

CITY OF DOVER

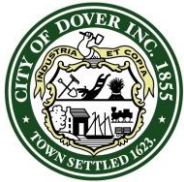
CITY COUNCIL - AGENDA

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

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS – CONSTITUTION WEEK & SERVICE DOG AWARENESS MONTH**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
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. **August 14, 2024 – Regular Meeting & Non-Public Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING**
 - B. **ORDINANCES IN THE 3RD READING**
 - C. **RESOLUTIONS**
 1. **FY2025 CIP APPROPRIATION AND AUTHORIZATION FOR BONDING FOR PUBLIC IMPROVEMENTS PER TERRA NOVA/WESTFIELD LAND DEVELOPMENT AGREEMENT**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
13. **NEW BUSINESS**
 - A. **CONSENT CALENDAR**
 1. **EXTENDING DURATION OF AD HOC COMMITTEE TO ADDRESS COMMUNITY HOUSING NEEDS**
SPONSORED BY MAYOR CARRIER BY REQUEST
 2. **HOLMATRO RESCUE TOOLS – STATE OF MA CONTRACT WITH INDUSTRIAL PROTECTION SERVICES, LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - AGENDA

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

3. AWARD OF EXTENDED WARRANTY AND PREVENTIVE MAINTENANCE AGREEMENT WITH ZOLL MEDICAL CORPORATION **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. Cocheco 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. **ESTABLISHMENT OF THE WALTER AND PAULINE CALDERWOOD MEMORIAL SCHOLARSHIP FUND**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **FY2025 CIP APPROPRIATION FOR SCHOOL TECHNOLOGY EQUIPMENT NON-DEBT FINANCED PROJECT**
(THIS RESOLUTION REQUIRES A PUBLIC HEARING AND 2/3 MAJORITY VOTE TO BE HELD ON SEPTEMBER 11, 2024)
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **REPROGRAM UNEXPENDED CIP APPROPRIATIONS FROM SOUTH END FIRE STATION BUILDING IMPROVEMENTS TO SELF CONTAINED BREATHING APPARATUS REPLACEMENT**
(THIS RESOLUTION REQUIRES A PUBLIC HEARING TO BE HELD ON SEPTEMBER 11, 2024 WITH A VOTE TO OCCUR ON SEPTEMBER 25, 2024)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

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



PROCLAMATION

- WHEREAS:** September 17, 2024, marks the 237th anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention in 1787; and
- WHEREAS:** The Constitution is our Nation's guiding document and it is important to recognize and celebrate its existence, while recalling the strength and bravery of those who fought for The Constitution and its amendments throughout history; and
- WHEREAS:** The Constitution officially became the law of the United States on June 21, 1788, when New Hampshire became the ninth state to ratify the Constitution; and
- WHEREAS:** Each year September 17-23 is designated as Constitution Week by the President of the United States, and it is fitting and proper to accord official recognition to this memorable document and the patriotic celebrations that will commemorate it; and
- WHEREAS:** Constitution Week is a great opportunity for citizens to learn about, understand, and defend the Constitution;

NOW, THEREFORE, I, Robert Carrier, Mayor of the City of Dover in the State of New Hampshire, do hereby proclaim the week of September 17 through 23, 2024 as

CONSTITUTION WEEK

in the City of Dover and call this to the attention of all citizens.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Dover to be affixed this 28th Day of August, 2024.

Robert Carrier, Mayor
City of Dover, New Hampshire



PROCLAMATION

- WHEREAS:** The City of Dover recognizes the profound impact that service dogs have on the lives of individuals with disabilities, enhancing their independence, mobility, and overall quality of life; and
- WHEREAS:** Approximately 61 million adults in the United States live with a disability, representing 26% of the adult population. Approximately 13% of children in the United States under the age of 18 have a disability; and
- WHEREAS:** The United States is home to an estimated 500,000 service dogs who play a crucial role in assisting individuals with disabilities, including those with mobility impairments, visual and hearing impairments, autism, epilepsy, diabetes, and post-traumatic stress disorder, among others, by providing vital support, companionship, and a sense of security; and
- WHEREAS:** National Service Dog Month provides an opportunity to raise awareness about the incredible contributions of service dogs, honor the dedicated individuals who train and care for these remarkable animals, and celebrate the profound bond between service dogs and the individuals they serve.

NOW, THEREFORE, I, Robert Carrier, Mayor of the City of Dover in the State of New Hampshire, do hereby proclaim the month of September as:

NATIONAL SERVICE DOG MONTH

in the City of Dover and call this to the attention of all citizens.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Dover to be affixed this 28th Day of August, 2024.

Robert Carrier, Mayor
City of Dover, New Hampshire

CITY MANAGER'S REPORT

REPORTING ON: JULY 2024

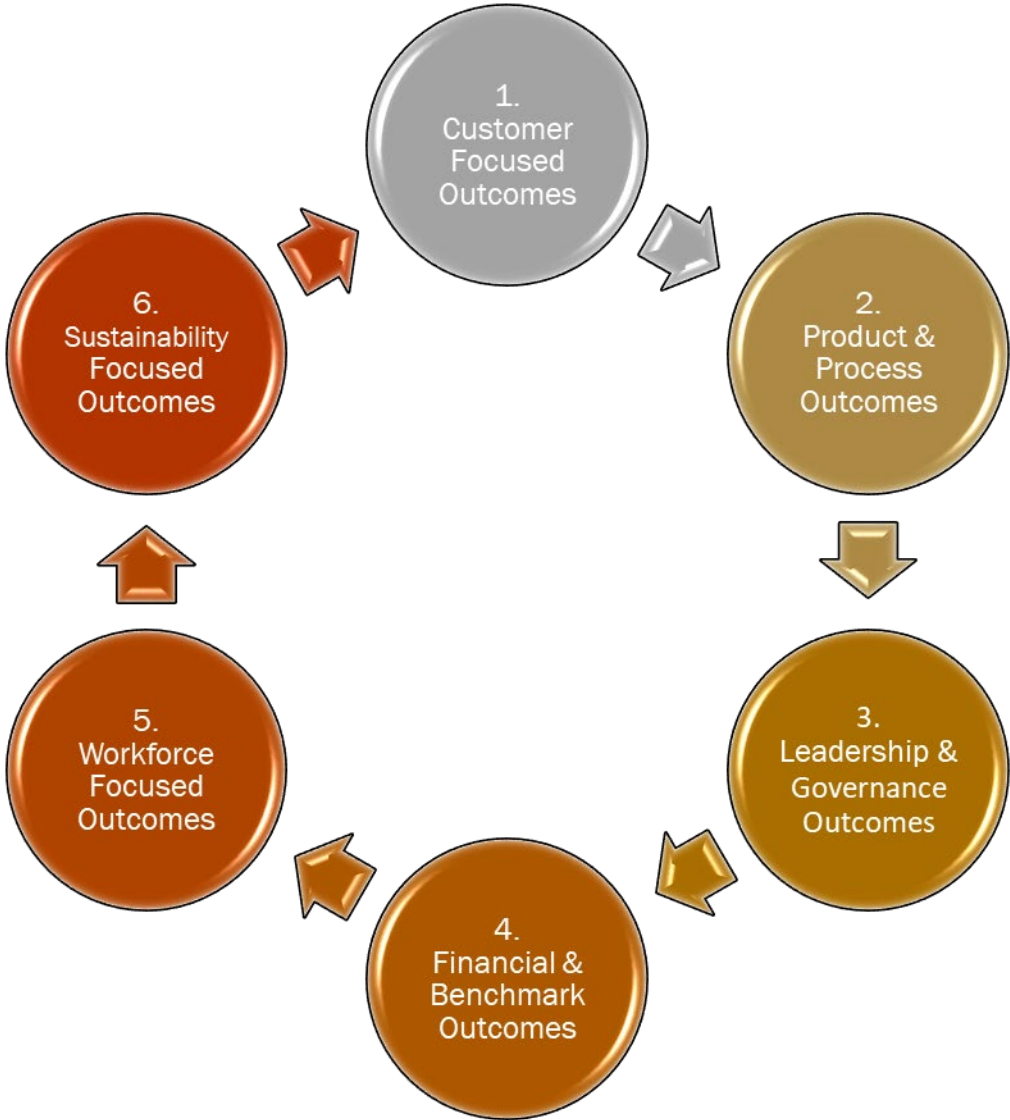


**Dover Fire & Durham Fire participating in the funeral procession
for Brigadier General John Pogoresk**

August 28, 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.

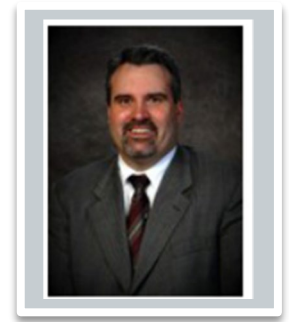
Goal #6
Our City has Sustainable Financial Policies

- 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



Donna Benton
Planning & CDBG
Director



William Breault
Police Chief



Annie Dove
Information
Technology Director



Michael Gillis
Media Services
Director

Picture to follow.



Denise LaFrance
Public Library
Director

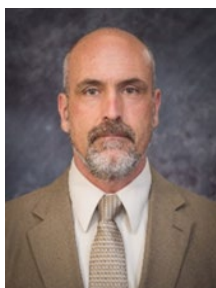


Daniel Lynch
Finance Director

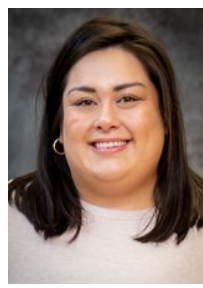


Christopher Parker
Deputy City Manager

Picture to follow.



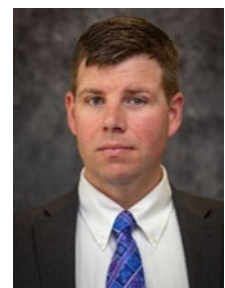
John Storer
Community Services
Director



Jerrica Vansylvong-
Bizier
City Clerk Tax
Collector



Heather Worrall
Human Resources
Director



Joshua Wyatt
City Attorney

Perry Plummer
Interim Fire Chief

Community Services Department

Administration



Email to Director Storer from Interim Fire Chief:

A sincere thanks to everyone that helped with the Toy Bank cleanout.

John, Your folks could not have been better!!! Everyone who helped get the dumpster and the second dumpster, to the backhoe folks to the crew that helped empty the Toys out, they were all tremendously helpful and upbeat. Please send me the names of your folks so I can thank them.

There was so much stuff when we walked in there it seemed a little overwhelming, however, we had a great turnout to help and we got the job done. There was probably more than \$35,000 worth of toys we had to toss.

Again, thanks to everyone for stepping up on short notice.

Perry

Email to Mike Nadeau from Kayla Rano, Firefighter/Paramedic

Good Morning Mike,

I wanted to reach out and say thank you, thank you, thank you for all the help you provided yesterday! Please pass our gratitude on to the crew of guys you had with you as well. We absolutely could not have made that happen without you and all of your crews hard work.

Kayla Reno

Firefighter/ Paramedic

Email to City Manager from Dover Resident Mock:

Good morning,

I am writing to express my sincere gratitude for Dover Public Works. I have called twice since living in Dover (a bad pothole and a deceased skunk in front of my house) and my issue was resolved promptly both times.

Thanks so much!

Haley Mock
Henry Law Ave

Water Division



The City of Dover produced over 74 million gallons for the month of July, and averaged 2.4 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 producing over 400,000 gallons per day from the new PFAS plant on average but had peaked at producing over 1 million gallons on several days for the month. Willand Pond 2, and Hughes wells are off line.

The utilities crew closed 16 service requests and 67 Work Orders for July. The crews repaired a large water main break on Broadway, which unfortunately, undermined and damaged a significant portion of the roadway. Crews worked through the night to make the repairs to the 12-inch cast iron water main that was installed in 1929, with help from a contractor due to the severity of the break and the damage to the roadway. This has prompted evaluation of the water main that is tied into the 4-million-gallon storage tank on Garrison hill. There have been several breaks on the 12-inch main on Broadway which has typically caused severe damage to the surrounding area.

A leak on the temporary water line for the Fifth and Grove water main renewal project sprung a leak caused damage to the interior of the building. The utilities crew responded with the contractor and the fire department and isolated the leak and repairs were made the next day. The utilities crew has started to do minor investigations into the lead service line inventory (LSLI) in order to help complete the city's database to determine the highest probability of finding an iron service on the city owned portion of the water service.

The utilities crew has also started with the work at the new Inspection Services building that will be adjacent to the Public Works Facility on Mast Road. The water division has continued to do routine sampling and met with the EPA, who is conducting a study on how the granulated carbon that removes PFAS at the new plant, and to do continued sampling to determine the life expectancy of the media so that in the future this data can be used to help build other PFAS removal plants and to help the operation of the new plant run at peak performance and produce high quality water.

The utilities crew installed 16 new meters for the month and has been assisting with the water line survey when the schedule allows. The crew also closed 89 work orders for the month and 2 service requests.

Sewer Pump Stations and Collection



The sewer collection division closed 5 service requests and 10 work orders. A sewer back up occurred on Central Ave that backed up into a business. Utilities crews responded and cleared the blockage but not before some damage occurred in the business from the back up.

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



During the month of July, 54 service requests were logged and 51 service requests were closed. Potholes, deceased animals and vegetation overgrowth led the way in service requests for the month.

Early on in July, Brox industries completed paving work on Berkshire Ln and Tanglewood Dr. Once completed, Brox moved milled and adjusted castings on St. John St, Winter St and Durrell St. Once the prep was completed, which included a full width mill and adjusting or replacing of castings, a 1.5" overlay of asphalt was installed. St. John St will have the pavement markings painted in August.

Catch basin cleaning began on July 29th with this year's contractor, Wind River Environmental. 1,569 basins on the north end of the city are slated to be cleaned this summer/fall. First, debris is removed from the basin and then a basic condition assessment is given for each basin. Collected debris is brought to the catch basin cleaning facility at the wastewater treatment plant to be processed.



Crew repaired outfall on Oakhill Drive.

The crew was busy with various projects. Once paving was completed on Barry Street, the crew loamed and seeded the length of the road on both sides to tie the lawns into the newly installed bituminous curbing. The crew also repaired a failed outfall on Oakhill Drive, and also has been involved in various tasks in the site work for the new inspection services building on Mast Road.

Facilities, Grounds & Cemeteries



During the month of July, the Facilities, Grounds and Cemetery Division received 62 Service Requests, of which 57 were closed, and 129 Work Orders of which 113 were completed and closed in the month of July.

There were twenty-one work orders pertaining to cemetery issues, thirty-nine work orders pertaining to facility issues, thirty-four work orders pertaining to grounds issues, fifteen work orders related to sign issues, eleven work orders related to traffic and street light issues and nine work orders pertaining to tree issues.

One full burial, and three ash interments were conducted in the Pine Hill Cemetery this month. Ten full graves and no cremation spaces were sold this month. Twelve foot-markers were installed. Several monument companies are delivering and installing monuments on the foundations that city crews excavated and poured a couple months ago.

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.

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

Several crews delivered mulch to the numerous playgrounds around the city to spread under the play equipment for cushioning purposes. Crews delivered and spread several loads of wood chips at the Long Hill Dog Park. Park Street Park had a renovation performed and new walking paths established. During the renovation, two picnic table areas were established and crews delivered picnic tables.



downtown trees

Crews started roto-tilling the infields of the ball parks around the city to knock down the grass and weeds intruding on them. Immigrant's Park got an overdue clean-up and had its flower beds weeded and mulched

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

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) met on July 15th to review questions received on topics from the December meeting on how the City responds to social media comments. The next meeting is scheduled for August 19th.

Transportation Advisory Committee (TAC) (Jillian Semprini):

TAC met on July 22nd to discuss various items including pedestrian crossing requests, intersection safety concerns, stop sign requests and changes to school zone signage on Watson Road. The next meeting is scheduled for September 23rd.

Planning Board (Ken Mavrogeorge):

Planning Board met on July 23rd. City Engineer Mavrogeorge was absent from the meeting but topics

reviewed at the meeting included a review of a community trail extension, minor subdivision review, an amendment to a previously approved project and possible revisions to Chapter 170 of the Dover Code.

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

MAAM did not meet in July. The next meeting is scheduled for August 15th at the Rochester, NH DPW.

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

The SSC met on July 17th in a virtual setting. Topics of the meeting included the following:

- PTAP Advanced Workshop on October 10th at 9 am.
- Review of Federal Highways Administration National Culvert Removal, Replacement, and Restoration Grants

The next Coalition meeting is scheduled for August 21st.

TIF Advisory/Cocheco Waterfront Development Committee (CWDAC)/Park Subcommittee (Jamie Stevens): The TIF Advisory Committee did not meet. The CWDAC Park Sub-committee met on July 9th and 23rd to review selection of Paver Materials and Finishes from Northeast Earth Mechanics and possible endorsement of the Park Pavilion building from CJ Architects.

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
2024 Year to Date	94	100
July 2024	9	10

PUBLIC OUTREACH

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



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.

[Project Spotlight](#)

Capital Planning for Dover's Infrastructure: A Collaborative Approach

PROPOSED CAPITAL IMPROVEMENTS PLAN

Fiscal Years 2025 - 2030



Each year, the City of Dover's various Departments work together with the Planning Department to develop a comprehensive Capital Improvement Plan. The plan consists of proposed projects from each department for the purchase, construction, or reconstruction of capital assets. In order to be

included within the CIP, a project needs to have an estimated cost of \$25,000 or more and have a useful life of three years or greater. In addition, the project needs to satisfy at least one of the following criteria:

- Protect the health and safety of employees and/or the community at large
- Significantly improve the efficiency of the existing services
- Preserve a previous capital investment made by the City
- Significantly reduce future operating costs or increase future operating revenues

These large-scale projects, are the backbone of a thriving community and many projects are critical to keeping basic services running.

Each year, the Engineering Division of Community Services reviews opinions of probable construction costs, infrastructure condition assessment reports, and asset management plans prepared by professional engineers to determine what projects should be recommended for prioritization and at what cost to the City.

This review, coupled with an understanding of the City, aids in the team's goal of prioritizing projects that address immediate needs while setting the City up for long-term sustainability. The Engineering Division then sends capital funding recommendations to the Planning staff who ensure that the requests align with the community's vision.

Together, these departments weigh the merits of each project, understanding that adequate funding is paramount for the realization of these essential improvements. Our infrastructure is the lifeblood of our city, providing the foundation for public health, safety, and economic growth. Investing in it today is an investment in tomorrow's Dover.

A good example of the type of funding decisions that are made during this process is the need for adequate funding of vehicles for Community Services. These are the trucks and machines that City staff uses to repair utilities in emergencies and keep the roads free of snow in the winter.

As one would expect, due to the rising costs of vehicles since the pandemic in 2020, funding for replacement vehicles is falling below sustainable levels to maintain the current fleet. During a review of this year's CIP requests with Community Service staff, it is clear that Community Services lack several vehicles needed for daily operations, and many existing ones are well past their prime. Below is a summary of the problem, impact, and potential solution to this issue which is a similar approach that Engineering uses for each Capital Project.

The Problem:

- **Outdated Fleet:** Our current ten-year replacement schedule is not being met. Many vehicles, like the 1999 water truck and the 1985 loader snow blower, are far beyond their useful lifespan.
- **Increased Costs:** Holding onto older vehicles leads to higher maintenance costs, lower fuel efficiency, and diminished resale value. The recent sale of two vehicles highlights this issue. They were well past their useful life and brought in minimal revenue.

- Operational Risks: Aging vehicles are less reliable, increasing the risk of breakdowns during critical times like winter plowing.
- Parts Shortage: The auto industry landscape has changed and as a result, parts for older vehicles are becoming increasingly scarce, causing extended downtime during repairs.

The Impact:

- Inefficiency: Older, inefficient vehicles cost the city more in maintenance, fuel, and pollution while also hindering daily operations due to lack of availability.
- Safety: Older, unreliable vehicles pose safety risks to both City staff and the public.
- Winter Preparedness: A breakdown during a snowstorm could leave the City unprepared to handle critical tasks like road clearing.

The Potential Solution:

- Strategic Replacement: Increase investment in a program that replaces vehicles based on a ten-year schedule, prioritizing critical equipment like snowplows and hook trucks. Leasing programs could be explored to ensure access to new, reliable vehicles within budgetary constraints.
- Modernization: Newer vehicles are more fuel-efficient which reduces operating costs and our environmental impact.
- Improved Efficiency: A reliable fleet streamlines operations and minimizes downtime.
- Enhanced Safety: Modern vehicles come equipped with improved safety features, protecting staff and the public.

Winter is Coming:

With winter approaching, the need for a reliable fleet becomes even more critical. Investing in replacements now could prevent equipment breakdowns and ensure smooth operations during the coming season.

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:

July marked another significant advancement in the Cochecho Waterfront project. Essential infrastructure work, including the installation of electrical and telecommunication duct banks on Seaport Way, has been finalized. Progress on drainage systems is also evident with the completion of outfall #3.



Waterfront foundation progress on building C.

Preparations for the future park pavilion building are underway. Contractors have begun exploring the site for obstructions and have successfully removed remnants of the old wastewater treatment plant. Foundation support for the Pavilion is being established through the installation of rammed aggregate piers. Granite toe wall construction is nearing completion, and site work for the park area is progressing steadily. Meanwhile, the private developer, Cathartes, is moving forward with the construction of Building C. Foundation work for both Buildings C and D is in progress, with Keller completing the necessary ground improvements to support the structures. Additional utility installations are also being carried out on privately owned parcels. Windover Construction has engaged North East Earth Mechanics to handle utility installations, excavation, and grading for the project.

Fifth and Grove Reconstruction: N. Granese and Sons continues to work on the installation of the new 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 July, Brox Industries, Inc., the city's paving contractor, paved Saint John St., Durrell St., and Winter St. The work included milling the current pavement, raising castings, and paving. Upon completion of this work, the contractor mobilized to Washington Street to prepare for paving.

Portland Ave Retaining Wall: The contractor for the project, GW Brooks continues to make progress on the construction of the new Portland Ave. wall. The project includes new lighting and sidewalks along Portland Ave. It is anticipated that work will last until the end of 2024.

Crosby Road Drainage Evaluation: A Request for Proposals (RFPs) was 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. Three (3) bids were received in July and the project is expected to be awarded to the winning bidder in August and last until February 2025.



A new granite water feature was carved by CS staff for the upcoming Adventure Park upgrades.

Adventure Park Upgrades: Plans for enhancements are coming together for the City's Downtown Adventure Park. The plans for the installation of granite curbing around the swing and sandbox areas to replace the wooden posts, installed during the park's original construction, are underway. Upgrades to the water/sand play area are also being planned including the addition of a granite feature carved by Community Services staff. Temporary closures to the park are anticipated after Labor Day in early September to ensure safety during construction. The park will reopen before Apple Harvest Day in early October. Special Project Advisor Bill Boulanger and Facilities Project Manager Eric Sanderson are leading this project on behalf of Community Services.

Park Street Park Upgrades: Work recently took place on the pathways within the Park Street Park. Pathways were widened and a reinforcement grid and gravel were placed to make the pathways more traversable by pedestrians and maintenance vehicles. Work will continue in August to improve the pathways to ensure ADA accessibility is maintained by adding finely graded material to the pathways.



Park Street Park pathway improvements.

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.

July 2024	
Driveway Permits:	06
Utility Licenses:	02
Paving Licenses:	01
Excavation Permits:	08
Certificate of Occupancy Inspections	14
Construction Permits	03
Obstruction Permits:	01
Sewer Connection Permit:	00
Septic Design Reviews:	01



Grove Street is beginning to rise.



Community Recreation Building at Karolina Way.

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.

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

- 105 Durham Road – Multi-unit Residential Development for adults with Intellectual Developmental Disabilities (IDD).

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)*
- *Waterfront Private Development*

Finance Department

Administration

On 7/3/24 Esina Navarro, Executive Secretary, attended Accounting for Non-Accountants via Online Webinar sponsored by LinkedIn Learning. Learning Objectives included Balance sheets; Income statements, financial statements and cash flow statements.

On 7/16/24 Esina Navarro, Executive Secretary, attended Project Management Foundations via Online Webinar sponsored by LinkedIn Learning. Learning Objectives included Project planning, timelines, estimates and workflow.

City Clerk Tax Collection

This month the City Clerk/Tax Collector (CC/TC) started the tax year 2023 tax lien process. In July the CC/TC issued 355 Notices of Impending Tax Lien to property owners who still have outstanding tax year 2023 (Fiscal Year 2024) property taxes. The total property tax amount outstanding for the 355 parcels is \$1,716,535.58, which represents 1.57% of the City's overall property tax levy of

\$109,424,426.13. This balance of unpaid property taxes is consistent with the balance outstanding for the prior year at time of Notice of Impending Tax Lien.

Recipients of the Notice of Impending Tax Lien have until 5:30pm on August 29th, 2024 to make appropriate payment to the CC/TC. After that time and date, the CC/TC will execute a tax lien on any parcel that still has unpaid tax year 2023 property taxes. Any liens executed by the CC/TC will be recorded at the Strafford County Registry of Deeds on August 30th, 2024.

During July the City Clerk/Tax Collector has also been working with 25 property owners whose property is eligible for Tax Deeding. The CC/TC has been in communication with these property owners to determine what action the owner is taking to address outstanding property taxes. Those property owners with an impending tax deed have until October 1st, 2024 to resolve outstanding property taxes that are resulting in the property being eligible for tax deeding.

In July City Hall offices held a Spirit week event. The City Clerk/Tax Collector Office won the Movie Day dress up theme event. The office's Movie Day dress up theme was 101 Dalmatians.

Tax Assessment

During early July the City Assessor, Finance Director and City IT personnel had meetings with the City's new CAMA (Computer Aided Mass Appraisal) software vendor to resolve two significant items to have properly functioning software. In late July the new CAMA software was loaded onto the City's server and is now accessible to the city assessing office.

The assessing office is currently utilizing the legacy CAMA software for updating Tax Year 2024 property values and setting of tax rate in the Fall. Once the tax year 2024 tax rate is confirmed by the NH Department of Revenue Administration, the assessing office will start to utilize the new CAMA software system so it is ready for Tax Year 2025 to update property values.

Finance / Accounting / Purchasing

The Purchasing Department finalized the FY24 Open Purchase Orders and closed those that were no longer valid. Through the annual Purchase Order rollover process, the department rolled about 400 purchase orders totaling \$36,714,220 forward to FY2025. This annual rollover process results in closing out the FY2024 budget group.

Water/Sewer Utility Billing

In April and May, the Water-Sewer Utility Billing (WSUB) office issued about 1,500 Backflow Notices. Properties that have City water service and also have a fire sprinkler system are required to perform backflow testing and report those results to the City. The purpose of the backflow testing requirement is to insure there is no flow going back into the city water system and possibly resulting in contamination. During the month of July, the Water-Sewer Utility Billing office has been following up on property owners who have not reported their backflow test results.

On July 3rd, the Water-Sewer Utility Billing office issued bills for June (6/1/24-6/30/24) services for the monthly billed accounts. The total amount billed for the 847 accounts billed was \$589,846.31.

During July the WSUB Office worked on obtaining reads for the 2nd quarter billing for quarterly billed accounts. The 2nd quarter billing period is 4/1/2024 – 6/30/2024. There were 8,554 bills totaling \$2,426,204.11. Total water gallons billed were 130,344,764 and sewer gallons billed were 105,787,049.

The 2nd quarter billings were issued on August 3rd, 2024.

Purchase Orders over \$5,000:

Department/Division	PO Date	Vendor	Amount
City Clerk Tax	7/1/2024	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$15,250.00
Finance Office	7/4/2024	OVERHEAD DOOR COMPANY	\$6,017.00
Finance Office	7/1/2024	GATEHOUSE MEDIA MASSACHUSETTS I, INC	\$6,025.00
Finance Office	7/26/2024	CONWAY OFFICE PRODUCTS	\$6,058.50
Finance Office	7/4/2024	SIEMENS INDUSTRY, INC.	\$6,506.00
Finance Office	7/23/2024	LCI FLOORING, LLC.	\$6,673.64
Finance Office	7/15/2024	CONSOLIDATED COMMUNICATIONS, INC	\$6,756.00
Finance Office	7/4/2024	NYHART CO., INC.	\$7,000.00
Finance Office	7/25/2024	TOSHIBA BUSINESS SOLUTIONS	\$7,704.39
Finance Office	7/15/2024	JEFFERSON SOLUTIONS, INC.	\$7,745.00
Finance Office	7/1/2024	NICOLE L. SAWYER, PSYD, PLLC	\$8,845.00
Finance Office	7/1/2024	NICOLE L. SAWYER, PSYD, PLLC	\$9,425.00
Finance Office	7/1/2024	INTERWARE DEVELOPMENT CO INC	\$13,638.05
Finance Office	7/4/2024	PEST-END, INC.	\$14,740.00
Finance Office	7/1/2024	FIFTH ASSET, INC. DBA DEBTBOOK	\$15,000.00
Finance Office	7/23/2024	VERIZON WIRELESS	\$16,478.90
Finance Office	7/4/2024	MARCUM LLP	\$17,000.00
Finance Office	7/4/2024	UNITED CONSTRUCTION & FORESTRY, LLC	\$21,849.93
Finance Office	7/4/2024	SAMSARA, INC.	\$22,675.00
Finance Office	7/4/2024	W.B. HUNT COMPANY, INC.	\$24,181.75
Finance Office	7/23/2024	VERIZON WIRELESS	\$25,240.00
Finance Office	7/1/2024	MS GOVERN	\$27,434.00
Finance Office	7/4/2024	WOODARD & CURRAN INC.	\$32,992.91
Finance Office	7/1/2024	COMCAST	\$37,671.50
Finance Office	7/24/2024	EVERSOURCE ENERGY	\$58,116.00
Finance Office	7/2/2024	TYLER TECHNOLOGIES, INC.	\$61,819.70
Finance Office	7/1/2024	UNITED STATES POST OFFICE-CMRS	\$67,139.00

Finance Office	7/24/2024	EVERSOURCE ENERGY	\$87,899.00
Finance Office	7/15/2024	UNITIL NH	\$103,611.00
Finance Office	7/15/2024	SPRAGUE OPERATING RESOURCES, LLC.	\$105,104.00
Finance Office	7/4/2024	RINGCENTRAL, INC.	\$125,000.00
Finance Office	7/24/2024	EVERSOURCE ENERGY	\$145,250.00
Finance Office	7/9/2024	YANKEE TRUCKS dba NE KENWORTH	\$285,890.00
Finance Office	7/24/2024	EVERSOURCE ENERGY	\$452,809.00
Finance Office	7/2/2024	PRIMEX-P/C GROUP	\$597,404.00
Finance Office	7/24/2024	EVERSOURCE ENERGY	\$970,246.00
Finance Office	7/1/2024	STRAFFORD COUNTY COMMISSIONERS	\$10,716,507.00
Info Tech	7/1/2024	SANDBORN MAP COMPANY, INC (THE)	\$5,500.00
Info Tech	7/1/2024	FIRSTLIGHT	\$7,597.00
Info Tech	7/1/2024	INTERSOFT DATA LABS, INC.	\$7,949.95
Info Tech	7/4/2024	2 WAY COMMUNICATIONS SERVICE, INC.	\$9,106.71
Info Tech	7/1/2024	CONSOLIDATED COMMUNICATIONS, INC	\$24,536.00
Info Tech	7/1/2024	TYLER TECHNOLOGIES, INC.	\$32,968.44
Info Tech	7/4/2024	TYLER TECHNOLOGIES, INC.	\$44,667.44
Community Services	7/1/2024	BOB SHERWOOD LANDSCAPE CO., LLC.	\$5,000.00
Community Services	7/1/2024	DEAD RIVER COMPANY	\$5,000.00
Community Services	7/4/2024	ELECTRICAL INSTALLATIONS INC.	\$5,000.00
Community Services	7/4/2024	SCHERBON CONSOLIDATED, INC.	\$5,000.00
Community Services	7/18/2024	ELECTRIC LIGHT CO, INC.	\$5,000.00
Community Services	7/23/2024	AAA PUMP SERVICE, INC.	\$5,000.00
Community Services	7/26/2024	BROX INDUSTRIES, INC.	\$5,000.00
Community Services	7/26/2024	BROX INDUSTRIES, INC.	\$5,000.00
Community Services	7/26/2024	BROX INDUSTRIES, INC.	\$5,000.00
Community Services	7/26/2024	BROX INDUSTRIES, INC.	\$5,000.00
Community Services	7/26/2024	BROX INDUSTRIES, INC.	\$5,000.00
Community Services	7/26/2024	BROX INDUSTRIES, INC.	\$5,000.00
Community Services	7/26/2024	BROX INDUSTRIES, INC.	\$5,000.00
Community Services	7/26/2024	PROJECT FLAGGING, INC.	\$5,000.00
Community Services	7/1/2024	PETE'S TIRE BARNS, INC.	\$5,095.63
Community Services	7/29/2024	REDS SHOE BARN	\$5,125.00
Community Services	7/4/2024	GRANITE TRAFFIC SOLUTIONS, LLC.	\$5,165.00
Community Services	7/1/2024	CSX TRANSPORTATION, INC	\$5,180.36
Community Services	7/22/2024	McGUIRE ORGANICS, LLC	\$5,200.00
Community Services	7/8/2024	DIG SAFE SYSTEMS INC.	\$5,247.48
Community Services	7/4/2024	DF RICHARD, INC.	\$5,307.97
Community Services	7/4/2024	DF RICHARD, INC.	\$5,486.25
Community Services	7/1/2024	McGUIRE ORGANICS, LLC	\$5,610.00
Community Services	7/4/2024	CITY OF DOVER-WATER~SEWER DEPT.	\$5,636.57
Community Services	7/4/2024	K5 CORPORATION	\$5,753.84

Community Services	7/1/2024	F.W. WEBB	\$5,900.00
Community Services	7/1/2024	HEG,INC. / HAFFNERS	\$6,000.00
Community Services	7/18/2024	ALL STATES CONSTRUCTION, INC.	\$6,000.00
Community Services	7/26/2024	PROJECT FLAGGING, INC.	\$6,000.00
Community Services	7/18/2024	WATER INDUSTRIES, INC.	\$6,131.05
Community Services	7/4/2024	CLIPPER LANDSCAPING, LLC	\$6,175.00
Community Services	7/4/2024	ABSOLUTE RESOURCE ASSOCIATES, LLC	\$6,181.00
Community Services	7/17/2024	CITIZENS BANK-CREDIT CARD PAYMENT	\$6,318.55
Community Services	7/4/2024	STILES COMPANY INC.	\$6,575.10
Community Services	7/1/2024	CITY OF DOVER-WATER~SEWER DEPT.	\$6,666.15
Community Services	7/1/2024	CITY OF DOVER-WATER~SEWER DEPT.	\$6,666.15
Community Services	7/1/2024	CITY OF DOVER-WATER~SEWER DEPT.	\$6,666.15
Community Services	7/1/2024	CITY OF DOVER-WATER~SEWER DEPT.	\$6,666.15
Community Services	7/4/2024	CITY OF DOVER-WATER~SEWER DEPT.	\$6,666.15
Community Services	7/8/2024	ORGANIC SOLUTIONS/ DBA MR FOX	\$6,729.84
Community Services	7/4/2024	BADGER METER INC	\$6,876.00
Community Services	7/4/2024	SIEMENS INDUSTRY, INC.	\$6,936.00
Community Services	7/29/2024	PROJECT FLAGGING, INC.	\$7,000.00
Community Services	7/4/2024	DUKES ROOT CONTROL, INC.	\$7,285.52
Community Services	7/4/2024	UNDERWOOD ENGINEERS, INC.	\$7,400.01
Community Services	7/4/2024	UNDERWOOD ENGINEERS, INC.	\$7,406.00
Community Services	7/4/2024	SANEL NAPA	\$8,555.75
Community Services	7/18/2024	ATLANTIC RECYCLING EQUIPMENT, LLC	\$8,700.00
Community Services	7/4/2024	EMERY & GARRETT	\$8,800.00
Community Services	7/26/2024	PROJECT FLAGGING, INC.	\$9,000.00
Community Services	7/4/2024	ATLANTIC RECYCLING EQUIPMENT, LLC	\$9,100.00
Community Services	7/9/2024	UNIVAR USA, INC.	\$9,240.00
Community Services	7/11/2024	SANEL NAPA	\$9,348.56
Community Services	7/24/2024	SUR CONSTRUCTION, INC.	\$9,376.00
Community Services	7/26/2024	ELLIOTT AUTO SUPPLY/dba FACTORY MOTOR	\$9,429.49
Community Services	7/4/2024	CITY OF DOVER-WATER~SEWER DEPT.	\$9,488.87
Community Services	7/1/2024	WALKER WELLINGOTN, LLC.	\$9,653.28
Community Services	7/4/2024	ATLANTIC FLUID TECHNOLOGY, INC.	\$9,993.00
Community Services	7/4/2024	WOODARD & CURRAN INC.	\$10,000.00
Community Services	7/11/2024	SANEL NAPA	\$10,000.00
Community Services	7/11/2024	SANEL NAPA	\$10,000.00
Community Services	7/11/2024	SANEL NAPA	\$10,000.00
Community Services	7/11/2024	SANEL NAPA	\$10,000.00
Community Services	7/11/2024	SANEL NAPA	\$10,000.00
Community Services	7/11/2024	SANEL NAPA	\$10,000.00
Community Services	7/11/2024	SANEL NAPA	\$10,000.00

Community Services	7/11/2024	SANEL NAPA	\$10,000.00
Community Services	7/11/2024	SANEL NAPA	\$10,000.00
Community Services	7/11/2024	SANEL NAPA	\$10,000.00
Community Services	7/11/2024	SANEL NAPA	\$10,000.00
Community Services	7/19/2024	MARTINEAU ELECTRIC, INC.	\$10,000.00
Community Services	7/26/2024	BROX INDUSTRIES, INC.	\$10,000.00
Community Services	7/4/2024	WOODARD & CURRAN INC.	\$10,257.35
Community Services	7/4/2024	RESOURCE MANAGEMENT INC	\$11,487.86
Community Services	7/4/2024	SEBAGO TECHNICS, INC.	\$11,887.86
Community Services	7/4/2024	STILES COMPANY INC.	\$12,092.00
Community Services	7/4/2024	SAVATREE, LLC.	\$12,130.00
Community Services	7/4/2024	JWC ENVIRONMENTAL, INC.	\$12,379.00
Community Services	7/4/2024	BK SYSTEMS, INC.	\$12,450.00
Community Services	7/26/2024	MADBURY NH, TOWN OF-TAX COLLECTOR	\$12,610.00
Community Services	7/4/2024	CONTINENTAL PAVING, INC.	\$13,000.00
Community Services	7/4/2024	STILES COMPANY INC.	\$13,151.16
Community Services	7/4/2024	APEX CONSTRUCTION, INC.	\$13,465.00
Community Services	7/4/2024	WRIGHT-PIERCE	\$13,743.82
Community Services	7/17/2024	THE NEW YORK BLOWER COMPANY	\$14,226.00
Community Services	7/18/2024	JM HAYDEN EQUIPMENT CO	\$14,234.00
Community Services	7/4/2024	JOHN TURNER CONSULTING INC	\$14,993.52
Community Services	7/2/2024	DUKES ROOT CONTROL, INC.	\$15,000.00
Community Services	7/18/2024	DENNISON LUBRICANTS, INC.	\$15,000.00
Community Services	7/4/2024	UNDERWOOD ENGINEERS, INC.	\$15,515.49
Community Services	7/4/2024	WOODARD & CURRAN INC.	\$16,000.00
Community Services	7/4/2024	CHAPPELL TRACTOR EAST	\$16,100.00
Community Services	7/4/2024	SIEMENS INDUSTRY, INC.	\$16,608.00
Community Services	7/4/2024	UNDERWOOD ENGINEERS, INC.	\$17,495.32
Community Services	7/4/2024	WIN WASTE INNOVATIONS	\$18,256.25
Community Services	7/4/2024	WOODARD & CURRAN INC.	\$20,000.00
Community Services	7/4/2024	KLEINFELDER NORTHEAST, INC.	\$20,579.62
Community Services	7/1/2024	NORTHERN N.E. PASSENGER RAIL	\$20,870.00
Community Services	7/4/2024	GREEN INTERNATIONAL AFFILIATES, INC.	\$21,408.37
Community Services	7/4/2024	SEBAGO TECHNICS, INC.	\$21,414.79
Community Services	7/24/2024	MAHER SERVICES, INC.	\$21,680.00
Community Services	7/18/2024	SAVATREE, LLC.	\$22,000.00
Community Services	7/4/2024	HOWARD SYSTEMS, LLC.	\$22,606.00
Community Services	7/1/2024	HACH COMPANY	\$23,045.00
Community Services	7/1/2024	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$24,860.00
Community Services	7/1/2024	CITY OF DOVER-WATER~SEWER DEPT.	\$25,000.00
Community Services	7/4/2024	UNH OFFICE OF SPONSORED RESEARCH	\$25,000.00
Community Services	7/4/2024	BAU-HOPKINS / AMH ENTERPRISES, INC.	\$25,876.80

Community Services	7/4/2024	WASTE MANAGEMENT OF NEW HAMPSHIRE	\$27,491.60
Community Services	7/4/2024	MAINE SCALE, LLC	\$27,828.00
Community Services	7/4/2024	KLEINFELDER NORTHEAST, INC.	\$27,910.89
Community Services	7/4/2024	SOLITUDE LAKE MANAGEMENT, LLC	\$28,280.00
Community Services	7/1/2024	SHANNON CHEMICAL CORPORATION	\$29,286.00
Community Services	7/4/2024	CLIPPER LANDSCAPING, LLC	\$29,555.00
Community Services	7/4/2024	WOODARD & CURRAN INC.	\$33,868.04
Community Services	7/4/2024	EMERY & GARRETT	\$35,952.00
Community Services	7/4/2024	TROJAN TECHNOLOGIES GROUP, ULC	\$38,470.95
Community Services	7/4/2024	WRIGHT-PIERCE	\$38,832.31
Community Services	7/4/2024	UNDERWOOD ENGINEERS, INC.	\$44,114.36
Community Services	7/4/2024	MUNICIPAL PEST MANAGEMENT SERVICES	\$47,357.00
Community Services	7/1/2024	COYNE CHEMICAL	\$47,508.00
Community Services	7/4/2024	K5 CORPORATION	\$47,852.61
Community Services	7/4/2024	OUT TO BID - PURCHASING AGENT	\$50,000.00
Community Services	7/19/2024	MXI ENVIRONMENTAL SERVICES, LLC	\$50,000.00
Community Services	7/29/2024	PESCHEL CONSULTING, LLC	\$50,000.00
Community Services	7/29/2024	ROBERTS CHEMICAL CO., INC.	\$54,999.00
Community Services	7/4/2024	72 HOUR, LLC dba NATIONAL AUTO FLEET	\$55,449.25
Community Services	7/4/2024	72 HOUR, LLC dba NATIONAL AUTO FLEET	\$56,647.21
Community Services	7/4/2024	PJC & COMPANY ECOLOGICAL LAND CARE	\$56,917.00
Community Services	7/4/2024	WRIGHT-PIERCE	\$59,150.18
Community Services	7/4/2024	EMERY & GARRETT	\$63,000.00
Community Services	7/4/2024	VERDANTAS, LLC	\$63,700.00
Community Services	7/26/2024	SITEONE LANDSCAPE SUPPLY	\$63,750.00
Community Services	7/4/2024	WRIGHT-PIERCE	\$64,925.55
Community Services	7/4/2024	WRIGHT-PIERCE	\$69,254.56
Community Services	7/4/2024	APEX CONSTRUCTION, INC.	\$70,290.00
Community Services	7/4/2024	UNDERWOOD ENGINEERS, INC.	\$70,297.10
Community Services	7/4/2024	COVERED BRIDGE OUTDOOR CONST.	\$73,700.00
Community Services	7/4/2024	VERDANTAS, LLC	\$79,452.30
Community Services	7/4/2024	KLEINFELDER NORTHEAST, INC.	\$90,000.00
Community Services	7/4/2024	WRIGHT-PIERCE	\$90,046.42
Community Services	7/1/2024	WIND RIVER ENVIRONMENTAL, LLC	\$94,140.00
Community Services	7/4/2024	NORTHEAST EARTH MECHANICS, INC.	\$95,000.00
Community Services	7/4/2024	WOODARD & CURRAN INC.	\$96,395.00
Community Services	7/4/2024	WRIGHT-PIERCE	\$97,969.62
Community Services	7/4/2024	GREENMAN-PEDERSEN, INC.	\$98,054.43
Community Services	7/4/2024	OUT TO BID - PURCHASING AGENT	\$100,000.00
Community Services	7/4/2024	KLEINFELDER NORTHEAST, INC.	\$102,750.99
Community Services	7/29/2024	HALEY WARD, INC.	\$103,600.00
Community Services	7/4/2024	EMERY & GARRETT	\$112,550.00

Community Services	7/1/2024	WIN WASTE INNOVATIONS	\$115,000.00
Community Services	7/4/2024	SIEMENS INDUSTRY, INC.	\$117,126.00
Community Services	7/4/2024	WASTE MANAGEMENT OF NEW HAMPSHIRE	\$122,802.19
Community Services	7/4/2024	UNDERWOOD ENGINEERS, INC.	\$126,482.84
Community Services	7/29/2024	STATE OF NH-DOT	\$140,899.93
Community Services	7/1/2024	UNIVAR USA, INC.	\$148,440.00
Community Services	7/4/2024	EMERY & GARRETT	\$152,400.00
Community Services	7/4/2024	EMERY & GARRETT	\$173,950.00
Community Services	7/4/2024	EMERY & GARRETT	\$176,793.75
Community Services	7/4/2024	CUES, INC.	\$199,737.00
Community Services	7/4/2024	PENTA CORPORATION	\$208,326.74
Community Services	7/26/2024	MORTON SALT, INC.	\$229,085.67
Community Services	7/4/2024	GREEN MOUNTAIN PIPELINE SERVICES, LLC	\$272,272.00
Community Services	7/4/2024	AQUA SOLUTIONS, INC.	\$276,825.00
Community Services	7/4/2024	ALLEGIANCE TRUCK, LLC	\$312,941.00
Community Services	7/4/2024	WOODARD & CURRAN INC.	\$345,667.79
Community Services	7/4/2024	HUTCHINS MOTORS, INC. dba	\$365,096.00
Community Services	7/4/2024	CALDWELL TANKS, INC.	\$385,660.45
Community Services	7/4/2024	CONTINENTAL PAVING, INC.	\$461,847.36
Community Services	7/4/2024	WRIGHT-PIERCE	\$564,513.74
Community Services	7/18/2024	RESOURCE MANAGEMENT INC	\$601,460.00
Community Services	7/18/2024	WASTE MANAGEMENT OF NEW HAMPSHIRE	\$691,000.00
Community Services	7/4/2024	G.W. BROOKS & SON, INC.	\$740,578.35
Community Services	7/4/2024	BROX INDUSTRIES, INC.	\$2,048,830.00
Community Services	7/4/2024	N. GRANESE & SONS, INC.	\$4,710,361.08
Community Services	7/4/2024	WATERLINE INDUSTRIES CORP	\$6,663,004.68
Executive	7/4/2024	SHEEHAN, PHINNEY, BASS & GREEN	\$5,951.00
Executive	7/8/2024	PRIMEX-P/C GROUP	\$6,000.00
Executive	7/4/2024	SHEEHAN, PHINNEY, BASS & GREEN	\$6,976.00
Executive	7/1/2024	ONSITE DRUG TESTING OF NEW ENGLAND	\$7,000.00
Executive	7/4/2024	MITCHELL MUNICIPAL GROUP, P.A.	\$7,952.39
Executive	7/1/2024	STATE OF NH-DMV	\$8,000.00
Executive	7/2/2024	DRUMMOND WOODSUM	\$8,000.00
Executive	7/8/2024	ONSOLVE, LLC.	\$9,500.00
Executive	7/1/2024	LEIGHTRONIX, INC	\$9,550.00
Executive	7/1/2024	DOVER MAIN STREET	\$10,000.00
Executive	7/4/2024	SHEEHAN, PHINNEY, BASS & GREEN	\$13,301.00
Executive	7/1/2024	CITIZENS BANK-CREDIT CARD PAYMENT	\$15,000.00
Executive	7/4/2024	CJ ARCHITECTS, LLC.	\$16,870.00
Executive	7/1/2024	CCMSI	\$17,000.00
Executive	7/1/2024	WENTWORTH-DOUGLAS HOSPITAL	\$20,000.00
Executive	7/1/2024	NEW HAMPSHIRE MUNICIPAL ASSOCIATION	\$30,500.00

Executive	7/4/2024	COAST	\$99,826.00
Executive	7/12/2024	HEALTHTRUST, INC.	\$123,678.00
Executive	7/4/2024	HORSLEY WITTEN GROUP, INC.	\$413,472.97
Executive	7/1/2024	COAST	\$491,231.00
Executive	7/1/2024	PRIMEX-P/C GROUP	\$507,997.00
Executive	7/4/2024	NORTHEAST EARTH MECHANICS, INC.	\$11,928,404.44
Fire and Rescue	7/1/2024	BERGERON PROTECTIVE CLOTHING LLC	\$5,000.00
Fire and Rescue	7/1/2024	IRVING OIL MARKETING, INC.	\$5,000.00
Fire and Rescue	7/1/2024	ZCO COPORATION	\$5,292.00
Fire and Rescue	7/1/2024	EMERGENCY EDUCATION CONSULTANTS	\$5,362.56
Fire and Rescue	7/4/2024	NEPTUNE UNIFORM INC	\$5,597.00
Fire and Rescue	7/4/2024	SOUTHWORTH-MILTON INC	\$5,751.69
Fire and Rescue	7/1/2024	BOUND TREE MEDICAL, LLC	\$6,000.00
Fire and Rescue	7/15/2024	CITY OF DOVER-WATER~SEWER DEPT.	\$6,876.50
Fire and Rescue	7/1/2024	REDS SHOE BARN	\$7,200.00
Fire and Rescue	7/1/2024	SEACOAST CHIEF FIRE OFFICERS	\$7,897.00
Fire and Rescue	7/4/2024	GMF FLOORING, LLC	\$8,050.00
Fire and Rescue	7/4/2024	COCHECO COUNTRY CLUB	\$8,143.85
Fire and Rescue	7/4/2024	MOTOROLA SOLUTIONS	\$8,633.20
Fire and Rescue	7/4/2024	INDUSTRIAL PROTECTION SERVICES, INC	\$14,970.48
Fire and Rescue	7/4/2024	ADRIAN STEEL OF OHIO	\$24,737.00
Fire and Rescue	7/4/2024	OUT TO BID - PURCHASING AGENT	\$28,300.00
Fire and Rescue	7/4/2024	OUT TO BID - PURCHASING AGENT	\$62,088.24
Fire and Rescue	7/1/2024	QUICK MED CLAIMS, LLC.	\$89,999.97
Planning	7/4/2024	COMMUNITY ACTION PARTNERSHIP	\$7,782.91
Planning	7/4/2024	TRITECH ENGINEERING CORP	\$7,800.00
Planning	7/4/2024	RESILIENCE PLANNING & DESIGN	\$8,572.50
Planning	7/4/2024	STUDLEY'S FLOWER GARDENS	\$15,000.00
Planning	7/15/2024	GATEHOUSE MEDIA MASSACHUSETTS I, INC	\$15,500.00
Planning	7/4/2024	MY FRIENDS PLACE-CDBG	\$19,100.00
Planning	7/4/2024	STRAFFORD REGIONAL PLANNING COMM	\$25,913.30
Planning	7/4/2024	MY FRIENDS PLACE-CDBG	\$40,000.00
Planning	7/4/2024	FUSS & ONEILL, INC.	\$87,896.50
Planning	7/4/2024	MARTINI NORTHERN, LLC	\$1,390,308.82
Police	7/1/2024	LINEAR SYSTEMS	\$5,066.00
Police	7/4/2024	SOUTHWORTH-MILTON INC	\$5,098.97
Police	7/12/2024	NICOLE L. SAWYER, PSYD, PLLC	\$5,400.00
Police	7/4/2024	OMNI INSTITUTE	\$6,000.00
Police	7/1/2024	PALMIQ, INC.	\$6,088.20
Police	7/4/2024	TRIPLE P ENTERPRISES, INC.	\$7,015.00
Police	7/18/2024	OVERHEAD DOOR COMPANY	\$7,188.00
Police	7/4/2024	MOTOROLA SOLUTIONS	\$7,826.10

Police	7/1/2024	TRACKER PRODUCTS, LLC	\$10,765.92
Police	7/4/2024	MOTOROLA SOLUTIONS	\$10,961.28
Police	7/4/2024	NEW ENGLAND VEHICLE OUTFITTERS, LLC.	\$11,838.00
Police	7/4/2024	GALLS, INC.	\$12,354.76
Police	7/4/2024	NEW ENGLAND VEHICLE OUTFITTERS, LLC.	\$14,753.00
Police	7/4/2024	NEW ENGLAND VEHICLE OUTFITTERS, LLC.	\$14,753.00
Police	7/2/2024	TASER INTERNATIONAL, INC.	\$18,321.60
Police	7/4/2024	ALL TRAFFIC SOLUTIONS	\$19,079.84
Police	7/4/2024	ENVIRO SAFETY PRODUCTS	\$19,533.20
Police	7/4/2024	OMNI INSTITUTE	\$21,500.00
Police	7/4/2024	POWER DMS, INC.	\$27,419.20
Police	7/1/2024	FLOWBIRD AMERICA, INC.	\$30,000.00
Police	7/1/2024	FLOWBIRD AMERICA, INC.	\$58,032.00
Police	7/1/2024	IRVING OIL MARKETING, INC.	\$65,210.00
Public Library	7/10/2024	OVERDRIVE, INC.	\$5,000.00
Public Library	7/4/2024	SIEMENS INDUSTRY, INC.	\$6,118.00
Public Library	7/8/2024	SIEMENS INDUSTRY, INC.	\$6,159.44
Public Library	7/24/2024	MIDWEST TAPE, LLC	\$9,000.00
Public Library	7/4/2024	SIEMENS INDUSTRY, INC.	\$13,808.68
Public Library	7/25/2024	PARK STREET FOUNDATION	\$17,006.00
Public Library	7/4/2024	ALLIANCE GROUP SERVICES, LLC	\$21,992.44
Public Library	7/19/2024	BAKER & TAYLOR, INC.	\$25,000.00
Public Library	7/19/2024	INGRAM LIBRARY SERVICES, INC.	\$75,000.00
Public Library	7/4/2024	SMP ARCHITECTURE	\$232,404.00
Recreation	7/22/2024	AIRGAS USA, LLC	\$5,006.00
Recreation	7/4/2024	FIRST STUDENT, INC.	\$6,699.00
Recreation	7/4/2024	A YANKEE LINE, INC.	\$6,975.00
Recreation	7/18/2024	CITY OF DOVER-GENERAL FUND	\$7,220.00
Recreation	7/25/2024	A YANKEE LINE, INC.	\$7,425.00
Recreation	7/2/2024	VERMONT SYSTEMS, INC	\$7,525.85
Recreation	7/4/2024	CITY OF DOVER-WATER~SEWER DEPT.	\$8,671.72
Recreation	7/8/2024	GREATER DOVER CHAMBER OF COMMERCE	\$10,000.00
Recreation	7/4/2024	PYROTECNICO FIREWORKS, INC.	\$11,000.00
Recreation	7/4/2024	CITY OF DOVER-WATER~SEWER DEPT.	\$11,222.81
Recreation	7/4/2024	ARTISAN CONCRETE SERVICES, INC.	\$11,490.20
Recreation	7/4/2024	CITY OF DOVER-WATER~SEWER DEPT.	\$14,619.55
Recreation	7/4/2024	MACKINNON & SONS EXCAVATING, LLC	\$15,000.00
Recreation	7/10/2024	FILLION ASSOCIATES	\$25,200.00
Recreation	7/4/2024	WEATHERGUARD INDUSTRIES/SMJ METALS	\$26,080.00
Recreation	7/4/2024	WESTON & SAMPSON CMR, INC.	\$156,524.99
Tax Assessment	7/12/2024	COSTAR REALTY INFORMATION, INC.	\$5,400.00
Tax Assessment	7/15/2024	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$9,865.00

Tax Assessment	7/4/2024	VISION GOVERNMENT SOLUTIONS, INC.	\$10,555.00
Tax Assessment	7/1/2024	TYLER TECHNOLOGIES, INC.	\$13,455.00
Tax Assessment	7/1/2024	CORCORAN CONSULTING ASSOCIATES, INC	\$91,450.00

Bid Solicitation:

Department	Bid #	Bid Date	Description
CS	B25-001	6/20/2024	Excavation & Site Work for Installation of Building Foundation at 271 Mast Road
CS	B25-002	6/25/2024	Bituminous Concrete (Asphalt) Picked up
CS	B25-003	6/26/2024	Crosby Road Stormwater Improvements
ARPA Grant	B25-004	7/10/2024	Self-Contained Breathing Apparatus Decontamination Machine
CS	B25-004	7/12/2024	Crack Sealing Services

Fire & Rescue

Calls for Service / Activity Statistics

July saw Fire & Rescue responding to 591 calls for service, an average of over 24 calls per 24-hour period in each day of the month. Through the National Fire Incident Management Reporting System, these calls are generally broken down into Fires, Medical Emergencies, Hazardous Conditions (gas leaks; power lines down; etc), False Calls (good intent) and Non-Emergent requests.

Simultaneous calls – these are emergency calls that occur in an overlapping timeframe. If crews are committed on one emergency call, and another call comes in before the first one has been mitigated, it can create a situation where resources become limited, and crews need to respond to an incident outside of their response district, thus lengthening response times. With the exception of multi-company incidents such as a structure fire, Dover Fire staffing generally allows for 2 calls to be handled simultaneously without reduction in our service delivery. 3 calls can generally be handled,

depending on the number of crews that are committed to each call, and the location of the simultaneous calls.

In the month of July, there were 198 times when 2 calls were going on simultaneously, and 80 times when 3 or more calls were going on at the same time.

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

Facility	State	# of individuals
Wentworth Douglass Hospital	NH	240
Free Standing ER – Dover (HCA)	NH	32
Frisbie Memorial Hospital	NH	4
Portsmouth Regional Hospital	NH	9
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	285	
Non Transports/Sign offs/Refusal of Care	122	

Breakdown of Patient Contacts by Age Group & Acuity

Age Range	Average Age	Status I (Critical)	Status II (Emergent)	Status III (Lower Acuity)	Status IV (non-acute)	Obvious Death
0-9	4.0		2	3	1	
10-19	14.9		1	5	2	

20-29	24.8	1	4	16	4	1
30-39	34.2	1	3	24	7	
40-49	44.1	1	4	19	3	
50-59	55.4	2	6	19	4	1
60-69	64.8	3	6	39	5	
70-79	75.0	5	15	44	9	1
80-89	84.2	7	14	44	17	
90-99	93.6	1	3	26	2	
100-120	100			1		
		21	58	240	56	3

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>Dover Assists</i>
Barrington	Barrington Fire	
Barrington	Barrington Fire	
Berwick	Stewart's Ambulance	
Durham	McGregor EMS	
Eliot	Stewart's Ambulance	
Farmington	Farmington Fire	
Greenland	Greenland Fire	
Kensington	Kensington Fire	1
Lee	McGregor EMS	
Madbury	McGregor EMS	
New Durham	New Durham Fire	
Newington	Newington Fire	
North Hampton	North Hampton Fire	1
Northwood	Northwood Fire	
Rochester	Frisbie EMS	2
Rollinsford	York Ambulance	2
Seabrook	Seabrook Fire	
Somersworth	Stewart's Ambulance	2
South Berwick	York Ambulance	2
	Total	10

On July 18, 2024, Ben's Uniforms conducted a fitting session at the Fire Department for all newly hired employees from the previous year to be measured for their Class A uniforms. To accommodate long delivery lead times, this fitting was scheduled in advance, ensuring that the uniforms will be ready by

the time the new hires complete their probationary period. Receiving your first-Class A uniform is a proud and exciting milestone for new full-time employees at Dover Fire and Rescue.

On July 1st, Division Chief Irwin attended the WDH EMS Leadership meeting, which is held Bi-Monthly for service chiefs and WDH leadership have open dialogue pertaining to EMS issues. Items typically covered include Stroke Services, Trauma Services, Pharmacy issues, and training needs.

On July 9, 2024, Assistant Chief Hanna and Division, Chief Comeau and Deputy Chief Chabot met with Spires Video Services to discuss strategies for addressing recruitment and retention challenges within the Fire Department. Recruitment and retention have been ongoing issues nationwide in the fire service, and this meeting marked the first step in Dover Fire's efforts to attract highly motivated, diverse candidates. The goal is to showcase who we are as an organization, our core values, and what we do every day. This is the initial phase of a larger project that will result in several 2-3 minute videos, along with shorter clips designed for social media posts.

On July 15th Fire Department personnel had the privilege of assisting First Seacoast Bank employees in obtaining their CPR certification. At Dover Fire, we always welcome opportunities to engage with and serve the residents, visitors, and businesses of Dover. First Seacoast Bank has made an exceptional effort to ensure as many of their employees as possible are trained in this life-saving skill. The City of Dover is fortunate to have businesses such as this that go beyond their core services to proactively address health challenges within the community. The Fire Department is proud to have worked with First Seacoast Bank Assistant Vice President Amy Hanna in this effort.



for Brigadier General John Pogoresk. Our members spent the morning coordinating and setting up a large outdoor American flag along the route, ensuring that the procession and families passed under this heartfelt patriotic display of support.

In a continued demonstration of putting customers first, Fire Department personnel went above and beyond to care for a patient's dog. On a hot, humid day, crews responded to the Dover Community Trail for a patient suffering from heat

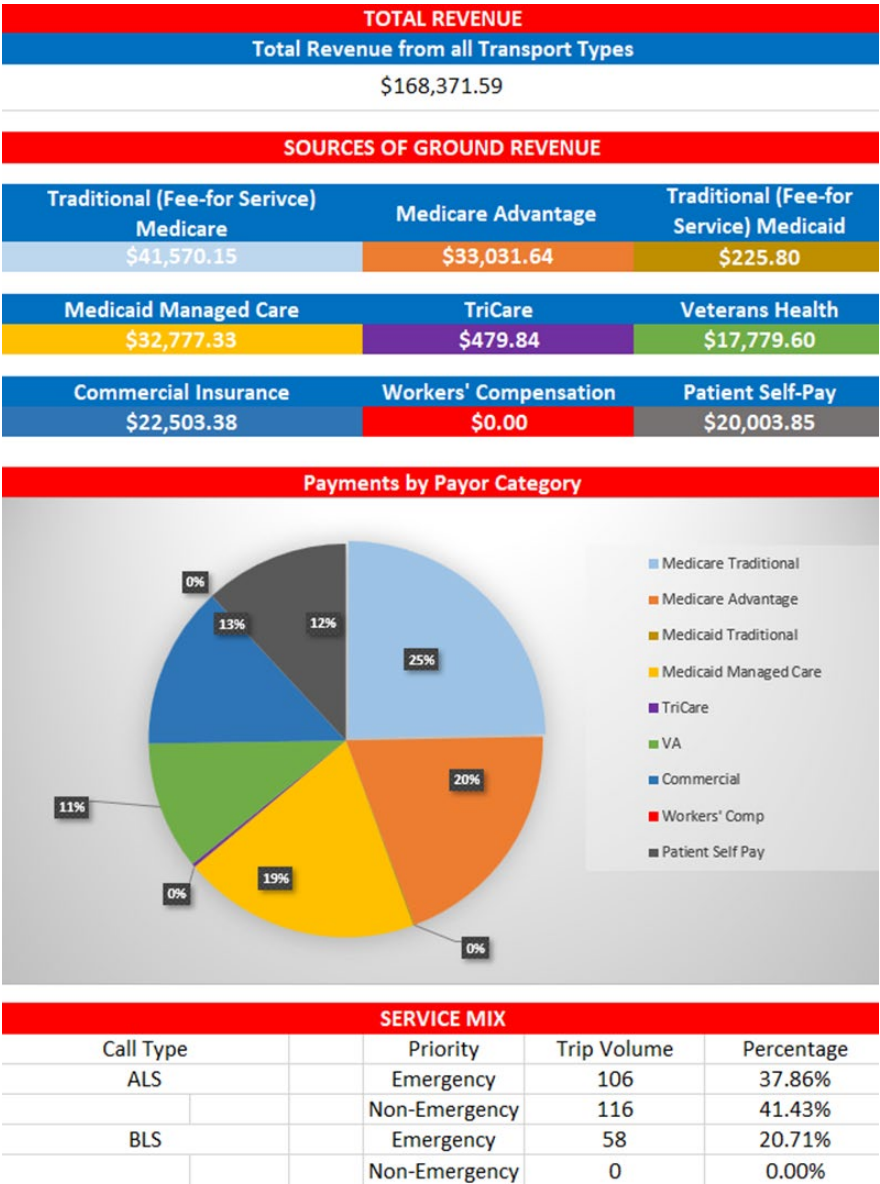
On July 19, 2024, several members of the Fire Department, along with our mutual aid partners from Durham Fire, had the honor of participating in the funeral procession



exhaustion. After delivering outstanding care and transporting the patient to the hospital for further treatment, the crews brought the patient’s dog back to the fire station. There, the dog received water, treats, and a cool environment to recover. The dog quickly became a favorite around the station during its brief stay. About an hour later, the owner and dog were happily reunited following the patient’s discharge from WDH.

On July 22, 2024, the Fire Department was proud to participate in the Dover Public Library's babysitting class. Sierra Rodenhuis, a firefighter and future paramedic, taught first aid to the aspiring babysitters. The class covered the basics of babysitting based on the UNH 4-H Babysitter Course, equipping these young teens with skills to keep children happy and healthy while their parents are away. They also learned how to value their services and what steps to take in case of an emergency.

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



On July 22, 2024, a mandatory pre-bid meeting was held at the South End Fire Station for a full kitchen remodel. This process has been underway for several months to ensure accurate documentation and a clear scope of work before submitting bids. Approximately six potential bidders attended the meeting. The renovation will involve updating the entire kitchen with new cabinets, flooring, and appliances. The last significant improvement to this area was in the early 2000's, as part of a renovation of the South End Fire Station. Although the kitchen has proudly served the firefighters for over twenty years, it is now in disrepair, with broken cabinets, missing hardware, malfunctioning appliances, and a layout that is not user-friendly. This upgrade will address many of these issues, but it will not include any structural components of the building to help save on costs.

On July 3, 2024, crews seized the opportunity presented by good weather to practice their auto extrication skills. Thanks to a collaborative effort between the public and private sectors, Bob's Gulf generously donated several cars to the fire department, providing the on-duty crew with vehicles to dismantle for training. The gas station on Central Ave also served as the training site, courtesy of Bob's Gulf. This important session allowed new members to acquire essential skills while giving veteran members the chance to reinforce their expertise. Training focused on crucial techniques such as vehicle stabilization, dash removal, door removal, and roof removal. Specialized training is required to navigate the complexities of modern vehicles, including high-strength steel, undeployed airbags, and high-voltage electronics.



On July 15th, retired Dover Fire Chief Perry Plummer was appointed Interim Fire Chief while Chief McShane is on leave. Chief Plummer is providing his knowledge, skills and abilities to aid the Fire

Department in completing ongoing projects and department goals. Chief Plummer retired from the Fire Department in 2011 and went on to be Director of the New Hampshire Fire Academy, Director of New Hampshire Homeland Security, Assistant Commissioner of Safety for New Hampshire and right hand to Governor Sununu during the COVID pandemic.

The Fire Department made three conditional employment offers in the month of July.

On July 17, 2024, the Employee Recognition Committee met to advance this important initiative. Building on previous meetings and the city's core values, the committee has carefully developed criteria for exceeding expectations in Customer-Focused Service, Integrity, Innovation, Accountability, and Stewardship, ensuring that outstanding performance is appropriately recognized. Additionally, the committee has broadened its scope to include recognition for years of service with the Fire Department and for those who have welcomed a new life while on duty. These efforts highlight our commitment to celebrating both professional milestones and personal achievements. This collaborative effort between Fire Department Administration, Dover Professional Firefighters Local 1312, and Dover Professional Officers Local 2909 reflects our shared dedication to fostering a culture of appreciation and support within our department. As we continue to move forward, guided by the Fire Chief's philosophy of collaboration, transparency, and continuous improvement, we are well-positioned to make a meaningful impact on team morale and cohesion. Our work is ongoing, with several more meetings scheduled to continue this valuable endeavor.

The week of July 22nd, all 4 shifts received their monthly EMS Continuing Education. This month, the topic was "Dialysis Emergencies", presented by staff from Wentworth Douglass Hospital. Discussions were held on fistula management, home dialysis unit trouble shooting, and patient care.

July 31, 2024 Crews have continued to deepen their training and knowledge of the Fire Departments newest engine. Although this particular engine has been in service for some time, on-duty crews regularly train to enhance their familiarity, proficiency, and overall expertise with department apparatus. Training is a critical aspect of every firefighter's career, and Dover firefighters approach it with the utmost seriousness. These fundamental training exercises are practiced and perfected to a masterful level because in an emergency, every second counts. Here crews are training on fire hydrant evolutions and master stream operations



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

Institution	EMS Level	Number of students	Total shifts	Total Hours
Fire Med	EMT			
Fire Med	AEMT	1	1	10
McGregor Memorial EMS Institute	EMT			
McGregor Memorial EMS Institute	AEMT			
National Medical Education & Training Center	Paramedic			
New England EMS Institute	Paramedic	1	3	72
New Hampshire Technical Institute	Paramedic			
DHS CTC	EMT			
St Thomas Aquinas HS	Internship			
WDH	Observation	1	1	5
Lakes Region Community College	Observation			
City Employees	Observation			
Non affiliated	Observation			
		3	5	87

The Fire Department saw two promotions in the month of July. Engineer/ Paramedic Anthony Colarusso and Firefighter/ Paramedic Cody Nason were both promoted to the rank of Lieutenant. Congratulations to the departments newly promoted Lieutenants as they advance their fire service career!



Lt. Anthony Colarusso



Lt. Cody Nason

On July 11, 2024, Assistant Chief Hanna met with representatives from Community Services and Summit Land Development to address the issue of an invasive weed called Japanese knotweed. This plant is notoriously difficult to control, as it can regrow from seeds and vegetative fragments. The meeting focused on tackling a significant infestation located between the South End Fire Station and the new medical office building under construction on Durham Road. A decision was made for all parties to collaborate on a multi-pronged approach to eliminate this overgrowth. The plan involves cutting the plant down low, using chemical treatments to kill the plant, followed by digging it out. This process has already begun and is expected to take the entire summer to resolve.

Planning & Community Development

Inspection Services:

Inspections & Permits	July 2024
Life Safety Inspections	77
Business Inspections	7
Sprinkler / Alarm Inspections	26
Building Inspections	149
Electrical Inspections	135
Plumbing / Mechanical Inspections	140
Blasting Inspections	0
Health/Housing Standards Inspections	45
School / Daycare Inspections	0
Oil Burner Inspections	2
Woodstove / Fireplace Inspections	0
Building Permits	70
Blasting Permits	0
Certificate of Occupancy Permits	12

Administration

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 have been on hold due to budgetary reasons. McIntosh Commons came before the Planning Board for an amendment and 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. Key findings and recommendations from the audit were presented to the Housing Committee on July 25th with the goal of prioritizing items for implementation in spring of 2025. SRPC will assist with the development of some of this regulatory language.

Planning and Community Development staff created a document quantifying known units in Dover that are either subject to various affordability covenants or otherwise leased to residents with Housing Choice Vouchers. Based on this analysis, it appears that roughly 16% of the City's existing rental housing stock is subject to affordability covenants by deed/property restriction with an additional 411 Housing Choice Vouchers deployed in private market units.

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. In July, the City submitted an application for a Demolition Grant to remove the existing abandoned structure located at 14 Broadway which would both mitigate sporadic unauthorized occupation incidents and stabilize the site for the proposed development of attainable units for residents living with disabilities.

Director Benton and Housing Navigator Ryan Pope met with staff from NH Housing and Finance Authority as an interview near the end of the Housing Navigator grant period. Dover's Housing Navigator grant was extended through February 2025 rather than September 2024 as expected.

Outreach Coordinator Bassegio staffed the Arts Commission meeting on June 8th in which the Commission discussed a recent Art's Commission grant application, and talked through details regarding an upcoming sculpture project to be installed on Central Ave.

Resilience Manager Kaspari and Outreach Coordinator Bassegio recorded an episode of the Dover Download podcast on the update project for the Open Space and Conservation chapter of the Master Plan. An overview was provided on the City's conservation efforts to date and opportunities for the public to provide feedback and get involved in the update project.

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 898 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 3,744 followers).

Planning and Media Services staff continued to develop and enhance an electronic “newsletter” for planning related items (with 1021 subscribers). Content included meeting summaries, meeting previews, Master Plan updates, and various special topics such as information on Dover hosting City Mayors from throughout NH at the monthly meeting of the State Mayors Policy Roundtable, CDBG application information, and the “opt-up” campaign for Dover Community Power. An interactive StoryMap was also shared for the Conservation and Open Space Chapter update.

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 staffed a Conservation Commission Meeting on July 8th during which the Commission received an update on the UNH Urban Forestry Fellowship, discussed progress on the Dover Natural Resources Inventory and received an update on the Conservation and Open Space Chapter specifically including a StoryMap that was developed for community engagement.

Resilience Manager Kaspari staffed a Forest Management Subcommittee meeting on July 15th where the Subcommittee continued conversations around the street tree project for the summer, discussed the efficacy of pocket forests for Dover and looked at options for a future timber harvest on City owned land.

Resilience Manager Kaspari staffed an Energy Commission meeting on July 17th where a debrief was provided from the June City Council Workshop and the Commission continued discussions on the next steps for the projects presented at that Workshop.

Resilience Manager Kaspari staffed an Open Lands Committee on July 25th where the Committee received updates on two ongoing conservation easement projects and discussed various outreach strategies for engaging the public on the OLC’s work.

Housing Navigator Pope met with Horne Street School teachers to discuss potential collaborations between Planning Staff and other area service agencies to educate student participants of the school’s Social Justice program on the topic of Housing and Food Security.

Zoning Administrator Crouser fielded two (2) complaints from Dover Residents, including illegal signs placed in the City ROW, and a resident housing a rooster. Approximately 45 signs were removed City-wide, although efforts remain ongoing.

Resilience Manager Kaspari work with City Attorney Wyatt to prepare a City Council Resolution for entering a flexible Group Net Metering arrangement to provide revenue.

Resilience Manager Kaspari gave a presentation on Community Power during a UNH Sustainability Fellowship Professional Development Webinar on July 11th.

Resilience Manager Kaspari continued to prepare bid documents for soliciting responses from energy services companies to assist the City with an Investment Grade Energy Audit potentially leading into an Energy Savings Performance Contract.

Zoning Administrator Crouser and Resilience Manager Kaspari met with the VHB Engineering team overseeing the Sawyer Mill dam removal and reconstruction project which included the project background and discussions regarding joint efforts to complete the necessary FEMA Letter of Map Revision.

Resilience Manager Kaspari met with an intern working for the City of Nashua on July 23rd to discuss Dover's composting program.

Resilience Manager Kaspari attended a Coastal Adaptation Workgroup meeting on July 25th to discuss proposal ideas for the Great Bay 2030 project.

Resilience Manager Kaspari attended an office hours session to learn more about the issues surrounding Net Metering in New Hampshire on July 26th.

Resilience Manager Kaspari continued to mentor and coordinate with Urban Forestry Fellow DesRoches on the installation of 15 new street trees in the Central Business District. Planning staff welcomed several new residents to Dover, and advised them on home renovation opportunities and the regulations surrounding them.

Zoning Administrator Crouser met with several commercial and residential developers to discuss the viability of their proposed projects at several potential sites around the City, to include several single-family home projects, and a conceptual mixed-use development on Mechanic Street.

Housing Navigator Pope continues to serve on the Leadership Teams of both Home For All and Strafford County Ending Homelessness Committee to explore short- and long-term solutions to homelessness with area agencies and elected officials. Work in July included a meeting with the Director of Community Solutions, a national nonprofit specializing in data aggregation and systems management to better address the needs of people experiencing homelessness.

Zoning Administrator Crouser drafted several revisions to the City's Zoning Ordinance, though the process remains ongoing.

Director Benton is working with General Code and the City Attorney's office to prepare a recodification of the Zoning Ordinance later this summer.

On July 23rd, Fuss & O'Neill project engineers presented to the Planning Board on two design alternatives for the Community Trail. The Planning Board endorsed design alternative 2 that would connect the Community Trail through Bellamy Park, avoiding the disc golf course, and end at Knox Marsh Road.

Planning and Finance staff drafted a RFP for an Impact Fee analysis which is completed every 5 years and are negotiating with the one bid received. An award of bid should be approved by Council in December. The contract was signed in early February after liability insurance certificates were submitted and the consultant has started the data collection process. The consultant gathered data and met with the Recreation Director, the Police Chief, Fire Chief, and School Superintendent and continued gathering/analyzing data over the summer and fall. The school is provided updated enrollment and capacity data and a draft report was provided to the City for review at the end of December. Staff are reviewing the report and discussing the implications of a new methodology and discussing options with the Planning Board in February. Director Benton is gathering more information and provided a draft to the Planning Board on June 25 and the discussion is continuing into August.

Planning and Community Development staff are developing zoning definitions that would clarify uses and expand housing access for unhoused residents and those experiencing disabilities for the Planning Board to consider next year.

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 reviewed and revised the design for the Inspection Services Building earlier this year. Staff then worked on value engineering the building to better meet the budget outlined. Meetings regarding design, placement, and site work continued in May. Site work began in July over on Mast Road and weekly coordinating meetings have been occurring.

Resilience Manager Kaspari and Outreach Coordinator Bassegio continued to work with Resilience Planning & Design on the Master Plan update project of the Conservation and Open Space Chapter. An interactive StoryMap was finalized and in July 2024, staff and project consultants worked to promote the StoryMap as an opportunity for public feedback on the project.

On July 24th, Housing Navigator Pope hosted members of NH Housing's multifamily finance team on a tour of attainable housing projects throughout the City.

Housing Navigator Pope worked with representatives from the City of Boston's Mayor's Office of Housing to provide technical assistance for their new Accessory Dwelling Unit initiatives and planned outreach to financial institutions to explore creative financing solutions.

Administrators of the InvestNH program conducted an interview with Director Benton and Housing Navigator Pope to quantify the successes of the Navigator Grant program in Dover for use as a potential case study.

Director Benton and Building Official Maxfield continued interviews and selected a candidate for the Inspection Services Office Assistant in July. The candidate should begin employment in September.

Planning staff reviewed applications for the Assistant City Planner opening and will conduct interviews in August.

Police Department

Prevention Services Unit

On July 8-12 Dover Youth to Youth conducted its annual Youth Training Camp for middle school age students who have an interest in possibly joining the program in the fall. During the training program students received a series of classroom sessions on drug and alcohol issues taught by older, experienced Youth to Youth members. They were also trained in skills used in Y2Y such as how to make a radio spot, conducting a community event, performing theatrical skits, and public speaking.



Experienced Youth to Youth members coaching rising 6th grade members on presentation skills.



Youth to Youth students conducting "Sticker Shock" at Hannaford with Officer Berdecia.

During the week, teams of students recorded 3 radio PSAs, conducted Sticker Shock at 5 local stores, gave 5 medicine safety presentations at 5 local day camps and day care centers, produced a video of all of the activities for the parents, and held a presentation for parents demonstrating what they had learned and accomplished.

Students also conducted a rally at Henry Law Park during the week to launch their Dealer is not a Doctor Campaign raising awareness about the dangers of fentanyl and fake pills being sold by criminal networks. The fake pills are produced under unsanitary conditions and often contain fentanyl. At the rally almost 40 students displayed posters and visuals, chanted, passed out palm cards to pedestrians, and conducted a live press conference which was also streamed on Facebook. The rally event was covered by reporters from WMUR, The Boston Globe and highlighted on the City of Dover podcast.

The rally kicked off what will be a yearlong campaign targeting teens, preteens, parents, and other adults with social media posts, radio ads, presentations, and other media messaging. A total of 31 Dover students who will be going into 6th or 7th grade next year received this training. The staff were assisted by 15 older members of Youth to Youth.

The Summer Program also included a concurrently running adult track attended by 12 participants for the 3 ½ - day training designed for those hoping to institute a youth advocacy program in their jurisdiction. These prevention professionals took part in a series of presentations designed for them, were able to observe the training of students in the youth track, and shadow several prevention projects conducted by the student attendees. The adult attendees came from Iowa, Kansas, Massachusetts, and New Hampshire.



Youth to Youth students rally on the sidewalk near Henry Law Park before holding a press conference in front of WMUR cameras.

Dover Teen Center

During the month, there was a total of 178 youth in attendance over 14 days of programming at the Dover Teen Center. The average was nearly 13 youth per day.

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

- **TC Summer Zone - July 2024**

Here are some program highlights...

- * *Smitty's Cinema Movie Trip*
- * *Old Orchard Beach Trip*
- * *Super Summer Zone Trip: "Canobie Lake Park"*
- * *Mini-Golf Adventure Trip*
- * *White Lake State Park BBQ & Swim*
- * *Portland Sea Dogs Baseball Game Trip*
- * *BarnZ's Cinema Movie Trip*
- * *Ellacoya State Park BBQ & Swim*
- * *York Beach Short Sands Trip*
- * *Super Summer Zone Trip: "Funspot Arcade"*
- * *...and Chill Zone Days @ TC (when not on trips)*



Teen Center youth participant Gavin posing proudly with his TC Chill Zone afternoon ice cream sundae.

- **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.

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

Community Service Program

The youth community service program tracked one (1) participant in the month of July 2024. A total of 9 hours of community service work was completed.



Teen Center Director youth participants Alex, Madi, and Ava posing with Officer Berdecia during a trip to Raptor Falls Mini Golf.

Diversion Program

The Diversion Committee met on July 10, 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) cases in active Diversion Contracts
- (0) cases in active Alternative Suspension Program
- (0) successful completion and release from Diversion Contract (July 2024)
- (0) new Diversion case heard (July 2024)
- (0) new Alternative Suspension cases heard (July 2024)
- (0) successful completion for Alternative Suspension (July 2024)
- (0) new Alternative Suspension case hearing, anticipated (July 2024)
- (0) new Diversion case hearing, anticipated (August 2024)
- (0) cases sent back to Detectives for "failure to comply"

Community Response & Engagement Unit (CREU)

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

Lt. Mitrushi, along with Prevention Services Unit Supervisor Vicki Harris, and three Dover Youth to Youth members attended the Community Anti-Drug Coalitions of America (CADCA) Mid-Year conference from July 14 through July 18, 2024 in Chicago, IL. The 23rd annual mid-year conference was dedicated to connecting prevention professionals to each other to share community level solutions with world-wide applicability.



Dover Youth to Youth students Mia, Dani, and Madi presenting at the CADCA Mid-Year conference in Chicago.

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

On July 23, 2024, Lt. Mitrushi and Dover Fire & Rescue Assistant Chief Dave Hanna met with a property owner on Broadway regarding trespass and drug use issues at the property owner's abandoned building. The property owner secured the building, posted signage, and provided the fire

department with a key should access be needed. Lt. Mitrushi coordinated with patrol supervisors to request more property checks at the vacant building.

In July, Lt. Mitrushi participated in 2 oral board interviews for potential police officer candidates. He also created 7 social media posts.

Dover Middle School Liaison Officer



Officer Berdecia playing pool with a group of Teen Center participants.

During the month of July there was no school, so Officer Berdecia continued to focus on other community policing efforts within CREU. Officer Berdecia conducted 15 community contacts, as one of his primary responsibilities was to walk the Downtown and Community Trail areas, proactively engaging the public.

Additionally, Officer Berdecia conducted directed patrols of the Joe B. Parks Garden and Riverwalk. While patrolling the area, Officer Berdecia checked for individuals sleeping on benches and any trash left in the area. Prior to moving any individuals along, Officer Berdecia connected them with the Social Work Unit and any services that would help them improve their situations.

Throughout July, Officer Berdecia assisted the Dover Teen Center as a chaperone during multiple trips. Officer Berdecia's presence provided an additional responsible adult who supervised the youth participants and provided mentorship and while he engaged them in activities.

Dover High School Liaison Officer

During the month of July Officer Jalbert assisted the Community Response and Engagement Unit (CREU), and the Social Work Unit (SWU) in several capacities to include community outreach initiatives, preventative foot patrols, coordinating with different community agencies, and providing presentations to the public.

Officer Jalbert performed numerous, aggressive preventative foot patrols in the downtown area, on the Dover Community Trail, and in several areas with ongoing issues. During these patrols, Officer Jalbert contacted numerous individuals experiencing substance misuse, lack of housing, mental health challenges, and more. Several of these individuals were successfully connected to the Social Work Unit. Officer Jalbert provided a combination of enforcement of laws and ordinances, and resources, continuing to build a bridge between the community and the Dover Police Department.



Officer Berdecia and Officer Jalbert conducting foot patrols in Downtown Dover.

Officer Jalbert participated in an Attendance Task Force Meeting alongside Dover School District building and district administrators, with the goal of mitigating ongoing truancy issues, and other attendance challenges faced each year.

Lieutenant Mitrushi and Officer Jalbert provided a Babysitting Safety Talk at the Dover Public Library to members of the Dover Babysitters Club. Topics included; what to do in various emergencies, how to safety plan with family members when babysitting at someone else's house, and common safety concerns.

Officer Jalbert continues to be an active member of ACERT, working closely with the Youth and Families Social Worker in the SWU.

Whittier Falls Liaison Officer

During the month of July 2024, Officer Gore handled 52 calls for service. Officer Gore logged 10 community contacts, completed 8 background checks, conducted a number of foot patrols, property checks, and made 3 arrests. Primarily, the remaining calls for service consisted of assistance calls, motor vehicle accidents, welfare checks, and noise complaints. In addition to his role as the DHA Liaison Officer, Officer Gore worked 59 hours in the month of July to assist patrol in covering forced overtime and open shifts due to patrol staffing shortages.

Officer Gore assisted a resident who was being harassed by an ex-partner on several different occasions. The investigation determine that a violation of a Domestic Violence Order occurred. Officer Gore was able to make an arrest, but days later the same individual violated the order again and was subsequently arrested again.

While patrolling the area of Whittier Street, Officer Gore noticed a person who he knew to be banned from all DHA property. Officer Gore contacted the person who was subsequently charged with criminal trespass.

Officer Gore assisted the Seymour Osman Community Center (SOCC) summer camp with a tour of the Dover Police Department. Roughly 30 campers were brought to the department where Officer Gore and Officer Berdecia spoke with them about being safe and making good decisions. Officer Gore answered questions about the role of a police officer and what information the police need during an emergency. The kids were most excited to see the holding cells and the different police vehicles used to help the community.

Social Work Unit

Social Work Unit Supervisor

Kaitlin Jones had 8 new cases in July 2024. In total, Kaitlin Jones has had a caseload of 70 cases in 2024.

Throughout the month of July, Kaitlin Jones attended and participated in a number of events and meetings. This included the first NH Police Social Work meetings, Home for All Coalition meeting, two Community Action Partnership of Strafford County (CAPSC) Policy Council meetings, and a collaboration with Director of the Social Work and Law Enforcement (SWLE) National Network.

Kaitlin Jones organized and facilitated the first NH Police Social Work (PSW) meeting, including PSWs from police departments in Keene, Portsmouth, Concord, and Nashua. Kaitlin Jones created this group as the first PSW in NH to provide support, technical assistance around program development, and information sharing amongst NH PSWs. Next meeting is scheduled for August 14th, recurring monthly on the second Wednesday of the month.

Kaitlin Jones continued to collect data for the Sequential Intercept Model Mapping Workshop for Strafford County – Crisis Stabilization Unit Workgroup. Kaitlin Jones assisted Anne Zinkin, Mental Health and Wellness Coordinator for the New Hampshire Judicial Branch, on development of the Workgroup's Action Plan for publication.

Police Social Worker

Throughout July, 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, Vermont and Massachusetts and other community resources and work groups.

Kelli Jo Deardorff continued to work with individuals from previous months and gained 23 new referrals while providing intense case management for 6 of her prior individuals from June. Referrals

in July were compiled from direct outreach, patrol referrals, Dover Public Library, Community Action Partnership of Strafford County, Freeman House, Gatehouse Treatment, Live Free Recovery, HOME sober living, Dover Fire Department, Strafford County Community Corrections and from the members of the Complex Care Coordination Team of Strafford County. In the month of July Kelli Jo Deardorff assisted the Tri-City outreach team, The Dover Doorway, WDH, Glenclyff Nursing home and the work group for homeless encampment team with direct connections to various treatment centers.



Police Social Worker KJ Deardorff visiting the Teen Center to play ping pong with some youth participants.

Kelli Jo Deardorff collaborated with a local mental health therapy office to fast track a vulnerable young adult who has been waiting on a wait list for several months. Kelli Jo Deardorff worked extensively with Veterans Count to get an individual connected to housing coordinators, and they were able to obtain housing and employment and collaborated with Community Action Partnership in an effort to get 2 individuals connected to the Social Security office. Kelli Jo Deardorff facilitated a plan for an incarcerated individual to be released and placed in a long term nursing facility. She also worked with several resources to provide wrap around case management, facilitate warm hand offs after placing referrals while continuing to use innovative solutions to meet the complex needs of the individuals on her caseload.

Kelli Jo Deardorff successfully facilitated getting 9 individuals into treatment and 2 get connected to medication assisted treatment. She completed referrals for 2 other individuals who subsequently decided they did not want to attend residential treatment at this time. PSW Deardorff assisted 2 individuals getting into shelter. She also helped one family get into a new apartment that is safe and appropriate.

Kelli Jo Deardorff established several new connections at substance use facilities, detox centers, community outreach workers and community partners. She attended several zoom meetings with various groups who are all working together to wrap around the unhoused population.

Youth & Family Social Worker

Alexis Taatjes' role is broken down into three main case management areas: General, Division of Children, Youth, and Families (DCYF) & Juvenile Detective Liaison, and ACERT. Alexis Taatjes had 12 new cases in July 2024. In total, Alexis Taatjes, has had a total of 17 cases in 2024, with 5 cases carrying over from June 2024.

Her General Case Management is offered to youth and families when a child is involved in a call for service or the family needs additional supports, but does not meet criteria for ACERT or DCYF Liaison Case Management. Of the 12 new cases in July, 6 of them were General Case Management.

DCYF & Juvenile Detective Liaison case management is offered to youth and families referred by the Juvenile Detective, to collaborate with the assigned DCYF CPSW to provide supplemental case

management services. Of the 12 new cases in July, 3 of them were DCYF & Juvenile Detective Liaison.

The Adverse Childhood Experience Response Team (ACERT), which consisted of Alexis Taatjes (YFSW), 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. Of the 12 new cases in July, 3 of them were ACERT.

The team visited three families on July, 11th and 18th. ACERT was canceled on the 15th due to the holiday and an ACERT family cancelling. The precipitating CFS for the 3 ACERT cases in July 2024 included: 2 Domestic Disturbances and a Simple Assault.

Traffic Bureau

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

<i>Permit Applications Submitted/Reviewed</i>			
<i>Taxi Cab Licenses</i>	0	<i>Road Toll Permits</i>	1
<i>Notifications to City Hall</i>	1	<i>Dance / Entertainment</i>	1
<i>Raffle/Tagging Permits</i>	2	<i>Gun - Seller</i>	0
<i>Block Party Permits</i>	2	<i>Hawker / Peddler</i>	3
<i>Parade Permits</i>	0	<i>Road Race</i>	0
<i>License to Carry Firearm</i>	8	<i>Other</i>	

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) at its scheduled meetings on July 18 and 25. Projects under review include a residential subdivision on Silver Street, a commercial parking lot expansion on Grove Street, a mixed use residential development off Pointe Place, and renovation of a housing facility on Durham Road. Staff review of each project helps flesh out technical aspects in the purview of police, fire, engineering, and economic development to resolve potential conflicts before submission to the Planning Board.

On July 16, Lt. Speidel joined key City staff in a pre-construction conference for the 59 Tolend Road residential subdivision.

Lieutenant Speidel worked closely with representatives of the New Hampshire State Police and the New Hampshire Air National Guard to coordinate a funeral escort on July 19 for Brigadier General John Pogorek, the commander of the NHANG who was killed in a motor vehicle collision. Following a memorial service at the air base at Pease, the procession ran from Portsmouth to the New Hampshire

Veteran's Cemetery in Boscawen. Numerous veteran's groups participated, and the Dover Police Department helped provide traffic control at key intersections along the route. Members of the Dover Fire Department also provided tribute along the procession route.

On July 22, Lieutenant Speidel joined staff from the Community Services and Planning Department at the regular meeting of the Transportation Advisory Commission. Lt. Speidel prepared the meeting agenda and related materials and helped coordinate correspondence with citizens with interest in agenda items. Lt. Speidel also coordinated staff preparation and follow-up of the committee recommendations. Agenda topics focused on resident speed and pedestrian safety concerns, stop sign requests at several locations, consideration of a school zone for Seacoast Charter School, and staff updates on various ongoing construction projects.

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 July:

- Dover Independence Day Fireworks celebration at Garrison Hill Park, July 6
- Elmview Drive neighborhood block party, July 6
- Disability Pride festival at Henry Law Park, July 13

Standards Unit

On July 9, Officer Chris Gibbons attended OC Instructor training held at Police Standards & Training. The eight-hour instructor course focused on deploying, handling, and documenting the use of OC (pepper) spray. Medical issues, and legal liability, were also addressed. Also addressed was proper deployment techniques, proper decontamination, reporting force, and tactics for surviving being sprayed with OC by a suspect.

On July 14-18, Lieutenant Alex Mitrushi and Prevention Coordinator Vicki Harris attended the CADCA (Community Anti-Drug Coalitions of America) 23rd Annual Mid-Year training, in Chicago, IL. The training is dedicated to connecting prevention professionals to each other to share community level solutions with world-wide applicability, learning the latest science, news, and trends on substance misuse issues, and networking with thousands of prevention advocates specializing in youth leadership training.

On July 17, Officer Ryan Anderson attended mandatory DRE (Drug Recognition Expert) yearly training. This training is required in order to maintain DRE certification. On July 24, 2024, Officer Adin Sobel attended the same training.

On July 22-26, Animal Control Officer Kathy Ladisheff attended the New England Animal Control & Humane Academy held in Durham, NH. This training offers useful and high-quality education. Topics covered included rabies, animal abuse, health issues, public relations and investigations.

On July 24, Officer Bryon Gore attended Firearms Re-certification (Part 2). Part 2 of the firearms certification requires the officer to help with the firearms portion for current academy attendees.

On July 30-31, Officers Luis Berdecia and Molly Jalbert attended Campus Active Shooter Integrated Response held in Durham, NH. The training helped identify and practice integration techniques that first responders and immediate responders will use to strengthen overall response, initial scene management, and communications strategies to mitigate an active shooter incident. The course also consists of a series of practical scenarios that will test the response capabilities of first and immediate responders.

During the month of July all sworn personnel completed statutorily required training related to De-Escalation, Ethics and Implicit Bias.

Special Investigations

During the month of July 2024, 14 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 4 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 and 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 4 unattended deaths in July 2024.

SIU detectives attended 4 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 July 2024, SIU detectives executed a search and arrest warrant at Somersworth residence that resulted in the arrest of an adult male for Criminal Threatening with enhanced penalties for the conduct being an alleged "hate crime".

In July 2024, 1 case was forwarded to the Strafford County Attorney's Office for review and Grand Jury indictment.

SIU detectives conducted targeted drug operations. These investigations are ongoing.

SIU detectives partnered with the United States Marshals Office to conduct sex offender compliance checks on registrants who reside in the city.

SIU detectives obtained 7 search warrants to further ongoing a criminal investigation.

SIU detectives referred 27 police reports to the Division of Children, Youth and Families. These informational referrals are for incidents that officers responded to in which children witnessed or were alleged victims of criminal acts or other concerning conduct.

The Special Investigations Unit investigates Internet-based crimes occurring in Dover as assigned by the Internet Crimes Against Children (ICAC) Task Force. In July 2024, SIU detectives had 4 active ICAC cases.

At the end of July, SIU detectives had 33 open investigations

Parking Bureau

Parking Manager Bill Simons assisted the City of Rochester's Economic Development Department as the city considers implementing a paid parking system. He spoke about the challenges and opportunities Dover has faced over the last 14 years since rolling out its metered parking program. He also conducted a site visit to recommend meter locations and numbers of units needed.

Parking personnel posted several parking restrictions to help facilitate street paving projects, utility work, tree plantings and for community events.

Parking activity has leveled off the last two months. Using the "average daily transaction count" as the measure, June and July saw very little change compared to the corresponding months in 2023.

K-9 Unit

On July 1, 2024, Officer David and K9 Vision assisted the Strafford County Department of Corrections and the Strafford County Sheriff's Department with a planned operation at the Strafford County Jail. During this operation, K9 Vision and three other narcotics detection dogs were deployed to search sections of the building for illicit narcotics. With the use of the dogs, the portions of the building searched were quickly and efficiently determined to not contain any illicit narcotics at this time.

On July 10, 2024, Officer David deployed K9 Vision to track and locate a missing elderly woman. K9 Vision began tracking on the property. During the track, another officer on scene located the missing woman, who was treated by the Dover Fire Department and transported to the hospital.

On July 11, 2024, K9 Vision was deployed on an article search to look for a knife that was used during a burglary. Although the knife was not located, K9 Vision was able to determine the direction that the suspect left in, which confirmed the victim’s account of what occurred.

Accident Reconstruction Team

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

Dispatch Communications

<i>Radio Transmissions</i>		18,819
<i>Phone Calls</i>		7,324
<i>911 Calls</i>		457
<i>Police Alarms Received</i>		96
<i>Fire/Medical Alarms Received</i>		77
<i>Lobby Traffic</i>		1,623



Animal Control

Total Calls for Service: 53	Breakdown:
Handled by Officers/Dispatch: 37	Found/Loose Animals: 15
Handled by Animal Control Officer: 16	Welfare Checks: 18
	Animal Bites: 6
	Misc/Other: 14

The ACO followed up on five reports originally taken patrol officers

Public Library

Programming

The Dover Public Library hosted 78 programs this month which were attended by 2,922 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: 4 Teen D & D sessions with 16 attendees; 2

Knitting Group 14; 5 Book Groups 59; 1 Creation Stations 879; 1 Cochecho Writer's Groups with 11; 1 Caregiver Café 10; 4 All Abilities Club with 44 attendees; 4 Summer Family Storytime with 195 attendees; 1 Family Game Night with 9 attendees; 4 Chess Group meetings with 42 attendees; 2 Lego Club with 68 attendees; 2 Meaningful Conversations with 20 attendees; 1 Paint Party with 20 attendees; 3 Summer Crafternoons with attendees 77; 1 Family Dance Party with 16 attendees; 1 International Snack Tasting with 25 attendees; 1 Tie Dye Party with 29 attendees; 3 Babysitting classes with 26 attendees; and 1 Music Makers and Shakers with 40 attendees.

On Wednesday, July 24th the Dover Public Library hosted Monadnock Falconry, who presented a bird of prey program which over 200 people enjoyed at Lower Henry Law Park in Dover. Two birds were introduced to the crowd. One a red-tailed hawk named Pitch, and the other a Harris' Hawk named Mahood. A couple of lucky attendees were able to have the hawk take off and land on their arm, which was encased in a heavy leather glove, one a young boy and the other a senior woman. People of all ages were in attendance and peppered Master Falconer, Henry Walters, with many questions!



The Dover Public Library Children's Room offered its annual Summer Reading Program once again in 2024. This year, the theme was Adventure Begins at Your Library, and the program focused on nature, exploration, and reading as an adventure. This program was offered to children entering Kindergarten through fifth grade and ran from June 17 - July 30 2024. The Library was lucky to have massive community support this year. Kennebunk Savings Bank, The Dover Rotary Club, Susan Schwake from Artstream, and author Debbie Dadey were all especially generous in their donations to the program. Additionally, we received donations of prizes from Jetpack Comics, The Noggin Factory, McDonald's, Kendall Pond Pizza, CMNH, The Seacoast Science Center, York's Wild Animal Kingdom, Stairway to Heaven Comics, Squam Lake Science Center, The Dover Pool, Seacoast Artspot, Santa's Village, Chuckster's, Snapology, Diversions Puzzles & Games, and Raptor Falls. These donations helped to motivate children to keep reading throughout the summer, along with our fun and engaging programming. The Library offered everything from Reader's Theater, the UNH Marine Docents, crafting programs, story times, The Center for Wildlife, and a Foam Party by Studios2Go. The program had over 491 children participate. Additionally, every child who turned in their final reading log received a free book and a coupon for a free pizza. The Library had wonderful feedback from families, and truly feel that our program was a success.

The Dover Public Library's Adult Summer Reading program for cardholders 18+, was yet again very successful in 2024! The Library had over 400 adults sign up to participate, smashing the previous high participation of 290 adults in 2019. Folks this year logged 8,424 hours of reading during the span of the program which ran from June 17-July 27th. We smashed another record by offering prizes valued \$1898 from local generous businesses! Final drawing will be held on Aug. 2. As of Aug.1 4899 tickets were submitted, with many more to be added to the total.

Foam Party!



The Dover Public Library Children's Room concluded our very successful annual Summer Reading Program on Tuesday, July 30th with a Foam Party. This party was presented by Studios 2 Go, and featured three sessions. We had a total of 144 people attend this event across the three sessions. It was a great success, with a lot of positive feedback from patrons, and a wonderful end to an exciting and busy summer program.

Dover Public Librarian Rachel Gogan taught two sessions of a class that created hand painted tote bags. This class taught participants how to create their own custom patterns on textiles using freezer paper stencils and masking tape resist techniques. Between the two sessions there were 32 students.

Hand Painted Tote Bags



Feedback from an attendee:

Thank you for the tote bag class my daughters and I loved it!!!! We love coming to the library events, participating, meeting new people, seeing great ideas come to life from different perspectives and learning new fun and educational things. Thanks for all you do. Glad we live in a community that has a fabulous library and amazing STAFF that offers programs like this.

Dover Public Library Children's Assistant, Karin Mayer-Gottlob, visited Head Start 5 times in July and read to a total of 106 kids. Miss Karin's Head Start friends were delighted to see her and she visited two classrooms every Tuesday while summer school is in session (through mid- August). Vehicle story time was a big hit and the kids enjoyed using rhythm sticks to do the motions for The Wheels on the Bus song. (And no injuries occurred!) An Eric Carle story time was presented (but not The Very Hungry Caterpillar) to familiarize the kids with some of the other wonderful books that Eric Carle has written and illustrated. The kids were quite surprised, and quiet enough, to hear a cricket chirping at the end of The Very Quiet Cricket.

Dover Public Library Children's Assistant, Rachel Engelman, spent 4 weeks through June and July bringing the Library's Summer Reading program to the kids at Dover Recreation's Camp Kool. An average of 15 kids, aged 6-11, participated each week. Miss Rachel usually started out with some jokes or 'would you rather' questions to get the group going. She would read 2-3 books and sing a funny song to get the kids moving. On the first day she brought materials to sign kids up for the Library's Children's Summer Reading Program. During later sessions Miss Rachel brought coupons and free books for kids that couldn't make it to the library for a SRP check in. This outreach program saw many of our library regulars, but also saw kids who had never been to the DPL.

The Friends of the Dover Public Library had a table at the first event of the Cochecho Arts Festival on Friday, July 12th. Attendees could learn about the Friends of the Library, as well as services the DPL provides. The prize wheel was on hand and free books, notebooks, pins and Friends tote bags were given away.

Cochecho Arts Festival



Marine Docents



On Thursday, July 11th The Dover Public Library hosted the UNH Marine Docents as part of our annual Summer Reading Program. This program was geared towards school aged children and was focused on Lobsters. The docents brought a variety of physical objects for children to touch and explore, some informational games, and a live lobster. This event was very hands on, and informational. The kids enjoyed themselves, and we had a total of 32 people in attendance.

Passport application processing fees and notary services provide a continuing source of revenue for the Dover Public Library. The Library processed 48 passport applications this month generating \$1,680 in revenue and notary services generated \$285 in revenue.

Dover Public Library Adult Services Librarian, Susan Dunker, attended a three day Supervisor's Academy workshop with Local Government insurer Primex. The training offered Susan a chance to learn about performance evaluation best practices, reducing risks to staff and the public in the library, and provided time to interact and role play with 23 other supervisors from cities and towns across the state.

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

- Digital Safety and Privacy for Librarians
- Build a Needs Assessment Strategy
- Accessibility and AI in Library Services/Programs

The library continues to grow and promote the Library of Things, physical items for library patrons to borrow. This month the library has added: games (Settlers of Catan, Azul, Morels, Murder at the Motel), an embroidery floss winder, A label maker, two travel hammocks, three Senior Memory Care activity kits, a soil hygrometer, an iFixit screwdriver set, a solar lantern/phone charger, a wood burning kit, a badminton set, a waterproof device box for kayaking, a power drill, and more items are being added each day. Giving patrons the opportunity to borrow items rather than buy them saves money and resources.

Library Metrics:

- ★ July library circulation totaled 22,239 items. (9,571 adult + 8,628 children's print items; plus 4,040 items downloaded including 3,254 audiobooks & eBooks, 563 Hoopla streaming music, movies, and books, and 223 Kanopy plays).
- ★ 267 new library patrons registered; total active cardholders 13,204.
- ★ The Dover Public Library's Book a Librarian service helped 16 community members.
- ★ The Dover Public Library's 3D printer produced 25 items requested by our patrons.
- ★ The Library's museum passes were borrowed 212 times saving our community members approximately \$6,165.72 in admission fees.
- ★ 59 new patrons registered for downloadable audiobooks/ eBooks via Overdrive (total = 7,734) and 16 registered for Hoopla (total = 2,860) and 11 registered for Kanopy (total 508).
- ★ Internet and PC uses by the public totaled 823 on library workstations and an additional 7,029 via Wi-Fi.
- ★ The library's website statistics showed 39,125 page views by 8,946 users in 17,971 sessions
- ★ 178 meetings & tutoring sessions were hosted in the library's Lecture Hall, Trustees Room, & Learning Center.
- ★ The Dover Public Library has 6,088 subscribers to its two monthly e-newsletters—Children's and Adults.
- ★ Library staff posted 150 items to its various social media platforms. Total social media platform followers = 10,422.

- ★ Library volunteers added 88 books to our 2 little free libraries this month.
- ★ 13,642 people visited the library during this month an average of 546 per day (open 25 days).

Public Welfare

This month Dover Welfare assisted a total of 221 client contacts.

A total of \$35,857.14 was spent for Assistance. A decrease of \$897.03 over last month.

Expenditures for rent were \$26,975 with another \$8,273 spent for hotels.

Assistance for housing and shelter remain significantly higher than in past years.

Expenditures for electric assistance have risen from \$480 last month to \$990.

Welfare was reimbursed \$1,697 from clients who self-paid for some of their assistance.

793 phone calls were handled with 443 inbound and 350 outbound.

The UNH intern department has been hosting since January was hired as a temporary employee to help out as one of our employees has been out on medical leave. Both the internship and employment of this individual has worked out very well. They have been able to provide quality customer service and needed relief for staff in both capacities.

The use of the recreation facilities for showers has been coordinated between Dover Welfare and the Recreation Department. The following policies were agreed on:

1. Showers are to be by appointment only.
2. Dover Welfare will be the contact to schedule a shower.
3. Welfare will contact Recreation to be sure that it is a convenient time.
4. A staff person from either Welfare, Recreation or the outside sending agency must be with the person showering the entire time they are using the facilities.
5. Showers are to last around 15 minutes from start to finish.
6. Client needs to provide their own towels and hygiene supplies.

There have been few requests for the use of the showers with only one negative incident where a person did not schedule an appointment. A number of clients have not showed for their previously scheduled shower time.

Laundry cards have been requested one time for a cost of \$20.

Meetings attended by the Welfare Director included Complex case meetings, CCT, Police Social workers coordination, Home for All, with Dave Carpenter about CBDG funds, Ryan Cosby from Dover

Housing and the Welfare Directors from Rochester and Somersworth to talk about winter sheltering issues.

Recreation Department

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, there was no camp scheduled 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 they have lunch and swim, until returning to the park at 3:15pm. Except for July 5th, camp goes on weekly field trips on Friday to NH State Parks. July's trips included Ellacoya State Park (7/12), Wallis Sands State Park (7/19) and Wentworth State Park (7/26). Tuesday, 7/23 the Playground Program was canceled due to weather; Wednesday, 7/31 campers were able to get almost the entire day in before severe weather forced staff to call for early dismissal, the last camper was picked up at 1:45pm. While the Playground Program was on their trip at Ellacoya State Park, the Rec. Office received a call from another patron of the park letting them know, "what a great job the staff was doing with the kids, the staff were in the water and keeping all the kids together". In addition, she stated, "all the campers were respectful". On Tuesday, 7/23 Rick Conway received the following note from a patron that was at the Jenny Thompson Pool the previous day in regards to Playgrounds & Camp Kool, "Again, I wanted to compliment the campers and counselors at the pool yesterday. As a teacher and parent, it heartened me to see so many examples of children cheering for others and celebrating one another as they face challenges like the swim test and jumping off high dive. It shows the counselors have created and maintained a great culture, so well done!"

Registrations opened for Fall Basketball Programs July 8th, the Junior High Division of the program is full with 48 participants and the High School Division has a limited number of spots still open. Tuesday night Adult Open Gym continues to be extremely popular with over 20 participants most nights. Open gym hours remain busy with indoor time for pickleball when it rains. Badminton continues Friday nights throughout the summer. 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. A Service Request has been submitted for the Windscreens that were donated by Mr. White, to be installed on the back portion of the Pickleball Courts at Garrison School. Birthday Parties: 1

Indoor Pool & Jenny Thompson Pool

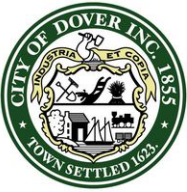
This was a busy month for both pools, especially the Jenny Thompson Pool during the extended heat wave. The Jenny Thompson pool hosted the final SOLO aquatics swim meet July 26th-28th which was a two-and-a-half-day event. Great Bay Masters hosted a mini swim meet on July 14th, where everything ran smoothly from both sides. There is one dual meet on August 3rd hosted by Oyster River Otters. Staff are currently in the third session (of four) of the swim lesson program. The last two sessions historically have lower enrollment due to family vacations ahead of the school year, that trend has continued. The Department has been fortunate this summer to have more instructors want to teach than we had classes which allowed every child that wanted a swim lesson to have one. Staff revised the Jenny Thompson Pool schedule to include additional afternoon lap time and lanes effective July 21st after SOLO Aquatics dropped their afternoon time slots through the posted schedule of August 4th. With summer ending staff are preparing to head back to school. In the second week of August a majority of summer team who will return to college. The pool schedule will be adjusted accordingly effective August 5th through labor-day alongside the end of team rentals at the Jenny Thompson Pool. Staff have maintained the revised additional lap swim time and lanes in the afternoons Monday- Thursday. Mechanically, the Outdoor pool is running well, while the Indoor Pool has some problems. The Indoor Pool needs a new controller for the temperature controls in the lobby. The current unit has been repaired and the new one has been ordered. The Indoor Pool is also in need of a new filter on the right side also known as filter 1. The Indoor Pool received a new handicap lift that was installed July 2nd. The handicap lift at the Indoor Pool was moved to the Outdoor Pool and installed on July 16th. Rentals: SOLO Aquatics, Atlantis Aquatics, Oyster River Aquatics. Birthday Parties: 0

Dover Ice Arena

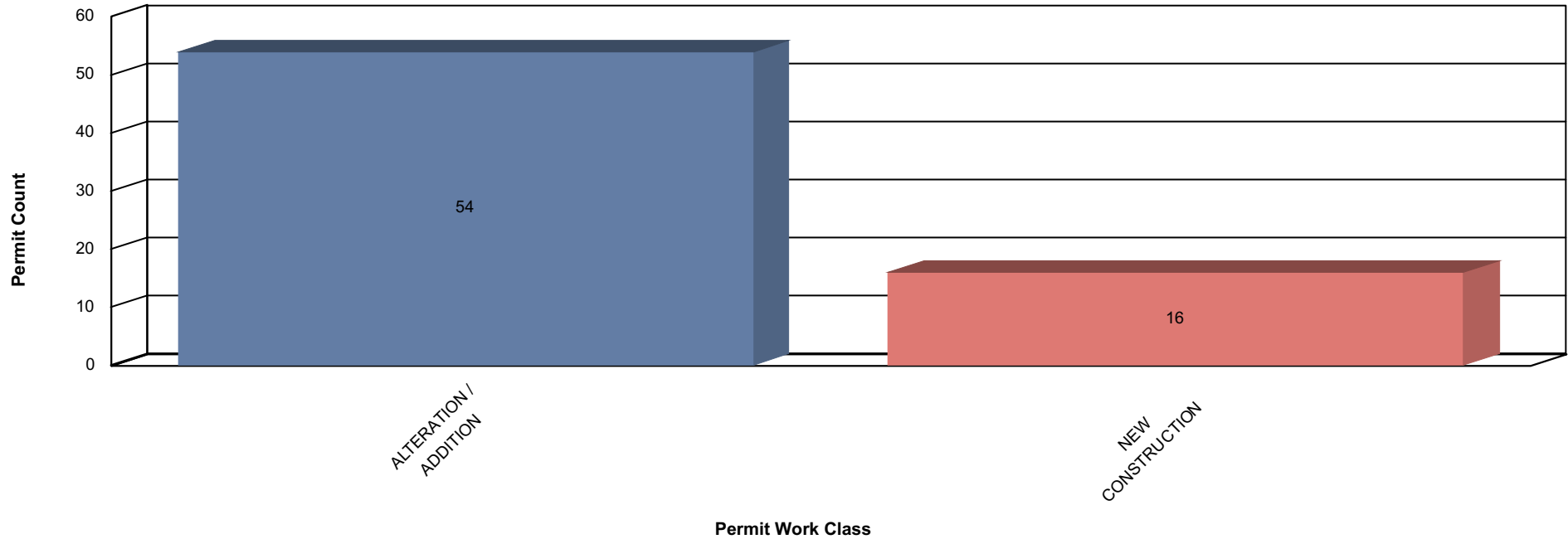
July at the Dover Arena is a busy time of year as ice skating returns. All summer programs are full and the drop-in programs have had normal attendance, except for Rock Night, attendance is down compared to July 2023. Summer Hockey Camps are in session. Ice Kings had two full weeks of hockey camp, First Camp (July 8th-12th) had more kids than the second camp (July 29th- Aug 2nd), Premier Hockey holds skills clinics on Tuesday and Thursday mornings as well as a clinic on Sunday afternoons. Chabot Hockey Camp also had a week of camp (July 29th- Aug 1st). New this year, Dover Youth Hockey is running a skills program weekly, Friday evenings. The Over 30 League returned on Thursday nights with 8 teams and the COED League returned on Monday nights, also with 8 teams, both running an 8 week season. Local high school groups from Dover, STA, Berwick Academy, Somersworth / Coe Brown, Oyster River and Marshwood / Noble High Schools have been skating once a week in July and will continue in August. Camp Kool continued through the month on the Foster floor as well as Roller derby twice a week. The month of August at the arena means summer programs will be wrapping up. Playoffs for the COED league will begin and registrations for the fall programs will begin. The Over 30 League will have playoffs at the end of the month. Ice Kings have 1 more week of Camp, Aug 18th- 22nd. TW Hockey Academy is in Aug 5th- 8th. Camp Kool finishes its great summer on August 16th. Birthday Parties: 2, Adult and Youth Stick Practice: 262 skaters

Dover Senior Center

This month the Senior Center was closed July 4th and 5th. Staff continued to offer Chair Yoga, Yoga for Bone Strength and pickleball, as well as daily games and activities. The Senior Center hosted a fuel assistance clinic with CAP for those who qualify. With the nicer weather, local bus trips resumed for the summer season. July travels included a tour by land and water of Boston and Cambridge and a fabulous romp up to Winnepesaukee Playhouse for La Cage Aux Folles.



PERMITS ISSUED BY WORK CLASS (07/01/2024 TO 07/31/2024) FOR CITY OF DOVER, N.H.



Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
ALTERATION / ADDITION							
BLDG-2024-0054	Building - Major 04/10/2024	Alteration / Addition 07/01/2024 \$1,444.00	Issued 12/31/2024 624	29 Waterloo Cr Cir, Dover, NH \$129,100.00	Residential	None Yes Jim Maxfield	
Description: Tearing the roof off of existing garage and adding new master bedroom suite above.							
BLDM-2024-0299	Building - Minor 06/26/2024 R-20	Alteration / Addition 07/01/2024 \$1,202.00	Issued 12/31/2024 800	23 Baldwin Wy, Dover, NH \$107,340.00	Residential	None Yes Thomas Abbott	L0040-010000
Description: Installing inground Gunite swimming pool.							
BLDM-2024-0276	Building - Minor 06/10/2024 R-12	Alteration / Addition 07/01/2024 \$399.00	Issued 12/31/2024 2,500	20 Horne St, Dover 03820 \$34,250.00	Residential	None Yes Thomas Abbott	35016-A00000
Description: Siding/rubber roof							

PERMITS ISSUED BY WORK CLASS (07/01/2024 TO 07/31/2024)

Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Status <i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	District <i>Applied Online Assigned To</i>	Parcel
BLDM-2024-0293	Building - Minor 06/24/2024 R-40	Alteration / Addition 07/01/2024 \$102.00	Issued 12/31/2024 0	59 Willow St, Dover, NH \$6,512.00	Residential	None Yes Thomas Abbott	E0042-008000
<i>Description: Replace front entry door and new storm door, no structural work</i>							
BLDM-2024-0285	Building - Minor 06/18/2024 RM-SU	Alteration / Addition 07/01/2024 \$355.00	Issued 01/15/2025 200	169 Mast Rd, Dover, NH \$30,000.00	Residential	None Yes Thomas Abbott	I0020-K00002
<i>Description: Replace kitchen cabinets, countertops. Relocate kitchen entrance door 3' Remove partition wall between kitchen and dining room, install recessed structural beam in its place.</i>							
BLDM-2023-0436	Building - Minor 09/01/2023 R-12	Alteration / Addition 07/01/2024 \$1,070.00	Issued 12/31/2024 300	2 Crestview Dr, Dover, NH \$95,000.00	Residential	None Yes Thomas Abbott	D0022-I00000
<i>Description: Build a timberframe entry roof over existing entry deck, new roof dormer on the existing garage and a second story addition over the room on the back of the house</i>							
BLDM-2024-0301	Building - Minor 06/26/2024 R-20	Alteration / Addition 07/01/2024 \$50.00	Issued 12/31/2024 43	19 Landing Wy, Dover, NH \$24,400.00	Residential	None Yes Thomas Abbott	L0095-01A000
<i>Description: Full Roof Replacement</i>							
BLDM-2024-0298	Building - Minor 06/26/2024 R-12	Alteration / Addition 07/01/2024 \$91.00	Issued 12/31/2024 170	10 Village Dr, Dover, NH \$5,500.00	Residential	None Yes Thomas Abbott	K0034-000001
<i>Description: repairing old deck 8ft out 12 ft wide. adding to incorporate a set of stairs and adding 8ft in width. the total overall size will be a 8ft by 20 ft deck. The request for stairs is due to add a emergency exit..</i>							
BLDM-2024-0302	Building - Minor 06/27/2024 R-40	Alteration / Addition 07/01/2024 \$47.00	Issued 12/31/2024 120	18 Schooner Dr, Dover, NH \$2,000.00	Residential	None Yes Thomas Abbott	M0096-A00001
<i>Description: Project scope is to finish 120 sq ft partially finished 11x11 basement room with a total project cost of \$1200.</i>							
BLDM-2024-0307	Building - Minor 07/03/2024 R-20	Alteration / Addition 07/03/2024 \$399.00	Issued 01/13/2025 130	15 Ayers Ln, Dover 03820 \$33,568.22	Residential	None Yes Thomas Abbott	L0075-000000
<i>Description: Rebuilding a section of the existing foundation wall.</i>							
BLDM-2024-0289	Building - Minor 06/22/2024 R-20	Alteration / Addition 07/03/2024 \$124.00	Issued 01/02/2025 384	8 Old Littleworth Rd, Dover, NH \$9,000.00	Residential	None Yes Thomas Abbott	H0024-000000
<i>Description: 16' x 24' Deck extension behind non-heated garage.</i>							
BLDM-2024-0281	Building - Minor 06/14/2024	Alteration / Addition 07/08/2024 \$190.00	Issued 01/07/2025 0	11 Pearson Dr Dr, Dover, NH 03820 \$15,000.00	Residential	None Yes Thomas Abbott	
<i>Description: Removing old wood siding and installing new vinyl siding. We will also be installing replacement 10 new windows and replacement two sliding doors.</i>							

PERMITS ISSUED BY WORK CLASS (07/01/2024 TO 07/31/2024)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDM-2024-0292	Building - Minor 06/24/2024 R-40 <i>Description: Remove 6 antennas and 3 TMAs. Add 6 antennas and 3 radios</i>	Alteration / Addition 07/08/2024 \$289.00	Issued 01/07/2025 2,304	38 Parsons Ln, Dover, NH \$24,000.00	Non-Residential	None Yes Jim Maxfield	A0036-000000
BLDM-2024-0303	Building - Minor 06/30/2024 RM-U <i>Description: install an 18' round above ground pool</i>	Alteration / Addition 07/08/2024 \$135.00	Issued 01/07/2025 254	28 Mount Vernon St, Dover, NH \$10,000.00	Residential	None Yes Thomas Abbott	30099-000000
BLDM-2024-0291	Building - Minor 06/24/2024 R-12 <i>Description: Replace old deck.</i>	Alteration / Addition 07/08/2024 \$267.00	Issued 01/07/2025 350	24 Cranbrook Ln, Dover 03820 \$21,500.00	Residential	None Yes Thomas Abbott	D0093-000000
BLDM-2024-0287	Building - Minor 06/19/2024 C <i>Description: Removing old paint booth and replacing with a new booth. Location of the new booth will be slightly different than the current location.</i>	Alteration / Addition 07/09/2024 \$1,466.00	Issued 01/08/2025 500	5 Dover Point Rd, Dover, NH \$130,995.00	Non-Residential	None Yes Jim Maxfield	K0040-B00000
BLDM-2024-0310	Building - Minor 07/08/2024 R-40 <i>Description: REMOVE & REPLACE 11 WINDOWS; INCLUDES BAY/BOW FRAME; 2 ENTRY DOORS AND 1 STORM DOOR; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES</i>	Alteration / Addition 07/09/2024 \$564.00	Issued 01/08/2025 0	25 Westwood Cr, Dover, NH \$48,582.00	Residential	None Yes Thomas Abbott	F0018-S00000
BLDM-2024-0315	Building - Minor 07/09/2024 RM-U <i>Description: Repair to floor supports</i>	Alteration / Addition 07/09/2024 \$674.00	Issued 01/08/2025 0	19 Baker St, Dover, NH \$58,899.70	Residential	None Yes Thomas Abbott	27198-000000
BLDG-2024-0087	Building - Major 06/10/2024 R-40 <i>Description: Construct a two story single family dwelling with 2 car attached garage and unfinished basement and attic.</i>	Alteration / Addition 07/09/2024 \$15,960.00	Issued 01/08/2025 3,200	33 Wildcat Dr, Dover, NH \$640,000.00	Residential	None Yes Jim Maxfield	B0005-003000
BLDG-2024-0071	Building - Major 05/13/2024 CWD <i>Description: Interior Addition to the existing Children's Museum of New Hampshire for new exhibits.</i>	Alteration / Addition 07/09/2024 \$0.00	Issued 01/08/2025 800	6 Washington St, Dover 03820 \$20,000.00	Non-Residential	None Yes Jim Maxfield	23015-000000
BLDM-2024-0312	Building - Minor 07/08/2024 HR <i>Work includes demo, steel, concrete, framing, finish carpentry, glass, flooring, painting, sprinkler and electrical</i> <i>Description: Project scope is a 150 sq ft existing screened-in porch renovation. Cost breakdown is building = \$5,000</i>	Alteration / Addition 07/09/2024 \$80.00	Issued 01/08/2025 150	16 Hamilton St, Dover, NH \$5,000.00	Residential	None Yes Thomas Abbott	12112-000000

PERMITS ISSUED BY WORK CLASS (07/01/2024 TO 07/31/2024)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDM-2024-0316	Building - Minor 07/09/2024 G	Alteration / Addition 07/11/2024 \$102.00	Issued 01/10/2025 390	292 Locust St, Unit B, Dover 03820 \$7,000.00	Mixed Use	None Yes Thomas Abbott	15070-000000
<i>Description: Apartment renovation 390 sq ft unit, total cost of \$7000. Cost breakdown is building(no structural changes) = \$4,000, Electrical = \$1000, Plumbing = \$2,000.</i>							
BLDM-2024-0313	Building - Minor 07/09/2024 R-40	Alteration / Addition 07/11/2024 \$355.00	Issued 01/10/2025 350	5 Hidden Valley Dr, Dover, NH \$30,000.00	Residential	None Yes Thomas Abbott	10094-B00002
<i>Description: Inground pool</i>							
BLDM-2024-0319	Building - Minor 07/10/2024 R-20	Alteration / Addition 07/11/2024 \$135.00	Issued 01/10/2025 35	25 Cote Dr, Dover 03820 \$10,500.00	Residential	None Yes Thomas Abbott	L0058-Q00000
<i>Description: Siding</i>							
BLDM-2024-0305	Building - Minor 07/02/2024 RM-U	Alteration / Addition 07/11/2024 \$113.00	Issued 01/10/2025 500	69 Grove St, Dover 03820 \$8,000.00	Residential	None Yes Thomas Abbott	30083-000000
<i>Description: remove wood fascia boards and soffits, replace with PVC. no structural changes are anticipated.</i>							
BLDM-2024-0309	Building - Minor 07/08/2024 R-12	Alteration / Addition 07/11/2024 \$806.00	Issued 01/10/2025 825	8 Kennedy Cr, Dover 03820 \$71,000.00	Residential	None Yes Thomas Abbott	32080-000000
<i>Description: Deck, Attached to Building, Wrap around Above ground pool.</i>							
BLDM-2024-0318	Building - Minor 07/09/2024 R-40	Alteration / Addition 07/11/2024 \$36.00	Issued 01/10/2025 1,200	221 Long Hill Rd, Dover, NH \$1,300.00	Non-Residential	None Yes Thomas Abbott	A0018-D00000
<i>Description: Two 20'x30' White Frame Tent 600 sq ft each (1200 sq ft total) \$650 rent fee each (\$1300 total cost for tents)</i>							
BLDG-2024-0100	Building - Major 07/01/2024 R-12	Alteration / Addition 07/11/2024 \$575.00	Issued 01/10/2025 571	101 Back River Rd, Dover, NH \$50,000.00	Residential	None Yes Thomas Abbott	10048-F00000
<i>Description: complete renovation of existing, adding a shed a dormer to 2nd floor for master suite addition, no additional bedroom count.</i>							
BLDM-2024-0271	Building - Minor 06/09/2024 G	Alteration / Addition 07/11/2024 \$58.00	Issued 01/10/2025 75	76 Broadway, Dover, NH \$3,000.00	Residential	None Yes Thomas Abbott	27070-000000
<i>Description: Rebuild the existing stairs and small landing on the outside of the property. The stairs and small landing are located on the left side of the property and allow access to the back yard. Plans are to remove the structure completely and rebuild it using all pressure treated materials. Also remove and add new footings to ensure they are at the correct depth.</i>							
BLDM-2024-0304	Building - Minor 07/01/2024 RM-SU	Alteration / Addition 07/15/2024 \$135.00	Complete 01/27/2025 300	13 Clearwater Dr, Dover 03820 \$10,000.00	Residential	None Yes Thomas Abbott	L0049-A00000
<i>Description: Tearing down old rear deck and adding 3'</i>							

PERMITS ISSUED BY WORK CLASS (07/01/2024 TO 07/31/2024)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDM-2024-0278	Building - Minor 06/12/2024 RM-SU	Alteration / Addition 07/15/2024 \$531.00	Issued 01/15/2025 200	22 Pondview Dr, Dover, NH 07/19/2024 \$46,000.00	Residential	None Yes Thomas Abbott	I0051-A00011
<i>Description: Demo and renovate Kitchen and powder room. Electrical and plumbing as needed.</i>							
BLDM-2024-0308	Building - Minor 07/05/2024 R-12	Alteration / Addition 07/15/2024 \$124.00	Complete 02/03/2025 80	3 Hull Av, Dover, NH 08/05/2024 \$9,000.00	08/05/2024 Residential	None Yes Thomas Abbott	35048-000000
<i>Description: Removal of Brick stairs, Building new front deck</i>							
BLDM-2024-0306	Building - Minor 07/02/2024 R-12	Alteration / Addition 07/16/2024 \$1,895.00	Issued 01/15/2025 478	119 Back River Rd, Dover, NH \$170,000.00	Residential	None Yes Thomas Abbott	I0046-D00000
<i>Description: Construct 16x24 addition to create master bedroom, 1 existing being utilized within this project scope Renovate existing 1st floor bedroom to become master bathroom. Add two dormers to the front of the home.</i>							
BLDM-2024-0325	Building - Minor 07/15/2024 RM-SU	Alteration / Addition 07/16/2024 \$663.00	Issued 01/15/2025 516	64 Tideview Dr, Dover, NH \$58,000.00	Residential	None Yes Thomas Abbott	I0002-I00000
<i>Description: Remodeling of kitchen and powder room, flooring throughout first floor.</i>							
BLDM-2024-0294	Building - Minor 06/24/2024 C	Alteration / Addition 07/16/2024 \$190.00	Issued 02/10/2025 0	879 Central Av, Dover, NH 08/14/2024 \$15,000.00	Non-Residential	None Yes Thomas Abbott	38006-A00000
<i>Description: Remove existing single door, sawcut masonry, install new lintel and double door with panic hardware in wall opening</i>							
BLDM-2024-0317	Building - Minor 07/09/2024 RM-U	Alteration / Addition 07/17/2024 \$278.00	Issued 01/16/2025 728	60 Hill St, Dover, NH \$23,000.00	Mixed Use	None Yes Thomas Abbott	27119-000000
<i>Description: Foundation for a new barn, two car with a storage loft. I will attach a picture of the plan.</i>							
BLDM-2024-0320	Building - Minor 07/10/2024	Alteration / Addition 07/17/2024 \$75.00	Issued 01/16/2025 1,500	1 Elm St, Dover, NH 03820 \$9,350.00	Residential	None Yes Thomas Abbott	
<i>Description: re-shingling existing roof</i>							
BLDM-2024-0323	Building - Minor 07/12/2024 R-40	Alteration / Addition 07/17/2024 \$729.00	Issued 01/16/2025 504	13 Fairway Dr, Dover 03820 \$63,680.00	Residential	None Yes Thomas Abbott	N0014-F00000
<i>Description: Updating Pool in back yard</i>							
BLDM-2024-0321	Building - Minor 07/12/2024 R-40	Alteration / Addition 07/17/2024 \$256.00	Issued 01/16/2025 0	86 Littleworth Rd, Dover, NH \$21,000.00	Residential	None Yes Thomas Abbott	F0048-000000
<i>Description: REMOVE & REPLACE 6 WINDOWS; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES</i>							
BLDM-2024-0329	Building - Minor 07/17/2024 R-12	Alteration / Addition 07/18/2024 \$344.00	Issued 01/17/2025 1,165	2 Wilbrod Av, Dover, NH \$28,533.00	Residential	None Yes Thomas Abbott	D0018-L00000
<i>Description: REMOVE & REPLACE 7 WINDOWS; 1 ENTRY DOOR; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES</i>							

PERMITS ISSUED BY WORK CLASS (07/01/2024 TO 07/31/2024)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Status Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	District Applied Online Assigned To	Parcel
BLDM-2024-0327	Building - Minor 07/16/2024 R-12	Alteration / Addition 07/18/2024 \$630.00	Issued 02/04/2025 165	6 Hayes Ln, Dover, NH 08/08/2024 \$55,000.00	Residential	None Yes Thomas Abbott	17037-G00000
Description: kitchen remodel & 2nd floor bathroom remodel with 20" extension into bedroom to match bedroom on other side (adding non-structural wall in bedroom to extend)							
BLDM-2024-0330	Building - Minor 07/17/2024 CBD-R	Alteration / Addition 07/22/2024 \$75.00	Issued 01/21/2025 16	58 Fifth St, Dover, NH \$20,086.50	Residential	None Yes Thomas Abbott	31053-A00000
Description: Strip and re-roof includes roof strip, ice water shield on the entire house and Reshingling							
BLDM-2024-0322	Building - Minor 07/12/2024 R-12	Alteration / Addition 07/23/2024 \$102.00	Issued 01/22/2025 630	73 Old Rochester Rd, Dover 03820 \$7,000.00	Residential	None Yes Thomas Abbott	A0003-001000
Description: Deck halfway around a 27' pool							
BLDM-2024-0324	Building - Minor 07/15/2024 HR	Alteration / Addition 07/24/2024 \$80.00	Issued 01/23/2025 256	38 Silver St, Dover, NH \$5,000.00	Residential	None Yes Thomas Abbott	12040-000000
Description: 16' x 16' floating wood deck in the backyard. Built on concrete deck blocks. No concrete piers and not connected to the house or garage.							
BLDM-2024-0157	Building - Minor 04/09/2024 HR	Alteration / Addition 07/24/2024 \$267.00	Issued 01/23/2025 226	10 Summer St, Dover, NH \$22,000.00	Residential	None Yes Jim Maxfield	12022-000000
Description: The living area that will have an alterations is the kitchen. Below is a list of all the alterations:							
BLDM-2024-0337	Building - Minor 07/18/2024 CBD-G	Alteration / Addition 07/24/2024 \$630.00	Issued 01/23/2025 1,320	431 Central Ave, Dover, NH 03820 \$55,200.00	Mixed Use	None Yes Jim Maxfield	03063-000000
Description: Kitchen floor demo and repour to include temporary equipment and walk in cooler removal, kitchen partition wall removal, removal of existing kitchen floor and subfloor, temporarily removal and and reinstall sprinkler heads as needed during demolition process and repour concrete floor. Following floor pour - reinstall of coolers partition walls and and all kitchen equipment.							
BLDM-2024-0343	Building - Minor 07/23/2024 R-12	Alteration / Addition 07/24/2024 \$168.00	Issued 01/23/2025 2,114	14 Partridge Ln, Dover, NH \$12,791.00	Residential	None Yes Thomas Abbott	I0036-M00000
Description: REMOVE & REPLACE 1 PATIO DOOR; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES							
BLDM-2024-0339	Building - Minor 07/22/2024 R-40	Alteration / Addition 07/24/2024 \$817.00	Issued 01/23/2025 0	5 Dean Dr, Dover, NH \$72,467.00	Residential	None Yes Thomas Abbott	F0012-D00015
Description: REMOVE & REPLACE 18 WINDOWS; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES							
BLDM-2024-0342	Building - Minor 07/23/2024 R-12	Alteration / Addition 07/24/2024 \$50.00	Issued 01/23/2025 0	2 Cross St, Dover 03820 \$0.00	Residential	None No Thomas Abbott	25009-000000
Description: roof							
BLDM-2024-0284	Building - Minor 06/18/2024 R-40	Alteration / Addition 07/26/2024 \$190.00	Issued 01/25/2025 224	46 Willow St, Dover, NH \$15,000.00	Residential	None Yes Thomas Abbott	E0042-015000
Description: Changing the current Deck to an enclosed 3-season porch.							

PERMITS ISSUED BY WORK CLASS (07/01/2024 TO 07/31/2024)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDM-2024-0349	Building - Minor 07/25/2024 R-20	Alteration / Addition 07/29/2024 \$377.00	Issued 01/28/2025 0	128 Dover Point Rd, Dover, NH \$32,423.00	Residential	None Yes Thomas Abbott	M0067-000000
<i>Description: Replace 1 sliding glass door and ten windows. 4 windows in foyer and 6 windows in basement.</i>							
BLDM-2024-0340	Building - Minor 07/22/2024 R-12	Alteration / Addition 07/29/2024 \$75.00	Issued 01/28/2025 2,000	6 Hayes Ln, Dover, NH \$0.00	Residential	None Yes Thomas Abbott	17037-G00000
<i>Description: replace existing roofing with new architectural shingles etc.</i>							
BLDM-2024-0351	Building - Minor 07/30/2024 R-12	Alteration / Addition 07/30/2024 \$75.00	Issued 01/29/2025 0	84 Spruce Ln, Dover 03820 \$0.00	Residential	None No Thomas Abbott	I0081-M00000
<i>Description: strip and replace shingles</i>							
BLDM-2024-0348	Building - Minor 07/25/2024 R-12	Alteration / Addition 07/30/2024 \$157.00	Issued 01/29/2025 100	99 Horne St, Dover, NH \$12,000.00	Residential	None Yes Thomas Abbott	37039-A00000
<i>Description: Replace 3 mudroom windows and 2 doors. Repair and resurface landing/stairs.</i>							
SUBTOTALS FOR ALTERATION / ADDITION:			29,297 Sq Ft	\$2,393,977.42	Residential:	46	PERMITS ISSUED:
					Non-Residential:	5	54
					Mixed Use:	3	
NEW CONSTRUCTION							
BLDG-2024-0089	Building - Major 06/12/2024 IT	New Construction 07/08/2024 \$2,005.00	Issued 01/15/2025 60,364	55 Pointe Pl, Dover, NH 07/19/2024 \$180,000.00	Residential	None Yes Jim Maxfield	K0019-009000
<i>Description: Construct Foundation ONLY for 24 residential dwelling units with lower Level parking garage. Additional permits required prior to further construction</i>							
BLDG-2024-0088	Building - Major 06/11/2024 R-40	New Construction 07/18/2024 \$14,970.00	Issued 02/10/2025 2,750	18 Wildcat Dr, Dover 03820 08/14/2024 \$550,000.00	Residential	None Yes Jim Maxfield	B0005-011000
<i>Description: Two-story, single family home with two car attached garage and unfinished basement and attic.</i>							
BLDG-2024-0091	Building - Major 06/17/2024	New Construction 07/22/2024 \$16,403.00	Issued 01/21/2025 1,590	6 Ember Drive Dover, NH 03820 \$318,000.00	Residential	None Yes Jim Maxfield	
<i>Description: Construct a two story two family dwelling with no basement and unfinished attic</i>							
BLDG-2024-0093	Building - Major 06/17/2024	New Construction 07/22/2024 \$16,403.00	Issued 01/21/2025 1,590	10 Ember Drive Dover, NH 03820 \$318,000.00	Residential	None Yes Jim Maxfield	
<i>Description: Construct a two story two family dwelling with no basement and unfinished attic</i>							

PERMITS ISSUED BY WORK CLASS (07/01/2024 TO 07/31/2024)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Status Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	District Applied Online Assigned To	Parcel
BLDG-2024-0094	Building - Major 06/17/2024	New Construction 07/22/2024 \$16,403.00	Issued 01/21/2025 1,590	12 Ember Drive Dover, NH 03820 07/18/2024 \$318,000.00	Ember Drive, Unit 1 & Unit 2, Residential	None Yes Jim Maxfield	
Description: Construct a two story two family dwelling with no basement and unfinished attic							
BLDG-2024-0090	Building - Major 06/17/2024	New Construction 07/22/2024 \$16,403.00	Issued 01/21/2025 1,590	4 Ember Drive Dover, NH 03820 \$318,000.00	Ember Drive, Unit 1 & Unit 2, Residential	None Yes Jim Maxfield	
Description: Construct a two story two family dwelling with no basement and unfinished attic							
BLDG-2024-0095	Building - Major 06/17/2024	New Construction 07/22/2024 \$16,403.00	Issued 01/21/2025 1,590	9 Ember Drive Dover, NH 03820 07/18/2024 \$318,000.00	Ember Drive, Unit 1 & Unit 2, Residential	None Yes Jim Maxfield	
Description: Construct a two story two family dwelling with no basement and unfinished attic							
BLDG-2024-0092	Building - Major 06/17/2024	New Construction 07/22/2024 \$16,403.00	Issued 01/21/2025 1,590	8 Ember Drive Dover, NH 03820 07/18/2024 \$318,000.00	Ember Drive, Unit 1 & Unit 2, Residential	None Yes Jim Maxfield	
Description: Construct a two story two family dwelling with no basement and unfinished attic							
BLDG-2022-0070*	Building - Major 08/23/2022 R-12	New Construction 07/26/2024 \$245.00	Expired 04/18/2023 4,052	14 Porch Light Dr, Unit 1 & 2, Dover 03820 10/20/2022 \$20,000.00	Residential	None No Jim Maxfield	14010-G00004
Description: Foundation only for a 2 1/2 story two family TDR Dwelling unit with 3 bedrooms. PLEASE NOTE the FOLLOWING: The structure shall be located and sized in compliance w/ applicable zoning setback and size regulations for TDR development (170-27.2 G) and approved by the Planning Board - Contact Zoning Administrator @516-6008 for confirmation of compliance applicable regulations.							
This structure is limited to the following: No larger than 1400 square feet of total living area. Limited to the square footage originally constructed							
BLDG-2024-0051	Building - Major 04/05/2024	New Construction 07/29/2024 \$451,025.00	Issued 01/28/2025 80,530	2 Grove St, Dover 03820 \$10,000,000.00	Mixed Use	None Yes Jim Maxfield	31004-001000
Description: 5 story new construction building, 88 unit residential spaces over podium style garage							
BLDG-2024-0076	Building - Major 05/20/2024	New Construction 07/30/2024 \$11,120.00	Issued 01/29/2025 990	20 Auburn Street, Tax Map 39, Lot 34-5, Dover, NH 03820 \$200,000.00	Residential	None Yes Jim Maxfield	
Description: Construct a two story Single family dwelling with crawl space and unfinished attic							
BLDG-2024-0075	Building - Major 05/20/2024 G	New Construction 07/30/2024 \$11,120.00	Issued 01/29/2025 990	18 Auburn St, Dover 03820 \$200,000.00	Residential	None Yes Jim Maxfield	39034-000000
Description: Construct a two story Single family dwelling with crawl space and unfinished attic							

PERMITS ISSUED BY WORK CLASS (07/01/2024 TO 07/31/2024)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	Status <i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	District <i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDG-2024-0074	Building - Major 05/20/2024 G	New Construction 07/30/2024 \$11,120.00	Issued 01/29/2025 990	16 Auburn St, Dover, NH 03820 \$200,000.00	Residential	None Yes Jim Maxfield	
<i>Description: Construct a two story Single family dwelling with crawl space and unfinished attic</i>							
BLDG-2024-0073	Building - Major 05/20/2024	New Construction 07/30/2024 \$11,120.00	Issued 01/29/2025 990	14 Auburn St, Dover, NH 03820 \$200,000.00	Residential	None Yes Jim Maxfield	
<i>Description: Single Family Dwelling</i>							
BLDG-2024-0072	Building - Major 05/20/2024	New Construction 07/30/2024 \$11,120.00	Issued 01/29/2025 990	12 Auburn Street, Tax Map 39 Lot 34-1, Dover, NH 03820 \$200,000.00	Residential	None Yes Jim Maxfield	
<i>Description: Construct a two story Single family dwelling with crawl space and unfinished attic</i>							
BLDG-2024-0082	Building - Major 05/31/2024 R-40	New Construction 07/31/2024 \$14,270.00	Issued 01/30/2025 2,431	24 Wildcat Dr, Dover, NH \$486,000.00	Residential	None Yes Jim Maxfield	B0005-010000
<i>Description: Construct a two story dwelling unit with two car attached garage and unfinished attic and basement</i>							
SUBTOTALS FOR NEW CONSTRUCTION:			164,617 Sq Ft	\$14,144,000.00	Residential:	15	PERMITS ISSUED: 16
						Non-Residential:	0
						Mixed Use:	1
			193,914 Sq Ft	\$16,537,977.42	Residential:	61	GRAND TOTAL OF PERMITS: 70
						Non-Residential:	5
						Mixed Use:	4

* Indicates active hold(s) on this permit

NAME	STREET NAME		Total Units	Units Dwelling	Units Multi-Family	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	River Street	M	418	220	198	No	8/25/2022	6/14/2022	Site	P21-69	22	1-2 & 1-	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
Eakhourv	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
Soujourm	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	H	15	12	3	TRD	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	D	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	78	126	78		6/25/2024	Site	WAIV-2024-	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	214	304	157									135.1
Subdivisions:															
Stonearch Development Corp	63 & 65 Tolend & 22	H	27	0	27	No		8/23/2023		SUBD-23-0005	F	65 & 65-		W	9.5
Chinburg Development, LLC	Gulf Rd & Oak St.	H	11	2	11	No	9/26/2023	6/27/2023	10/25/2023	SUBD-23-0001	N	13-1	9/26/2028	H	3.9
Knox Marsh Development LLC	36 New Rochester	H	8	8	0	No	11/21/2022	9/13/2022	Site	P22-27	39	104	11/21/2027	H	0.1
Paolini Sherman Street	Sherman Street	H	2	2	0	No	7/21/2022	6/14/2022	Site	P22-34	39	53	7/21/2027	H	0.7
Settlement on Sixth	447 Sixth Street	H	11	7	6	No	2/8/2022	11.9.2021	Site	P21-43	B	5	2/8/2027	H	3.9
Schwartz	26 Bellamy Road	H	5	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	763	1115	185									

City of Dover

Revenues of Major Funds July 31, 2024

(General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 114,970,739	1,364,276	1,364,276	1.0%	\$ 113,606,463	\$ -	\$ 113,606,463	99.0%
Licenses & Permits	7,682,679	738,608	738,608	10.0%	6,944,071	-	6,944,071	90.0%
Intergovernmental	5,868,181	190,828	190,828	3.0%	5,677,353	-	5,677,353	97.0%
Charges for Services	5,325,212	483,441	483,441	9.0%	4,841,771	-	4,841,771	91.0%
Miscellaneous Revenue	2,099,105	377,568	377,568	18.0%	1,721,537	-	1,721,537	82.0%
Education	20,817,246	3,953	3,953	0.0%	20,813,293	-	20,813,293	100.0%
Operating Transfers In	446,507	-	-	0.0%	446,507	-	446,507	100.0%
Other Financing Sources	129,900	-	-	0.0%	129,900	-	129,900	100.0%
Sub-total : 1000 General Fund	\$ 157,339,569	3,158,675	3,158,675	2.0%	\$ 154,180,894	\$ -	\$ 154,180,894	98.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 395,000	62,440	62,440	16.0%	\$ 332,560	\$ -	\$ 332,560	84.0%
Parking Income	1,047,941	85,907	85,907	8.0%	962,034	-	962,034	92.0%
Parking Fines	184,000	19,677	19,677	11.0%	164,323	-	164,323	89.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,626,941	168,024	168,024	10.0%	\$ 1,458,917	\$ -	\$ 1,458,917	90.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	-	-	0.0%	\$ 9,584	\$ -	\$ 9,584	100.0%
Charges for Services	2,004,995	171,842	171,842	9.0%	1,833,153	-	1,833,153	91.0%
Miscellaneous Revenue	0	42	42	0.0%	(42)	-	(42)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 2,014,579	171,883	171,883	9.0%	\$ 1,842,696	\$ -	\$ 1,842,696	91.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 794,011	65,838	65,838	8.0%	\$ 728,173	\$ -	\$ 728,173	92.0%
Operating Transfers In	60,853	3,857	3,857	6.0%	56,996	-	56,996	94.0%
Sub-total : 3381 McConnell Center	\$ 854,864	69,695	69,695	8.0%	\$ 785,169	\$ -	\$ 785,169	92.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 425,490	40,164	40,164	9.0%	\$ 385,327	\$ -	\$ 385,327	91.0%
Miscellaneous Revenue	5,500	1,445	1,445	26.0%	4,055	-	4,055	74.0%
Operating Transfers In	20,000	-	-	0.0%	20,000	-	20,000	100.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 450,990	41,609	41,609	9.0%	\$ 409,382	\$ -	\$ 409,382	91.0%
5300 Water Fund								
Intergovernmental	\$ 71,800	-	-	0.0%	\$ 71,800	\$ -	\$ 71,800	100.0%
Charges for Services	7,716,002	389,082	389,082	5.0%	7,326,920	-	7,326,920	95.0%
Miscellaneous Revenue	386,000	4,755	4,755	1.0%	381,245	-	381,245	99.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	\$ 8,261,302	393,836	393,836	5.0%	\$ 7,867,466	\$ -	\$ 7,867,466	95.0%
5320 Sewer Fund								
Intergovernmental	\$ 163,524	-	-	0.0%	\$ 163,524	\$ -	\$ 163,524	100.0%
Charges for Services	9,936,082	506,553	506,553	5.0%	9,429,529	-	9,429,529	95.0%
Miscellaneous Revenue	70,000	3,895	3,895	6.0%	66,105	-	66,105	94.0%
Other Financing Sources	391,150	-	-	0.0%	391,150	-	391,150	100.0%
Sub-total : 5320 Sewer Fund	\$ 10,560,756	510,448	510,448	5.0%	\$ 10,050,308	\$ -	\$ 10,050,308	95.0%
6100 Dovernet Fund								
Intergovernmental	\$ 351,620	-	-	0.0%	\$ 351,620	\$ -	\$ 351,620	100.0%
Charges for Services	1,708,778	125,251	125,251	7.0%	1,583,527	-	1,583,527	93.0%
Miscellaneous Revenue	50,000	-	-	0.0%	50,000	-	50,000	100.0%
Operating Transfers In	-	-	-	0.0%	0	-	0	0.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 6100 Dovernet Fund	\$ 2,110,398	125,251	125,251	6.0%	\$ 1,985,147	\$ -	\$ 1,985,147	94.0%
Total : REVENUES	\$ 183,219,399	4,639,421	4,639,421	3.0%	\$ 178,579,978	\$ -	\$ 178,579,978	97.0%

City of Dover

Expenditures of Major Funds

July 31, 2024

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 634,396	\$ 5,453	\$ 5,453	1.0%	\$ 628,943	\$ 223,479	\$ 405,464	63.9%
Executive	2,494,022	221,402	221,402	9.0	2,272,620	1,727,673	544,947	21.9
Finance	2,833,972	212,903	212,903	8.0	2,621,069	1,915,004	706,065	24.9
Planning	2,464,029	147,694	147,694	6.0	2,316,335	1,350,804	965,531	39.2
Misc General Government	1,107,667	69,444	69,444	6.0	1,038,223	101,753	936,470	84.5
Police	11,191,487	940,016	940,016	8.0	10,251,471	8,084,532	2,166,939	19.4
Fire & Rescue	12,809,683	941,778	941,778	7.0	11,867,905	7,639,018	4,228,887	33.0
Community Service Public Works	11,412,271	361,303	361,303	3.0	11,050,968	3,250,462	7,800,506	68.4
Recreation	3,240,460	225,584	225,584	7.0	3,014,876	1,643,063	1,371,813	42.3
Public Library	1,933,196	134,533	134,533	7.0	1,798,663	1,529,735	268,928	13.9
Public Welfare	881,409	41,540	41,540	5.0	839,869	307,214	532,656	60.4
Debt Service	6,332,062	-	-	0.0	6,332,062	-	6,332,062	100.0
Other Financing Sources/Uses	4,645,609	180,214	180,214	4.0	4,465,395	-	4,465,395	96.1
School	84,642,799	1,200,792	1,200,792	1.0	83,442,007	58,747,757	24,694,250	29.2
Intergovernmental	10,716,507	-	-	0.0	10,716,507	10,716,507	-	0.0
Sub-total : 1000 General Fund	\$ 157,339,569	\$ 4,682,656	\$ 4,682,656	3.0%	\$ 152,656,913	\$ 97,237,000	\$ 55,419,913	35.2%
3213 Parking Activity Fund								
Police	\$ 1,626,941	\$ 73,101	\$ 73,101	4.0%	\$ 1,553,840	\$ 657,506	\$ 896,335	55.1%
Sub-total : 3213 Parking Activity Fund	\$ 1,626,941	\$ 73,101	\$ 73,101	4.5%	\$ 1,553,840	\$ 657,506	\$ 896,335	55.1%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,106,737	\$ 26,802	\$ 26,802	1.0%	\$ 2,079,936	\$ 1,096,936	\$ 982,999	46.7%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,106,737	\$ 26,802	\$ 26,802	1.3%	\$ 2,079,936	\$ 1,096,936	\$ 982,999	46.7%
3381 McConnell Center Fund								
Recreation	\$ 854,864	\$ 33,072	\$ 33,072	4.0%	\$ 821,792	\$ 255,771	\$ 566,021	66.2%
Sub-total : 3381 McConnell Center Fund	\$ 854,864	\$ 33,072	\$ 33,072	3.9%	\$ 821,792	\$ 255,771	\$ 566,021	66.2%
3410 Recreation Special Revenue Fund								
Recreation	\$ 470,990	\$ 45,640	\$ 45,640	10.0%	\$ 425,350	\$ 35,847	\$ 389,502	82.7%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 470,990	\$ 45,640	\$ 45,640	9.7%	\$ 425,350	\$ 35,847	\$ 389,502	82.7%
5300 Water Fund								
Community Service Public Works	\$ 8,498,951	\$ 418,586	\$ 418,586	5.0%	\$ 8,080,366	\$ 2,366,454	\$ 5,713,912	67.2%
Sub-total : 5300 Water Fund	\$ 8,498,951	\$ 418,586	\$ 418,586	4.9%	\$ 8,080,366	\$ 2,366,454	\$ 5,713,912	67.2%
5320 Sewer Fund								
Community Service Public Works	\$ 10,697,441	\$ 561,471	\$ 561,471	5.0%	\$ 10,135,970	\$ 3,765,083	\$ 6,370,887	59.6%
Sub-total : 5320 Sewer Fund	\$ 10,697,441	\$ 561,471	\$ 561,471	5.2%	\$ 10,135,970	\$ 3,765,083	\$ 6,370,887	59.6%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 3,044,944	\$ 82,447	\$ 82,447	3.0%	\$ 2,962,497	\$ 768,719	\$ 2,193,777	72.0%
Sub-total : 6100 Dovernet Fund	\$ 3,044,944	\$ 82,447	\$ 82,447	2.7%	\$ 2,962,497	\$ 768,719	\$ 2,193,777	72.0%
Total : EXPENDITURES	\$ 184,640,437	\$ 5,923,774	\$ 5,923,774	3.2%	\$ 178,716,663	\$ 106,183,316	\$ 72,533,347	39.3%

City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenues	1,140,835	31,079	31,079	2.7	1,109,756	0	1,109,756	97.3
Expenditures	1,321,297	88,292	88,292	6.7	1,233,005	806,859	426,146	32.3
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	<u>(180,462)</u>	<u>(57,213)</u>	<u>(57,213)</u>	<u>(4.0)</u>	<u>(123,249)</u>	<u>(806,859)</u>	<u>683,610</u>	<u>65.0</u>

CITY COUNCIL GOALS

2024-2025



How the City of Dover Management Team & employees supported City Council goals in **July 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.

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. In July, the City submitted an application for a Demolition Grant to remove the existing abandoned structure located at 14 Broadway which would both mitigate sporadic unauthorized occupation incidents and stabilize the site for the proposed development of attainable units for residents living with disabilities.

Director Benton and Housing Navigator Ryan Pope met with staff from NH Housing and Finance Authority as an interview near the end of the Housing Navigator grant period. Dover's Housing Navigator grant was extended through February 2025 rather than September 2024 as expected.

Housing Navigator Pope continues to serve on the Leadership Teams of both Home For All and Strafford County Ending Homelessness Committee to explore short- and long-term solutions to homelessness with area agencies and elected officials. Work in July included a meeting with the Director of Community Solutions, a national nonprofit specializing in data aggregation and systems management to better address the needs of people experiencing homelessness.

Planning and Community Development staff are developing zoning definitions that would clarify uses and expand housing access for unhoused residents and those experiencing disabilities for the Planning Board to consider next year.

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.
-

Resilience Manager Kaspari and Outreach Coordinator Bassegio recorded an episode of the Dover Download podcast on the update project for the Open Space and Conservation chapter of the Master Plan. An overview was provided on the City's conservation efforts to date and opportunities for the public to provide feedback and get involved in the update project.

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 898 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 3,744 followers).

Planning and Media Services staff continued to develop and enhance an electronic "newsletter" for planning related items (with 1021 subscribers). Content included meeting summaries, meeting previews, Master Plan updates, and various special topics such as information on Dover hosting City Mayors from throughout NH at the monthly meeting of the State Mayors Policy Roundtable, CDBG application information, and the "opt-up" campaign for Dover Community Power. An interactive StoryMap was also shared for the Conservation and Open Space Chapter update.

Resilience Manager Kaspari staffed an Open Lands Committee on July 25th where the Committee received updates on two ongoing conservation easement projects and discussed various outreach strategies for engaging the public on the OLC's work.

Resilience Manager Kaspari gave a presentation on Community Power during a UNH Sustainability Fellowship Professional Development Webinar on July 11th.

Dover Public Library Children's Assistant, Karin Mayer-Gottlob, visited Head Start 5 times in July and read to a total of 106 kids.

Dover Public Library Children's Assistant, Rachel Engelman, spent 4 weeks through June and July bringing the Library's Summer Reading program to the kids at Dover Recreation's Camp Kool.

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.
-

Housing Navigator Pope met with Horne Street School teachers to discuss potential collaborations between Planning Staff and other area service agencies to educate student participants of the school's Social Justice program on the topic of Housing and Food Security.

Resilience Manager Kaspari met with an intern working for the City of Nashua on July 23rd to discuss Dover's composting program.

Resilience Manager Kaspari attended a Coastal Adaptation Workgroup meeting on July 25th to discuss proposal ideas for the Great Bay 2030 project.

Resilience Manager Kaspari continued to mentor and coordinate with Urban Forestry Fellow DesRoches on the installation of 15 new street trees in the Central Business District.

The library continues to grow and promote the Library of Things, physical items for library patrons to borrow. This month the library has added: games (Settlers of Catan, Azul, Morels, Murder at the Motel), an embroidery floss winder, A label maker, two travel hammocks, three Senior Memory Care activity kits, a soil hygrometer, an iFixit screwdriver set, a solar lantern/phone charger, a wood burning kit, a badminton set, a waterproof device box for kayaking, a power drill, and more items are being added each day. Giving patrons the opportunity to borrow items rather than buy them saves money and resources.

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.
-

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.

Catch basin cleaning began on July 29th with this year's contractor, Wind River Environmental. 1,569 basins on the north end of the city are slated to be cleaned this summer/fall. First, debris is removed from the basin and then a basic condition assessment is given for each basin. Collected debris is brought to the catch basin cleaning facility at the wastewater treatment plant to be processed.

On July 22, Lieutenant Speidel joined staff from the Community Services and Planning Department at the regular meeting of the Transportation Advisory Commission. Lt. Speidel prepared the meeting agenda and related materials and helped coordinate correspondence with citizens with interest in agenda items. Lt. Speidel also coordinated staff preparation and follow-up of the committee recommendations. Agenda topics focused on resident speed and pedestrian safety concerns, stop sign requests at several locations, consideration of a school zone for Seacoast Charter School, and staff updates on various ongoing construction projects.

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.
-

During the month, there was a total of 178 youth in attendance over 14 days of programming at the Dover Teen Center. The average was nearly 13 youth per day.

Officer Gore assisted the Seymour Osman Community Center (SOCC) summer camp with a tour of the Dover Police Department. Roughly 30 campers were brought to the department where Officer Gore and Officer Berdecia spoke with them about being safe and making good decisions. Officer Gore answered questions about the role of a police officer and what information the police need during an emergency. The kids were most excited to see the holding cells and the different police vehicles used to help the community.

Kelli Jo Deardorff continued to work with individuals from previous months and gained 23 new referrals while providing intense case management for 6 of her prior individuals from June. Referrals in July were compiled from direct outreach, patrol referrals, Dover Public Library, Community Action Partnership of Strafford County, Freeman House, Gatehouse Treatment, Live Free Recovery, HOME sober living, Dover Fire Department, Strafford County Community Corrections and from the members of the Complex Care Coordination Team of Strafford County. In the month of July Kelli Jo Deardorff assisted the Tri-City outreach team, The Dover Doorway, WDH, Glenclyff Nursing home and the work group for homeless encampment team with direct connections to various treatment centers.

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.
-

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. In July, the City submitted an application for a Demolition Grant to remove the existing abandoned structure located at 14 Broadway which would both mitigate sporadic unauthorized occupation incidents and stabilize the site for the proposed development of attainable units for residents living with disabilities.

Director Benton and Housing Navigator Ryan Pope met with staff from NH Housing and Finance Authority as an interview near the end of the Housing Navigator grant period. Dover's Housing Navigator grant was extended through February 2025 rather than September 2024 as expected.

Outreach Coordinator Bassegio staffed the Arts Commission meeting on June 8th in which the Commission discussed a recent Art's Commission grant application, and talked through details regarding an upcoming sculpture project to be installed on Central Ave.

Resilience Manager Kaspari work with City Attorney Wyatt to prepare a City Council Resolution for entering a flexible Group Net Metering arrangement to provide revenue.

Resilience Manager Kaspari continued to prepare bid documents for soliciting responses from energy services companies to assist the City with an Investment Grade Energy Audit potentially leading into an Energy Savings Performance Contract.

Administrators of the InvestNH program conducted an interview with Director Benton and Housing Navigator Pope to quantify the successes of the Navigator Grant program in Dover for use as a potential case study.

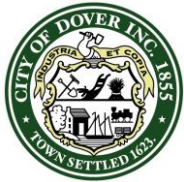
GOAL 7: OUR CITY'S OPPORTUNITIES ARE ACCESSIBLE FOR ALL

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.
-

Housing Navigator Pope continues to serve on the Leadership Teams of both Home For All and Strafford County Ending Homelessness Committee to explore short- and long-term solutions to homelessness with area agencies and elected officials. Work in July included a meeting with the Director of Community Solutions, a national nonprofit specializing in data aggregation and systems management to better address the needs of people experiencing homelessness.

On July 23rd, Fuss & O'Neill project engineers presented to the Planning Board on two design alternatives for the Community Trail. The Planning Board endorsed design alternative 2 that would connect the Community Trail through Bellamy Park, avoiding the disc golf course, and end at Knox Marsh Road.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Retrosi led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Richer, Councilor Cullen

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

5. PROCLAMATIONS/AWARDS

None.

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to approve the agenda, seconded by Councilor Hackett. Vote: 7-0.

7. PUBLIC HEARINGS

- A. FY2025 CIP APPROPRIATION AND AUTHORIZATION FOR BONDING FOR PUBLIC IMPROVEMENTS PER TERRA NOVA/WESTFIELD LAND DEVELOPMENT AGREEMENT
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE TO OCCUR ON AUGUST 28, 2024.)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Gary Dickerman, 39 Sandra's Run, has concerns about the project as an abutter of the back end of the project. He asks that before the City approve additional money for the project, the additional details be provided and have written agreements concerning buffers.

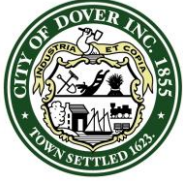
Katherine Surman, 39 Sandra's Run, asked that more details be provided for the project to abutters.

Mary Hebbard, 97 Spruce Lane, spoke in favor of the resolution.

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.

David Nelson, 214 Dover Point Road, has concerns about his neighborhood and the speed at which vehicles drive through it. He asked that sidewalks be installed and submitted a letter to the Council.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

Katie Nelson, 214 Dover Point Road, has concerns about the parks in Dover, specifically Hilton Park. Ms. Nelson submitted a letter to the Council addressing her concerns.

Gary Dickerman, 39 Sandra's Run, thanked the Council for providing a forum for Citizens to express their thoughts. Mr. Dickerman spoke about utilizing vacant buildings in downtown Dover.

Mary Hebbard, 97 Spruce Lane, spoke against resolution 13.A.3. and suggested that proper maintenance be done and then reassess the situation.

Rick Hebbard, 97 Spruce Lane, spoke against resolution 13.A.3. and believes that the City does not have the authority to do what the resolution proposes.

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing and gave an overview to the Council. Deputy Mayor Shahan moved for its approval, seconded by Councilor Warach. Vote: 7-0.

10. APPROVAL OF MINUTES

A. July 24, 2024 – Regular Meeting

B. August 7, 2024 – Workshop Meeting

Deputy Mayor Shanahan moved to approve the two sets of minutes, seconded by Councilor Retrosi. Vote: 7-0.

11. MAYOR'S REPORT

The Mayor gave an update on events and meetings he attended over the last couple of weeks. Deputy Mayor Shanahan moved to approve the report, seconded by Councilor Hackett. Vote: 7-0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

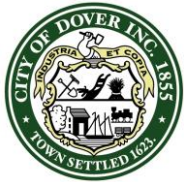
B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B14074 DESIGN SERVICES FOR GARRISON HILL RESERVOIR ADDITIONAL SCOPE OF WORK UNDERWOOD ENGINEERS**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B21048-RFP24-002 MILL STREET PUMP STATION EVALUATION ADDITIONAL SCOPE OF WORK**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B25003 CROSBY ROAD STORMWATER IMPROVEMENTS**
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, August 14, 2024**
Meeting Time: **7:00 pm**

4. B25004 SELF CONTAINED BREATHING APPARATUS DECONTAMINATION MACHINE

SPONSORED BY MAYOR CARRIER BY REQUEST

5. B25006 CRACK SEALING SERVICES

SPONSORED BY MAYOR CARRIER BY REQUEST

6. B25009 BOILER REPLACEMENT FOR NORTH END FIRE STATION

SPONSORED BY MAYOR CARRIER BY REQUEST

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

Mayor Carrier asked if any Councilors wanted to pull any resolutions, Councilor Retrosi pulled resolution 13.A.3.

Roll Call Vote on items 1, 2, 4, 5, and 6: 7-0.

Deputy Mayor Shanahan moved to approve resolution 13.A.3., seconded by Councilor Hackett.

Councilor Retrosi pulled resolution 13.A.3. so he may be recused from the vote.

City Manager Joyal gave an overview of the resolution to the Council.

Roll Call Vote: 6-0, with Councilor Retrosi recused.

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. Cocheco 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) | |

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

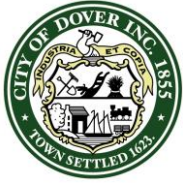
New Appointments:

James Fieseher – Ethics Commission – Regular Member (term: 8/14/2024 to 8/14/2027)

Abigail Bachman – Dover Business and Industrial Development Authority – Regular Member (term: 8/14/2024 to 8/14/2027)

Joshua Hynes – Dover Business and Industrial Development Authority – Regular Member (term: 8/14/2024 to 8/14/2027)

Derek Fisher – Dover Business and Industrial Development Authority – Regular Member (term: 8/14/2024 to 8/14/2027)



CITY OF DOVER

CITY COUNCIL - MINUTES

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

Resignations:

Otis Perry – Heritage Commission

Re-appointments:

Jeff Spires, regular member – Heritage Commission

Charles Reynolds, regular member – Parking Commission

Jack Buckley, regular member – Parking Commission

Joseph DiGregorio, regular member – Parking Commission

Darren Tapp, alternate member – Graffiti Management

Bobbie Glidden, regular member – Graffiti Management

Marguerite Ferrer, regular member – Graffiti Management

Change in Status:

Alice Wade, Alternate to Regular Member – Committee for Racial Equity & Inclusion

Deputy Mayor Shanahan moved to approve the recommendations from Appointments Committee, seconded by Councilor Warach. Vote: 7-0.

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

Councilor Nemeth gave an overview of the Committee for Racial Equity and Inclusion report to the Council, as well as a report on the Graffiti Committee.

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

Councilor Hackett gave an overview of the Solid Waste Advisory Committee report to the Council.

Mayor Carrier gave an overview of the JBC – DHS report to the Council.

Councilor Retrosi gave an overview of the Heritage Commission report to the Council.

Councilor Warach gave a report on the Downtown TIF Advisory Board as well as the Waterfront TIF Advisory board to the Council.

B. RESOLUTIONS

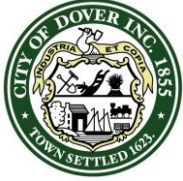
1. B23083 RESIDENTIAL PAY-AS-YOU-THROW TRASH BAGS FOR FY25 SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its approval, seconded by Councilor Hackett.

City Manager Joyal gave an overview of the resolution to the Council.

Roll Call Vote: 7-0.

2. B25002 BITUMINOUS CONCRETE (ASPHALT) PICKED UP 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, August 14, 2024**
Meeting Time: **7:00 pm**

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

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

Deputy Mayor Shanahan moved to accept the letters from David Nelson and Katie Nelson and put them on file, seconded by Councilor Nemeth. Vote: 7-0.

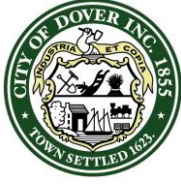
15. COUNCIL MATTERS OF INTEREST

Councilor Nemeth addressed a comment made during public forum about traffic lights that do not work, she recommended using the portal to report those types of issues.

Councilor Hackett addressed comments during public forum in regards to vacant buildings in downtown, Councilor Hackett stated they are owned by private entities and it is not up to the Council to tell them what to do with the buildings.

16. ADJOURN

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

 CITY OF DOVER	CITY COUNCIL - AGENDA Meeting Type: Non-Public Session Meeting Location: City Hall, Council Chambers Meeting Date: Wednesday, August 14, 2024 Meeting Time: To immediately follow Regular Meeting
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The City Council will meet in a Public Meeting to enter a Non-public Session to discuss the following topics:

1. 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.
2. Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

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

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

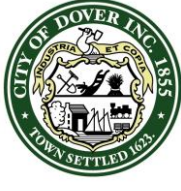
Absent: Councilor Richer, Councilor Cullen

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

Councilor Warach moved to go into a non-public session to discuss the following topics: 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. As well as, consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

Roll Call Vote: 7-0.

VOTING RECORD		
Date of Vote: 8/14/2024	YES	NO
Mayor Robert Carrier	X	
Deputy Mayor Dennis Shanahan	X	
Councilor S. April Richer, Ward 1	Absent	
Councilor Robert Warach, Ward 2	X	
Councilor Anthony Retrosi, Ward 3	X	
Councilor Debra Hackett, Ward 4	X	
Councilor Fergus Cullen, Ward 6	Absent	
Councilor Linnea Nemeth, At Large	X	
Councilor Lindsey Williams, At Large	X	
Total Votes:	7	
Motion does pass.		

 CITY OF DOVER	CITY COUNCIL - AGENDA Meeting Type: Non-Public Session Meeting Location: City Hall, Council Chambers Meeting Date: Wednesday, August 14, 2024 Meeting Time: To immediately follow Regular Meeting
---	---

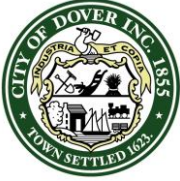
Non-Public discussion: City Manager Joyal discussed a personnel matter with the Council. City staff presented, and Council discussed various approaches, concerning efforts to sell/dispose of several specific City parcels. City Council consensus was to generally support staff recommendations on each discussed City-owned property.

Councilor Williams motioned to come out of the non-public session, seconded by Councilor Warach.
Roll Call Vote: 7-0.

VOTING RECORD		
Date of Vote: 8/14/2024	YES	NO
Mayor Robert Carrier	X	
Deputy Mayor Dennis Shanahan	X	
Councilor S. April Richer, Ward 1	Absent	
Councilor Robert Warach, Ward 2	X	
Councilor Anthony Retrosi, Ward 3	X	
Councilor Debra Hackett, Ward 4	X	
Councilor Fergus Cullen, Ward 6	Absent	
Councilor Linnea Nemeth, At Large	X	
Councilor Lindsey Williams, At Large	X	
Total Votes:	7	
Motion does pass.		

Councilor Retrosi motioned to seal the minutes, seconded by Councilor Williams.
Roll Call Vote: 7-0.

VOTING RECORD		
Date of Vote: 8/14/2024	YES	NO
Mayor Robert Carrier	X	
Deputy Mayor Dennis Shanahan	X	
Councilor S. April Richer, Ward 1	Absent	
Councilor Robert Warach, Ward 2	X	
Councilor Anthony Retrosi, Ward 3	X	
Councilor Debra Hackett, Ward 4	X	
Councilor Fergus Cullen, Ward 6	Absent	
Councilor Linnea Nemeth, At Large	X	
Councilor Lindsey Williams, At Large	X	
Total Votes:	7	
Motion does pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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

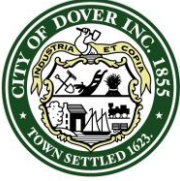
- WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds; and
- WHEREAS: By resolution passed on February 23, 2022 (R-2022.02.09-036), the City Council authorized a land development agreement (LDA) between the City, Terra 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#: 12.C.1.

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.

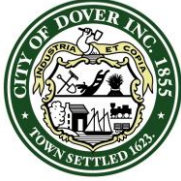
AUTHORIZATION

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 Vansylyvong-
Bizier
City Clerk

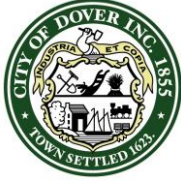
 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 12.C.1.	
Resolution Number: R – 2024.07.24 - 136 Resolution Re: FY2025 CIP Appropriation and Authorization for Bonding for Public Improvements per Terra Nova/Westfield Land Development Agreement		

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#: 12.C.1. 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:

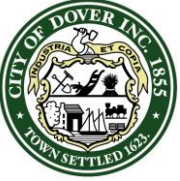
This resolution makes an appropriation for a FY2025 Capital Improvements Program project in the amount of Two Million dollars (\$2,000,000.00) for the Terra Nova/Westfield Development Public Improvements.

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: August 23, 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#: 12.C.1.	
	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

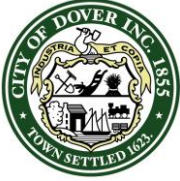
Legal Debt Limits

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: August 23, 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

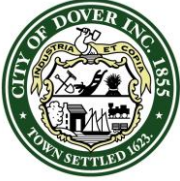
Agenda Item#: 12.C.1.

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.A.1.

Resolution Number: **R - 2024.08.28 - 146**
Resolution Re: Extending Duration of Ad Hoc Committee to Address
Community Housing Needs

WHEREAS: On May 24, 2023 the City Council passed a resolution to form the Ad Hoc Committee to Address Community Housing Needs ([R-2023.05.24-084](#)); and

WHEREAS: The Ad Hoc Committee to Address Community Housing Needs was originally charged with submitting a final, written report to City Council no later than September 30, 2024; and

WHEREAS: In light of recent extensions to the grant programs supporting the Committee's efforts, the aforesaid Committee has requested that it be given until January 31, 2025 to conclude its work and provide the final, written report to City Council.

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

The Ad Hoc Committee to Address Community Housing Needs shall continue to exist until January 31, 2025 and shall submit a final, written report to City Council no later than January 31, 2025 summarizing the Committee's findings, potential solutions, and the Committee's ultimate recommendations.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

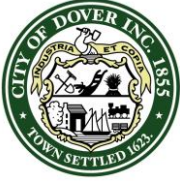
Approved as to Legal
Form and Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

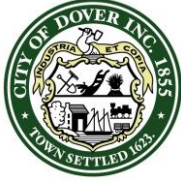
Resolution Number: **R - 2024.08.28 - 146**
Resolution Re: Extending Duration of Ad Hoc Committee to Address
Community Housing Needs

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:

This resolution extends the date of existence and final report date for the Ad Hoc Committee to Address Community Housing Needs. On July 25, 2024, the Committee voted to formally request this extension. The Committee's work is currently supported by two InvestNH grant programs, Housing Opportunity Planning (HOP) and Housing Navigator, whose timelines were extended by NH Housing on July 16, 2024, to amend completion dates to December 31, 2024 and February 28, 2025, respectively. By way of further background, the Committee's membership was amended on October 11, 2023 ([R-2023.10.11-170](#)) to include additional alternate members.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2024.08.28 - 147**

Resolution Re: Holmatro Rescue Tools - State of MA Contract with Industrial Protection Services, LLC

WHEREAS: There are several State of Massachusetts contract pricing schedules available for municipal use with various vendors that offer discounts off manufacturer's suggested retail pricing for public safety equipment, supplies, services and repairs. Industrial Protection Services, LLC of Salem, NH is one such participating vendor with whom the City has previously worked with; and

WHEREAS: The City received a quote from Industrial Protection Services, LLC to purchase Holmatro rescue tools in the amount of \$55,696.00 via PSE01 Public Safety Equipment and Two-Way Radio contract; Category 1. This pricing represents a discount of approximately 7% off list prices; and

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

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Industrial Protection Services, LLC of Salem, NH for the purchase of Holmatro rescue tools in the amount of \$55,696.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1009.1.220.42220.4741.00000.23.	F&R Suppression - Machinery & Equipment	211,930.86	185,185.80

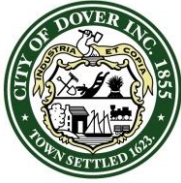
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

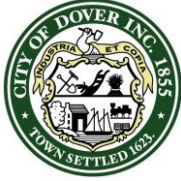
Resolution Number: **R – 2024.08.28 - 147**
Resolution Re: Holmatro Rescue Tools - State of MA Contract with
Industrial Protection Services, LLC

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2024.08.28 - 147**
Resolution Re: Holmatro Rescue Tools - State of MA Contract with
Industrial Protection Services, LLC

RESOLUTION BACKGROUND MATERIAL:

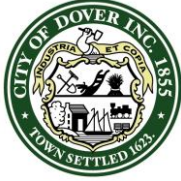
Dover Fire carries hydraulic rescue tools on its Heavy Rescue vehicle, and on the fire engine that responds first due to the Spaulding Turnpike (currently assigned to the North End Fire Station). These tools, commonly referred to as the “Jaws of Life”, provide extrication and vehicle stabilization ability at car accidents involving patient entrapment. The South End Engine is equipped with a compliment of Holmatro battery powered rescue tools as it is a first response vehicle for highway incidents. The Heavy Rescue is the North End highway incident response vehicle that is cross staffed with the on-duty crew. Due to increasing call volume and simultaneous calls, cross staffing the Heavy Rescue becomes more challenging as time goes on. The intent of the battery powered rescue tool purchase is to add a compliment of rescue tools to the North End fire engine to reduce response times and increase efficiency when responding to vehicle accidents.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	12/31/2024	Estimated Delivery:	Immediately
Recommended Award to:	Industrial Protection Services, LLC	Fund:	CIP
Other Approvals Required:	Yes, contract extension approved through 12/31/2026 by the State of MA	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2024.08.28 - 148**

Resolution Re: Award of Extended Warranty and Preventive Maintenance Agreement with Zoll Medical Corporation

WHEREAS: Zoll Medical Corporation is the only company that manufactures many pieces of equipment that the City has purchased over the years, including the Zoll AutoPulse, Zoll Ventilator, and Zoll X Series Cardiac Monitors and Defibrillators. As these equipment items will be in use beyond the factory warranty, the purchase of an extended warranty and preventive maintenance agreement will minimize equipment failure, as well as costly unscheduled downtime; and

WHEREAS: Zoll Medical Corporation has provided a three-year extended warranty and preventive maintenance agreement for service between October 1, 2024 to September 30, 2027 to be paid in three equal annual payments of \$27,977.93 in fiscal year 2025, 2026 and 2027 for a total amount of \$83,933.79; and

WHEREAS: Per 5-29.C, Exemptions to Competitive Bidding, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when sole-source purchases are utilized where the proposed purchase is manufactured or provided by only one entity.

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 Zoll Medical Corporation of Chelmsford, MA for the purchase of an extended warranty and preventive maintenance agreement for three equal annual payments in the amount of \$27,977.93 beginning in FY2025 for a total amount not to exceed \$83,933.79. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.220.42220.4433.00000.00	F&R Suppression - Maint Chrgs - Equipment	107,568.00	90,832.43

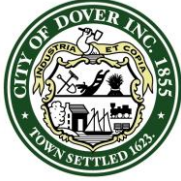
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

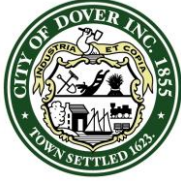
Resolution Number: **R – 2024.08.28 - 148**
Resolution Re: Award of Extended Warranty and Preventive Maintenance
Agreement with Zoll Medical Corporation

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2024.08.28 - 148**
Resolution Re: Award of Extended Warranty and Preventive Maintenance
Agreement with Zoll Medical Corporation

RESOLUTION BACKGROUND MATERIAL:

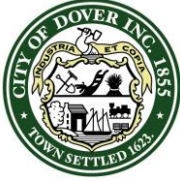
Over the past several years, Dover Fire & Rescue has purchased multiple pieces of equipment through Zoll Medical Corporation including the Zoll AutoPulse, Zoll Ventilator and Zoll X Series Cardiac Monitors and Defibrillators. As these pieces of equipment are coming to the end of their factory warranty, Zoll Medical Corporation provided pricing for a three-year extended warranty on four (5) AutoPulses, an on-site three-year service plan for four (5) ventilators, and an on-site three-year service plan for seven (8) X Series Cardiac Monitors and Defibrillators. The total cost of the three-year extended warranty and preventive maintenance agreement is \$83,933.80 to be paid in three equal annual payments of \$27,977.93 beginning in FY2025.

Award Information:

A purchase order will be issued to Zoll Medical Corporation to authorize expenditures are outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	3-year extended	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Through 9/30/2027	Estimated Delivery:	N/A
Recommended Award to:	Zoll Medical Corporation	Fund:	Operating/Maintenance
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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2024.08.28 - 149**
Resolution Re: Establishment of The Walter and Pauline Calderwood
Memorial Scholarship Fund

- WHEREAS: The Dover School Board approved policy IKG, Establishment of Scholarships. This policy states, “Once the School Board authorizes the establishment of a scholarship, a resolution shall be submitted to the Dover City Council for approval and acceptance of the scholarship funds. Upon City Council approval, the donated scholarship funds will be immediately turned over to the City of Dover, Trustees of Trust Funds”; and
- WHEREAS: The scholarship trust to be created will be funded at an asset level that meets the Board of Trustees of Trust Funds policy threshold for establishing a separate scholarship trust; and
- WHEREAS: The Revocable Trust of Pauline L. Calderwood desired to give back to the Dover community with a \$505,000.00 bequest to establish a memorial scholarship in the memory of Walter and Pauline Calderwood.
- WHEREAS: On August 19, 2024 the School Board adopted a resolution (copy attached to this resolution) to request establishment of The Walter and Pauline Calderwood Memorial Scholarship Fund; and the School Board is scheduled to vote on adoption of resolution at their August 22, 2022 meeting; and

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

The City of Dover hereby establishes “The Walter and Pauline Calderwood Memorial Scholarship Fund”. The principal and accumulated income shall be held by the Dover Trustees of Trust Funds and invested with other common trust funds. The principal of the fund will be non-expendable. Accumulated income shall be used for the purpose of providing scholarships for graduating Dover High School seniors, giving preference first to students from Dover, New Hampshire, and second to students from Strafford County, New Hampshire. Annual disbursement of Accumulated income shall not exceed \$15,000.00. The disbursement of individual scholarship awards may be determined by the administrators of Dover High School, however, an individual scholarship award shall not exceed \$5,000.00. Disbursements for annual scholarships will be upon written request by the Principal of Dover High School to the Superintendent or designee.

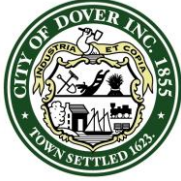
AUTHORIZATION

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

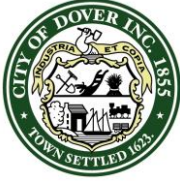
Resolution Number: **R – 2024.08.28 - 149**
Resolution Re: Establishment of The Walter and Pauline Calderwood
Memorial Scholarship Fund

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

Resolution Number: **R – 2024.08.28 - 149**
Resolution Re: Establishment of The Walter and Pauline Calderwood
Memorial Scholarship Fund

RESOLUTION BACKGROUND MATERIAL:

The establishment of this trust fund is per the bequest of Ms. Pauline Calderwood.

The Calderwood family were residents of Dover and had children who graduated from Dover High School. In Pauline Calderwood's Trust she wished to give back to the Dover community with a \$505,000 donation to establish a scholarship at Dover High School.

The principal of the trust will be non-expendable. Investment income will be used to make annual disbursements for the purpose of the Trust.

The payment of the annual scholarship will be per request made by the Dover High School principal and/or guidance department through the established scholarship awards process.

All funds of the trust will be managed and reported on by the Trustees of Trust Funds in accordance with State law.

RESOLUTION

The Walter and Pauline Calderwood Memorial Scholarship Fund

- WHEREAS: The Dover School Board approved policy IKG, Establishment of Scholarships; and
- WHEREAS: This policy states, "Once the School Board authorizes the establishment of a scholarship, a resolution shall be submitted to the Dover City Council for approval and acceptance of the scholarship funds. Upon City Council approval, the donated scholarship funds will be immediately turned over to the City of Dover, Trustees of Trust Funds"; and
- WHEREAS: The Revocable Trust of Pauline L. Calderwood desired to give back to the Dover community with a \$505,000.00 bequest to establish a memorial scholarship in the memory of Walter and Pauline Calderwood.

NOW, THEREFORE, BE IT RESOLVED:

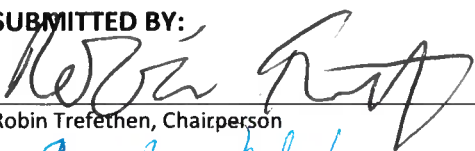
That the Dover School Board requests that the Dover City Council establish "The Walter and Pauline Calderwood Memorial Scholarship Fund" with a \$505,000.00 bequest from the Revocable Trust of Pauline L. Calderwood.

The principal and accumulated income shall be held by the Dover Trustees of Trust Funds and invested with other common trust funds. The principal of the fund will be non-expendable. Accumulated income shall be used for the purpose of providing scholarships for graduating Dover High School seniors, giving preference first to students from Dover, New Hampshire, and second to students from Strafford County, New Hampshire.

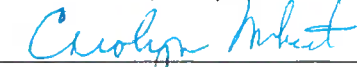
Annual disbursement of Accumulated income shall not exceed \$15,000.00. The disbursement of individual scholarship awards may be determined by the administrators of Dover High School, however, an individual scholarship award shall not exceed \$5,000.00.

Disbursements for annual scholarships will be upon written request by the Principal of Dover High School to the Superintendent or designee. The Superintendent or designee will provide written request to the Trustees of Trust Funds for scholarship disbursements.

SUBMITTED BY:



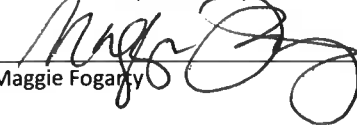
Robin Trefethen, Chairperson



Carolyn Mebert, Vice Chairperson

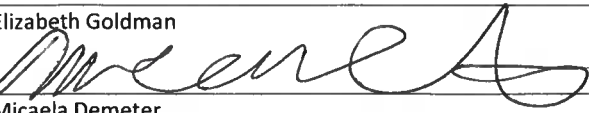


Michelle Clancy, Secretary



Maggie Fogarty

Elizabeth Goldman

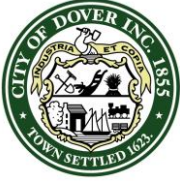


Micaela Demeter



Craig Flynn

August 19, 2024



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2024.08.28 - 150**
Resolution Re: FY2025 CIP Appropriation for School Technology
Equipment Non-Debt Financed Project

WHEREAS: On December 12, 2012, the City Council established a capital reserve fund titled School Technology Capital Reserve fund for the purpose of acquisition of technology equipment or improvements that has been identified as a project with the City's annual Capital Improvements Program; and

WHEREAS: The School District has identified the need to enhance the technological resources available to staff to improve educational outcomes and operational efficiency; and the School Board recognizes the critical importance of maintaining up-to-date technology equipment for staff to support the instructional and administrative needs of the district; and

WHEREAS: At their August 19, 2024 meeting, the Dover School Board adopted a resolution to seek approval from the City Council for an appropriation of \$621,075.00 for School Technology Equipment and the project to be financed by a transfer from the School Technology Capital Reserve; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital outlay is appropriated as part of the FY2025 Capital Improvements Program for the purpose of School Technology Equipment, so designated, and the Finance Director is authorized to transfer the funds from the respective Reserve Funds in the amounts listed.

		Proposed			
Item #	Description	Appropriation	Funding	Department	Fund
1	Technology Equipment	\$621,075	School Technology Capital Reserve	School Department	Trust
	Total	\$621,075			

NOTE: This Resolution Requires a Public Hearing and Vote of 2/3 Majority of members of the City Council per C6-6 of the City Charter.

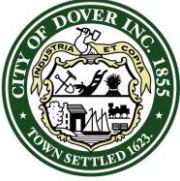
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

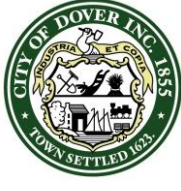
Resolution Number: **R – 2024.08.28 - 150**
Resolution Re: FY2025 CIP Appropriation for School Technology
Equipment Non-Debt Financed Project

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 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.2. Resolution Number: R – 2024.08.28 - 150 Resolution Re: FY2025 CIP Appropriation for School Technology Equipment Non-Debt Financed Project
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RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for a FY2025 Capital Improvements Program project in the amount of Six Hundred Twenty-One Thousand Seventy-Five dollars (\$621,075.00) for School Technology Equipment.

The School Technology Department has developed a comprehensive capital improvement plan that includes the acquisition of new laptops for staff members to replace outdated equipment.

Funds are available in the School Technology Capital Reserve Fund specifically designated for such capital improvements.

The following table reflects the amount to be appropriated from the School Technology capital reserve and the available balance as of 6/30/2024:

	Proposed	Balance
Description	Appropriation	6/30/2024
Trust Reserve Funds CIP		
School Technology Capital Reserve	\$621,075	\$1,190,280
Totals	\$621,075	

Over the last four years, the Dover School District has purposefully accumulated \$1,190,280 in the School Technology Capital Reserve Fund to intentionally lessen the impact of aggressively adopting a 1:1 student and staff device program. These funds were required to develop and maintain a fiscally responsible replacement cycle for the 4,685 laptops that were purchased and leased with Federal Funds during the COVID pandemic. Working with the technology department we have made a point to keep the costs associated with financing these devices as low as possible while having little to no impact on the school district’s annual budget cycle. The chart on the following page demonstrates the school district’s plan to move forward at a lower annual cost than prior years 2020 to 2024.

At their August 19, 2024 meeting, the Dover School Board adopted a resolution to seek approval from the City Council for an appropriation of \$621,075.00 for School Technology Equipment and the project to be financed by a transfer from the School Technology Capital Reserve.

Document Created by: Finance Department Document Posted on: August 23, 2024	R-2024.08.28 FY2025 CIP Appropriation for School Technology Equipment Non-Debt Financed Project Page 3 of 3
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RESOLUTION

RE: FY2024-2025 CAPITAL IMPROVEMENT PROGRAM APPROPRIATION REQUEST

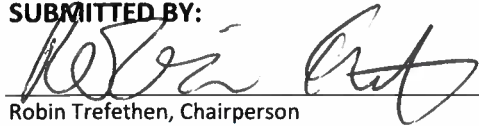
- WHEREAS, on December 12, 2012, the Dover City Council established a capital reserve fund titled School Technology Capital Reserve fund for the purpose of acquisition of technology equipment or improvement that has been identified as a project with the City's annual Capital Improvements Program; and
- WHEREAS, the Dover School District has identified the need to enhance the technological resources available to staff to improve educational outcomes and operational efficiency;
- WHEREAS, the School Board recognizes the critical importance of maintaining up-to-date technology equipment for staff to support the instructional and administrative needs of the district;
- WHEREAS, the Technology Department has developed a comprehensive capital improvement plan that includes the acquisition of new laptops for staff members to replace outdated equipment;
- WHEREAS, funds are available in the School Technology Capital Reserve Fund specifically designated for such capital improvements;
- WHEREAS, the lease for the District's staff laptops is set to expire on December, 31st, 2024.

NOW, THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE DOVER SCHOOL BOARD TO THE MAYOR AND DOVER CITY COUNCIL THAT:

The following capital outlays are appropriated as part of the FY2025 Capital Improvements Program for the purposes so designated and the Finance Director is authorized to transfer the funds from the respective Reserve Funds in the amounts listed.

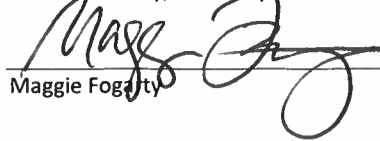
Item #	Description	Proposed Appropriation	Funding	Department	Fund
1	Technology Equipment	\$621,075	School Technology Capital Reserve	School Department	Trust
	Total	\$621,075			

SUBMITTED BY:


Robin Trefethen, Chairperson


Carolyn Mebert, Vice Chairperson


Michelle Clancy, Secretary


Maggie Fogarty

Elizabeth Goldman



Micaela Demeter



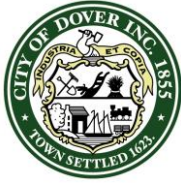
Craig Flynn

August 19, 2024

Resolution Background:

Over the last four years, the Dover School District has purposefully accumulated \$1,190,280 in the School Technology Capital Reserve Fund to intentionally lessen the impact of aggressively adopting a 1:1 student and staff device program. These funds were required to develop and maintain a fiscally responsible replacement cycle for the 4,685 laptops that were purchased and leased with Federal Funds during the COVID pandemic. Working with the technology department we have made a point to keep the costs associated with financing these devices as low as possible while having little to no impact on the District's annual budget cycle. The chart on the following page demonstrates the District's plan to move forward at a lower annual cost than prior years 2020 to 2024.

Student Devices	4-Year Cycle		TRANSITION YEAR	4-Year Replacement Cycle			
	Purchase 12/2020	Lease 12/2020		Purchase 7/2024	Purchase 7/2025	Purchase 7/2026	Purchase 7/2027
Tablets	GRK 300		GR 1,5,9, CTC	900 GR 1,5,9, CTC	850 GR 1,5,9, CTC	850 GR 1,5,9, CTC	850
Chromebooks	GR 1-8 2,750						
Laptops	GR 9-12 1,500						
Device Tot:	2,550	1,500	1,025	900	850	850	850
Acquisition Cost:	\$ 883,800.00		\$ 458,550.00	\$ 387,000.00	\$ 365,500.00	\$ 365,500.00	\$ 365,500.00
Annual Payment:							
Staff Devices							
Laptops		Lease 12/2020	Purchase 1/2023	Purchase 7/2024	Purchase 7/2024	Purchase 7/2024	Purchase 7/2024
Device Tot:		All Staff 635	4	625			
Acquisition Cost:		2,135	4	625			
Annual Payment:		\$1,752,835.00	\$ 4,040.00	\$ 621,075.00		\$ -	
4 Yr. Cost Total		\$ 431,640.00		\$ -		\$ -	
\$ DIFF		\$1,726,560.00		\$ -		\$ -	
		\$ 26,275.00		\$ -		\$ -	
Student Devices	4,050	Student Devices	1,025			Student Devices	4,475
Staff Devices	635	Staff Devices	4			Staff Devices	629
Total Devices	4,685	Total Devices	1,029			Total Devices	5,104
Acquisition Cost	\$2,636,635.00	Acquisition Cost	458,550			Acquisition Cost	\$ 2,567,165.00
Cost Per Year - 4 Years	\$ 659,158.75					Cost per year - 5 Years	\$ 513,433.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2024.08.28 - 151**

Resolution Re: Reprogram Unexpended CIP Appropriations from South End Fire Station Building Improvements to Self Contained Breathing Apparatus Replacement

WHEREAS: On an annual basis the City Council adopts the Capital Improvements Program (CIP), which includes the Debt Financing authorization for certain CIP projects; and

WHEREAS: The City has identified the immediate need for additional funding for the replacement of the Self-Contained Breathing Apparatus (SCBA), as the replacement of the SCBA is currently a priority over other Fire Department capital improvement projects; and

WHEREAS: Due to the more immediate need for the replacement of the Self-Contained Breathing Apparatus (SCBA) there is a need to reprogram \$451,200 of unexpended Funds from the South End Fire Station Building Improvements CIP budget; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of \$451,200.00 (Four Hundred Fifty-One Thousand Two-Hundred) of unexpended appropriations is hereby reprogrammed from the South End Fire Station CIP project to the Self-Contained Breathing Apparatus project as follows:

		Available	Reprogram	Adjusted
Project Number	Project Description	Balance	Adjustment	Balance
4022.1.220.42280.4725.02201.22	So End Fire Building Improvements	809,195.00	(451,200.00)	357,995.00
4022.1.220.42220.47???.022???.22	Self-Contained Breathing Apparatus Replacement	0.00	451,200.00	451,200.00
		809,195.00	0.00	809,195.00

NOTE: This resolution reprograms unexpended bonding authorization and therefore 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 the public hearing.

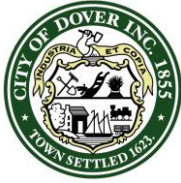
AUTHORIZATION

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

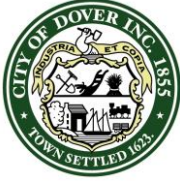
Resolution Number: **R – 2024.08.28 - 151**
Resolution Re: Reprogram Unexpended CIP Appropriations from South
End Fire Station Building Improvements to Self Contained
Breathing Apparatus Replacement

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 pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2024.08.28 - 151**
Resolution Re: Reprogram Unexpended CIP Appropriations from South End Fire Station Building Improvements to Self Contained Breathing Apparatus Replacement

RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the South End Fire Station Building Improvements project. On November 18, 2020 the City Council adopted the FY2022 Capital Improvements Plan (CIP) Authorization for bonding, which included \$830,000.00 for the South End Fire Station Building Improvements project.

This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized financing the South End Fire Station project. This resolution reprograms funding from South End Fire Station Building Improvements to the Self-Contained Breathing Apparatus Replacement project.

The Self-Contained Breathing Apparatus (SCBA) Replacement project was identified in the FY2025-FY2030 CIP in FY2025 to be grant funded. The forecasted grant funding did not come to fruition.

The SCBA Replacement project is a priority to be completed at this time. The estimated cost reflected in the FY2025 CIP was \$987,000. The City has \$535,800 in available ARPA grant funds that can be used for the project, leaving \$451,200 to be funded.

The South End Station project is not complete at this time as the anticipated cost to complete the project is more than currently available. Therefore, the City is recommending reprogramming \$451,200 from the South End Station project to the SCBA Replacement project.

The amount necessary to complete the South End Station project will be included in the FY2026 – FY2031 CIP. The requested funding in FY2026 for the South End Station project would allow for the renovations to stay on track.

Originally purchased in 2014, the SCBA equipment carries a 10 year warranty. History has proven that this timeframe coincides with an increase in routine maintenance items that are no longer covered under the warranty. Additionally, recent technology has allowed for the inclusion of Thermo Imaging technology into the face pieces of the individual SCBA.