



CITY OF DOVER

CITY COUNCIL - AGENDA

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

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
 - A. **AUTHORIZATION TO ACCEPT AND EXPEND AMENDMENT TO THE NEW HAMPSHIRE OFFICE OF HIGHWAY SAFETY GRANT
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. **AUTHORIZATION TO ACCEPT GRANT FUNDING NH DEPARTMENT OF HEALTH AND HUMAN SERVICES DEPARTMENT VIA JSI RESEARCH & TRAINING INSTITUTE, INC. TO EVALUATE DOVER POLICE DEPARTMENT'S ALTERNATIVE SUSPENSION PROGRAM
(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. **July 10, 2024 – Non-Public Meeting**
 - B. **July 10, 2024 – Regular Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING**
 - B. **ORDINANCES IN THE 3RD READING**
 - C. **RESOLUTIONS**
 1. **AUTHORIZATION TO ACCEPT AND EXPEND AMENDMENT TO THE NEW HAMPSHIRE OFFICE OF HIGHWAY SAFETY GRANT
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**
SPONSORED BY MAYOR CARRIER BY REQUEST



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Meeting Date: **Wednesday, July 24, 2024**
Meeting Time: **7:00 pm**

2. AUTHORIZATION TO ACCEPT GRANT FUNDING NH DEPARTMENT OF HEALTH AND HUMAN SERVICES DEPARTMENT VIA JSI RESEARCH & TRAINING INSTITUTE, INC. TO EVALUATE DOVER POLICE DEPARTMENT'S ALTERNATIVE SUSPENSION PROGRAM

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. APPROVAL OF INTERIM FIRE CHIEF OF THE CITY OF DOVER EMPLOYMENT AGREEMENT (PERRY PLUMMER)

SPONSORED BY MAYOR CARRIER BY REQUEST

2. SETTING VOTING HOURS FOR THE SEPTEMBER 10, 2024 STATE PRIMARY ELECTION AND THE NOVEMBER 5, 2024 STATE GENERAL ELECTION

SPONSORED BY MAYOR CARRIER BY REQUEST

3. ADOPTING AMENDMENTS TO MERIT PLAN, CLASSIFICATION PLAN AND PAY PLAN

SPONSORED BY MAYOR CARRIER BY REQUEST

4. FISCAL YEAR 2025 SPECIALIZED MUNICIPAL LEGAL SERVICES

SPONSORED BY MAYOR CARRIER BY REQUEST

5. PROFESSIONAL SUPPORT SERVICES FOR SCADA SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM

SPONSORED BY MAYOR CARRIER BY REQUEST

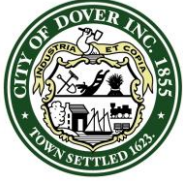
COMMITTEE REPORTS

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

B. RESOLUTIONS

1. ENDORSING NHMA 2025-2026 LEGISLATIVE POLICY POSITIONS

SPONSORED BY DEPUTY MAYOR SHANAHAN



CITY OF DOVER

CITY COUNCIL - AGENDA

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

2. COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME)

SPONSORED BY MAYOR CARRIER BY REQUEST

3. COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND THE DOVER POLICE ADMINISTRATORS ASSOCIATION (DPAII)

SPONSORED BY MAYOR CARRIER BY REQUEST

4. COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND THE DOVER PROFESSIONAL EMPLOYEES ASSOCIATION (DPEA)

SPONSORED BY MAYOR CARRIER BY REQUEST

5. COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND THE DOVER MUNICIPAL EMPLOYEES ASSOCIATION (DMEA)

SPONSORED BY MAYOR CARRIER BY REQUEST

6. COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND DOVER PROFESSIONAL FIRE OFFICERS ASSOCIATION (DPFOA)

SPONSORED BY MAYOR CARRIER BY REQUEST

7. COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND DOVER PROFESSIONAL FIREFIGHTERS ASSOCIATION (DPFFA)

SPONSORED BY MAYOR CARRIER BY REQUEST

8. COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND DOVER POLICE ASSOCIATION (DPA)

SPONSORED BY MAYOR CARRIER BY REQUEST

9. FY2025 CIP APPROPRIATION AND AUTHORIZATION FOR BONDING FOR PUBLIC IMPROVEMENTS PER TERRA NOVA/WESTFIELD LAND DEVELOPMENT AGREEMENT

(TO BE REFERRED TO A PUBLIC HEARING ON 08/14/2024 WITH A VOTE TO OCCUR AT 8/28/2024 MEETING)

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER BY REQUEST

10. AUTHORIZING MEMORANDUM OF UNDERSTANDING FOR COCHECHO STREET OUTFALL PROJECT

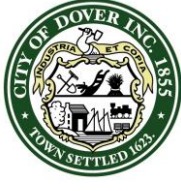
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 12.C.1. Resolution Number: R – 2024.07.10 - 121 Resolution Re: Authorization to Accept and Expend Amendment to the New Hampshire Office of Highway Safety Grant
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- WHEREAS: The City of Dover Police Department has applied and received a State of NH Office of Highway Safety Grant in the amount of \$33,137.50, which was approved by the Dover City Council via [R-2023.07.12-116](#); and
- WHEREAS: The grant funds overtime for all traffic enforcement patrols funded by the NH Office of Safety. This includes speed enforcement, DWI patrols, pedestrian and bicycle safety, seat belt, and distracted driving enforcement, educational presentations covering operator and pedestrian safety, and the purchase of 5 new in vehicle radar units; and
- WHEREAS: The NH Office of Highway Safety has since approved increased funding for DWI patrols in the amount of \$700 and funding for a Speed Awareness Trailer in the amount of \$14,439.62 making the new grant funding total now \$48,277.12; and
- WHEREAS: There is a soft match of 25% required for the enforcement patrols and the educational presentations and the match will consist of vehicle maintenance costs, staff time to administer the grant, staff time to process traffic cases, time for court testimony and hearings, as well as time spent by officers enforcing traffic laws while not being paid for by this grant. There is a cash match of 25% required for the radar units which will be paid for using existing department funds; and
- WHEREAS: In adhering to the requirements established per NH RSA 31:95-b and RSA 21-P:43, authorization by the City Council to accept and expend the grant funds 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 expend the grant funds awarded to the City of Dover, and any funding received is hereby appropriated for said purposes. The City Council, in a majority vote, accepts the terms and requirements of the Grant, and authorizes the City Manager to sign all necessary paperwork for the grant as well as contract(s) with a vendor, consistent with the authority herein.

AND, FURTHER BE IT RESOLVED THAT:

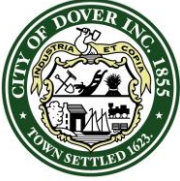
In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
2240.1.210.42120.3311.02361.24	Highway Safety Grant Additional	15,139.62	15,139.62

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

Document Created by: Purchasing Document Posted on: July 19, 2024	R-2024.07.10 Authorization to Accept and Expend Amendment to NH Office of Highway Safety Grant (1) Page 1 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.07.10 - 121**
Resolution Re: Authorization to Accept and Expend Amendment to the
New Hampshire Office of Highway Safety Grant

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

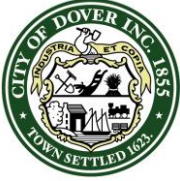
Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.07.10 - 121**

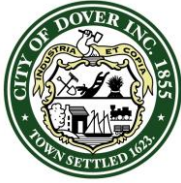
Resolution Re: Authorization to Accept and Expend Amendment to the
New Hampshire Office of Highway Safety Grant

RESOLUTION BACKGROUND MATERIAL:

Each year, the police department is allocated funding from the NH Office of Highway Safety in order to conduct various traffic enforcement patrols. The Dover City Council has already approved Resolution R-2023.07.23-116 to accept and expend the original grant of \$33,137.50 which includes funding for enforcement patrols, educational presentations, and radar equipment.

On June 3, 2024, the Dover Police Department was awarded additional funding for DWI patrols and to purchase a Speed Awareness Trailer.

There is a soft match of 25% required for patrols and presentations which will consist of vehicle maintenance costs, staff time to administer the grant, staff time to process traffic cases, time for court testimony and hearings, as well as time spent by officers enforcing traffic laws while not being paid for by the grant. There is a 25% cash match for the speed enforcement equipment which will be paid out of the department's operating budget.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.07.10 - 122**

Resolution Re: Authorization to Accept Grant Funding NH Department of Health and Human Services Department via JSI Research & Training Institute, Inc. to Evaluate Dover Police Department's Alternative Suspension Program.

WHEREAS: As part of its robust youth drug and alcohol prevention efforts funded by the Partnership for Success Grant, the Dover Police Department recently launched its Empowering Positive Interventions for Children (EPIC): Alternative Suspension Program; and

WHEREAS: The goal of the program is to support the Dover School District with substance related violation level offenses that would typically result in an out of school suspension. The program replaces out of school suspension with both in-school 1:1 intervention and after school community-based interventions; and

WHEREAS: Funding through the State of New Hampshire Department of Health & Human Services Department and distributed via JSI Research and Development Inc for the New Hampshire Service to Science Program has been provided to fully fund in the amount of \$29,798.00, with no match requirement, an evaluation of the Dover Police Department's Alternative Suspension program verify its effectiveness; and

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

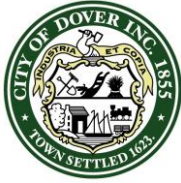
AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors 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
TBD	Service to Science Program	29,798.00	29,798.00

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.2.

Resolution Number: **R – 2024.07.10 - 122**
Resolution Re: Authorization to Accept Grant Funding NH Department of Health and Human Services Department via JSI Research & Training Institute, Inc. to Evaluate Dover Police Department's Alternative Suspension Program.

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

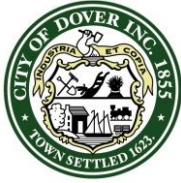
Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.07.10 - 122**
Resolution Re: Authorization to Accept Grant Funding NH Department of Health and Human Services Department via JSI Research & Training Institute, Inc. to Evaluate Dover Police Department's Alternative Suspension Program.

RESOLUTION BACKGROUND MATERIAL:

The JSI Research and Training Institute oversees a grant from the NH Department of Health and Human Services to implement the NH Service to Science Program and distribute Service to Science Seed and Growth funding grants. NH Service to Science brings substance use prevention programs that have been developed in the state through a process of becoming designated as Evidence-Based.

EPIC Alternative Suspension is a school and community-based program that supports the Dover School District with substance related violation level offenses that would typically result in an out of school suspension. The program emphasizes supporting young people who are at risk or engaging in substance use while also holding the student accountable for their violation. Students in the program work with positive adult role models, build relationships, practice skill building activities and have the opportunity to share their progress with members of the community. The program acts as an early identification system and staff can refer students and families to community resources to best support their success.

The City of Dover has been selected to receive funding through this grant program to support the evaluation of the Dover Police Department's Empowering Positive Interventions for Children (EPIC): Alternative Suspension Program. EPIC Alternative Suspension has already been recognized as an Innovative Program and this grant will provide funding to develop a logic model, conduct a literature review, design evaluation tools, create toolkits for other sites to implement the program, and collect data to work towards being recognized as a Promising Practice and eventually Evidence-Based.

CITY MANAGER'S REPORT

REPORTING ON: JUNE 2024

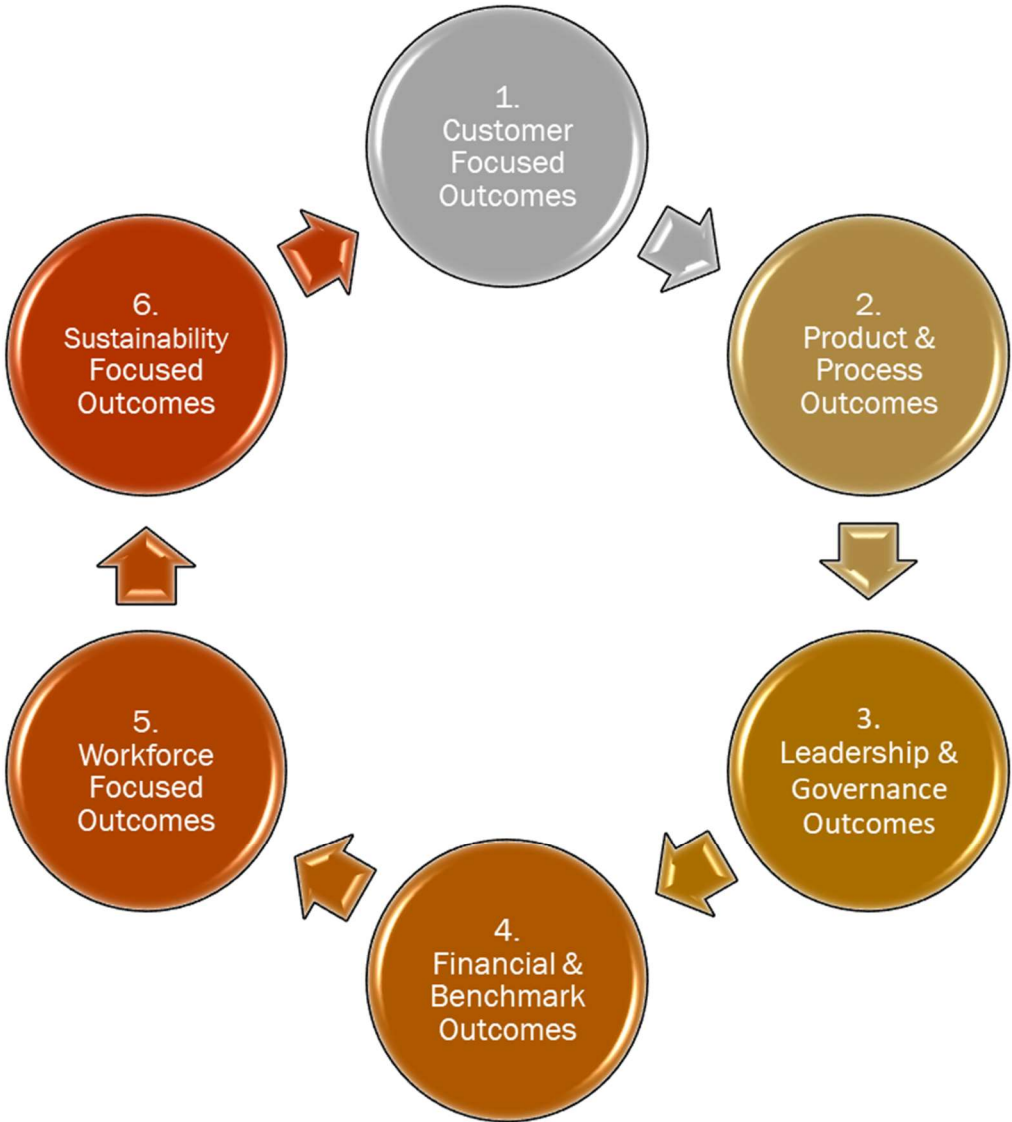


City Hall
- Michael Gillis

July 24, 2024

By: City Manager J. Michael 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.

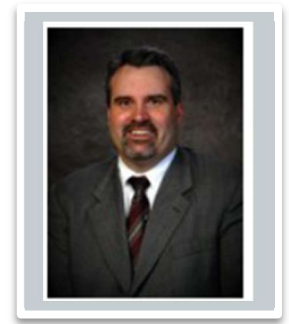
Goal #6
Our City has Sustainable Financial Policies

- 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

TBD
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



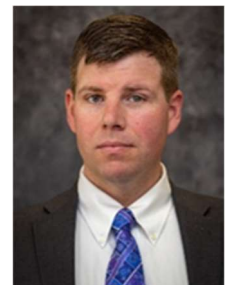
John Storer
Community Services
Director



Jerrica Vanslyvong-
Bizier
City Clerk Tax
Collector



Heather Worrall
Human Resources
Director



Joshua Wyatt
City Attorney

Community Services Department

Administration

Alan Mandigo, Working Foreman; Max Jacobson, Truck Driver; Kevin Sullivan, Heavy Equipment Operator I; attended the Certified Culvert Maintainer 2024 Course; the course was presented by UNH and held in Plymouth, NH.

Alan Mandigo, Working Foreman; Kevin Sullivan, Heavy Equipment Operator I; attended the Installation and Maintenance of Culverts, the course was presented by UNH and held in Derry, NH.

Ben Murphy, Heavy Equipment Operator I; Kevin Sullivan, Heavy Equipment Operator I; Alan Mandigo, Working Foreman; Max Jacobson, Truck Driver; attended the TTC-T-0028-Pavement Maintenance 101 Course, presented by UNH. The course was held in Concord, NH.

Ben Murphy, Heavy Equipment Operator I; Kevin Sullivan, Heavy Equipment Operator I; Alan Mandigo, Working Foreman; attended the Gravel Road Maintenance Course, presented by UNH. The course was held in Barrington, NH.



Email to Director Storer from Director Bobinsky of Somersworth:

Just a quick note here to express my appreciation for your help and assistance with your crew and the vactor truck yesterday late in the day. I know we have a mutual understanding to help each other out when /if needed but I want to just recognize your willingness to help on such short notice. We would not have been able to address the blockage on that long run of sewer main without your help and as quickly as we were able. We avoided significant property damage and deeply appreciate your availability and responsive to us. Please send our thanks as well to the two employees that operated the vactor yesterday.

Wendy Roy – Community Services Office

A resident on Berry St called to pass on compliments to Ben Murphy. He found him to be a great representative for the city while asking questions regarding the work being done on Berry Street. I promised to pass it along.

Dover Resident- email to Jennifer

Good morning Jennifer,

On behalf of my family I wish to tell you that we are so thankful for the wonderful service you and the Pine Hill Cemetery staff provided us with for the preparation and execution of the graveside interment service for Robert Whitehouse on June 21, 2024.

You, in particular, went way beyond your responsibilities by watering the plants at the gravesite for us. You do your job extremely well and fortunate folks like us are reaping the benefits. Everything was in such fine order when we arrived. Having the gentleman standing by for us should we have needed him was very reassuring, in a positive way.

We appreciate all that you did for us, and in such a caring manner.

A thank you to Recreation & Community Services – Grading of Bellamy Park Road

Thank you for the prompt attention to this!

The players at our league last night were very happy to see the road graded (and we had close to record turnout with 61 players)!

Thanks,

William

Bellamy Park Disc Golf Club

Email to Director Storer from NH Dept of Environmental Services

Hi John,

I want to let you know how impressed I am with the state of the water department. Of course the facilities are new, but more important in my mind is the level of professionalism of the management and operations. I was very impressed and pleased to see operators and IT staff at the construction project meeting and to see the investment and ownership the operators are taking. When I think back to when I started working with Dover in 2010, the amount of improvement is remarkable.

Water Division



Community Services | Dover, NH

The City of Dover produced over 64 million gallons for the month of June, and averaged 2.1 million gallons per day. The wells that are in use are Cummings, Campbell, Calderwood, Bouchard and Willand Pond Well 1 with Ireland and DPH-1 now in still light use with the startup of the new PFAS plant. Willand Pond 2, and Hughes wells are off line. The Utilities crews closed 6 service requests and 69

Work Orders for June. The startup of the new PFAS water treatment plant, which produced 5.2 million gallons for the month, has continued with the water treatment operators working on allowing the plant to run longer during the day and is expected in July to run without the operators needing to be on site during operation. This will allow for an increase in daily flow from the water treatment plant in the warmer months and allow for the possibility of the wells that have remained in operation to rest and reduce the amount of flow since it will be made up by the new plant. The Utilities Division repaired a leaking water service on Dover Point Road. Crews participated with the Streets Division on asbestos pipe training in order to safely handle and prepare asbestos pipe for transport to a waste facility. They replaced several broken curb boxes, and worked with the contractor on the Fifth and Grove project where a previously unknown water line was disturbed and needed repair for the condos at Dover Station on Fifth St. The repair had an outage to all of the condos located on the property while crews worked quickly to restore water and fire service.



Asbestos Pipe training



Asbestos Pipe training

Crews installed 14 new meters for the month and have been assisting with the water line survey when the schedule allows. The meter crew also closed 57 work orders for the month and 2 service requests.

Sewer Pump Stations and Collection



Community Services | Dover, NH

The Sewer Division closed 0 service requests and 6 work orders. The sewer camera van has continued conducting assessments on the City gravity sewer mains and are looking for areas where Inflow and Infiltration (I and I) are occurring so that during rain events and even normal conditions, the City 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 ahead of the camera van to clean the sewer mains ahead of the inspection.

Streets & Stormwater



Streets
Community Services | Dover, NH

During the month of June, 89 service requests were logged and 89 service requests were closed. Potholes and deceased animals led the way in service requests for the month.

Street sweeping wrapped up to begin the month; all roads scheduled to be swept have been completed. A total of 395.5 yards of sweepings were collected and brought to the processing facility to be screened. After processing the screened material, it will be repurposed into a sand to be used in different capacities. Throughout the summer we will continue with sweeping as needed.

The 2024 road paving began with Brox Industries as the contractor for this year. Barry St, Tanglewood Dr and Berkshire Ln were reclaimed. During the reclaim process, a machine grinds the existing pavement into a gravel material, a grader then re-shapes the road to provide positive drainage. Any excess material is removed before the grader fine grades the road in preparation for a base course of asphalt. The base course is 2.5 inches thick. These streets also received bituminous asphalt curbing which is installed by a machine. This is done after the base course is laid. These streets then receive a 1.5-inch top course. City street crews then clean up and loam behind the new asphalt curbing.

Re-spraying of pavement markings continued with 6 nights of work being completed throughout the month. Crosswalks, arrows, stop bars as well as parking stalls were painted throughout the city. 248 arrows and only markings were painted. This work being completed overnight helps the crew be more effective due to less traffic being on the roads.

The summer months can be a challenge when it comes to overgrowth of vegetation and crews had the brush-cutter out throughout the month. The brush-cutter focuses on the road edge as well as low hanging limbs over various roadways. Staff received numerous service requests regarding overgrowth that is obstructing sidewalks and/or line of sight. Once a request is received, a visual inspection occurs and pictures are taken of the issue. Quite a few of these service requests involve private property to which a letter is then sent to the property owner to address the overgrowth that is extending from their property.

Facilities, Grounds & Cemeteries



Facilities & Grounds
Community Services | Dover, NH

The Facilities, Grounds and Cemetery Division received 48 Service Requests, of which 45 were closed, and 100 Work Orders of which 92 were completed and closed in the month of June.

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

One full burial, and seven ash interments were conducted in the Pine Hill Cemetery this month. Two full graves and three cremation spaces were sold this month. Eight foot-markers were also installed. Several monument companies have been delivering and installing monuments on the foundations that City crews excavated and poured the previous month.

Winichahanat Veterinary Care at 495 Central Avenue graciously donated several Doggie Bag dispensers that crews installed around the city in various high dog traffic areas, such as parks and the Community Trail.

Facility, Grounds and Cemetery crews continue to work tirelessly mowing and trimming the entire Pine Hill Cemetery, with a second full-time crew mowing and trimming numerous parks and other city properties.



**Doggie Bag Dispenser at
Community Trail**



City Hall front step repair

This summer many of the empty tree pits downtown are getting new trees installed. Crews excavated five locations in the Central and Fifth St area this month and a contractor installed five new trees in them.

Super-Volunteer Deb Clough continues to beautify the downtown area by tending the flowers planted in the upper square island and the many whiskey barrel displays on the traffic islands and Waldron Court. She has also been working with other volunteers to clear weeds from the beds in front of the McConnell Center and Veteran's Park. Additionally, she has been working with the Dover High School Welding Class to design and build brackets to hang flower pots from the Central Ave Bridge.

Crews worked with a contractor to install a new automated chair-lift at the indoor pool to make it accessible to all. After the last day of school crews shut off the school zone traffic lights for the summer. Trees along Silver St were trimmed up by crews to allow easier pedestrian and bike travel.

The City of Dover flag at City Hall was joined by the Pride Flag for the month of June and it was joined on June nineteenth for the Juneteenth Remembrance Day. Repairs were made to the front steps at City Hall to fill in the degrading cement.

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*
- *Vacant – Environmental Project Manager*
- *Brenna Weston – Engineering Intern*
- *Griff Bates – Engineering Intern*

STAFF UPDATE

Environmental Project Manager Courtney Mitchell left the City of Dover Engineering staff in June after roughly four months of working here. Courtney is returning to the Town of Alton where she worked prior to coming to Dover. The Engineering team wishes Courtney the best in her return to a more operationally focused side of Public Works.

With Courtney's departure, the Engineering Department is seeking a new Environmental Project Manager and posted the position in June. Applications are being accepted and those interested are encouraged to contact the City of Dover for information on how to be considered for the position or submit an application through the City's online job portal here: <https://cityofdover.applytojob.com/apply/ujGMVJ9hbE/25002-Environmental-Projects-Manager-FullTime>

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

Dover Utilities Commission (Amelia DeGrace):

The Dover Utilities Commission (DUC) did not meet in June.

Transportation Advisory Committee (TAC) (Jillian Semprini):

TAC did not meet in June. The next meeting is scheduled for July.

Planning Board (Ken Mavrogeorge):

Planning Board met on June 11th and 25th to discuss various applications for residential developments on Locust St., Tolend Rd, and various Conditional Use Permits.

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

There was a meeting held in Rochester, NH on June 6th to review:

- Project take-aways from Brown and Caldwell (MAAM Consultant) on the Eelgrass Resiliency Project.
- An update on the Eelgrass Resiliency Project next steps and monitoring progress will be provided by PREP.
- Catch Basin Crediting Literature Review provided by UNHSC
- PTAP updates by NHDES/UNHSC
- GB2030 Regional Street Sweeper Project- City of Dover, Jamie Houle

Seacoast Stormwater Coalition (SSC) (Director John Storer):

The SSC met on June 26th in a virtual setting. Topics of the meeting included an update on the Municipal Green SnowPro Program, PTAP workshop series discussions, and a rundown of future meetings. There was also discussion about the role of HOAs with regards to Stormwater BMPs. The next meeting of the SSC is scheduled for July 17th.

TIF Advisory/Cocheco Waterfront Development Committee (CWDAC)/Park Subcommittee (Jamie Stevens):

The CWDAC Park Sub-committees met on June 18th to review samples of the block retaining walls to be installed in Nebi Park and to choose decking materials for the bridges in the nature pathways. The next meeting of the park sub-committee will be held in July to look at pavers for the park and make color selections.

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)	84	60
June 2024	23	15

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.



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 identifying approximately 10,000 service line locations, which the team will need to identify the service materials for. In order to determine the materials of service lines, staff must comb through record drawings, water tie cards, and other City documents. To help staff identify materials for services lines, an online survey has been developed and is currently live through the City's website for the public to submit information on their water service. The survey can be accessed by scanning the QR code in Figure 2. As of July 10, 2024 there have been 557 responses to the survey with almost 30 received in the last month.

Engineering Project Spotlight

Community Services Takes the Lead on Recreation Projects: Public Input Needed!

With the recent retirement of Director Gary Bannon, the City of Dover's Community Services Department is stepping up to oversee capital projects in coordination with the Recreation Department. This exciting transition coincides with what is anticipated to be a busy couple of years to the City's recreation areas.

To ensure these projects best serve our community, the City's Engineering, Facilities, and Recreation Staff will be hosting a Recreation Public Meeting this summer in the Council Chambers. The meeting will be recorded for those who cannot attend in person and posted online for viewing along with materials presented at the meeting. The date and time of the meeting will be determined after a meeting with the NHDES to discuss the plans for moving material.

Why a Public Meeting?

City of Dover staff are firm believers that projects are successful when the public is informed about the work and their input is taken into consideration. This meeting is the public's chance to learn about upcoming recreation projects impacting our schools and neighborhoods, and share your feedback.

Projects on the Horizon:

In 2020, the City's Department of Planning and Community Development, in coordination with the Strafford Regional Planning Commission and the Recreation Department, updated the Culture and Recreation Chapter of the City's Master Plan. The full document can be read or downloaded from this link

https://www.dover.nh.gov/Assets/government/city-operations/2document/planning/master-plan/Recreation/Final_CultureandRecreation_Chapter_052620.pdf

The master plan chapter established goals that are consistent to those that were developed as part of the prior two master plans from 2000 and 2009. The goals are intended to ensure that Dover:

- Provides a broad range of recreational facilities and programming opportunities for the citizens of Dover now and in the future.
- Guarantees that recreational facilities and programming opportunities are appropriately designed to include people of all ages and abilities regardless of their economic status.
- Develops creative solutions to integrate public art, in various forms, throughout the community.
- Thinks creatively in its approach to each obstacle facing recreation, not only to meet public expectations but to exceed them.
- Maintains all existing parks, athletic fields, and facilities in an efficient and timely manner.
- Enhances its parks, facilities, and programming in a way that meets current needs and anticipates changes in demand and preference.
- Promotes its recreational assets, programs, plans, and achievements through innovative methods.

Some of the projects to be discussed at the meeting include the following:

Horne Street Park Improvements: This project focuses on creating a more natural buffer with adjoining neighborhoods while improving the ballfield and greenspace. Expect temporary closures while work is completed.

Jenny Thompson Pool Rehabilitation: Get ready for a revitalized pool experience! This project includes a complete reconstruction of the pool structure, along with improved accessibility features and updated mechanical systems.

Adventure Park: Enhancements are underway! The removal of the old rope climbing equipment is complete and the City is planning to install a new climbing structure as funding becomes available. In the meantime, plans are underway for the installation of granite curbing around the swing and sandbox areas to replace the wooden posts installed during the park's original construction. Upgrades to the water/sand play area are also being planned. Temporary closures to the park are anticipated in September to ensure safety during construction. The park will reopen before Apple Harvest Day in early October.

Garrison School Park Fields: Upgrades are planned for the park areas surrounding Garrison School. Improvements are aimed at improving drainage, leveling playing surfaces, and improved accessibility. City staff recently met to review upgrades needed to address overgrown vegetation, pickleball court renovations, and noise attenuation.

Woodman Park Reconstruction: This project tackles overdue upgrades to the park's tennis courts, basketball courts, and grass field. Expect improvements in accessibility, drainage, and overall functionality.

Maglaras Park: The City staff is in the early stages of planning for comprehensive upgrades to the parks at **Maglaras Park**. The old fencing and dugouts will be removed in 2024 in anticipation of field improvements in late 2024 after permitting through the NHDES is completed. NHDES permit applications are under development by the City's consultant Verdantas.

Funding and Your Voice Matter!

The above-mentioned chapter of the Master Plan notes not only the projects that the City would like to pursue but the importance for the City to designate realistic budgets for the construction and continued maintenance of new or replacement amenities. Setting realistic maintenance budgets amount as time goes ensures that the recreation areas are kept in good, safe, and working order.

The public meeting will discuss available funding for these projects in terms of the Capital Improvement Program and explore how the community can contribute to further improvements through fundraising efforts. Staff will also be taking down questions and ensuring they are addressed in writing on the City's website.

The final project scope of projects and schedule will be determined based on the City Council-approved Recreation Master Plan and Capital Improvement Program.

The exact date and time will be announced soon. Staff is looking forward to hearing your thoughts and working together to create even better recreational opportunities for all!

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.

Waterfront Re-Development: The City of Dover's waterfront project made significant strides with major advancements achieved in June 2024. Sanitary sewer and storm drainage systems in the loop road (River Street) are nearly complete. Inspections and testing is ongoing for the sewer lines and catch basins installed for drainage.

Electrical and telecommunication systems are also nearing completion in this stretch of the project. Duct banks have been installed along key roads and connections established under the Makem Bridge, paving the way for the removal of aerial utilities across the waterfront site. Additionally, groundwork preparations for future buildings are underway by the private developer's foundations contractors. Installation and testing has begun for the installation of nearly 950 aggregate piers, which will serve as the foundation for future buildings, allowing vertical construction to commence in the near future.



Base course pavement has been installed at the waterfront redevelopment site.

The City's contractor, Northeast Earth Mechanics mobilized their paving contractors to establish the final gravel grades for the roadways, allowing for the final stages of preparation before laying the pavement base course which was installed at the end of June.

Fifth and Grove Reconstruction: N. Granese and Sons finished the installation of the temporary water main and began installation of the new water main and storm drainage in Fifth St. and Grove St. The Fifth and Grove project includes new utilities, accessible sidewalks, signage, and the complete reconstruction of the roadway. Traffic disruptions within the project area are expected intermittently for the rest of 2024 as the project progresses. Drivers are encouraged to sign up for project updates to keep up with proposed closures, detours, and shifts in traffic patterns to minimize delays. Alternative routes are available around the project site. Patrons to local businesses are encouraged to sign up for notices too as parking restrictions on Fifth and Grove will continue through 2024 in select areas as construction progresses.

Annual Street Paving Program: In June, the City's Operations staff oversaw the reclaiming and paving of Barry St., Tanglewood Dr., and Berkshire Ln. as part of the annual paving program. These streets will also receive a bituminous curbing installed to help control stormwater. This work is intended to provide additional life to a road until a more comprehensive street reconstruction project can be added to the annual Capital Improvement Program.

Weather and other conditions permitting, Brox Industries, Inc., the city's paving contractor, is scheduled to begin paving operations in July on Saint John St., Durrell St., and Winter St. The work includes milling the current pavement, raising castings, and paving. The work is anticipated to take multiple weeks to complete.

Portland Ave Retaining Wall: The contractor for the project, GW Brooks, mobilized in June with temporary traffic signals for one way alternating traffic. Wall construction was started and the demolition of a former natural gas station along Portland Ave was completed. It is anticipated that work will last until the end of 2024.



Portland Avenue Retaining Wall is rising.

Court and Union St/Lower Central Ave Reconstruction Projects: Engineering Staff have reviewed 95% specifications (specs) so that bid documents can be prepared later in 2024 for construction in 2025. These projects include upgrades to utilities, drainage, and street pavement reconstruction. Construction specifications, also known as specs, are detailed instructions that outline exactly how a construction project needs to be completed. They are essentially a rulebook that ensures everyone involved in the project is on the same page about the materials, methods, and quality of work expected by the Owner which for capital projects is the City of Dover. These specs are typically created by architects, engineers, or professional specification writers before a project begins.

This project is anticipated to go to bid at the end of summer for a fall 2024 construction start at the earliest. The City would like to have the project underway no later than spring of 2025. It is anticipated that the project will take two years to complete.

Traffic Signal Management: The City's consultant Sebago Technics wrapped up a yearlong study of the traffic signals and provided a technical memorandum with recommendations for capital projects to improve signal operations and resiliency. Some key takeaways from the report include:

- The estimated replacement value of all 26 City-maintained signals is approximately \$6.5 million (avg. \$250,000 per intersection)
- Current industry standards assume a design life of approximately 20 years for traffic signal structures and a design life of approximately 10 years for traffic signal equipment.
- It is recommended that the City budget for the replacement of the structures at roughly one intersection per year and the replacement of equipment at roughly two (2) intersections per year.
- For a 20-year asset replacement plan the consultants recommend the following budgets for the replacement and maintenance of signal assets
 - \$425k for years 1-5
 - \$550k for years 6-10
 - \$700k for years 11-15
 - \$785k for years 16-20.

Note: Currently the City allocates only about \$90k per year for signal maintenance and traffic calming as part of the operating budget.

- A comprehensive evaluation of the existing mast arm and foundations was also recommended for all the intersections within the City. The evaluation should include non-destructive testing of the thickness of mast arm uprights, mast arm height, mast arm length, mast arm material, the angle relative to the ground of the mast arm uprights, and a general assessment of the condition of the structure and foundation to aid in the prioritization of intersections is strongly recommended.

Note: Engineering is finalizing an RFP for a non-destructive assessment of the City's traffic signal per the recommendation.

Crosby Road Drainage Evaluation: A Request for Proposals (RFPs) has been released for a drainage evaluation for the Crosby Road Industrial Park. Flooding concerns in the area have been raised by property owners and the City will be looking for a consultant to assess the various culverts, bridges, and drainage swales for capacity limitations and provide recommendations for improvements.

Ice Arena Glycol Tank Replacement: The ice arena's glycol tank replacement project is underway. Careno Construction successfully removed a wall to create access to the chiller room, allowing Davis Mechanical to safely pump the existing glycol into a temporary holding tank. The old tank was then removed and hauled away for recycling by the recycling center team. The good news is the new tank was installed on May 28th, 2024, and Davis Mechanical has already begun reinstalling the piping. With everything on track, the project is expected to be completed by June 19th, 2024. This includes system commissioning, ensuring everything is operational before the ice-making process resumes.

Jenny Thompson Pool Pump Repairs: The Jenny Thompson Outdoor Pool renovation project is gaining momentum. Weston & Sampson, the engineering firm responsible for the project, has submitted their preliminary design plans. This is a key milestone, bringing the renovation closer to fruition. City staff are reviewing the plans to ensure the plans meet the goals set by the City. Once the review is complete, they expect to release a Request for Proposal (RFP) by fall 2024. This RFP will invite qualified contractors to compete for the project. The progress signifies a significant step forward for the much-needed

refurbishment of the pool. We can all expect to hear more updates as the project moves through the bidding and construction phases.

Ice Arena Glycol Tank Replacement: The ice arena recently underwent a major upgrade to its glycol tank system. Davis Mechanical successfully installed a new, one-piece aluminum tank, replacing previous iterations and incorporating updated piping as part of the project. This enhanced design boasts a sturdier, single-piece construction, which is anticipated to significantly extend the tank's operational lifespan. To ensure a seamless transition for the upcoming 2024-25 season, a collaborative effort was undertaken on June 19th. Staff members from the ice arena, Davis Mechanical, Siemens, and Carrier were present on-site to oversee the system activation. Their combined expertise resulted in a successful launch, with the Holt rink currently operational and ice production underway. Fosters rink is expected to follow suit in October.

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.

June 2024	
Driveway Permits:	10
Utility Licenses:	2
Paving Licenses:	5
Excavation Permits:	13
Certificate of Occupancy Inspections	16
Construction Permits	0
Obstruction Permits:	3
Sewer Connection Permit:	0
Septic Design Reviews:	2

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.



Medical Office Building off Exit 7.

One (1) project came to TRC in June that required Engineering review:

566 Sixth Street Multifamily development

Engineering Technician, Jordan Chambers, continues to conduct oversight of over 65 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.)***
- ***Ember Dr (New Rochester Rd.)***
- ***New Community Recreation Building (Karolina Way)***
- ***Mixed Use Residential – The Station (2 Grove St)***

There were no preconstruction meetings in June.



The Station development at 2 Grove St.

Finance Department

Administration

On June 26, 2024, Ann M. Legere, CPPB Deputy Finance Director attended a webinar called “Unlocking the Revisions to the Uniform Guidance and Single Audits” Sponsored by the Government Finance Officers Association. Learning Objectives included Revisions and Updates to the Uniform Guidance pre-award and post-award Grants.

On June 24-27th, Kelly Rexroad Assessing Clerk attended the State Statutes 1 course at the NH Department of Revenue Administration. Learning objectives included appraisal of taxable property, tax collection, apportionment & abatement of tax, administrative rules, and case law.

On 6/3/2024 - 6/7/2024, Sarah Gerry- Assessing Technician, Attended IAAO Course 101 - Fundamentals of Real Property Appraisal sponsored by the International Association of Assessing Officers (IAAO). The Fundamentals of Real Property Appraisal course is designed to provide attendees with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant and improved properties. This course concentrates on the skills necessary for estimating the market value of properties using two approaches to value: the cost approach and the sales comparison approach.

On June 7, 2024 Finance Director Dan Lynch attended NH Municipal Association's virtual Legislative Update session. The session reviewed recently adopted state legislation that potentially would impact municipal operations or functions.

City Clerk Tax Collection

No update at time of this report.

Tax Assessment

The City Assessor and City Finance Director met with the Executive Director of the Dover Housing Authority (DHA). The meeting was held so DHA could present potential projects that the authority is focusing efforts on for additional affordable housing. The practice, implemented a few years ago with DHA, is that they would meet with the Assessor and Finance Director to determine potential City financial impact of housing projects and requirements for maintaining DHA property tax exemption status prior to moving forward on specific projects.

Finance / Accounting / Purchasing

After the May surplus vehicle/equipment auction was completed, in early June Finance/Purchasing staff met to review the online auction process and results. The group discussed a few areas for improvement to assist City departments with handling items for the auction, obtaining a higher sales price for vehicles and other motorized equipment, as well as having the auction earlier in the fiscal year.

Finance staff met with Community Services Director and CS administrative staff to review FY2024 budget versus actual results as of May 31, 2024. Community Services' budgets (General Fund, Water Fund, Sewer Fund, Residential Solid Waste Fund, and Fleet Maintenance Fund) represent 35% of the City departments' overall budget. The Goal of the meeting was to review all of the budgets, address shortages for actual expenditures, identify any potential shortages for the remainder of the fiscal year and implement actions to address those situations to ensure Community Services department would complete the year within budget.

Finance and Human Resources worked together to get FY2025 implemented and operational to include adopted budget populated into the financial system, City positions' pay calendars and budget allocations completed, and providing access to departments so they could start creating FY2025 POs for July 1st, 2024 start of the fiscal year.

Finance, working with Community Services department, recently secured loans with the NH Department of Environmental Services (NH DES) and are awaiting construction documents for bidding the following three projects.

1. Henry Law Park Best Management Practices Stormwater Project \$3,500,000

2. WWTF Secondary Clarifier \$2,100,000 with an additional request of \$4,300,000
3. Chapel Street Ravine Property Acquisition \$2,025,000

All three of these projects have previously received grant funding from NH DES in the amounts of \$120,000, \$900,000 and \$100,000 respectively.

Purchase Orders over \$5,000:

Department/Division	PO Date	Vendor	Amount
Finance Office	6/18/2024	OVERHEAD DOOR COMPANY	\$6,017.00
Finance Office	6/20/2024	SIEMENS INDUSTRY, INC.	\$6,506.00
Finance Office	6/10/2024	UNITED CONSTRUCTION & FORESTRY, LLC	\$21,849.93
Info Technology	6/22/2024	SOUTHERN COMPUTER WAREHOUSE	\$8,577.30
Community Services	6/17/2024	McGUIRE ORGANICS, LLC	\$5,200.00
Community Services	6/4/2024	DF RICHARD, INC.	\$5,434.00
Community Services	6/4/2024	DF RICHARD, INC.	\$5,486.25
Community Services	6/11/2024	JM HAYDEN EQUIPMENT CO	\$7,683.00
Community Services	6/11/2024	SHEA CONCRETE PRODUCTS	\$7,803.00
Community Services	6/9/2024	SUNCREST REALTY LLC	\$8,671.00
Community Services	6/9/2024	EVERSOURCE ENERGY	\$10,000.00
Community Services	6/9/2024	HACH COMPANY	\$10,073.06
Community Services	6/28/2024	JWC ENVIRONMENTAL, INC.	\$12,379.00
Community Services	6/9/2024	EVERSOURCE ENERGY	\$14,806.51
Community Services	6/18/2024	COVERED BRIDGE OUTDOOR CONSTRUCTION	\$73,700.00
Community Services	6/13/2024	EMERY & GARRETT	\$152,400.00
Community Services	6/13/2024	AQUA SOLUTIONS, INC.	\$276,825.00
Fire and Rescue	6/18/2024	NEPTUNE UNIFORM INC	\$5,597.00
Fire and Rescue	6/19/2024	SOUTHWORTH-MILTON INC	\$5,751.69
Fire and Rescue	6/13/2024	FIRE TECH & SAFETY OF NEW ENGLAND	\$7,915.00
Fire and Rescue	6/18/2024	COCHECO COUNTRY CLUB	\$8,643.85
Fire and Rescue	6/11/2024	FIRE TECH & SAFETY OF NEW ENGLAND	\$21,167.00
Police	6/18/2024	SOUTHWORTH-MILTON INC	\$5,098.97
Police	6/26/2024	TRIPLE P ENTERPRISES, INC.	\$5,338.65
Police	6/26/2024	TRIPLE P ENTERPRISES, INC.	\$7,015.00
Police	6/19/2024	SAU #14	\$8,100.00
Police	6/18/2024	KUSTOM SIGNALS, INC.	\$12,451.00
Police	6/26/2024	ENVIRO SAFETY PRODUCTS	\$19,533.20
Public Library	6/12/2024	SIEMENS INDUSTRY, INC.	\$6,118.00
Recreation	6/17/2024	FIRST STUDENT, INC.	\$9,156.00
Recreation	6/6/2024	MACKINNON & SONS EXCAVATING, LLC	\$15,000.00

Bid Solicitation:

Department	Bid #	Bid Date	Description
Fire	B24-072	6/7/2024	Medical Supplies as Needed
Finance	Q24-016	6/17/2024	Mortgagee Search Services

Fire & Rescue

Calls for Service / Activity Statistics

June saw Fire & Rescue responding to 585 calls for service, an average of over 24 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.

On June 3rd, the Fire Department responded to Littleworth Rd. and Knox Marsh Rd for a trash truck that had rolled over. On arrival, crews found the driver entrapped in the cab of the truck. Electric/ hydraulic extrication tools were utilized to free the patient from the cab. The patient was treated by fire personnel and transported to Wentworth Douglass Hospital. The trash truck was leaking diesel fuel and engine oil. Fire crews contained the leaking fluids. The Department of Environmental Services was requested as a result of the fluid leaks. Littleworth Rd. was closed for over an hour due to the complexity of vehicle removal.



On June 6th the Fire Department responded mutual aid to Raleigh Way in Portsmouth for a structure fire. When Ladder 3 arrived on scene, crews were directed to provide a ventilation hole in the roof to check for fire extension. The fire was a result of a lightning strike as a strong storm cell moved through the area. The Raleigh Way fire was the second of two structure fires occurring at the same time due to lightning strikes in Portsmouth.



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

Facility	State	# of individuals
Wentworth Douglass Hospital	NH	264
Free Standing ER – Dover (HCA)	NH	31
Frisbie Memorial Hospital	NH	0
Portsmouth Regional Hospital	NH	8
Mass General Hospital	MA	0
Brigham and Woman's Hospital	MA	0
Boston Children's Hospital	MA	0
Maine Medical	ME	0
York Hospital	ME	0
Exeter Hospital	NH	0
Elliot Hospital	NH	0
Dartmouth Hitchcock Medical	NH	0
Tufts Medical Center	MA	0
Total Transports	303	
Non Transports/Sign offs/Refusal of Care	122	

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

<i>Municipality Assisted</i>	<i>EMS Service</i>	<i># of Assistances from Dover</i>
<i>Barrington</i>	Barrington Fire	
<i>Berwick</i>	Stewart's Ambulance	
<i>Durham</i>	McGregor EMS	
<i>Eliot</i>	Stewart's Ambulance	
<i>Farmington</i>	Farmington Fire	1
<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	
<i>Rollinsford</i>	York Ambulance	2
<i>Seabrook</i>	Seabrook Fire	1
<i>Somersworth</i>	Stewart's Ambulance	1
<i>South Berwick</i>	York Ambulance	3
<i>Total:</i>		9

The Technical Review Committee met on June 20th at City Hall. Preliminary plans for subdividing a residential property on Sixth St. were discussed.

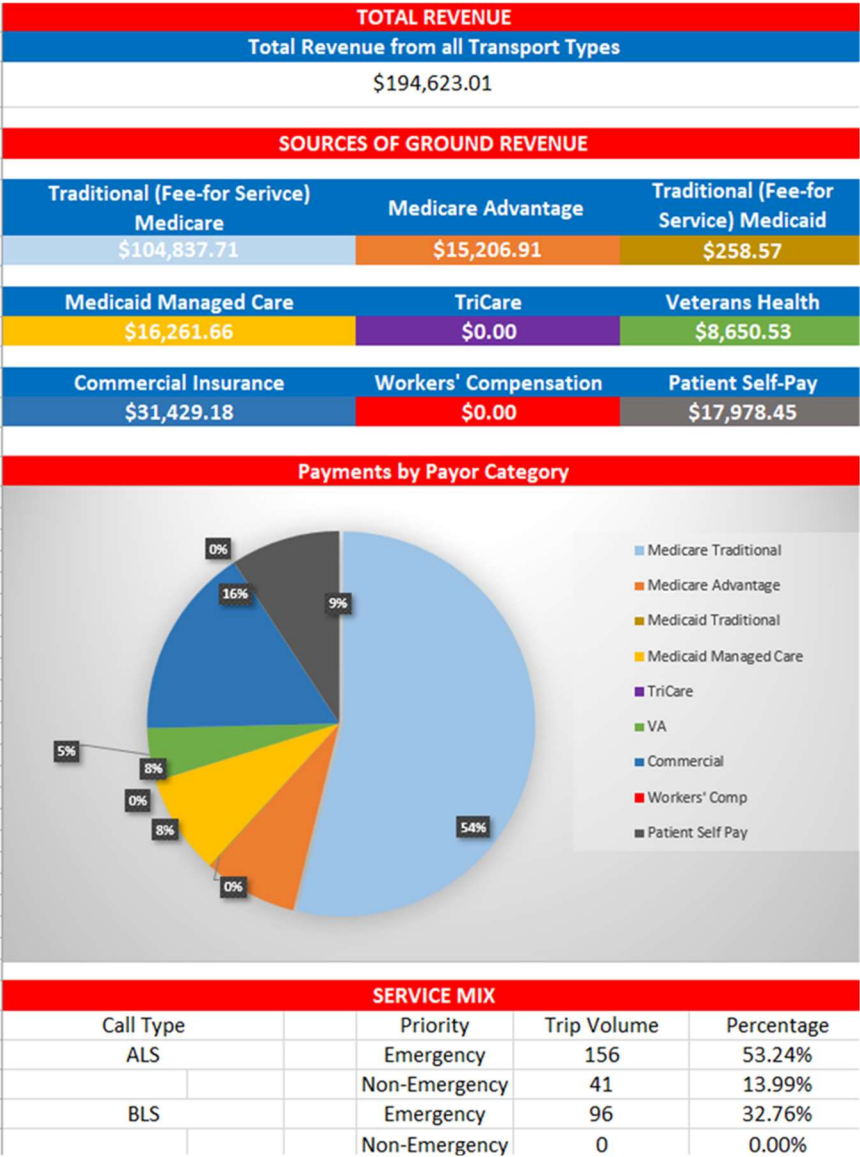
In the month of June, the Fire Department took delivery of its newest ambulance, Ambulance 5. Division Chief Irwin with the assistance of Firefighter/Paramedic Couturier shepherded the ambulance through the NH Bureau of EMS Ambulance Inspection process. This was the culmination of 2 weeks of strenuous work completing paperwork, ordering supplies and equipment, and stocking the vehicle to place in service. A special "Thank you" to Firefighter/Paramedic Couturier, Firefighter/Paramedic Blair, and Engineer/Paramedic Duffy for their combined efforts to get this accomplished in the 2-week window from delivery to date of inspection, to get this accomplished.

June 19th, Division Chief Irwin attended the quarterly meeting of the City's Joint Loss Management Committee as Acting Chair. This is a joint management/labor committee required by the Department of Labor to review work accidents, illnesses, and injuries as well as discuss and implement training as needed. This was Chief Irwin's last meeting as this representation for the Department as this will transition to Division Chief Comeau in his role of Chief of Training & Safety.

On June 25th, Deputy Chief Chabot assisted the Somersworth Fire Department with their Deputy Chief promotional process. The deputy chief position is a newly created position for SFD with the Chief having been the only administrative fire position prior. With the global increase in fire department service demand, the need for staff at all levels continues to increase with it.

June 27th, Deputy Chief Chabot, Assistant Chief Hanna, and Division Chief Irwin met with Andrew Mason, PRH Director of EMS and Emergency Preparedness, to discuss Emergency Preparedness with regards to the Dover Free Standing Emergency Room. This process is in the preliminary stages and the Department will be part of the planning process.

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



In the month of June, 5 members of the fire department participated in Dover Fire & Rescue’s Lieutenant promotional process. This process was developed to evaluate members for the duties and responsibilities

of a company officer which includes a written examination, oral-board evaluation, and tactical evolutions. These three members studied for over a year to prepare for this day and it showed. Experienced company and chief officers from other departments supported the promotional process by serving as evaluators.

During the week of June 17th, the Division coordinated the monthly EMS training that was presented to all 4 shifts. This was hands on training, conducted by Emergency Education Consultants, covering Adult Cardiac Arrest. The focus of this training was teamwork along with utilization of the Departments Zoll equipment, which includes the X-Series Cardiac Monitor/Defibrillator, Autopulse mechanical CPR device, and the zVent portable ventilator.

June 18th, the The Fire Department was involved with a demonstration with representatives of Handtevy, to discuss their program and applications. Handtevy primarily has been utilized to modernize the emergency treatment of children. Recently, they have expanded their products to include all age groups. This is a cloud-based service in which the Department would upload standardized protocols into the system, and our providers would have immediate access to appropriate medication dosages and treatments.

In June all members of the department completed EMS in the Warm Zone Operations. Warm zone operations focus on staging, direct and indirect care of casualties during an active shooter event. This training was new to many of the members and will help to prepare them for response and treatment of patients during such an event. For experienced members, the training was a refresher, building on previous knowledge and skills. Over the next 3 to 4 months, the department will complete a work up including use of Rescue Task Force medical equipment, protective gear and practical skills. The goal is to ensure all members are well trained with the equipment and will work seamlessly together if a response is needed.

Department members have also been busy training on the apparatus and using this time to complete pumping and aerial operations. In the month of June, many personnel were checked off on the engines, truck, ladder and forestry unit. To be checked off as an apparatus operator, the member must work on the specific vehicle for months and complete many hours of driving, pumping, aerial operations, have knowledge of the vehicle equipment and retain specifics to the vehicle. This provides the operators with a base of knowledge and prepares them to operate vehicles in emergency situations and under stress. We rely heavily on our experienced drivers to complete the training and serve as mentors. More standardized and structured check lists were added to the already existing vehicle check off sheets. These were developed for the engines, truck and ladder. The intention is to help give guidance to the trainer and trainee in the check off process. This is to ensure all trainees are receiving the same information, moving through the check off process in a structured manner and helping to plan out vehicle training for upcoming shifts.

Planning & Community Development

Inspection Services:

Inspections & Permits	June 2024
Life Safety Inspections	53
Business Inspections	7
Sprinkler / Alarm Inspections	24
Building Inspections	139
Electrical Inspections	134
Plumbing / Mechanical Inspections	154
Blasting Inspections	0
Health/Housing Standards Inspections	43
School / Daycare Inspections	8
Oil Burner Inspections	0
Woodstove / Fireplace Inspections	3
Building Permits	55
Blasting Permits	0
Certificate of Occupancy Permits	16

Administration

Planning and Community Development staff met with several developers regarding conceptual reviews. Projects included some residential only, some commercial or 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. McIntosh will be coming before the Planning Board for an amendment and then

hope to break ground this fall. 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. The initial draft of the Regulatory Audit was presented to the Housing Committee at their meeting on June 27th.

On June 25th, Dover hosted City Mayors from throughout the State of New Hampshire at the monthly meeting of the State Mayors Policy Roundtable organized by New Hampshire Municipal Association. The event featured a presentation by Deputy City Manager Parker, Director Benton, and Housing Navigator Pope showcasing recent and ongoing efforts to address the City’s housing shortage through community engagement and public-private collaborations. Following the presentation, attendees were given the opportunity to visit the Cottages at Back River Road, the recent development at Sophie and Banner Drive, and the Cochecho Waterfront development.

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. Several other institutions have indicated that similar products will be made available later this year.

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 assisted New Hampshire Housing with the planning and facilitation of the TEFRA (Tax Equity and Fiscal Responsibility) public hearing for the McIntosh Commons project on June 17th. This hearing was a required component of the developer’s financing partnership with NH Housing. It is expected that the proposed development will include 78 affordable rental units targeted to resident households earning 60% or less of Area Median Income.

Zoning Administrator Crouser staffed the Arts Commission meeting on June 3rd in which the Commission screened the final version of a short film featuring the Dover Teen Center, directed and produced by Aiden Allen, the recipient of the 2023 Dover Arts Commission Art Grant.

Outreach Coordinator Bassegio staffed the Community Trail Advisory Committee meeting on June 4th. The Committee discussed ongoing projects such as public art installations and reviewed the draft engineering report for the Phase IV TAP extension.

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 891 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 3,400 likes and 3,742 followers).

Planning and Media Services staff continued to develop and enhance an electronic “newsletter” for planning related items (with 1019 subscribers). Content included meeting summaries, meeting previews, Master Plan updates, and various special topics such as information on the City Council workshop on energy projects, affordable housing efforts, NPHA spring conference, regional updates such as the NH MPO Roadway Safety Action Plan and NH Housing public hearing on the McIntosh West Apartments proposal. A feedback form was shared for the Conservation and Open Space Chapter update and a survey question was asked: “What changes to the City's zoning regulations would you suggest to better meet the community’s needs?

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.

Resilience Manager Kaspari presented on behalf of the Energy Commission at a City Council Workshop on June 5th to cover a series of proposed energy projects including Energy Savings Performance Contracting, an up to 2 MW AC array to power the Wastewater Treatment Facility and a flexible group net metering arrangement that will provide Dover some revenue as the City continues to evolve its energy plans. Following the Workshop Kaspari was authorized to work with the Energy Commission to bring forward proposals for Council consideration regarding the aforementioned projects. Resilience Manager Kaspari staffed a Conservation Commission meeting on June 10th during which the Commission review a Conditional Use Permit, a TDR proposal, was introduced to the Planning Department’s UNHSCI Urban Forestry Fellow, John DesRoches and covered additional business and Director Benton discussed TDR and R-40 methodology.

Zoning Administrator Crouser fielded three (3) complaints from Dover Residents, including a noise complaint on Hawthorne Street, storage of commercial equipment on residential property located on Page Ave., and an accumulation of trash and rubbish on Washington Street. All complaints were investigated and resolved.

Zoning Administrator Crouser conducted an illegal sign sweep City-wide, recovering approximately thirty-five illegally-placed signs from across the downtown and arterial roadways throughout the City.

Resilience Manager Kaspari and Urban Forestry Fellow DesRoches met with Community Services Director Storer and additional staff on June 4th to discuss how DesRoches can best be utilized to assist with the work of the Community Services Department.

Resilience Manager Kaspari met with Business Development Coordinator Burdin, Business Development Specialist Bickley and team members from Clean Energy NH to discuss engaging business owners about opportunities to transition energy sources and the resources available to them on June 6th.

Resilience Manager Kaspari participated in a rapid ecological assessment of the New Meadows Conservation Easement on June 7th with field scientists from FB Environmental as part of the ongoing Natural Resources Inventory work.

Resilience Manager Kaspari attended a meeting on June 17th with the NH Principal State Planner and representatives from Nuveen Capital to discuss opportunities for starting a commercial property assessed energy program in NH.

Resilience Manager Kaspari participated in a series of meetings between June 25th, June 26th and June 27th to discuss, endorse and ultimately adopt the upcoming community power rates presented by the CEO Brian Callnan. Up to the Clean 50 product during the next period of August 1st, 2024 through January 31st, 2025 will be lower than the Eversource default rate with an 18% discount for the least cost Granite Basic option. Kaspari continued to collaborate with Outreach Coordinator Bassegio and the Media Services Department to promote these rates and the engage customers about the opportunity to take advantage of higher renewable content products as part of the friendly Seacoast Community Competition.

Director Benton will begin putting together a Capital Improvements Program (CIP) schedule and begin collecting requests from Department Heads to begin this next CIP process. The CIP is intended to be ready for review in September.

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

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

On June 13th, Outreach Coordinator Bassegio worked with local business, Raiche & Company, CPAs, on multiple volunteer projects throughout the city. The company painted the Garrison Hill Tower and Rotary Trailhead. They picked up litter in multiple areas and removed knotweed and tidied up garden beds on the Community Trail.

Zoning Administrator Crouser is actively working with the Strafford Regional Planning Commission to update Dover's public art installation interactive StoryMap with the support of the Dover Arts Commission.

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. Meetings regarding design, placement, and site work continued in May. Site work is set to begin in early July.

Director Benton chaired the June 6 Executive Committee meeting for the NH Planners Association as President and the June 14th Spring Conference in Keene which she was on the organizing committee for. Outreach Coordinator Bassegio, Resilience Manager Kaspari, and Zoning Administrator Crouser also attended. Sessions (including walking tours) were very informative.

On June 14th, Housing Navigator Pope and representatives from First Seacoast Bank and Kennebunk Savings Bank served as panelists at the New Hampshire Bankers Association's Annual Meeting. The panel discussion was focused on recent innovative financing solutions that were created in Dover to address financial barriers faced by homeowners seeking to add additional units to their homes.

On June 27th, Housing Navigator Pope served as a panelist at Strafford Regional Planning Commission's (SRPC) Annual Meeting to highlight regional housing related issues and discuss the ongoing collaboration with SRPC through the Regulatory Audit and Housing Opportunity Planning Grant program.

Housing Navigator Pope attended several events hosted by the Workforce Housing Coalition of the Greater Seacoast including their spring workshop on coastal resilience planning in Hampton on June 11th and a member reception in Seabrook on June 26th.

Resilience Manager Kaspari and Outreach Coordinator Bassegio continued to work with Resilience Planning & Design in May on the Master Plan update project of the Conservation and Open Space Chapter. An interactive StoryMap was finalized in June 2024 and will be shared as an opportunity for public feedback on the project.

Inspection Services staff conducted interviews for the Inspection Services Office Assistant position.

On June 19th, Planning Department staff met with Chris Berry, of Berry Surveying & Engineering, as part of ongoing development sessions for the department per the Department's Strategic Plan. Berry provided a process overview of how his company designs and proposes a project so that staff get a sense of what the other side of development looks like compared to the reviewing side.

Construction value for Building permits applied for in June totaled approx. 10.4 million.

Inspection staff is in the process of contacting Health Licensees (under 100) and Place of Assembly permitting businesses (over 100) who have not responded to the electronic requests for licensing.

Police Department

Prevention Services Unit

On June 20th staff from the New Hampshire Teen Institute conducted a three-hour Youth Leadership and Peer Mentorship training for Dover Youth to Youth middle and high-school students. The training covered topics such as communication, listening, small group facilitation, and leadership styles. Students then went to Take Flight and worked on trust building and other team work elements while navigating a high ropes course.

On June 10th, DEA Community Outreach Specialist Brian O'Keefe conducted a training for Youth to Youth students about the dangers of fentanyl-laced pills. The information provided will be used at the rally held by Y2Y in Henry Law Park on July 10th.

On June 25th, Four Youth to Youth students provided a webinar to youth advocates from the One Johns Creek Coalition in Georgia. The webinar covered the steps for developing media messaging and different strategies used in drug prevention media. About 12 high school students from One Johns Creek Coalition attended the webinar.



DEA Community Outreach Specialist Brian O'Keefe conducted a training for Youth to Youth students about the dangers of fentanyl-laced pills.



The 11th Annual Granite Youth Film Festival took place on June 9th at The Music Hall in Portsmouth. The event featured films on topics ranging from substance use to mental health. The event attracted over 200 people and was a huge success. Prior to the Film Festival, Granite United Way hosted a donor event where staff spoke to the group of staff and donors at The Music Hall Members Lounge. Following the event, attendees walked over to The Music Hall and participated in the festival.

Youth to Youth participants outside the Music Hall prior to the screening of their film at the Granite Youth Alliance Film Festival.

On June 11th Bridget Ryan, Steve Pappajohn, Officer Luis Berdecia, two volunteer diversion committee members and this past year's social work intern presented at the Juvenile Court Diversion Network's Annual Summit on Alternative Suspension. The presentation discussed the program structure and how diversion programs and coalitions can leverage community partnerships in an effort to create alternatives to suspension. The workshop session was attended by 35-40 people.

On June 18th Youth to Youth had its annual end of year banquet. Students received end of year awards for Commitment, Leadership, Youth Advocate of the Year, etc. Dover Police Charities awarded 2 scholarships to graduating seniors.

There were several meetings of the Y2Y students working on specific projects and presentations during the month. Also, 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:

- The new coalition in Portsmouth, NH
- The Raymond Coalition for Youth
- Belchertown Mass Coalition



Dana Mitchell and Captain David Terlemezian presenting scholarships to Youth to Youth seniors during the annual banquet.

During this month, Toolkits were provided to Remember for Change, Fort Pierce, Florida

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. In fact, SoRock Community Coalition and Raymond expressed interest in the Alternative Suspension Program as a potential replication site in the future.

Dover Teen Center

During the month, there was a total of 427 youth in attendance over 15 days of programming at the Dover Teen Center. The average was about 28 youth per day

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

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

Program Features...

- “Friday Flix” (Movie & Popcorn Afternoon)
- 9-Ball Billiards Tournament
- Alley Hoops Hot-Shot Contest
- Ring-Toss Challenge
- The Annual... “School’s Out” BBQ
- HS Senior Graduation Night and TC Celebration Event
- Featured Snack Special Days
 - Pancakes, Hot Dogs, Ice Cream Sundaes, Root Beer Floats, Tacos



Teen Center Director Steve Pappajohn celebrating Dover High School graduation with TC seniors Jeb, Alexa, Ethan, and Ava.

- **TC Summer Zone Warm-Up Weeks – June 2024**

Program Features...

- York Beach Trip
- Old Orchard Beach Trip
- White Lake & Ellacoya State Parks
- Alton Bay BBQ & Swim
- TC Chill Zone Afternoons w/ Games & Snacks
- Portland Sea Dogs Baseball Game Trip



Teen Center youth participants and Officer Berdecia meeting “Sluggo the Sea Dog” during a trip to the game.

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

Continued efforts made to maintain our TC Facebook bulletin page and Sign-Up Genius scheduling portal with resources, program/schedule announcements, inspirational messaging and best practices. The Teen Center staff also share photos of TC youth participants to continue to promote all opportunities provided at the TC.

- **TC Youth & Family Outreach**

A weekly email is sent to connected families and youth, to encourage sign-ups for the daily afternoon reservation slots through the Sign-Up Genius online portal. Announcements, webinars, trainings and opportunities are also shared on a weekly basis.

With the spring undergraduate interns graduating in May 2024, the Teen Center has welcomed two new summer interns to the program.

The TC received (4) new registrations in June 2024.

Community Service Program

The youth community service program tracked one (1) participant in the month of June 2024. A total of 6 hours of community service work was completed.

Diversion Program

The Diversion Committee met on June 5, 2024. The case breakdown is as follows:

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

- (4) case in active Diversion Contracts
- (0) cases in active Alternative Suspension Program
- (0) successful completion and release from Diversion Contract (June 2024)
- (0) new Diversion case heard (June 2024)
- (0) new Alternative Suspension cases heard (May 2024)
- (0) successful completion for Alternative Suspension (June 2024)
- (0) new Alternative Suspension case hearing, anticipated (June 2024)
- (0) new Diversion case hearing, anticipated (July 2024)
- (0) cases sent back to Detectives for "failure to comply"



A group from the Diversion Committee, including Steve Pappajohn, Bridget Ryan, and Officer Berdecia attended the NH Juvenile Court Diversion Network Annual Summit in Concord, NH.

Community Response & Engagement Unit (CREU)

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

Throughout the month of June, Lt. Mitrushi continued to check areas around the city that are commonly used for illegal camping. Several active campsites were found on city property this month along the Dover Community Trail. The Social Work Unit made contact with the individuals contacted and made outreach efforts to connect them with appropriate social services. ServPro was contacted to remove property left behind at campsites near Guppey Park and the Community Trail.

On June 3, 2024, Lt. Mitrushi and Officer Jalbert presented the "New Hampshire Safe Streets and Roads for All" presentation to approximately 20 residents at Bishop Gendron Independent Senior Living. The purpose of this training is to promote safety on the roadways and provide education to drivers, cyclists, and pedestrians to address and prevent the risks inherent in our enormous and complex transportation system.

On June 19, 2024, Lt. Mitrushi and Officer Jalbert presented "Cops & Kids" at the Smart Start Daycare. Three additional "Cops & Kids" presentations occurred in June: June 18, 2024 at Kids Culture on Back River Road, presented by Officer Jalbert and Officer Gore, June 21, 2024 at Portsmouth Christian Academy,



Officer Jalbert presenting NH Safe Streets and Roads for All at Bishop Gendron Independent Senior Living.

presented by Officer Berdecia and Officer Gore, and June 24, 2024 at Kids Culture on St. Thomas Street, presented by Officer Berdecia. This presentation provides a positive environment where children meet their local police officers, learn about safety, anti-bullying, and get to explore a police cruiser. This was a part of the monthly “Breaking Barriers” series of events to strengthen police-community relationships.



Lt. Mitrushi and Officer Jalbert presenting a Cops & Kids event at Smart Start Learning Academy.



Officer Gore and Officer Jalbert at Kids Culture Dover - South.



Officer Berdecia at Kids Culture Dover

On June 26, 2024, Lt. Mitrushi coordinated and hosted a scenario based training day for 30 members of the Seacoast NH Regional Critical Incident and Stress Management Team. The Critical Incident Stress Debrief Scenario Based Training Day held at the University of New Hampshire allowed trained peer team

members to participate in mock debriefs following critical incidents. Lt. Mitrushi also conducted suicide prevention training for two new police officers.

Dover Middle School Liaison Officer

During the month of June, Officer Berdecia handled a variety of calls for service while serving as the Middle and School Resource Officer through June 14, 2024, when the school year ended. Among those were 4 elementary school property checks and two welfare checks.

On June 4, 2024, Officer Berdecia handled the service of a restraining order between two Dover Middle School (DMS) students that he successfully served. On June 7, 2024, Officer Berdecia investigated a potential violation of the order, when the Defendant made a vague social media post the Plaintiff believed to be about them. Following his investigation, Officer Berdecia found no evidence to suggest the post was directed at the Plaintiff. Officer Berdecia counseled the Defendant on the safe and responsible use of social media.

On June 16, 2024, Officer Berdecia was assigned to downtown foot patrols, where he was tasked with engaging the downtown public and assisting the Police Social Worker with engaging the homeless population throughout the City of Dover. Between June 20th and 24th, Officer Berdecia conducted 12 community contacts where he proactively encountered citizens and discussed a variety of topics.

Additionally, Officer Berdecia assisted the Steve Pappajohn, Director of the Dover Teen Center by assisting with supervision during several trips. Officer Berdecia was an additional responsible adult who supervised the youth participants while also providing mentorship while engaging with them during activities. Officer Berdecia will continue to work with Steve Pappajohn over the summer to gain a better understanding of Teen Center operations.



Officer Berdecia on downtown foot patrol handing out police badge stickers to a group in front of the Rotary Arts Pavilion.

Dover High School Liaison Officer

Officer Jalbert responded to numerous calls for service in the month of June. In addition to her duties at DHS, Officer Jalbert continued to assist the Community Response and Engagement Unit (CREU) in coordinating community presentations, and developing new outreach trainings to be offered to the public.

Officer Jalbert took a report of a student making threatening comments and gestures towards a teacher twice within the month of June. The student was found to be experiencing a mental health crisis. A threat assessment was completed, and the student was connected with their therapist. The student received school sanctions and did not return to school in person for the remainder of the year.

Officer Jalbert took a report of consensual sexual activity that occurred in the building after school hours. The involved students received school sanctions.

Officer Jalbert continued to be an active member of ACERT alongside the Police Social Work Unit.

The high school ended class on June 14, 2024 and Officer Jalbert transitioned to working foot patrols in the downtown area and community trail. Officer Jalbert spoke with many community members regarding safety on the trail and downtown as part of her community outreach efforts. Officer Jalbert also performed check-ups, bicycle safety enforcement, and investigated suspicious activity. She made one arrest on a bench warrant due to this self-initiated activity.

Officer Jalbert sat on a panel for the Strafford County Public Health Network at their all partner meeting. Topics included how panelists practice prevention in their professional and personal lives, as well as common barriers that affect their ability to successfully practice prevention.

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

Whittier Falls Liaison Officer

During the month of June 2024, Officer Gore handled 124 calls for service. Officer Gore logged 16 community contacts, completed 5 background checks, conducted a number of foot patrols on the community trail, and DHA properties, conducted 13 motor vehicle stops, made 3 arrests, and completed 2 warrants. Primarily, the remaining calls for service consisted of assistance calls, motor vehicle accidents, assist citizen, animal complaints/bites, and noise complaints. In addition to his role as the DHA Liaison Officer, Officer Gore worked 65 hours in the month of June to assist patrol in covering forced overtime and open shifts due to patrol staffing shortages.

During the month of June, Officer Gore responded to an unresponsive female who was not conscious and not breathing. Officer Gore was first on scene, located the victim on the 3rd floor and began to administer aid. Dover Fire & Rescue arrived shortly after and took command of the scene. It was determined that the victim was suffering from a drug overdose and was transported to Wentworth-Douglass Hospital.

Officer Gore assisted patrol with an assault in progress. Officer Gore was first on scene but the involved parties had separated with one leaving the scene. Officer Gore spoke to one involved person and several witnesses. Officer Gore completed the investigation, which resulted in a warrant for the suspect. Officer Gore attended a DHA Community event located on Union St called Boxes of Love. This event was held last year and was a great success. Officer Gore assisted DHA with parking issues, general questions, and a medical issue that occurred at the event. The event was free to the public and provided clothing, food, home goods, music, and free haircuts.

Officer Gore also participated in a Rib Cook-Off event on June 12, 2024 hosted by The Residence at Silver Square. Officer Gore, along with Dover Fire and Rescue and the chefs at Silver Square prepared ribs that were judged by the residents. Officer Gore met with several residents of the facility during this event. Officer Gore won 2nd place and was happy to continue building new relationships with various organizations in the community.



Lt. Mitrushi and police recruits Wade Watkinson and Ian LaBelle attending the Rib Cook-Off event at the Residence at Silver Square.

Social Work Unit

Social Work Unit Supervisor

Kaitlin Jones had 12 new cases in June 2024. In total, Kaitlin Jones has had a caseload of 62 cases in 2024.

The Adverse Childhood Experience Response Team (ACERT), which consisted of Kaitlin Jones, SRO Jalbert or SRO Berdecia, and one ACERT Partner (either Community Action Partnership of Strafford County [CAPSC], HAVEN, or Waypoint) visited families following a traumatic event or “adverse” experience by a child under the age of 18. The team visited 2 families on June 10th. ACERT was canceled on the 6th due to ACERT families rescheduling, and June 13th due to Dover High School graduation.

The precipitating call for police service for the 2 ACERT cases in June 2024 included: 1 Assault/Simple, and 1 Family Offenses – Domestic Violence

Throughout the month of June, Kaitlin Jones attended and participated in a number of events and meetings. This included the Drug Court Case Review and Graduation, discussion on SWU sustainability with Chief Justice Broderick, the Sequential Intercept Model Mapping Workshop for Strafford County – Crisis Stabilization Unit Workgroup, the Strafford County Child Advocacy Center Monthly Review, virtual CAPSC Policy Council meeting, Strafford County Public Health Network All Partner Meeting, NAMI NH Annual Meeting, and two separate in-person meetings regarding referral relationships with: The Ridge Residential Treatment Center, and Youth Villages.



Social Work Unit Supervisor Kaitlin Jones and other attendees of the Primex Supervisors Academy.

Throughout the month of June, Kaitlin Jones began training the Youth & Family Social Worker Alexis Taatjes. Kaitlin Jones completed the 2024 Supervisors Academy at Primex on June 4th, 5th, and 6th.

Police Social Worker

Throughout June, Kelli Jo Deardorff continued to engage with individuals who are experiencing homelessness, substance misuse, mental health and various other unmet social service needs while building new relationships with treatment centers throughout New Hampshire, Maine and other community resources and work groups.

Kelli Jo Deardorff continued to work with individuals from previous months and gained 13 new referrals while providing intense case management for three of her prior individuals from May. Referrals in June were compiled from direct outreach, patrol referrals, Dover City Welfare, Karlee's Home Team staff, My Friends Place, Dover Public Library, Community Action Partnership of Strafford County, Freeman House, The Ridge, Gatehouse Treatment, Live Free Recovery, and from the members of the Complex Care Coordination Team of Strafford County. In the month of June Kelli Jo Deardorff assisted the Tri-City outreach team during the activation of Cooling Centers.

Kelli Jo Deardorff continued collaboration with Veterans Count to get a second individual connected to financial support to eliminate risk of housing instability. She collaborated with several resources to provide wrap around case management, facilitate warm hand offs after placing referrals and to ensure safety and stability for the individuals who continue to experience being unsheltered while continuing to use innovative solutions to meet the complex needs of the individuals on her caseload.

Kelli Jo Deardorff successfully facilitated getting five individuals into treatment and two connected to medication assisted treatment. She completed referrals for one other individual who subsequently decided they did not want to attend. Kelli Jo Deardorff collaborated with the Strafford County Jail, the police prosecutor and others to facilitate a referral for an incarcerated individual into treatment from the jail. Kelli Jo Deardorff continued to advocate for one individual getting placed in a long term nursing care facility.

Kelli Jo Deardorff established several new connections at substance use facilities, detox centers, community outreach workers and community partners. She attended a network event for 1269 Shelter, Strafford County Public Health Network All Partner Meeting, Strafford County Court Drug Court, met with three new treatment centers to build a fast track for services.

Youth & Family Social Worker

Youth & Family Social Worker (YFSW) Alexis Taatjes, began working with the Dover Police Department on June 17, 2024. The Youth and Family Social Worker position is new to the Social Work Unit and Alexis Taatjes reports to Social Work Unit Supervisor Kaitlin Jones. Alexis Taatjes had previously interned with the unit during the previous school year and was familiar with the ongoing social work efforts of the department prior to being hired in this role.

Alexis Taatjes had 5 new cases in June 2024. In total, she has had a caseload of 5 families in 2024. Alexis Taatjes will be overseeing ACERT in July. Social Work Unit Supervisor Kaitlin Jones reported on the program for the month of June 2024.

Throughout the first month, Alexis Taatjes completed the orientation process by meeting with different units within the police department; Special Investigations, Records, Communications, Prevention Services, and Patrol. She attended a multi-unit meeting to establish communication expectations with the other department members she will be working closely with; the Juvenile Services Detective, Teen Center Director, and Prevention Services.



Social Work Unit Supervisor Kaitlin Jones, Police Social Worker Kelli Jo Deardorff, and Youth & Family Social Worker Alexis Taatjes visiting The Ridge Residential Treatment Center and Youth Villages.

Traffic Bureau

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

<i>Permit Applications Submitted/Reviewed</i>			
<i>Taxi Cab Licenses</i>	<i>0</i>	<i>Road Toll Permits</i>	<i>0</i>
<i>Notifications to City Hall</i>	<i>1</i>	<i>Dance / Entertainment</i>	<i>0</i>
<i>Raffle/Tagging Permits</i>	<i>1</i>	<i>Gun - Seller</i>	<i>0</i>
<i>Block Party Permits</i>	<i>1</i>	<i>Hawker / Peddler</i>	<i>5</i>
<i>Parade Permits</i>	<i>0</i>	<i>Road Race</i>	<i>0</i>
<i>License to Carry Firearm</i>	<i>6</i>	<i>Other</i>	

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) at its scheduled meeting on June 20. Projects under review include a residential property expansion on upper Sixth Street. Staff review of each project helps flesh out technical aspects in the purview of police, fire, engineering, and economic development to resolve potential conflicts before submission to the Planning Board.

Lt. Speidel worked closely with organizers of the 80th annual New Hampshire Soap Box Derby to facilitate its event on June 2. The event involved the complete closure of Broadway between Hill and Oak Streets, with on street parking restrictions and resident notifications. The police department provided traffic control, barricades and signs to coordinate the detour. The NH Soap Box Derby is an annual event for boys and girls ages 7 to 20 involving gravity-powered cars racing in side-by-side competition. Dover is the site of the annual New Hampshire local championship. Top seeded racers in each region are eligible to compete in the All-American Soap Box Derby in Akron, Ohio.

Lt. Speidel worked with staff and volunteers from Greater Seacoast Community Health in coordinating the annual Father’s Day 5K road race event on June 16. This was another of the ten scheduled events in the Dover Race Series. The Traffic Coordinator handled the deployment of directional signs, barricades and

cones to facilitate road closures, parking restrictions and traffic diversions, and several police officers were on hand to manage traffic control for the event.

On June 13, Lt. Speidel joined staff from the Community Services Department in a traffic signal coordination meeting with the City's consultant, Sebago Technics. The periodic coordination meetings are held to review assessments of intersection phasing, discuss options for upgrades, and help troubleshoot signal hardware in need of repair.

On June 18, Lt. Speidel worked closely with staff from the Community Services Department to repair a sunken sewer cover in the middle of the Weeks Crossing intersection. Due to the obvious traffic impacts, this work was scheduled at night and required partial and full lane closures in all directions to allow room for the work. Lt. Speidel assisted the Utilities Division by preparing a traffic control plan and deployed equipment from the police department's inventory to set up the work zone.



Crews work to repair a sunken sewer cover at Weeks Crossing.

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 June:

- Children's Museum Maker Faire event, June 1
- Parish of the Assumption Eucharistic Procession (parade permit), June 2
- Elm Street tree service work, June 4
- Paintworks / Hot Rod City open house event, June 8
- Garrison Elementary School Color Run event, June 9
- ALS Therapy Development Institute Tri-State Trek bicycle event, Garrison Hill Park, June 23

Standards Unit

Officers Wade Watkinson and Ian LaBelle began their careers with the Dover Police Department on June 3, 2024. Both began the police academy on June 17, 2024.

Officer Watkinson graduated from Spaulding High School and then joined the United States Marine Corps. He served four years active duty and an additional four years as a reservist. Most recently, Officer Watkinson worked for Tilson Technology, repairing high-rise cell phone towers. He lives in Strafford with his wife, Emily, and their son. He is also the son of retired Dover police officer Lance Watkinson.



**Officer Wade
Watkinson**



Officer Ian LaBelle

Officer LaBelle graduated from Keene State College in 2022 with a Bachelor's Degree in Sociology and Criminal Justice. Most recently, he was employed by the Waterhouse Restaurant. Officer LaBelle currently lives in Temple, NH.

Alexis Taatjes began her career as the Youth and Family Social worker on June 17, 2024. Alexis graduated from University of New Hampshire in 2024 with a Bachelor's Degree in Social Work. Alexis most recently worked at Wentworth-Douglass Hospital as a Licensed Nurse Assistant. Additionally, Alexis was a social work intern from September 2023 until May 2024. Alexis lives in Dover with her husband.



Alexis Taatjes

On June 4, Communications Supervisor Lyndsay Salantri attended the Art of Leadership held in Portland, Maine. This one-day training was designed to make an impact in the communications center and give the tools needed to manage staff effectively with the proper mindset towards employee supervision.

On June 4-6, Social Worker Kaitlin Jones attended Primex Supervisor's Academy held in Concord, NH. The three-day training is designed to provide the tools for leadership and management journey. Over the three days, participants with through a challenging curriculum, and learned from subject-matter experts.

On June 10-14, Officer Thomas Diep attended CIT Mental Health Awareness & De-escalation training held in Pembroke, NH. The New Hampshire chapter of the National Alliance for Mental Illness (NAMI-NH) facilitates this interactive training to provide extensive information on people living with mental illness – primarily focusing on those that commonly result in law enforcement contact. The training also provided techniques for de-escalation during these interactions with the safety of all involved being the primary goal. The training highlights best practices, improves community partnerships, and helps communities develop

processes to serve people affected by mental illness with response and dignity. Topics covered included suicide prevention, basic de-escalation and intervention strategies, the stages of escalating crisis, PTSD, and Veterans. As of June 2024, only two officers still need to attend the training to achieve the department's goal of having 100% of sworn officers trained in CIT.

On June 17, Officers Mylinda Carlson and Sean Ryan attended Intoxilyzer Re-certification held in Concord, NH. This re-certification is mandatory yearly in order to conduct breath tests during arrests.

On June 18, Sergeant Plummer attended Firehouse Innovations Breaching Instructor held in Melville, NY. The training is designed to provide students with the skills needed to teach door and window entries in a variety of circumstances.

On June 20, Officer Luis Berdecia attended an Active Shooter Symposium held in North Berwick, Maine. This symposium featured lectures on current threats and hands on training including tactics, breaching, and medical response in the hot/warm zone.

On June 26, Lieutenant Alex Mitrush, Sergeants Juel Cooper & Tim Keefe, Officers Bryon Gore & Derek O'Neil, Dispatcher John Gustafson, and Social Worker Jones attended the Regional CISD Peer Team Scenario Based training held in Durham, NH. The scenarios provided attendees with the opportunity to watch a mock debrief before practicing their own skills under the guidance of experienced team members.

Special Investigations

During the month of June 2024, 18 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 16 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 1 unattended death in June 2024, which was determined to be a suicide.

In June 2024, SIU detectives assisted the Strafford County Regional Tactical Operations Unit by obtaining a search warrant and an arrest warrant for a barricaded subject in a Dover residence. The suspect was arrested and charged with felony-level Criminal Threatening. Detectives furthered the investigation by interviewing the suspect, witnesses, and the victim.

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

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

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

SIU detectives obtained 3 search warrants to further ongoing a criminal investigation.

SIU detectives referred 30 police reports to the Division of Children, Youth and Families. These informational referrals are for incidents that officers responded to in which children witnessed or were alleged victims of criminal acts or other concerning conduct.

The Special Investigations Unit is responsible for conducting background investigations for police department applicants. During June, one investigation was ongoing.

The Special Investigations Unit investigates Internet-based crimes occurring in Dover as assigned by the Internet Crimes Against Children (ICAC) Task Force. In June 2024, SIU detectives had 2 active ICAC cases.

At the end of June, SIU detectives had 38 open investigations.

Parking Bureau

Parking Bureau staff assisted in posting No Parking barricades for a variety of events, including the Father's Day 5K Run/Walk, and the New Hampshire Soap Box Derby. Barricades were also set out to support Community Services' street sweeping work, and for other road work projects. More than 40 locations were posted during the month of June.

When a resident called about 2 large construction vehicles parked at the intersection of Fifth and Grove streets, he said the vehicles were blocking the Stop sign at that intersection. He had watched several cars go through the intersection. Parking Enforcement was able to find the construction employees and had the vehicles moved to help maintain safety in that intersection.

A First Street resident contacted the Parking Bureau after his vehicle was towed while parked on the street. The Parking Manager determined the vehicle was towed from a public space, and was not in a private space as the tow truck driver thought. The tow company was called and the resident was refunded the towing fees.

Yearly maintenance of the parking garage is in full swing. All floors will be swept and power washed to remove any remaining salt from the winter. Exposed cement walls (non-brick faced) will be sealed as a part of the long term maintenance program. Spaces will also be restriped.

Jun-24	Jun-24	Jun-23	Jun-22	Fiscal YTD 2024	FY 2023	FY 2022
Meter Activity - Total						
Meter Transactions	47,362	49,437	45,623	547,885	522,502	485,571
Income at Meters	\$95,568	\$98,849	\$84,463	\$1,127,158	\$1,028,074	\$911,476
Active Meter Days	25	26	26	301	301	301
Average Daily Meter Transactions	1,894	1,906	1,715	1,820	1,736	1,613
Meter Activity - Parking Garage						
Meter Transactions	2,378	2,581	2,552	29,338	32,802	31,151
Income from Meters	\$7,343	\$7,070	\$7,068	\$86,980	\$92,896	\$89,464
Active Meter Days	30	26	26	365	365	365
Average Daily Meter Transactions	79	99	98	87	109	103
Total Parking Permits Issued	818	771	753	9,743	9,420	9,232
Permit Income	\$17,549	\$13,612	\$16,095	\$381,967	\$362,741	\$344,367
Parking Ticket Activity						
Total Parking Tickets Issued	1,011	583	582	11,239	8,445	8,460
Winter Restriction Tickets Issued	0	0	0	315	525	495
Parking Ticket Income	\$25,957	\$14,969	\$18,310	\$235,326	\$207,626	\$197,012
Electric Vehicle Charging Stations						
Number of times Stations Used	87	61	38	800	693	316
Charging Station Income	\$1,091	\$407	\$338	\$7,950	\$5,042	\$2,660

Patrol:

During the month, the Dover Police Department responded to approximately 2,268 calls for service throughout the city. Additionally, officers made 481 traffic stops and initiated 146 non-enforcement related contacts. The total number of incidents handled by patrol officers for month was 2,895.

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 84 alarms.
- Responded to 81 traffic accidents.
- Made 88 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 June	
Priority 1	137
Priority 2	106
Priority 3	1,277
Priority 4	958

K-9 Unit

On June 2, 2024, Officer David and K9 Vision met with a victim of a domestic violence related crime. The victim had located illicit narcotics in her residence, belonging to the defendant of the crime, and requested K9 Vision go through the residence to see if there were any other narcotics inside. K9 Vision was deployed inside the residence and did not locate any illicit substances. This deployment gave the victim peace of mind that her children would not accidentally come in contact with any substances left in the residence.

On June 5, 2024, K9 Vision was deployed to sniff the exterior of a vehicle in an attempt to locate the presence of illicit narcotics. K9 Vision alerted to the presence of narcotics in the vehicle. The vehicle was seized and a search warrant was obtained. During the execution of the search warrant, a quantity of Heroin\Fentanyl, Cocaine Base, pills, and an illegally possessed firearm were located in the vehicle.

On June 22, 2024, Officer David and K9 Vision were called to assist the Strafford County Regional Tactical Operations Unit with an incident at a residence in Dover. It was believed that the suspect in the incident may have fled the residence and K9 Vision may be needed for a criminal track to locate the suspect. Ultimately, the suspect was located without the assistance of K9 Vision. After the suspect was taken into custody, K9 Vision was deployed on an article search to look for any items the suspect may have discarded. During this search K9 Vision located a glove in a field.

Accident Reconstruction Team

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

Dispatch Communications

<i>Radio Transmissions</i>	18,949
<i>Phone Calls</i>	7,752
<i>911 Calls</i>	478
<i>Police Alarms Received</i>	84
<i>Fire/Medical Alarms Received</i>	69
<i>Lobby Traffic</i>	1,925

Animal Control

Total Calls for Service: 73	Breakdown:
Handled by Officers/Dispatch: 47	Found/Loose Animals: 25
Handled by Animal Control Officer: 26	Welfare Checks: 27
	Animal Bites: 5
	Misc/Other: 16

The ACO followed up on five reports originally taken patrol officers, including a report of two orphan raccoons that were transferred to a wildlife rehabilitation center.



David Santos from Waynesville, Missouri visited the police department on June 26th to deliver needlepoint US flags that he made for each police officer. He is 87, a retired member of the US Air Force, and a veteran of Vietnam. He said that he is a huge supporter of law enforcement and that delivering these US flags is how he shows it. He researched the department's size in advance of this trip (his sister lives in Dover) to be sure that he had enough for each officer. He said that each flag is comprised of 570 stitches and he can only make about 2 flags per day. He very clearly puts a lot of time and effort into this cause and was thrilled when he learned that the department would accept and distribute the flags. His daughter said that he has been looking forward to this trip for months.



Captain Terlemezian poses in the police department lobby with David Santos and a bag full of needlepoint flags for the officers. At right is a picture of one of the flags.

On Thursday, June 20, 2024, Captain David Terlemezian was recognized at the 2024 NAMI New Hampshire Annual Meeting and Awards Ceremony. Captain Terlemezian was awarded the Justice System Leader Award for being a steadfast champion for mental health in the law enforcement community. The nomination stated that his perseverance was integral in expanding Crisis Intervention Team (CIT) training beyond NH State Police to include local departments throughout the state of all sizes and budgets. Captain Terlemezian, along with many other members of the department, works with NAMI NH to improve outcomes for justice involved individuals, their families, and the law enforcement community.



Captain Terlemezian along with NAMI-NH Executive Director Susan Stearns and the other award winners.

The Dover Police Department is proud to work with NAMI New Hampshire.



Team Dover Police after winning the Cal Ripken 11-12 year old division championship.

The Dover Police sponsored a youth baseball team in the Dover Baseball's Cal Ripken program over the spring. In June, the team of 11 and 12 year old kids won the Championship for their division. The team was coached by Prevention Programmer Dana Mitchell.

Public Library

Programming

The Dover Public Library hosted 94 programs in June which were attended by 3,999 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 12 attendees; 2 Knitting Group 26; 7 Book Groups 63; 3 Creation Stations 779; 1 Family Game Night with 3; 1 Cocheco Writer's Groups with 7; 1 Genealogy Club with 13 attendees; 1 Caregiver Café 13; 4 All Abilities Club with 54 attendees; 1 Summer Family Storytime with 58 attendees; 4 Chess Group meetings with 33 attendees; 2 Lego Club with 81 attendees; 2 Meaningful Conversations with 17 attendees; 1 Dishing with the Drag Queens with 37 attendees; 2 Mindful Stitching with 21 attendees; 2 Summer Crafternoons with attendees 47; 1 Center for Wildlife with 73; 1 Kitty Café with 190

The Dover Public Library kicked-off the 2024 Summer Reading Program on Monday, June 17.

Floral Luminaries



There are several events this year for all ages based on the theme “Adventure Begins at Your Library”. As of the end of June there are 343 children, 140 teens, and 341 adults registered for the program.

On Saturday, June 15, the Merrimac River Feline Rescue Society held a Kitty Café at the Dover Public Library. Two representatives from the group brought 7 adoptable kittens for the attendees to meet. One hundred and ninety people came to meet and play with the kittens. Participants could visit MRFRS and apply to adopt a kitten.

On June 26 and 27, Dover Public Librarian Rachel Gogan taught sessions of a class called “Mindful Stitching”. This class highlighted the practice of mindfulness combined with hand crafting. Between the two sessions there were 23 students. This was the second time the program was held and participants really seem to enjoy the combination of a wellness practice with a hand crafting skill.

On Saturday, June 1st, The Dover Public Library attended the Children's Museum of New Hampshire's annual Maker Fair. Children's Librarian Crystal Lisbon ran this event with Dover High School student volunteers from The National Honors Society and Interact Club. This event was held off the library premise at the museum and featured a variety of businesses and makers. The library made straw rockets with children and discussed the upcoming Summer Reading Program. Staff saw at least 200 people at the booth and had a lot of fun with the kids.

On Saturday, June 1, Jenna Ranauro from The Suite Studio in Dover joined the Library to host a session of Family Dance, a program for families with children of all ages promoting physical wellness through joyful movement. 19 participants of all ages joined us to show off their dance moves and work out with their families.

The week of June 3rd, The Dover Public Library's Children's Librarian, Crystal Lisbon, had the opportunity to visit the three public elementary schools to discuss the annual Summer Reading Program. Crystal was able to visit with all five grade levels at each school; introduce the theme, read a story, explain how summer reading works, and feature many of the fun events the library offers. Students were excited and engaged at all three schools, and the Children's Room saw an immediate increase in students coming to the library after the visits. Crystal saw around 1,490 through these school visits.

The Dover Public Library hosts a monthly gathering of the Caregiver Café. Run in partnership with Cornerstone VNA, every third Wednesday of each month at 10:30am, people acting as caregivers to loved ones gather for a time of respite and community. In June, Cornerstone VNA partnered with Cocheco Valley Pope Memorial Humane Society to bring in two dogs to give the caregivers a burst of oxytocin from petting an animal.

Passport application processing fees and notary services provide a continuing source of revenue for the Dover Public Library. The Library processed 39 passport applications in June generating \$1,365 in revenue and notary services generated \$270 in revenue.

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

- Inside Outreach: Transformative Strategies to Overcome Service Barriers
- Creating a Culture of Well-Being for Library Staff
- How to Host a Repair Cafe in the Library
- NHLA Tech Services Library of Things Presentation

The Dover Public Library hosted an IMPACCT (Inspiring the Mastery of Post-secondary Achievement in College, Careers & Training) Program student for the winter/spring semester. This is the fourth student the Library has hosted. The program is dedicated to helping underserved students and students with IEPs/504 Plans become part of the local workforce as they navigate from high school to employment, post-secondary education, or training that leads towards a career.

On Saturday, June 29th the Dover Public Library again hosted the Dover location of the Black Heritage Trail NH's annual speech reading of Frederick Douglass' speech "What to the Slave is Your 4th of July?" Twenty-one members of the community, including NH representatives from Strafford 21st district Luz Bay, and Peter Schmidt, from Strafford County's 19th district, gathered in the library to take turns reading sections of the speech. Community members in 16 communities around the state also participated.

The Dover Public Library continues to grow and promote the Library of Things; physical items for library patrons to borrow. This month the library has added: a wireless keyboard, a tripod, a new USB A CD/DVD drive and also replaced a broken USB C CD/DVD drive. Giving patrons the opportunity to borrow items rather than buy them saves money and resources.

The Dover Public Library and Teatotaller hosted "Dishing with Drag Queens" at the library on Wednesday, June 12 in honor of Pride Month. The event was generously funded by the Friends of Dover Public Library and featured three Drag Queens. During the two hour event, the Queens did their makeup and talked about the Drag Queen lifestyle, answering questions from the crowd of 37. The inclusive, comfortable atmosphere featured a wide-range of ages from a family with two young daughters in middle school to an 80-year-old grandmother. The night proved to be empowering for more than just our speakers as many of the glowing reviews the library received on surveys after the event mentioned attendees feeling seen, heard, and thanking the library for being a safe place to hold the conversation.

On Thursday, June 13, Sasha Pietkiewicz from Northeast Passage at UNH visited the Dover Public Library to do an accessibility study. She suggested several modifications that would make the building more accommodating to people with mobility issues. These ideas will be considered in the upcoming renovation plan.

Library Metrics:

- June library circulation totaled 21,355 items. (8,126 adult + 7,510 children's print items; plus 5,719 items downloaded including 4,890 audiobooks & eBooks, 610 Hoopla streaming music, movies, and books, 181 Kanopy plays and 38 eMagazines).
- 223 new library patrons registered; total active cardholders 13,013.
- The Dover Public Library's Book a Librarian service helped 12 community members.

- The Dover Public Library's 3D printer produced 53 items requested by patrons.
- The Library's museum passes were borrowed 161 times saving community members approximately \$5,112.28 in admission fees.
- 66 new patrons registered for downloadable audiobooks/ eBooks via Overdrive (total = 7,675) and 20 registered for Hoopla (total = 2,844) and 12 registered for Kanopy (total 497).
- Internet and PC uses by the public totaled 743 on library workstations and an additional 7,520 via Wi-Fi.
- The library's website statistics showed 172,361 page views by 12,123 users in 23,461 sessions
- 132 meetings & tutoring sessions were hosted in the library's Lecture Hall, Trustees Room, & Learning Center.
- The Dover Public Library has 6,059 subscribers to its two monthly e-newsletters—Children's and Adults.
- Library staff posted 114 items to its various social media platforms in April. Total social media platform followers = 10,356.
- Library volunteers added 67 books to the 2 little free libraries this month.
- 11,819 people visited the library during June an average of 473 per day (open 25 days).

Public Welfare

This has been an active month for Dover Welfare as there has been a staff member out all month and the new hire is still learning. The UNH intern that has been here all semester will be employed in July to assist.

There were 177 customer contacts recorded in June.

149 clients were served this month at a cost of \$36,754.17. Of the amount expended \$24,945.17 was for rent and \$6,043 was for shelter payments in hotels. A total of \$30,988.17 in housing costs. There were 3 security deposits provided at a cost of \$4450. The rest of the amount spent was for electric payments.

Dover Welfare handled 586 phone calls with 292 inbound and 294 outbound.

There are 98 active cases of which 82 are ongoing from former months.

Unsheltered individuals with complicated issues continue to require longer interview times to resolve. People with pets seem to be more prevalent of late.

No individuals have requested showers or laundry services.

There have been some inquiries about using the shower and laundry trailers. None of the organizations have been able to site the units lacking either the space to park them or access to water or sewer.

The long-time welfare director in Portsmouth retired this month and has been replaced by former Dover Welfare personnel.

Recreation Department

Administration

Jenny Thompson Pool Renovation Project is moving forward; Weston and Sampson were awarded the bid for design and construction oversight, and design drawings are expected to be completed mid-June. 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.

Gym & Programs

The Recreation Department's Playground Program is full and running out of the Garrison School Playground this year due to construction happening at Horne Street School throughout the summer. The 7-week program began on Monday, June 24th, and there is no camp July 4th or 5th. Monday- Thursday campers participate in activities at the playground 8:30am-11:15am, then a bus brings them to the Jenny Thompson Pool where kids have lunch and swim until they return to the park at 3:15pm. Except for July 5th, campers go on weekly field trips on Fridays to NH State Parks. Friday, June 28th the camp took first field trip to White Lake State Park. 30+ Basketball League wrapped up on June 27th, with the Blue Team winning the Championship (picture included). Tuesday night Adult Open Gym continues to be extremely popular with over 20 participants each night. Open gym hours have gotten busier with added indoor time for pickleball when it rains. Badminton continues Friday nights throughout the summer. Personal basketball training with "Bub" Conway continued in June. Now that camp has begun, times will be limited in July and August. Outdoor pickleball courts remain very busy – time limits have been implemented to help with court turnover during the most popular times. Senior center designated times see upwards of 60 people on a regular basis. Birthday Parties: 1

Indoor Pool & Jenny Thompson Pool

This has been a busy month for both pools. The Jenny Thompson pool was the home site for 3 swim meets hosted by SOLO Aquatics. The swim meets ran without any problems; although staff quickly realized the 2 port a potty's the city provides to the park area are not sufficient for the large swim meets. Next season staff will request SOLO Aquatics provide additional units the weekends of their swim meets. There were no issues staffing any of the swim meets. Dover Recreation's summer camp programs began this month. Lifeguards work collaboratively with the camp staff to assist them in whatever needs they may have. The Jenny Thompson Pool has seen high attendance numbers for recreation swim, between camps, and the general public especially during the recent heat wave. The Indoor Pool kicked off a full summer swim lesson program. Everyone that wanted a swim lesson for the summer season has had the opportunity to participate with ongoing enrollment ahead of each session. Staff have been able to keep class sizes small to maximize learning. This has been well received by both pool staff and parents. Staffing can be a bit of a challenge at times.

There were days the pools have run short on seasonal staff for the Recreation Swim blocks outdoors, however, both supervisory staff are able to fill in the gaps. Seasonal staff are beginning to put in requests to reduce hours after initial requests to work as much as possible. This was anticipated when creating both pool schedules also incorporating rotating vacation schedules. Mechanically, both pools are running well. The Indoor Pool is getting a new handicap lift installed July 2nd. The handicap lift at the Indoor Pool will be moved to the Outdoor Pool for installation in the coming weeks. Rentals: SOLO Aquatics, Atlantis Aquatics, Oyster River Aquatics. Birthday Parties: 0



Dover Ice Arena

June at the Dover Arena is busy as staff start preparation of another season. Staff are busy with regular maintenance of the facility; cleaning, painting and other projects around the facility. The Glycol Tank and Water Cooler projects are complete. The Roof project is almost complete, just a few loose ends. Camp Kool started the last week of June and is full. There is a new Camp Kool Director, she has been a counselor the past 3 years, and they are off to a great start. Staff & campers look forward to a fun summer with many amazing activities and trips planned. Roller derby continued practices on Tuesdays and Thursdays. Summer hockey programs have all filled and will begin the second week of July. The process of putting the Holt Ice back in will start the last week of June. The month of July at the arena means summer hockey and skating programs. The first skating day of the season is July 8th. The Arena welcomes back the COED League, Youth Intro to Hockey, Adult Intro Skills and Drills and Chix with Stix, the Over 30 League, in addition to many hockey camps and clinics throughout July and August. Rock Night will make its return on Saturday July 13th. Birthday Parties: 0, Adult and Youth Stick Practice: 0 skaters

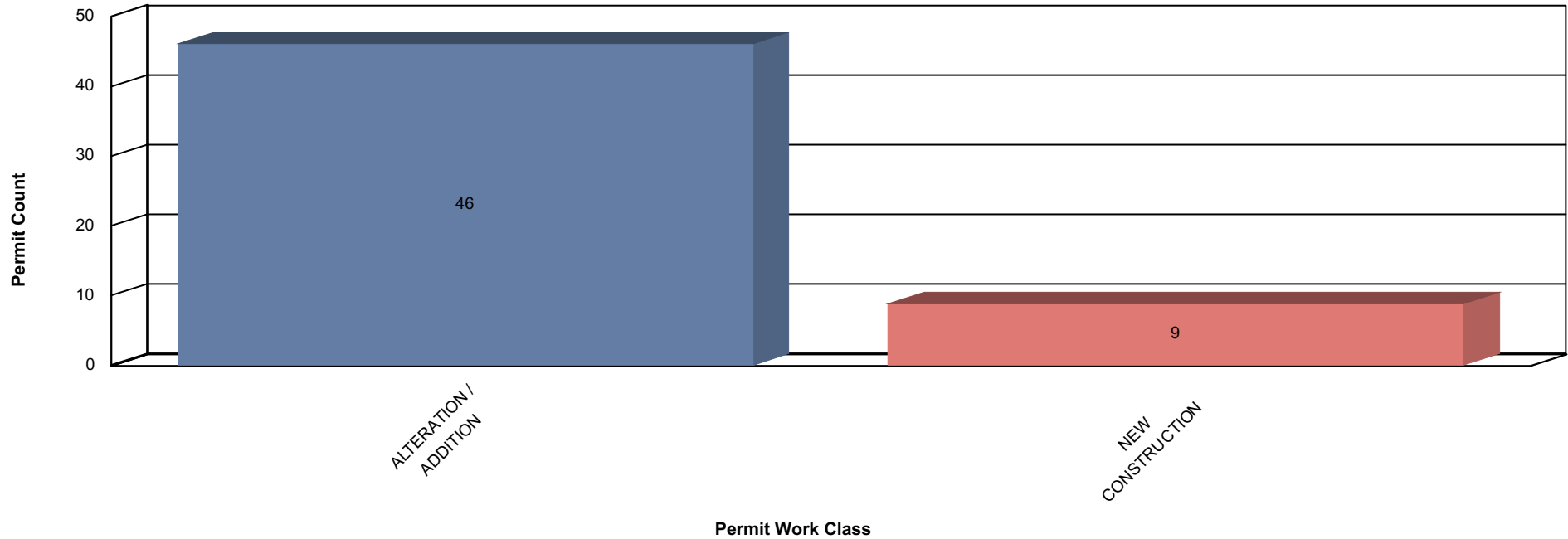
Dover Senior Center

This month the Senior Center continued to hold Chair Yoga, Yoga for Bone Strength, and pickleball, as well as daily games and activities. With the nicer weather participants resumed local bus trips for the summer season. In June, participants saw the popular musicals Crazy for you at Ogunquit Playhouse and Jersey Boys at the Winnepesaukee Theater as well as a spectacular Cirque du Soleil performance in Portland, Maine. Staff also hosted an information session for 2025 Colorado Rockies trip.

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:															
H.J. Stabile & Son, Inc.	Fisher St.	H	21	0	21	No		6/11/2024	Site	Site-2023-0015	15	40-A		W	
Robert Baldwin	Ember Drive/34 New Rochester	H	15	12	3	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	6/28/2022	Site	P21-37	33	1-A	9/13/2027	W	2.1
Dove Development, LLC	Sophia & Banner	M	31	28	3	12	1/11/2022	8/24/2021	Site	P21-66	H	46 & 50	1/11/2027	W	10.9
McIntosh Dover, LLC	23 Cataract	A	128	2	126	78		6/25/2024	Site	WAIV-2024-0010	13	23 & 34		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	138	304	157									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	3	2	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	171	99	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	687	1115	185									



PERMITS ISSUED BY WORK CLASS (06/01/2024 TO 06/30/2024) FOR CITY OF DOVER, N.H.



Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
ALTERATION / ADDITION							
BLDM-2024-0245	Building - Minor 05/28/2024 R-40	Alteration / Addition 06/01/2024 \$245.00	Issued 12/01/2024 42	23 Richardson Dr, Dover, NH \$20,000.00	Residential	None Yes Thomas Abbott	F0034-I00000
<i>Description: Removal of Bay window that measurs 69" wide and cutting top cripples to size and repositioning king studs to provide room for single jack studs on either side and a double 2"x8"x76" header and demo of lower studs to accept 72"x80" slider door. Sill will be panned and flashed. All work will hopefully be done from exterior. Eliminating drywall work. No second floor above. New replacement windows installed into ribco existing windows and new entry doors replaced, also with flashing and metal pan.</i>							
BLDM-2024-0234	Building - Minor 05/21/2024 R-12	Alteration / Addition 06/03/2024 \$245.00	Issued 12/03/2024 150	124 Court St, Dover, NH \$20,000.00	Residential	None Yes Thomas Abbott	21003-000000
<i>Description: Adding a shower/laundry to first floor bathroom, using existing space in living room.</i>							

PERMITS ISSUED BY WORK CLASS (06/01/2024 TO 06/30/2024)

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-2024-0052	Building - Minor 02/09/2024 R-40	Alteration / Addition 06/03/2024 \$839.00	Issued 12/03/2024 1,100	270 Gulf Rd, Dover, NH \$74,000.00	Residential	None Yes Thomas Abbott	N0008-A00006
Description: " After the fact permit" Kitchen Renovation Building - \$65,000, Electrical - \$5,500, Plumbing - \$3,500							
BLDM-2024-0186	Building - Minor 04/24/2024 R-40	Alteration / Addition 06/04/2024 \$311.00	Issued 12/16/2024 1,000	3 Laura Ln, Dover, NH \$26,000.00	Residential	None Yes Thomas Abbott	A0018-E00000
Description: Installation slab and a steel (25' wide x 40' long x 14' high) garage							
BLDM-2024-0239	Building - Minor 05/22/2024 R-40	Alteration / Addition 06/05/2024 \$36.00	Complete 12/16/2024 120	282 Durham Rd, Dover 03820 \$1,000.00	06/17/2024 Non-Residential	None Yes Thomas Abbott	I0122-000000
Description: install a semi non combustibile wall on existing kitchen wall for new 10' hood to be installed							
BLDM-2024-0220	Building - Minor 05/14/2024 R-12	Alteration / Addition 06/05/2024 \$410.00	Issued 12/18/2024 500	1 Woodland Rd, Dover, NH \$35,000.00	Residential	None Yes Thomas Abbott	17113-000000
Description: Romodel of kitchen and living room. Remove existing wall, new flooring and electrical							
BLDM-2024-0257	Building - Minor 06/03/2024 RM-SU	Alteration / Addition 06/05/2024 \$58.00	Issued 12/05/2024 0	709 Central Av, 6, Dover 03820 \$2,790.00	Residential	None Yes Thomas Abbott	28018-000000
Description: 90 min steel 2/8 x 6/8 single Split Field Fire rated Door"							
-Remove door and interior trim.							
-Remove 9" jamb.							
-Supply and install new door and weather stripping.							
-Supply and insulate around door.							
-Cut back 9" door jamb and reinstall.							
-Supply and paint door and interior trim.							
BLDM-2024-0256	Building - Minor 06/03/2024 HR	Alteration / Addition 06/06/2024 \$50.00	Complete 12/16/2024 2,400	4 Towle Av, Dover, NH \$19,181.79	06/18/2024 Residential	None Yes Thomas Abbott	12155-000000
Description: strip and remove 2 layers of shingles, Install 22 squares (66 bundles) of GAF Lifetime HDZ shingles, ice and rain barrier on the complete roof							
BLDM-2024-0254	Building - Minor 05/31/2024 R-12	Alteration / Addition 06/06/2024 \$47.00	Issued 12/06/2024 0	21 Strafford Rd, Dover, NH \$2,467.00	Residential	None Yes Thomas Abbott	D0010-B00000
Description: REMOVE AND REPLACE 1 WINDOW, LIKE FOR LIKE, SAME SIZE, NO STRUCTURAL CHANGES							
BLDM-2024-0263	Building - Minor 06/06/2024 CBD-G	Alteration / Addition 06/10/2024 \$100.00	Issued 12/10/2024 2,500	3 Court St, Dover 03820 \$13,700.00	Residential	None Yes Thomas Abbott	20078-000000
Description: replacement of shingles on roof, installing 6' of ice and water shield							

PERMITS ISSUED BY WORK CLASS (06/01/2024 TO 06/30/2024)

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-2024-0267	Building - Minor 06/07/2024 R-40	Alteration / Addition 06/10/2024 \$179.00	Issued 12/10/2024 0	8 Gerrys Ln, Dover, NH \$13,590.00	 Residential	None Yes Thomas Abbott	N0022-C00007
Description: Remove and replace 1 patio door, like size with no structural changes							
BLDM-2024-0272	Building - Minor 06/10/2024 R-12	Alteration / Addition 06/10/2024 \$50.00	Complete 01/07/2025 2,050	118 Stark Av, Dover, NH 07/11/2024 \$14,825.98	 07/11/2024 Residential	None Yes Thomas Abbott	17123-000000
Description: Removal of roof and new roof installation.							
BLDM-2024-0270	Building - Minor 06/07/2024 R-40	Alteration / Addition 06/10/2024 \$300.00	Issued 12/10/2024 600	88 Dover Neck Rd, Dover, NH \$25,000.00	 Residential	None Yes Thomas Abbott	M0075-A00000
Description: Finish half of basement for additional living area							
BLDM-2024-0212	Building - Minor 05/07/2024 CBD-G	Alteration / Addition 06/10/2024 \$69.00	Issued 12/10/2024 4	421 Central Av, Dover 03820 \$4,000.00	 Non-Residential	None Yes Thomas Abbott	03067-000000
Description: Alterations to stairs leading out to deck & replacing handrails							
BLDM-2024-0260	Building - Minor 06/05/2024 R-40	Alteration / Addition 06/10/2024 \$69.00	Issued 12/23/2024 25	163 Middle Rd, Dover, NH 06/26/2024 \$4,000.00	 Residential	None Yes Thomas Abbott	M0005-A00000
Description: Remove knee wall to build closet and increase living area in bedroom.							
BLDM-2024-0264	Building - Minor 06/06/2024 CBD-G	Alteration / Addition 06/10/2024 \$50.00	Issued 12/10/2024 1,500	7 Court St, Dover 03820 \$17,700.00	 Residential	None Yes Thomas Abbott	20077-000000
Description: Asphalt roofing, 6 ft ice shield, synthetic felt for rest of decking, Rubber roofing system							
BLDM-2024-0250	Building - Minor 05/28/2024 RM-U	Alteration / Addition 06/10/2024 \$58.00	Issued 12/10/2024 40	8 Magnolia Dr, Dover, NH \$3,400.00	 Residential	None Yes Thomas Abbott	25045-A00000
Description: add an outside staircase to the balcony/deck of our townhouse, allow us to access the backyard directly and provide an additional escape route							
BLDM-2024-0262	Building - Minor 06/05/2024 R-12	Alteration / Addition 06/10/2024 \$50.00	Issued 12/10/2024 632	35 Whittier St, Dover, NH \$12,700.00	 Residential	None Yes Thomas Abbott	E0068-001000
Description: Remove current roof shingles and replace with new shingles.							
BLDG-2024-0067	Building - Major 05/01/2024 R-20	Alteration / Addition 06/12/2024 \$14,555.00	Issued 12/12/2024 2,000	323 Dover Point Rd Dover Point Rd, Unit 1 & 2, Dover, NH 03820 \$150,000.00	 Residential	None Yes Jim Maxfield	L0059-C00000
Description: Convert detached garage to a two story, two family dwelling with unfinished attic and two residential attached garage bays .							
BLDG-2024-0081	Building - Major 05/29/2024 CBD-G	Alteration / Addition 06/13/2024 \$3,571.00	Issued 12/13/2024 1,200	297 Central Av, Dover, NH \$150,000.00	 Mixed Use	None Yes Jim Maxfield	02020-000000
Description: Tenant fit up, juice/smoothie bar							

PERMITS ISSUED BY WORK CLASS (06/01/2024 TO 06/30/2024)

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-2024-0275	Building - Minor 06/10/2024 R-12	Alteration / Addition 06/13/2024 \$223.00	Issued 12/13/2024 384	36 Spruce Ln, Dover, NH \$18,000.00	Residential	None Yes Thomas Abbott	I0035-A00000
Description: Installation of above ground 16x24 pool							
BLDM-2024-0202	Building - Minor 05/01/2024 R-40	Alteration / Addition 06/13/2024 \$718.00	Issued 12/30/2024 220	98 Three Rivers Farm Rd, Dover, NH 07/02/2024 \$62,600.00	Residential	None Yes Thomas Abbott	N0003-003000
Description: 220 SF Pool Cabana							
BLDM-2024-0269	Building - Minor 06/07/2024 R-12	Alteration / Addition 06/13/2024 \$289.00	Issued 01/06/2025 240	5 Shadow Dr, Dover, NH 07/08/2024 \$24,000.00	Residential	None Yes Thomas Abbott	I0075-Y00000
Description: Demo existing rear deck. Build new 12x20 deck with stairs as per plans							
BLDG-2024-0066	Building - Major 04/30/2024 R-20	Alteration / Addition 06/13/2024 \$4,656.00	Issued 12/13/2024 12,500	197 Dover Point Rd, Dover, NH \$420,568.00	Non-Residential	None Yes Jim Maxfield	L0015-000000
Description: Phase III Renovations of Saint Thomas Aquinas High School to include the following: Gym Entryway Refresh Including New Access Doors, Flooring, Painting. Convert Gym Mezzanine back to original use as mezzanine. Includes demo, some new walls, flooring, painting, lighting. Completion of Fire Sprinkler and Fire Alarm Systems.							
BLDM-2024-0274	Building - Minor 06/10/2024 R-12	Alteration / Addition 06/13/2024 \$50.00	Issued 12/13/2024 2,400	2 Allan St, Dover, NH \$10,000.00	Residential	None Yes Thomas Abbott	A0009-G00000
Description: Roofing replacement, vinyl siding replacement							
BLDM-2024-0266	Building - Minor 06/06/2024 R-12	Alteration / Addition 06/15/2024 \$124.00	Issued 12/15/2024 346	102 Mount Vernon St, Dover 03820 \$8,869.00	Residential	None Yes Thomas Abbott	29093-000000
Description: Above ground pool installation, 21 foot round pool, in back yard							
BLDM-2024-0268	Building - Minor 06/07/2024 R-20	Alteration / Addition 06/15/2024 \$47.00	Issued 12/15/2024 120	17 Wentworth Tr, Dover 03820 \$2,000.00	Residential	None Yes Thomas Abbott	08041-A00000
Description: Reconstruction of existing deck							
BLDM-2024-0280	Building - Minor 06/14/2024 R-40	Alteration / Addition 06/17/2024 \$80.00	Issued 12/17/2024 0	321 Old Garrison Rd, Dover, NH \$4,839.00	Residential	None Yes Thomas Abbott	J0029-001000
Description: Remove and replace 1 entry door, like size with no structural changes.							
BLDM-2024-0235	Building - Minor 05/21/2024 R-12	Alteration / Addition 06/18/2024 \$135.00	Issued 12/18/2024 640	38-49 High Ridge Dr, Dover, NH \$10,000.00	Residential	None Yes Thomas Abbott	28025-D00000
Description: Replacing decking materials to existing decks							
BLDM-2024-0261	Building - Minor 06/05/2024 R-20	Alteration / Addition 06/19/2024 \$75.00	Issued 12/19/2024 760	37 Foster'S Dr, Dover 03820 \$55,000.00	Residential	None Yes Jim Maxfield	L0089-B00005
Description: Installation of 18' by 36' inground pool with apron and fencing (Renewal of expired building permit #BLDM-2023-0160 with no changes)							

PERMITS ISSUED BY WORK CLASS (06/01/2024 TO 06/30/2024)

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-2024-0273	Building - Minor 06/10/2024 RM-U	Alteration / Addition 06/20/2024 \$267.00	Issued 12/20/2024 357	97 Henry Law Av, Dover 03820 \$22,300.00	Residential	None Yes Thomas Abbott	20021-000000
<i>Description: Remove and replace a 3 level porch with stairs. 17' x 7', same size and same location as existing porch according to attached plan.</i>							
BLDM-2024-0258	Building - Minor 06/03/2024 R-40	Alteration / Addition 06/20/2024 \$2,775.00	Issued 12/20/2024 603	67 Watson Rd, Dover, NH \$250,000.00	Residential	None Yes Thomas Abbott	E0038-000000
<i>Description: Remodel of Kitchen and Master Bathroom and closet</i>							
BLDG-2024-0085	Building - Major 06/07/2024 R-40	Alteration / Addition 06/21/2024 \$795.00	Issued 12/21/2024 1,200	3 Toftree Ln, Dover, NH \$70,000.00	Residential	None Yes Thomas Abbott	M0107-000000
<i>Description: Adding a 26x26 unheated garage and a 26x10 mudroom/entry to house. This also requires the reworking of the back deck</i>							
BLDM-2024-0286	Building - Minor 06/18/2024 C	Alteration / Addition 06/21/2024 \$50.00	Issued 12/21/2024 600	157 Silver St, Dover, NH \$14,700.00	Residential	None Yes Thomas Abbott	11006-000000
<i>Description: INSTALLATION OF 6 SQ ARCHITECTURAL ASPHALT SHINGLES (SHINGLE TYPE & COLOR CHOICE BY THE CLIENT) FOR THE GARAGE ROOF 6 HARVEY CONSTRUCTION WINDOWS</i>							
BLDM-2024-0282	Building - Minor 06/15/2024 R-40	Alteration / Addition 06/21/2024 \$50.00	Issued 12/21/2024 100	27 Parsons Ln, Dover, NH \$5,545.00	Residential	None Yes Thomas Abbott	A0036-011000
<i>Description: INSTALLATION OF 10 SQ ARCHITECTURAL ASPHALT SHINGLES 8 SQ REAR ROOF PLUS 2 SQ SHED (SHINGLE TYPE & COLOR CHOICE BY THE CLIENT)</i>							
BLDM-2024-0153	Building - Minor 04/06/2024 RM-SU	Alteration / Addition 06/21/2024 \$773.00	Issued 01/07/2025 900	2 Walnut Dr, Dover 03820 \$68,000.00	Residential	None Yes Thomas Abbott	I0004-A00000
<i>Description: additional living space at basement</i>							
BLDM-2024-0277	Building - Minor 06/11/2024 R-20	Alteration / Addition 06/21/2024 \$135.00	Issued 12/21/2024 264	29 Belanger Dr, Dover 03820 \$10,000.00	Residential	None Yes Thomas Abbott	L0045-014000
<i>Description: Replacing the deck with a smaller one.</i>							
BLDG-2024-0050	Building - Major 04/03/2024 CBD-G	Alteration / Addition 06/21/2024 \$1,004.00	Issued 12/21/2024 2,074	495 Central Av, Dover 03820 \$89,098.00	Mixed Use	None Yes Thomas Abbott	03060-000000
<i>Description: To add three new exam rooms and one treatment room, Two open up two arch way to create walk ways between existing buildings. To install new flooring through out the new business. To patch and paint the entire new section of the business.</i>							

PERMITS ISSUED BY WORK CLASS (06/01/2024 TO 06/30/2024)

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-2024-0290	Building - Minor 06/24/2024 R-40	Alteration / Addition 06/25/2024 \$146.00	Issued 12/25/2024 0	17 Nicholas Cr, Dover, NH \$11,193.00	Residential	None Yes Thomas Abbott	B0018-022000
<i>Description: REMOVE & REPLACE 3 WINDOWS; INCLUDES 1 BAY/BOW FRAME ; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES</i>							
BLDM-2024-0288	Building - Minor 06/21/2024 R-40	Alteration / Addition 06/25/2024 \$86.00	Issued 12/25/2024 0	25 Columbus Av, Dover 03820 \$5,000.00	Residential	None No Thomas Abbott	F0001-L00000
<i>Description: adding free standing deck with stairs</i>							
BLDM-2024-0295	Building - Minor 06/24/2024 HR	Alteration / Addition 06/26/2024 \$300.00	Issued 12/26/2024 285	16 Hamilton St, Dover, NH \$25,000.00	Residential	None Yes Thomas Abbott	12112-000000
<i>Description: Project scope is a renovation of a 285 sq ft workshop with a total project cost of \$25,000. Cost breakdown is renovation = \$17,000 Electrical= \$7,000 and Plumbing = \$1,000</i>							
BLDM-2024-0126	Building - Minor 03/22/2024 HR	Alteration / Addition 06/26/2024 \$50.00	Issued 12/26/2024 2,000	55 Summer St, Dover 03820 \$15,000.00	Residential	None Yes Thomas Abbott	12084-000000
<i>Description: Removing tile shingles and installing new asphalt shingles</i>							
BLDM-2024-0283	Building - Minor 06/17/2024 R-40	Alteration / Addition 06/26/2024 \$75.00	Issued 12/26/2024 240	271 Mast Rd, Dover, NH \$80,000.00	Non-Residential	None Yes Jim Maxfield	H0058-000000
<i>Description: Request to renew permit BLDG-2023-0042 RE: Installing the following on the existing 150' monopole, install at a height of 130' (6) panel antennas, (9) radios, and (1) surge protector on new mounts. On grade in existing compound install one walk in cabinet (6'8"x6'8"), a propane backup generator and a 500 gallon propane tank on concrete slabs.</i>							
BLDM-2024-0064	Building - Minor 02/14/2024 C	Alteration / Addition 06/26/2024 \$190.00	Issued 12/26/2024 100	1 Long Hill Rd, Dover, NH \$15,000.00	Non-Residential	None Yes Thomas Abbott	A0001-000000
<i>Description: At the Car Wash - Repair damage to the exterior siding, sheathing, framing & interior drywall as needed due to a car accidentally hitting the building while attempting to use the vacuums.</i>							
BLDM-2024-0297	Building - Minor 06/25/2024 RM-U	Alteration / Addition 06/27/2024 \$432.00	Issued 12/27/2024 0	10 Avon Av, Dover, NH \$37,145.00	Residential	None Yes Thomas Abbott	33059-000000
<i>Description: Unit 3, remove and replace 1 bay frame, 10 windows, and 1 entry door. Like sizes with no structural changes.</i>							
BLDG-2024-0079	Building - Major 05/24/2024 CM	Alteration / Addition 06/27/2024 \$10,530.00	Issued 12/27/2024 13,550	15 Faraday Dr, Dover, NH \$955,000.00	Non-Residential	None Yes Jim Maxfield	G0001-L00000
<i>Description: Renovation of 13,500 SF</i>							

PERMITS ISSUED BY WORK CLASS (06/01/2024 TO 06/30/2024)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Status Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	District Applied Online Assigned To	Parcel
SUBTOTALS FOR ALTERATION / ADDITION:			55,746 Sq Ft	\$2,898,211.77	Residential:	38	PERMITS ISSUED: 46
					Non-Residential:	6	
					Mixed Use:	2	
NEW CONSTRUCTION							
BLDG-2024-0080	Building - Major 05/29/2024 R-40	New Construction 06/05/2024 \$0.00	Issued 12/05/2024 5,822	269 Mast Rd, Dover, NH \$1,130,000.00	Mixed Use	None Yes Jim Maxfield	H0058-000000
Description: New two story business use with unfinished attic and basement with mechanical spaces below.							
BLDG-2024-0063	Building - Major 04/23/2024	New Construction 06/07/2024 \$16,730.00	Fees Paid 12/17/2024 3,550	240 Oak St, Dover 03820 \$710,000.00	Residential	None Yes Jim Maxfield	
Description: Construct a two story single family dwelling with two car attached garage with unfinished basement and attic.							
BLDG-2024-0068	Building - Major 05/09/2024 R-20	New Construction 06/07/2024 \$11,569.00	Fees Paid 12/07/2024 3,093	22 Sunhawk Lane, Dover, NH 03820 \$464,000.00	Residential	None Yes Jim Maxfield	E0065-A00000
Description: Construct a one story, two family dwelling with unfinished basement and attic. Once constructed the existing house shall be razed on a separate permit.							
BLDG-2024-0048	Building - Major 04/02/2024 R-40	New Construction 06/13/2024 \$575.00	Issued 12/11/2024 650	88 Dover Neck Rd, unit 2, Dover, NH \$50,000.00	Residential	None Yes Jim Maxfield	M0075-A00000
Description: ADU Above Garage at Dover Neck Road							
BLDG-2024-0078	Building - Major 05/23/2024 R-12	New Construction 06/13/2024 \$13,870.00	Issued 12/13/2024 2,404	11 Locke St, Dover, NH 03820 \$450,000.00	Residential	None Yes Jim Maxfield	19007-002000
Description: Construct a two story single family dwelling with two car attached garage with unfinished basement and attic							
BLDG-2024-0052	Building - Major 04/06/2024 RM-U	New Construction 06/17/2024 \$18,405.00	Issued 12/17/2024 2,520	4 Avon Av, Unit 1 & Unit 2, Dover 03820 \$500,000.00	Residential	None Yes Jim Maxfield	33060-000000
Description: Construct a three story, two family dwelling with slab on grade, with one car under garage for each unit with unfinished attic.							
BLDG-2024-0032	Building - Major 02/16/2024 R-12	New Construction 06/19/2024 \$15,014.00	Issued 12/19/2024 2,769	4 Tranquility Way, Dover, NH \$553,800.00	Residential	None Yes Jim Maxfield	19007-002000
Description: Construct a two story single-family dwelling with unfinished basement and attic.							
BLDM-2024-0230	Building - Minor 05/21/2024 R-12	New Construction 06/21/2024 \$135.00	Issued 12/21/2024 400	126 Fourth St, Dover, NH \$10,000.00	Residential	None Yes Thomas Abbott	32012-000000
Description: Project scope is a 20'x20' screened picnic pavilion. No electric or plumbing.							

PERMITS ISSUED BY WORK CLASS (06/01/2024 TO 06/30/2024)

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-2024-0084	Building - Major 06/04/2024 R-20	New Construction 06/26/2024 \$18,831.00	Issued 12/26/2024 4,505	9 Zeland Dr, Dover, NH \$901,000.00	Residential	None Yes Jim Maxfield	H0014-D00400
Description: Construct two and half story single family dwelling with attached three car garage with finished area above and third floor finished with unfinished basement.							
SUBTOTALS FOR NEW CONSTRUCTION:			25,713 Sq Ft	\$4,768,800.00	Residential:	8	PERMITS ISSUED: 9
					Non-Residential:	0	
					Mixed Use:	1	
			81,459 Sq Ft	\$7,667,011.77	Residential:	46	GRAND TOTAL OF PERMITS: 55
					Non-Residential:	6	
					Mixed Use:	3	

City of Dover

Revenues of Major Funds June 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	8,398,386	106,549,393	99.0%	\$ 626,500	\$ -	\$ 626,500	1.0%
Licenses & Permits	7,250,679	682,114	8,600,199	119.0%	(1,349,520)	-	(1,349,520)	-19.0%
Intergovernmental	6,027,837	56	3,874,470	64.0%	2,153,367	-	2,153,367	36.0%
Charges for Services	4,718,388	320,856	4,551,390	96.0%	166,998	-	166,998	4.0%
Miscellaneous Revenue	1,340,185	399,449	3,874,782	289.0%	(2,534,597)	-	(2,534,597)	-189.0%
Education	22,501,877	981,159	21,805,817	97.0%	696,060	-	696,060	3.0%
Operating Transfers In	415,507	-	2,612	1.0%	412,895	-	412,895	99.0%
Other Financing Sources	129,900	-	100,000	77.0%	29,900	-	29,900	23.0%
Sub-total : 1000 General Fund	\$ 149,560,266	10,782,019	149,358,663	100.0%	\$ 201,603	\$ -	\$ 201,603	0.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 336,000	17,549	381,967	114.0%	\$ (45,967)	\$ -	\$ (45,967)	-14.0%
Parking Income	955,021	111,939	1,135,451	119.0%	(180,430)	-	(180,430)	-19.0%
Parking Fines	184,000	25,957	239,779	130.0%	(55,779)	-	(55,779)	-30.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,475,021	155,445	1,757,198	119.0%	\$ (282,177)	\$ -	\$ (282,177)	-19.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	-	6,162	64.0%	\$ 3,422	\$ -	\$ 3,422	36.0%
Charges for Services	1,804,395	113,663	1,604,340	89.0%	200,055	-	200,055	11.0%
Miscellaneous Revenue	0	52	1,284	0.0%	(1,284)	-	(1,284)	0.0%
Other Financing Sources	137,231	-	-	0.0%	137,231	-	137,231	100.0%
Sub-total : 3320 Residential Solid Waste	\$ 1,951,210	113,715	1,611,785	83.0%	\$ 339,425	\$ -	\$ 339,425	17.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 799,361	65,788	789,794	99.0%	\$ 9,567	\$ -	\$ 9,567	1.0%
Operating Transfers In	60,853	3,857	46,280	76.0%	14,573	-	14,573	24.0%
Sub-total : 3381 McConnell Center	\$ 860,214	69,645	836,074	97.0%	\$ 24,140	\$ -	\$ 24,140	3.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 408,250	16,444	345,378	85.0%	\$ 62,872	\$ -	\$ 62,872	15.0%
Miscellaneous Revenue	5,500	535	6,115	111.0%	(615)	-	(615)	-11.0%
Operating Transfers In	20,000	-	20,000	100.0%	0	-	0	0.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 433,750	16,979	371,492	86.0%	\$ 62,258	\$ -	\$ 62,258	14.0%
5300 Water Fund								
Intergovernmental	\$ 71,800	-	-	0.0%	\$ 71,800	\$ -	\$ 71,800	100.0%
Charges for Services	6,921,533	583,126	6,190,222	89.0%	731,311	-	731,311	11.0%
Miscellaneous Revenue	86,000	4,628	111,253	129.0%	(25,253)	-	(25,253)	-29.0%
Other Financing Sources	87,500	-	422,520	483.0%	(335,020)	-	(335,020)	-383.0%
Sub-total : 5300 Water Fund	\$ 7,166,833	587,754	6,723,995	94.0%	\$ 442,838	\$ -	\$ 442,838	6.0%
5320 Sewer Fund								
Intergovernmental	\$ 169,592	13,060	100,292	59.0%	\$ 69,300	\$ -	\$ 69,300	41.0%
Charges for Services	9,532,212	794,357	8,117,022	85.0%	1,415,190	-	1,415,190	15.0%
Miscellaneous Revenue	70,000	9,849	121,152	173.0%	(51,152)	-	(51,152)	-73.0%
Other Financing Sources	391,150	-	305,722	78.0%	85,428	-	85,428	22.0%
Sub-total : 5320 Sewer Fund	\$ 10,162,954	817,266	8,644,188	85.0%	\$ 1,518,766	\$ -	\$ 1,518,766	15.0%
6100 Dovernet Fund								
Intergovernmental	\$ 216,462	-	-	0.0%	\$ 216,462	\$ -	\$ 216,462	100.0%
Charges for Services	1,703,480	125,274	1,503,347	88.0%	200,133	-	200,133	12.0%
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	1,528,347	78.0%	\$ 441,595	\$ -	\$ 441,595	22.0%
Total : REVENUES	\$ 173,580,190	12,668,097	170,831,742	98.0%	\$ 2,748,448	\$ -	\$ 2,748,448	2.0%

City of Dover

Expenditures of Major Funds

June 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	\$ 18,091	\$ 272,130	52.0%	\$ 253,254	\$ 105,469	\$ 147,785	28.1%
Executive	2,399,486	173,785	2,057,806	86.0	341,680	33,950	307,731	12.8
Finance	2,570,073	175,220	2,263,508	88.0	306,565	31,021	275,544	10.7
Planning	1,211,342	65,063	838,077	69.0	373,265	13,208	360,057	29.7
Misc General Government	1,229,599	41,187	838,485	68.0	391,114	47,918	343,195	27.9
Police	10,676,414	696,777	9,233,133	86.0	1,443,281	102,116	1,341,165	12.6
Fire & Rescue	12,821,322	944,011	11,776,533	92.0	1,044,789	115,650	929,139	7.2
Community Service Public Works	10,304,950	543,270	6,519,260	63.0	3,785,690	1,867,730	1,917,960	18.6
Recreation	3,015,529	199,904	2,763,261	92.0	252,268	99,592	152,676	5.1
Public Library	1,811,754	131,758	1,664,964	92.0	146,790	29,069	117,721	6.5
Public Welfare	874,442	77,319	711,031	81.0	163,411	8,068	155,343	17.8
Debt Service	6,725,667	1,670,459	5,933,607	88.0	792,060	-	792,060	11.8
Other Financing Sources/Uses	3,743,831	107,837	3,775,830	101.0	(31,999)	-	(31,999)	(0.9)
School	81,365,942	11,301,196	73,684,752	91.0	7,681,190	6,142,816	1,538,374	1.9
Intergovernmental	10,284,531	-	10,284,531	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 149,560,266	\$ 16,145,877	\$ 132,616,909	88.7%	\$ 16,943,357	\$ 8,596,608	\$ 8,346,749	5.6%
3213 Parking Activity Fund								
Police	\$ 1,475,021	\$ 63,509	\$ 1,120,975	76.0%	\$ 354,046	\$ 35,050	\$ 318,996	21.6%
Sub-total : 3213 Parking Activity Fund	\$ 1,475,021	\$ 63,509	\$ 1,120,975	76.0%	\$ 354,046	\$ 35,050	\$ 318,996	21.6%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,074,565	\$ 147,803	\$ 1,818,049	88.0%	\$ 256,516	\$ 233,924	\$ 22,593	1.1%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,074,565	\$ 147,803	\$ 1,818,049	87.6%	\$ 256,516	\$ 233,924	\$ 22,593	1.1%
3381 McConnell Center Fund								
Recreation	\$ 860,214	\$ 187,459	\$ 612,757	71.0%	\$ 247,457	\$ 15,731	\$ 231,726	26.9%
Sub-total : 3381 McConnell Center Fund	\$ 860,214	\$ 187,459	\$ 612,757	71.2%	\$ 247,457	\$ 15,731	\$ 231,726	26.9%
3410 Recreation Special Revenue Fund								
Recreation	\$ 443,750	\$ 12,615	\$ 281,192	63.0%	\$ 162,558	\$ 18,247	\$ 144,312	32.5%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 443,750	\$ 12,615	\$ 281,192	63.4%	\$ 162,558	\$ 18,247	\$ 144,312	32.5%
5300 Water Fund								
Community Service Public Works	\$ 7,329,970	\$ 481,520	\$ 6,415,910	88.0%	\$ 914,059	\$ 348,030	\$ 566,029	7.7%
Sub-total : 5300 Water Fund	\$ 7,329,970	\$ 481,520	\$ 6,415,910	87.5%	\$ 914,059	\$ 348,030	\$ 566,029	7.7%
5320 Sewer Fund								
Community Service Public Works	\$ 10,347,257	\$ 767,647	\$ 9,227,283	89.0%	\$ 1,119,973	\$ 214,932	\$ 905,041	8.7%
Sub-total : 5320 Sewer Fund	\$ 10,347,257	\$ 767,647	\$ 9,227,283	89.2%	\$ 1,119,973	\$ 214,932	\$ 905,041	8.7%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 2,804,835	\$ 75,451	\$ 1,041,783	37.0%	\$ 1,763,052	\$ 88,950	\$ 1,674,102	59.7%
Sub-total : 6100 Dovernet Fund	\$ 2,804,835	\$ 75,451	\$ 1,041,783	37.1%	\$ 1,763,052	\$ 88,950	\$ 1,674,102	59.7%
Total : EXPENDITURES	\$ 174,895,877	\$ 17,881,883	\$ 153,134,857	87.6%	\$ 21,761,020	\$ 9,551,471	\$ 12,209,549	7.0%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) June 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	21,837	1,107,456	97.0	34,674	0	34,674	3.0
Expenditures	1,253,806	80,940	1,183,565	94.4	70,241	35,865	34,376	2.7
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	<u>(111,676)</u>	<u>(59,102)</u>	<u>(76,109)</u>	<u>2.6</u>	<u>(35,567)</u>	<u>(35,865)</u>	<u>298</u>	<u>0.3</u>

CITY COUNCIL GOALS

2024-2025



How the City of Dover Management Team & employees supported City Council goals in **June 2024**

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.
-

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. Several other institutions have indicated that similar products will be made available later this year.

On June 25th, Dover hosted City Mayors from throughout the State of New Hampshire at the monthly meeting of the State Mayors Policy Roundtable organized by New Hampshire Municipal Association. The event featured a presentation by Deputy City Manager Parker, Director Benton, and Housing Navigator Pope showcasing recent and ongoing efforts to address the City's housing shortage through community engagement and public-private collaborations. Following the presentation, attendees were given the opportunity to visit the Cottages at Back River Road, the recent development at Sophie and Banner Drive, and the Cochecho Waterfront development.

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 assisted New Hampshire Housing with the planning and facilitation of the TEFRA (Tax Equity and Fiscal Responsibility) public hearing for the McIntosh Commons project on June 17th. This hearing was a required component of the developer's financing partnership with NH Housing. It is expected that the proposed development will include 78 affordable rental units targeted to resident households earning 60% or less of Area Median Income.

On June 27th, Housing Navigator Pope served as a panelist at Strafford Regional Planning Commission's (SRPC) Annual Meeting to highlight regional housing related issues and discuss the ongoing collaboration with SRPC through the Regulatory Audit and Housing Opportunity Planning Grant program.

Kelli Jo Deardorff continued collaboration with Veterans Count to get a second individual connected to financial support to eliminate risk of housing instability. She collaborated with several resources to provide wrap around case management, facilitate warm hand offs after placing referrals and to ensure safety and stability for the individuals who continue to experience being unsheltered while continuing to use innovative solutions to meet the complex needs of the individuals on her caseload.

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.
-

On June 11th Bridget Ryan, Steve Pappajohn, Officer Luis Berdecia, two volunteer diversion committee members and this past year's social work intern presented at the Juvenile Court Diversion Network's Annual Summit on Alternative Suspension. The presentation discussed the program structure and how diversion programs and coalitions can leverage community partnerships in an effort to create alternatives to suspension. The workshop session was attended by 35-40 people.

On June 19, 2024, Lt. Mitrushi and Officer Jalbert presented "Cops & Kids" at the Smart Start Daycare. Three additional "Cops & Kids" presentations occurred in June: June 18, 2024 at Kids Culture on Back River Road, presented by Officer Jalbert and Officer Gore, June 21, 2024 at Portsmouth Christian Academy, presented by Officer Berdecia and Officer Gore, and June 24, 2024 at Kids Culture on St. Thomas Street, presented by Officer Berdecia. This presentation provides a positive environment where children meet their local police officers, learn about safety, anti-bullying, and get to explore a police cruiser. This was a part of the monthly "Breaking Barriers" series of events to strengthen police-community relationships

On June 16, 2024, Officer Berdecia was assigned to downtown foot patrols, where he was tasked with engaging the downtown public and assisting the Police Social Worker with engaging the homeless population throughout the City of Dover. Between June 20th and 24th, Officer Berdecia conducted 12 community contacts where he proactively encountered citizens and discussed a variety of topics.

Outreach Coordinator Bassegio staffed the Community Trail Advisory Committee meeting on June 4th. The Committee discussed ongoing projects such as public art installations and reviewed the draft engineering report for the Phase IV TAP extension.

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 891 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 3,400 likes and 3,742 followers).

Planning and Media Services staff continued to develop and enhance an electronic "newsletter" for planning related items (with 1019 subscribers). Content included meeting summaries, meeting previews, Master Plan updates, and various special topics such as information on the City Council workshop on energy projects, affordable housing efforts, NPHA spring conference, regional updates such as the NH MPO Roadway Safety Action Plan and NH Housing public hearing on the McIntosh West Apartments proposal. A feedback form was shared for the Conservation and Open Space Chapter update and a survey question was asked: "What changes to the City's zoning regulations would you suggest to better meet the community's needs?"

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.

Zoning Administrator Crouser is actively working with the Strafford Regional Planning Commission to update Dover's public art installation interactive StoryMap with the support of the Dover Arts Commission.

On June 16, 2024, Officer Berdecia was assigned to downtown foot patrols, where he was tasked with engaging the downtown public and assisting the Police Social Worker with engaging the homeless population throughout the City of Dover. Between June 20th and 24th, Officer Berdecia conducted 12 community contacts where he proactively encountered citizens and discussed a variety of topics

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.
-

The City Attorney's Assisted with drafting conservation easement deed.

The CWDAC Park Sub-committees met on June 18th to review samples of the block retaining walls to be installed in Nebi Park and to choose decking materials for the bridges in the nature pathways. The next meeting of the park sub-committee will be held in July to look at pavers for the park and make color selections.

The SSC met on June 26th in a virtual setting. Topics of the meeting included an update on the Municipal Green SnowPro Program, PTAP workshop series discussions, and a rundown of future meetings. There was also discussion about the role of HOAs with regards to Stormwater BMPs

There was a Municipal Alliance for Adaptive Management meeting held in Rochester, NH on June 6th to review:

- Project take-aways from Brown and Caldwell (MAAM Consultant) on the Eelgrass Resiliency Project.
- An update on the Eelgrass Resiliency Project next steps and monitoring progress will be provided by PREP.
- Catch Basin Crediting Literature Review provided by UNHSC
- PTAP updates by NHDES/UNHSC
- GB2030 Regional Street Sweeper Project- City of Dover, Jamie Houle

The City of Dover's waterfront project made significant strides with major advancements achieved in June 2024. Sanitary sewer and storm drainage systems in the loop road (River Street) are nearly complete. Inspections and testing is ongoing for the sewer lines and catch basins installed for drainage. Electrical and telecommunication systems are also nearing completion in this stretch of the project. Duct banks have been installed along key roads and connections established under the Makem Bridge, paving the way for the removal of aerial utilities across the waterfront site. Additionally, groundwork preparations for future buildings are underway by the private developer's foundations contractors. Installation and testing has begun for the installation of nearly 950 aggregate piers, which will serve as the foundation for future buildings, allowing vertical construction to commence in the near future.

The City's contractor, Northeast Earth Mechanics mobilized their paving contractors to establish the final gravel grades for the roadways, allowing for the final stages of preparation before laying the pavement base course which was installed at the end of June.

The Dover Arts Commission (“DAC”) met with several grant applicants and provided guidance on the application process and the proposed projects. The DAC, in conjunction with the Business Development Department, continues to correspond with the firm Cathartes (CPI) to discuss the installation of public art at the Cochecho Waterfront development.

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.
-

On June 3, 2024, Lt. Mitrushy and Officer Jalbert presented the “New Hampshire Safe Streets and Roads for All” presentation to approximately 20 residents at Bishop Gendron Independent Senior Living. The purpose of this training is to promote safety on the roadways and provide education to drivers, cyclists, and pedestrians to address and prevent the risks inherent in our enormous and complex transportation system.

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.
-

On Saturday, June 29th the Dover Public Library again hosted the Dover location of the Black Heritage Trail NH's annual speech reading of Frederick Douglass' speech "What to the Slave is Your 4th of July?" Twenty-one members of the community, including NH representatives from Strafford 21st district Luz Bay, and Peter Schmidt, from Strafford County's 19th district, gathered in the library to take turns reading sections of the speech. Community members in 16 communities around the state also participated.

The Dover Public Library hosted an IMPACCT (Inspiring the Mastery of Post-secondary Achievement in College, Careers & Training) Program student for the winter/spring semester. This is the fourth student the Library has hosted. The program is dedicated to helping underserved students and students with IEPs/504 Plans become part of the local workforce as they navigate from high school to employment, post-secondary education, or training that leads towards a career.

On Saturday, June 29th the Dover Public Library again hosted the Dover location of the Black Heritage Trail NH's annual speech reading of Frederick Douglass' speech "What to the Slave is Your 4th of July?" Twenty-one members of the community, including NH representatives from Strafford 21st district Luz Bay, and Peter Schmidt, from Strafford County's 19th district, gathered in the library to take turns reading sections of the speech. Community members in 16 communities around the state also participated.

The Dover Public Library and Teatotaler hosted "Dishing with Drag Queens" at the library on Wednesday, June 12 in honor of Pride Month. The event was generously funded by the Friends of Dover Public Library and featured three Drag Queens. During the two hour event, the Queens did their makeup and talked about the Drag Queen lifestyle, answering questions from the crowd of 37. The inclusive, comfortable atmosphere featured a wide-range of ages from a family with two young daughters in middle school to an 80-year-old grandmother. The night proved to be empowering for more than just our speakers as many of the glowing reviews the library received on surveys after the event mentioned attendees feeling seen, heard, and thanking the library for being a safe place to hold the conversation.

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.
-

Resilience Manager Kaspari participated in a series of meetings between June 25th, June 26th and June 27th to discuss, endorse and ultimately adopt the upcoming community power rates presented by the CEO Brian Callnan. Up to the Clean 50 product during the next period of August 1st, 2024 through January 31st, 2025 will be lower than the Eversource default rate with an 18% discount for the least cost Granite Basic option. Kaspari continued to collaborate with Outreach Coordinator Bassegio and the Media Services Department to promote these rates and the engage customers about the opportunity to take advantage of higher renewable content products as part of the friendly Seacoast Community Competition.

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

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

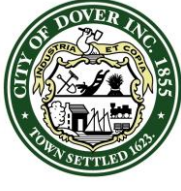
The following objectives support a Dover that has inviting public spaces for all people living in, working in or visiting the City.

- 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.
-

On Thursday, June 13, Sasha Pietkiewicz from Northeast Passage at UNH visited the Dover Public Library to do an accessibility study. She suggested several modifications that would make the building more accommodating to people with mobility issues. These ideas will be considered in the upcoming renovation plan.

On June 10th, DEA Community Outreach Specialist Brian O'Keefe conducted a training for Youth to Youth students about the dangers of fentanyl-laced pills. The information provided will be used at the rally held by Y2Y in Henry Law Park on July 10th.

Officer Jalbert took a report of a student making threatening comments and gestures towards a teacher twice within the month of June. The student was found to be experiencing a mental health crisis. A threat assessment was completed, and the student was connected with their therapist. The student received school sanctions and did not return to school in person for the remainder of the year.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Non-Public Session Meeting Location: City Manager's Office Meeting Date: Wednesday, July 10, 2024 Meeting Time: 6:30 PM
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The City Council will meet in a Public Meeting to enter a Non-public Session to discuss the following topic:

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

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

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

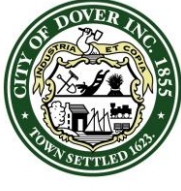
Councilor Hackett attended meeting via phone conference because she is recovering from surgery and it is not reasonably practical that she attends in person.

Also Present: City Manager Joyal, Deputy City Manager Parker, City Attorney Wyatt, Deputy City Attorney Perez, Finance Director Lynch, Human Resources Director Worrall, City Clerk Vansylyvong-Bizier

Deputy Mayor Shanahan moved to enter into a non-public session to discuss a matter, which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant; seconded by Councilor Warach. Roll Call Vote: 9-0.

VOTING RECORD		
Date of Vote: 7/10/2024	YES	NO
Mayor Robert Carrier	X	
Deputy Mayor Dennis Shanahan	X	
Councilor S. April Richer, Ward 1	X	
Councilor Robert Warach, Ward 2	X	
Councilor Anthony Retrosi, Ward 3	X	
Councilor Debra Hackett, Ward 4	X	
Councilor Fergus Cullen, Ward 6	X	
Councilor Linnea Nemeth, At Large	X	
Councilor Lindsey Williams, At Large	X	
Total Votes:	9	
Motion does pass.		

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 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Non-Public Session Meeting Location: City Manager's Office Meeting Date: Wednesday, July 10, 2024 Meeting Time: 6:30 PM
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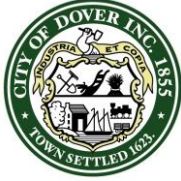
Non-Public discussion: City Manager Joyal discussed a personnel matter with the Council.

Councilor Warach moved to come out of non-public meeting, seconded by Deputy Mayor Shanahan. Roll Call Vote: 9-0.

VOTING RECORD		
Date of Vote: 7/10/2024	YES	NO
Mayor Robert Carrier	X	
Deputy Mayor Dennis Shanahan	X	
Councilor S. April Richer, Ward 1	X	
Councilor Robert Warach, Ward 2	X	
Councilor Anthony Retrosi, Ward 3	X	
Councilor Debra Hackett, Ward 4	X	
Councilor Fergus Cullen, Ward 6	X	
Councilor Linnea Nemeth, At Large	X	
Councilor Lindsey Williams, At Large	X	
Total Votes:	9	
Motion does pass.		

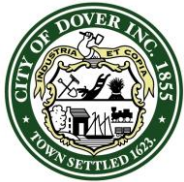
Deputy Mayor Shanahan moved to seal the minutes, seconded by Councilor Retrosi. Roll Call Vote: 9-0.

VOTING RECORD		
Date of Vote: 7/10/2024	YES	NO
Mayor Robert Carrier	X	
Deputy Mayor Dennis Shanahan	X	
Councilor S. April Richer, Ward 1	X	
Councilor Robert Warach, Ward 2	X	
Councilor Anthony Retrosi, Ward 3	X	
Councilor Debra Hackett, Ward 4	X	
Councilor Fergus Cullen, Ward 6	X	
Councilor Linnea Nemeth, At Large	X	
Councilor Lindsey Williams, At Large	X	
Total Votes:	9	
Motion does pass.		

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Non-Public Session Meeting Location: City Manager's Office Meeting Date: Wednesday, July 10, 2024 Meeting Time: 6:30 PM
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Councilor Warach moved to adjourn, seconded by Councilor Nemeth. Roll Call Vote: 9-0.

VOTING RECORD		
Date of Vote: 7/10/2024	YES	NO
Mayor Robert Carrier	X	
Deputy Mayor Dennis Shanahan	X	
Councilor S. April Richer, Ward 1	X	
Councilor Robert Warach, Ward 2	X	
Councilor Anthony Retrosi, Ward 3	X	
Councilor Debra Hackett, Ward 4	X	
Councilor Fergus Cullen, Ward 6	X	
Councilor Linnea Nemeth, At Large	X	
Councilor Lindsey Williams, At Large	X	
Total Votes:	9	
Motion does pass.		



CITY OF DOVER

CITY COUNCIL - MINUTES

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

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Richer led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

Present: Councilor Richer, Councilor Nemeth, Councilor Retrosi, Councilor Williams, Councilor Cullen, Councilor Hackett (remote via telephone conference), Councilor Warach, Deputy Mayor Shanahan, Mayor Carrier

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

Councilor Hackett attended the meeting via telephone conference because she is recovering from surgery and it is not reasonably practical for her to attend in person.

Councilor Warach left the meeting at 8:30 PM.

5. PROCLAMATIONS/AWARDS – PLASTIC POLLUTION REDUCTION MONTH

Mayor Carrier presented a proclamation recognizing July 2024 as Plastic Pollution Reduction Month.

Mayor Carrier presented a proclamation to Dover resident, Jeff Bernstein, recognizing his outstanding citizenship.

6. APPROVAL OF AGENDA

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

7. PUBLIC HEARINGS

None.

8. PUBLIC FORUM

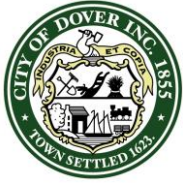
Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

Ryan Crosby, Executive Director of Dover Housing Authority, spoke about the importance of public trust in elected and appointed officials.

Caitlin & Rory Wilkie, 568 Sixth Street, spoke about their concerns with Councilor Cullen's involvement with a development on sixth street.

Michael Crosby, 30 Maple Ave, having a problem with a business in his neighborhood that is playing music very loudly early in the morning. He asked the Council to revisit the noise ordinance.

Ruth Brown, 570 Sixth Street, has concerns with the development proposed at 566 Sixth Street.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

Robert Drouin, 565 Sixth Street, has concerns with traffic on sixth street and feels that a development in that area could become dangerous.

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing and gave an overview of events happening in the city.

Deputy Mayor Shanahan moved to approve the City Manager's Report, seconded by Councilor Nemeth. Roll Call Vote: 9-0.

10. APPROVAL OF MINUTES

A. June 12, 2024 – Regular Meeting

Deputy Mayor Shanahan moved to approve the minutes, seconded by Councilor Warach. Roll Call Vote: 9-0.

11. MAYOR'S REPORT

Mayor Carrier gave an overview of the events and meetings he attended over the last month.

Deputy Mayor Shanahan gave an overview of ribbon cuttings he attended over the last month.

Deputy Mayor Shanahan moved to approve the Mayor's Report, seconded by Councilor Retrosi. Roll Call Vote: 9-0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

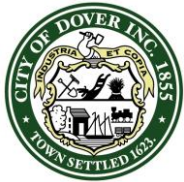
B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **APPROVAL OF NEW ENGLAND SPORTS COMPLEX, INC., D/B/A FIRST PUSH SYNDICATE MCCONNELL CENTER LEASE**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **APPROVAL OF NET METERING AGREEMENT WITH FREEDOM LOGISTICS, LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **AUTHORIZING DOG WARRANT FOR UNLICENSED DOGS**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **ACCEPTANCE OF A DONATION OF A WINDSCREEN FOR GARRISON PICKLE BALL COURT**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **ACKNOWLEDGEMENT AND ACCEPTANCE OF DONATION OF BOOKS FROM DEBBIE DADEY**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

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

- 6. LIBRARY BOOKS & MEDIA PURCHASES INGRAM LIBRARY SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 7. LIBRARY BOOKS & MEDIA PURCHASES BAKER AND TAYLOR, INC.**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 8. VARIOUS SENIOR CENTER TRIPS**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 9. PURCHASE OF POWERDMS, INC. POWER POLICY, POWER TRAINING, POWER ACTION, AND POWER VITALS MODULES**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 10. OPERATION AND MAINTENANCE OF THE CLOSED CITY OF DOVER LANDFILL SUPERFUND SITE LIFT STATION, FY2025**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 11. ENVIRONMENTAL PROJECTS CONSULTING SERVICES PESCHEL CONSULTING LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 12. B21001 ROCK SALT & SOLAR SALT COOPERATIVE PURCHASE**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 13. B24073 HOUSEHOLD HAZARDOUS WASTE COLLECTION SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST

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

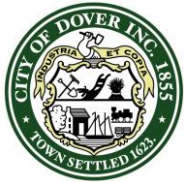
Roll Call Vote: 9-0.

COMMITTEE REPORTS

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

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

Mayor Carrier gave an overview of the Dover Main Street report to the Council.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

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

Councilor Cullen and Councilor Nemeth gave an overview of the Joint Building Committee – Athletic Complex report to the Council.

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

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

New Appointments:

Steven Paulson – Energy Commission – Alternate Member (term: 7/10/2024 to 7/10/2027)

Brianna Group – Conservation Commission – Alternate Member (term: 7/10/2024 to 7/10/2027)

Resignations:

Juan Mojica Jr. – McConnell Center Advisory

Michael Lee – Arts Commission

Jonathan Noury-Ellis – Planning Board

Hadley Hudson – McConnell Center Advisory

Jenny Sheehan – McConnell Center Advisory

Re-appointments:

Jeffrey Lapak, alternate member – Arena

Roderick Blake, alternate member – Cemetery Board

Robert Atwood, regular member – Conservation Commission

Karen Weston, regular member - Dover Business and Industrial Development Authority

Dennis Munson, regular member - Dover Utilities Commission

Richard Ferraro, regular member - McConnell Center Advisory

Nabia Fortier, regular member – Open Lands Committee

Kristen Murphy, regular member – Open Lands Committee

Nancy O'Connor, regular member – Open Lands Committee

Donald Cichon, regular member – Trustees of Trust Fund

Branden Ladebush, regular member – Trustees of Trust Fund

Michael Murphy, regular member – Trustees of Trust Fund

Anthony Sillitta, regular member – Zoning Board of Adjustment

Change in Status:

Jacqueline Manning, alternate to regular member – Arts Commission

Melina Gambino, alternate to regular member – Planning Board

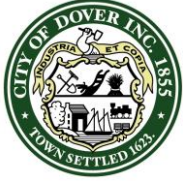
Recommended for Removal due to absenteeism:

Christopher Sleys, Alternate Member – Solid Waste Advisory Committee

Deputy Mayor Shanahan moved to approve the recommendations from the Appointments Committee, seconded by Councilor Retrosi.

Roll Call Vote: 9-0.

B. RESOLUTIONS



CITY OF DOVER

CITY COUNCIL - MINUTES

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

1. B25001 - EXCAVATION & SITE WORK FOR INSPECTION SERVICES BUILDING FOUNDATION AT 271 MAST ROAD

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan motioned to approve, seconded by Councilor Retrosi.
City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 9-0.

2. B23078 - ADDITIONAL SCOPE OF WORK FOR DESIGN BUILD FOR INSPECTION SERVICES BUILDING

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan motioned to approve, seconded by Councilor Richer.
City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 9-0.

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

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan motioned to approve, seconded by Councilor Retrosi.
City Manager Joyal asked the Council to substitute as a whole a resolution that was handed out to the Council.

Deputy Mayor Shanahan motioned to substitute as a whole, SUBSTITUTE R – 2024.07.10 – 119 for the original resolution posted in the agenda packet, seconded by Councilor Richer.
Roll Call Vote: 9-0.

Deputy Mayor Shanahan motioned for approval of the substituted resolution, seconded by Councilor Warach.
Roll Call Vote: 9-0.

4. B24076 AWARD OF BID FOR 2024 ROLL OFF TRUCK

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan motioned to approve, seconded by Councilor Hackett.
City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 9-0.

5. AUTHORIZATION TO ACCEPT AND EXPEND AMENDMENT TO THE NEW HAMPSHIRE OFFICE OF HIGHWAY SAFETY GRANT

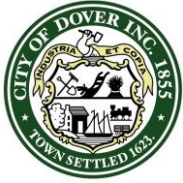
(TO BE REFERRED TO A PUBLIC HEARING ON JULY 26, 2024)

(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 on July 24, 2024, seconded by Councilor Nemeth.
Roll Call Vote: 9-0.

6. AUTHORIZATION TO ACCEPT GRANT FUNDING NH DEPARTMENT OF HEALTH AND HUMAN SERVICES DEPARTMENT VIA JSI RESEARCH & TRAINING INSTITUTE,



CITY OF DOVER

CITY COUNCIL - MINUTES

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

INC. TO EVALUATE DOVER POLICE DEPARTMENT'S ALTERNATIVE SUSPENSION PROGRAM

(TO BE REFERRED TO A PUBLIC HEARING ON JULY 26, 2024)

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan motioned to refer the resolution to public hearing on July 24, 2024, seconded by Councilor Richer.

Roll Call Vote: 9-0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 170 RECODIFICATION ORDINANCE

(TO BE REFERRED TO PLANNING BOARD FOR 60-DAY REVIEW AND STUDY)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan motioned to refer the ordinance to Planning Board for 60-day review and study, seconded by Councilor Nemeth.

Roll Call Vote: 9-0.

14. COUNCIL CORRESPONDENCE

A. Letter from Comcast dated July 1, 2024

Deputy Mayor Shanahan motioned to put letter from Comcast on file, seconded by Councilor Nemeth.

Roll Call Vote: 9-0.

15. COUNCIL MATTERS OF INTEREST

Councilor Nemeth complimented waste removal services.

Councilor Cullen spoke of remembering his neighbor, Dorothy Carpano, who passed away recently at the age of 106.

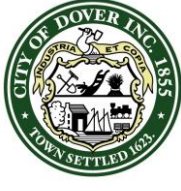
Councilor Cullen addressed the comments from public forum.

Deputy Mayor Shanahan shared that there will be a resolution on the next meeting's agenda to endorse the NHMA Policy and Principles.

16. ADJOURN

Councilor Nemeth motioned to adjourn, seconded by Councilor Retrosi.

Roll Call Vote: 7-1, with Councilor Cullen opposed.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 12.C.1. Resolution Number: R – 2024.07.10 - 121 Resolution Re: Authorization to Accept and Expend Amendment to the New Hampshire Office of Highway Safety Grant
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- WHEREAS:
The City of Dover Police Department has applied and received a State of NH Office of Highway Safety Grant in the amount of \$33,137.50, which was approved by the Dover City Council via [R-2023.07.12-116](#); and
- WHEREAS:
The grant funds overtime for all traffic enforcement patrols funded by the NH Office of Safety. This includes speed enforcement, DWI patrols, pedestrian and bicycle safety, seat belt, and distracted driving enforcement, educational presentations covering operator and pedestrian safety, and the purchase of 5 new in vehicle radar units; and
- WHEREAS:
The NH Office of Highway Safety has since approved increased funding for DWI patrols in the amount of \$700 and funding for a Speed Awareness Trailer in the amount of \$14,439.62 making the new grant funding total now \$48,277.12; and
- WHEREAS:
There is a soft match of 25% required for the enforcement patrols and the educational presentations and the match will consist of vehicle maintenance costs, staff time to administer the grant, staff time to process traffic cases, time for court testimony and hearings, as well as time spent by officers enforcing traffic laws while not being paid for by this grant. There is a cash match of 25% required for the radar units which will be paid for using existing department funds; and
- WHEREAS:
In adhering to the requirements established per NH RSA 31:95-b and RSA 21-P:43, authorization by the City Council to accept and expend the grant funds 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 expend the grant funds awarded to the City of Dover, and any funding received is hereby appropriated for said purposes. The City Council, in a majority vote, accepts the terms and requirements of the Grant, and authorizes the City Manager to sign all necessary paperwork for the grant as well as contract(s) with a vendor, consistent with the authority herein.

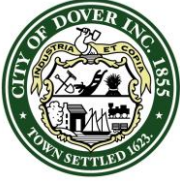
AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
2240.1.210.42120.3311.02361.24	Highway Safety Grant Additional	15,139.62	15,139.62
THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.			

Document Created by: Purchasing Document Posted on: July 19, 2024	R-2024.07.10 Authorization to Accept and Expend Amendment to NH Office of Highway Safety Grant (1) Page 1 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.07.10 - 121**
Resolution Re: Authorization to Accept and Expend Amendment to the
New Hampshire Office of Highway Safety Grant

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

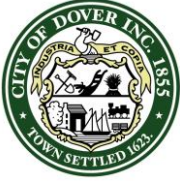
Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.07.10 - 121**

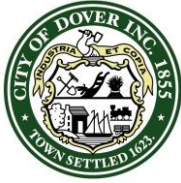
Resolution Re: Authorization to Accept and Expend Amendment to the
New Hampshire Office of Highway Safety Grant

RESOLUTION BACKGROUND MATERIAL:

Each year, the police department is allocated funding from the NH Office of Highway Safety in order to conduct various traffic enforcement patrols. The Dover City Council has already approved Resolution R-2023.07.23-116 to accept and expend the original grant of \$33,137.50 which includes funding for enforcement patrols, educational presentations, and radar equipment.

On June 3, 2024, the Dover Police Department was awarded additional funding for DWI patrols and to purchase a Speed Awareness Trailer.

There is a soft match of 25% required for patrols and presentations which will consist of vehicle maintenance costs, staff time to administer the grant, staff time to process traffic cases, time for court testimony and hearings, as well as time spent by officers enforcing traffic laws while not being paid for by the grant. There is a 25% cash match for the speed enforcement equipment which will be paid out of the department's operating budget.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.07.10 - 122**

Resolution Re: Authorization to Accept Grant Funding NH Department of Health and Human Services Department via JSI Research & Training Institute, Inc. to Evaluate Dover Police Department's Alternative Suspension Program.

WHEREAS: As part of its robust youth drug and alcohol prevention efforts funded by the Partnership for Success Grant, the Dover Police Department recently launched its Empowering Positive Interventions for Children (EPIC): Alternative Suspension Program; and

WHEREAS: The goal of the program is to support the Dover School District with substance related violation level offenses that would typically result in an out of school suspension. The program replaces out of school suspension with both in-school 1:1 intervention and after school community-based interventions; and

WHEREAS: Funding through the State of New Hampshire Department of Health & Human Services Department and distributed via JSI Research and Development Inc for the New Hampshire Service to Science Program has been provided to fully fund in the amount of \$29,798.00, with no match requirement, an evaluation of the Dover Police Department's Alternative Suspension program verify its effectiveness; and

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

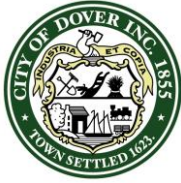
AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors 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
TBD	Service to Science Program	29,798.00	29,798.00

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.2.

Resolution Number: **R – 2024.07.10 - 122**
Resolution Re: Authorization to Accept Grant Funding NH Department of Health and Human Services Department via JSI Research & Training Institute, Inc. to Evaluate Dover Police Department's Alternative Suspension Program.

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

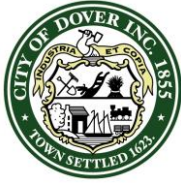
Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

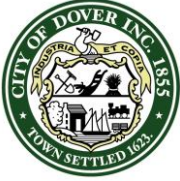
Resolution Number: **R – 2024.07.10 - 122**
Resolution Re: Authorization to Accept Grant Funding NH Department of Health and Human Services Department via JSI Research & Training Institute, Inc. to Evaluate Dover Police Department's Alternative Suspension Program.

RESOLUTION BACKGROUND MATERIAL:

The JSI Research and Training Institute oversees a grant from the NH Department of Health and Human Services to implement the NH Service to Science Program and distribute Service to Science Seed and Growth funding grants. NH Service to Science brings substance use prevention programs that have been developed in the state through a process of becoming designated as Evidence-Based.

EPIC Alternative Suspension is a school and community-based program that supports the Dover School District with substance related violation level offenses that would typically result in an out of school suspension. The program emphasizes supporting young people who are at risk or engaging in substance use while also holding the student accountable for their violation. Students in the program work with positive adult role models, build relationships, practice skill building activities and have the opportunity to share their progress with members of the community. The program acts as an early identification system and staff can refer students and families to community resources to best support their success.

The City of Dover has been selected to receive funding through this grant program to support the evaluation of the Dover Police Department's Empowering Positive Interventions for Children (EPIC): Alternative Suspension Program. EPIC Alternative Suspension has already been recognized as an Innovative Program and this grant will provide funding to develop a logic model, conduct a literature review, design evaluation tools, create toolkits for other sites to implement the program, and collect data to work towards being recognized as a Promising Practice and eventually Evidence-Based.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:13.A.1

Resolution Number: **R – 2024.07.24 - 123**

Resolution Re: Approval of Interim Fire Chief of the City of Dover
Employment Agreement (Perry Plummer)

WHEREAS: The City Manager has appointed Perry Plummer (“Employee”) as Interim Fire & Rescue Chief of the City of Dover; 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 Interim Fire & Rescue Chief; 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 Interim Fire & Rescue Chief 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.

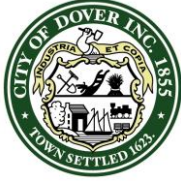
AUTHORIZATION

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 – 2024.07.24 - 123 Resolution Re: Approval of Interim Fire Chief of the City of Dover Employment Agreement (Perry Plummer)		

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:

See attached Employment Agreement. This Resolution shall ratify the attached Employment Agreement related to the employment of Perry Plummer as Intereim Fire & Rescue Chief of the City of Dover. The Agreement outlines wages, benefits, and other conditions of employment.

**EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF DOVER, NH
AND
PERRY PLUMMER**

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 PERRY PLUMMER, 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 Interim Fire & Rescue Chief 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 Interim Fire & Rescue Chief; 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 Interim Fire & Rescue Chief 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 PERRY PLUMMER as Interim Fire & Rescue Chief 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 for a term of not more than ten (10) weeks during which employment may be terminated by the City and Employee as provided in Section 3 of this Agreement.

SECTION 3 – TERMINATION OF EMPLOYMENT

- A. Upon completion of ten (10) weeks of employment, the employment of the Employee shall be mutually terminated by both the City and Employee.
- B. Prior to completion of ten (10) weeks of employment, the City Manager may terminate the employment of the Employee upon providing five (5) calendar days written notice of the basis for the termination.

- C. Prior to the completion of ten (10) weeks of employment, the Employee may voluntarily resign their position with the City upon providing five (5) calendar days written notice, unless the parties agree otherwise.
- D. The Employee shall not be entitled to salary after the effective date of termination.

SECTION 4 – SALARY

The City agrees to pay the Employee for services rendered under this Agreement, a weekly salary of \$2,949.91 based upon a thirty-nine (39) hour work week and subject to applicable withholdings and deductions, payable in installments at the same time as other employees in the City are paid.

SECTION 6 – HOURS OF WORK

- A. The Employee will devote their 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 may 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

The Employee shall not be eligible for nor accrue paid leave or paid time off for holidays while employed as the Interim Fire & Rescue Chief.

SECTION 8 – INSURANCE BENEFITS

The Employee shall be allowed to participate and remain enrolled in the current insurance benefits and coverage levels afforded to him as a current retiree.

SECTION 9 – RETIREMENT BENEFITS

As the Interim Fire & Rescue Chief, employed part-time working not more than thirty-nine (39) hours per week for a term not to exceed ten (10) weeks, the Employee shall not be enrolled in the NH Retirement System per the guidance provided by the State of New Hampshire Retirement System.

SECTION 10 – CITY BUSINESS RELATED EXPENSES

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

SECTION 11 – 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 12 – BONDING

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

SECTION 13 – 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 14 – 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 15 – 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 PERRY PLUMMER as the Interim Fire & Rescue Chief of the City of Dover.

SECTION 16 – 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:	PERRY PLUMMER, Interim Fire & Rescue Chief 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 17 – 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.

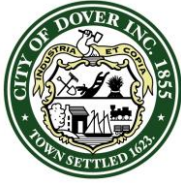
Dated: _____

CITY OF DOVER, NEW HAMPSHIRE

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

EMPLOYEE

By: _____
PERRY PLUMMER



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2

Resolution Number: **R – 2024.07.24 - 124**
Resolution Re: Setting Voting Hours for the September 10, 2024 State
Primary Election and the November 5, 2024 State General
Election

WHEREAS: In accordance with State law, the City Council must set voting hours in the City of Dover;
and

WHEREAS: On September 10, 2024, the New Hampshire State Primary Election will occur; and

WHEREAS: On November 5, 2024, the State General Election will occur.

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

The voting hours at all Wards in the City of Dover shall be from 7:00 a.m. to 7:00 p.m. for
both the New Hampshire State Primary on September 10, 2024 and the State General
Election on November 5, 2024.

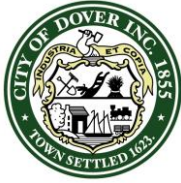
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Jerrica Vanslyvong-Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2

Resolution Number: **R – 2024.07.24 - 124**
Resolution Re: Setting Voting Hours for the September 10, 2024 State Primary Election and the November 5, 2024 State General Election

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:

RSA 659:4 requires that the City Council determine polling hours in state elections no later than 30 days prior to a state election. The hours proposed in this resolution have been successfully used in recent past elections.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13 . A . 3

Resolution Number: **R - 2024.07.24 – 125**
Resolution Re: **Adopting Amendments to Merit Plan, Classification Plan and Pay Plan**

- WHEREAS: The City Charter requires the City Manager to submit any amendments to the Merit Plan to the City Council as an item on a regular Council meeting agenda; and,
- WHEREAS: The City Council shall, within sixty days after having received the amendments, take action to approve or disapprove them at a regular Council meeting; and,
- WHEREAS: The Merit Plan includes, as specific attachments, (1) the Classification Plan, which establishes authorized position classifications and grade levels for each class of position in the City's Administrative Service, and (2) the Pay Plan, which provides minimum, maximum, and intermediate pay rates established for each grade; and,
- WHEREAS: To ensure that consistency remains between the Merit Plan and ratified Collective Bargaining Agreements, amendments to the Merit Plan and its accompanying documents are needed to reflect the correct grade assignments for all position classifications in the City's Administrative Service, the pay rates negotiated for fiscal year 2025, and provisions pertaining to mental health illness leave.

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

The City Council approves and adopts the attached Merit Plan, Classification Plan, and Pay Plan, as amended and submitted by the City Manager, effective July 1, 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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13 . A . 3

Resolution Number: **R - 2024.07.24 – 125**
Resolution Re: **Adopting Amendments to Merit Plan, Classification Plan and Pay Plan**

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date: 07/01/2024

DOCUMENT ACTIONS:

Roll Call Vote:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor April Richer, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does pass.		

RESOLUTION BACKGROUND MATERIAL:

Attached and accompanying this resolution are: (1) Merit Plan (effective July 1, 2024); (2) Pay Plan (Wage Schedule) for Fiscal Year 2025; and (3) Classification Plan for Fiscal year 2025.

The Merit Plan includes a Classification Plan, which establishes position classifications and grade levels for each class of position in the City's Administrative Service, as well as a Pay Plan, which provides minimum, maximum, and intermediate pay rates established for each grade.

The amendment reflects the following changes to the Pay Plan from FY2024 to FY2025 as necessitated by recently ratified Collective Bargaining Agreements:

1. Addition of grades D25 and D26.
2. Elimination of existing Step 1 for all grades with Step 2 becoming min rate.
3. Maintain 15 steps from min to max rates with new top step allowing 3% increase from Step 14.
4. 1% COLA applied to all grades and steps for FY2025.

The amendment also reflects the following changes to the Classification Plan coinciding with recently ratified Collective Bargaining Agreements in order to maintain internal equity and external competitiveness for all positions in the City's Administrative Service:

1. "Administrative Assistant" from Grade D13 to D14
2. "Assistant City Manager" from Grade D22 to D23.
3. "City Attorney" from grade D24 to D26



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13 . A . 3

Resolution Number: **R - 2024.07.24 – 125**
Resolution Re: **Adopting Amendments to Merit Plan, Classification Plan and Pay Plan**

4. “City Clerk-Tax Collector” and “Director of Recreation” from Grade D19 to D21.
5. “Deputy City Manager” from Grade D24 to D25.
6. “Deputy Communications Supervisor” from Grade D14 to D15
7. “Deputy Information Technology Director” and “Director of Human Resources” from Grade D20 to D22.
8. “Director of Community Services”, “Director of Finance”, “Director of Information Technology” and “Police Chief”, from Grade D23 to D25.
9. “Director of Media Services” from Grade D21 to D22.
10. “Director of Planning & CDBG”, and “Deputy Finance Director” from Grade D21 to D22.
11. “Executive Assistant to City Manager” from Grade D15 to D17.
12. “Executive Secretary to Prosecutor”, “Executive Secretary to Police Chief”, and “Parking Manager”, corrected listing as DPAAII positions.
13. “Fire-Rescue Chief” from Grade D23 to D24.
14. “Heavy Equipment Mechanic I” and “Heavy Equipment Mechanic II” retitled “Heavy Equipment Mechanic” Grade D13.
15. “Heavy Equipment Operator I” from D11 to D12.
16. “Human Resources Assistant” from Grade D14 to D16.
17. “Laborer I” and “Laborer II” retitled to “Laborer” Grade D9.
18. “Maintenance Mechanic I”, “Maintenance Mechanic II”, and “Maintenance Mechanic III” retitled to “Maintenance Specialist” Grade D11.
19. “Maintenance Specialist I”, “Maintenance Specialist II”, and “Maintenance Specialist III” retitled “Maintenance Specialist” Grade D11.
20. “Personnel Assistant” from Grade D11 to D12.
21. “Police Sergeant” from Grade D17 to D18.
22. “Prevention Coordinator” from Grade D16 to D17.
23. “WWTP Chief Operator” retitled “WWTP/WTP Chief Operator” Grade D17.
24. “WWTP Operator I” and “WWTP Operator II” retitled “WWTP/WTP Operator I” and “WWTP/WTP Operator II” Grades D14 and D16, respectively.
25. “Police Officer I” from Grade D13 to D14.
26. “Police Officer II” from Grade D15 to D16.
27. “Police Dispatcher I” from Grade D10 to D11.
28. “Police Dispatcher II” from Grade D12 to grade D13.
29. “Fire Lieutenant” from Grade D16 to grade D17.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13 . A . 3

Resolution Number: **R - 2024.07.24 – 125**

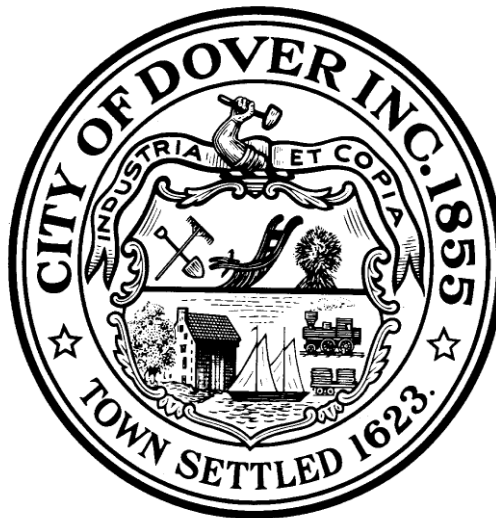
Resolution Re: **Adopting Amendments to Merit Plan, Classification
Plan and Pay Plan**

In addition to the Classification and Pay Plan updates, the following specific language change to the Merit Plan is also incorporated to be consistent with recently ratified Collective Bargaining Agreements:

1. Under Article X, Section 4, allow for personal illness and disability leave to be used in the instance of mental health necessity.

MERIT PLAN

CITY OF DOVER
New Hampshire



Submitted by

J. Michael Joyal, Jr
City Manager

Effective July 1, 2025

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MERIT PLAN OF THE CITY OF DOVER, NH

ARTICLE I. PURPOSE

It is the purpose of this Merit Plan to give effect to the provisions of the Dover, New Hampshire City Charter. The rules and regulations that comprise the Merit Plan and are contained herein shall be applied in accordance with the purpose of section C7-2 of the City Charter, which is interpreted and declared to be as follows:

- Section 1: To provide for an efficient system of modern personnel administration based on the principles of merit and designed to ensure sound and consistent employment practices.
- Section 2: To provide for the selection, appointment, promotion, training, transfer, lay off, discipline, and removal of City of Dover employees on the basis of merit.
- Section 3: To provide for a position classification system within the Administrative Service of the City, to be known as the Classification Plan.
- Section 4: To provide for a compensation system for City of Dover employees holding positions in the Classified Service of the City, to be known as the Pay Plan.
- Section 5: To provide for City of Dover employees a definite policy regarding annual leave, personal illness leave, and other leaves of absence.
- Section 6: To provide for City of Dover employees a definite policy regarding eligibility for participation in a retirement plan and other benefits.
- Section 7: To provide for City of Dover employees a procedure for appeals related to the application of these rules and regulations.
- Section 8: To provide for other matters necessary to ensure the maintenance of efficient service and the improvement of working conditions.

ARTICLE II. AMENDMENT OF MERIT PLAN

The City Manager may amend the rules and regulations contained within this Merit Plan from time to time as deemed suitable and necessary to carry out the provisions of the City Charter by submission of such amendments to the City Council. An amendment shall become effective pursuant to the provisions of the Dover City Charter C7-2. The Classification Plan and the Pay Plan are appended to and made a part of this Merit Plan. All amendments to the Classification Plan and all amendments to the Pay Plan shall become effective only after approval of the Dover City Council through the use of the procedure contained in Dover City Charter C7-2

ARTICLE III. DEFINITIONS

For the purpose of the rules and regulations contained herein, the following words and terms shall have the meaning indicated below:

- Definition 1: ADMINISTRATIVE SERVICE shall mean the entire body of employees holding positions in the Classified Service, all of whom serve under the appointive powers of the City Manager and/or department heads.

- Definition 2: APPOINTING AUTHORITY shall mean the City Manager or department head, who shall have the authority to hire and/or terminate the employment of persons for the City of Dover in accordance with the duties and powers conferred by the City Charter and these rules and regulations.
- Definition 3: APPOINTMENT shall mean the selection and hiring by the Appointing Authority of a person to fill a position in the Classified Service of the City. Appointments shall be of the following types: Original, Temporary, Re-Employment, Transfer, Promotion, Demotion.
- Definition 4: CLASSIFICATION, OR CLASS OF POSITIONS shall mean a position or grouping of positions in the Classified Service of the City having similar duties and responsibilities and requiring similar qualifications.
- Definition 5: CLASSIFICATION PLAN shall mean the overall organization of positions into groups or classes on the basis of the duties and responsibilities of the position and knowledge, skill and ability necessary for adequate performance of the essential functions of the position.
- Definition 6: CLASSIFIED SERVICE shall mean the collection of all full-time and part-time positions included in the Classification Plan of the City which are subject to the appointing authority of the City Manager and/or department heads.
- Definition 7: DEMOTION shall mean a change of the employment status of an employee from a position in one class to a position in another class having a lower maximum salary rate.
- Definition 8: DISCRETIONARY AND PROFESSIONAL SERVICE shall mean department heads or other employees who are immediate subordinates and report directly to the City Manager. Such employees are particularly qualified and regularly and routinely as part of their duties, exercise discretion and judgment over the performance of their functions. These employees are considered part of the Classified Service, but shall not always be subject to all provisions of the Merit Plan. As such, for the purposes of recruitment and retention of this type of personnel, the City Manager may provide these employees with additional benefits or incentives. The City Manager may enter into employment and severance agreements with employees who are members of the Discretionary and Professional Service. A Resolution for each agreement shall be placed as a separate item on the next regular Council agenda prior to the execution of the agreement by the City Manager. The proposed written agreement shall be available to the Council and to the public. The City Council shall review and approve or disapprove the cost items of all employment and severance agreements at the first available regular council meeting or within thirty (30) days whichever is less. Persons employed as part of the Discretionary and Professional Service shall be appointed by reason of their particular training and experience as determined by the City Manager to be the best qualified and available person for the job. Such persons shall not necessarily be appointed or promoted according to standard promotional procedures as applicable for all other employees of the Classified Service. Discretionary and Professional Service employees shall receive a salary in compensation for their services rendered, irrespective of their regular hours of employment. Discretionary and Professional Service employees shall include, but not necessarily be limited to

the Assistant City Manager, City Attorney, City Clerk and the department heads or other administrative staff as may be defined in the Administrative Code.

Definition 9: EMPLOYEE shall mean any person who has been appointed to a position in the Classified Service of the City in accordance with the provisions of the City Charter and these rules and regulations.

Definition 10: ENTRANCE EXAMINATION shall mean a standard examination which may be given to all applicants for appointment to a position in the Classified Service of the City, to determine their general qualification for service with respect to the particular position for which they are applying.

Definition 11: HOURLY EMPLOYEE shall be any employee compensated for each hour of work performed at an hourly rate as stipulated in the Pay Plan of the City of Dover for their particular position and pay step. Hourly employees are Fair Labor Standards Act non-exempt employees and are distinguished from salaried employees.

Definition 12: ORIGINAL APPOINTMENT shall mean the appointment of a person having never been previously employed by the City to a position in the Classified Service of the City.

Definition 13: PROBATIONARY PERIOD shall mean an evaluation period following appointment to a position in the Classified Service of the City which shall be utilized as fully as possible to determine the ability of the employee to satisfactorily fulfill the requirements of the position to which they were appointed. All employees appointed to positions in the Classified Service whose employment is intended to exceed four (4) months in a single calendar year shall be subject to a probationary period.

Definition 14: PROMOTION shall mean a change of the employment status of an employee from a position in one class to a position in another class having a higher maximum salary rate.

Definition 15: PROMOTIONAL EXAMINATION shall mean a qualifying examination which may be given to all applicants for appointment to a higher classified position in the Classified Service of the City, to determine their general qualification for service with respect to the particular position for which they are applying.

Definition 16: PROVISIONAL APPOINTMENT shall mean a non-competitive appointment of a person to a position in the Classified Service of the City made on a temporary basis pending the completion of a selection and appointment process.

Definition 17: RE-EMPLOYMENT shall mean the appointment of a person having been previously employed by the City to a position in the Classified Service of the City.

Definition 18: REGULAR FULL-TIME EMPLOYEE shall mean an employee who works more than thirty-two (32) hours per week for twelve (12) or more consecutive calendar months in any position classification included in the Classification Plan of the City.

Definition 19: REGULAR PART-TIME EMPLOYEE shall mean an employee who works thirty-two (32) hours or less per week and who is retained to work twelve (12) or more consecutive calendar months in any position classification included in the Classification Plan of the City.

- Definition 20: SALARIED EMPLOYEE shall be any employee receiving a salary as stipulated in the Pay Plan of the City of Dover for their particular position and pay step as compensation for their services rendered, irrespective of their regular hours of employment. Salaried employees are Fair Labor Standards Act exempt employees and are distinguished from hourly employees.
- Definition 21: SEASONAL OR TEMPORARY FULL-TIME EMPLOYEE shall mean an employee who works more than thirty-two (32) hours per week for less than twelve (12) consecutive calendar months in any position classification included in the Classification Plan of the City.
- Definition 22: SEASONAL OR TEMPORARY PART-TIME EMPLOYEE shall mean an employee who works thirty-two (32) hours or less per week for less than twelve (12) consecutive calendar months in any position classification included in the Classification Plan of the City.
- Definition 23: TRANSFER shall mean a change of the employment status of an employee from a position in one class to a position in another class having an equal maximum salary rate.

ARTICLE IV. IMPLEMENTATION AND ADMINISTRATION

- Section 1: Status of Present Employees: Any person holding a position of employment in the City's service, upon the adoption and subsequent amendment of these rules and regulations, shall assume the status of the position held, and shall be presumed to have been appointed in accordance with the rules and regulations contained herein.
- Section 2: Personnel Officer: The City Manager shall be the Personnel Officer of the City of Dover, except as he/she may delegate such duties to another specific individual. Further, the City Manager may delegate limited aspects of the personnel function to other officers, department heads, or agents of the City. Duties of the Personnel Officer shall include the administration of all rules and regulations contained herein.
- Section 3: Applicability: The Merit Plan rules and regulations apply to all employees in the Classified Service of the City except, however, certain parts of these rules and regulations shall be superseded by any conflicting provision contained within an agreement executed pursuant to State Statute between the City of Dover and an authorized employee bargaining unit whose wages, benefits and conditions of employment are embodied in such agreement.
- Section 4: Regulatory Compliance: The City Manager shall have the authority to establish Administrative Regulations and such other administrative policies and procedures consistent with the intent and purpose of the Merit Plan as may be necessary to ensure ongoing compliance with federal and/or state employment regulations. The City Manager shall notify the City Council of proposed changes and shall provide the City Council with a written copy of the regulations and policies by placing a copy in the City Clerk's office.

ARTICLE V. CLASSIFICATION PLAN

- Section 1: There shall be a Classification Plan for all positions of service in the City. For each class of positions within the City, this Plan shall establish a class title, a

statement of purpose and general duties, authority and responsibility thereof, and the qualifications necessary or desirable for the satisfactory performance of the duties of said class. Any changes shall be approved by the City Council pursuant to the procedure stated in the City Charter C7-2.

Section 2: In maintaining the Classification Plan, the Personnel Officer shall approve and allocate to its appropriate class each position to be included in the Classified Service. In making such allocations, the Personnel Officer shall administer and provide for the uniform and equitable application of the Classification Plan to all positions of service in the City.

Section 3: The class titles set forth in the Classification Plan shall be used to designate positions in the Classified Service of the City in all official records, vouchers and communications, and no person shall be appointed or employed in a position in the Classified Service under any class title which has not been first approved and allocated by the Personnel Officer. This requirement shall not exclude the use of statutory or working titles that may be used informally as appropriate or expedient.

ARTICLE VI. PAY PLAN

Section 1: The Personnel Officer shall be responsible for the development and maintenance of a uniform and equitable Pay Plan, which shall consist of minimum and maximum rates of pay for each class of position and such intermediate steps or increments as considered necessary and equitable. Any changes shall be approved by the City Council pursuant to the procedures stated in the City Charter C7-2.

Section 2: The Pay Plan shall be linked directly with the Classification Plan and shall be established and amended with due regard to ranges of pay for each class of positions; requisite qualifications for each class; prevailing rates of pay for comparable work in other private and public employment within the Dover area, or other comparable municipalities; cost of living factors; suggestions from department heads; other benefits received by employees; the financial condition of the City; and other economic considerations.

Section 3: The compensation of each employee shall be reviewed annually by the City Manager and/or each department head for the purpose of determining which employee shall receive a wage adjustment. Wage adjustments shall mean an increase in the rate of pay, which will result in a move to the next higher step or increment of the established wage scale for the particular position of employment. Said increases in rate of pay shall be made in conjunction with the employee's annual performance evaluation, and shall be awarded on the first day of the pay period immediately following July 1st of the fiscal year after completion of the respective performance evaluation.

Section 4: Wage increases shall be based upon merit. An annual performance appraisal shall be completed for each employee by their supervisor(s) relating generally to their work habits, performance, and other related factors. Employees found to be performing satisfactorily by their supervisor(s) shall be recommended for a wage adjustment to the next higher pay step or increment on an annual basis. The performance review shall be made in order that employees who perform

satisfactorily shall be rewarded, thus providing incentive for continued efficient work. All personnel records, including an annual performance evaluation, tardiness, and absences from work, and length of service to the City, shall be considered when making recommendations for wage adjustments.

- Section 5: All other pay increases received by employees shall be limited to salary adjustments or increases in the Pay Plan itself as a result of those adjustments considered necessary and equitable.

ARTICLE VII. RECRUITMENT AND APPOINTMENT

- Section 1: Equal Employment Opportunity: Individuals shall be selected for employment with the City from the best qualified persons applying for said employment without discrimination as to sex, age, race, color, national origin, creed, religion, political affiliations or any other non-merit based factors; preference being given to citizens of the City of Dover when all other qualifications are equal.
- Section 2: Recruitment: Within the limits of time during which a position must be filled, there shall be as wide a search for qualified candidates as is practical. The character of such search will vary from position to position, but normally shall include posting of notices of vacancy, advertising, and contact with State and other employment offices.
- Section 3: Selection: After completing all candidate evaluation procedures as the Appointing Authority may determine as relevant, necessary, and within the limits of the law, selection shall be made by the Appointing Authority from among those persons who have qualified for appointment.
- Section 4: Promotion: Present employees shall be given maximum opportunity for advancement in the service of the City. Present employees shall be given first consideration in filling a vacancy and shall be afforded training opportunities to qualify for promotion. It is recognized that from time to time, the good of the service may require that a vacancy be filled from outside the current service of the City. Pay increases associated with a promotion shall conform to language provided in the respective collective bargaining agreements. Absence of such language shall be at the discretion of the Personnel Officer.
- Section 5: Probation: The probationary period shall be regarded as an integral part of the appointment process and shall be utilized for closely observing an employee's work, ensuring the most effective adjustment of a new employee to their position, and for rejecting any employee whose performance does not meet the required work standards. All original and promotional appointments shall be for a probationary period of twelve (12) consecutive calendar months which may be extended by the Appointing Authority as may be required, but not for a period of more than four (4) additional consecutive months. At a minimum, each probationary employee shall receive a six (6) month performance evaluation. In cases of original employment with the City, during the probationary period, an employee may be dismissed at any time without the right of appeal or hearing in any manner. An employee dismissed during the probationary period from a position to which he/she was promoted, may be reinstated to the position from which he/she was promoted, unless such dismissal is the result of a disciplinary

action. Any employee may be placed on probation for a period not exceeding twelve (12) months for cause after having completed probation, in which case the employee may be dismissed at any time without the right of an appeal or hearing in any manner. The provisions of this section apply to employees appointed to fill regular full-time and part-time positions in the Classified Service of the City.

Section 6: Training: In order that employees may perform their work more efficiently and be able to qualify for positions of increasing difficulty and responsibility, the Personnel Officer shall develop and implement educational training programs whenever possible.

Section 7: Transfer: If an employee, possessing the qualifications necessary to fill a vacant position within the Classified Service of the City, wishes to be transferred from their present department to another department, they shall be afforded an opportunity to apply and be considered for the position.

ARTICLE VIII. SENIORITY AND LENGTH OF SERVICE AWARDS

Section 1: When an employee transfers from one department to another, or is promoted within the Classified Service of the City, the date of original employment with the City shall count as the starting date for purposes of calculating seniority as it applies to longevity awards, vacation leave and other benefits. Classification seniority shall apply from the date of appointment to the most current position. Classification seniority and/or department seniority shall be distinguished from overall longevity or employment with the City. Employees who leave the employ of the City for a period greater than twenty-four (24) consecutive hours, and who do not work at least one (1) normal work day by reason of their termination of employment with the City, shall be considered permanently severed from employment with the City. Should a former employee of the City return to the employ of the City in either their former department or another department within one (1) year from the date of termination, they shall be entitled to consideration for the purposes of longevity pay and vacation benefits only. In all other respects, the re-employment of a former employee shall be considered as a new employment subject to all rules and regulations for new employees as of the date of their most current appointment.

Section 2: Longevity awards paid to employees for length of service shall be calculated on an annual basis from the date of first employment by the City and continuous employment thereafter. Longevity awards shall be paid to each employee on an annual basis as follows:

Five (5) years up to Ten (10) years	\$400/yr
Ten (10) years up to Fifteen (15) years	\$800/yr
Fifteen (15) years up to Twenty (20) years	\$1,200/yr
Twenty (20) years up to Twenty Five (25) years	\$1,600/yr
Twenty Five (25) years and greater	\$2,000/yr

The provisions of this section shall apply only to regular full-time employees and on a pro rata basis to regular part-time employees.

ARTICLE IX. POLITICAL ACTIVITY

- Section 1: No person holding a position in the Classified Service of the City shall seek or accept election, nomination or take an active part in, or make a contribution or donation to any municipal campaign or serve as a member of a committee of such club or organization or seek signatures to any petition provided for by any law, or act as a worker at the polls or distribute badges or pamphlets, or handbills of any kind favoring or opposing any candidate for election or for nomination to a municipal office. Nothing in this ordinance shall be construed to prevent any such employee or officer from becoming or continuing to be a member of a political organization, or from attendance at a political meeting, or enjoying entire freedom from all interference in casting their vote. Any person who wishes to accept or seek election or appointment to municipal office shall resign from the City Service upon indicating such intention by formal declaration or other evidence of candidacy. Any violation of this rule shall be sufficient grounds for the discharge of any officer or employee determined guilty of such violation.
- Section 2: Solicitation of Contributions: No officer or employee in the City service shall directly or indirectly contribute, solicit or receive, or be in any manner concerned in contributing, soliciting, or receiving any assessment, subscription, contribution, whether voluntary or involuntary, for any municipal political purpose whatever.

ARTICLE X. HOURS OF EMPLOYMENT, ATTENDANCE AND LEAVE

- Section 1: The City Manager and/or department heads shall establish hours of employment and work schedules of employees with due consideration for the varying requirements of the different City operations. Whenever possible, hours of employment for employees in the same class of the same work shall be uniform. The City Manager and/or department heads may, for temporary periods, change the work schedule to accommodate business needs.
- Section 2: Holidays: The following paid holidays shall be provided for employees by the City of Dover:
- | | |
|------------------------|--------------------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Day | Columbus Day/Indigenous People's Day |
| Washington's Birthday | Veterans' Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Day after Thanksgiving |
| Christmas Day | |
- When a holiday falls on a Sunday, the following Monday shall be declared a holiday for City Employees. When a holiday falls on a Saturday, the preceding Friday shall be declared a holiday. The provisions of this section shall apply to regular full-time employees and on a pro rata basis to regular part-time employees.
- Section 3: Annual Leave: Annual leave shall be afforded to regular full-time employees and on a pro rata basis to regular part-time employees. Annual leave shall

accrue from the date of original hire. An Employee may take annual leave only after the end of the probationary period. If an employee is terminated from employment with the City for any reason during the probationary period, no payment of annual leave will be made by the City. The posting of accrued leave shall occur each pay period in hourly units based on the employee's normal work day, or as otherwise prescribed by the City Manager. Normal work day shall be based on the number of hours usually assigned to an employee. This shall exclude overtime, call-ins or other unusual work assignments. For employees who work varying number of hours per day, the average hours per day over the pay cycle may be used as their normal work day. Accrued annual leave may not exceed three hundred (300) hours at any given time, excepting when upon application by an employee, the City Manager shall have granted an exception to this limitation. Any Annual leave to be taken shall be taken at the discretion of the employee's department head, and for department heads shall be taken at the discretion of the City Manager. The taking of annual leave will not be unreasonably denied. Accrual rates and other provisions related to the application for and usage of annual leave are as specified in the appropriate collective bargaining agreements or as may be prescribed by the City Manager for each class of position in the Classified Service. Employees maintaining a minimum of eighty (80) hours of accrued vacation shall be eligible to receive cash payment(s) to "buy-down" a portion of such accruals in an amount not to exceed the value of one hundred and eighty (180) vacation hours per fiscal year. To receive an accrual "buy-down" payment(s), a member will be required to complete and submit an accrual buy-down election form during the annual Benefit Open Enrollment process, or through payroll. Payment for the eligible weekly "buy-down" shall be made to the member weekly during the corresponding benefit plan year. Payment for the eligible lump sum "buy-down" shall be made to the member during the corresponding payroll week immediately following submittal of the election form. Any vacation buy-down payment made to a member shall be calculated based upon the member's base hourly rate in effect the first full pay period immediately following July 1 of the corresponding benefit plan year with vacation accruals awarded at 100%. The minimum and maximum hour limitations and application time periods specified herein may be waived solely at the discretion of the City Manager upon written request by the member.

Section 4: Personal Illness and Disability Leave: Personal illness and disability leave shall be afforded to regular full-time employees and on a pro rata basis to regular part-time employees. An employee must work twenty (20) or more hours per week to be eligible for disability leave. Personal illness and disability leave shall be considered a matter of grace and not a privilege and shall be allowed only in case of necessity and actual sickness, or disability of the employee. Employees who find it necessary to meet dental or doctor appointments or other illness prevention measures, including maternity and instances of mental health necessity, may also utilize personal illness leave time for such purposes, excepting when prior written City Manager and/or department head approval has been obtained, in which case no personal illness leave shall be charged. Personal illness leave, at the discretion of the City Manager and/or department head, may be granted in the instance of illness of a member of the employee's immediate family. At the discretion of the department head, a doctor's certificate may be required for absences due to illness or disability in excess of three (3) days. If the department head has a reasonable basis to believe or suspect an employee has abused personal illness leave privileges, they may require a doctor's certificate for an illness of less than three (3) days. Proof of

illness or disability may be required at any time by the City Manager, department head or division head. Abuse of personal illness and disability leave privileges may be cause of dismissal. Personal illness and disability leave shall be recorded regularly in the personnel records and the Personnel Officer shall review all illness and disability related leave records periodically and shall investigate any cases which indicate abuse of the privilege. Accrual rates and other provisions related to the application for and usage of personal illness and disability leave are as specified in the appropriate collective bargaining agreements or as may be prescribed by the City Manager for each class of position in the Classified Service.

Section 5: Injury Leave: All employees of the City who become injured while in the performance of their duties shall receive their regular salary while on injury leave, provided, however, that those who are covered by Workers' Compensation shall receive only the difference between Workers' Compensation and their regular rate of pay, by the City, for the first ninety (90) calendar day period of said job connected injury. The first ninety (90) calendar day period shall commence upon the first day the employee is out of work due to the job connected injury, but not including the day of the injury. At the expiration of the first ninety (90) day period, the employee shall receive the difference between Workers' Compensation and the employee's regular salary chargeable to their accrued annual and/or personal illness leave. Additionally, after expiration of the first ninety (90) day calendar period, the City Manager and/or department head may order a complete physical and/or mental examination of said employee by two registered physicians. If the report of their examination establishes the injury as one that permanently incapacitates said employee, application shall be made for retirement by the employee under the provisions of the New Hampshire Retirement Law. The commencement of payments under the New Hampshire Law shall end the Employer's obligation of payment on annual and/or accumulated personal illness leave and/or Workers' Compensation payments. Further, if it is determined by two registered physicians selected by the department head immediately after the employee is injured that said employee will not be able to return to their regular duties at any time in the future, the Employer shall not be obligated to pay the difference between Workers' Compensation and the employee's regular salary for the first ninety (90) calendar days of injury in compliance with this section. There will be a free exchange of medical data and reports during the period of incapacity and while such determinations are being made, and to facilitate such exchange, an incapacitated employee shall execute medical authorization directing their physician to release reports concerning the medical condition of the employee. Copies of such reports shall be provided to the employee.

Section 6: Emergency Leave: Emergency leave may be granted by the City Manager without loss of pay for emergency purposes, which shall include: critical illness or death in the immediate family; if an employee is subpoenaed to appear before a court, public body or commission; and such other situations considered meritorious by the City Manager who shall certify allowance or disallowance of the emergency leave sought. Emergency leave shall be supplementary to, and not in restriction of, personal illness leave, annual leave or other eligible leave

authorizations as herein provided. For the purpose of this section, immediate family shall be considered as spouse, children of either the member or spouse; mother, father, brother or sister of either the employee or spouse; grandchildren or grandparents of either the employee or spouse; or person residing in the same household, providing said person is not solely related to the member as a commercial tenant.

- Section 7: Military Leave: Any employee who is a member of the National Guard or Military Reserves, and is required to undergo field training therein, shall be entitled to a leave of absence with pay for the period of such training, but not to exceed two (2) weeks in any one year, and any such leave shall not affect the member's annual vacation leave. The amount of compensation paid to such employee for such leave of absence shall be the difference between the employee's compensation for military activities as shown by a satisfactory statement by military authorities giving the employee's rank, base pay and the amount of the employee's regular weekly pay. If the employee's base pay for military service is equal to or greater than the pay due as a City employee for the period covered by such military leave, then no payment shall be made.
- Section 8: Other Leave: The City may grant other leaves of absence for employees with or without pay and/or benefits and/or service credit at the discretion of the City Manager.
- Section 9: Care of Newborn Child (CNC): Each employee will be eligible for a leave of absence for care of a newborn child for a period of up to ninety (90) calendar days at any time within twelve (12) months from the date of birth inclusive of any period of disability, if applicable, associated with delivery. CNC Leave will be without pay, subject to any disability payments due but with full service credit and benefits. An employee may apply to the City Manager for an extension of CNC prior to expiration of the initial ninety (90) calendar days leave provided that: a) the employee will exhaust all vacation time prior to the start of any extended leave; and b) the request is substantiated by evidence that the child has a certified medical condition requiring extended parental attention and/or the operating needs of the City permit an extension of the leave; and c) that the total period of the initial CNC, vacation and the extended leave will not exceed 120 days from date of birth inclusive of any period of disability, if applicable, associated with delivery. Upon completion of the CNC leave, the employee shall return to work or be subject to disciplinary action. Upon completion of the CNC leave, the employee shall be reinstated to their position prior to their leave or other comparable position, except that in the event of a force reduction or reorganization, such employee will be treated in accordance with the layoff provisions contained herein. An employee on leave for CNC shall not be eligible to collect unemployment compensation. In the event a member applies for unemployment compensation during the period of CNC leave, he/she will be considered as having resigned. Nothing above will preclude a member from taking such leave by utilization of previously accrued and grandfathered personal illness leave and/or annual leave.
- Section 10: Jury Duty: An Employee called as a juror will be paid the difference between the fee received for such service and the amount of straight-time earnings lost by reason of such service. Satisfactory evidence of such service must be

submitted to the employee's immediate supervisor. Employees who are called to jury duty and are excused from jury duty for a day(s) shall report to their regular work assignment as soon as possible after being excused.

Section 11: Storm Days: When due to weather conditions, the City Manager determines that City services will be curtailed and/or limited, the affected employees so notified shall not be required to report to work, or employees who have reported for work shall be relieved without loss of pay. When an employee is unable to report to work due to weather conditions, and the City Manager has not curtailed and/or limited City services in accordance with the preceding paragraph, the employee may draw from their annual leave time or take a personal day as provided for above in this Article. Employees who are not working due to other leaves of absence, injuries, or choice, shall not be compensated for storm days. All other personnel will receive pay on an hour for hour basis. The provisions of this Article shall apply to regular full-time and seasonal/temporary full-time employees, and on a pro rata basis to regular part-time and seasonal/temporary part-time employees.

ARTICLE XI. RETIREMENT AND OTHER BENEFITS

Section 1: The Personnel Officer shall take the steps necessary to provide employees in the Classified Service of the City with membership in the State of New Hampshire Retirement System.

Section 2: All regular full-time and regular part-time employees shall be eligible for participation in the City's health, dental and life insurance programs and other benefit offerings. Provisions related to types of coverage, eligibility and premium contributions are as specified in the appropriate collective bargaining agreements or as may be prescribed herein for each class of position in the Classified Service.

Section 3: All employees of the City shall be subject to the benefits of Workers' Compensation regardless of their status in the City's service; whether an employee is considered regular, seasonal or temporary or full-time or part-time.

ARTICLE XII. SEPARATIONS AND DEMOTIONS

Section 1: Demotions: The City Manager and/or a department head may reduce the wage rate of an employee within the range provided in the Pay Plan, or demote an employee for cause. A written statement for the reasons for any such action shall be filed with the Personnel Officer and a copy shall be filed in the employee's personnel folder. No disciplinary demotion shall be made to a lower class of position if such action would cause an employee in the lower class to be laid off as a result of such action.

Section 2: Layoffs: The City Manager and/or a department head may lay off an employee in the Classified Service of the City by reason of shortage of work and/or funds, abolition of the position(s), other material changes in the organization, or for other reasons beyond the employee's control and which do not reflect discredit upon the service of an employee. No employee shall be laid off while another person in the same class in the department is employed on a probationary or

temporary basis. Layoff of employees shall be made in inverse order of employment in the class and department involved. The City Manager and/or a department head shall give written notice to the employee of any proposed layoff and reasons therefore, two weeks before the effective date of the action. A copy of such notice shall be filed with the Personnel Officer.

Section 3: Disciplinary Action: The City Manager, department head, or designated supervisory person may reprimand, orally or in writing; suspend, with or without pay; demote or dismiss an employee due to inefficiency, incompetence, misconduct, negligence, insubordination, or other sufficient cause. All disciplinary action shall be handled in a fair manner and shall be consistent with the infractions for which the disciplinary action is being taken. All suspensions and discharges must be stated in writing and the reasons shall be communicated to the employee at the time of the suspension or discharge. Disciplinary actions will normally be taken in the following order:

- a) A documented Verbal Warning or supervisory counseling
- b) Written Warning
- c) Suspension With or Without Pay
- d) Demotion or Discharge

Notwithstanding the above, however, the above sequence need not be followed if an infraction is sufficiently severe to merit immediate suspension or discharge.

Section 4: Resignations: The resignation of an employee, once submitted, shall be deemed to have been accepted by the City and shall not be subject to the grievance procedure afforded herein.

ARTICLE XIII: GRIEVANCE PROCEDURE

A grievance shall be defined as an alleged violation, misinterpretation of and/or misapplication of the provisions of this Merit Plan with respect to one or more City employees covered by the rules and regulations contained herein. Grievances regarding the terms and conditions of this Merit Plan shall be processed in the following manner:

Step #1: Any grievance shall be filed by the employee, in writing, within ten (10) calendar days from the date of the occurrence of the violation. Such filing shall be made to the department head and shall contain an abbreviated statement as to the nature of the grievance and shall state specifically the areas which the employee, or a designated representative, feels have been violated. The employee shall be required to sign the original grievance filed with the department head. Within ten (10) calendar days of receipt of the grievance, the department head shall conduct an informal inquiry concerning the grievance and render a decision, in writing, by no later than the close of the normal business day of the tenth day. The time requirements under this step may be extended by mutual consent of the department head and the employee and/or the designated representative.

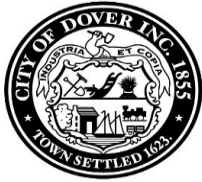
Step #2: If the aggrieved employee is not satisfied with the decision of the department head, or if no decision has been rendered within the ten (10) calendar day period as defined above, said employee may appeal their grievance, in writing, to the Personnel Officer within ten (10) calendar days of the receipt of the department

head's decision, or that date upon which such decision should have been rendered, provided however, that the aggrieved employee sets forth the specific reasons for such appeal and the terms and conditions of this plan and the specific areas which the employee feels have been violated. The Personnel Officer or a designated representative, shall hold an administrative hearing concerning the grievance within ten (10) calendar days of receipt of the aggrieved employee's appeal. The Personnel Officer or designated representative shall decide the grievance based upon the information supplied and any further information that he/she may request during or subsequent to the hearing. The Personnel Officer or designated representative shall render a decision, in writing, within ten (10) calendar days from the close of the hearing, said procedure to take not more than thirty (30) calendar days from receipt of the original grievance by the Personnel Officer. The time limitations under Step #2 may be extended by mutual consent of the Personnel Officer and the aggrieved Employee, or their designated representative.

Step #3: If the decision of the Personnel Officer, or the designated representative, is found to be unsatisfactory, or if no decision has been rendered during the time period specified above, said employee may within ten (10) calendar days appeal, in writing, the decision of the Personnel Officer setting forth an abbreviated statement as to why said decision has been found unsatisfactory and those specific areas which have been violated to the Personnel Advisory Board. The Personnel Advisory Board shall conduct their first hearing session regarding the grievance within fifteen (15) calendar days from the date of its receipt, and shall render their decision, in writing, within fifteen (15) calendar days from the close of their final hearing date. The written report, which shall be advisory only in nature, containing the Personnel Advisory Board's findings and recommendation, shall be issued to the City Manager. The Personnel Advisory Board shall have no power to reinstate and employee unless it finds, after investigation, that the action was taken against the employee for discrimination as to sex, age, race, color, national origin, creed, religion, or political affiliations or other non-merit based factor. The City Manager, after consideration of said report and other pertaining information, shall file a written statement of their decision within ten (10) calendar days, and such decision shall be final.

ARTICLE XIV: SEPARABILITY

If any portion of these rules and regulations, or the application thereof, to any person or circumstance, should be held invalid or unenforceable, the remainder these rules and regulations shall remain in full force and effect.



FY2025 Wage Schedule

City of Dover, NH

Grade/Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
D01	\$10.70	\$11.03	\$11.36	\$11.71	\$12.04	\$12.36	\$12.70	\$13.04	\$13.37	\$13.71	\$14.04	\$14.38	\$14.72	\$15.05	\$15.50
D02	\$11.48	\$11.84	\$12.19	\$12.55	\$12.91	\$13.27	\$13.62	\$13.99	\$14.35	\$14.71	\$15.06	\$15.42	\$15.78	\$16.13	\$16.61
D03	\$12.34	\$12.72	\$13.10	\$13.47	\$13.86	\$14.23	\$14.62	\$15.01	\$15.39	\$15.77	\$16.14	\$16.52	\$16.90	\$17.29	\$17.82
D04	\$13.27	\$13.69	\$14.10	\$14.50	\$14.92	\$15.33	\$15.76	\$16.17	\$16.57	\$17.00	\$17.40	\$17.82	\$18.22	\$18.64	\$19.21
D05	\$14.27	\$14.73	\$15.17	\$15.60	\$16.06	\$16.51	\$16.97	\$17.40	\$17.85	\$18.30	\$18.75	\$19.19	\$19.64	\$20.08	\$20.68
D06	\$15.33	\$15.82	\$16.30	\$16.78	\$17.27	\$17.75	\$18.21	\$18.71	\$19.18	\$19.66	\$20.14	\$20.63	\$21.10	\$21.58	\$22.24
D07	\$16.49	\$17.01	\$17.51	\$18.04	\$18.54	\$19.07	\$19.58	\$20.08	\$20.60	\$21.11	\$21.62	\$22.14	\$22.65	\$23.17	\$23.87
D08	\$17.72	\$18.27	\$18.82	\$19.36	\$19.92	\$20.45	\$21.01	\$21.55	\$22.10	\$22.64	\$23.20	\$23.74	\$24.30	\$24.85	\$25.59
D09	\$19.07	\$19.65	\$20.25	\$20.83	\$21.43	\$22.03	\$22.61	\$23.21	\$23.80	\$24.39	\$24.99	\$25.57	\$26.18	\$26.75	\$27.56
D10	\$20.47	\$21.11	\$21.76	\$22.39	\$23.03	\$23.66	\$24.31	\$24.94	\$25.57	\$26.22	\$26.86	\$27.49	\$28.13	\$28.76	\$29.63
D11	\$22.03	\$22.69	\$23.38	\$24.07	\$24.75	\$25.43	\$26.11	\$26.79	\$27.48	\$28.16	\$28.85	\$29.52	\$30.21	\$30.89	\$31.82
D12	\$23.67	\$24.41	\$25.15	\$25.90	\$26.62	\$27.36	\$28.10	\$28.85	\$29.58	\$30.31	\$31.05	\$31.79	\$32.53	\$33.27	\$34.27
D13	\$25.45	\$26.25	\$27.04	\$27.84	\$28.62	\$29.42	\$30.22	\$31.01	\$31.80	\$32.59	\$33.39	\$34.18	\$34.98	\$35.77	\$36.85
D14	\$27.35	\$28.20	\$29.06	\$29.91	\$30.75	\$31.59	\$32.46	\$33.30	\$34.15	\$35.00	\$35.86	\$36.70	\$37.54	\$38.40	\$39.56
D15	\$29.40	\$30.32	\$31.24	\$32.16	\$33.08	\$33.99	\$34.91	\$35.82	\$36.74	\$37.66	\$38.57	\$39.49	\$40.41	\$41.33	\$42.58
D16	\$31.60	\$32.59	\$33.58	\$34.56	\$35.54	\$36.53	\$37.51	\$38.50	\$39.48	\$40.46	\$41.45	\$42.44	\$43.41	\$44.40	\$45.74
D17	\$33.98	\$35.05	\$36.12	\$37.17	\$38.23	\$39.29	\$40.36	\$41.42	\$42.48	\$43.54	\$44.61	\$45.66	\$46.72	\$47.78	\$49.23
D18	\$36.53	\$37.67	\$38.81	\$39.96	\$41.09	\$42.23	\$43.37	\$44.50	\$45.65	\$46.78	\$47.94	\$49.08	\$50.22	\$51.36	\$52.91
D19	\$39.27	\$40.48	\$41.71	\$42.93	\$44.14	\$45.37	\$46.58	\$47.79	\$49.02	\$50.24	\$51.45	\$52.67	\$53.89	\$55.12	\$56.78
D20	\$42.22	\$43.54	\$44.85	\$46.18	\$47.49	\$48.81	\$50.13	\$51.45	\$52.78	\$54.10	\$55.42	\$56.73	\$58.05	\$59.37	\$61.17
D21	\$45.39	\$46.78	\$48.21	\$49.61	\$51.02	\$52.43	\$53.83	\$55.24	\$56.65	\$58.06	\$59.47	\$60.88	\$62.28	\$63.70	\$65.62
D22	\$48.79	\$50.32	\$51.83	\$53.35	\$54.87	\$56.40	\$57.92	\$59.44	\$60.95	\$62.48	\$64.00	\$65.51	\$67.03	\$68.55	\$70.62
D23	\$52.46	\$54.08	\$55.71	\$57.34	\$58.97	\$60.61	\$62.24	\$63.87	\$65.50	\$67.13	\$68.77	\$70.40	\$72.03	\$73.67	\$75.89
D24	\$56.38	\$58.14	\$59.89	\$61.66	\$63.40	\$65.16	\$66.92	\$68.68	\$70.42	\$72.18	\$73.94	\$75.69	\$77.45	\$79.20	\$81.60
D25	\$60.33	\$62.21	\$64.08	\$65.98	\$67.84	\$69.72	\$71.60	\$73.49	\$75.35	\$77.23	\$79.12	\$80.99	\$82.87	\$84.74	\$87.31
D26	\$64.55	\$66.56	\$68.57	\$70.59	\$72.59	\$74.60	\$76.62	\$78.63	\$80.62	\$82.64	\$84.65	\$86.66	\$88.67	\$90.68	\$93.42



FY2025 Dover Classification Plan

Classification Title	Pay Plan Grade	Union
ACCOUNT CLERK I	D07	DMEA
ACCOUNT CLERK II	D09	DMEA
ACCOUNTANT I	D13	DMEA
ACCOUNTANT II	D20	DMEA
ADMINISTRATIVE ASSISTANT	D14	non-union
ADMINISTRATIVE MANAGER	D15	non-union
ANIMAL CONTROL OFFICER	D12	DPA
AQUATIC FACILITY MANAGER	D16	DPEA
ARENA FACILITY MANAGER	D17	DPEA
ARENA PROGRAM - MARKETING SUPERVISOR	D16	DPEA
ASSISTANT CITY ENGINEER	D18	DPEA
ASSISTANT CITY MANAGER	D23	non-union
ASSISTANT CITY PLANNER	D17	DMEA
ASSISTANT FIRE MECHANIC	D13	non-union
ASSISTANT LIBRARY DIRECTOR	D19	DMEA
ASSISTANT REC DIRECTOR	D18	DPEA
ASSISTANT TAX ASSESSOR	D17	DMEA
BOOKKEEPER	D12	DMEA
BUILDING INSPECTOR	D15	DMEA
BUILDING MAINTENANCE MECHANIC	D08	DMEA
BUILDING OFFICIAL	D19	DMEA
BUSINESS DEVELOPMENT MANAGER	D19	non-union
BUSINESS DEVELOPMENT SPECIALIST	D14	non-union
CITY ATTORNEY	D26	non-union
CITY CLERK-TAX COLLECTOR	D21	non-union
CITY ENGINEER	D21	DPEA
CITY PLANNER	D19	DMEA
CITY TAX ASSESSOR	D18	DMEA
CITY TREASURER	D18	non-union
CLERK TYPIST I	D06	DMEA
CLERK TYPIST II	D08	DMEA
CUSTODIAN	D07	DMEA
DEPUTY CITY ATTORNEY	D21	non-union
DEPUTY CITY CLERK	D12	DMEA
DEPUTY CITY MANAGER	D25	non-union
DEPUTY COMMUNITY SERVICES DIRECTOR	D21	non-union
DEPUTY FINANCE DIRECTOR	D22	non-union
DEPUTY INFORMATION TECHNOLOGY DIRECTOR	D22	non-union
DEPUTY PARKING MANAGER	D12	DPAAll
DEPUTY TAX COLLECTOR	D12	DMEA
DIRECTOR OF COMMUNITY SERVICES	D25	non-union
DIRECTOR OF FINANCE	D25	non-union
DIRECTOR OF HUMAN RESOURCES	D22	non-union
DIRECTOR OF INFORMATION TECHNOLOGY	D25	non-union
DIRECTOR OF MEDIA SERVICES	D22	non-union
DIRECTOR OF PLANNING & CDBG	D22	non-union
DIRECTOR OF PUBLIC LIBRARY	D21	non-union
DIRECTOR OF PUBLIC WELFARE	D19	non-union
DIRECTOR OF RECREATION	D21	non-union
ELECTRICAL INSPECTOR	D15	DMEA
ENGINEERING TECHNICIAN	D15	DPEA
ENVIRONMENTAL PROJECTS MANAGER	D19	DPEA
EXECUTIVE ASSISTANT TO CITY MANAGER	D17	non-union
EXECUTIVE SECRETARY	D13	non-union
EXECUTIVE SECRETARY TO PROSECUTOR	D13	DPAAll
EXECUTIVE SECRETARY TO POLICE CHIEF	D13	DPAAll
FIRE - RESCUE CHIEF	D24	non-union
FIRE ASSISTANT CHIEF	D20	DPFOA
FIRE CAPTAIN	D18	DPFOA
FIRE DEPUTY CHIEF	D21	DPFOA
FIRE DIVISION CHIEF	D19	DPFOA
FIRE LIEUTENANT	D17	DPFOA



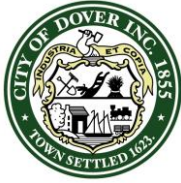
FY2025 Dover Classification Plan

Classification Title	Pay Plan Grade	Union
FIRE MECHANIC	D19	non-union
FIREFIGHTER-AEMT	D13	IAFF
FIREFIGHTER-EMT	D12	IAFF
FIREFIGHTER-PARAMEDIC	D15	IAFF
FIRE-LIFE SAFETY INSPECTOR	D15	DMEA
FLEET SUPERVISOR	D18	DPEA
FIRE/HEALTH INSPECTOR	D15	DMEA
HEAVY EQUIPMENT MECHANIC	D13	AFSCME
HEAVY EQUIPMENT OPERATOR I	D12	AFSCME
HEAVY EQUIPMENT OPERATOR II	D13	AFSCME
HUMAN RESOURCES ASSISTANT	D16	non-union
INFORMATION TECHNOLOGY ADMINISTRATOR	D16	non-union
INFORMATION TECHNOLOGY TECHNICIAN	D13	non-union
INVENTORY COORDINATOR	D12	AFSCME
LABORER	D09	AFSCME
LIBRARIAN I	D13	DMEA
LIBRARIAN II	D15	DMEA
LIBRARY ASSISTANT I	D08	DMEA
LIBRARY ASSISTANT II	D10	DMEA
LIBRARY PAGE	D03	DMEA
MAINTENANCE MECHANIC III	D15	DPEA
MAINTENANCE SPECIALIST	D11	AFSCME
MANAGEMENT ANALYST	D13	non-union
OFFICE MANAGER	D12	DMEA
OFFICE SUPPORT ASSISTANT	D06	non-union
PARKING ENFORCEMENT OFFICER	D09	DPA
PARKING MANAGER	D17	DPAAII
PAYROLL & BENEFITS ADMINISTRATOR	D12	DMEA
PERSONNEL ASSISTANT	D12	DPAAII
PLANT&PUMP STATION SUPERVISOR	D17	DPEA
PLUMBING INSPECTOR	D15	DMEA
POLICE CAPTAIN	D21	DPAAII
POLICE CHIEF	D25	non-union
POLICE COMMUNICATIONS SUPERVISOR	D16	DPAAII
POLICE CUSTODIAN	D07	DPA
POLICE DEPUTY COMMUNICATIONS SUPERVISOR	D15	DPAAII
POLICE DISPATCHER I	D11	DPA
POLICE DISPATCHER II	D13	DPA
POLICE LIEUTENANT	D19	DPAAII
POLICE OFFICER I	D14	DPA
POLICE OFFICER II	D16	DPA
POLICE PREVENTION COORDINATOR	D17	DPAAII
POLICE PREVENTION PROGRAMMER	D12	DPA
POLICE PROSECUTOR	D19	DPAAII
POLICE RECORDS SUPERVISOR	D15	DPAAII
POLICE SECRETARY I	D09	DPA
POLICE SECRETARY II	D10	DPA
POLICE SERGEANT	D18	DPAAII
POLICE SOCIAL WORK UNIT SUPERVISOR	D17	DPAAII
POLICE SOCIAL WORKER	D15	DPA
POLICE SYSTEMS IT TECHNICIAN	D13	DPAAII
POLICE VICTIM-WITNESS ADVOCATE	D15	DPA
PROJECT MANAGER	D19	DPEA
PUBLIC WELFARE TECHNICIAN I	D13	DMEA
PUBLIC WELFARE TECHNICIAN II	D14	DMEA
PUBLIC WELFARE TECHNICIAN III	D15	DMEA
PUBLIC WORKS SUPERVISOR	D17	DPEA
PUMP STATION OPERATOR I	D11	AFSCME
PUMP STATION OPERATOR II	D13	AFSCME
PUMP STATION OPERATOR III	D15	DPEA
PURCHASING AGENT	D19	DMEA
RECREATION PROGRAM ASSOCIATE I	D04	non-union



FY2025 Dover Classification Plan

Classification Title	Pay Plan Grade	Union
RECREATION PROGRAM ASSOCIATE II	D05	non-union
RECREATION PROGRAM ASSOCIATE III	D06	non-union
RECREATION PROGRAM SPECIALIST I	D07	non-union
RECREATION PROGRAM SPECIALIST II	D08	non-union
RECREATION PROGRAM SPECIALIST III	D09	non-union
RECREATION PROGRAM SPECIALIST IV	D10	non-union
RECREATION PROGRAM SUPERVISOR	D13	DPEA
SEASONAL MAINTENANCE WORKER I	D05	non-union
SEASONAL MAINTENANCE WORKER II	D06	non-union
SEASONAL MAINTENANCE WORKER III	D07	non-union
SECRETARY I	D09	DMEA
SECRETARY II	D10	DMEA
SOLID WASTE ASSISTANT	D12	AFSCME
SOLID WASTE COORDINATOR	D17	DPEA
SUPERINTENDENT OF FACILITIES, GROUNDS & CEMETERIES	D20	DPEA
SUPERINTENDENT OF PUBLIC WORKS	D20	DPEA
SUPERINTENDENT OF UTILITIES	D20	DPEA
TAX ASSESSING DATA TECHNICIAN	D11	DMEA
TEEN CENTER COUNSELOR	D17	DPA
TELEVISION BROADCAST OPERATOR	D01	non-union
TRUCK DRIVER	D10	AFSCME
UTILITIES SYSTEM SUPERVISOR	D17	DPEA
WORKING FOREMAN	D16	DPEA
WWTP LAB TECHNICIAN	D13	DPEA
WWTP LAB/INDUSTRIAL PRETREATMENT COORDINATOR	D16	DPEA
WWTP SUPERVISOR	D19	DPEA
WWTP/ WTP OPERATOR I	D14	AFSCME
WWTP/WTP CHIEF OPERATOR	D17	DPEA
WWTP/WTP OPERATOR II	D16	AFSCME



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:13.A.4

Resolution Number: **R – 2024.07.24 - 126**

Resolution Re: Fiscal Year 2025 Specialized Municipal Legal Services

- WHEREAS: A sealed request for proposal #B22077 was requested and received for “As Needed” Specialized Municipal Legal Services on June 7, 2022 at 2:30 p.m.; and
- WHEREAS: Four (4) vendors responded with varying amounts of prior experience with the City, a wide spectrum of experience in municipal related legal issues, and varying rate structures for services rendered as needed. Rates are to hold for two (2) years unless otherwise noted beginning July 1, 2022; and
- WHEREAS: The vendors submitting proposal and deemed most advantageous to the City were:
- | | |
|----------------------------------|----------------|
| Sheehan Phinney Bass & Green, PA | Manchester, NH |
| Devine, Millimet & Branch, PA | Manchester, NH |
| Mitchell Municipal Group, PA | Laconia, NH |
| Drummond Woodsum & McMahon | Manchester, NH |
- WHEREAS: On June 22, 2022, the City Council approved R-2022.06.22-127 for Specialized Municipal Legal Services for fiscal year 2023 consistent with the bid results noted above; and
- WHEREAS: There are existing; ongoing legal matters that one firm, Sheehan Phinney Base & Green PA, are providing to the City. Therefore, the City requests to extend the agreement with Sheehan Phinney Bass & Green, PA for a one additional year to provide such services.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to Sheehan Phinney Bass & Green, PA for as needed specialized municipal legal services at rates provided in conjunction with Bid #B22077. 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.4334.xxxxx.xx	Legal Services	110,000.00	82,000.00

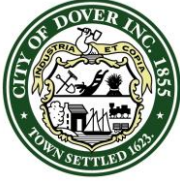
AUTHORIZATION

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 Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:13.A.4

Resolution Number: **R – 2024.07.24 - 126**

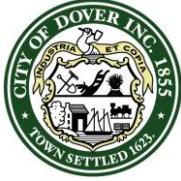
Resolution Re: Fiscal Year 2025 Specialized Municipal Legal Services

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.4

Resolution Number: **R – 2024.07.24 - 126**

Resolution Re: Fiscal Year 2025 Specialized Municipal Legal Services

RESOLUTION BACKGROUND MATERIAL:

Day-to-day legal matters impacting and or involving the City are managed by the City Attorney. Historically, the City has utilized outside specialized legal services in the areas of Environmental Law, and Labor and Employment law. In addition, limited use of outside legal services occurs in general municipal law involving matters for which the City Attorney has a conflict of interest or in matters of importance requiring a second opinion or additional assistance.

Sheehan Phinney Bass & Green, PA has been handling three ongoing matters for the City.

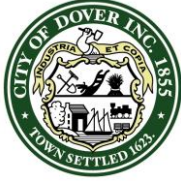
Award Information:

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 emailed:	35	Number of Responses:	4
Warranty:	N/A	Terms:	Net 30
Work Bonded:	No	Contract:	Yes
Prices will hold for:	6/30/2025	Estimated Delivery:	As needed
Recommended Award to:	Firm as outlined in this resolution to be used on an as-needed basis.	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.

[B22077 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:13.A.5

Resolution Number: **R – 2024.07.24 - 127**

Resolution Re: Professional Support Services for (SCADA) Supervisory Control and Data Acquisition - Woodard & Curran

WHEREAS: The City of Dover Community Services Department retained Woodard & Curran for (SCADA) Supervisory Control and Data Acquisition emergency support services; or for periodic control system maintenance on “as Requested” basis; and

WHEREAS: The City of Dover and Woodard & Curran have successfully engaged SCADA design, installation and upgrades since 1998 when the sealed Request for Proposal was released and awarded to Woodard & Curran. The City continues to require expert advice and services on matters involving the SCADA which can be procured in the form of support services from an outside consultant; and

WHEREAS: The “as requested” support services were approved by City Council per adopted resolution [R-2022.08.24-181](#) and the City would like to continue to use Woodard & Curran for various “as requested” consulting services with rates ranging from \$94 - \$276.00 per hour depending on staff type and service for fiscal year 2025; and

WHEREAS: Per 5-28.B, Competitive Bidding Purchase; Waiver: Competitive bidding may be waived by a majority vote of the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The Purchasing Agent is hereby authorized to issue a Purchase Order to Woodard & Curran of Portland, ME for support services at hourly rates outlined in this resolution. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
5300.1.300.43320.4341.00000	CS - Sewer - Technical Services	243,080.00	237,676.26
5300.1.300.43320.4339.00000.00	CS - Water - Consulting Services	10,000.00	10,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

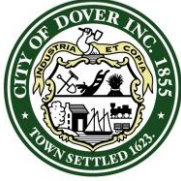
Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

Document Created by: Purchasing	R-2024.07.24 Professional Support Services For SCADA
Document Posted on: July 19, 2024	Supervisory Control and Data Acquisition System
	Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:13.A.5

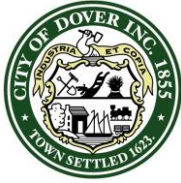
Resolution Number: **R – 2024.07.24 - 127**
Resolution Re: Professional Support Services for (SCADA) Supervisory
Control and Data Acquisition - Woodard & Curran

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.A.5

Resolution Number: **R – 2024.07.24 - 127**
Resolution Re: Professional Support Services for (SCADA) Supervisory Control and Data Acquisition - Woodard & Curran

RESOLUTION BACKGROUND MATERIAL:

The City of Dover relies on a computer-based supervisory control and data acquisition (SCADA) system to monitor, regulate and control its drinking water and sanitary sewer systems. SCADA allows for real-time monitoring of all operational parameters, and can be used for remotely controlling pumps, setpoints, and other critical operating parameters. SCADA capability eliminated the need for critical facilities to be staffed on a 24/7 basis.

Woodard & Curran (W&C) was the original outside consulting firm that guided the implementation and development of a SCADA system for the City's water and sewer systems. This dates back to 1998. W&C stayed engaged over the years, helping the City with subsequent improvements and upgrades. W&C last provided SCADA system as-built drawings and line diagrams in 2005, with updates in 2008. W&C has detailed institutional knowledge of the SCADA system architecture and function.

The City had retained an in-house SCADA administrator to help oversee the systems and provide for immediate emergency support services if any issues arose. However, that position is now vacant creating a need to rely on outside consultants to provide critical emergency support services. While our water and sewer operators can respond to any alarm conditions, there is highly technical specialized computer programming skills required to trouble-shoot and diagnose some of the computer systems. This support expertise is required to ensure the water and sewer system remain fully functional at all times and through all conditions.

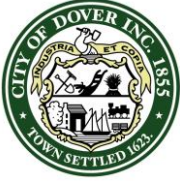
W&C is the desired consultant to provide service given their familiarity and expertise with Dover's SCADA system, and they are also recognized as industry experts and maintain a 24/7 emergency on-call network in order to provide immediate after-hours support.

Bid Information:

Per 5-28.B, Competitive Bidding Purchase; Waiver: Competitive bidding may be waived by a majority vote of the City Council.

Award Information:

A purchase order will be issued to Woodard & Curran to authorize expenditures as outlined in this resolution.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:13.B.1

Resolution Number: **R - 2024.07.24 - 128**

Resolution Re: Endorsing NHMA 2025-2026 Legislative Policy Positions

WHEREAS: The New Hampshire Municipal Association (NHMA) monitors legislative bills of interest and provides legislative advocacy representing the collective interests of the 234 municipal communities and their residents; and

WHEREAS: In September 2024, the NHMA is expected to hold its 2025-2026 Legislative Policy Conference, where it is expected that the accompanying legislative principles and policies will be approved and used to guide advocacy related to municipal interests that may arise before the New Hampshire Legislature and State agencies; and

WHEREAS: The City of Dover is a member of the NHMA.

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

That the Dover City Council endorses the New Hampshire Municipal Association's 2025- 2026 Legislative Policy Positions.

AND, FURTHER BE IT RESOLVED:

That the Dover City Council authorizes the Mayor, Deputy Mayor, City Manager and/or designee(s), when deemed necessary, to provide testimony to State of New Hampshire officials and others on behalf of the City of Dover consistent with the endorsed legislative policies.

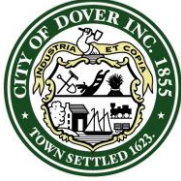
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Deputy Mayor
Dennis Shanahan

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER - RESOLUTION

Agenda Item#:13.B.1

Resolution Number: **R - 2024.07.24 - 128**
Resolution Re: Endorsing NHMA 2025-2026 Legislative Policy Positions

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

A copy of the New Hampshire Municipal Association 2025-2026 Legislative Policy Positions (16 pages in total) is attached.

NHMA Legislative Principles

As proposed by the General Governance & Administration Committee

2025-2026

In addition to the established Legislative Policy positions adopted by the New Hampshire Municipal Association membership, the following principles should guide staff in setting priorities during any legislative biennium:

1. Identify and oppose mandates that violate Part 1, Article 28-a of the New Hampshire Constitution.
2. Work to maintain municipalities' share of state-level revenue sources (revenue sharing, meals and rooms tax, highway block grants, municipal bridge, state water and wastewater capital programs, and other state aid). Oppose proposals that reduce revenue unless there is a sustainable identified replacement source. Support efforts that make more sustainable sources for revenue.
3. Advocate to maintain and enhance existing local authority in all areas of local government.
4. Support legislation that provides greater authority to govern more effectively, efficiently, and flexibly at the local level, including local option legislation. If the legislature is considering adopting a program that is particularly controversial at the local level, support a requirement that a local legislative body vote is necessary before full implementation of the measure.
5. Support bills proposed by individual municipal members, except when they conflict with these principles or NHMA's Legislative Policies.
6. Oppose mandated state exemptions or credits from local property taxes without substantial benefits back to municipalities.
7. Advocate for municipal representation on state boards, commissions, and study committees that affect municipal government and have non-legislative members.
8. Work cooperatively with other groups and associations to support efforts to improve the delivery of services at the local level.
9. Support municipal efforts toward effective regional and state cooperation and delivery of municipal and state services.
10. Advocate for local options for economic development and vitality in partnership, including public-private partnerships, with regional and state economic development goals to encourage the overall economic health and social well-being of New Hampshire.
11. Encourage clarity and the elimination of ambiguity in statutory language, especially in areas of decision-making authority.
12. *Support the rights of cities and towns to advocate, individually or collectively, for or against legislation and to join, hire, or establish organizations that do so on their behalf.*

The legislative principles are not in order of weight or priority. They each carry their own independent value and should be viewed in that fashion when used to determine NHMA's position on a bill or policy.

Finance and Revenue

Proposed Policies

2025-2026

Property Taxes and Related Revenues

NHMA supports legislation that allows municipalities to manage property tax levies in a manner that stabilizes tax rates and ensures equity, fairness, and efficiency in the assessment and collection of property taxes.

NHMA supports:

- The continuing right of municipalities to use any recognized method of appraisal upheld by the New Hampshire judicial system;
- Legislation to ensure that:
 - property taxes are assessed to the proper owner by requiring that all owner name changes be separately filed at the registry of deeds when such an owner change is not created by a transfer of the property, and
 - all liens, whether of a private or institutional nature, be filed at the registry of deeds, and that all changes to the name of a recorded lienholder be similarly filed;
- A legislative commission to study assessment and collection of property taxes and/or municipal utility fees on manufactured housing on land of another and on transient-type properties;
- Legislation ensuring fairness and accuracy in property tax exemptions including ensuring that all household income and assets are taken into account;
- Legislation that prohibits the use of the income approach by a taxpayer in any appeal of assessed value if the taxpayer refuses to provide such information as requested by the municipality;
- A legislative commission to study reimbursement through payments in lieu of taxes (PILOTs) for municipal services provided to exempt charitable properties, including charitable non-profit housing projects;
- ~~Legislation amending RSA 80:56 to enable municipalities to charge a fee for any financial remittance issued to the municipality that is returned as uncollectible;~~

- A study commission of local enabling legislation to allow for a uniform homestead exemption for resident owners on the principal place of residence.

NHMA opposes:

- Legislation that directly or indirectly increases property taxes, including but not limited to new or expanded mandatory exemptions or credits, or changes in the process for valuing, assessing, or taxing specific classes of properties;

- Legislation that undermines the basic goals of the current use program or reduces the 10-acre minimum size requirement for qualification for current use beyond those exceptions now allowed by the rules of the Current Use Board;

- Legislation that expands the definition of “charitable” in RSA 72:23-l unless the state reimburses municipalities for the commensurate loss of property tax base;

- An assessment methodology for big box stores that employs comparisons to “dark store” properties abandoned or encumbered with deed restrictions on subsequent use.

State Aid and Non-Property Tax Revenues

NHMA supports funding of state aid to municipalities, supports legislation authorizing local control over non-property tax revenue streams, and opposes legislation that reduces, suspends, or eliminates existing local taxes, fees, or state aid.

NHMA supports:

- Full restoration of revenue sharing under RSA 31-A;

- A state transportation policy that provides adequate and sustainable funding for state and municipal infrastructure and transportation systems and maintains at least the 12 percent share of state highway funds distributed to municipalities;

- Legislation authorizing the establishment of local option fees and providing for periodic adjustments to statutory fees to compensate for factors including, but not limited to, the effects of inflation, such as an increase in the maximum optional fee for transportation improvements;

- Legislation to ensure the collection of unpaid bills for ambulance and other emergency services;

- Reimbursement from the state for the cost of municipal services provided to state-owned properties;
- Legislation amending motor vehicle registration enforcement laws to ensure collection of all state and local registration fees owed by New Hampshire residents;
- Legislation amending RSA 36-A:5 II to allow trustees of trust funds to invest conservation funds instead of only the town treasurer, if voted by the legislative body;

NHMA opposes:

- Legislation that would repeal the dedicated fund created to share 30% of state meals and rooms tax revenue with municipalities along with any further reduction to the percentage shared, or any further reduction to the state meals and rooms tax.
- Diversion of state highway funds for state non-transportation network purposes.

New Hampshire Retirement System (NHRS)

NHMA supports the continuing existence of a retirement system for state, municipal, school, and county government employees that is secure, solvent, fiscally healthy, and financially sustainable, and that both employees and employers can rely on to provide retirement benefits for the foreseeable future.

NHMA supports:

- Restoration of up to 35% of the state's share of employer costs for police, teachers, and firefighters in the current defined benefit plan and any successor plan, with the goal being a 35% reinstatement of the state contribution;
- Inclusion of participation by municipal officials designated by NHMA on any legislative study committee or commission formed to research alternative retirement system benefits plans or designs; and,
- Performance of an actuarial analysis of any legislation proposing benefits changes or other plan changes that may affect employer contribution rates.

NHMA opposes:

- Legislation expanding benefits that increase current or future employer contribution costs;

- Legislation that assesses additional charges on employers beyond NHRS board-approved rate changes;
- Legislation that expands the eligibility of NHRS membership to positions not currently covered by the plan; and,
- Legislation further restricting a municipality's ability to employ NHRS retirees in part-time positions or the imposition of any fees or penalties associated with such employment.

Education Funding

NHMA supports a revenue structure for funding an adequate education to meet the state's responsibilities as defined by the constitution, statutes, and the common law with revenue sources that are predictable, stable, and sustainable.

NHMA supports:

- A revenue structure that is not disruptive to the long-term economic health of the state;
- A revenue structure that is efficient in its administration; and,
- A revenue structure that is fair to citizens.

NHMA opposes:

- Retroactive changes to the adequate education funding distribution formula after the notice of grant amounts has been provided to local governments;
- *Education funding changes that would directly result in a reduction of the amount of municipal state aid and revenue sharing;*
- *Education funding changes that create a conflict in statute with any other taxing authority, tax statute, existing exemption or credit or create technical issues within the tax collection process.*

General Administration and Governance Committee

Proposed Policies

2025-2026

Local Authority and Efficiency

NHMA supports maintaining local government authority without infringement by the state and supports measures that enable municipalities to exercise existing authority more efficiently and with greater discretion. NHMA also supports state-local partnership and coordination in addressing common issues.

NHMA supports:

- Legislation granting towns the same authority to adopt ordinances that cities have under RSA 47:17;
- ~~Legislation clarifying that towns that have adopted RSA 49-D have the same powers and authority of municipalities that have adopted RSA 49-C.~~
- The authority of municipalities to regulate or limit the use of firearms on municipal property, and to regulate the carrying of firearms by municipal employees while on duty;
- Legislation allowing a town, by vote of its legislative body, to authorize appointment of the town clerk or town clerk/tax collector by the governing body, or by the chief executive officer based on a town charter, *with appropriate employment protections to preserve the statutory independence of the office*;
- Legislation allowing municipalities to satisfy notice publication requirements through the use of electronic notification rather than newspaper publication, in addition to posting notice in public places;
- Legislation that is supportive of state collaboration with municipalities in addressing homelessness; and,
- Legislation that helps ensure the availability of an adequate public sector workforce.

NHMA opposes:

- *Repealing or further limiting existing governmental immunity protections or liability caps, or otherwise expanding potential liability for cities and towns; and*

- Legislation that detracts from existing local authority.

Right-to-Know Law

NHMA supports the purposes of the Right-to-Know Law: to ensure the greatest possible public access to the actions, discussions, and records of all public bodies, and to ensure government's accountability to the people. NHMA also supports measures to make the law clearer and make compliance with public access requirements easier and less burdensome for public officials and employees and less costly for taxpayers.

NHMA supports:

- ~~Reasonable requirements to make governmental records available electronically if no additional cost is involved;~~
- The ability to recover reasonable labor costs and other costs for responding to voluminous or excessive or commercial record requests, *protecting taxpayer dollars and potential privacy concerns of citizens;*
- Exemptions from disclosure that are easy to administer and that provide appropriate protection for confidential and other sensitive information;
- *The ability of municipalities to directly petition to the Right-to-Know Law Ombudsman An expedited and inexpensive process for resolving right to know complaints;*
- Legislation and funding that provide support for education about the Right-to-Know Law; and,
- Authority of municipalities to set the meeting locations, conditions, and modalities (including in-person, remote, or combined in-person/remote) for meetings of councils, boards, committees, and commissions.

Elections

NHMA believes that ~~state and local elections should be fair and open,~~ *that voting in state and local elections* should be simple and convenient without risking election integrity or security, and that election processes should be efficient without imposing undue burdens on local officials.

NHMA supports:

- Establishment of an independent redistricting commission to draw election districts fairly and without regard to partisan advantage;
- Local autonomy over town and city elections;
- More frequent state review and approval of electronic ballot-counting devices;
- Registration and voting processes that are not unnecessarily complex or burdensome, either *to election officials or to voters* ~~or to election officials~~;
- The use of secure technology such as electronic poll books to make election processes more efficient;
- Greater flexibility in the processing *and counting* of absentee ballots; and,
- State assistance for the cost of accommodations for disabled voters in local elections.

Labor and Employment

NHMA recognizes the importance of municipal employees, the need for good working conditions, and the right of employees to organize if they choose. NHMA also believes municipal employers should be free to set reasonable terms and conditions of employment or negotiate the same with their employees or employee representatives, without undue state interference.

NHMA **supports** existing laws governing *all public employment and* public employee labor relations. NHMA **opposes** changes to legislation that would ~~impose~~ mandate greater burdens or liabilities on employers.

NHMA **opposes**:

- Legislation creating a mandatory “evergreen clause” for public employee collective bargaining agreements;
- Mandatory binding arbitration as a mechanism to resolve impasses in municipal employee collective bargaining;
- A right to strike for public employees;
- New mandated employee benefits, including any proposal to enhance retirement system benefits that may increase employer costs in future years;
- Unnecessary limits on municipalities’ discretion in making hiring decisions; and,
- Restrictions on municipalities’ ability to privatize or use contracted services.

Substance Use, Prevention & Response

NHMA supports:

• State funding *and other legislation to address* ~~to address~~ substance use disorders for the following efforts:

- Prevention
- Treatment
- Recovery
- Emergency response
- Enforcement

NHMA opposes:

• Reductions in state funding for substance use disorder or recovery support programs;

• Legislation that makes it more difficult to address the substance use disorder problem in our communities.

• Legislation that authorizes the sale of cannabis unless the following requirements or conditions are included:

- The processing, manufacture, refinement or sale of cannabis products in any municipality shall only be permitted after the legislative body of that municipality has adopted the provisions of enabling state legislation permitting such activities--“optin,” not “opt out.”

- Legislation that legalizes the sale of cannabis must include provisions for adequate and sustained funding to municipalities to address the costs associated with legalization because municipalities will be the governmental entities that will have to directly deal with the impacts of legalization.

- Any legislation allowing for ~~retail~~ establishments *engaged in for the selling, distributing, growing, or storing* ~~of~~ cannabis or cannabis products shall include a requirement for a host community agreement with the municipality in which *such an* ~~marijuana~~ establishment is located, which may include provisions such as a community impact fee; a limit on the percentage of sales of total gross receipts that are related to cannabis sales; security measures for premises; agreements to fund police details when necessary; for crowd or traffic control; and termination of business provisions.

Infrastructure, Development, and Land Use

Proposed Policies

2025-2026

Energy, Environment, and Sustainability

NHMA supports preservation and enhancement of municipal energy, climate, and sustainability planning for communities, protection of the natural environment, and implementation of clean and renewable energy, while recognizing the need for municipalities to manage their resources and the natural environment without undue cost.

NHMA supports:

- Legislation that broadens municipalities' ability to install and use renewable energy sources, including higher caps or elimination of caps on net energy metering;
- Legislation that provides financial and other assistance to municipalities for conservation techniques and installation and maintenance of renewable energy sources;
- Legislation that allows municipalities to adopt local environmental regulations that are no less stringent than those implemented by the state;
- Legislation that enables municipalities to enact measures that promote local energy and land use systems that are both economically and environmentally sustainable;
- Legislation that protects and preserves local natural resources and public infrastructure, builds community resilience, and fosters adaptation to climate change and mitigates its risks;
- Policies that support customer and community choice in energy supply and use competitive market-based mechanisms to promote innovation, cost effectiveness, and sustainability; and
- ~~Legislation that provides state or federal assistance to municipalities to mitigate environmental inequity impacts faced by their residents, and drive early local engagement in decision processes.~~
- *Legislation that provides state or federal assistance to municipalities to promote environmental justice and to mitigate environmental impacts faced by their residents, and to drive early local engagement in decision processes.*

NHMA opposes:

- Legislation that overrides local determinations of appropriate energy sources and regulations.

Water Resources Protection, Control, and Management

NHMA supports measures enabling municipalities to protect, control, and efficiently and safely manage water infrastructure and its resources. NHMA believes the State should support its commitments to municipalities for water infrastructure programs and that any new mandates that impose additional costs on municipalities must be funded by the state or federal government.

NHMA supports:

- Legislation that provides state or federal investment in maintaining and improving the state's critical water infrastructure, including, but not limited to, dams, public drinking water systems, wastewater systems, stormwater systems, and surface and groundwater;
- Legislation that encourages regional and innovative solutions to drinking water, wastewater, stormwater, and surface and groundwater issues; and,
- Regulation of emerging contaminants at appropriate and feasibly achievable levels when supported by relevant scientific and technical standards that are broadly accepted by peer review and cost-benefit analyses, when coupled with appropriate state or federal funding.

NHMA opposes:

- Enactment of stricter drinking water, wastewater, stormwater, or surface water and groundwater regulations for municipalities unless any costs of compliance are funded by the state or federal government or responsible party.

Solid Waste Management

NHMA recognizes the need for efficient, economical, and environmentally sensitive mechanisms for solid waste management which allow municipalities to use the most appropriate disposal systems. NHMA believes any new mandates that impose additional costs on municipalities must be funded by the state or federal government.

NHMA supports:

- Programs that support municipal, regional, and state strategies to manage solid waste through reduction, reuse, recycling, resource recovery, composting, and other measures, while maintaining local control;
- State programs that address existing and emerging contaminants at no additional cost to municipalities; and,
- Fees or assessments on solid waste or recycling that are used to provide direct support or enhancement of local or regional solid waste, household hazardous waste, and recycling programs.

Housing

NHMA recognizes the need for diverse, and affordable, *and workforce* housing in New Hampshire and the responsibility of each municipality to afford reasonable opportunities for the development of diverse, and affordable, *and workforce* housing. NHMA believes municipalities should have discretion in how to satisfy this responsibility and supports legislation that enables municipalities to find innovative ways to ensure an adequate supply of housing.

NHMA supports:

- Legislation that allows municipalities to require the inclusion of affordable and diverse housing opportunities as part of new housing developments;
- Financial and other incentives to municipalities to encourage development of diverse, ~~and~~ affordable, *and workforce* housing, *including but not limited to municipal per unit grants*;
- *Financial and other incentives that assist homeowners in FEMA designed flood areas such as with the elevation of residential dwellings*;
- *Legislation that provides state funding to the regional planning commissions that helps municipalities in meeting their housing needs*;
- ~~Statewide efforts to provide housing for those recovering from substance misuse, subject to reasonable municipal regulation~~;
- *Statewide efforts to provide housing for those experiencing homelessness or at risk of homelessness and for those recovering from substance use disorder, subject to reasonable municipal regulation*;
- Policies that encourage documentation and financial traceability of cash and bartered rental transactions;

- Legislation and policies that encourage creative and flexible approaches to meeting housing needs of current and future demographics in different regions; and,
- Legislation which promotes a collaborative approach between the state, municipalities, and other key stakeholders to address the state's housing shortage.

NHMA opposes:

- Legislation and policies that ~~allow for or~~ encourage housing practices that exclude people from, ~~and~~ or decrease the availability of, quality affordable housing; and,
- Legislation that erodes local control over land use decisions.

Land Use

NHMA supports the long-standing authority of municipalities to regulate land use matters with minimal interference from the state.

NHMA supports:

- ~~Legislation authorizing municipalities to regulate short-term rentals of residential properties, including licensing requirements and health and safety protections;~~
- Legislation enabling municipalities at their discretion to adopt more recent editions of national/international building and fire codes than the current state-adopted editions; and,
- Legislation that supports the adoption of more recent editions of the national/international building and fire codes after review and recommendation by the Building Code Review Board and/or the State Fire Control Board.
- *Legislation and policies that take into consideration the value of conservation, natural resources, and open space.*

NHMA opposes:

- Legislation that limits municipal control in implementing statewide priorities in zoning and land use regulation;

- New state mandates requiring municipalities to allow specific types of housing; and,
- All other statewide land use mandates.

Information Technology, Communications, and Cybersecurity

NHMA supports initiatives to make the most current information and communication technology accessible to New Hampshire communities, so long as local authority over land use regulation and safety issues is not compromised.

NHMA supports:

- *Legislation that allows for the responsible, ethical and transparent use of Artificial Intelligence (AI) technologies by New Hampshire municipalities to enhance public services, improve operational efficiency, reduce costs, enhance security, manage risk and engage more effectively with the community.*

- Legislation that increases the ability of municipalities, especially those in rural and remote areas, to facilitate and advance access to reliable broadband technology to the premises in their communities;

- Legislation that provides flexibility for municipalities in accessing poles and pole attachments, including legislation that directs the New Hampshire Public Utilities Commission to adopt the FCC rule on access to poles called “One-Touch-Make-Ready” in order to facilitate bringing high-speed fiber optic cable to service all New Hampshire communities, homes, and businesses by internet service providers (ISPs) in an expedient and cost-effective manner;

- Legislation that provides state and federal investment, including grants, for installation of high-speed fiber optic broadband technology to serve all New Hampshire communities, homes, and businesses;

- Legislation that requires or encourages and incentivizes providers to disclose information to local government relative to access and broadband connections provided in the municipality to help municipalities better understand and address the needs of their community; and,

- State investment in cybersecurity assistance to municipalities to protect data and infrastructure.

NHMA opposes:

- *Legislation that would promote discrimination in the administration of government, the violation of privacy of the citizens we serve, or create or promote threats to public safety.*

- Legislation that limits municipalities' ability to prevent or regulate deployment of technologies that would interfere with the management of the right of way; and,

- Statewide mandates on cybersecurity practices unless any associated costs are funded by the state or federal government.

Transportation

NHMA supports state policies that ensure access for all users to convenient, efficient, reliable, cost effective, safe, and sustainable multi-modal transportation systems in New Hampshire.

NHMA supports:

- Appropriate funding for state and local modes of transportation, including but not limited aviation, transit, bicycle, and multi-modal facilities;

- Continued state and federal investment in public transportation systems and projects designed to support access to vital services, economic, and recreational opportunities within communities, link communities and regions, and reduce vehicle congestion on New Hampshire's roads; and,

- Programs and funding sources that would appropriately recover and distribute the impact of vehicles used on local and state transportation infrastructure.

NHMA opposes:

- Any action or inaction by the State that results in the downshifting of maintenance responsibilities for transportation infrastructure (road, bridge, culvert, drainage) to municipalities.

Economic Development, Recovery, and Vitality

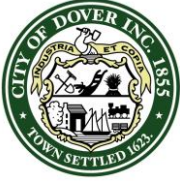
NHMA supports allowing municipalities to implement measures to foster economic development which allows for the preservation and creation of jobs and vitality within our communities.

NHMA supports:

- Legislation that allows for local adoption of more options and more flexibility to provide incentives for economic recovery and development; and,
- Expansion and more flexibility of state tax credit and exemption programs to foster economic recovery, development, and vitality.

NHMA opposes:

- Legislation that makes it more burdensome to implement economic recovery, development, and vitality measures.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#13.B.2

Resolution Number: **R – 2024.07.24 - 129**
Resolution Re: Collective Bargaining Agreement Between City of Dover
and The American Federation of State, County &
Municipal Employees (AFSCME).

WHEREAS: The City of Dover and representatives of the American Federation of State, County & Municipal Employees (AFSCME) have been involved in negotiations for a collective bargaining agreement to supersede the Agreement expiring on June 30, 2024.

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

The Council accepts the tentative agreement and the City Manager is hereby directed to execute a three (3) year Collective Bargaining Agreement between the City of Dover and the American Federation of State, County & Municipal Employees (AFSCME).

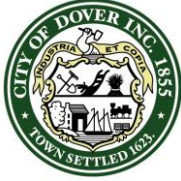
AUTHORIZATION

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 Vanslylvong-
Bizier
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#13.B.2	
Resolution Number: R – 2024.07.24 - 129 Resolution Re: Collective Bargaining Agreement Between City of Dover and The American Federation of State, County & Municipal Employees (AFSCME).		

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date: 07/01/2024

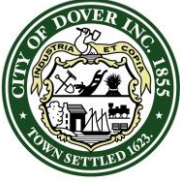
DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The City of Dover participated in negotiations with the American Federation of State, County & Municipal Employees. These negotiations began on January 23, 2024, culminating in the tentative Agreement reached on May 7, 2024.

There are 41 employees represented in the cost items associated with the American Federation of State, County & Municipal Employees (AFSCME). The numbers below are approximate and could vary due to retirements, resignations and new hires.



CITY OF DOVER

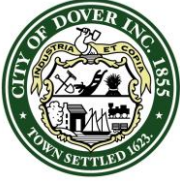
CITY OF DOVER - RESOLUTION

Agenda Item#13.B.2

Resolution Number: **R – 2024.07.24 - 129**
Resolution Re: Collective Bargaining Agreement Between City of Dover and The American Federation of State, County & Municipal Employees (AFSCME).

The summary of costs is as follows:

City of Dover											
Summary of Change - AFSCME Tentative Agreement Cost Summary											
41 members											
Summary By Union	Wage Amount	Dental	Medical	Retirement	Other Fringe	Total Fringe	Wage & Fringe				
FY25 Estimate										Change from FY25 SQ	
AFSCME	\$ 2,260,148.80	\$ 23,598.40	\$ 864,933.49	\$ 305,798.13	\$ 250,868.08	\$ 1,445,198.10	\$ 3,705,346.90			\$ 137,268	3.85%
FY26 Estimate									Change from FY25 Estimate	Change from FY26 SQ	
AFSCME	\$ 2,363,524.80	\$ 23,598.40	\$ 858,560.93	\$ 319,784.91	\$ 263,952.24	\$ 1,465,896.48	\$ 3,829,421.28	\$ 124,074	3.35%	\$ 193,095	5.31%
FY27 Estimate									Change from FY26 Estimate	Change from FY27 SQ	
AFSCME3	\$ 2,471,123.20	\$ 23,598.40	\$ 845,815.75	\$ 334,342.97	\$ 277,415.62	\$ 1,481,172.74	\$ 3,952,295.94	\$ 122,875	3.21%	\$ 244,984	6.61%
Totals	\$ 7,094,796.80	\$ 70,795.20	\$ 2,569,310.17	\$ 959,926.01	\$ 792,235.93	\$ 4,392,267.31	\$ 11,487,064.11				
Notes:											
FY25:	Wages amount includes estimated cost for base wages										
	Dental, Health, and Retirement based on actual rates.										
	Other Fringe includes estimated cost for FICA, Medicare, Life, Longevity, and 457.										
FY26:	Wages amount includes estimated cost for base wage.										
	Dental and Health based on FY25 Rates										
	Other Fringe includes estimated cost for FICA, Medicare, Life, Longevity, and 457.										
FY27:	Wages amount includes estimated cost for base wage.										
	Dental and Health based on FY25 Rates										
	Other Fringe includes estimated cost for FICA, Medicare, Life, Longevity, and 457.										



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#13.B.3

Resolution Number: **R – 2024.07.24 - 130**

Resolution Re: Collective Bargaining Agreement Between City of Dover
and Dover Police Administrators Association (DPAII)

WHEREAS: The City of Dover and representatives of the Dover Police Administrators Association (DPAII) have been involved in negotiations for a collective bargaining agreement to supersede the Agreement expiring on June 30, 2024.

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

The Council accepts the tentative agreement and the City Manager is hereby directed to execute a three (3) year Collective Bargaining Agreement between the City of Dover and the Dover Police Administrators Association (DPAII)

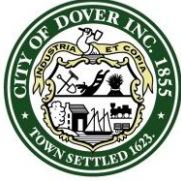
AUTHORIZATION

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 – 2024.07.24 - 130 Resolution Re: Collective Bargaining Agreement Between City of Dover and Dover Police Administrators Association (DPAIII)		

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date: 07/01/2024

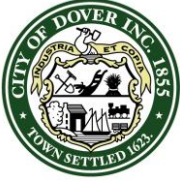
DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The City of Dover participated in negotiations with the Dover Police Administrators Association. These negotiations began on January 17, 2024, culminating in the tentative Agreement reached on May 21, 2024.

There are 27employees represented in the cost items associated with the Dover Police Administrators Association. The numbers below are approximate and could vary due to retirements, resignations and new hires.



CITY OF DOVER

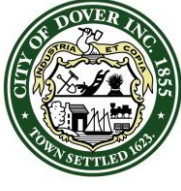
CITY OF DOVER - RESOLUTION

Agenda Item#13.B.3

Resolution Number: **R – 2024.07.24 - 130**
Resolution Re: **Collective Bargaining Agreement Between City of Dover and Dover Police Administrators Association (DPAII)**

The summary of costs is as follows:

City of Dover									
Summary of Change - DPAII Tentative Agreement Cost Summary									
27 members									
Summary By Union	Wage Amount	Dental	Medical	Retirement	Other Fringe	Total Fringe	Wage & Fringe		
FY25 Estimate								Change from FY25 SQ	
DPAII	2,517,306	17,399	547,899	463,378	304,738	1,333,415	3,850,721	\$ 87,588	2.33%
FY26 Estimate								Change from FY25 Estimate	
DPAII	2,618,337	17,399	545,311	482,479	319,039	1,364,228	3,982,565	\$ 131,843	3.42%
FY27 Estimate								Change from FY26 Estimate	
DPAII	2,680,996	17,399	522,505	497,133	327,311	1,364,348	4,045,344	\$ 62,779	1.58%
Totals	7,816,639	52,197	1,615,715	1,442,990	951,088	4,061,990	11,878,629	\$ 171,736	4.43%
Notes:									
FY25:	Wages amount includes estimated cost for base wages								
	Dental, Health, and Retirement based on actual rates.								
	Other Fringe includes estimated cost for FICA, Medicare, Life, Incentives, Longevity, 457, and Holiday pay.								
FY26:	Wages amount includes estimated cost for base wage.								
	Dental and Health based on FY25 Rates								
	Other Fringe includes estimated cost for FICA, Medicare, Life, Incentives, Longevity, 457, and Holiday Pay.								
FY27:	Wages amount includes estimated cost for base wage.								
	Dental and Health based on FY25 Rates								
	Other Fringe includes estimated cost for FICA, Medicare, Life, Incentives, Longevity, 457, and Holiday Pay.								

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#13.B.4 Resolution Number: R – 2024.07.24 - 131 Resolution Re: Collective Bargaining Agreement Between City of Dover and Dover Professional Employees Association (DPEA).
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WHEREAS: The City of Dover and representatives of the Dover Professional Employees Association (DPEA) have been involved in negotiations for a collective bargaining agreement to supersede the Agreement expiring on June 30, 2024.

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

The Council accepts the tentative agreement and the City Manager is hereby directed to execute a three (3) year Collective Bargaining Agreement between the City of Dover and the Dover Professional Employees Association (DPEA).

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		



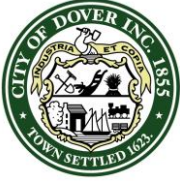
Agenda Item#13.B.4

Resolution Number:	R – 2024.07.24 - 131
Resolution Re:	Collective Bargaining Agreement Between City of Dover and Dover Professional Employees Association (DPEA).

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date: 07/01/2024

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

There are 31 employees represented in the cost items associated with the Dover Professional Employees Association. The numbers below are approximate and could vary due to retirements, resignations and new hires.



CITY OF DOVER

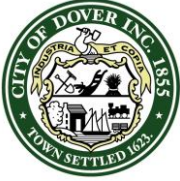
CITY OF DOVER - RESOLUTION

Agenda Item#13.B.4

Resolution Number: **R – 2024.07.24 - 131**
Resolution Re: **Collective Bargaining Agreement Between City of Dover and Dover Professional Employees Association (DPEA).**

The summary of costs is as follows:

City of Dover																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#13.B.5

Resolution Number: **R – 2024.07.24 - 132**

Resolution Re: Collective Bargaining Agreement Between City of Dover
and Dover Municipal Employees Association (DMEA).

WHEREAS: The City of Dover and representatives of the Dover Municipal Employees Association (DMEA) have been involved in negotiations for a collective bargaining agreement to supersede the Agreement expiring on June 30, 2024.

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

The Council accepts the tentative agreement and the City Manager is hereby directed to execute a three (3) year Collective Bargaining Agreement between the City of Dover and the Dover Municipal Employees Association (DMEA).

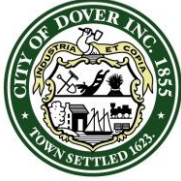
AUTHORIZATION

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 Vansylvong-
Bizier
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#13.B.5	
Resolution Number: R – 2024.07.24 - 132 Resolution Re: Collective Bargaining Agreement Between City of Dover and Dover Municipal Employees Association (DMEA).		

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date: 07/01/2024

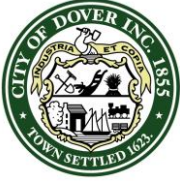
DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The City of Dover participated in negotiations with the Dover Municipal Employees Association. These negotiations began on January 12, 2024, culminating in the tentative Agreement reached on June 26, 2024.

There are 80 employees represented in the cost items associated with the Dover Municipal Employees Association. The numbers below are approximate and could vary due to retirements, resignations and new hires.



CITY OF DOVER

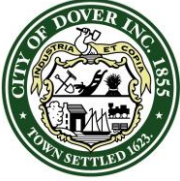
CITY OF DOVER - RESOLUTION

Agenda Item#13.B.5

Resolution Number: **R – 2024.07.24 - 132**
Resolution Re: **Collective Bargaining Agreement Between City of Dover and Dover Municipal Employees Association (DMEA).**

The summary of costs is as follows:

City of Dover											
Summary of Change - DMEA Tentative Agreement Cost Summary											
80 members											
Summary By Union	Wage Amount	Dental	Medical	Retirement	Other Fringe	Total Fringe	Wage & Fringe				
FY25 Estimate											Change from FY25 SQ
DMEA	\$ 4,137,664.66	\$ 30,892.89	\$ 977,738.11	\$ 449,290.48	\$ 459,157.08	\$ 1,917,078.55	\$ 6,054,743.22			\$ 174,670	2.97%
FY26 Estimate											Change from FY25 Estimate
DMEA	\$ 4,321,017.63	\$ 30,892.89	\$ 971,018.39	\$ 469,437.21	\$ 484,052.33	\$ 1,955,400.82	\$ 6,276,418.45	\$ 221,675	3.66%	\$ 310,688	5.21%
FY27 Estimate											Change from FY26 Estimate
DMEA	\$ 4,495,012.71	\$ 30,892.89	\$ 957,983.14	\$ 488,190.11	\$ 508,724.94	\$ 1,985,791.09	\$ 6,480,803.79	\$ 204,385	3.26%	\$ 441,088	7.30%
Totals	\$ 12,953,695.00	\$ 92,678.67	\$ 2,906,739.64	\$ 1,406,917.80	\$ 1,451,934.35	\$ 5,858,270.46	\$ 18,811,965.46				
Notes:											
FY25:	Wages amount includes estimated cost for base wages										
	Dental, Health, and Retirement based on actual rates.										
	Other Fringe includes estimated cost for FICA, Medicare, Life, Longevity, and 457.										
FY26:	Wages amount includes estimated cost for base wage.										
	Dental and Health based on FY25 Rates										
	Other Fringe includes estimated cost for FICA, Medicare, Life, Longevity, and 457.										
FY27:	Wages amount includes estimated cost for base wage.										
	Dental and Health based on FY25 Rates										
	Other Fringe includes estimated cost for FICA, Medicare, Life, Longevity, and 457.										



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#13.B.6

Resolution Number: **R – 2024.07.24 - 133**
Resolution Re: Collective Bargaining Agreement Between City of Dover
and Dover Professional Fire Officers Association
(DPFOA)

WHEREAS: The City of Dover and representatives of the Dover Professional Fire Officers Association (DPFOA) have been involved in negotiations for a collective bargaining agreement to supersede the Agreement expiring on June 30, 2024.

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

The Council accepts the tentative agreement and the City Manager is hereby directed to execute a three (3) year Collective Bargaining Agreement between the City of Dover and the Dover Professional Fire Officers Association (DPFOA).

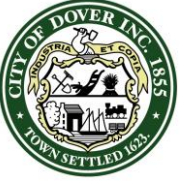
AUTHORIZATION

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 Vansylvong-
Bizier
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#13.B.6 Resolution Number: R – 2024.07.24 - 133 Resolution Re: Collective Bargaining Agreement Between City of Dover and Dover Professional Fire Officers Association (DPFOA)
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DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date: 07/01/2024

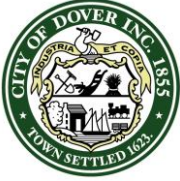
DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The City of Dover participated in negotiations with the Dover Professional Fire Officers Association (DPFOA). These negotiations began on January 11, 2024, culminating in the tentative Agreement reached on July 23, 2024.

There are 16 employees represented in the cost items associated with the Dover Professional Fire Officers Association (DPFOA). The numbers below are approximate and could vary due to retirements, resignations and new hires.



CITY OF DOVER

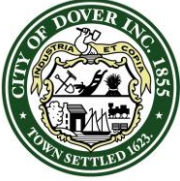
CITY OF DOVER - RESOLUTION

Agenda Item#13.B.6

Resolution Number: **R – 2024.07.24 - 133**
Resolution Re: **Collective Bargaining Agreement Between City of Dover and Dover Professional Fire Officers Association (DPFOA)**

The summary of costs is as follows:

City of Dover													
Summary of Change - DPFOA Tentative Agreement Cost Summary													
16 members													



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#13.B.7

Resolution Number: **R – 2024.07.24 - 134**

Resolution Re: Collective Bargaining Agreement Between City of Dover
and Dover Professional Firefighters Association (DPFFA)

WHEREAS: The City of Dover and representatives of the Dover Professional Firefighters Association (DPFFA) have been involved in negotiations for a collective bargaining agreement to supersede the Agreement expiring on June 30, 2024.

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

The Council accepts the tentative agreement and the City Manager is hereby directed to execute a three (3) year Collective Bargaining Agreement between the City of Dover and the Dover Professional Firefighters Association (DPFFA).

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



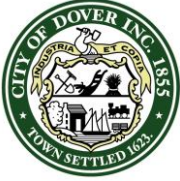
Agenda Item#13.B.7

Resolution Re: Collective Bargaining Agreement Between City of Dover
and Dover Professional Firefighters Association (DPFFA)

Effective Date: 07/01/2024

Resolution	does	does not	pass.
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There are 48 employees represented in the cost items associated with the Dover Professional Firefighters Association (DPFFA). The numbers below are approximate and could vary due to retirements, resignations and new hires.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#13.B.7

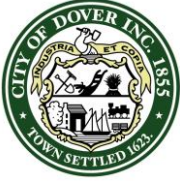
Resolution Number: **R – 2024.07.24 - 134**

Resolution Re: **Collective Bargaining Agreement Between City of Dover
and Dover Professional Firefighters Association (DPFFA)**

The summary of costs is as follows:

City of Dover

Summary of Change - DPFFA Tentative Agreement Cost Summary											
48 members											
Summary By Union	Wage Amount	Dental	Medical	Retirement	Other Fringe	Total Fringe	Wage & Fringe				
FY25 Estimate										Change from FY25 SQ	
DPFFA	\$ 3,358,031.04	\$ 29,895.42	\$ 1,059,691.72	\$ 1,019,162.42	\$ 500,856.66	\$ 2,609,606.22	\$ 5,967,637.26			\$ 161,729	2.79%
FY26 Estimate								Change from FY25 Estimate		Change from FY26 SQ	
DPFFA	\$ 3,520,782.72	\$ 29,895.42	\$ 1,050,965.22	\$ 1,068,557.56	\$ 523,027.99	\$ 2,672,446.19	\$ 6,193,228.91	\$ 225,592	3.78%	\$ 265,442	4.48%
FY27 Estimate								Change from FY26 Estimate		Change from FY27 SQ	
DPFFA	\$ 3,757,397.28	\$ 29,895.42	\$ 1,035,856.87	\$ 1,140,370.07	\$ 545,859.16	\$ 2,751,981.53	\$ 6,509,378.81	\$ 316,150	5.10%	\$ 462,312	7.65%
Totals	\$ 10,636,211.04	\$ 89,686.26	\$ 3,146,513.81	\$ 3,228,090.05	\$ 1,569,743.81	\$ 8,034,033.94	\$ 18,670,244.98				
Notes:											
FY25:	Wages amount includes estimated cost for base wages Dental, Health, and Retirement based on actual rates. Other Fringe includes estimated cost for FICA, Medicare, Life, Incentives, Longevity, 457, and Holiday pay.										
FY26:	Wages amount includes estimated cost for base wage. Dental and Health based on FY25 Rates Other Fringe includes estimated cost for FICA, Medicare, Life, Incentives, Longevity, 457, and Holiday Pay.										
FY27:	Wages amount includes estimated cost for base wage. Dental and Health based on FY25 Rates Other Fringe includes estimated cost for FICA, Medicare, Life, Incentives, Longevity, 457, and Holiday Pay.										



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#13.B.8

Resolution Number: **R – 2024.07.24 - 135**

Resolution Re: Collective Bargaining Agreement Between City of Dover
and Dover Police Association (DPA)

WHEREAS: The City of Dover and representatives of the Dover Police Association (DPA) have been involved in negotiations for a collective bargaining agreement to supersede the Agreement expiring on June 30, 2024.

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

The Council accepts the tentative agreement and the City Manager is hereby directed to execute a three (3) year Collective Bargaining Agreement between the City of Dover and the Dover Police Association (DPA)

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

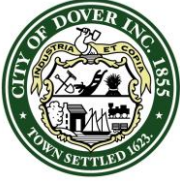


Agenda Item#13.B.8

DOCUMENT HISTORY:

DOCUMENT ACTIONS:

There are 67 employees represented in the cost items associated with the Dover Police Association. The numbers below are approximate and could vary due to retirements, resignations and new hires.



CITY OF DOVER

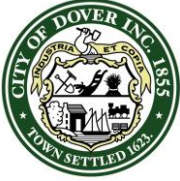
CITY OF DOVER - RESOLUTION

Agenda Item#13.B.8

Resolution Number: **R – 2024.07.24 - 135**
Resolution Re: **Collective Bargaining Agreement Between City of Dover and Dover Police Association (DPA)**

The summary of costs is as follows:

City of Dover														
Summary of Change - DPA Tentative Agreement Cost Summary														
67 members														
Summary By Union	Wage Amount	Dental	Medical	Retirement	Other Fringe	Total Fringe	Wage & Fringe							
FY25 Estimate												Change from FY25 SQ		
DPA	\$ 4,212,358.67	\$ 33,019.88	\$ 1,073,959.08	\$ 1,020,122.00	\$544,801.76	\$ 2,671,902.72	\$ 6,884,261.40					\$ 528,922	8.32%	
FY26 Estimate												Change from FY25 Estimate	Change from FY26 SQ	
DPA	\$ 4,406,623.39	\$ 33,019.88	\$ 1,068,249.32	\$ 1,067,852.88	\$564,898.66	\$ 2,734,020.74	\$ 7,140,644.13	\$ 256,383	3.72%			\$ 633,437	9.73%	
FY27 Estimate												Change from FY26 Estimate	Change from FY27 SQ	
DPA	\$ 4,671,927.39	\$ 33,019.88	\$ 1,056,831.76	\$ 1,137,536.59	\$592,137.80	\$ 2,819,526.03	\$ 7,491,453.42	\$ 350,809	4.91%			\$ 784,368	11.69%	
Totals	13,290,909	99,060	3,199,040	3,225,511	1,701,838	8,225,449	21,516,359							



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:13.B.9

Resolution Number: **R – 2024.07.24 - 136**
Resolution Re: FY2025 CIP Appropriation and Authorization for Bonding for Public Improvements per Terra Nova/Westfield Land Development Agreement

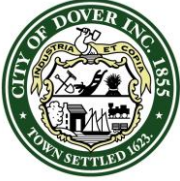
- WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds; and
- WHEREAS: By resolution passed on February 23, 2022 (R-2022.02.09-036), the City Council authorized a land development agreement (LDA) between the City, Terra Nova LLC and Westfield LLC (collectively referred to as “Developer”). Terra Nova owns a 75-acre (+/-) property located at Tax Map G, Lot 29, Westfield owns an 85-acre (+/-) property located at Tax Map G, Lot 2; and
- WHEREAS: By resolution passed August 10, 2022 (R-2022.08.10-174), the underlying term sheet for the LDA was amended to address certain requests and issues; and by resolution passed February 14, 2024 (R-2024.02.14-20), the underlying term sheet for the LDA was further amended to address certain requests and issues; and
- WHEREAS: The Developer initiated construction on the Project Site to consist of public improvements and commercial development. In accordance with LDA the City will be responsible for paying for the construction of the public improvements; and
- WHEREAS: In early July 2024 the City received communication from the Developer regarding the incurred and pending costs for public improvements; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of Two Million dollars (\$2,000,000.00) is hereby appropriated for the Terra Nova/Westfield Development Public Improvements capital project with an estimated useful life in excess of the life indicated.

		Proposed			
Item #	Description	Appropriation	Life/Yrs	Department	Fund
1	Terra Nova/Westfield Development Public Improvements	\$2,000,000	10	Comm Serv - PW	General
	Total	\$2,000,000			

AND FURTHER BE IT RESOLVED THAT:

To meet the appropriations of this resolution there is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation bonds of the City of Dover in a principal amount equal to the total of the appropriations. The full faith and credit of the City is hereby pledged for the principal and interest on said bonds. The bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the Finance Director and City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the bonds.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:13.B.9

Resolution Number: **R – 2024.07.24 - 136**
Resolution Re: FY2025 CIP Appropriation and Authorization for Bonding
for Public Improvements per Terra Nova/Westfield Land
Development Agreement

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

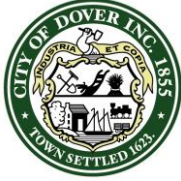
AUTHORIZATION

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 Vanslyvong-
Bizier
City Clerk

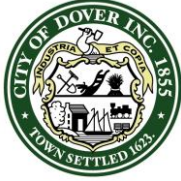
 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#:13.B.9	
Resolution Number: R – 2024.07.24 - 136 Resolution Re: FY2025 CIP Appropriation and Authorization for Bonding for Public Improvements per Terra Nova/Westfield Land Development Agreement		

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 Ritcher, 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.9 Resolution Number: R – 2024.07.24 - 136 Resolution Re: FY2025 CIP Appropriation and Authorization for Bonding for Public Improvements per Terra Nova/Westfield Land Development Agreement
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RESOLUTION BACKGROUND MATERIAL:

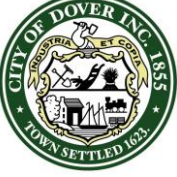
This resolution makes an appropriation for a FY2025 Capital Improvements Program project in the amount of Two Million dollars (\$2,000,000.00) for the Terra Nova/Westfield Development Public Improvements.

The LDA terms include the following:

1. If, within three years of the date of the LDA, the Developer begins to develop the Project Site, per an approved site plan consistent with the conceptual designed site plan, City agrees to reimburse Developer for the cost to complete the Public Improvements in phases, as portions of the private development are completed and pay real estate taxes to the City. Developer will incur all costs necessary to build approved infrastructure. This work will be completed and property taxes will be paid to the City, before any reimbursement is due to Developer. The City intends to utilize bond financing for reimbursement costs. The annual cost of bonding will be paid for from the property taxes generated by the new development on the Project Site. The annual tax revenue shall be equal to the sum of the annual bond cost incurred for a bond being retired over a 10 year period. Example: If new development generates \$100,000/year in property tax revenue, the City can finance a bond (to reimburse Developer) which costs \$100,000/year.
2. The Developer shall provide all invoicing and other requested documents to provide justification for the costs of the Public Improvements. The City shall have the right to request pre-construction cost estimates before construction commences. Approval of said cost estimates shall not be unreasonably withheld and any comments shall be provided, in writing, within ten business days.
3. The City shall be under no obligation to reimburse Developer until there are private improvements on the Project Site generating tax revenue. Forty-five days after a certificate of occupancy is issued for a building on the Project Site, the Developer shall receive a lump sum reimbursement for the phase completed. This will continue over time, in an amount equal to 100 percent of annual tax revenue to be generated from the new development until the Developer has been reimbursed for all costs of the Public Improvements (including soft costs).
 - (i) If a scenario arises where the improvement made to a parcel does not include a building, but economic value (tax assessment, job creation etc) can be documented, a certificate of completion shall be issued and shall equal a certificate of occupancy as outlined above.
 - (ii) It is expected that during the forty-five days window after a certificate of occupancy, the Developer shall publicly dedicate and convey the fee interest in any right of way by warranty deed along with any related easements or other property rights necessary. Failure to do so, without a mutual extension may delay reimbursement payment.

The development work completed as part of Phase 1 of the project is the Bluebird Storage building along Littleworth Road. As of April 1, 2023, the storage building assessment was \$1,135,000 Land and \$2,945,200 Building for a property assessment of \$4,080,200. The building portion was 25% complete as of April 1, 2023. As of April 1, 2024 the building portion is now 100% complete. The estimated assessment for Tax Year 2024 (Fiscal Year 2025) is \$12,915,700 (\$1,135,000 Land and \$11,780,700 Building). Based on an estimated property tax rate of \$19.75 per \$1,000 of taxable value, the storage

Document Created by: Finance Department Document Posted on: July 19, 2024	R-2024.07.24 FY2025 CIP Appropriation and Authorization for Bonding for Public Improvements per Terra Nova/Westfield LDA Page 4 of 6
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 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#:13.B.9	
	Resolution Number:	R – 2024.07.24 - 136
	Resolution Re:	FY2025 CIP Appropriation and Authorization for Bonding for Public Improvements per Terra Nova/Westfield Land Development Agreement

building estimated FY2025 property tax revenue will be \$255,085 (\$12,915,700/\$1,000 x \$19.75).

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired:

	City
	General
Description	Fund
Pending Authorization	1,125,000
Prior FY2025 CIP Authorization	12,300,000
FY2025 Principal Retirement	3,660,388
Net Change	9,764,612

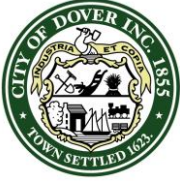
Legal Debt Limits

The following tables summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2024 and this authorization, against the legal debt limits.

	City
	General
Description	Fund
Debt Outstanding	43,573,238
Authorized - Unissued	28,698,595
Total Issued & Unissued	72,271,833
This Authorization	2,000,000
Grand Total	74,271,833
Legal Debt Limit	196,847,355
Under (Over) Legal Limit	122,575,522
Percent Under (Over)	62.27%

Notes: Legal debt limit for City portion General Fund is based on 3% of equalized assessed value.

Document Created by: Finance Department Document Posted on: July 19, 2024		R-2024.07.24 FY2025 CIP Appropriation and Authorization for Bonding for Public Improvements per Terra Nova/Westfield LDA Page 5 of 6
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

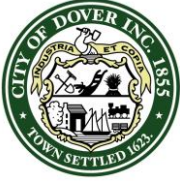
Agenda Item#:13.B.9

Resolution Number: **R – 2024.07.24 - 136**

Resolution Re: FY2025 CIP Appropriation and Authorization for Bonding for Public Improvements per Terra Nova/Westfield Land Development Agreement

Budgetary and Rate Impacts

The repayment of the General Fund debt obligations are funded through the collection of property tax revenue. The \$2,000,000 debt obligation is expected to be paid back over a 10-year period. Principal repayments would be \$200,000 per year. The annual impact to the City's General Fund budget is based upon annual principal and interest repayment. The interest that would accrue on outstanding principal balances over the 10-year period, based on an interest rate of 4.20%, is estimated to be a total of \$462,000 impact and approximately \$54,600 annual impact for the term of the bond. Total estimated debt service cost for this appropriation for the term of the bond is \$254,600 (\$200,000 + \$54,600). This cost would be funded by the estimated \$255,085 in property tax revenue coming from new commercial development as part of the Terra Nova/Westfield project.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:13.B.10

Resolution Number: **R - 2024.07.24 - 137**

Resolution Re: Authorizing Memorandum of Understanding for Cocheco Street Outfall Project

WHEREAS: The City uses and maintains a stormwater outfall on Cocheco Street in need of replacement; and

WHEREAS: The City's outfall is currently located on Tax Map 24, Lot 140, which is co-owned by two private parties; and

WHEREAS: Public Service Company of New Hampshire d/b/a Eversource ("Eversource") is the responsible party for legacy contaminated soils in this area, who has planned to undertake its own soils remediation project in connection with the City's outfall project; and

WHEREAS: City staff, the affected property owners, and Eversource have negotiated a memorandum of understanding concerning the City's outfall project and the soil remediation project by Eversource, attached to this resolution.

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

On behalf of the City of Dover, the City Manager is authorized to enter into, and perform the City's obligations as stated within, a Memorandum of Understanding (Cocheco Street Stormwater Outfall Project and Soil Remediation).

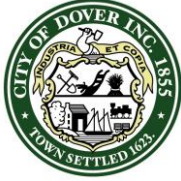
AUTHORIZATION

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.B.10	
Resolution Number: R - 2024.07.24 - 137 Resolution Re: Authorizing Memorandum of Understanding for Cocheco Street Outfall Project		

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The proposed Memorandum of Understanding (Cocheco Street Stormwater Outfall Project and Soil Remediation) is attached for reference, further explaining the City’s and Eversource’s respective projects, together with a concept plan related to same.

The City’s Fiscal Year 24 Capital Improvements Program approved \$2,000,000 in project funding for design, construction, and replacement of the storm drainage outfall pipe. The City has engaged the consulting firm of Kleinfelder for the engineering design work. The outfall pipe discharges flow from the Broadway Culvert Project, and the upstream neighborhood area generally confined by Broadway Avenue to the east, Central Avenue to the west, and extending north of Oak Street to the boundaries of Garrison Hill. During a peak rainfall intensity, the system is projected to handle an instantaneous flow rate in excess of 100 million gallons per day.



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

Memorandum of Understanding (Cocheco Street Stormwater Outfall Project and Soil Remediation)

This Memorandum of Understanding (“MOU”) is made by and between the **City of Dover, New Hampshire**, having a business address of 288 Central Avenue, Dover, New Hampshire 03820 (the “City of Dover” or the “City”), **Public Service Company of New Hampshire d/b/a Eversource** (“Eversource”), with a business address at 780 N. Commercial Street, Manchester, New Hampshire 03105, **Robert S. Mairs in his capacity as Trustee of The Robert S. Mairs Revocable Living Trust**, with an address at 14 Roberts Road, Dover, NH 03820 (“Mairs Trust”), and **George Maglaras**, a single person, with an address at 33 Cocheco St., Dover, NH 03820 (“Maglaras”). The foregoing parties are referred to collectively hereinafter as “Parties”.

WHEREAS, the City has, and has had for decades, a public stormwater outfall and related infrastructure located on real property in Dover designated as Tax Map 24 Lot 140 (“the Property”), which abuts and discharges into the tidal portion of the Cocheco River; and

WHEREAS, the City plans to design and construct a new stormwater outfall on the Property to replace the existing stormwater infrastructure, as well as demolish and remove the current outfall structures (“Outfall Project”), the construction of which the Parties anticipate will only be permitted by the United States Army Corps of Engineers during the late fall and winter months; and

WHEREAS, as part of the Outfall Project, the City will also require work and installation of stormwater infrastructure on real property in Dover designated as Tax Map 24 Lot 105 (“Maglaras Property”). Also impacting the Maglaras Property, in part, is the City’s ongoing Portland Avenue Wall project; and

WHEREAS, Eversource is a Potentially Responsible Party in respect to a former manufactured gas plant in the early 1900s operating on the banks of the Cocheco River, whose operations resulted in legacy dense non aqueous phase liquid (DNAPL) impacted soils on the Property as well as ongoing groundwater monitoring obligations. The Property is part of federal superfund site number NHD980520894, though the United States Environmental Protection Agency has not placed the site on the National Priorities List and has currently determined that no further federal action will be taken at the site. The Property remains under New Hampshire state law regulatory requirements and obligations for hazardous waste, including a groundwater monitoring permit¹ and eventual DNAPL impacted soil removal/remediation, disposal, replacement, and related permitting. The City’s Outfall Project will require excavation of certain DNAPL impacted soils and Eversource, working through its consultant CEI Consultants, will undertake a subsurface investigation to delineate the extent of DNAPL soils requiring remediation

¹ For reference, the most recent groundwater management permit and notice has been filed with the Strafford County Registry of Deeds at Book 5129, Page 961 (issued July 12, 2023 and expiring July 11, 2028). A Notice of Activity and Use Restriction is recorded with the Strafford County Registry of Deeds at Book 4353, Page 10. An “Activity and Use Restriction Plan” dated February 22, 2013 is recorded with the Strafford County Registry of Deeds as Plan# 110-092.

in conjunction with the Outfall Project, perform characterization of such delineated DNAPL soils for offsite disposal and evaluate the suitability of fill overlying the DNAPL affected soils for re-use on the Property (the "Soils Project"), all in accordance with GEI Consultants Proposal dated May 26, 2023 and this MOU; and

WHEREAS, neither the City nor Eversource own any fee interest in the Property. The Mairs Trust and Maglaras each own a one-half, undivided fee interest in the Property, *see* Strafford County Registry of Deeds ("SCRD") Book 4771, Page 777 (Parcel VI) and Foreclosure deed at SCR D Book 1833, Page 794; and

WHEREAS, Maglaras owns the Maglaras Property, *see* SCR D Book 3125, page 781; and

WHEREAS, Maglaras also owns real property in Dover designated as Tax Map 24 Lot 139 (31 Cocheco Street) and the Mairs Trust owns real property in Dover designated as Tax Map 24 Lot 141 (5 Cocheco Street), both of which directly abut the Property (collectively "the Abutting Properties"); and

WHEREAS, the Parties met on April 28, 2023 and thereafter concerning the timing and substance of the Outfall Project, the Soils Project, and any related work. This MOU is intended to memorialize the Parties' agreement concerning their respective undertakings.

WHEREAS, the Parties have reviewed and approved a concept plan dated October 20, 2023 (with revision dated of December 22, 2023) showing, more or less, the intended work to be performed, a copy of which is attached as Exhibit A ("Concept Plan"). For reference, the parties understand the Concept Plan is not a survey and the Concept Plan is only intended and relied upon to illustrate approximate locations and relative positioning of matters shown, but is in no way meant to accurately depict any actual or future (anticipated) real property boundaries.

NOW THEREFORE, the Parties incorporate the foregoing recitals and each agree, for good and valuable consideration acknowledged, as follows:

1. **Outfall Design, Permitting, and Construction:** The City, at its sole cost, shall engage a qualified engineer to design a new stormwater outfall on the Property and Maglaras Property for the Outfall Project. Upon execution of this MOU by all parties, the City (or its engineer or representative and in cooperation and joint application with Eversource's Soils Project should NHDES so require) shall begin diligently pursuing any and all federal, state, and local permitting, land use, environmental, or other such approvals necessary for the Outfall Project (collectively "Outfall Project Approvals"), with the exception of the lot line adjustment dividing the Property referenced in paragraph 5 below. The City (or its engineer or representative) shall commence the Outfall Project upon the later of either (i) 120 days of receiving all necessary, final, and unappealable permitting approvals required for the Outfall Project, provided all in-water work (and any other time-of-year-restricted work) can be started and completed without seasonal interruption, or (ii) the first seasonal opportunity following receipt of all necessary, final, and

unappealable permitting approvals. Once the Outfall Project construction phase commences, the City shall substantially complete all required work within eighteen (18) months thereafter, understanding time is of the essence. The City shall be solely responsible for, and shall undertake, construction and commissioning of the Outfall Project, coordinating diligently, reasonably and in good faith with Eversource on the concurrent Soils Project. If the Outfall Project and Soils Project are jointly permitted, the City shall indemnify Eversource against claims of non-compliance with such terms of the permit(s) as pertain to the Outfall Project. The Mairs Trust and Maglaras (collectively "Owners"), agree to cooperate with and/or execute such documents as may be necessary to obtain the Stormwater Outfall Approvals. Eversource shall provide all information needed, and shall cooperate with and/or execute such documents as may be necessary, to obtain the Stormwater Outfall Approvals. The Owners and Eversource each acknowledge that the City (or its contractor) cannot mobilize and start construction on the Outfall Project unless and until Eversource has obtained all of its required approvals, has performed excavation of impacted soils related to the Outfall Project within the "Estimated Limit of Area of Soil Remediation in Relation to Outfall Project" as depicted on the Concept Plan as such may be adjusted to account for updated soils analysis, and has stabilized the site sufficient that applicable regulatory authorities approve commencement of the City's Outfall Project at the site in question, including but not limited to any approval required pursuant to the Notice of Activity Use Restrictions. At the conclusion of the Outfall Project, and for avoidance of any doubt, the City shall have sole ownership, operational control, and maintenance rights and responsibilities of the new stormwater outfall system.

2. Soil Removal/Remediation, Disposal, Replacement, and Permitting: Eversource, at its sole cost, shall engage a qualified engineer to develop a Soil Management Plan (SMP) for area covered by an Activity Use Restriction (AUR) or proposed AUR. Upon execution of this MOU by all parties, Eversource (or its engineer or representative and in cooperation and joint application with the City's Outfall Project should NHDES so require) shall begin diligently pursuing any and all federal, state, and local permitting, land use, environmental, or other such approvals necessary for the Soils Project (collectively "Soils Project Approvals"), with the exception of the lot line adjustment dividing the Property referenced in paragraph 5 below. Upon receiving all necessary Soils Project Approvals, Eversource (or its contractor(s)) shall undertake in good faith to complete the Soils Project in a timeframe such that the City (or its contractor) can reasonably complete the City's Outfall Project in accordance with the deadlines stated in paragraph 1 above. Eversource shall undertake and be solely responsible, at its sole cost and expense, for completing the Soils Project, coordinating reasonably, diligently, and in good faith with the City on the concurrent Outfall Project. If the Soils Project and Outfall Project are jointly permitted, Eversource shall indemnify the City against claims of non-compliance with such terms of the permit(s) as pertain to the Soils Project. Owners agree to cooperate with and/or execute such documents as may be necessary to obtain the Soils Approvals. The City shall provide all information needed, and shall cooperate with and/or execute such documents as may be necessary for Eversource to obtain any necessary permit or approvals. The Parties understand, acknowledge, and agree that the Soils Project is or may be dependent upon the establishment of a temporary short-term bypass system, as contemplated on the current Concept Plan, the cost of installation and removal of which shall be borne by Eversource, provided, however, that the City shall design

provide the specifications for the bypass pipe to be utilized so that it properly interconnects with the transition structure to be designed and installed by the City. At the conclusion of the Soils Projects, Eversource shall have and retain sole responsibility for all spoils or excavated soils as well as any remaining soil contamination on the Property and Maglaras Property for which it is an identified Potentially Responsible Party related to former MGP activity, together with any associated groundwater contamination, monitoring, or remediation in relation to the Property. At the conclusion of the Soils Project, Eversource shall ensure that the Property, Maglaras Property, and any impacted portion of the Abutting Properties shall be returned to the preexisting grade. Based on guidance from NHDES, Eversource expects the Soils Project to be permitted subject to a time-of-year restriction which limits soils remediation work to winter season work when the boat ramp on the Maglaras Property is not in use and Eversource does not anticipate direct impacts to the boat ramp from such remediation work. However, since additional soils assessment in the vicinity of the boat ramp remains to be performed, should the boat ramp be physically impacted to complete necessary remediation, Eversource agrees to repair and restore the boat ramp to as good or better condition than existed prior to such impact and should work be permitted to occur and actually be performed while the boat ramp is in use, Eversource shall pay Maglaras an interference fee of \$400 per day.

3. **Cost Sharing/Sequencing:** To the extent there are shared tasks between the Soils Project and the Outfall Project, the City and Eversource agree to jointly explore one or a combination of (i) jointly engage a single construction manager or general contractor, (ii) apportioning work and/or costs between the City's and Eversource's respective contractors, or similar cost-saving or efficiency measures. Such arrangements, if any, shall be documented in a writing signed by both the City and Eversource. To the extent there is delay or need for resequencing of the target dates due to circumstances outside the reasonable control of the delayed party to this MOU (or their engineers, contractors, or other professionals), then Eversource, the City, and the Owners shall meet and confer in good faith to reach agreement on revised dates that seek to achieve the overall goals of this MOU with minimal increased delay costs to each party.

4. **Site Access/Temporary Easements:** The Parties further agree that all Parties individually, to include any contractors or other professionals, shall at all times have reasonable access to the Property, Maglaras Property and adjacent portions of the Abutting Properties, as shown approximately in the Concept Plan addendum depicting anticipated limits of temporary easement for sloping as well as additional temporary easement buffer area for construction support, for the performance of obligations and tasks set forth in this MOU. No individual party to this MOU nor their contractor(s) or other professional(s) shall in any way impair accessibility of the Property, Maglaras Property or the Abutting Properties. Owners shall grant to the City all reasonably requested temporary easements, licenses, or other permissions necessary to perform the Outfall Project. Owners shall grant to the Eversource all reasonably requested temporary easements, licenses, or other permissions necessary to perform the Soils Project.

5. **Lot Line Adjustment:** Within 120 days of this MOU being executed by all parties, the Owners, at their sole cost, may choose to seek approval of a lot line adjustment re-subdividing

the Property to result more or less in two equal halves and equal burden of permanent easements for the Outfall Project, one of which will be expected to belong to Mairs Trustee and the other to Maglaras. City planning staff will procedurally assist and provide input to the extent requested by the Owners. The Owners' decision at any time to seek, abandon, or defer re-subdividing the Property shall not delay or in any way impact the other obligations of the Owners set forth in this MOU, the Soils Project, or the Outfall Project. Owners shall be responsible for preparing, executing, and recording any deeds as between the Owners may be necessary to effectuate any re-subdivision of the Property. Owners shall be solely responsible for any real estate transfer tax related to any re-subdivision of the Property. Once the City (or its design professional) has undertaken design of the Outfall Project (or any portion thereof), the Owners agree that neither any re-subdivision of the Property (or lack thereof) nor any related lot line adjustment (or lack thereof) shall in any way be cause to vary or change the City's design of the Outfall Project (or any portion thereof). Nor shall any re-subdivision of the Property (or lack thereof) or any related lot line adjustment (or lack thereof) in any way impact the Owners' obligations discussed in section 6 below.

6. Permanent Easements to City of Dover:

a. The Owners agree to each grant the City and the City's successors and assigns a permanent, contiguous (meaning contiguous laterally across the Property or re-subdivided portions thereof and from Cocheco Street to the Cocheco River), 30-foot-wide (more or less) easement intended to be located substantially as shown on the Concept Plan but ultimately in the location indicated by the Project's final drawings following installation of the stormwater infrastructure, for the perpetual purpose of the City installing, maintaining, accessing, and using the easement area for drainage and as a public stormwater outfall system of structures, to include a reasonable buffer as may be needed for access and maintenance activities.

b. Maglaras agrees to grant the City and the City's successors and assigns a permanent, contiguous (meaning contiguous laterally across the Maglaras Property from Cocheco Street to Portland Avenue, 30-foot-wide (more or less) easement for the perpetual purpose of the City installing, maintaining, accessing, and using the easement area for drainage and as a public stormwater outfall system of structures, to include a reasonable buffer as may be needed for access and maintenance activities.

c. The City agrees to be responsible for drafting and recording (including recording costs) for each of the aforesaid easements. Owners shall be responsible for executing the easements. In addition, City council must approve acceptance of the permanent easements before the City may accept any easements. Owners agree that until all obligations under this MOU have been fulfilled, the Owners will not take any action to mortgage, lien, pledge, encumber, cause or allow attachments, or otherwise convey an interest in the Property or the Maglaras Property that would in any way preclude, inhibit, or adversely affect the granting of easements to the City on the Property. Should the Owners convey an interest in the Property or the Maglaras Property, the obligations stated in this MOU are binding on all successors and heirs.

7. **No Assumption of Environmental Liability:** For the avoidance of any doubt, by this MOU neither the City nor the Owners in any way, either by contract, operation of law, or otherwise, assume any financial, legal, or other responsibility of or for any contaminated soil, contaminated groundwater or water, or any contaminants on or in relation to the Property or Maglaras Property. Neither the City, the Owners, nor their engineers, contractors, or other engaged professionals, shall be considered an owner, operator, generator, transporter, or persons who suffer the treatment, storage, transportation or disposal of hazardous wastes within the meaning of New Hampshire RSA chapter 147-A, or responsible in any way pursuant to any other environmental state or federal law, statutory or regulatory or common law or otherwise, for environmental conditions on the Property. Eversource shall remain a Potentially Responsible Party with attendant liability under applicable law with respect to the Property's soil contamination arising from the former MGP activity, and for soil removal, soil remediation, soil disposal, and soil replacement, as well any water or groundwater contamination, monitoring, remediation, or other requirements, associated with said contamination, until such time as Eversource may receive agreement from the New Hampshire Department of Environmental Services that soil remediation is complete in accordance with applicable laws.

8. **Environmental Liability Indemnification:** To the fullest extent permitted by law, Eversource covenants and agrees to defend (with counsel reasonably acceptable to the indemnitee(s)), indemnify, and hold harmless the City or the Owners, or any one of them, from and against any claims, assessments, costs, losses, damages, fines, penalties, or any type expense (including reasonable attorneys' fees) for performance or non-performance of the Soils Project in accordance with the specifications and scope that shall be agreed upon by Eversource and the City. This covenant shall survive the termination of this MOU.

9. **No Implied Approvals:** Nothing contained in this MOU shall constitute, be deemed to constitute or imply that the City Council or any City of Dover board, department, office, or agency, officer, or employee of the City of Dover has or will approve, authorize, or consent to any action or activity within or required for the Soils Project, the Outfall Project, or the Lot Line Adjustment, including any land use approval, requirements for the provision of public utilities or services, or any administrative, judicial, quasi-judicial, or legislative action, unless and until such respective authorizations, approvals or consents are duly and properly issued by the City Council, and/or the City of Dover's responsible board, department, office, agency, officer or employee.

10. **Merger:** This MOU is intended as an integrated and comprehensive recitation of the agreement between the Parties which supersedes and cancels any prior agreements, representations, warranties, or communications, whether oral or written, between the Parties with respect to the subject matter hereof and there are no other agreement, statement or promise made by any party or any employee, officer or agent of any party with respect to any matters covered herein.

11. **Concept Plan:** The accompanying Concept Plan is for informational purposes and is not for recording with the registry of deeds. The parties recognize that certain elements of the

Concept Plan may require updating or change in the future, including but not limited to the final alignment of the permanent outfall structure(s), the need or use of a temporary bypass, and other items that have not yet been finally engineered and/or depend on receiving permitting approvals from state or federal agencies.

12. **Choice of Law:** This MOU shall be governed by New Hampshire law. All requirements of applicable law are incorporated by reference. Furthermore, with respect to the City of Dover nothing in this MOU shall be deemed in any way to waive, impair, or affect any immunity or other defense or the provisions and limitations within RSA chapter 507-B.

13. **Authorization:** Each person signing below represents and warrants that such person is duly authorized to execute this document. Any trustee of a trust may be required to provide copies of the trust instruments if requested by any other party, to verify said trustee's powers. The undersigned trustee, Robert S. Mairs as Trustee of The Robert S. Mairs Revocable Living Trust, represents that (i) he has full and absolute power in said trust and governing trust agreement(s) to authorize and bind this agreement and to convey any interest in real estate and improvements thereon held in said trust, and (ii) no purchaser or third party shall be bound to inquire whether the trustee has said power or is properly exercising said power or to see to the application of any trust asset paid to the trustee for a conveyance thereof. The Owners also represent and warrant that the Property is not homestead property.

14. **Amendment:** Amendments to this MOU may only be made in writing signed by all Parties.

15. **Review:** The Parties acknowledge that they enter into this MOU voluntarily and have had the opportunity to review this MOU with legal counsel prior to signing.

16. **Jointly Drafted:** This MOU shall be treated as having been jointly drafted by the Parties.

17. **Third parties.** Nothing in this MOU, expressed or implied, is intended to or shall be construed to confer upon or to give to any person or entity other than the Parties.

18. **Parties' Relationship:** In the performance of this MOU, the Parties are in no way each other's agent, joint venturer, partner, or employee.

19. **RSA 91-A:** This MOU and any and all information/data/records held by the City of Dover under or related to this Agreement shall be governed by the provisions New Hampshire RSA Chapter 91-A.

20. **Appropriations:** All obligations of the City set forth in this MOU are contingent upon the Dover City Council's appropriation of funds and approval of award of any bid or scope of work to an engineer, contractor, or other professional. In no event will the City of Dover be

liable for any payments or obligation stated herein in excess of such appropriated funds. The City of Dover shall not be required to transfer funds from any other account to satisfy payments or obligations hereunder.

21. **Assignment:** This MOU and the rights and obligations hereunder are not assignable by any Party without the prior written consent of the other Parties (which may be withheld by such other Party in its sole discretion), and any such assignment without such prior written consent shall be null and void. The commitments and obligations set forth in this MOU shall be binding on each of the Parties and their successors, heirs, and/or assigns.

22. **Force Majeure.** For purposes of this MOU, “force Majeure” is defined as any event arising from causes beyond the reasonable control of the party, which delays or prevents timely performance of any obligation under this Agreement despite the party’s best efforts to fulfill the obligation. The requirement that the party exercise “best efforts to fulfill the obligation” includes using best efforts to anticipate any potential force majeure event and best efforts to address the effects of any such event (i) as it is occurring, and (ii) after it has occurred to prevent or minimize any resulting delay to the greatest extent possible. “Force majeure” does not include either financial inability to perform any obligation or any other matter within the party’s control. If any force majeure event occurs or has occurred that may delay the performance of an obligation, then the party affected shall promptly provide notice to the other Parties with an explanation and description of the reasons for the delay, the anticipated duration of the delay, all actions taken or to be taken to prevent or minimize the delay, a schedule for implementation of any measures to be taken to prevent or mitigate the delay, and the party’s rationale for attributing such delay to a force majeure event. Failure to comply with this notice requirement shall preclude the party from asserting any claim of force majeure for the event, delay, or failure to perform.

23. **Limits on Damages:** The parties agree that no party shall be liable to any other party for any punitive, special, exemplary, indirect, incidental or consequential damages (including, without limitation, loss of profits or business interruptions) arising out of or in any manner related to this MOU, and without regard to the cause or causes thereof or the sole, concurrent or contributory negligence (whether active or passive), strict liability (including, without limitation, strict statutory liability and strict liability in tort) or other fault of any party.

[signatures follow]

City of Dover, New Hampshire

Date

By: _____

J. Michael Joyal, Jr. Its City Manager

Duly Authorized

Public Service Company of New Hampshire
d/b/a Eversource

Date

7/18/2024

By:  Marc J. Richards

Vice President - Sustainability & Env.

(print name and title)

Duly Authorized

Date

June 14/24

By:  Robert S. Mairs Trustee

Robert S. Mairs in his capacity as Trustee of
The Robert S. Mairs Revocable Living
Trust, Duly Authorized

Date

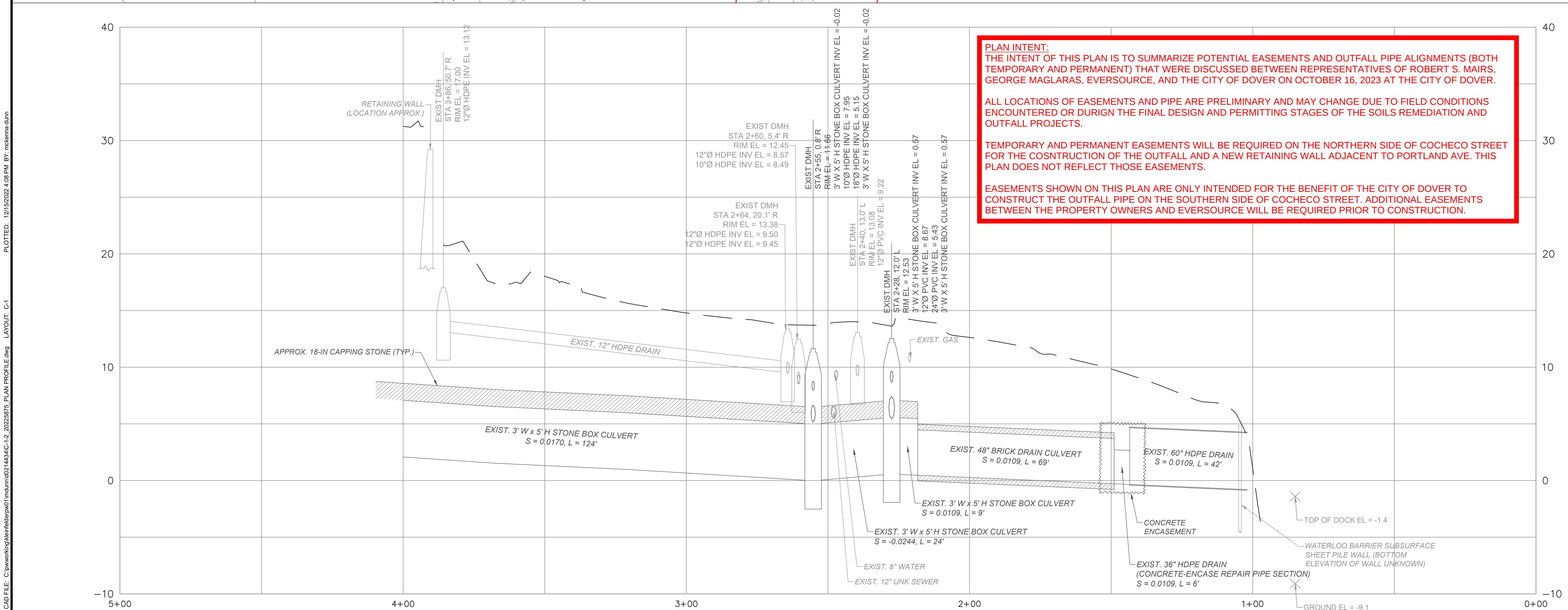
July 13th 24

By: _____


George Maglaras

EXHIBIT A
(Concept Plan)

CAD FILE: C:\pwworking\kleinfelder\pww01\indunn\0214434\C-1-2_20225875_PLAN PROFILE.dwg LAYOUT: C-1 PLOTTED: 12/15/2022 4:08 PM BY: mckenna.dunn



C-1