positive cooperation and communication from the Client and all third party vendors and agents. In the event that Designer is unable to perform a portion of the services required under this Agreement due to failure of the Client or a third party vendor to cooperate, communicate, and/or to provide necessary approvals regarding the Project, then Designer shall not be responsible for any delays or additional expenses and will be released from performing that portion of the Services.

D. Safe Working Environment. Designer has a zero-tolerance policy with regards to abusive, demeaning, condescending and/or manipulative behavior of any kind to include, but not limited to: verbal, mental, physical or emotional distress of any staff member or outside vendor party involved with the Project by the Client, third parties, or any agent thereof. Designer has the right to immediately terminate all services if the Client, third parties, or any agent is acting inappropriately towards the Designer or any of its agents, or exhibiting threatening, hostile, or offensive behavior, verbal abuse, or in the event that the safety of the Designer is in question. Ensuring the appropriate behavior of all third party vendors during the Project shall be the responsibility of the Client. Designer has the right to withdraw from and terminate coverage to remove Designer's agents from the situation without approval from the Client. If the services are paused or terminated early under these circumstances, all monies paid shall be retained by the Designer, and the Designer will be released and held harmless as a result of incomplete services.

E. Third Party Vendors. Designer shall be responsible for contracting directly with any third party vendors and/or contractors and paying them directly. Designer shall provide a list of all third party vendors with whom Designer has contracted for the Project and with whom Designer is expected to coordinate. The Designer shall provide a point of contact for each of the third party vendors. Designer shall not be liable for any third parties actions or inactions, whether or not Designer recommended or refers any third parties.

All third party vendors engaged to render services in connection with this Project shall be required to maintain a Project-appropriate insurance policy, which shall be the responsibility of the Designer to confirm adequate insurance and sufficiency of coverage.

F. Third Party Vendor Dependencies. If Designer is unable to meet an obligation under this Agreement because Designer's performance was dependent, in whole or in part, on the action or inaction of the Client and/or a third party vendor with whom the Client has contracted or needs to enter into contract with, then Designer shall not be liable for failing to meet such obligation. Schedule delays, for any reason, may result in forfeiture of down payments to third party vendors and/or forfeiture of a slot in the schedule.

G. Requested Contractors. Designer requests an engineer representing the Client review the installation drawings, in addition to an independent engineer sign-off, which is included in the proposed budget. Client is responsible for securing all necessary approvals, stamps, and reviews required by municipal building codes. Designer reserves the right to review and approve any third-party fabricators selected.

H. Insurance. Designer will submit a Certificate of Insurance to the Client verifying a general liability insurance policy in the amount of \$1,000,000.

Client also warrants they shall maintain insurance on behalf of the Project throughout the process and after installation in case of any unforeseen circumstances during installation, transportation, maintenance, damage, or injuries in relation to the Project.

IV. Rights

A. Copyright. Designer retains the ownership of its copyright in any and all drawings, specifications, and designs pursuant to federal copyright law (Chapter 17, Section 201-02, of the United States Code.) Any and all work produced in connection with, or in the process of fulfilling this Agreement, are expressly and solely owned by Designer. Once the Project is complete and all payments are received in full by the Designer, the Client shall own the finished installation and sculpture. The sculpture, installation, design, drawings, and other materials created by the Designer may not be otherwise reproduced or recreated without the express written consent of the Designer. Any unauthorized use of the design, such as re-creation of the original work for other parks, will result in additional fees and/or royalty payments to Designer. Upon termination of this Agreement, for any reason, Client is not authorized to utilize any of the creative works of the Designer, including the proposed sculpture design, concept, and drawings.

B. Credit to Designer. By signing this Agreement, Client agrees that Designer may use photos of the Project for Designer's portfolio, marketing, social media and website. When posting photos of Designer's work on social media and web, and sharing with press, media, and other outlets, Designer requests the Client share proper attribution and credit to the Designer as "Andrea Thompson Bowen".

C. Confidentiality. Designer owns, possesses, or controls certain trade secrets, copyright and other proprietary and confidential information acquired through the expenditure of time, effort, and money, including, but not limited to, planning documents, designs, checklists, and the terms of this Agreement, including pricing (herein "Confidential Information"). Client agrees to use all best efforts to protect Designer's interest in the Confidential Information and keep it strictly confidential. This includes a covenant to not directly or indirectly disclose, allow access to, transmit, or transfer the Confidential Information to any third party, including but not limited to online forums, without Designer's prior written consent.

V. Material Changes

A. Cancellation. In the event of cancellation of the Project by the Client or termination of this Agreement, for any reason (including but not limited to: change of heart with respect to Designer's services, pandemic or other health crisis, disaster, Act of God, or any other similar or dissimilar cause reasonably outside of either the Client or Designer's control), Designer will suffer losses and opportunities that are difficult to ascertain. Therefore, Designer shall be expected to return any payments once received and will have no further obligations to Client, and all reserved Project dates shall be released. Client acknowledges that all fees paid compensate Designer for not only for the final Project installation, but also reservation of the Project on their calendar and turning away from other business opportunities as well as the time spent by Designer in performances of the services and the miscellaneous operating expenses and administrative costs incurred by Designer in preparation for and expectation of completing the Services for Client. As such, Client agrees that, in the event of cancellation of the Project or termination of this Agreement, for any reason, all payments received to date shall be retained by Designer as liquidated damages, not as penalty, and shall be non-refundable in all respects.

Client shall be responsible for any outstanding balance for Services rendered to date and reimbursable expenses at the time of cancellation. Any outstanding balance owed shall be invoiced to Client and due promptly. Cancellation must be made in writing and is non revocable. Clients must provide Designer with written notice as soon as reasonably possible, and termination will be effective upon receipt of notice.

B. Postponement. The Client may request to postpone the Project. Designer will make every effort to accommodate, but Designer's availability is not guaranteed. Should the Client postpone the Project more than six (6) months beyond the agreed project commencement, the project shall be considered cancelled, unless both parties agree in writing to continue under the same terms.

C. Change of Scope. Should Client decide to change the direction of the Project and materially alter the approved and selected design presented by the Designer prior to the signing of this Agreement, Designer shall have the right to terminate this Agreement if the direction no longer aligns with their vision and retain all monies paid to date. Designer will then be liable for any outstanding payments owed based on the completion of the Project and any reimbursable payments. Should Designer opt to continue working with the Client with the new direction, a new Total Fee will be presented by the Designer, in addition to a new timeline and scope, which must be agreed upon by both parties in writing and through a new agreement.

If Client requests major design changes, in keeping with the original design intent but requiring new sketches, models, or documentation, this would be a change of scope, which will be billed separately outside of the fees of this Agreement at an additional hourly rate of seventy five dollars (\$75) per hour. Any major design revisions will require additional time to be allotted to the schedule.

D. Cancellation by Designer. In the event the Designer cannot or will not continue to render services due to: illness, death, health concerns, government restriction, pregnancy, emergency, accident, Act of God, or any other restriction, the Designer will immediately give notice to the Client. All efforts will be made to provide a competent professional replacement, with the mutual agreement of Client.

If a replacement is unavailable, the payment(s) made to Designer will be refunded or credited, less a reasonably accurate percentage of services rendered to date and delivered to Client. The return of the apportioned payment(s) shall be the entire obligation under this contract. No other damages or guarantees of any kind are recognized or warranted.

E. Force Majeure. Neither party shall be liable or responsible to the other party for any costs or damages, nor be deemed to have defaulted under or breached this Agreement, due to delay, nonperformance, or failure in fulfilling or performing under this Agreement, when the extent of such failure or delay is caused by or arises from any cause or event beyond such party's control. Such events include, but are not limited to the following "Force Majeure Events": Acts of God, fire, flood, explosion, natural disasters such as earthquake, storm, flood, infestation, epidemic or pandemic, war, invasion, hostilities, civil unrest, government law, action or order, accident, power or other mechanical failures, blockades, national or regional emergencies, strikes, stoppages, shortages, slowdowns, shortage or restriction of transportation, and any other disruptions. Any party claiming the benefit of this provision must give notice as soon as reasonably practicable via written notice to the other party. The impacted party must use diligent and reasonable efforts to resume and/or cure performance under this Agreement as soon as reasonably practicable and to minimize effects of the Force Majeure event. The non-refundable Initial Payment, as well as any and all monies paid to the Designer, remain non-refundable. The cancellation and rescheduling clauses and policies, as outlined above, apply to all Force Majeure events.

F. Notice. Parties shall provide effective notice ("Notice") to each other via email, phone, or certified mail as promptly as possible.

VI. Representations and Warranties

The Designer represents and warrants to the Client that (a) she has the right to enter into this Agreement, to grant the rights granted herein and to perform fully all obligations in this Agreement; (b) The Designer's obligations under this Agreement does and will not conflict with or result in any breach or default under any other agreement; (c) The Designer has the required skill, experience, and qualifications to perform the Services, and shall perform the Services in a professional and workmanlike manner in accordance with and shall devote sufficient resources to ensure that the Services are performed in a timely and reliable manner; (d) shall perform the Services in compliance with all applicable federal, state, and local laws and regulations. The Client represents and warrants that it has the full right, power, and authority to enter into this Agreement and to perform its obligations hereunder; and (b) the signatures at the end of the Agreement are authorized on behalf of the Client. This Agreement is solely for exclusive consideration of the Client and Designer.

VII. Limit of Liability and Release

The Designer's liability is limited to the return of payments received, minus the current value for any services already rendered. Furthermore, except as stated herein, both Parties agree to waive and release each other, and all of their representatives, from all claims of harm or damages related to or arising from this Agreement. Client and related parties/participants expressly assume any risk of services and related activities as described herein. Designer is not liable for any damages, injuries, quality or longevity of materials, or destruction of property. Designer is not liable for compliance with codes or regulations, and is not responsible for any actions or inactions of third parties. At no time will Designer be liable for storage, transportation, maintenance, damage, or injuries in relation to the Project and sculpture.

VIII. Indemnification

The Client hereby agrees to indemnify, release, discharge, and hold harmless the Designer and his/her heirs, legal representatives, assigns, employees, agents, or any persons acting under permission or authority of the Designer from any and all claims, demand action, cause of action, damages, losses, liabilities, deficiencies, judgments, settlements, penalties, fines, costs, or expenses of any kind, including reasonable legal and professional fees which may be made or brought against the Designer or which the Client may suffer or incur as a result this contract or services provided by the Designer. This includes but is not limited to 1) breach or non-fulfillment of any representation, warranty, or covenant in this Agreement, 2) any negligent or more culpable act or omission, 3) any bodily injury, death, or damage to property, 4) any failure to comply with federal, state or local laws, regulations, or codes in performance under this Agreement, and 5) claims brought by other vendors as a result of performance with this Agreement. It is Client's responsibility to reconcile any conflicts between Client's Agreement with Designer and Client's agreements with other vendors.

In the event that the Designer breaches the contract, the Client agrees to indemnify and hold harmless the Designer from any incidental, punitive, or other damages in excess of the amount of the contract. In the event of breach of contract on the part of the Designer, both parties agree that the sole and exclusive remedy is reimbursement of funds, minus a reasonably accurate percentage of services rendered. These recoverable damages shall not exceed the amount agreed upon and actually paid to Designer.

IX. Choice of Venue and Law

This Agreement shall be construed according to the State of New Hampshire. Client acknowledges that this Agreement was entered into in Strafford County, New Hampshire and that the proper venue for any legal action related to this Agreement is in the Superior Courts of the County of Strafford County, New Hampshire. In the event any Party files suit or an arbitration proceeding to enforce any term or condition herein, the prevailing Party is entitled to expenses of litigation, including reasonable attorney fees, costs and expenses, in addition to any other relief to which the Party may be entitled.

X. Amendments

This Agreement has been freely negotiated and shall be recognized as the entirety of the agreement. Only those changes or modifications specifically placed in writing, attached, dated and signed by the Client and Designer at the time of acceptance of this contract shall be recognized as amendments to this Agreement. In no event shall this Agreement be modified, altered or amended without the prior written agreement of each party hereto.

XI. Severability

If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, the other provisions of this Agreement will remain in full force and effect. Any provision of this Agreement held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable.

XII. Entire Agreement

This Agreement constitutes the entire understanding and agreement of the Parties with respect to its subject matter and supersedes all prior and contemporaneous understandings, agreements, inducements or conditions, express or implied, written or oral, between the parties. This Agreement expressly supersedes any and all prior written and/or oral agreements, and the terms and conditions of this Agreement cannot be modified without the express written consent of both parties. The terms and conditions of this Agreement shall be binding upon the parties, their personal representatives, successors and assigns, and may not be assigned to any third party beneficiary.

XIII. Counterparts and Signatures

This Agreement may be executed by a party's signature transmitted by facsimile, and copies of this Agreement executed and delivered by means of facsimile signatures shall have the same force and effect as copies hereof executed and delivered with original signatures.

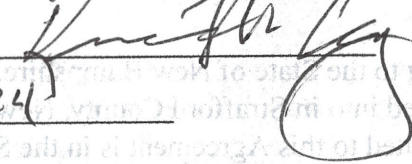
Parties agree to the terms and conditions as set out above dated effective as of the last date of signature below.

CLIENT

Client's Name:

DOVER 400
KEVIN McNEAVEY

Client's Signature:



Date:

3/19/24

DESIGNER

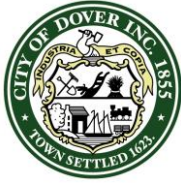
Andrea Bowen, on behalf of Andrea Bowen Art LLC

Designer's Signature:

Andrea Bowen

Date:

3/19/2024



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2024.05.08 - 78**

Resolution Re: Authorization to Accept and Expend the US Department of Energy – Energy Efficiency & Conservation Block Grant

WHEREAS: The City has received notice from the NH Department of Energy of an award of the Energy Efficiency & Conservation Block Grant (EECBG) in the amount of \$76,150.00; and

WHEREAS: The grant involves deploying federal funding to reimburse the purchase of a F-150 Lightning which will be used by the Dover Community Services Department as a proof of concept for replacing heavier duty fleet vehicles with all electric alternatives. Additionally, EECBG funds will be used to expand the municipal charging network, further allowing for electrification to advance within the fleet; and

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

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

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to apply for, accept, and expend grant funds allocated to the City of Dover on behalf of the NH Department of Energy award of the (EECBG) 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.

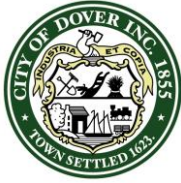
AND, FURTHER BE IT RESOLVED THAT:

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	(EECBG) Energy Efficiency & Conservation Block Grant	76,150.00	76,150.00

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.4.

Resolution Number: **R – 2024.05.08 - 78**

Resolution Re: Authorization to Accept and Expend the US Department of Energy – Energy Efficiency & Conservation Block 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:

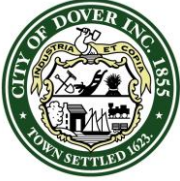
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor S. April Richer, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		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

RESOLUTION BACKGROUND MATERIAL:

The Energy Efficiency and Conservation Block Grant (EECBG) Program is a rebate program and the Pre-Award Information Sheet for the City of Dover, NH, with the support of the Dover Energy Commission, has selected a “voucher for equipment rebate” following the USDOE guidance for local governments receiving under \$250k. USDOE approved the City’s EECBG equipment rebate voucher application on April 15th, 2024 in the amount of \$76,150.

Document Created by: Finance
Document Posted on: May 17, 2024

R-2024.05.08 Authorization to Accept and Expend the US
Department of Energy - Energy Efficiency Conservation
Block Grant
Page 2 of 2



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2024.05.22 - 79**

Resolution Re: Approval of Director of Human Resources of the City of
Dover Employment Agreement

WHEREAS: Heather A. Worrall (“Employee”) has been appointed as Director of Human Resources of the City of Dover by the City Manager; and

WHEREAS: It is the desire of the City Manager, in accordance with the Dover City Charter and the Laws of the State of New Hampshire, to establish compensation, benefits, and other working conditions for the employment of the Employee; and

WHEREAS: It is the desire of the City Manager to ensure the commitment and full productivity of the Employee in providing service to the City as Director of Human Resources; and

WHEREAS: It is the desire of the City Manager to provide inducement for the Employee to remain in service to the City while also ensuring a just means for the termination of employment at such time as may be required; and

WHEREAS: Employee agrees to accept employment as Director of Human Resources of said City.

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

The City Manager is hereby authorized to enter into the attached Employment Agreement.

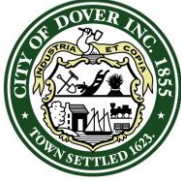
AUTHORIZATION

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.1. Resolution Number: R – 2024.05.22 - 79 Resolution Re: Approval of Director of Human Resources of the City of Dover Employment Agreement
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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See attached Employment Agreement. This Resolution shall ratify the attached Employment Agreement related to the employment of Heather A. Worrall as Director of Human Resources of the City of Dover. The Agreement outlines wages, benefits, and other conditions of employment.

**EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF DOVER, NH
AND
HEATHER A. WORRALL**

This Agreement made and entered into this _____ day of _____, 2024 by and between the CITY OF DOVER, a municipal corporation within the County of Strafford and the State of New Hampshire (hereinafter called the "CITY"), as party of the first part and HEATHER A. WORRALL, of the City of Dover, County of Strafford, and State of New Hampshire (hereinafter called "EMPLOYEE"), as party of the second part;

WITNESETH:

WHEREAS, the City desires to employ the services of the Employee as Director of Human Resources of the City of Dover.

WHEREAS, it is the desire of the City Manager, in accordance with the Dover City Charter and the Laws of the State of New Hampshire, to establish compensation, benefits, and other working conditions for the employment of the Employee; and

WHEREAS, it is the desire of the City Manager to ensure the commitment and full productivity of the Employee in providing service to the City as Director of Human Resources; and

WHEREAS, it is the desire of the City Manager to provide inducement for the Employee to remain in service to the City while also ensuring a just means for the termination of employment at such time as may be required; and

WHEREAS, Employee agrees to accept employment as Director of Human Resources of said City.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, the parties agree as follows:

SECTION 1 – DUTIES AND AUTHORITY

City hereby agrees to employ HEATHER A. WORRALL as Director of Human Resources of said City. Employee accepts such employment and agrees to perform the functions and duties specified in the City Ordinances, and the Laws of the State of New Hampshire, and to perform such other legally permissible and proper duties, and reasonable functions as the City Manager shall from time-to-time assign.

SECTION 2 – TERM

This Agreement shall remain in full force and effect from _____, 2024 until employment is terminated by the City or Employee as provided in Section 3 of this Agreement. Solely for the purposes of benefit eligibility, Employee's anniversary date of employment with the City shall remain October 17, 2023.

SECTION 3 – TERMINATION OF EMPLOYMENT AND SEVERANCE

- A. The City Manager, at any time, may terminate the employment of the Employee for cause after thirty (30) days written notice of the basis for the termination.
- B. In the event the Employee is terminated by the City Manager with cause, the City agrees that it shall pay to the Employee all unused, accrued vacation leave said amount to be paid to the Employee on or before the effective date of termination of employment.

- C. In the event the City in any fiscal year intentionally reduces the base salary, compensation or any other financial benefit of the Employee in a percentage greater than is applied in an across the board reduction in the same fiscal year applicable to all other employees of the City, or in the event that the City refuses, following a thirty (30) day period after receipt of written notice delivered to the City Manager, to comply with any of the financial provisions benefiting the Employee set forth herein, or if the City abolishes the position of Director of Human Resources without establishment of the position under a different title with substantially similar duties and responsibilities or similar action, the Employee may, at their option, deem to have been terminated without cause as of the date of such reduction or refusal to comply with the provision herein claimed to have been violated.
- D. In the event the Employee is terminated without cause, the City agrees that it shall pay to the Employee all unused, accrued vacation leave, together with a lump sum severance payment equal to one (1) month aggregate salary for each year of completed service as Director of Human Resources, not to exceed six (6) months total, said amount to be paid to the Employee on or before the effective date of termination of employment.
- E. In the event the Employee voluntarily resigns their position with the City, the Employee shall give the City thirty (30) days written notice in advance, unless the parties agree otherwise. Such notice of resignation shall be directed to the City Manager. If the Employee voluntarily resigns, they shall not be entitled to salary after the date of resignation or to the severance benefits specified in this Section except they shall be paid for all unused, accrued vacation leave not to exceed thirty (30) days.

SECTION 4 – SALARY

- A. The City agrees to pay the Employee for services rendered under this Agreement, an annual base salary of \$ 91,610.50, subject to applicable withholdings and deductions, payable in installments at the same time as other employees in the City are paid.
- B. Effective the first full pay period following Employee's anniversary date and each year thereafter, the City agrees the Employee shall be awarded a merit increase following completion of an evaluation of their performance as specified by Section 5 of this Agreement. Such increase is only to be applied to the Employee's base salary up to the maximum amount specified in the Class and Pay Plans attached to the City's Merit Plan after which such increase may be paid as a single lump sum merit bonus. The amount of the merit increase shall be determined by the City Manager at their sole discretion, but shall not be more than 5% per annum subject to a satisfactory performance review.

SECTION 5 – PERFORMANCE EVALUATION

- A. The City Manager shall review and evaluate the Employee's performance as Director of Human Resources at least once every year, provided, at a minimum, one performance evaluation occurs within forty-five (45) days of the Employee's anniversary date each year. Said review and evaluation shall be based on the goals and objectives developed by the City Manager and the Employee in accordance with paragraph B of this Section. Upon completing the evaluation, the City Manager shall provide the Employee with a written copy of the City Manager's remarks. There shall be an adequate opportunity for the Employee to discuss the evaluation with the City Manager.
- B. Annually during the month of July, or such other month as may be mutually agreed upon, the City Manager and the Employee shall define goals and objectives which they determine necessary for the proper operation of the City and the attainment of the City Manager's policy objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limits specified and within the annual operating and capital budgets and appropriations provided by the City and the events that have occurred during the year.

SECTION 6 – HOURS OF WORK

- A. The Employee will devote full time and attention to the business of the City and will not engage in any other business during office hours, except with the approval of the City Manager.
- B. It is recognized that the Employee must devote a great deal of time outside the normal office hours to the business of the City, and to that end the Employee will be allowed to have flexibility in scheduling time.

SECTION 7 – PAID LEAVE AND HOLIDAYS

- A. The Employee shall accrue twenty (20) days paid vacation leave per year which shall be awarded annually on the Employee's anniversary date. To limit excessive accruals, up to thirty (30) days of accrued unused vacation leave may be carried over from year to year. Employee may opt to be paid for any portion of accrued and unused vacation leave not used during the year.
- B. The Employee will be eligible for ten (10) sick days per fiscal year prorated in the first year from the Employee's anniversary date to the end of the fiscal year. Sick days are only available to be utilized in the fiscal year awarded and shall not accrue or otherwise accumulate from year to year.
- C. The Employee shall be responsible for accurately recording leave usage which shall be verified and approved by the City Manager.
- D. The Employee is entitled to time off for the holidays currently recognized by the City on the day they are observed.
- E. All previously accrued and unused leave as of the effective date of this Agreement shall remain available for use by the Employee or to be paid subject to the accrual and use limitations specified above.

SECTION 8 – INSURANCE BENEFITS

Insurance benefits, including health, dental, life and disability insurances provided to City employees as part of its Flexible Benefits Program will be made available to the Employee and paid by the City excepting the Employee shall pay twenty percent (20%) and the City will pay eighty percent (80%) of the applicable premiums for the Employee's chosen health insurance plan and, further, the City shall pay an amount up to and not exceeding the cost for two (2) person base dental coverage with Employee paying the difference for any higher cost plan and/or coverage levels. The Employee health contribution may be subject to change as applicable to other City Employees. The employee shall receive a buy back for health and/or dental insurance coverages as applicable to other City Employees provided Employee presents evidence of satisfactory coverage from another source acceptable to the City.

SECTION 9 – RETIREMENT BENEFITS

- A. The Employee shall be allowed to participate in the NH Retirement System per the requirements established by State of New Hampshire Retirement System.
- B. The Employee may enroll in the City's 457 Deferred Compensation Plan and will remain eligible to receive a matching City contribution as applicable to other City employees.

SECTION 10 – CITY BUSINESS RELATED EXPENSES

- A. The Employee shall be reimbursed for all reasonable business-related expenses incurred in the performance of their duties.

SECTION 11 – PROFESSIONAL DEVELOPMENT

- A. A. The City shall pay for the Employee's individual membership dues and assessments for a related state/regional professional association and a related national professional association as mutually agreed and approved by the City Manager.
- B. The City agrees to purchase subscriptions, books, training materials, course tuition and other professional association memberships for the Employee dependent upon budget availability.
- B. The City agrees to pay the expenses associated with the Employee's attendance at the annual conference of either a related state/regional association or a related national professional association or, subject to prior approval, both annual conferences.

SECTION 12 – INDEMNIFICATION/THIRD PARTY CLAIMS

- A. The City agrees to indemnify and hold harmless the Employee from any and all losses, including Employee's reasonable attorney's fees and other expenses of defense, in connection with any claim, demand, action, or suit, or judgment arising out of any act or omission of the Employee if at the time of the act or omission, the Employee was acting within the scope of their employment and without malice or bad faith.
- B. The City agrees to provide liability coverage for the Employee against third party claims through the City's public employee insurance coverage.

SECTION 13 – BONDING

The City shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

SECTION 14 – OTHER TERMS AND CONDITIONS

The City Manager may fix such other reasonable terms and conditions of employment, as they may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City Merit Plan, the City Charter, or any other Federal or State law.

SECTION 15 – SEVERABILITY

If any provisions, or provision thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion thereof, shall be deemed severable and shall not be affected and shall remain in full force and effect.

SECTION 16 – MERGER

The text of this written Agreement and any amendments approved and executed by the City Manager and the Employee constitute the entire understanding between the parties with respect to the employment of HEATHER A. WORRALL as the Director of Human Resources of the City of Dover.

SECTION 17 – NOTICES

Notices pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

City: THE CITY MANAGER
City of Dover, NH
288 Central Avenue

Dover, NH 03820

Employee: HEATHER A. WORRALL, Director of Human Resources
City of Dover, NH
288 Central Avenue
Dover, NH 03820

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

SECTION 18 – GENERAL PROVISIONS

- A. This Agreement shall be binding upon the City and Employee, as well as their heirs, assigns, executors, personal representatives and successors in interest.
- B. This Agreement shall become effective upon execution.

IN WITNESS WHEREOF, the City of Dover has caused this Agreement to be signed and executed in its behalf by the City Manager, and the Employee has signed and executed this Agreement, all in duplicate, as of the day and year first above written.

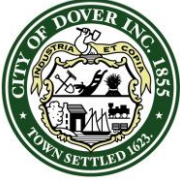
Dated: _____

CITY OF DOVER, NEW HAMPSHIRE

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

EMPLOYEE

By: _____
Heather A. Worrall



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R - 2024.05.22 - 80**

Resolution Re: Acceptance of Permanent Easement Area from Tammany Park, LLC (Owner of Tax Map 31, Lot 4A)

WHEREAS: In relation to public projects to improve public rights of way, Tammany Park, LLC, the owner of Tax Map 31, Lot 4A, has agreed to grant the City a permanent easement at no cost and as shown on the accompanying plan; and

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

On behalf of the City of Dover, and as shown in the accompanying plan, the City Manager is hereby authorized to negotiate, finalize, sign, acquire, and accept an easement from Tammany Park, LLC on terms acceptable to all parties, for the location of permanent improvements and for any related temporary easement rights. The City Manager is further authorized to take any necessary steps to record said easement at the Strafford County Registry of Deeds.

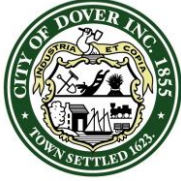
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.2.	
Resolution Number: R - 2024.05.22 - 80 Resolution Re: Acceptance of Permanent Easement Area from Tammany Park, LLC (Owner of Tax Map 31, Lot 4A)		

DOCUMENT HISTORY:

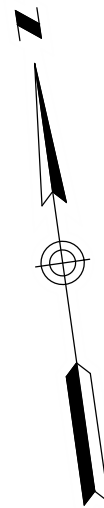
First Reading Date: _____ Approved Date: _____	Public Hearing Date: _____ Effective Date: _____
---	---

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See attached plan showing the permanent easement area in relation to the subject property.



A map of the study area showing the intersection of 6th Street, Grove Street, 5th Street, Central Avenue, and 4th Street. The map includes a dashed rectangular boundary and a shaded area in the bottom left corner.

20' 0 20' 4

BAR SCALE
1" = 20'

CHECK GRAPHIC SCALE BEFORE USING

40 Shattuck Road, Suite 110
Andover, Massachusetts 01810
866.702.6371 | www.woodardcurran.com

ISSUED FOR BID

CLIENT INFO:

CITY OF DOVER
DOVER, NEW HAMPSHIRE

FIFTH & GROVE RECONSTRUCTION

DRAWING TITLE:

CIVIL

5TH STREET

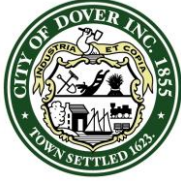
LAYOUT PLAN

STA. 1+00 TO STA. 5+00

DRAWING NO.

C-200

SHEET: 11 OF 60



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2024.05.22 - 81**

Resolution Re: B21051 Traffic Control/Flagging Services

WHEREAS: A sealed Request for Proposal #B21051 was issued and received for as-needed Traffic Control / Flagging Services on March 18, 2021 at 2:00 PM; and

WHEREAS: Two replies were received with rates to hold for one year with the option to renew at mutually agreed upon rates for two additional one-year terms. The low bid meeting specifications was submitted by Project Flagging, Inc. with hourly rates for straight time, overtime and emergency call out services; and

WHEREAS: Depending on the magnitude of the City's construction work schedule, there is often a need for a secondary vendor to provide back up traffic control services.

WHEREAS: The city received updated rates for FY25 season and the increase of 26% exceeds current Boston CPI.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to Project Flagging Inc. of Brunswick, ME for as-needed traffic control/flagging services at rates provided in conjunction with Bid #B21051. 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.1.300.xxxxx.4715.xxxxx.xx	Various CS Streets Land Improv FY25	2,482,513.00	2,482,513.00

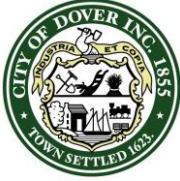
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2024.05.22 - 81**

Resolution Re: B21051 Traffic Control/Flagging Services

DOCUMENT HISTORY:

First Reading Date:

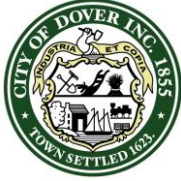
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2024.05.22 - 81**

Resolution Re: B21051 Traffic Control/Flagging Services

RESOLUTION BACKGROUND MATERIAL:

The Community Services Department has construction projects upcoming this year for which there may be the need for traffic control/flagging services. While we are going to try and limit outside use of flaggers as much as possible – there may be some projects or high-hazard areas where we will need them. The number of flagging companies are limited and Project Flagging has been very reliable.

Depending upon the specific need at a certain time and availability of the vendor, the City will utilize Project Flagging, Inc. It is possible that the 2025 season will exceed the \$25,000 threshold, therefore requiring City Council approval.

Discussions with the vendor, he shared that he charges the City 15% less than he charges private companies.

Bid Information:

A sealed Request for Proposal #B21051 was issued and received for Traffic Control / Flagging services on March 18, 2021 at 2:00 PM.

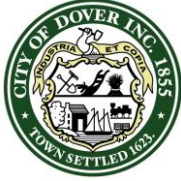
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	28	Number of Responses:	2
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	2024-2025 Construction Season	Estimated Delivery:	As Needed
Recommended Award to:	Project Flagging, Inc.	Fund:	Various CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase may exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B21051 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2024.05.22 - 82**

Resolution Re: B24052 2024-2025 Various Chemicals

WHEREAS: The City of Dover joined the Northeast/Merrimack Valley Chemical Consortium in a sealed Request for Bid (City of Dover, Internal bid #B24052) for various chemicals on an as-needed basis for several City departments. Results were received on March 28, 2024; and

WHEREAS: The low bids meeting specifications were submitted by numerous vendors for requested chemicals at per unit prices. It is the recommendation to award to the low bidders for as-needed chemicals during the period of July 1, 2024-June 30, 2025 at rates outlined on the [results page](#); and

WHEREAS: Per 5-29B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing can be accomplished through the State of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups.

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

The Purchasing Agent is hereby authorized to issue purchase orders to vendors identified on the [results page](#) at rates provided in conjunction with Bid #B22069 for various as-needed chemicals. 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	FY25 Appropriation	Balance
1000.1.350.45124.4612.00000.00	Indoor pool operating supplies	\$18,250.00	\$18,250.00
1000.1.350.45125.4612.00000.00	Thompson Pool operating supplies	\$23,000.00	\$23,000.00
5300.1.300.43320.4612.00000.00	Water Operating supplies	\$428,000.00	\$428,000.00
5320.1.300.43250.4612.00000.00	Sewer Operating Supplies	\$50,000.00	\$50,000.00

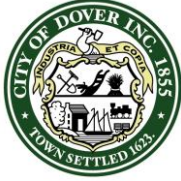
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2024.05.22 - 82**

Resolution Re: B24052 2024-2025 Various Chemicals

DOCUMENT HISTORY:

First Reading Date:

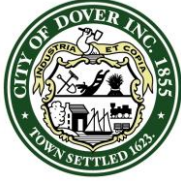
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2024.05.22 - 82**

Resolution Re: B24052 2024-2025 Various Chemicals

RESOLUTION BACKGROUND MATERIAL:

The City of Dover joined the Northeast/Merrimack Valley Chemical Consortium along with other member New Hampshire cities of Concord, Jaffrey, Hooksett, Keene, Meredith, Nashua, Raymond and Salem, as well as approximately sixty (60) Massachusetts cities to solicit a request for bid for various chemicals for the 2024-2025 fiscal year.

A sealed request for Bid (City of Dover, Internal bid #B24052) was issued and received by the Northeast/Merrimack Valley Chemical Consortium for various chemicals for several City departments on March 28, 2024 with per unit rates to hold for the period of July 1, 2024 to June 30, 2025. The low bids meeting specifications were submitted by numerous vendors for requested chemicals at rates specified on the [results page](#). Bid prices took into consideration any fuel adjustments during the contract period.

Per 5-29B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing can be accomplished through the State of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups.

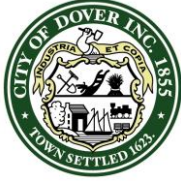
Award Information:

Purchase orders will be issued to low bidders of each chemical for one year to authorize expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	64	Number of Responses:	31
Warranty:	Meets Specifications	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	One Year (June 30, 2025)	Estimated Delivery:	As Needed
Recommended Award to:	Various Vendors (Low Bidders)	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase may exceed the \$25,000 amount requiring Council approval.

[B24052 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2024.05.22 - 83**

Resolution Re: B24055 Precast Concrete Structures

WHEREAS: A sealed Request for Bid #B24055 was issued and received for various precast concrete structures on May 2nd, 2024 at 2:00 p.m.; and

WHEREAS: The City received two proposals from Shea Concrete Products of Nottingham, NH and Weed Precast, LLC of Alfred, Maine (formerly George R. Roberts). Prices will hold for one year beginning on May 1, 2024 and includes delivery to Dover, NH; and

WHEREAS: It is the recommendation to proceed with an award to both Shea Concrete Products of Nottingham, NH and Weed Precast, LLC of Alfred, Maine for several different types of precast concrete structures at rates provided in conjunction with bid #B24055.

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

The Purchasing Agent is hereby authorized to issue purchase orders to both Shea Concrete Products and Weed Precast, LLC for various precast concrete structures on an as-needed basis given the rates provided in conjunction with bid #B24055. 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.1.300.xxxxx.4652.xxxxx.xx	CS Maint Supplies Improv o/t bldg FY25	465,094	465,094

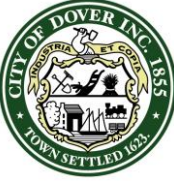
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2024.05.22 - 83**
Resolution Re: B24055 Precast Concrete Structures

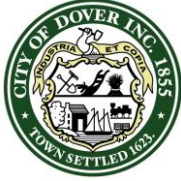
CITY OF DOVER

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2024.05.22 - 83**

Resolution Re: B24055 Precast Concrete Structures

RESOLUTION BACKGROUND MATERIAL:

A sealed Request for Bid #B24055 was issued and received for Precast Concrete Structures on May 2nd, 2024 @ 2:00 p.m.

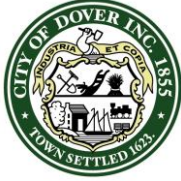
Award Information:

Purchase Orders will be issued as needed to Shea Concrete Products and Weed Precast to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	232	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	One year/May 2025	Estimated Delivery:	As Needed
Recommended Award to:	Shea Concrete Products and Weed Precast, LLC	Fund:	Maintenance Supplies
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.

[B24055 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2024.05.22 - 84**

Resolution Re: B24056 Water Department Supplies As Needed

WHEREAS: A sealed Request for Bid #B24056 was issued and received for Water Department Supplies As Needed on April 17, 2024 at 2:30 p.m.; and

WHEREAS: Unit pricing will hold for one year beginning May 1, 2024 unless otherwise noted by responding vendor, and vendor(s) providing the low unit price on an item will be utilized on an as-needed basis depending upon their different type of product; and

WHEREAS: The bids meeting specifications were submitted for 688 different types of products with varying unit prices from eight vendors.

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

The Purchasing Agent is hereby authorized to issue purchase orders to various vendors identified in the background section for as-needed Water Department Supplies at per unit prices provided in conjunction with Bid #B24056. 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.1.300.xxxxx.4652.xxxxx.xx	CS Maint Supplies Improv o/t bldg FY2025	465,094	465,094

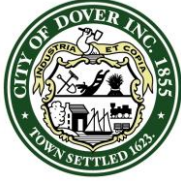
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2024.05.22 - 84**

Resolution Re: B24056 Water Department Supplies As Needed

DOCUMENT HISTORY:

First Reading Date:

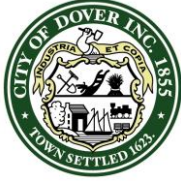
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2024.05.22 - 84**

Resolution Re: B24056 Water Department Supplies As Needed

RESOLUTION BACKGROUND MATERIAL:

A sealed Request for Bid #B24056 was issued and received for Water Department Supplies As needed on April 17, 2024 at 2:30 p.m. The following vendors submitted unit pricing in varying amounts for 688 different products.

- E.J. Prescott, Inc. of Concord, NH
- Ferguson Waterworks of Raymond, NH
- F.W. Webb of Londonderry, NH
- John Hoadley and Sons, Inc. of Rockland, MA
- Stiles Company, Inc. of Norwood, MA
- TI Sales, Inc. of Sudbury, MA

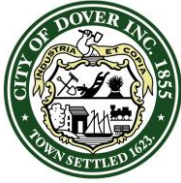
Award Information:

Purchase Orders will be issued to various vendors at lowest unit price(s) submitted in conjunction with Bid #B24056 to authorize expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	216	Number of Responses:	6
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One Year/April 30, 2025	Estimated Delivery:	As Needed
Recommended Award to:	Various	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.

[B24056 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2024.05.22 - 85**

Resolution Re: B24057 Sewer Department Supplies As Needed

WHEREAS: A sealed Request for Bid #B24057 was issued and received for Sewer Department Supplies As Needed on April 17, 2024 at 2:00 p.m.; and

WHEREAS: Unit pricing will hold for one year beginning May 1, 2024 unless otherwise noted by responding vendor, and vendor(s) providing the low unit price on an item will be utilized on an as-needed basis depending upon their different type of product. There are some items that will be awarded to the same vendor for conformity sake such as manhole castings and supplies; and

WHEREAS: The bids meeting specifications were submitted for 196 different types of products with varying unit prices from four vendors.

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

The Purchasing Agent is hereby authorized to issue purchase orders to various vendors identified in the background section for as-needed Miscellaneous Sewer Department Supplies and Accessories at per unit prices provided in conjunction with Bid #B24057. 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.1.300.xxxxx.4652.xxxxx.xx	CS Maint Supplies Improv o/t bldg FY2025	465,094	465,094

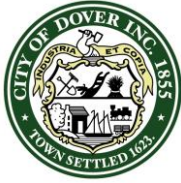
AUTHORIZATION

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.7.

Resolution Number: **R – 2024.05.22 - 85**

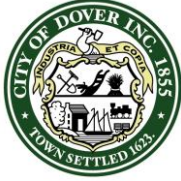
Resolution Re: B24057 Sewer Department Supplies As Needed

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 – 2024.05.22 - 85**

Resolution Re: B24057 Sewer Department Supplies As Needed

RESOLUTION BACKGROUND MATERIAL:

A sealed Request for Bid #B24057 was issued and received for Sewer Department Supplies As Needed on April 17, 2024 at 2:00 p.m. The following vendors submitted unit pricing in varying amounts for 196 different products.

- E.J. Prescott, Inc. of Concord, NH
- Ferguson Waterworks of Raymond, NH
- F.W. Webb of Londonderry, NH
- John Hoadley and Sons, Inc. of Rockland, MA

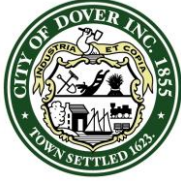
Award Information:

Purchase Orders will be issued to various vendors at lowest unit price(s) submitted in conjunction with Bid #B24057 to authorize expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	216	Number of Responses:	4
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One Year/April 30, 2025	Estimated Delivery:	As Needed
Recommended Award to:	Various	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.

[B24057 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2024.05.22 - 86**

Resolution Re: B24034 Professional Municipal Auditing Services

WHEREAS: In accordance with NH RSA 21-J:19 *Audit* and RSA 41:31-c, *Town Auditors*, which provides that all municipalities shall annually conduct an audit of the accounts of any officer or agent handling the funds of the municipality; and in accordance with City Charter C6-12, *Independent Audit*; and

WHEREAS: A Sealed Request for Proposal # B24034 was issued and received for Professional Municipal Auditing Services on April 25, 2024 at 2:00 pm. The City requested qualifications, availability and pricing structures for a term of six years beginning with fiscal year ending June 30, 2024 with the option to extend two additional one year terms; and

WHEREAS: Two proposal responses and two no-bid responses were received. The two proposals received were reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services being requested. The two proposals were further evaluated by opening the cost proposals and adding that to the proposal scorings. The proposal that scored highest and therefore being deemed most advantageous to the city was submitted by Marcum Accountants of Merrimack, NH at the rates outlined in the background section of this resolution.

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 Marcum Accountants of Merrimack, NH for Professional Municipal Auditing Services at rates provided in conjunction with B24034. 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	FY25 Appropriation	Balance
xxxx.1.xxx.xxxxx.4335.xxxxx.xx	Auditing Services City	\$49,212	\$49,212
xxxx.2.xxx.xxxxx.4335.xxxxx.xx	Auditing Services School	\$45,788	\$45,788

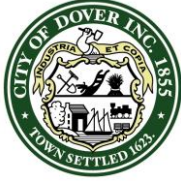
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2024.05.22 - 86**

Resolution Re: B24034 Professional Municipal Auditing Services

DOCUMENT HISTORY:

First Reading Date:

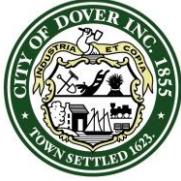
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2024.05.22 - 86**

Resolution Re: B24034 Professional Municipal Auditing Services

RESOLUTION BACKGROUND MATERIAL:

The City requested qualifications, availability and pricing structures for a term of six years beginning with fiscal year ending June 30, 2024 with the option to extend two additional one year terms.

Costs	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
Marcum Accountants @ 520 hrs annually	95,000	98,000	101,000	104,000	107,000	110,500	615,500
Average Rate per hour	182.69	188.46	194.23	200.00	205.76	212.50	

CliftonLarsonAllen LLC @ 700 hrs annually	100,000	105,000	110,000	115,000	120,000	125,000	675,000
Average Rate per hour	142.85	150.00	157.14	164.28	171.42	178.57	

Bid Information:

A Scaled Request for Proposal # B24034 was issued and received for Professional Municipal Auditing Services on April 25, 2024 at 2:00 pm.

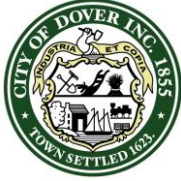
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	123	Number of Responses:	2 with 2 no bids
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	NA	Contract:	Yes
Prices will hold for:	6 years	Estimated Delivery:	As needed
Recommended Award to:	Marcum Accountants	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

[B24034 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2024.05.22 - 87**

Resolution Re: B22027 Architectural Evaluation of Renovations and Repairs of the Dover Public Library Amendments

WHEREAS: A sealed Request for Qualifications #B22027 was issued and received for Architectural Evaluation of Renovations and Repairs of the Dover Public Library on December 16, 2021 at 2:00 p.m. A mandatory pre-proposal meeting was held on December 2, 2021 at 10:00 a.m. with four vendors attending; and

WHEREAS: A cost proposal was requested and received in the amount of \$50,600.00 from the highest ranked firm, SMP Architecture of Concord, NH and the proposal was accepted via council resolution [R-2022.02.23-040](#);

WHEREAS: In 2023 the city has received Amendment No.1 for Phase II which is broken into two parts in the amount of \$361,145.00. Part one would address the replacement of the boilers and sprinkler system and part two addresses the multi-story addition and alterations throughout the facility which was accepted via Council Resolution [R-2023.02.22-035](#); and

WHEREAS: In 2024 the city received Amendment No.2 for timeline extension, No.3 in the amount of \$24,950 to hire a consultant for pre-construction engineering and most recently No.4 in the amount of \$22,400.00 totaling \$47,350 in cumulative amendments thereby requiring council approval; and

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

The Purchasing Agent is hereby authorized to issue a purchase order amendment to SMP Architecture of Concord, NH for Architectural Evaluation of Renovations and Repairs of the Dover Public Library for Amendment No. 4 \$22,400 for a new total contract price in amount not to exceed \$459,095. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

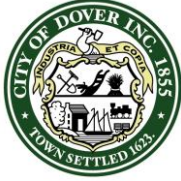
Financing

Account	Description	Appropriation	Balance
4022.1.390.45500.4725.01109.22	Library Renovations/Upgrade	1,296,080.31	439,188.80

R-2024.05.22 B22027 Architectural Evaluation of
Renovations and Repairs of the Dover Public Library
Amendments

Document Created by: Purchasing
Document Posted on: May 17, 2024

Page 1 of 4



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2024.05.22 - 87**

Resolution Re: B22027 Architectural Evaluation of Renovations and
Repairs of the Dover Public Library Amendments

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

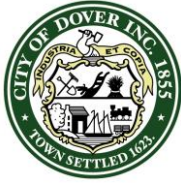
DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2024.05.22 - 87**

Resolution Re: B22027 Architectural Evaluation of Renovations and
Repairs of the Dover Public Library Amendments

RESOLUTION BACKGROUND MATERIAL:

The City solicited Statements of Qualifications for architectural design services for renovations, repairs and improvements at the Dover Public Library and awarded to SMP Architects.

Amendment No. 1-Part One: Boiler / Sprinkler: preliminary design, construction manager selections, final design, bidding assistance, and Construction over sight \$38,920.00. Part Two: Renovations / Addition: plan update-schematic design, design development phase services, update project budget, construction document phase services, bidding assistance, final project budget, and construction over sight \$322,225.00 for a total of \$361,145.00

On 12/13/23, the City received Amendment No. 2 which extended the timeline to June 4, 2024.

On 02/22/24, the City received Amendment No. 3 in the amount of \$24,950 to hire a consultant for pre-construction engineering in order to finalize the design and specifications for bidding.

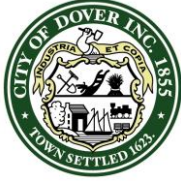
In August of 2023, the City issued a request for qualifications for a vendor to construct the renovations. At this time SMP paused the design efforts its sub-contractors were undertaking. Staff short listed respondents and identified 4 firms it felt were qualified to provide construction manager services. In order to proceed with selecting a preferred vendor, the architect needs to furnish finalized bid documents for the project. This lead to Change Order 3, where SMP requested 24,900 to retain a construction manager to provide pre-construction guidance to the design team.

As a result of that guidance, SMP is seeking to re-engage its subcontractors and SMP has indicated, by Amendment 4, received on 5/16/24 that there is increased design costs of \$22,400. These costs will allow the subcontracts to integrate the findings of the site survey, geotechnical reports, and furnish final bid documents. This increase takes into account cost increases in fees that went into effect, on behalf of SMP and its subcontractors relative to inflation and other cost drivers, since August of 2023.

The expectation is that these bid documents will be completed over the summer and available for bid in the fall. At that time, all four pre-qualified contractors will be asked to provide a guaranteed maximum price for the cost of the work to renovate the library. The anticipated construction timeline is late fall 2024 through 2025.

Bid Information:

A sealed Request for Qualifications #B22027 was issued and received for Architectural Evaluation of Renovations and Repairs of the Dover Public Library on December 16, 2021 at 2:00 PM.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

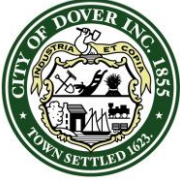
Resolution Number: **R – 2024.05.22 - 87**

Resolution Re: B22027 Architectural Evaluation of Renovations and Repairs of the Dover Public Library Amendments

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	284	Number of Responses:	4
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	As Needed
Recommended Award to:	SMP Architects	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B22027 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2024.05.22 - 88**

Resolution Re: Acknowledgment and Acceptance of Donation by
Northeast Color for Work and Supplies

WHEREAS: The City of Dover, through the Community Trail Advisory Committee and Arts Commission, is in the process of improving a number of sites throughout the community;

WHEREAS: Throughout the years, different organizations and groups offer to assist with cleaning up and maintaining these areas;

WHEREAS: On May 15, 2024, Northeast Color, a company headquartered in Dover focusing on custom signage and branding solutions, again volunteered its services, which included the installing of a trailhead sign and painting wayfinding markers on the Community Trail and the painting of barriers that will be used around outdoor dining in public spaces.

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

The generous donation of labor and materials on May 15, 2024 from Northeast Color is hereby acknowledged, appreciated, and accepted.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

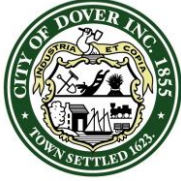
Mayor Robert Carrier
By request

Approved as to Legal
Form and Compliance:

Joshua M. Wyatt
City Attorney

Recorded by:

Jerrica Vansylyvong-
Bizier
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.3.	
Resolution Number: R – 2024.05.22 - 88 Resolution Re: Acknowledgment and Acceptance of Donation by Northeast Color for Work and Supplies		

DOCUMENT HISTORY:

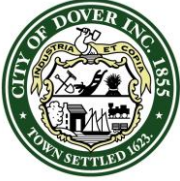
First Reading Date: _____ Approved Date: _____	Public Hearing Date: _____ Effective Date: _____
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DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

On May 15, 2024, Northeast Color volunteers installed a new trailhead marker for the Watson Road Trailhead on the Dover Community Trail. The volunteers also created and painted wayfinding markers on certain sections of the Community Trail. Volunteers from the company also painted cement barriers that will be used around outdoor dining areas to beautify these spaces in the City. Northeast Color has generously volunteered its services in the past for similar maintenance and improvements. More information about Northeast Color can be found at this link: www.northeastcolor.com/aboutus.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R - 2024.05.22 - 89**

Resolution Re: Changing the Name of the Class VI Portion of Locke Street to Tranquility Way

WHEREAS: The public right of way known currently as “Locke Street” has an undeveloped, class VI portion running along the southerly boundaries of Tax Map 19, Lots 17 & 17-1 and the northerly boundaries of Tax Map 19, Lots 17-4 & 17-2, as shown in the accompanying plan of record and excerpt of same in the background of this resolution (hereinafter referred to as the “class VI portion” of Locke Street); and

WHEREAS: There is a need and request to rename the class VI portion of Locke Street “Tranquility Way”, which proposal has been reviewed and approved by the City’s Building Official and by the State’s e911 authorities; and

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

There is occasion for changing the name of the class VI portion of Locke Street, being the public right of way area indicated above, and in the background of this resolution. Accordingly, upon passage of this resolution the name of the class VI portion of “Locke Street” shall change to “Tranquility Way.” A return of this name change shall be made to the City Clerk by copy of this resolution, who shall make a record of the name change and forward a copy of such record and this resolution to the New Hampshire Commissioner of Transportation in accordance with RSA 231:133, III.

**REQUIRES PUBLIC HEARING (PER DOVER CODE § 29-3)
TO BE REFERRED TO PUBLIC HEARING ON JUNE 12, 2024**

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

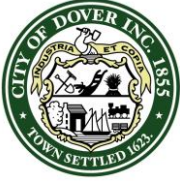
Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R - 2024.05.22 - 89**

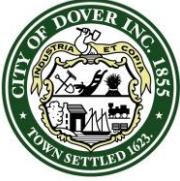
Resolution Re: Changing the Name of the Class VI Portion of Locke Street to Tranquility Way

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:

Renaming of public streets is governed by [RSA 231:133](#), [Dover Code § 29-3](#), and [Dover Code § 157-33\(C\)](#). In this instance, an owner of lots abutting the class VI portion of Locke Street has suggested and requested the new name “Tranquility Way” for the class VI portion of Locke Street, which the City’s Building Official has verified is an acceptable name and complies with e911 requirements. The City Council, however, retains ultimate discretion over any naming or re-naming of a public right of way. A survey plan showing the class VI portion of Locke Street accompanies this resolution. An excerpt of same appears below:



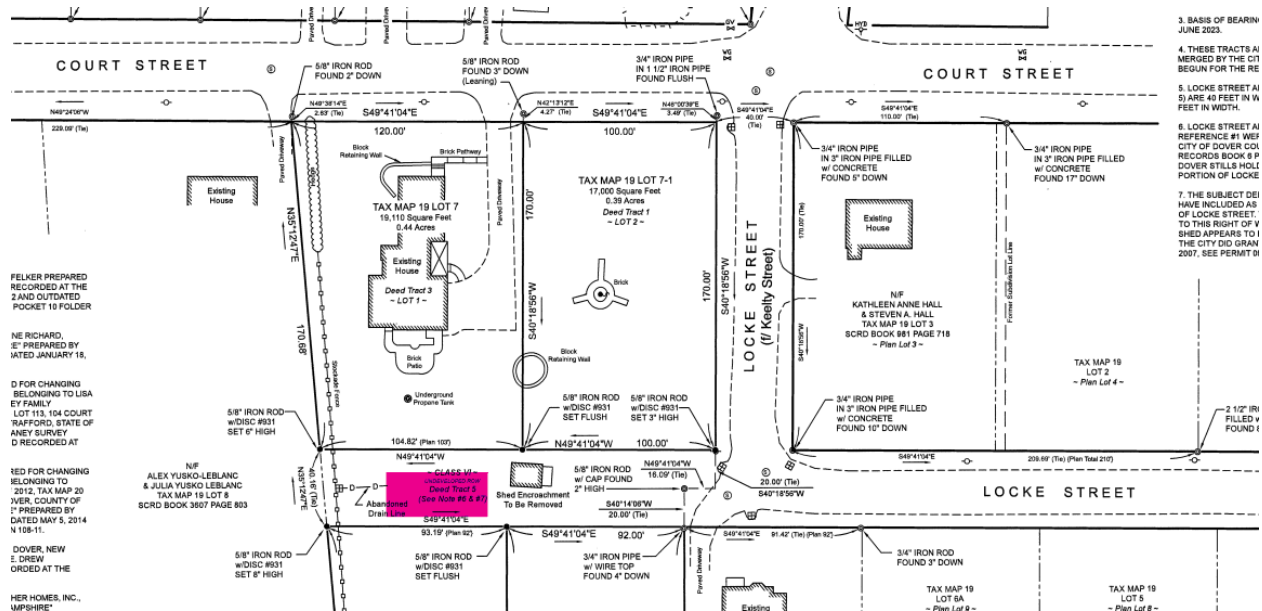
CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R - 2024.05.22 - 89**

Resolution Re: Changing the Name of the Class VI Portion of Locke Street to Tranquility Way



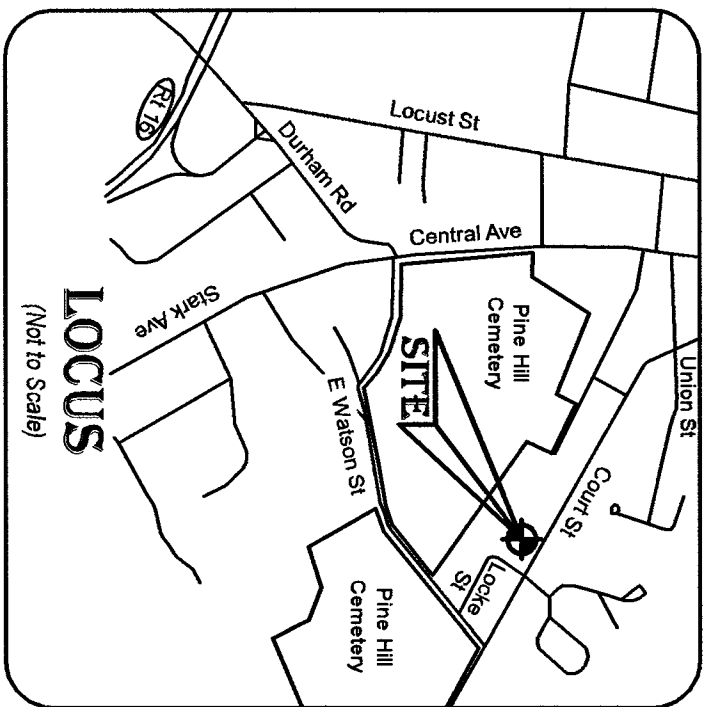
Also accompanying this resolution are the original (1935) public acceptance for reference.

A resolution was passed on February 14, 2024 ([R-2024.02.14-17](#)) approving building permits on the class VI portion of Locke Street.

R-2024.05.22 Renaming Class VI Portion of Locke St (1)
Changing the Name of the Class VI Portion of Locke
Street to Tranquility Way

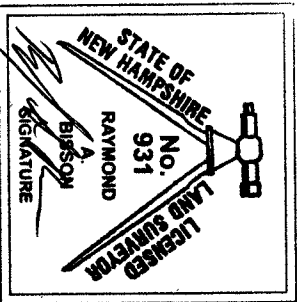
Document Created by: Legal
Document Posted on: May 17, 2024

Page 3 of 3



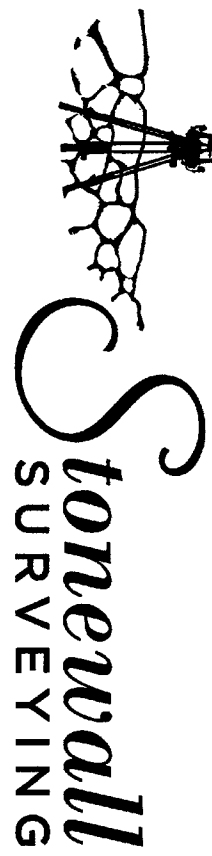
- NOTES:
- OWNER OF RECORD:
JOANNE L. RICHARD LIVING
REVOCABLE TRUST OF 2009
S.C.R.D. BOOK 3722 PAGE 318
DATED MARCH 10, 2009
* CONSISTING OF 5 TRACTS OF LAND
 - TOTAL PARCEL AREA:
77.410 Square Feet OR 1.76 Acres
 - BASIS OF BEARING IS MAGNETIC DECLINATION TAKEN IN JUNE 2023.
 - THESE TRACTS APPEAR TO HAVE BEEN INVOLUNTARILY MERGED BY THE CITY OF DOVER. PROCEEDINGS HAVE BEGUN FOR THE RESTORATION OF THE LOTS.
 - LOCKE STREET AND THE PROPOSED STREET (DEED TRACT 5) ARE 40 FEET IN WIDTH. COURT STREET APPEARS TO BE 50 FEET IN WIDTH.
 - LOCKE STREET AND KEELTY STREET AS SHOWN ON PLAN REFERENCE #1 WERE DEDICATED TO AND ACCEPTED BY THE CITY OF DOVER COUNSEL ON JULY 9, 1995. SEE DOVER ROAD RECORDS BOOK 6 PAGE 105. IT APPEARS THE CITY OF DOVER STILL HOLDS THE RIGHTS TO THE UNDEVELOPED PORTION OF LOCKE STREET.
 - THE SUBJECT DEED BOOK 3722 PAGE 318 APPEARS TO HAVE INCLUDED AS TRACT 5 THE UNDEVELOPED PORTION OF LOCKE STREET. THE CITY OF DOVER STILL HAS RIGHTS TO THIS RIGHT OF WAY AND THEREFORE THE EXISTING SHED APPEARS TO ENROACH INTO THIS RIGHT OF WAY. THE CITY DID GRANT A BUILDING PERMIT FOR THE SHED IN 2007. SEE PERMIT 08-146.

CERTIFICATION
"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."
"I certify that this survey conforms to the ethics and standards set forth by the New Hampshire Land Surveyors Association for a category 1, condition 1 survey."

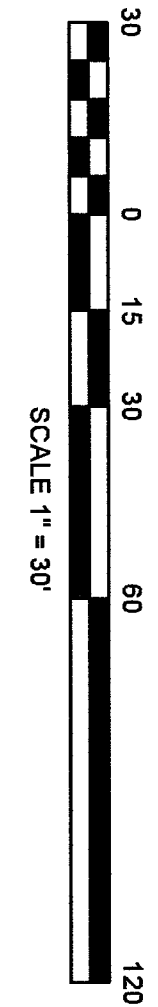


Raymond A. Bisson, LLS #931
Dated *October 15, 2023*

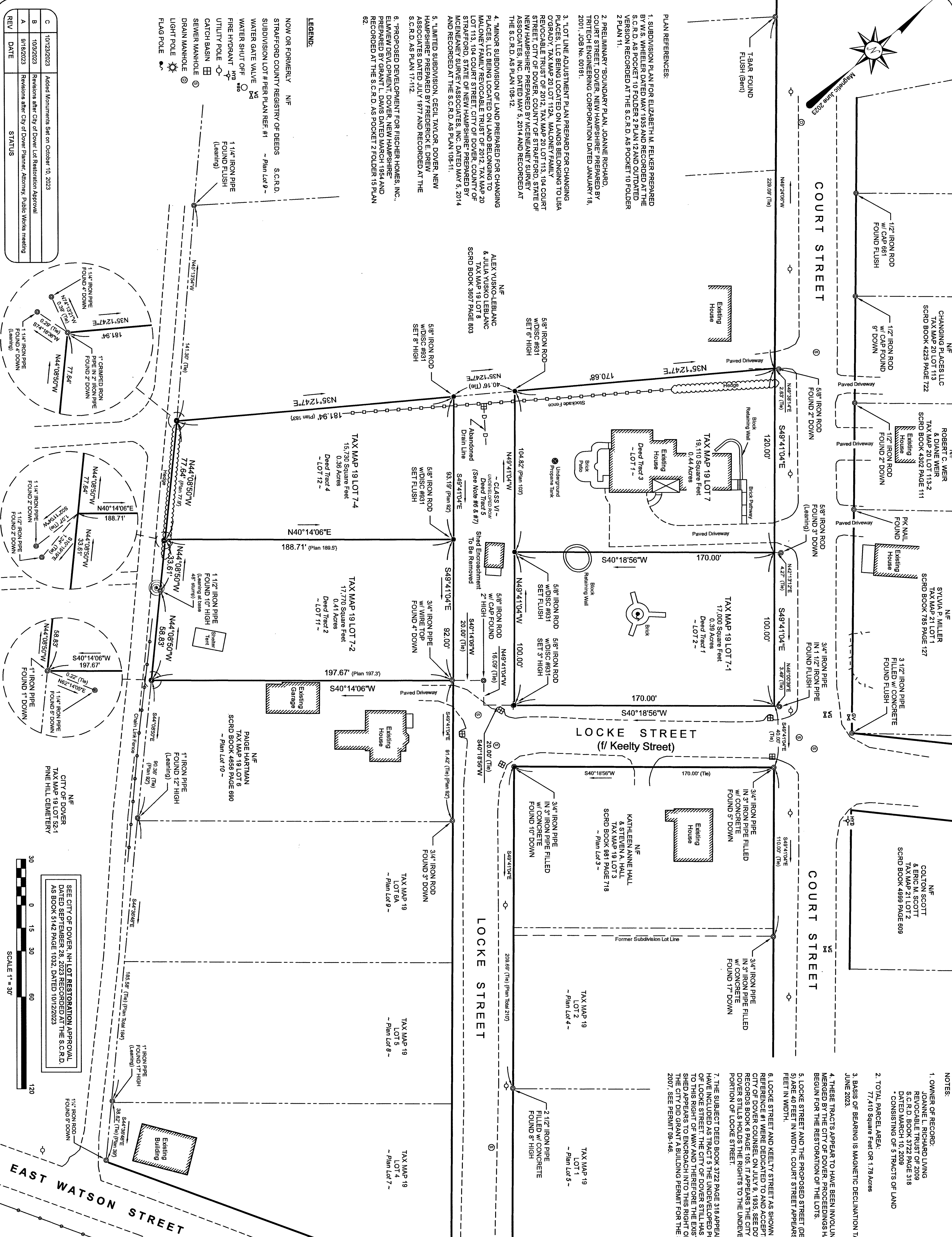
PROPERTY SURVEY
Located at:
109 Court Street, Dover
Strafford County, New Hampshire
For:
**Joanne Richard Living
Revocable Trust**
c/o David Richard
9 Sleepy Hollow Road, Wolfeboro, NH 03894



Licensed in New Hampshire & Maine
P.O. Box 458, Barrington, NH 03825
t: (603) 864-3900 www.stonevallsurveying.com
TAX MAP & LOT NO.: 19/17
DRAWING NO.: 23037 Boundary
PROJECT NO.:
DATE: August 1, 2023
SCALE: 1" = 30'
SHEET: 1 of 1



SEE CITY OF DOVER, NH LOT RESTORATION APPROVAL
DATED SEPTEMBER 28, 2023 RECORDED AT THE S.C.R.D.
AS BOOK 5142 PAGE 1032, DATED 10/12/2023



- PLAN REFERENCES:
- SUBDIVISION PLAN FOR ELIZABETH M. FELKER PREPARED BY W.S. WHEELER DATED MAY 1935 AND RECORDED AT THE S.C.R.D. AS POKET 10 FOLDER 2 PLAN 12 AND OUTDATED VERSION RECORDED AT THE S.C.R.D. AS POKET 10 FOLDER 2 PLAN 11.
 - PRELIMINARY BOUNDARY PLAN, JOANNE RICHARD, COURT STREET, DOVER, NEW HAMPSHIRE, PREPARED BY TRITECH ENGINEERING CORPORATION DATED JANUARY 18, 2001, JOB No. 00161.
 - LOT LINE ADJUSTMENT PLAN PREPARED FOR CHANGING PLACES, LLC BEING LOCATED ON LANDS BELONGING TO LISA OGRADY, TAX MAP 20 LOT 11-2A, MALONEY FAMILY REVOCABLE TRUST OF 2012, TAX MAP 20 LOT 11-3, 104 COURT STREET, CITY OF DOVER, COUNTY OF STRAFFORD, STATE OF NEW HAMPSHIRE, PREPARED BY MCNEANEY SURVEY ASSOCIATES, INC. DATED MAY 5, 2014 AND RECORDED AT THE S.C.R.D. AS PLAN 108-12.
 - MINOR SUBDIVISION OF LAND PREPARED FOR CHANGING PLACES, LLC BEING LOCATED ON LAND BELONGING TO MALONEY FAMILY REVOCABLE TRUST OF 2012, TAX MAP 20 LOT 11-3, 104 COURT STREET, CITY OF DOVER, COUNTY OF STRAFFORD, STATE OF NEW HAMPSHIRE, PREPARED BY MCNEANEY SURVEY ASSOCIATES, INC. DATED MAY 5, 2014 AND RECORDED AT THE S.C.R.D. AS PLAN 108-11.
 - LIMITED SUBDIVISION, CECIL TAYLOR, DOVER, NEW HAMPSHIRE, PREPARED BY FREDERICK E. DREW ASSOCIATES DATED JULY 1977 AND RECORDED AT THE S.C.R.D. AS PLAN 17-112.
 - PROPOSED DEVELOPMENT FOR FISCHER HOMES, INC., ELIMVIEW DEVELOPMENT, DOVER, NEW HAMPSHIRE, PREPARED BY GRANT L. DAVIS DATED MARCH 1954 AND RECORDED AT THE S.C.R.D. AS POKET 2 FOLDER 16 PLAN 62.
- LEGEND:
- NOW OR FORMERLY N/F
- STRAFFORD COUNTY REGISTRY OF DEEDS S.C.R.D.
- SUBDIVISION LOT # PER PLAN REF. #1 ~ Plan Lot 9 ~
- WATER GATE VALVE
- WATER SHUT OFF
- FIRE HYDRANT
- UTILITY POLE
- CATCH BASIN
- SEWER MANHOLE
- DRAIN MANHOLE
- LIGHT POLE
- FLAG POLE

REV	DATE	STATUS
C	10/12/2023	Added Measurements Set on October 10, 2023
B	10/9/2023	Revisions after City of Dover Lot Restoration Approval
A	9/18/2023	Revisions after City of Dover Planner, Attorney, Public Works meeting

and Aldermen, Dover, N. H.:

The undersigned respectfully represents that the public there is occasion for two new highways beginning on the northerly side of Watson Street, each 580 feet more or less and the second on the southerly side of Court street and running westerly to intersect with the first said highway, as shown attached and made a part of this petition.

of the land required for said highway, heretofore title and interest in and to the land required to dedicate said land for the purpose herein expressed, all claim for damages arising from the acceptance and the construction of the said highway for

this 4th day of June, 1935.

Elizabeth M. Felker
Raymond E. Cavanaugh
Geo. B. Kincaid
Jeremiah Barry
Edward J. Renaud

Said petition is hereby appointed at the Municipal Court Room, at said Dover, on the 26th day of June, 1935, at two o'clock in the afternoon; and it is ordered that notice of said petition and hearing be given to the owners of land over which said highway is to be laid, and to the person, if any, who has the title to the land in case any owner is unknown or deceased, by giving to each, or leaving at his abode, a copy of said petition and this order thereon fourteen days before the said day of hearing, and to all others interested in the said land, a copy of the third floor of the Masonic Temple in said Dover, and leaving a like copy at the abode of each of said city fourteen days at least before the said day of hearing.

at said Dover, this 6th day of June, 1935.

James P. Nadeau
W. T. Boothby
Joseph Marcotte
Joseph A. McCann
Walter M. Lavalley
Daniel Cronin

Leo Carroll
Joseph F. Keenan

Mayor and Aldermen, City of Dover, N. H.

I, George E. Brennan, of Dover, in the County of Strafford and State of New Hampshire, depose and say that on the 10th day of June, 1935, an attested copy of the within petition and order of notice was served by me upon Elizabeth M. Felker, Raymond E. Cavanaugh, Geo. B. Kincaid, Jeremiah Barry and Edward J. Renaud by leaving same at their usual place of abode, and that on said date I posted a like copy on the third floor of the Masonic Temple in said City of Dover and gave in hand a like copy to Maurice A. Blais, City Clerk of said City of Dover, all fourteen days before said date of hearing.

George E. Brennan

of New Hampshire, County of Strafford, SS. June 10, 1935
Then personally appeared the above named George E. Brennan and swore to the foregoing statement by him signed is true to the best of his knowledge and belief. Before me,

Maurice A. Blais
Justice of the Peace

Upon the foregoing petition we appointed a hearing, and gave notice of the same as aforesaid, and on the 26th day of June, 1935, having met at the Municipal Court Room, Orchard Street Building, Dover, New Hampshire, at two o'clock in the afternoon, the time and place appointed and having given notice to all parties in interest who appeared and desired to be heard, and having personally viewed the premises, and having adjourned to the next day evening, July 9th, 1935, at eight o'clock, and having met according to said adjournment and again considered said petition, we are of the opinion that for the accommodation of the public there is occasion for the laying out of two new highways as requested in said petition, described as follows:

Two streets, each forty feet wide, at right angles to each other; one beginning at Court street and the other beginning at Watson street. The easterly side line of Keelty Street is described as follows:- Beginning at an iron pipe driven in the ground on the southerly side line of Court Street, said pipe being 416 feet northwesterly from the intersection of the southerly side line of Court Street and the southerly side line of Watson Street; thence running South 41°45' West a distance of 170 feet to another iron pipe driven in the ground on the southerly side line of the other street hereinafter described.

The northerly side line of Locke Street is described as follows: Beginning at a stake driven in the ground on the westerly side line of Watson Street, said stake being 180 feet southwesterly from the intersection of the southerly side line of Court street and the westerly side line of Watson Street; thence running North 48°-15' West, parallel to Court Street, a distance of 598.5 feet to another stake driven in the ground on the easterly side line of property of Kincaid. All of which is shown on plan of W. S. Wheeler, C. E. dated June, 1935, Dover, New Hampshire.

W. S. Wheeler
City Engineer.

And we award no damages to the respective owners of land over which said highways are laid because said owners dedicated said land and waived all claim for damages.

done under our hands at Dover, this 9th day of July, 1935.

F. Clyde Keefe, Mayor
Joseph Marcotte
James P. Nadeau
Daniel Cronin
Joseph A. McCann
Walter M. Lavalley
W. T. Boothby
Joseph F. Keenan
Leo Carroll
Mayor and Aldermen, Dover, N. H.

Filed and recorded July 9, 1935 a

Attest:

Maurice A. Blais
City Clerk