CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 29, 2025**
Meeting Time: **7:00 pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
   - A. **ACKNOWLEDGEMENT AND ACCEPTANCE OF DONATION OF FUNDS FROM DERRY MEDICAL CENTER & DERRY IMAGING FOR ARENA SCOREBOARD**
     (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
     SPONSORED BY MAYOR CARRIER BY REQUEST
   - B. **AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE OFFICE OF HIGHWAY SAFETY GRANT**
     (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
     SPONSORED BY MAYOR CARRIER BY REQUEST
   - C. **AUTHORIZATION TO ACCEPT AND EXPEND THE NH DEPARTMENT OF SAFETY DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT COMMUNITY HAZARD MITIGATION PLAN GRANT**
     (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
     SPONSORED BY MAYOR CARRIER BY REQUEST
8. **PUBLIC FORUM**

   Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
    - A. **January 15, 2025 – Regular Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
    - A. **ORDINANCES IN THE 2nd READING**
    - B. **ORDINANCES IN THE 3RD READING**
    - C. **RESOLUTIONS**
      1. **REPROGRAM UNEXPENDED CIP APPROPRIATIONS FROM IRELAND WELL REPLACEMENT FY2017 CIP PROJECT TO GARRISON HILL WATER STORAGE TANK CIP PROJECT**

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

2. **REPROGRAM UNEXPENDED BOND PROCEEDS FROM VARIOUS WATER FUND CAPITAL PROJECTS TO GARRISON HILL WATER STORAGE TANK REHABILITATION PROJECT**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

3. **REPROGRAM UNEXPENDED BOND PROCEEDS FROM DOVER HIGH SCHOOL CONSTRUCTION PROJECT TO DOVER SCHOOLS LED LIGHTING UPGRADES PROJECT**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

4. **ACKNOWLEDGEMENT AND ACCEPTANCE OF DONATION OF FUNDS FROM DERRY MEDICAL & DERRY IMAGING FOR ARENA SCOREBOARD**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

5. **AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE OFFICE OF HIGHWAY SAFETY GRANT**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

6. **AUTHORIZATION TO ACCEPT AND EXPEND THE NH DEPARTMENT OF SAFETY DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT COMMUNITY HAZARD MITIGATION PLAN GRANT**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **APPROVAL OF PURCHASE AND SALE AGREEMENT BETWEEN WARREN C. AND RUTH E. LEIGHTON AND CITY OF DOVER (DOVER TAX MAP C LOT 26; MADBURY TAX MAP 1 LOT 42A)**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

1. Arts Commission (Nemeth)
2. Conservation Commission (Williams)
3. Library Board of Trustees (Nemeth)
4. Appointments Committee (Williams)
5. Planning Board (Cullen)
6. School Board Liaison (Hackett)
7. Recreation Advisory (Retrosi)
8. Energy Commission (Richer)
9. Parking Commission (Warach)
10. McConnell Center Advisory Committee (Retrosi)
11. **Legislative Liaison (Shanahan)**
15. **Solid Waste Advisory Committee (Hackett)**
16. **Transportation Advisory Commission (Richer)**
17. **Heritage Commission (Retrosi)**
18. **Board of Health (Richer)**
19. **Downtown TIF Advisory Board (Warach)**
20. Cocheco Waterfront Development Advisory Committee (Carrier)
21. COAST (Shanahan)
22. Waterfront TIF Advisory Board (Warach)
23. Dover Main Street (Carrier)
24. Strafford Regional Planning Commission (Williams)
25. Government Affairs (Carrier)

12. **Committee for Racial Equity and Inclusion (Nemeth)**
13. **Graffiti Management Advisory Committee (Nemeth)**
14. **Ordinance Committee (Shanahan)**
26. Cemetery Board (Warach)
27. Joint Building Committee – Athletic Complex (Cullen)

B. RESOLUTIONS

1. **B25023 GARRISON HILL WATER STORAGE IMPROVEMENTS**
   SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B14074 GARRISON HILL WATER STORAGE IMPROVEMENTS ADDITIONAL SCOPE OF WORK - CONSTRUCTION SERVICES – UNDERWOOD ENGINEERING**
   SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B24047 HVAC DESIGN BUILD SERVICES FOR HEATING SYSTEM AT FLEET SERVICES**
   SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

A. **City of Dover Ethics Commission Recommendations Regarding Ethics Complaint of Caitlin Wilkie Against Councilor Fergus Cullen**

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2025.01.15 - 12**

Resolution Re: Acknowledgement and Acceptance of Donation of Funds from Derry Medical Center & Derry Imaging for Arena Scoreboard

WHEREAS: The City of Dover Arena has received notice of a donation of $10,000.00 from Derry Medical Center and Derry Imaging to assist with the purchase of a new scoreboard for the Dover Arena. The city will in return advertise their company logo and name on this scoreboard.; and

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b, Appropriations for Funds Made Available During Year (adopted in Resolution R-2024.02.14-28 Fiscal Year 2025 Budget Appropriations) a Public Hearing and authorization by the City Council is required; and

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

In accordance with NH RSA 31:95-b, the City Manager is authorized to accept, and expend donated funds of $10,000.00 allocated to the City of Dover for Arena Scoreboard and any funding received is hereby appropriated for said purposes. The City Council, in a majority vote, accepts the terms and requirements of the donation, and authorizes the City Manager to sign any necessary paperwork for the acceptance, as well as contract(s) with a vendor, consistent with the authority herein.

AND, FURTHER BE IT RESOLVED THAT:

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

Financing

Account	Description	Appropriation	Balance
TBD	Arena Scoreboard	10,000.00	10,000.00

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

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 Created by: Finance
Document Posted on: January 24, 2025

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2025.01.15 - 12**

Resolution Re: Acknowledgement and Acceptance of Donation of Funds from Derry Medical Center & Derry Imaging for Arena Scoreboard

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Derry Medical Center and Derry Imaging is opening their new facility in Dover in February 2025. The City is very excited to help establish their name within our community.

After meeting with representatives from Derry Medical Center and Derry Imaging, they have decided that they would like to move forward with helping us purchase a new scoreboard and in return we will be advertising their company logo and name on the scoreboard. They would like to donate $10,000.00 to go toward the new scoreboard.

The generous donation of $10,000.00 from Derry Medical Center and Derry Imaging is hereby acknowledged, appreciated, and accepted.

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

CITY OF DOVER

Resolution Number: **R – 2025.01.15 - 13**
Resolution Re: Authorization to Accept and Expend the New Hampshire Office of Highway Safety Grant

WHEREAS: The City of Dover Police Department applied for and received a State of NH Office of Highway Safety Grant in the amount of $30,667.50. This grant will fund overtime for all traffic enforcement patrols funded by the NH Office of Safety. This includes speed enforcement, DWI patrols, pedestrian and bicycle safety, seat belt, and distracted driving enforcement, educational presentations covering operator and pedestrian safety, purchase of two moveable speed awareness signs and four new LIDAR units; and

WHEREAS: The acceptance of this grant was approved by the Dover City Council via R-2024.09.25-168; and

WHEREAS: The NH Office of Highway Safety has since approved increased funding in the amount of $36,424.65. This additional funding will be used to purchase 10 new tablets to be placed in the police cruisers. The new funding total is now $67,092.15; and

WHEREAS: There is a soft match of 25% required for the enforcement patrols and the educational presentations and the match will consist of vehicle maintenance costs, staff time to administer the grant, staff time to process traffic cases, time for court testimony and hearings, as well as time spent by officers enforcing traffic laws while not being paid for by this grant. There is a cash match of $25% required for the mobile data tablets, speed awareness signs and LIDAR units which will be paid for using existing department funds; and

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

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

AND, FURTHER BE IT RESOLVED THAT:

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

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

Financing

Account	Description	Appropriation	Balance
2240.1.210.42120.4###.02361.25	Highway Safety Grant	67,092.15	67,092.15

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

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2025.01.15 - 13**
Resolution Re: Authorization to Accept and Expend the New Hampshire Office of Highway Safety Grant

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director
Sponsored by: Mayor Robert Carrier, By Request

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

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

CITY OF DOVER

Resolution Number: **R – 2025.01.15 - 13**
Resolution Re: Authorization to Accept and Expend the New Hampshire Office of Highway Safety Grant

RESOLUTION BACKGROUND MATERIAL:

Each year, the police department is allocated funding from the NH Office of Highway Safety in order to conduct various traffic enforcement patrols. The Dover City Council has already approved Resolution R-2024.09.24-168 to accept and expend the grant which includes funding for enforcement patrols, educational presentations, two moveable speed awareness signs and four new LIDAR units.

On December 23, 2024, the Dover Police Department was awarded additional funding for the purchase of 10 new tablets to be placed in the police cruisers. These units, which cost approximately $4,850 each including mounting equipment, are in constant use during the officers' shifts. At this point, the department had been replacing three of these units per year which has created a challenge to have the cruisers equipped with the same size and brand tablets. The purchase of 10, complemented by 3 recently purchased tablets will provide for consistent equipment in all of the department's marked cruisers.

There is a soft match of 25% required for patrols and presentations which will consist of vehicle maintenance costs, staff time to administer the grant, staff time to process traffic cases, time for court testimony and hearings, as well as time spent by officers enforcing traffic laws while not being paid for by the grant. There is a 25% cash match for the tablets, speed awareness signs, and LIDAR units which will be paid out of the department's operating budget. This cash match for the tablets is less than the cost of the annual replacement plan of three tablets per year.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.6.

Resolution Number: **R – 2025.01.15 - 14**

Resolution Re: Authorization to Accept and Expend the NH Department of Safety Division of Homeland Security & Emergency Management Community Hazard Mitigation Plan Grant

WHEREAS: The City has received notice from the New Hampshire Department of Safety (NHDOS) Division of Homeland Security & Emergency Management (HSEM) of an award of a Community Hazard Mitigation Plan Grant (HMGP) in the amount of $18,000.00 to be utilized for eligible costs to update the hazard mitigation plans for the City of Dover; and

WHEREAS: The grant application requests funding $18,000 and lists a city match of $2,000 for a total Project Cost of $20,000 to update the City's Local Hazard Mitigation Plan in accordance with FEMA guidelines for hazard mitigation planning. A scope is outlined in the background section of this resolution; and

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

WHEREAS: The City Council, in a majority vote, accepts the terms of the Hazard Mitigation Grant Program (HMGP) as presented in the amount of $18,000.00 for updating the local hazard mitigation plan. Furthermore, the Board acknowledges that the total cost of this project will be $20,000.00, in which the town will be responsible for a 10% soft "in kind" match for staff time as work commences with the contractor in the amount of $2,000.00; and

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

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

AND, FURTHER BE IT RESOLVED THAT:

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

Financing

Account	Description	Appropriation	Balance
TBD	Hazard Mitigation Grant	18,000.00	18,000.00
1000.1.220.42210.4110.00000	10% City Match of staff time	2,000.00	2,000.00

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

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.6.

Resolution Number: **R – 2025.01.15 - 14**
Resolution Re: Authorization to Accept and Expend the NH Department of Safety Division of Homeland Security & Emergency Management Community Hazard Mitigation Plan Grant

AUTHORIZATION

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

Sponsored by: Mayor Robert Carrier, By Request

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

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.6.

Resolution Number: **R – 2025.01.15 - 14**

Resolution Re: Authorization to Accept and Expend the NH Department of Safety Division of Homeland Security & Emergency Management Community Hazard Mitigation Plan Grant

RESOLUTION BACKGROUND MATERIAL:

The City of Dover will prepare a local Hazard Mitigation Plan Update in accordance with FEMA guidelines for hazard mitigation planning. The City may be assisted, by a vendor of their choice, for this scope of work. The City's updated plan will address mitigation of multiple natural hazards that may affect the community, including Avalanche, Coastal Flooding, Inland Flooding, Drought, Earthquake, Extreme Temperatures, High Wind Events, Lightning, Severe Winter Weather, Solar Storms and Space Weather, Tropical and Post-Tropical Cyclones and Wildfires.

- Tasks include:
- Grant Award and Contracting
- Select/Hire a Vendor
- Convene a Local Hazard Mitigation Planning Committee
- Revisit the Hazard Profiles for each Hazard that impacts the Community
- Facility Inventory
- Vulnerability Assessment
- Mitigation Goals
- Actions
- Plan Review, Evaluation and Implementation
- Maintenance/Monitor/Update
- Public Review of Draft
- Review and Approval to Grant

City Manager's Report

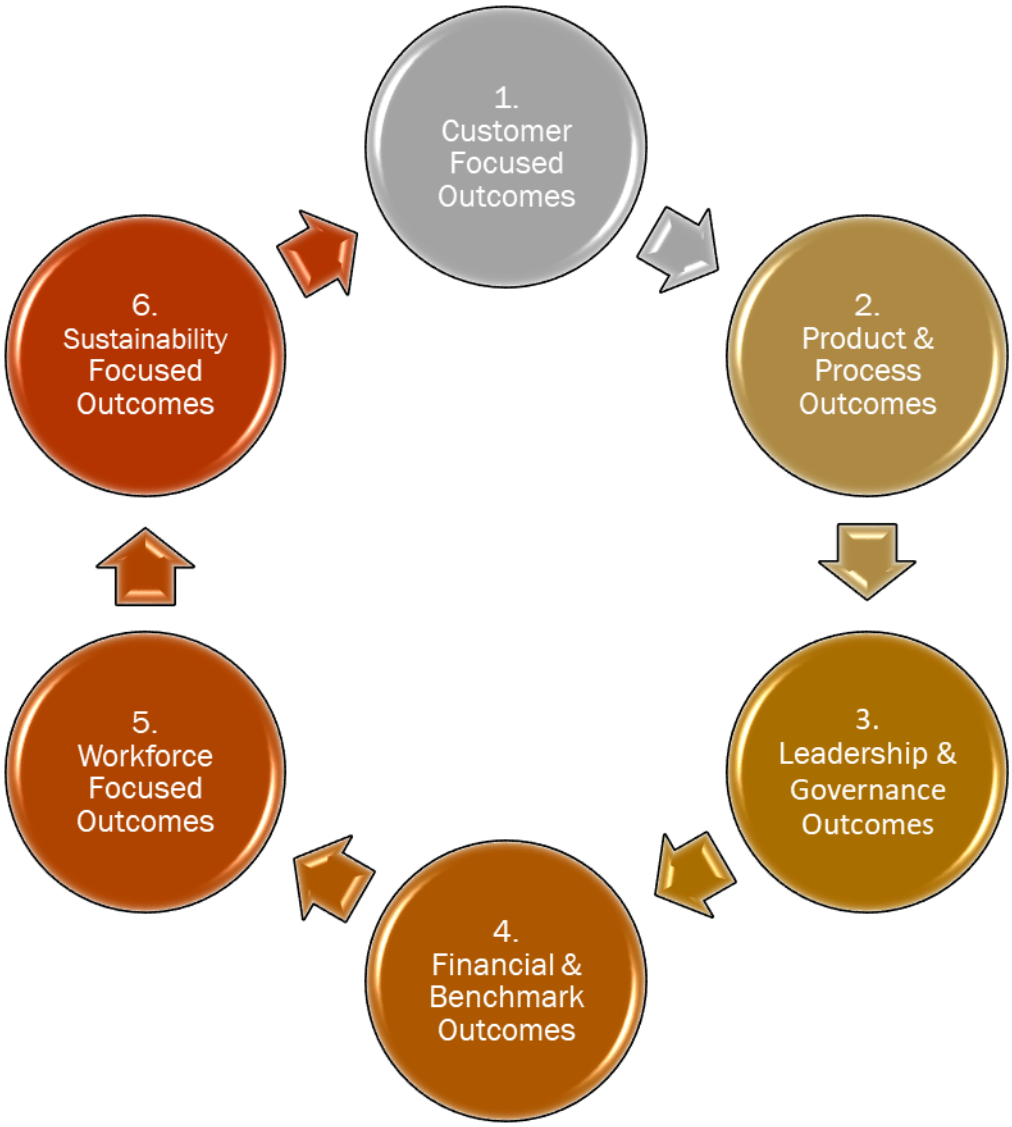
Reporting on: October, November & December 2024

City Hall Tower with Christmas Lights

January 29, 2025

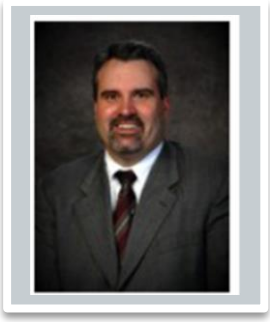
By: City Manager J. Michael Joyal, Jr.

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:

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

Kevin Hebert
Recreation Director

Denise LaFrance
Public Library Director

Daniel Lynch
Finance Director

Christopher Parker
Deputy City Manager

Picture to follow.

Perry Plummer
Fire & Rescue Chief
Emergency Management Director

John Storer
Community Services Director

Jerrica Vansylyvong-Bizier
City Clerk Tax Collector

Heather Worrall
Human Resources Director

Joshua Wyatt
City Attorney

Community Services Department

Administration

From: David Emery <deemery@icloud.com>
Sent: Tuesday, December 3, 2024 11:39 AM
To: Storer, John <J.Storer@dover.nh.gov>
Cc: Shanahan, Dennis <D.Shanahan@dover.nh.gov>; Carrier, Robert <R.Carrier@dover.nh.gov>
Subject: Now THAT's Community Service!

This morning I sent a note about the deep/eroded shoulders along our street, and within 2 hours, the crew was out here filling in the gaps!

dave

Brian Landry, Public Works Supervisor; completed the Online Classes for New Wave of Public Relations and Drinking Water Utilities, Understanding & Using the Public Notification Rule, Preparing for and Responding to Customer Water Quality Complaints. All presented by New England Water Works Association and held online.

Seth Thompson, Water Treatment Chief Operator; David Fredrickson, Deputy Director, attended the 2024 NH Drinking Water Exposition & Trade Show & Classes, presented by New Hampshire Water Works Association and held in Concord, NH.

Jillian Semprini, Assistant City Engineer and Kenneth Mavrogeorge, City Engineer; attended the NH Public Works Association Fall Technical Meeting held at the Derryfield.

Chad Stacey, Maintenance Mechanic – Water Meters & Backflow, attended the Backflow Prevention Device Inspections/Tester Training, presented by New England Water Works Association and held in Portland, ME.

Tim Puls, Environmental Projects Manager, attended the online training webinar for Qualified MS4 Stormwater Compliance Permit Professional (MS4-SCP), presented by American Stormwater Institute.

Brian Landry, Public Works Supervisor; Alan Mandigo, Working Foreman; and Tim Puls, Environmental Projects Manager; attended the Snowfighters' Seminar 2024, presented by UNH and held in Concord, NH

Brian Landry, Streets and Stormwater Superintendent, attended the TUT225AGV: Understanding the Importance of Contact Time (CT) in Disinfection, presented by New England Water Works Association and was held online.

Ryan Neenan, Pump Station Operator II and Matt Rabideau, Maintenance Specialist I; attended the Operator Training, presented by New Hampshire Water Works Association and was held in Concord, NH.

Water Division

The City of Dover produced over 60 million gallons for the month of October, and averaged 2.0 million gallons per day. The new PFAS water treatment plant has been a major help in production totals which has been allowing the other wells to remain off line longer so that they can recover more water into the aquifers. Willand Pond 2, and Hughes wells are off line. The Water Utilities crew had 42 service requests and 69 Work Orders for the month. The Utilities Division had another busy month with five water main breaks on Hancock St, Towle Ave, Court St, Rutland St and New Rochester Rd. Directional flushing wrapped up by the end of October which is a great accomplishment for the division. Crews also repaired a broken drain line that was caused by the water main breaks on Broadway.

In October, the meters crew installed 7 new meters and has been assisting with the water line survey when the schedule allows. The meter crew also closed 116 work orders for the month and 7 service requests. Along with the meter installs, the meters crew is also supplying valuable information on water service lines on the customers side to help with the ongoing water service line inventory. The water service line inventory has closed so that City staff can send the information to the State for review but will pick up again in the coming months as there is still plenty of services to add to the inventory list. Eye on Water is slowly growing with 682 users. Apple Harvest Day was a success and staff was able to provide more information to residents on Eye on Water.

The City of Dover produced over 57 million gallons for the month of November, and averaged 1.9 million gallons per day. Again, the new PFAS water treatment plant has been a major help in production totals and has been the work horse for the city by producing one million gallons per day on its own. The Water Utility crew had 535 service requests and 103 Work Orders for the month. Crews handled a total of three water main breaks on Shawnee Ln, Broadway, and West Knox Marsh Rd. On Shawnee the tee assembly broke and needed replacement. Broadway had another massive leak at the intersection at Oak St which caused the City to lose an estimated 1 million gallons before it was isolated. A broken collar was found as the cause for the leak on West Knox Marsh Rd. Water crews were also assisted by a contractor, SUR, to install new gates close to the Abbey Sawyer tank on a 16" and 12" water main ahead of the rehabilitation project for the tank that should kick off in the next few months. Lead Service Line Inventory (LSLI) letters went out to over eight thousand residents per the EPA and NHDES as the City needs to identify both the homeowner's portion and the City owned portion of water services. This created numerous phone calls and emails from residents to help identify and test their water so that the inventory can be completed. Water crews are currently handling the sampling portion which includes a survey of the water service. A sample bottle is brought to the resident who then mails it out after they take a "first draw" water sample.

Broadway Leak

West Knox Marsh Road Leak

Shawnee Lane Leak

The water meter crew installed 3 new meters in November and has been assisting with the water line survey when the schedule allows. The meter crew also closed 108 work orders for the month and 7 service requests. Along with the meter installs the meters crew is also conducting LSLI inspections when a resident requests one so that we can complete the inventory. Eye on Water is slowly growing with 719 users.

The City of Dover produced nearly 60 million gallons for the month of December, and averaged 1.9 million gallons per day. Willand Pond 2, and Hughes wells remain off line. Water crews had 209 service requests and 103 Work Orders for the month. The Water Division had two water main breaks; one on Littleworth Rd and the other on Nantucket Ct. The total water main breaks for the year is 28. The leak on Littleworth Rd was a lateral crack and a lateral crack was found on Nantucket Ct. Lead Service Line Inventory (LSLI) work continues.

The water meter crew installed 8 new meters in December and has been assisting with the water line survey when the schedule allows. The meter crew also closed 85 work orders for the month and 36 service requests. Along with the meter installs the meters crew is also conducting LSLI inspections when a resident request one so that we can complete the inventory.

Sewer Pump Stations and Collection

The Sewer Division closed 3 service requests and 46 work orders. General cleaning of the sewer collection system and maintenance of known trouble spots was the general tasks for the month of October.

In November, the Sewer Division closed 2 service requests and 2 work orders. The sewer collection area will start to slow down as the sewer jet truck is not able to be out in freezing temperatures but the camera van which allows for CCTV of the gravity sewer system will be out as often as possible to conduct inspections.

The Sewer Division closed 2 service requests and 5 work orders in December. The sewer jet truck is not able to be out in freezing temperatures but the camera van is and will continue to conduct inspections.

Streets & Stormwater

You have a new voice message for 6450 Public Works:
From: WIRELESS CALLER (603) 973-6548
Received: Wednesday, December 18, 2024 at 7:47 AM
Length: 00:57
To: (603) 516-6450 * 6450 6450 Public Works
Voicemail Preview:
"Yes, hi, this is not an emergency. I did not know you guys opened to 8. Thought you guys were in there now, but that is okay. Leave a voicemail, you guys can keep it, listen to it. I called in a bunch of potholes a couple couple days ago over here in Dover on Aquada Road. Forget the Lady's name I talked to, but you guys did a great job. You guys came right out here and you fill those suckers in so. Just wanted to call and say you guys did a good job very fast and moved

right on it and took care of the problem for some of the big ones anyways that are on this road. So all right, so good job. I am glad you guys jumped right on it."

During the month of October, 33 service requests were logged and 37 service requests were closed. A large number of those requests were for animal collections, potholes as well as vegetation overgrowth.

Catch basin cleaning wrapped up on October 31st. 646 basins were cleaned during the month bringing the total basins cleaned for the contract with Wind River Environmental to 1546! North end basins are cleaned throughout the summer and fall.

MacKinnon & Sons Excavating along with part of the crew replaced an old brick catch basin that failed behind a house on Broadway. The stone drain line runs through a backyard and then between two houses, accessibility and depth of drain line made this a challenging project. The project was anticipated to last 4 days, the crew worked hard and were able to finish it in 3 days.

The crew also continued work on the inspection services project, drainage and digging for and installing conduit were part of the tasks associated with that project during the month. The conduit trench was about 250' with half of that trench crossing the back portion of paved area. Once the conduit was in and backfilled the crew paved the trench.

To end the month our crack sealing contractor got started, the contract was awarded to Sealcoating inc. INDUS. The first day saw Columbus Ave being completed and French Cross Rd being started. $100,000 was budgeted and approved for the crack sealing contract this year.

Setting the base that goes over the stone box culvert to build off of for the basin install on Broadway.

Rip rap and loam were added to finish the Broadway drainage repair.

Stone culvert repair to basin in driveway as part of the Broadway drainage repair.

During the month of November, 33 service requests were logged with 37 service requests being closed. Potholes, deceased animal collections as well as roads covered in leaves to be cleaned up made up the majority of the requests.

Crack sealing, which began at the end of October, wrapped up with Sealcoating Inc INDUS performing the work. Most of the work took place during the day, however a section of Central Ave was done at night to minimize disruption to traffic as well as make things more efficient for the contractor. Over the course of 6 days, 33,264 pounds of crack sealing product was placed.

Soaker basin, crew installed on Pearson Dr.

November is typically a transition month for the Streets Division, meaning crews are busy wrapping up various projects while also getting equipment and staff prepared for the upcoming winter. Some of the tasks that the crews were assigned were installing a catch basin, removing the outdoor dining barriers downtown, removing leaves from the curb line as well as leaves from the downtown area.

Streets crew, along with a crew from facilities and grounds, cut down the donated tree to be relocated and set up to be used as the City's Christmas Tree at Washington St & Henry Law Ave. Moore's Crane Rental was generous enough to donate their time and crane to help move and set the Christmas tree.

During the month of December, 42 service requests were logged and 54 service requests were closed. A large number of those requests were for animal collections and winter weather related requests.

Work continued on the inspection services building at the Mast Road location. The crew installed a drainage system as well communications conduit for the building. Once the conduit was installed, the crew built a retaining wall on one side of the building.

There were 8 weather events in December, a total of 5.75 inches of snow fell. The timing of these events was not ideal with some of them occurring right around the beginning of the morning commute. Events that start at the beginning of the morning commute are tough,

especially when they involve a drop in temperature at daybreak. The increase in traffic slows down the time it takes to get the roads treated and get traffic back to moving at a more normal speed. Through the end of December, none of the weather events that have occurred so far have warranted a parking ban.

The crew also cleaned out the two bioretention systems at Woodman Park School on the Silver St side. The two areas had overgrowth that consisted of small to medium trees as well as other vegetation overgrowth. The tree and overgrowth debris were cut down and hauled away.

A section of guardrail was damaged beyond repair as a result of a motor vehicle accident. The crew responded, removed the broken guardrail, made the area safe until it could be replaced 3 weeks later.

Facilities, Grounds & Cemeteries

For the months of October, November and December 2024, the Facilities, Grounds and Cemetery Division received 237 Service Requests, of which 223 were closed, and 291 Work Orders of which 279 were completed and closed.

There were twenty-four work orders pertaining to cemetery issues, one hundred and thirty-eight work orders pertaining to facility issues, forty-one work orders pertaining to grounds issues, forty-eight work orders related to sign issues, twenty-four work orders related to traffic and street light issues and sixteen work orders pertaining to tree issues.

Five full burials and four ash interments were conducted in the Pine Hill Cemetery during these months. Eleven full graves and two cremation spaces were sold during this period. Several foot-markers were installed. Crews excavated, built forms as needed and poured 13 foundations for the upright monuments that were then installed by multiple monument companies.

Fall and early winter were consumed with the very large-scale operation of picking up leaves at the Pine Hill Cemetery and various other parks and playgrounds throughout the city. While performing this operation, crews were also pumping down and cleaning the Indoor Pool while it was going through its filter replacement process.

A large number of projects were addressed during this time frame. Crews manned the annual Witches Market held at City Hall and surrounding streets on Sunday, October 20th. Crews helped prepare the Warming Center for the upcoming cold weather season. The Historical markers were removed from the downtown area to be stored for the winter. Sprinkler systems were shut down and water blown out of them at the fields that have irrigation. Clocks and timers throughout the city were adjusted for the time change. Crews assisted with cut down, set-up, light installation and decorating the donated city Christmas Tree.

With the temporary closing of the library for its renovation, crews worked with library personnel to start the lengthy process of moving and storing items that won't be needed during the renovation.

City Council approved an official name change to a small, city maintained cemetery on Dover Point Road. The name was changed from "The First Settler's Cemetery" to "Thomas Roberts (1600-1674) Cemetery". This was to reflect the recognition of the Indigenous Peoples of the area. Crews made and installed a new sign to reflect the name change.

On Friday, October 11th the Indigenous Peoples flag was raised at City Hall. All city flags were lowered to half-staff on December 30th 2024 to recognize the death of the United States 39th President Jimmy Carter. The flags will remain at half-staff until January 29th 2025 per order of the President.

Engineering:

Engineering
Community Services | Dover, NH

- → *Ken Mavrogeorge, PE – City Engineer*
- → *Bill Boulanger – Special Projects Advisor*
- → *Jillian Semprini, PE – Deputy City Engineer*
- → *Krystian Kozlowski, PE – Assistant City Engineer*
- → *Eric Sanderson – Facilities Project Manager*
- → *Jamie Stevens – Waterfront Construction Manager*
- → *Jordan Chambers – Engineering Technician*
- → *Tim Puls, PE– Environmental Project Manager*

Below is the summary of the City of Dover Engineering Division of the Community Services Department, from October 1st through December 31, 2024.

In the final quarter of 2024, the Engineering Division underwent a reorganization with the creation of a Deputy City Engineer position to support the City Engineer and provide direct oversight to the Assistant City Engineer. Jillian Semprini, who has been with the City as an Assistant City Engineer since January 2022, was promoted to this new role in November. Jill, a licensed structural engineer, manages high-profile street reconstruction projects, collaborates on infrastructure maintenance programs, supports the Transportation Advisory Commission, and has extensive experience in the private sector. Jill's experience will be critical in developing improved engineering standards for the City and helping with Engineering staff development.

Jillian Semprini
Deputy City Engineer

In November, the City Engineering staff said goodbye to Assistant City Engineer Amelia DeGrace who left the City for new opportunities with the federal government out of state. With Amelia's departure, the Engineering Division welcomed Krystian Kozlowski, PE as the new Assistant City Engineer. Krystian, who joined the team in mid-December, is a licensed structural engineer, with experience working with both private engineering and private construction firms. Krystian will report directly to Deputy City Engineer Semprini and will be involved in sewer connection reviews, TRC/septic reviews, project delivery, service calls, and more.

Krystian Kozlowski
Assistant City Engineer

In November the Engineering Division also said goodbye to two interns, Brenna Weston and Griff Bates who had been working with the staff on the Water Service Line Inventory this past summer. Both Brenna and Griff are students at the University of New Hampshire and have bright futures ahead of them. The Engineering Division is currently looking for an Engineering Intern to support ongoing Water Service Line Inventory efforts. The position is posted on JazzHR and the City's website and can be up to 40 hours per week.

To accommodate new hires and improve the employee experience, the engineering and administration offices at the Mast Road Community Services office were reorganized and rearranged to make more efficient use of existing resources. Community Services staff pitched in to clean up existing spaces to add four (4) additional workstations while simultaneously offering larger workspace to existing staff. This effort will allow the Engineering Division to grow and better serve the community. This rearranging of space will also allow for additional space on the Operations side of the building to accommodate future hires.

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

Dover Utilities Commission (Amelia DeGrace/Krystian Kozlowski):

Commission (DUC) met on October 21st and November 18th. There was no meeting in December. Topics discussed at the meeting included the following:

- An update was provided on the ongoing Water Service Line Inventory
- A future presentation to the DUC by the Ethics Commission
- Updates to the Construction Guidelines and the DUC Rules and Regs which are forthcoming

There were no abatements submitted for review at either the October or November meetings.

Transportation Advisory Committee (TAC) (Jillian Semprini):

TAC met on November 25th and discussed requests for new stop signs, improvements to pedestrian safety, and a concern about speeding on Varney Road intersection. The next meeting is scheduled for January 27, 2025.

Planning Board (Ken Mavrogeorge):

Planning Board met on October 8th, October 22nd, November 12th, and December 10th. Topics on the agendas included:

- Site reviews for various Transfer of Development Rights (TDR)
- Lot line Adjustments
- Site review for multiple residential developments

Municipal Alliance for Adaptive Management (MAAM) (Director John Storer & Tim Puls):
MAAM met on November 7th, to review the Calendar Year 2025 MAAM budget. The next meeting is scheduled for February 13, 2025.

Seacoast Stormwater Coalition (SSC) (Tim Puls):
The SSC met on October 16th, November 20th, and December 18, 2024. Topics of the meetings included the following:

- A tour of the Rochester DPW
- Introduction of new Watershed Management Bureau Administrator for NHDES
- Review of the Green SnowPro progam and its requirements for municipalities
- The Dover/UNH Phosphorus Reduction Media Modification Project
- WEF MS4 Needs Assessment Survey that is due by December 31, 2024
- Review of year 7 MS4 Permit requirements
- Year 6 MS4 report update
- An update from the EPA on the MA MS4 Permit

The next Coalition meeting is scheduled for January 15th.

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

- CWDAC Park Sub-committee met on October 15th to discuss the potential future boathouse for Great Bay Rowing at the waterfront. The discussion focused on exterior finishes.

- CWDAC met on November 19th to discuss updates on the park, landscaping, amenities, and a possible fundraising program to accept donations to the park.

- TIF Advisory Committee did not meet.

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
October 2024	**6**	**6**
November 2024	**10**	**8**
December 2024	**8**	**12**
2024 Totals:	**158**	**169**

To kick off Public Works Week 2025, Community Services will be hosting a Touch-a-Truck Open house at their 271 Mast Road Facility! The event will be held on Saturday May 17th at a time yet to be determined. On and offsite parking will be available with a shuttle to the event being provided. Come meet members of the Community Services Team and see what we are up to!

Deputy City Engineer Jillian Semprini, Engineering Technician Jordan Chambers, and City Engineer Ken attended the 40th Apple Harvest Day on Saturday October 5th. New Community Service Banners were created this year to highlight the various services that the Department provides across all of the divisions.

Magnets and keychains were created to provide quick access to the Service Request Portal and engage children with Public Works. The Community Services booth also included a trash themed basketball game and touch-a-truck for kids to explore.

The event was considered a success for everyone. Engineering staff are already looking ahead to future years and how to improve the department's public outreach.

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.

The work on Dover's inventory has been a 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 was developed for

the public to submit information on their water service. Approximately 580 responses were received during the survey.

In mid-October, the inventory was submitted to the NHDES meeting the EPA deadline. In mid-November customers of the Dover water system received a notice if the material of their water service has not been determined as part of the current inventory effort. If a customer received a notice, it does not mean that the service to their property was, or is currently, made of lead but rather that the material on either the City or private side of the shut off is unknown due to incomplete records. Staff is continuing to review documents to determine the materials on both sides prior to next year's submission to the DES. Over the course of 2025, explorations throughout the city will be conducted to determine the materials where documentation is incomplete.

Customers of the Dover water system, whose service material is unknown, are encouraged to reach out to Community Services for an appointment to inspect the water service, or to submit a photo of the water service to improve the City's documentation and inventory.

To help provide more information to Dover customers, City Engineer Ken Mavrogeorge and Utilities Superintendent Mike Nadeau also recorded an episode of the Dover Download Podcast where they discussed the Water Service Line inventory. The episode can be downloaded wherever you get your favorite podcasts.

The Dover Fire Toy Bank lost its entire supply of toys and gifts for the 2024 holiday season due to a water line break on Aug. 4th. The break caused approximately 6 inches of water to flood the downtown mill building where the gifts were stored.

This marked the first time in over 40 years that the Toy Bank started the season without any supplies to help children and families in need. Since its inception in the mid-1970s, the Dover Fire Toy Bank has assisted thousands of families, distributing gifts to over 100 families annually within the city.

To help rebuild the Toy Bank, Community Services challenged the other city departments to collect money and toy donations for children from newborn to age 12. This friendly challenge ran from September 11th through December 9th and as a result over 400 new toys and nearly $1800 in donations were collected by City of Dover departments. These donations added to the many more collected by the greater Dover community. The Recreation Department, who leveraged their citywide reach to gather the vast majority of the donations led the way with Community Services contributing over 40 individual gifts.

Recreation Dept Toy (Left). Engineering Tech Jordan Chambers stands with the Toys Community Services collected for the Dover FIre Toy Bank (Right).

PROJECTS

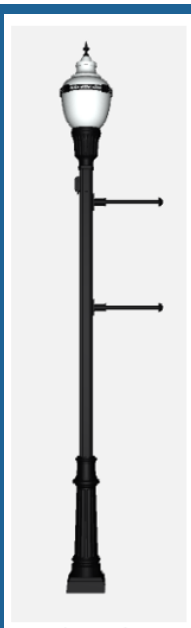
Engineering staff is actively supporting a number of projects across the city. The following are some highlights on just some of the active projects.

Project Highlight: Downtown Improvements Project

The City of Dover is committed to revitalizing its downtown area, enhancing safety, aesthetics, and economic vitality. As part of this ongoing effort, significant lighting and pedestrian improvements are currently being planned and implemented by the Engineering and Facilities and Grounds Divisions of Community Services. These improvements are designed to complement larger planned downtown upgrades, including the conversion of one-way traffic flow to two-way traffic.

Under the guidance of Special Projects Advisor Bill Boulanger, the City is actively working to replace old, outdated, or non-functional lighting fixtures in the downtown area with modern, energy-efficient alternatives. This initiative is being carefully planned to integrate with the future two-way traffic conversion and other planned infrastructure upgrades. The new lighting will:

Existing downtown lighting in the upper square.



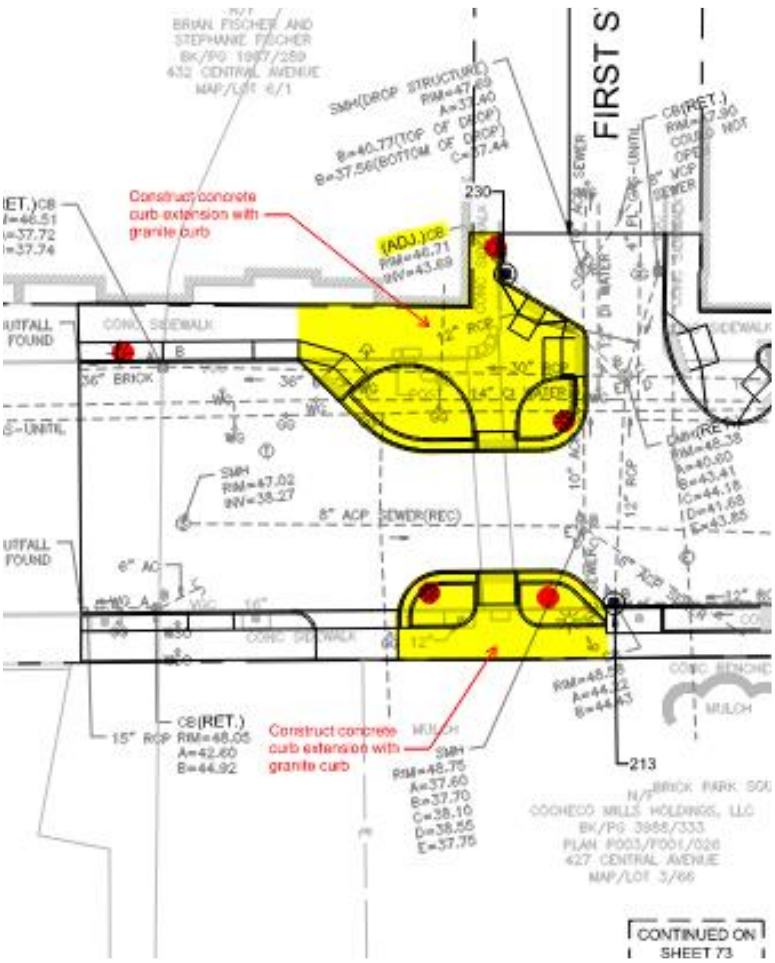
New decorative lighting for Downtown.

- Improve visibility and safety: Brighter and more strategically placed lighting will enhance pedestrian and vehicular safety, particularly during evening hours.
- Enhance aesthetics: Modern fixtures will contribute to a more welcoming and attractive downtown environment.
- Increase energy efficiency: Replacing older fixtures with energy-efficient models will reduce energy consumption and lower operating costs.
- Support future upgrades: The lighting improvements are being designed and implemented with the planned two-way traffic conversion and other future infrastructure projects in mind, ensuring compatibility and minimizing future disruptions.

In conjunction with the lighting improvements project, Engineering staff is also in the process of evaluating the installation of pedestrian bump outs on the southbound lane of Central Ave. The bump outs will provide for enhanced pedestrian spaces and encourage traffic calming near highly utilized crossings. The bump outs being considered are another element designed as part of the larger scale future downtown redevelopment project.

Implementation of the lighting improvements is scheduled to begin as soon as weather permits in the Upper Square. Following completion of the Upper Square improvements, work will continue down the southbound lane of Central Avenue later in 2025. This phased approach will minimize disruption to downtown businesses and residents.

The Downtown Dover Lighting and Pedestrian Improvements Project represents a significant step towards enhancing the downtown area. By prioritizing these improvements while larger infrastructure projects are in development, the City is demonstrating its commitment to creating a safer, more attractive, and more vibrant downtown for all.



Potential Pedestrian Bump Outs under design for First St and Central Ave.

Portland Ave Retaining Wall: The City's contractor, GW Brooks, installed a new guardrail behind the new sidewalk to complete the projects last major component. Minor punch list work may continue into early 2025 with minimal disruption to the public.

Waterfront Re-Development: The Cochecho Waterfront Development project continues to make progress, given the mild weather in the last quarter of 2024. Key developments for the private and public portions of the project include:

Private Development:
The concrete base floors are now in place on both the C and D buildings which are the largest of the new structures on site. With the concrete floors poured, the wooden framing for the upper floors began. At the close of the year, framing is nearly finished on the second and third floors of Building C (closest building to the Makem Bridge).

Construction of the townhomes behind buildings C and D is also moving forward with the framing of the structures nearly complete. After framing, windows and door installation will proceed.

Public Improvements:
Work to protect the waterfront's shoreline with a mechanically stabilized earth (MSE) wall is almost finished, with approximately 100 feet remaining close to the Makem bridge. Also, along the shoreline, the concrete block retaining wall is nearly completed in what will be a new lookout area along the Cochecho River.

Water and sewer lines have been installed along Seaport Way as has drainage within Payne Street. With this work completed, the last unpaved sections within the project area were prepped and paved with a base course of pavement. Payne Street was reopened for traffic in November after having been shut down for the majority of the summer for utility work.

The foundation for the new City owned park pavilion is complete and mostly backfilled. Utilities, including a new sewer access point, and drainage for a future water treatment pond, have been installed adjacent to the pavilion. The area around the pavilion is being graded to prepare for final closure as part of the Remedial Action Plan (RAP) approved by the NHDES.

Simultaneously, the City is also working with Eversource to energize the waterfront using the vast network of recently installed underground electric and communications duct banks around the development.

The Cochecho Waterfront Development is progressing well on multiple fronts, with significant advancements in both building construction and public infrastructure improvements. The project remains on track, transforming the Dover waterfront into a vibrant and accessible space for the community.

The Waterfront Development begins to rise.

Non-destructive Testing of Traffic Signals:
In December, the City entered into an agreement with John Turner Consulting (JTC) for non-destructive testing of traffic signal infrastructure. This testing was recommended by a citywide traffic signal assessment conducted in 2023. The City expects that the non-destructive testing can identify which traffic signal infrastructure is in greatest need of replacement. The recently approved CIP has money set aside for annual signal upgrades that are long overdue. Disruptions to traffic are not expected during the assessment by JTC.

Central Ave and Washington Intersection Signals. The structural components of the signals will be inspected with non-destructive testing methods.

Fifth and Grove Reconstruction: The City's contractor, N. Granese and Sons, made significant progress in the final quarter of 2024 wrapping up drainage, base pavement, curbing, and electrical work. Unitil and Eversource also completed utility relocations required for the project including pole and gas main reconstructions. The traffic pattern for Fifth St. from Chestnut St. to Fourth St. has now officially changed to one way heading west from Chestnut St. Traffic disruptions within the project area are expected to be reduced significantly in 2025 as the majority of improvements are near complete. Work will shutdown for the winter in early January and begin again in spring 2025 as sidewalks, light poles, and final pavement are installed.

Patrons to local businesses are encouraged to sign up for notices too as parking restrictions on Fifth and Grove will continue into early 2025 in select areas.

Street improvements on Fifth Street near Tammany Park entrance.

Sixth Street Bridge: The Sixth Street Bridge over Blackwater Brook was constructed in 1937 and consists of a 14-foot concrete box culvert. According to the latest NHDOT Bridge Inspection Report, the condition rating is rated in 'poor' condition, and the bridge was placed on the NHDOT Municipal Red List in 2010 due to its deteriorating condition.

Sixth St. Bridge Replacement Project Limits.

The bridge has been identified as a priority in the City of Dover 2018 Hazard Mitigation Plan as it provides access in and out of the north end area of the City during emergency storm events. Sixth Street carries two lanes of traffic over a 20' wide pavement section with guardrail on both sides.

In December a contract was awarded to VHB for the assessment, design, and permitting for a replacement bridge. Survey field work began in December with design work expected to begin in early 2025. The timeline for construction is heavily dependent on how soon permits can be obtained but the City hopes that a replacement bridge can be constructed in 2025 with minimal disruption to the traveling public.

Angle St Water Main Replacement: Special Project Advisor Bill Boulanger has been developing a project to replace a water main on Angle Street which runs between Central Ave and Academy Street. In addition to a new water main, perforated underdrain will be installed to alleviate high groundwater issues within the roadway. Work is expected to begin at the end of January.

County Farm Culvert: In January 2024, a sinkhole formed within County Farm Road over a culvert that connected an unnamed intermittent stream to the Cochceco River. The culvert appears to be plugged with debris and potentially collapsed leading to the sinkhole.

City staff monitored the culvert throughout 2024 while developing a request for proposals from consulting firms. Late in 2024 a bid was awarded to Environmental Partners of Woburn, MA to evaluate the culvert and the surrounding areas and to provide recommendations for short- and long-term rehabilitations. It is anticipated that temporary repairs to the culvert would occur in 2025 with more permanent repairs to occur once the necessary permits are obtained. Work in the field by the selected consultants is anticipated to begin in early January 2025.

County Farm Road Culvert Project Area.

Upstream Entrance to the failed County Farm Rd Culvert.

Mill St Pump Station Reconstruction: In December, engineers from Woodard & Curran met with CS staff to review their alternatives analysis for the Mill St Pump Station and their recommendation. The alternatives analysis is being finalized by the consultant to include a summary of all significant updates to the report resulting from comments from City staff. The City will also receive an outline for the final design scope of services that are recommended by the consultant by mid-January.

Woodman Park Stormwater Management: Tim Puls has been working with CS Operations crews, and school administrative staff, to implement a new inspection and maintenance schedule for the school's stormwater treatment system to ensure its continued effectiveness. CS Operations crews walked the area with Tim prior to trimming back overgrowth in the stormwater system along Silver St. The removal of the overgrowth helped improve visibility of the school, restores an outdoor learning area, and addresses security concerns raised by school staff.

Tolend Road Landfill: Collaboration with Verdantas, Blue Granite, and the City of Dover continued on the groundwater sampling and treatment system. A guided tour of the landfill, led by Verdantas, provided valuable insights into the groundwater flow and the movement of the contaminant plume. Observations of monitoring wells, sampling points, and pumping stations reinforced the ongoing efforts to prevent contaminants from reaching the Cocheco River and Bellamy Reservoir.

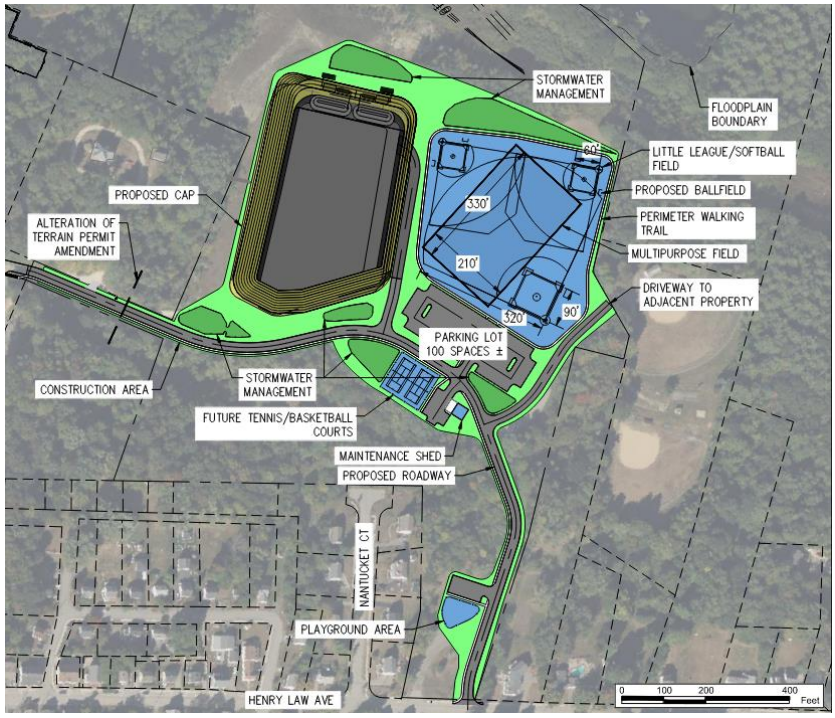
Annual Street Paving Program: Deputy City Engineer Jillian Semprini has been working closely with Public Works Superintendent Brian Landry to develop the annual Street Paving List for 2025. Engineering staff have been utilizing the Pavement Condition Index Report conducted in 2022 to prioritize streets for rehabilitation. Street improvements range from a simple overlay of a thin course of pavement to a full depth reclamation. The preliminary list of streets to be paved is as follows:

Street	From	To	Avg. Width (ft)	Approx. Length (ft)
BACK RIVER RD	PISCATAQUA RD	DURHAM RD	34	8284
ALUMNI DR	BELLAMY RD	DURHAM RD	26	1783
BAKER ST	EAST CONCORD ST	BROADWAY	28	856
DOVER ST	PARK ST	EAST ST	33	555
EAST CONCORD ST	HAM ST	HILL ST	28	871
ELA ST	PEARL ST	OAK ST	20	452
EVERETT ST	HAM ST	BAKER ST	28	482
IVANS LN	DOVER POINT RD	END	24	608
OLD DOVER POINT RD	DOVER POINT RD (E)	DOVER POINT RD (W)	22	1675
ASH ST	END	CENTRAL AV	25	1570
GLENWOOD AVE	CENTRAL AVE	GLENCREST AVE	20	1240
HOUGH ST	HORNE ST	HILLCREST ST	24	515
REDDEN ST	OAK HILL DR	HORNE ST	22	2785
OAK HILL DR	REDDEN ST	REDDEN ST	30	1026
HORNE ST	ASH ST	GLENWOOD AVE	26	2848
LINCOLN ST	GROVE ST	CHESTNUT ST	28	613
ELMWOOD AVE	END	OAK ST	20	798
FAIRVIEW AVE	OAK ST	ELMWOOD AV	21	761
CROSS ST	ATLANTIC AV	ELMWOOD AV	20	2008
BELKNAP ST	WASHINGTON ST	SILVER ST	24	1277
FOLSOM ST	CUSHING ST	BELKNAP ST	29	419
ANGLE ST	ACADEMY ST	CENTRAL AV	22	295
SILVER ST	178 SILVER ST	ROUNDABOUT	38	800
HENRY LAW AVE	PAYNE ST	BACK ROAD	22	5310

Preliminary Street 2025 Street Paving List.

Green Snow Training: Recognizing the impact of winter road maintenance on water quality, participation in the NHDES Green Snow Pro certification and training program was prioritized, with the goal of certifying Dover's winter maintenance staff. Tim Puls attended a training program along with supervisory staff from Operations. Tim is coordinating with certified trainers in NH to arrange for CS staff to be certified. Per the NHDES website, "Voluntary Municipal Winter Maintenance Certification (Municipal Green SnowPro) is available for municipalities working towards reducing their winter salt application and preventing increasing concentrations of chlorides in their communities' surface and ground waters." In addition to the municipality becoming Green SnowPro certified, Dover requires Planning Board approved projects be maintained by Green SnowPro certified contractors.

Maglaras Park Redevelopment: Environmental Project Manager Tim Puls and City Engineer Ken Mavrogeorge are working closely with the City's design consultant Verdantas on the final closure plan for the City's Dredge Cell adjacent to Maglaras Park. As part of the project, the City is also working on plans to revitalize Maglaras Park which has deteriorated over time. Dugouts and fencing, that was past its useful life, was removed as part of the waterfront project and permits have been filed with the NHDES to add fill above, and stormwater management systems around, the fields.



Preliminary design of a reconstructed Maglaras Park and Towne Dr.

With the approvals from the NHDES, the City hopes to rebuild the fields to meet current athletic field design standards including improved drainage and increased space for multiple fields. Work on the improvements is expected to begin in 2025. Additional permitting effort is also in the preliminary stages to reconstruct Towne Dr through Maglaras Park to connect Henry Law Avenue with the recently constructed Seaport Way. This connection will likely occur in 2027.

Garrison Hill Water Tank Rehabilitation: The City put the Garrison Hill Tank project out to bid in October with bids due in November. Sargent Corporation was the low bidder and is expected to be awarded the project in January. Work is expected to begin in the spring to allow time to get the tank back and running in time for the larger demand later in the year. The rehabilitation of the tank is possible due to the construction of the new elevated tank brought online earlier in 2024.

Garrison Hill and Oak St. Water Main: Special Project Advisor Bill Boulanger is working with engineering firm Underwood Engineering to design water main improvements in the Broadway area. The water main will run first from the Garrison Hill Tank down to Oak St.. Then, from Oak St the water main will head east down towards Broadway before heading south towards Florence St. These water main upgrades will address numerous water main breaks that have occurred recently in this area due to pipe beyond their useful life. It is anticipated that the water main will be under construction summer of 2025 in conjunction with the improvements at the Garrison Hill Tank.

Over the past three months, Dover's Environmental Project Manager, Tim Puls focused his efforts on stormwater management, winter maintenance practices, and landfill remediation. Below is a brief summary of work completed over the past three months related to Environmental projects.

Inspection Services Building Construction: Martini Northern has made significant progress on the Inspection Services building construction over the past few months. Exterior work is complete, with framing, siding, and roofing now finished. Interior work has also advanced, with rough wiring, plumbing, insulation, and drywall installation now in place. In the coming weeks, the focus will shift to completing drywall finishes and commencing painting. Weather permitting, site work, including finishing the stormwater infiltration system, will continue.

Inspection Services Building on Mast Rd Progress.

Library Interior Renovation: The Dover Public Library renovation has reached several key milestones in the final three months of 2024. After a competitive bidding process involving four (4) pre-approved contractors, the City has selected Bonnette, Page & Stone as the preferred contractor for the project. City Council will formally vote on awarding the contract on January 15th. Additionally, the renovation plans, reviewed by the Technical Review Committee (TRC), were approved by the Planning Board on December 10th, paving the way for construction to proceed. City Engineer, Ken Mavrogeorge, prepared site civil plans for submission to TRC and Planning Board.

Dover Indoor Pool Filter Replacement: The Dover Indoor Pool recently underwent a necessary upgrade with the replacement of its sand filters. Weston & Sampson was awarded the contract. The pool was closed on November 25th, allowing for filter removal and subsequent installation of the new system. While the filters were offline, the pool was drained within two days by CS staff. Refill commenced on December 4th, and the system was restarted on December 6th. However, complications during the restart led to an additional day of closure. Unfortunately, on December 12th, a catastrophic pump failure occurred, necessitating

Indoor pool filter replacement work.

the rebuilding of both pumps. As of December 13th, the primary pump has been replaced, and the pool has resumed full operation.

Jenny Thompson Pool Renovation: The renovation of the Jenny Thompson Outdoor Pool was put out to bid on October 8th, with bids due on December 3rd. Three (3) bids were received: Careno Construction, Triple Construction, and Northeast Earth Mechanics. All proposals included the removal of the existing pool deck, perimeter fence, gutter system, diving boards, and the top two feet of the pool shell. The renovation scope encompasses replacing the top of the pool shell, installing new gutters, constructing a new concrete pool deck, upgrading the pool pumps, building a new maintenance building, creating an ADA-compliant parking area, and installing a shade structure. To complete the project, a new perimeter fence will be installed, and a pool cover will be added for winter. Northeast Earth Mechanics, the low bidder with positive references, will be recommended to the city council as the selected vendor on January 15th. The pool will open as usual for 2025 but may close earlier than usual to allow sufficient time for work to proceed and be completed before the 2026 swimming season.

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.

	October, November & December 2024
Driveway Permits:	13
Utility Licenses:	05
Paving Licenses:	03
Excavation Permits:	22
Certificate of Occupancy Inspections	12
Construction Permits	02
Obstruction Permits:	05
Sewer Connection Permit:	00
Septic Design Reviews:	03

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.

Ten (10) projects came to TRC in the final quarter of the year that required Engineering review:

- 306 Dover Point Road – Proposed two duplexes and a single-family dwelling.
- 566 Sixth St – TDR subdivision to turn one (1) lot into three (3) lots and purchase three (3) units.
- 3 Green St – 22 new porous pavement parking spaces with 16' drive lane at rear of site.
- 1 Cold Springs Rd – TDR project that includes eight (8) single-family homes, a four-unit residential building, and maintain an existing single-family home for a total of 13 units.
- 103 Court St – Proposed conversion of the existing home into a duplex, a second duplex in addition to five (5) new single-family homes.
- 114 Silver Street – Proposed conversion of the existing single-family home into a 4-unit multi-family dwelling and a 3-story, 4 unit multi-family dwelling.73 Locust St – A city project to add a 3,539 s.f. addition to the public library.
- Back Rd undeveloped lot – Creating an access drive to the developable portion of a lot.
- 77-79 Sixth Street – TDR project with intent to construct a new two-family residential structure and maintain an existing two-family structure.

48 Whittier St. breaks ground.

New Chase Bank at Weeks Lane.

Grove Street development adjacent to the CSX railroad line.

- 512 Sixth Street – TDR project to build five (5) single-family dwellings including three (3) units previously approved through TDR.

Preconstruction Meetings:

There were two (2) preconstruction meetings held between October and December 2024.

- Fisher St. Residential Development
- 48 Whittier St.

Construction Oversight:

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:

- Tiny Home Development (Back River 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.)
- Mixed Use Residential – The Station (2 Grove St)
- Waterfront Private Development
- Chase Bank on Central Ave
- Pointe Place
- Fisher St. Residential
- 48 Whittier St. Residential
- McIntosh Commons
- 59 Tolend Rd.

Finance Department

Administration

On October 31, 2024, Esina Navarro-Executive Secretary, attended “Administrative Professional Tips” via webinar Sponsored by LinkedIn Learning. Learning Objectives included tips to help stay focused, balanced and an invaluable asset to the office.

In October 2024 Esina Navarro joined American Society for Administrative Professionals (ASAP) www.asaporg.com

On October 30th & 31st, Donna Langley, City Assessor attended NHMA Conference at Center of NH in Manchester Sponsored by NHMA. Learning Objectives included Assessing Related Education Sessions.

On October 3, 2024 Deputy Finance Director Ann Legere attended a virtual meeting with Citizens Bank to discuss a vendor analysis as it relates to use of City Credit Card payments. This was an effort to seek out additional vendors that allow payments via the city department credit cards so as to increase spending volume tiers in an effort to gain additional Commercial Card Revenue Shares. The City received $30,700.32 for the past 12 month period.

On October 8th, 2024 Finance Director Dan Lynch attended a webinar training session on Protect Your Business from New Fraud Threats.

As of October 10, 2024, Ann Legere, Deputy Finance Director, has taken the lead and attended a Reporting Webinar sponsored by the Department of Energy regarding the Energy Efficiency and Conservation Block Grant (EECBG). This grant was awarded to purchase an electric vehicle and potentially install charging stations. This is a rebate program and once a unit is selected and purchased, the grant will refund that amount up to $76,150.00

On November 8th, 2024, Donna Langley, City Assessor attended the State Statutes One-Day Update at the NH DRA in Concord Sponsored by NHAAO and NH DRA. Learning Objectives included reviewing statutory changes affecting Tax Assessment.

On November 14 2024, Kelly Rexroad, Assessing Clerk attended Institutional Exemptions Mini Course at Conway NH Town Hall sponsored by the Department of Revenue Administration Municipal & Property Division. Learning objectives included institutional exemptions for charitable, religious and educational institutions.

On November 18-21 2024, Kelly Rexroad, Assessing Clerk attended State Statues Part II at the NH Department of Revenue sponsored by the NH DRA Municipal & Property Division. Learning objectives included Board of Tax & Land Appeals, utilities, NH DRA's role in local property tax assessment, NH DRA assessment review, revaluation monitoring, current use, equalization & MS-1, excavation & timber tax.

On November 26, 2024 Deputy Finance Director Ann Legere attended a virtual meeting with the Land & Water Conservation Fund (LWCF) Grant team on the Cochecho River Pavilion to discuss grant processing and regulations.

On December 3 2024, Kelly Rexroad, Assessing Clerk attended Current Use Criteria & Rules Mini Course at the NH DRA sponsored by the NH Department of Revenue Administration Municipal & Property Division. Learning objectives included current use regulations.

On December 5, 2024 Deputy Finance Director Ann Legere and Executive Secretary Esina Navarro met with the AMAZON Representative to discuss city's current program. Further discussions to take place regarding usage and cost savings opportunities.

On December 5th, 2024, Donna Langley, City Assessor attended the Institutional Exemptions Mini Course at the NH DRA in Concord Sponsored by NHAAO and NH DRA. Learning Objectives include reviewing state statures and recent case law regarding institutional exemptions.

On December 5th, 2024 Sarah Cook Assessing Clerk attended Institutional Exemptions Mini Course in Concord NH. Sponsored by NH Department of Revenue Administration. Learning Objectives included overview and criteria for approving an application for exemption, Duty of Municipality, and Assessor guidance regarding exempt property.

On December 12, 2024, Kelly Rexroad, Assessing Clerk attended Assessment Review Mini Course at the NH Department of Revenue in Concord NH. Learning objectives included the DRA assessment review process.

On December 13 2024, Kelly Rexroad, Assessing Clerk attended Ins and Outs of Exemptions & Credits Workshop 2024 at New Hampshire Municipal Association sponsored by New Hampshire Association of Assessing Officials. Learning objectives included rules and laws for the Veterans, elderly & disabled credits and exemptions.

City Clerk Tax Collection (CC/TC)

-----Original Message-----
From: dovernh.webmaster@gmail.com <dovernh.webmaster@gmail.com>
Sent: Monday, December 16, 2024 4:38 PM
To: City of Dover - Media Services <news@dover.nh.gov>
Subject: Website Request

Create date: Mon Dec 16 16:38:01 EST 2024
detailed-request: I have had 3 interactions with the City Clerk's office. All of the staff there have been exceptionally helpful and professional. I much appreciate them.
email-from: Dover-MediaServices@dover.nh.gov
your-contact-information-phone-and-or-e-mail-: lisetierney@gmail.com
your-name: Lise Tierney

October and early November were election time for the City Clerk/Tax Collection (CC/TC) office. During October voter registration and requests for absentee ballots kept the CC/TC office very busy. The Presidential Election occurred on November 5th, 2024 and due to the hard work of City election officials the City Ward polling places and ballot counting functions operated successfully and efficiently.

Tax Assessment

On December 4, 2024 the City completed the Fiscal Year 2025/Tax Year 2024 tax rate setting review with the NH Department of Revenue Administration (NH DRA) and the City was issued a certified tax rate. The City Assessing Office and Finance Accounting office proceeded to generate the Property Tax Warrant and Tax bills. The tax bills were provided to a mailing company on December 9, 2024 and started to be received by property owners on December 13, 2024. The First-half tax billing is due on Monday January 13, 2025.

Water/Sewer Utility Billing

On October 3, 2024 the office completed the September 2024 monthly billing of 28.4 million gallons of usage for 850 accounts, representing a total amount billed of $660,466.01.

On November 1, 2024 the office completed the 2nd Quarter billing that was for the period of July 1, 2024 through September 30, 2024, which was for 104.2 million gallons of usage for 8,563 accounts, representing a total amount billed of $2,155,794.42.

On November 6, 2024 the office completed the October 2024 monthly billing of 25.3 million gallons of usage for 850 accounts, representing a total amount billed of $615,881.85.

On December 9, 2024 the office completed the November 2024 monthly billing of 21.4 million gallons of usage for 848 accounts, representing a total amount billed of $521,104.67.

During October through December the Water/Sewer Utility Billing office has been attending demonstrations of software applications used for Backflow Testing Permits Tracking and Monitoring. The volume of backflow testing locations is more than 1,500 across the City. 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. City staff believe a software specifically designed for the Backflow permitting and monitoring functions will improve efficiency and customer service.

Finance / Accounting / Purchasing

On October 7, 2024 Deputy Finance Director Ann Legere met with new Recreation Director, Kevin Hebert to welcome and also discuss generalized Dover Finance Department policies and procedures. A follow up Purchasing meeting to be conducted by City Purchasing Agent.

During early October, Finance Director Dan Lynch and Planning Director Donna Benton finalized the FY2026 – FY2031 Capital Improvements Plan (CIP) analysis and project narratives. Finance Executive Secretary Esina Navarro then proceeded to assemble the CIP document for printing.

Esina printed and bound 45 CIP books for the October 16th, 2024 joint meeting of the City Council and Planning Board.

On November 18th, 2024 the Board of Trustees of Trust Fund held their quarterly meeting. This is 5 member board has the fiduciary responsibility of overseeing all investments of City Trust Funds and Capital Reserve Funds, which are reviewed at each quarterly meeting. The Board is also responsible to ensure use of Trust Funds and Capital Reserve Funds is consistent with City Council adopted appropriations being financed by trust funds and capital reserve funds.

October Purchase Orders over $5,000:

Department/Division	PO Date	Vendor	Amount
Finance Office	10/23/2024	DIAMOND MOWERS, INC.	$5,887.04
Finance Office	10/30/2024	STRAFFORD COUNTY COMMISSIONERS	$70,000.00
Finance Office	10/8/2024	OUT TO BID - PURCHASING AGENT	$300,000.00
Info Technology	10/1/2024	DATA TRANSFER SOLUTIONS, LLC	$8,268.10
Community Services	10/17/2024	SUR CONSTRUCTION, INC.	$5,475.00
Community Services	10/10/2024	STATE OF NH-DEPT OF ENV	$5,625.00
Community Services	10/25/2024	NORTHEAST EARTH MECHANICS, INC.	$5,700.00
Community Services	10/4/2024	BOB SHERWOOD LANDSCAPE CO., LLC.	$6,622.00
Community Services	10/22/2024	MACKINNON & SONS EXCAVATING, LLC	$7,280.00
Community Services	10/3/2024	ALLEGIANCE TRUCK, LLC	$7,622.28
Community Services	10/28/2024	AUTOMATECH, INC.	$8,206.11
Community Services	10/18/2024	BOB SHERWOOD LANDSCAPE CO., LLC.	$9,730.00
Community Services	10/15/2024	MINUTEMAN SECURITY & LIFE SAFETY	$11,181.84
Community Services	10/25/2024	TRITECH ENGINEERING CORP	$12,000.00
Community Services	10/29/2024	SUR CONSTRUCTION, INC.	$17,710.00
Community Services	10/25/2024	MACKINNON & SONS EXCAVATING, LLC	$22,602.50
Community Services	10/24/2024	HOWARD P FAIRFIELD, LLC	$40,675.00
Community Services	10/21/2024	WIN WASTE INNOVATIONS	$54,625.00
Community Services	10/24/2024	GRAPPONE FORD	$59,558.00
Community Services	10/28/2024	NORTHEAST EARTH MECHANICS, INC.	$117,252.96
Executive	10/3/2024	MITCHELL MUNICIPAL GROUP, P.A.	$20,000.00
Fire and Rescue	10/18/2024	ACROSS THE STREET PRODUCTIONS	$6,545.00
Fire and Rescue	10/24/2024	SPRAGUE FLOOR COVERING INC	$8,059.14
Fire and Rescue	10/18/2024	ZOLL MEDICAL CORPORATION	$12,696.00
Planning	10/4/2024	JESSICA MARCHANT	$5,280.00
Planning	10/17/2024	HAVEN VIOLENCE PREVENTION	$6,121.00
Planning	10/17/2024	CROSS ROADS HOUSE, INC.	$7,371.00
Planning	10/17/2024	AIDS RESPONSE OF SEACOAST	$7,371.00
Planning	10/17/2024	MY FRIENDS PLACE-CDBG	$7,771.00
Planning	10/7/2024	ATLAS-HERITAGE TITLE, LLC	$12,000.00
Police	10/3/2024	OMNI INSTITUTE	$5,000.00

Police	10/31/2024	CARDINAL TRACKING, INC.	$9,587.40
Police	10/21/2024	MOTOROLA SOLUTIONS	$11,681.94
Public Welfare	10/28/2024	CAP OF STRAFFORD COUNTY	$5,000.00
Recreation	10/4/2024	CARRIER CORPORATION	$5,968.00
Recreation	10/25/2024	SIEMENS INDUSTRY, INC.	$12,877.00
Recreation	10/10/2024	CITY OF DOVER-WATER~SEWER DEPT.	$14,489.20
Recreation	10/10/2024	CITY OF DOVER-WATER~SEWER DEPT.	$14,991.68
Recreation	10/17/2024	CITY OF DOVER-WATER~SEWER DEPT.	$21,631.43
Recreation	10/16/2024	CITY OF DOVER-WATER~SEWER DEPT.	$21,999.94
Recreation	10/10/2024	CITY OF DOVER-WATER~SEWER DEPT.	$27,919.56

November Purchase Orders over $5,000:

Department/Division	PO Date	Vendor	Amount
Finance Office	11/7/2024	WAYNE CHALOUXS CUSTOM	$5,056.82
Finance Office	11/8/2024	NEW HAMPSHIRE PRINT & MAIL	$8,069.73
Finance Office	11/7/2024	WAYNE CHALOUXS CUSTOM	$10,197.65
Finance Office	11/18/2024	SECURADYNE SYSTEMS INTERMEDIATE	$466,157.61
Info Technology	11/15/2024	TYLER TECHOLOGIES, INC.	$6,300.00
Info Technology	11/6/2024	DOCUPHASE, LLC	$6,436.40
Info Technology	11/14/2024	SHI INTERNATIONAL CORP	$11,543.17
Info Technology	11/14/2024	ESRI CORP.	$15,520.00
Info Technology	11/6/2024	DELL MARKETING L.P.	$20,114.58
Info Technology	11/26/2024	CONSOLIDATED COMMUNICATIONS,INC	$24,601.00
Info Technology	11/14/2024	DELL MARKETING L.P.	$28,022.74
Info Technology	11/1/2024	DELL MARKETING L.P.	$32,860.36
Community Services	11/15/2024	STILES COMPANY INC.	$5,022.80
Community Services	11/15/2024	UNITED CONSTRUCTION & FORESTRY	$5,232.25
Community Services	11/26/2024	JOSEPH G. POLLARD CO. INC	$6,054.95
Community Services	11/27/2024	WATER INDUSTRIES, INC.	$6,306.05
Community Services	11/18/2024	MACKINNON & SONS EXCAVATING, LLC	$7,000.00
Community Services	11/12/2024	SUR CONSTRUCTION, INC.	$8,000.00
Community Services	11/1/2024	FERGUSON WATERWORKS	$8,956.52
Community Services	11/1/2024	ULINE SHIPPING SPECIALISTS	$9,499.68
Community Services	11/7/2024	VERMONT RECREATION SURFACING &	$10,229.00
Community Services	11/12/2024	TRI-STATE CURB, INC.	$14,226.00
Community Services	11/18/2024	INSITUFORM TECHNOLOGIES, LLC.	$16,000.00
Community Services	11/20/2024	TRI-STATE SEALCOATING & PAVING	$20,000.00
Community Services	11/25/2024	BROX INDUSTRIES, INC.	$20,000.00
Community Services	11/21/2024	ENVIRONMENTAL PARTNERS GROUP	$48,347.50
Community Services	11/5/2024	REVISION IMPACT FUND 2 LLC	$75,000.00

Community Services	11/6/2024	VHB, INC	$149,227.32
Community Services	11/15/2024	UNH SPONSORED RESEARCH	$150,000.00
Executive	11/22/2024	FIRE & SPICE BISTRO, LLC	$6,720.00
Fire and Rescue	11/19/2024	ONE SOURCE ENVIRONMENTAL, LLC	$6,400.00
Fire and Rescue	11/19/2024	SUGARLOAF AMBULANCE VEHICLES	$346,676.00
Planning	11/12/2024	GRAPPONE FORD	$61,034.00
Planning	11/20/2024	ATLAS-HERITAGE TITLE, LLC	$559,225.75
Police	11/7/2024	CASEBOOK PBC	$12,442.74
Public Library	11/26/2024	BYWATER SOLUTIONS, LLC	$5,775.00
Recreation	11/5/2024	SIEMENS INDUSTRY, INC.	$9,886.00

December Purchase Orders over $5,000:

Department/Division	PO Date	Vendor	Amount
City Clerk Tax	12/4/2024	NEW HAMPSHIRE PRINT & MAIL	$14,265.00
Finance Office	12/10/2024	HOWARD P FAIRFIELD, LLC	$5,040.30
Finance Office	12/17/2024	BERGERON COMMERCIAL APPRAISAL	$10,050.00
Finance Office	12/18/2024	ANDREA BOWEN ART, LLC	$101,100.00
Finance Office	12/4/2024	DOVER LANDFILL REMEDIAL ACTION	$640,264.02
Finance Office	12/4/2024	DOVER LANDFILL BELLAMY TRUST	$683,342.00
Info Technology	12/3/2024	TIMECLOCK PLUS LLC	$7,701.09
Community Services	12/5/2024	GARRY PERKINS CONCRETE OF ROCH	$5,000.00
Community Services	12/5/2024	OLD STAGE ENTERPRISES, LLC	$5,000.00
Community Services	12/5/2024	MACKINNON & SONS EXCAVATING, LLC	$5,000.00
Community Services	12/18/2024	DIG SAFE SYSTEMS INC.	$5,691.36
Community Services	12/18/2024	VERMONT RECREATION SURFACING	$7,775.00
Community Services	12/26/2024	STILES COMPANY INC.	$8,134.48
Community Services	12/3/2024	BROX INDUSTRIES, INC.	$10,000.00
Community Services	12/4/2024	PIKE INDUSTRIES, INC.	$10,000.00
Community Services	12/17/2024	NORMAN R. GAGNON CONSTRUCTION	$10,000.00
Community Services	12/26/2024	KOUL CONTRACTING, LLC	$15,000.00
Community Services	12/18/2024	EJ PRESCOTT, INC	$16,680.00
Community Services	12/20/2024	NORTHEAST ELECTRICAL DIST	$18,000.00
Community Services	12/20/2024	NORTHEAST ELECTRICAL DIST	$18,000.00
Community Services	12/26/2024	NEGM ELECTRIC, LLC.	$20,000.00
Community Services	12/17/2024	JOHN TURNER CONSULTING INC	$24,580.00
Community Services	12/5/2024	NORMAN R. GAGNON CONSTRUCTION	$25,000.00
Community Services	12/5/2024	BOB SHERWOOD LANDSCAPE CO., LLC.	$25,000.00
Community Services	12/17/2024	SOLENIS, LLC.	$25,800.00
Community Services	12/19/2024	NORTHEAST RESOURCE RECOVERY	$40,000.04

Community Services	12/16/2024	VERDANTAS, LLC	$109,552.00
Community Services	12/26/2024	GRAPPONE FORD	$118,238.00
Community Services	12/16/2024	EMERY & GARRETT	$128,900.00
Community Services	12/16/2024	VERDANTAS, LLC	$166,360.00
Community Services	12/26/2024	HOWARD P FAIRFIELD, LLC	$185,100.00
Community Services	12/30/2024	EVERSOURCE ENERGY	$925,038.13
Executive	12/3/2024	MITCHELL MUNICIPAL GROUP, P.A.	$10,000.00
Executive	12/10/2024	DONAHUE TUCKER & CIANDELLA, PLLC	$10,000.00
Fire and Rescue	12/23/2024	FIRE TECH & SAFETY OF NEW ENG	$5,979.25
Fire and Rescue	12/12/2024	TRUCK TACTICS TRAINING, LLC	$6,000.00
Fire and Rescue	12/3/2024	BERGERON PROTECTIVE CLOTHING LLC	$15,166.94
Fire and Rescue	12/12/2024	INDUSTRIAL PROTECTION SERVICES	$55,879.15
Fire and Rescue	12/30/2024	SUGARLOAF AMBULANCE VEHICLES	$249,156.28
Fire and Rescue	12/30/2024	SUGARLOAF AMBULANCE VEHICLES	$254,546.28
Planning	12/19/2024	GRAPPONE FORD	$26,481.00
Police	12/9/2024	SPRAGUE FLOOR COVERING INC	$12,899.32
Police	12/17/2024	2 WAY COMMUNICATIONS SERVICE	$13,175.33
Public Library	12/19/2024	NATIONAL LIBRARY RELOCATIONS, INC.	$18,839.00

Bid Solicitation: October 2024

Department	Bid #	Bid Date	Description
CS	B25-024	10/8/2024	Jenny Thompson Pool Renovation
CS	B25-023	10/9/2024	Garrison Hill Water Storage Improvements
CS	B25-027	10/23/2024	Non Destructive Testing and Inspections of City Intersections
CS	Q25-010	10/28/2024	Tri-City Emergency Warming Center Cleaning Service
CS	B25-030	10/30/2024	Purchase of Ford F150 Lighting Electric Vehicle EECBG Grant
Executive	Q25-008	10/10/2024	Employee Holiday Luncheon
Library	B25-029	10/29/2024	Dover Public Library Renovation
Multiple	B25-028	10/10/2024	Electrical Contractor Services
Planning	Q25-009	10/15/2024	Conservation Easement Appraisal - 300 Tolend Road
Recreation	Q25-007	10/3/2024	Fourth of July Fireworks

Bid Solicitation: November 2024

Department	Bid #	Bid Date	Description
No Bid Solicitation in November.			

Bid Solicitation: December 2024

Department	Bid #	Bid Date	Description
CS	Q25-011	12/11/2024	Water Main and Underdrain Installation
CS	Q25-013	12/23/2024	Downtown Street Lighting Improvement
Planning	Q25-012	12/13/2024	Yellow Book Evaluation of 300 Tolend Road

Fire & Rescue

Calls for Service / Activity Statistics

October saw Fire & Rescue responding to 578 calls for service, an average of nearly 18 calls per 24-hour period in each day of the month.

November saw Fire & Rescue responding to 539 calls for service, an average of nearly 18 calls per 24-hour period in each day of the month.

December saw Fire & Rescue responding to 575 calls for service, an average of nearly 19 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 October, there were 206 times when 2 calls were going on simultaneously, and 69 times when 3 or more calls were going on at the same time.

In the month of November, there were 190 times when 2 calls were going on simultaneously, and 59 times when 3 or more calls were going on at the same time.

In the month of December, there were 202 times when 2 calls were going on simultaneously, and 82 times when 3 or more calls were going on at the same time.

The Fire Department was dispatched to 14 Atkinson St. for a reported structure fire on October 14th. On arrival, crews encountered smoke and flames from the front of the building. A first alarm fire assignment was called. The building was a front and back single story duplex. Crews quickly knocked the fire down limiting the damage to the front unit. No one was home at the time of the fire and no injuries were sustained.

On October 8th, the Fire Department responded to a reported fire in a basement. Crews arrived and quickly extinguished the fire which was a result of a lithium ion battery from a remote-controlled toy car. It is extremely important to follow the manufacturers recommendations when it comes to rechargeable batteries. Frequent inspections of batteries and battery connections will help spot any damage or wear that can cause fires.

On October 2nd, North End Fire companies visited Happy Helpers Day Care for a show and tell with the kids that revolved around fire safety.

On October 5th the Fire Department provided public safety details during Apple Harvest Day. The fire department's fire extinguisher training prop and an engine were located at Henry Law Park, along with a crew who provided fire prevention education and an opportunity to explore the equipment on a fire engine. An ambulance company was also detailed to the Apple Harvest Day 5k road race. When the race concluded, the ambulance company was detailed to a public safety first aid station located near Franklin Plaza. Fire crews utilizes an ATV borrowed from Rochester Fire. Crews stocked the ATV with EMS and Fire equipment to navigate the crowded streets.

October 13th there was a Truck or Treat event. On duty crews attended this event located at St. Joseph's church. The event lasted several hours, tours were given of the fire truck and ambulance.

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

Facility	State	# of individuals October	# of individuals November	# of individuals December
Wentworth Douglass Hospital	NH	254	270	313
Free Standing ER – Dover (HCA)	NH	22	20	28
Frisbie Memorial Hospital	NH	0	2	1
Portsmouth Regional Hospital	NH	9	6	11
Mass General Hospital	MA	0	0	0
Brigham and Woman's Hospital	MA	0	0	1
Boston Children's Hospital	MA	0	0	0
Maine Medical	ME	0	0	0
York Hospital	ME	1	0	0
Exeter Hospital	NH	0	0	0
Elliot Hospital	NH	0	0	0
Dartmouth Hitchcock Medical	NH	0	0	0
St. Joseph's Hospital	NH	0	0	1
Tufts Medical Center	MA	0	0	0
Total Transports		286	298	355
Non Transports/Sign offs/Refusal of Care		166	109	158

On October 2nd, North End Fire companies visited Happy Helpers Day Care for a show and tell with the kids that revolved around fire safety.

On October 5th the Fire Department provided public safety details during Apple Harvest Day. The fire department's fire extinguisher training prop and an engine were located at Henry Law Park, along with a crew who provided fire prevention education and an opportunity to explore the equipment on a fire engine. An ambulance company was also detailed to the Apple Harvest Day 5k road race. When the race concluded, the ambulance company was detailed to a public safety first aid station located near Franklin Plaza. Fire crews utilizes an ATV borrowed from Rochester Fire. Crews stocked the ATV with EMS and Fire equipment to navigate the crowded streets.

October 13th there was a Truck or Treat event. On duty crews attended this event located at St. Joseph's church. The event lasted several hours, tours were given of the fire truck and ambulance.

On October 10th and 17th, Deputy Chief Chabot attended the school security assessment of the High School and Middle School respectively. This program, which is put on by the State of NH, examines physical building and grounds and makes observations and recommendations based on three physical security capabilities: Surveillance; Access Control; and Emergency Alerting. These three physical security capabilities can be effectively used to increase physical security at schools and serve as a starting point for security measures.

On October 23rd, members of the Fire Department visited Little Tree Education on Sixth St. for a show and tell with the kids that revolved around fire safety.

Little Tree Education Visit

October 17th, Division Chief Irwin chaired the quarterly meeting of the New Hampshire EMS Region III council, hosted by Portsmouth Hospital. This council represents the 4 hospitals and the EMS services, both private & municipal with regard to the State Bureau of EMS and associated committees. The concerns addressed this meeting was the impending closure of Exeter Hospital services, primarily the Exeter Paramedic Intercept Program.

October 29th, The Fire Department participated in HCAs Target Hazard Vulnerability Assessment of their Free Standing Emergency Room facility at 10 Central Av.

October 9th, Division Chief Irwin attended Portsmouth Regional Hospital's "Pediatric Emergency Medicine Summit". Instructors form around New England and the national presented trends in Pediatric Emergency Care.

October 10th, Division Chief Irwin and Engineer/Paramedic Jacques attended the Handtevy Pediatric Emergency Care Instructor course conducted at Portsmouth Regional Hospital. This course was developed by Dr. Antevy, a nationally recognized expert in pediatric emergency care. The goal of this program is for services to develop a culture to minimize errors when treating children. The Department is presently working towards adopting this program.

The week of October 21st, all 4 shifts received their annual Inter-Facility Transfer refresher. The Department is utilized on an emergency basis by Wentworth Douglass Hospital for the transfer of critical patients that need to be transferred to a tertiary care facility. This only occurs when local private transfer services are unavailable or their turn around time is extended and th patient can't wait to receive the higher level of care.

Municipality Assisted	EMS Service	Dover Assists October	Dover Assists November	Dover Assists December
Barrington	Barrington Fire	1	2	
Berwick	Stewart's Ambulance			
Durham	McGregor EMS	4	3	
Eliot	Stewart's Ambulance			
Farmington	Farmington Fire			
Greenland	Greenland Fire			1
Kensington	Kensington Fire			
Lee	McGregor EMS			
Madbury	McGregor EMS	1	2	
New Durham	New Durham Fire			
Newington	Newington Fire			
North Hampton	North Hampton Fire			
Northwood	Northwood Fire			
Pease ANGB	Pease ANGB Fire		1	
Rochester	Frisbie EMS		1	4
Rollinsford	York Ambulance	2	1	1
Seabrook	Seabrook Fire			
Somersworth	Stewart's Ambulance	7	2	5
South Berwick	York Ambulance	2	1	7
	Total	17	13	18

On October 28th, Deputy Chief Chabot, Captain Marc Plante and Engineer/ Paramedic Matt McLean drove to Congers, New York to view at a light rescue vehicle to potentially replace the much larger heavy rescue vehicle. The existing heavy rescue is a 1996 international with increasing mechanical issues. Due to the lack of this type of vehicle's availability, the Fire Department capitalized on the opportunity to view this vehicle in person to assure the smaller rescue vehicle would suit the department's needs. After seeing the vehicle, it was determined that the needs of the department would be met and the commitment to purchase the light rescue was made. By repurposing CIP funds to purchase this light rescue vehicle now, the savings to the City would equate to approximately $1.5 million by not purchasing a heavy rescue vehicle when it was slated to be replaced in two years.

On October 18th, the Fire Department conducted boat safety training on the Cocheco River. Members of D-Shift launched the rescue boat from Cocheco St. and practiced boater safety and familiarization.

In the month of October, all shift members of the Fire Department participated in Rapid Intervention team (RIT) training using newly purchased FAST Boards. The primary purpose of the FAST Board is to have all the equipment attached and rigged for use to effectively load,

secure, and move downed or trapped firefighters and civilians from below grade and confined spaces during emergency evacuation.

October 24th, the Division of EMS coordinated a refresher class with both Stewart's Ambulance, Wentworth Douglass Hospital for members to recertify in Advanced Cardiac Life Support and

Pediatric Advanced Life Support. This was hosted at the Somersworth Fire Department. 12 Paramedics from the Department took advantage of this opportunity.

October 30th, Division Chief Irwin & Captain Croteau attended the Emergency Medical Services Field Training Officer course conducted over 3 days at the York County Emergency Management Agency in Alfred, ME. Both received certification as FTOs, with the plan to incorporate the knowledge gained into the Department's mentor development.

November 14th, the Continuous Quality Improvement & EMS Advisory Committee met for its inaugural meeting. This committee is made up from representatives from all shifts and both locals to work towards making the Department the premier EMS service in the State. The committee is initially setting its sights on proper documentation & system processes to improve efficiency within the EMS services provided by the Department.

November 27th, the NH Bureau of EMS conducted biennial inspections for 4 of the Department's 5 Ambulances. This licenses the ambulances every 2 years to ensure that the Department meets State Guidelines of equipping & supplying the vehicles appropriately to provide appropriate patient care.

November 4th, Division Chief Irwin participated in the Bi-Monthly meeting of the WDH EMS Leadership. This meeting allows services that utilize WDH as their Medical Resource Hospital the opportunity to meet, discuss common issues, & briefed by various departments within the hospital.

November 26th, Division Chief Irwin attended the quarterly PRH EMS leadership meeting. Their Department Chiefs that work in the PRH catchment area to meet & discuss issues related to the PRH region.

Through grant funding, the Fire Department was able to purchase an equipment decontamination washer. This washer is able to decontaminate the SCBA air packs that are used when fighting fires as well as other firefighting equipment. The products of combustion that firefighters encounter are extremely carcinogenic and dangerous with both acute and chronic exposure. These byproducts become embedded in the protective garments and equipment that are used by firefighters on a daily basis. This specialized decontamination washer removes the harmful deposits 75% more effectively than methods currently used. The result is a significant decrease in exposure to carcinogens on a daily basis.

November 15th, the department coordinated the semi-annual Paramedic Rounds, with WDH EMS coordinator Brian Nicholson. The training consisted of Pharmacist led discussions of medication that are used for controlling a patient's heart rate as well as the medic's being briefed by Division Chief Irwin on the status of CQI, new IV pumps, new medication kits, and future training. The meeting ended with a roundtable discussion in the State of EMS in the Department.

November 21st, The SCFOMAD hosted Captain (retired) Mike Gagliano of the Seattle (WA) Fire Department who presented both his "This House Rocks" & "The Art of Go/No Go" classes. This was conducted at The Oaks in Somersworth and attended by over 100 firefighters from throughout the Tri-State region. This class was attended by several members of the Department.

The week of November 18th, all 4 shifts received training on the management of Septic patients. This was conducted by staff from Portsmouth Regional Hospital. The Department is researching the requirements needed for the personnel to start utilizing the State's Advanced Sepsis Protocol, which would allow our paramedics to initiate antibiotic treatment in the field.

On December 14th, Truck 1 was dispatched mutual aid to Salmon Falls Rd. in Rochester for a structure fire. The fire stared in an attached barn of on old farm house. Heavy smoke and fire were reported by first arriving crews. A tremendous and successful effort was made by firefighting crews to prevent fire spread from the barn into the house. Dover Fire crews were sent to the roof of the structure connecting the barn and house to make a trench cut from top to bottom. A trench cut will allow a fire that is spreading along a roof structure to move up and out and prevent further extension along to underside of the roof.

The Fire Department participated in another successful drive through the City of Dover with Santa and his elves on December 15th 2024! The route through the city covered more than 45 miles through numerous neighborhoods where they were met by hundreds of smiles from little kids and adults alike! This year, as in years past, the driver of Engine 7 was Firefighter who will be retiring this month. Santa was played by retired Fire Captain Dave Lindh. This event is sponsored by Dover Main Street and we are excited to be a part of it every year!

The Fire Department contributed to the Somersworth/Berwick parade on December 2nd 2024. The City of Dover was represented with Truck 1, the reserve tower fire truck in the procession. Lt. Josh Ambrose volunteered his off-duty time to serve as the member driving during the parade.

On December 3rd 2023 the fire department recently had its first of three wrapping days as part of the Dover Fire Toy Bank initiative. This heartfelt endeavor aims to bring holiday joy to families and children in need. This yearly tradition ensures that Christmas is a time of celebration for well deserving families in our community. The Dover Fire Toy Bank provided holiday gifts to 120 families this holiday season

Dover Professional Firefighters Local 1312 completed their 11th year participating in Operation Warm. For the past 10 years, members promote, fundraise, and collect donations to purchase winter coats for children in need. Members also work with school guidance counselors and principals to coordinate this initiative and to individually size children to assure they receive a properly fitted winter coat. Members then order the coats and hand-deliver them. They also provide extra coats to school guidance counselors for days when children need loaner coats. This year nearly 50 coats were provided to children who attend Head Start, Woodman Park, Fran G. Hopkins, and Garrison schools.

December 4th, Division Chief Irwin attended a meeting conducted at the Epping Fire Department. This was a meeting of the SCFOMAD appointed committee that was constituted to discuss and assess proposals for ALS intercept services for those municipalities that will be affected by the closure of Exeter ALS. Proposals were submitted by Stewarts Ambulance, Phoenix ALS, and the Plaistow Fire Department. The committee voted to move forward with the Plaistow proposal.

December 6th, Division Chief Irwin met with Chief McQuillen (Portsmouth), Assistant Chief Moynihan (Newington), Assistant Chief Barr (Newmarket), and SCFOMAD Executive Director Steve Benotti at the Newmarket Fire Department to discuss the future of the SCFOMAD Mobile Command Post and the All-Hazards Incident Management Team.

December 20th, Division Chief Irwin attended the Public Health Advisory Council meeting conducted at McConnell Center. The council consists representatives from municipal, county, private, & non-profit agencies from throughout Strafford County.

December 13th, the Fire Department met in a virtual meeting with a Pharmacist from Baxter Medical, to develop and upload the medication formulary into the newly purchased IV pumps that the Department purchased. This was the first step towards putting these pieces of equipment into service.

On December 10th 2024, the Fire Department had its annual department-wide meeting. This event held at the Cochecho County Club was a resounding success. The event brought together our dedicated personnel for an evening of reflection, camaraderie and meaningful discussion about where we have come from and where we are heading. The evening included a buffet style dinner, which helped to provide a relaxing atmosphere for our team to connect share experiences over the past year. This meeting was an opportunity for Chief Perry Plummer to address the department as a whole and communicate his vision for the Fire Department moving forward. Events like this are not only crucial for fostering unity within our workforce but also vital for the building blocks of the future to ensure everyone is informed and working for the same common goal moving forward.

The week of December 16th, all 4 shifts received further training on proper writing Patient Care Report appropriately utilizing the CHART format. The implementation of CHART ensures a more professional approach to documentation as well as simplifies review for CQI, training and billing purposes.

Planning & Community Development

Inspection Services:

Inspections & Permits	October	November	December
Life Safety Inspections	24	28	11
Business Inspections	10	9	19
Sprinkler / Alarm Inspections	18	13	13
Building Inspections	125	113	136
Electrical Inspections	135	111	103
Plumbing / Mechanical Inspections	148	176	144
Blasting Inspections	0	0	0
Health/Housing Standards Inspections	26	39	40
School / Daycare Inspections	19	16	6
Oil Burner Inspections	3	2	0
Woodstove / Fireplace Inspections	0	0	1
Building Permits	66	43	43
Blasting Permits	0	0	0
Certificate of Occupancy Permits	6	5	2
Walk-in Customers	105	63	63

Administration

Makayla Edgecomb

The Planning Department had numerous staff changes this fall. Makayla Edgecomb joined the team as an Assistant City Planner focusing on conservation. Dr. Jackson Kaspari ended his employment with the city but still supports the City in his work with CPCNH. Erin Bassegio was promoted to City Planner in November. The Department welcomed Lexi Merchant as the new Resilience Coordinator in December. Staff is still interviewing and seeking a Fire and Life Safety Inspector and will be posting the Housing Navigator position in January.

Alexandrea Merchant

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

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.

The Planning Board voted in September to set the impact fee to $0 and to not charge impact fees to projects that came to PB for approval in 2024 since discussions about impact fees began. The goal is that those savings get passed on to the residents to help with housing costs. The Board voted on further clarification and draft policy in October.

Planning and Community Development staff wrapped up work with the Strafford Regional Planning Commission (SRPC) and the University of New Hampshire (UNH) on the Regulatory Audit of policies and practices in addition to an analysis of the City’s demographics and housing market. The project was funded entirely by a Housing Opportunity Planning (HOP) Grant from the InvestNH program. The regulatory Audit was released in November and findings were presented to the Ad-Hoc Committee to Address Community Housing Needs. Copies of the Land Use Audit are available in the Planning Office and it will be used to inform the impending update of the City’s Land Use Chapter of the Master Plan in 2025.

Planning and Community Development staff are working on proposed zoning amendments to assess the Transfer of Development Rights Ordinance and modify other policies and processes to better support a contextually sensitive variety of attainable housing options.

Housing Navigator Pope continued 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 Lighthouse Credit Union, Kennebunk Savings Bank, First Seacoast Bank, Bangor Savings 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.

The City of Dover was recognized by the Department of Business & Economic Affairs as one of 18 designated Housing Champion Communities at a ceremony in Concord on December 18th. The City was represented at this event by Mayor Carrier, Deputy Mayor Shanahan, Director Benton, and Housing Navigator Pope. Earning this designation was a priority of the Housing Committee and means that the City now has priority access to $5,000,000 of grant funding to support future Housing initiatives, the details of which will be made available in January, 2025.

City Planner Bassegio recorded episodes of the Dover Download podcast to recap October, November, and December land use board meetings, including zoning board decisions, Arts Commission projects Conservation Commission endorsements, and Planning Board approvals.

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 900 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 3,746 followers).

Planning and Media Services staff continued to develop and enhance an electronic “newsletter” for planning related items (with 1079 subscribers). Six newsletters were sent in October, November, and December. Content included meeting summaries, meeting previews, Master Plan updates, and various special topics such as information on openings on the Planning Board and ZBA, CDBG application information and deadline, department outreach at Apple Harvest Day, an overview of a recent NH Housing student on the impact of housing development on the City’s school budget, CIP overview, and information on staff-attended conferences. Six Polco survey questions were asked, which included: “Are there any current projects or plans in Dover that you’d like more information on?” and readers were asked to provide feedback through on the drafting of the CDBG Consolidated Plan.

Planning staff 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.

Planning Staff and city volunteers from the Energy Commission, Arts Commission, and the Community Trail Advisory Committee represented the City at a booth at Apple Harvest Day on October 5th. Staff members and volunteers were able to answer questions from residents and discuss housing in Dover, the Dover Community Trail, and initiatives of public bodies such as the Dover Arts Commission who are currently fundraising for a proposed sculpture near Joe B. Parks Garden. Staff and members of the Energy Commission also coordinated and oversaw "Dover Saves," a special sustainability event. Experts from the City of Dover and local organizations were present to showcase energy savings and environmental initiatives. The event also served as an opportunity for staff to discuss the CDBG program with residents and gather community feedback to inform the upcoming revision to the City’s Consolidated Plan.

City Planner Bassegio staffed the Community Trail Advisory Committee meeting on October 1st, November 12th, and December 3rd. CTAC reviewed completed and ongoing projects and conducted goal setting and visioning for the trail, also reviewed were the Phase IV Trail Expansion, adopt-a-trail, and potential art installations.

City Planner Bassegio provided staff support to the Committee on Graffiti Management meeting on October 28th. The Committee reviewed volunteer clean-up projects and future graffiti deterrent proposals.

Zoning Administrator Crouser staffed the Dover Arts Commission meeting on October 7th , November 4th, and December 2nd. The Commission reviewed progress towards securing funds for the “Reaching Across” sculpture to be installed at the Joe B. Parks Riverwalk Public Garden entrance off of Central Ave. The Commission also set up a display at the Planning Department’s booth at Apple Harvest Day to promote the objectives of the Arts Commission and to spread the word of the “Reaching Across” sculpture, and in subsequent meetings, discussed several public art installation requests across the City as well as the DAC’s goalsetting retreat scheduled for January of 2025.

Assistant City Planner Edgecomb staffed the Conservation Commission on October 15th, November 21st, December 9th where they reviewed local Conditional Use Permits, NHDES wetlands application update letters, and discussed the approval of Conservation Funds for potential future conservation easement properties.

Assistant City Planner Edgecomb worked with City Planner Bassegio to discuss potential grant opportunities regarding regulatory efforts to control PFAS exposure.

Assistant Planner Edgecomb worked with City Planner Bassegio to coordinate and host a visit from the University of New Hampshire Community and Environmental Planning student organization on October 25th, where the members learned about the planning process, and visited some major projects in the downtown.

Assistant City Planner Edgecomb attended Coastal Management Training for the upcoming year.

Assistant Planner Edgecomb attended a few Coastal Adaptation Workgroup (CAW) Talk sessions where a few members discussed the importance of outreach and engagement through different planning related topics such as housing and the arts.

Assistant City Planner Edgecomb traveled to Concord to take part in the beginning phases of the NH Climate Action Plan that will be meeting throughout the upcoming year.

Assistant City Planner Edgecomb coordinated a meet and greet event in January for members of the Land Use boards and city staff.

Zoning Administrator Crouser staffed the Zoning Board of Adjustment’s (ZBA) regular meeting on October 17th in which signage area relief was granted to the owner of the 15 Durham Road medical office and the rehearing for the 17-19 Summer St./Locust St. project took place, which were both passed unanimously. Director Benton staffed the November ZBA where a Variance was granted for a minor subdivision at 49 Prospect with less than the required frontage. Zoning Administrator Crouser staffed the December meeting where it approved a Special Exception on 9 Maple Street, approved a Variance at 9 Federal St, continued a variance request at 87 Littleworth, and denied a variance at 7 Browning Dr.

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

Housing Navigator Pope attended a session of the Social Justice program at FGH Elementary to meet the students in preparation for this year's curriculum on the subject of Housing and Food Insecurity. The formal program is expected to begin in November.

Zoning Administrator Crouser resolved the 202 Back Rd. complaint regarding wandering chickens, and fielded several complaints regarding illegal chickens, nuisance lighting, and posting of signs for business and political candidates. Approximately 36 signs were removed from utility poles and City-owned rights-of-way, with all other complaints resolved or scheduled for resolution in the Spring of 2025.

Resilience Coordinator Merchant staffed the Energy Commission Meeting on Dec 18th where no-idling policy was discussed for city employees in city vehicles.

Assistant City Planner Edgecomb conducted the last easement monitoring of the year, and submitted the report findings before the end of the year.

Resilience Coordinator Merchant worked with Planning Director Benton to review/prepare bid document 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.

Resilience Coordinator Merchant met with Community Services Director Storer and Fleet Manager Greene on December 20th to draft a No-Idling administrative regulation for municipal vehicles.

Director Benton and Assistant City Planner Edgecomb attended the 2024 NNE Planning Conference in Stowe, Vermont. Starting on October 25th Edgecomb attended numerous workshops including lectures on farmland sustainability, scenario planning for recreation, and how to advance local climate action.

Resilience Coordinator Merchant met with CPCNH to discuss updates to Community Power on December 13th.

Zoning Administrator Crouser attended the Strafford County Community Consulting Meeting with FEMA officials regarding FEMA's forthcoming flood map updates for 2025 and the update's implications for municipalities across Strafford County.

Planning staff continues to work with representatives from local and regional agencies, including One Sky Community Services, Our Place, & AbleNH, to better understand the challenges faced by residents with disabilities and those who care for them. This has included a collaborative

review of a proposed zoning definition and criteria for 'Community Residence,' a supportive housing type designed to meet the needs of adults living with disabilities or acquired brain injuries.

Director Benton attended the monthly SRPC Metropolitan Planning Organization's Technical Advisory Committee meetings focused on traffic safety and transportation projects.

Housing Navigator Pope continued 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.

Housing Navigator Pope attended a neighborhood meeting on Florence Street on October 26th to present on the City's housing market trends in terms of area incomes, cost of living, and attainability. Other presenters included those with lived experience of homelessness and educators whose class compositions have been impacted by the financial displacement of households during the school year. The event, hosted by residents in partnership with Home For All's Shift the Seacoast initiative, served as an opportunity to discuss the issue of housing security and the need for inclusive housing solutions that support the most vulnerable members of the community.

Planning staff continued to add amendments to the running draft of the City's Zoning Ordinance and the City's Site Review Regulations.

The recodification of the zoning ordinance occurred this fall.

This summer, Director Benton began collecting CIP requests from various departments and began putting together draft CIPs. In August and September, she worked with the Finance Director, Deputy City Manager, and City Manager to draft the CIP. The CIP was revealed to the City Council and Planning Board on October 16th. Both the Planning Board and City Council held discussions and public hearings. The Planning Board recommended the CIP to the City Council and the City Council voted to adopt the CIP on December 11, 2024.

Community Trail

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

team and city staff to review any potential concerns that must be addressed during the engineering study and design development.

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

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.

In October, November, and December, Planning staff continued to work with Fuss & O'Neill Consultants to prepare an updated project estimate to reflect the preferred design alternative. Staff expect this estimate to be presented to NH DOT in early 2025 to secure additional TAP funding for the project.

The City received notice in February 2024 that the NH Division of Parks & Recreation accepted the LWCF application for $500k in funding towards improvements on the Jenny Thompson Outdoor Pool. Notice of award was received in September 2024 and the grant is going before City Council for acceptance in November 2024.

The Dover Arts Commission ("DAC") continued to monitor the status of public art installations at the Cochecho Waterfront development.

Housing Navigator Pope and Community Development Planner Carpenter participated in the Dover Download podcast and discussed the development of Dover's next CDBG 5-Year Consolidated Plan including the ongoing public outreach portion of the project.

Housing Navigator Pope attended NH Housing's Economic Conference in Concord on October 23rd.

Housing Navigator Pope participated in a NH General Court hearing on October 24th on the subject of student housing.

Housing Navigator Pope presented at Lighthouse Credit Union's all employee event on the subject of local housing affordability, highlighting Lighthouse's recent commitments to the issue in their creation of the ADU financing product and financial support of Home For All's Shift the Seacoast advocacy initiatives.

Housing Navigator Pope presented as part of the Housing Solutions Panel to State elected and business leaders at the NH Business & Industry Association (BIA) Leadership Summit on December 6th in Meredith, NH. The presentation was on the subject of Dover's innovative land

use solutions, specifically around density and the allowance of two ADUs in most residential zones.

Housing Navigator Pope attended Saint Anselm's annual Housing We Need Forum on December 13th, serving as moderator for a small group policy discussion.

Director Benton led the NH Planners Association Annual Meeting on December 6th in Manchester, NH. City Planner Bassegio, Zoning Administrator Paul Crouser, Assistant City Planner Edgecomb also attended the Annual Meeting and professional development sessions on legislative updates and PFAS in water.

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. Staff is preparing to move in early or mid-spring.

City Planner Bassegio continued to work with Resilience Planning & Design on the Master Plan update project of the Conservation and Open Space Chapter reviewing draft materials of the chapter. The draft is expected to go before Planning Board for consideration and potential adoption in December 2024.

Police Department

From: kyle.loux.gallagher@gmail.com <kyle.loux.gallagher@gmail.com>
Sent: Sunday, October 6, 2024 9:19 PM
To: Carrier, Robert
Subject: Thank You

Hi Mayor,

I wanted to take the moment to say thank you for the incredible hospitality your city showed this weekend at the Apple Harvest Festival! My fiancée and I were one of the vendors, and we had an incredible experience. I really want to highlight your police department, who were incredible friendly and helpful throughout the day.

Please pass this message off to your police chief, they should be proud of the effort their force did this weekend.
Thank you,
Kyle Gallagher

Prevention Services Unit

On October 5, 2024, Prevention Programmers Kelsey Levesque and Conor Wiley along with various Dover Youth to Youth students staffed an information table at Apple Harvest Day. They provided information on prevention programs, upcoming events like Drug Take Back Day and distributed drug disposal bags.

Kelsey Levesque assisted with Drug Take Back Day on October 26th from 10-2pm. 3 boxes of medication was collected at the event. Dover collected a total of 170.2lbs of drugs through the event, mobile collection sites and ongoing collections throughout the year.

Kelsey Levesque, Dana Mitchell, Conor Wiley and Intern Caity took a group of 11 Y2Y students to Fairlee, VT to present at the OVX tobacco conference. The youth presented the key note of History of Lies and ran 3 break out groups.

Dover Youth to Youth met with Senator Watters on October 21st to discuss high risk products legislation and also bring to his attention emerging high risk vaping technology.

Regular weekly meetings of the 4 Youth to Youth teams continued in October. During this month:

- The Monday High School Student Team met 4 times
- Older middle school students on the Wednesday Evening Team met 4 times.
- Y2Y members in grade 6 and 7 meet on two teams after school – one on Wednesday and another on Thursday.
    - The Wednesday Team met 4 times.
    - The Thursday Team met 4 times.

Dover Youth to Youth conducted the annual Zombie Event to promote participation in the Fall 2024 Drug Take Back Day. Over 50 students from Dover Youth to Youth and the Dover Teen Center dressed up as Zombies and conducted a rally in downtown Dover under the slogan *"if you think Zombies are scary; just look in your medicine cabinet"*. During this after school event, students passed out info cards on Take Back Day, displayed posters and visuals, and shouted chants. Students also held a press conference for attending reporters, which was also broadcast on Facebook Live at the same time. Later, teams of students went to many businesses in the downtown area to request that they put out stacks of info cards for their customers to take.

Youth to Youth students have been researching emerging trends in disposable, flavored vape devices where features seem particularly attractive to kids. This includes devices we have found that have audio and screens, can connect to other devices via Bluetooth, come with imbedded video games, or can send text messages. Once research has been concluded, this information will be condensed into a PowerPoint and used to alert parents, the community, and other prevention programs.

The Health Equity workgroup is underway. Early recruitment has begun to extend the reach of this group to any interested student. The students launched in October their school based campaign "Let's Talk" targeted for bathrooms, which are high trafficked areas for school substance use. This series will roll out on a monthly basis with changing topics. It will leverage

YRBS data and community resources that can be scanned via QR codes in more private spaces on school campus. This month's issue was on youth recovery.

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

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

- Health Program; Moultonborough Academy
- Glove City Coalition; Gloversville, NY
- The Portsmouth Youth Coalition in Portsmouth, NH

Granite Youth Alliance Attendees at the Shout it Loud Youth Empowerment Conference at the Austin 17 House in Brentwood, NH.

On November 15th, Dover Youth to Youth hosted the Shout It Loud Youth Empowerment Conference, a one-day youth advocacy conference at the Austin 17 House in Brentwood, NH.

Over 140 youth and 30 staff from middle and high schools in New England attended the conference, including many from the United Way's Granite Youth Alliance. Members of Dover Y2Y conducted 5 workshops on a variety of substance misuse and advocacy topics. Workshops were also conducted by Raymond Coalition for Youth who presented about marijuana and Lt. Alex Mitrushi who presented an overview of video production techniques.

Keynotes were delivered by Brian O'Keefe of the DEA's New England Division and Michael Stoddard of Plymouth State's T.I.G.E.R theater group.

During November, two sessions of PACT were presented to the parents of 5th grade DARE students. This month, the two identical presentations included a mock bedroom scene where parents could peruse a hypothetical staged bedroom of a teenager and identify hidden contraband and telltale signs of drug use that may not be immediately obvious. Also during the sessions, there was an overview of the DARE program, a review of YRBS and other data relating to drug use, and a speaker from Community Partners talking about mental health issues relating to teens.

Dover Youth to Youth students have again worked with Rep. Peter Schmidt to introduce legislation aimed at prohibiting smoking or vaping in cars with passengers under the age of 16.

Regular weekly meetings of the 4 Youth to Youth teams started in September. During this month:

- The Monday High School Student Team met 4 times
- Older middle school students on the Wednesday Evening Team met 4 times.
- Y2Y members in grade 6 and 7 meet on two teams after school – one on Wednesday and another on Thursday.
  The Wednesday Team met 3 times.
  The Thursday Team met 3 times.

The 2024-25 Logo Lampoon Art Contest, sponsored by Youth to Youth, was launched by the DARE officers in October. The 5th graders were instructed to take an alcohol logo, slogan or ad, and alter it in order for it to tell the truth about the actual consequences. All entries were received by November 8th, and were assessed by older Youth to Youth students during November. Over 30 finalists, including 6 overall winners, have been identified and will all receive prizes at an event in January.

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

On December 2nd, seven members of Dover Youth to Youth provided an assembly of Samantha Skunk Loves Her O's for the entire 2nd grade at Garrison School. This presentation teaches the students the value of exercise and the importance of not doing anything that makes it harder to breathe, such as smoking or vaping. About 80 students were present for the presentation.

Youth to Youth participants presenting Samantha Skunk Loves her O's to 2nd grade students at Garrison Elementary School.

On December 30th, Prevention Programmers Kelsey Levesque, Conor Wiley, and Dana Mitchell took several students to attend the Sandy Hill Farm light show.

NH Representative Peter Schmidt has language from Youth to Youth that would ban smoking or vaping in a vehicle while children are in the vehicle. Rep. Schmidt has submitted the language and is proposing the bill this legislative session.

Bridget Ryan and Kelsey attended DMHA Community meeting on December 11th. During this meeting Bridget led the group via her role as a steering committee member in activity to support DMHA's work plan and logic model development.

Vicki Harris participated in the Survey Committee on December 9th. The group is preparing to implement the 2025 YRBS at Dover Middle and High School.

Youth & Family Social Worker Alexis Taatjes and Dover Middle School Resource Officer Luis Berdecia welcoming families to Santa's Castle.

Regular weekly meetings of the 4 Youth to Youth teams started in September. During this month:

- The Monday High School Student Team met 4 times
- Older middle school students on the Wednesday Evening Team met 4 times.
- Y2Y members in grade 6 and 7 meet on two teams after school – one on Wednesday and another on Thursday.
  The Wednesday Team met 3 times.
  The Thursday Team met 3 times.

Dover Youth to Youth conducted 3 nights of its Santa's Castle event during December. The sessions were filled each night. In addition to being an effective fundraiser for the students' activities, the event also provides a popular Christmas season activity for the community, blocks of time were provided for the families of DPD employees, and the activity builds the skills of Y2Y students in dealing with and engaging the public. In addition, a separate 2-hour session was conducted for the Seacoast Mothers Association, a non-profit that supports young mothers in our area. In total approximately 100 families, including hundreds of children, toured the event.

The Health Equity workgroup is underway. The students launched in October their school based campaign "Let's Talk" targeted for bathrooms, which are high trafficked areas for school substance use. Due to the holiday break and quick turnaround, there will be no December issue. The team began work on the January issue. Additionally, Kelsey and Bridget have signed up to work Mental Health Reset Day at DHS, to showcase the group and work on recruiting. A student intern in collaboration with Kelsey and Bridget created a recruitment flyer for this group.

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

- The Deerfield Valley, VT Community Partnership in Wilmington, VT.

Dover Teen Center

During the month, there was a total of 393 youth in attendance over 21 days of programming at the Dover Teen Center. The average was about 18.7 youth per day.

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

- Friday Flix: Movie & Popcorn Afternoon
- The Annual Autumn BBQ

- TC Documentary Film Premiere @ The Strand Theater
- TC Arts & Crafts Day
- ***TC "HALLO-WEEK" EVENTS & TRIPS***
  - Canobie Lake Park-Screeamfest
  - Scary Movie Monday
  - Pumpkin Carving Party
  - Zombie Walk w/Dover Y2Y
  - Halloween Costume Bash
  - Halloween Cookie Decorating Party
  - Terror Tuesday Movie Day
  - Halloween Bingo Madness

There is a lot of excitement for the various events, trips and happenings that are being planned for November 2024, which includes a Teacher Workshop Day and annual special events: Teen Center Staff & Youth Thanksgiving Dinner and Dover Holiday Parade!

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

During the month of November, there was a total of 322 youth in attendance over 17 days of programming at the Dover Teen Center. The average was about 19 youth per day.

Teen Center participants during the TC Excursion nature walk through College Woods at UNH.

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

- Friday Flix: Movie & Popcorn Afternoon
- TC Documentary Short - Feature Film Afternoon Premiere
- Billiards & Jazzminton Tournaments
- TC Bingo Mania – "Thanksgiving/Autumn" Edition
- TC Teacher Workshop Day → "TC Chill Zone Afternoon"
- Featured Snack Special Days
  - (Chicken Nuggets, Mac n' Cheese, Pancakes, Hot Dogs, etc.)
- TC Excursion! "UNH College Woods Trail Walk & Geocache Trip"
- TC Thanksgiving Dinner
  - Annual Community Dinner @ Roost
- DoverPalooza Live Band Night – "Harvest Howl"

Teen Center staff and participants at the annual Thanks4Giving Community Dinner at Roost Restaurant.

Heading into December 2024, there is a lot of excitement for the various events, trips and happenings that are being planned, which includes Teen Center annual Winter Holiday-themed programming.

The TC received (2) new registrations in November 2024.

During the month, there was a total of 307 youth in attendance over 17 days of programming at the Dover Teen Center. The average was about 18 youth per day.

Teen Center staff and participants at the annual Dover Holiday Parade.

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

- TC Special Trip! – Sandy Hill Farm "Winter Lights Show & Forest Walk"
- TC Cooking Class → "PASTA 101"
- Fall 2024 Intern Appreciation Event @ Hilltop Fun Center
- Featured Snack Special Days (Hot Chocolate, Chicken Nuggets & MYO Pizza, etc.)
- Winter Holiday Programming
  - Holiday Flix Featuring… "ELF"
  - Holiday Ornament & Card Making
  - Annual Winter Holiday Party
  - Winter Holiday Vacation Week Trip – "Maine Celtics Game"
  - Winter Holiday Vacation Week Trip – "Funspot Arcade"
  - Winter Holiday Vacation Week Event – "Chill-Zone Brunch"

As the Teen Center heads into January 2025, there is a lot of excitement for the New Year, which includes welcoming the Winter/Spring 2025 Intern Staff.

The TC received (3) new registrations in December 2024.

Community Service Program

The Community Service program tracked (3) participants in the month October. A total of 9 hours of community service work was completed.

The Community Service program tracked (4) participants in the month November. A total of 8 hours of community service work was completed.

The Community Service program tracked (6) participants in the month December 2024. A total of (12.0) hours of community service work completed.

Diversion Program

The Diversion Committee met in October and November but did not meet in December.

As a result of evaluating the caseload heading into January 2025, the following is committee's case breakdown:
(0) case in active Diversion Contracts
(0) cases in active Alternative Suspension Program
(0) successful completion and release from Diversion Contract (DEC 2024)
(0) new Diversion case heard (DEC 2024)
(0) new Alternative Suspension cases heard (DEC 2024)
(0) successful completion for Alternative Suspension (DEC 2024)
(0) new Alternative Suspension case hearing, anticipated (DEC 2024)
(0) new Diversion case hearing, anticipated (DEC 2024)

(1) cases sent back to Detectives for "failure to comply" (*Alternative to Suspension Case)

Community Response & Engagement Unit (CREU)

On October 7, 2024, Lt. Mitrushi and Sergeant Plummer conducted CRASE (Civilian Response to Active Shooter Events) training at the Frances G. Hopkins Elementary School at Horne Street. The officers trained all school staff on civilians' response to active attacker incidents. This was a follow-up training to a district wide training school staff received in August. This training was building specific, which allowed officers to walk staff through hallways and classrooms to answer questions related to their building.

On October 16, 2024, Lt. Mitrushi presented to the Strafford County Chiefs of Police about Peer Support and Critical Incident Stress Management. The presentation outlined the history of mental health supports for first responders in New Hampshire, the development of the Seacoast NH CISM Team, when to reach out to the team, how a Critical Incident Stress Debrief is coordinated and facilitated, as well as how to request the services of the team. The goal of the presentation was to reduce stigma around first responder mental health and dispel any misconceptions agencies may have.

On October 28, 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 October 31, 2024, Lt. Mitrushi assisted with a safety assessment at Dover Middle School. The assessment was a review of the school's Emergency Operations Plan and was conducted by NH Homeland Security.

In October, Lt. Mitrushi assisted in conducting 8 physical fitness exams for department employees. He also created 7 social media posts.

Lieutenant Mitrushi was the point of contact for any reports or issues associated with violent crime motivated by substance misuse. He was also responsible for notifying the New Hampshire

Information and Analysis Center of all felony drug arrests made by the department this month.

On November 7, 2024 Lieutenant Mitrushi and Sergeant Keefe conducted CRASE training at the McConnell Center. The officers trained approximately 40 individuals who work in the building on civilians' response to active attacker incidents. This training provided an overall introduction to CRASE to the numerous businesses who operate inside the McConnell Center. Each business was invited to follow-up for more office/room specific training in the future.

On November 7, 2024, Lt. Mitrushi taught a 3-hour NAMI Connect Suicide Prevention Program to 6 parents and community members in the Dover High School Library. This training is a comprehensive model for planning and implementing suicide prevention and postvention practices using a public health approach.

Throughout the month of November, the Community Response and Engagement Unit and the Social Work Unit began preparations for the coming winter months and the eventual opening of the Willand Warming Center in Somersworth, NH. The units met with East Coast Evolution, the organization who will be operating the center this winter, to discuss intake procedures, communication, and service fairs.

Throughout the month of November, Lt. Mitrushi and Officer Jalbert presented the "New Hampshire Safe Streets and Roads for All Streets" presentation to residents at Maple Suites, Langdon Place, Bishop Gendron, and Mast Landing. Approximately 80 assisted living residents were provided training that promoted safety on the roadways and provided education to drivers, cyclists, and pedestrians to address and prevent the risks inherent in our enormous and complex transportation system. Following the presentations, Lt. Mitrushi and Officer Jalbert answered questions about the City of Dover and engaged in casual conversations with attendees.

On November 27, 2024, Lt. Mitrushi participated in the Amtrak "Operation RAILSAFE" day. Operation RAILSAFE is a partnership between Amtrak Police, TSA personnel, and local law enforcement officers from federal, state, local, rail and transit agencies, deploying at passenger rail and transit stations, and along the right-of-way, to exercise counterterrorism and incident response capabilities. This coordinated effort involves activities such as heightened station and right-of-way patrols, increased security presence onboard trains, explosives detection canine sweeps, random passenger bag inspections, and counter-surveillance.

On December 19, 2024 Lieutenant Mitrushi conducted a CRASE follow-up safety training for Reach for the Top Therapy at the McConnell Center. He visited the office space and answered building-space-specific questions. He spoke with 20 individuals and provided best practices for civilians' response to active attacker events. This was a follow-up training to a building wide training presented the previous month.

Throughout December, Lt. Mitrushi assisted POP Officer Palmer with checking wooded areas in the city for individuals illegally camping on city property in an effort to connect those individuals with the Social Work Unit.

On December 9, 2024, Lt. Mitrushi and Officer Palmer met with several downtown business owners to discuss the department's response to homelessness. Lt. Mitrushi explained the role of

the Problem-Oriented Police Officer and the Social Work Unit. He also provided business owners with contact information for dispatch, Community Response and Engagement Unit, and Social Work Unit. Lt. Mitrushi encouraged business owners to contact dispatch if and when a disturbance occurs in or in front of their business so officers can respond to address the behavior.

Throughout the month of December, Lt. Mitrushi coordinated the annual Dover Police Charities Christmas Basket program. This involved working with local schools to collect canned goods to donate to the program, as well as ordering 150 meals from Hannaford and coordinating the use of a freezer truck from Favorite Foods to store the frozen turkeys.

On December 20, 2024, members of the Support Services Division collected the food and assembled the baskets in preparation for delivery the following day. On December 21, 2024, members of the police department and their families gathered at the Dover Housing Authority to collect and distribute the baskets and turkeys to 150 families across the city.

Dover Police Department employees, friends, and family preparing to deliver 150 Christmas Baskets to families in need.

On October 7, 2024, Officer Jonathan Palmer was assigned to the Community Response and Engagement Unit as the Problem-Oriented Police Officer.

During the month of October, Officer Palmer conducted daily foot patrols of the downtown business district and spoke to several business owners. During the month, Officer Palmer took 15 reports, issued 5 trespass notices and made 8 arrests. Officer Palmer assisted patrol with various calls throughout the month and conducted several walks of the Dover Community Trail.

Officer Palmer giving high-5s to students at Miss Patty's Daycare

Lt. Alex Mitrushi showing a student a police vest at Happy Helpers.

Officer Palmer and Social Worker Deardorff responded to several reports of vagrancy in the city. Together they were able to offer services to the individuals experiencing homelessness.

On October 10, 2024, Officer Palmer and Lt. Mitrushi visited Happy Helpers and Miss Patty's Daycare and conducted safety talks with youth in the daycare, preschool, and kindergarten programs. Children were able to explore a police cruiser, learn about the role of police officer, and learn about ways to be safe.

On October 13, 2024, Officer Palmer attended a Trunk-or-Treat event at St. Joseph's church. He handed out candy from a police cruiser to approximately 20-30 families.

Officer Palmer was the point of contact for any reports or issues associated with violent crime motivated by substance misuse. Officer Palmer was responsible for notifying the NH Information and Analysis Center of all felony drug arrests made by the department in the month of November.

Officer Palmer with some "trunk-or-treaters" during the St. Joseph's Church Trunk-or-Treat event.

For the first two weeks of November, Officer Jonathan Palmer attended Drug Abuse Resistance Education (D.A.R.E) Instructor school in Concord, NH. Graduating as a D.A.R.E instructor for Dover Police Department.

During the month of November, Officer Palmer conducted daily foot patrols of the downtown business district and spoke to several business owners. During the month, Officer Palmer took several reports, issued 8 trespass notices and made 5 arrests. Officer Palmer assisted patrol

with various calls throughout the month and conducted several walks of the Dover Community Trail.

Officer Palmer graduated from the 2-week DARE training and will join fellow DARE Instructor, Officer Bryon Gore in teaching the curriculum to Dover Middle School students.

Officer Palmer and Lt. Mitrushi located approximately 6 abandoned homeless encampments along the Dover Community Trial, one underneath the Chestnut St. Bridge, 4 behind Pace Industries, and 1 behind the Silver Street Shell station. ServPro was contacted and responded to clean the Chestnut St. Bridge location. Community Services was notified for all City of Dover property and cleanup is ongoing. Both private property owners were notified of the encampments and cleanup has been encouraged.

Officer Palmer and Outreach Social Worker Deardorff followed-up on several reports of vagrancy in the city. Together they were able to offer services to the individuals experiencing homelessness including a couple was assisted with getting into treatment.

Officer Palmer assisted Dover Public Library with the return of several overdue books.

November 26, 2024, Officer Palmer, K9 Officer Tim David, NHSP K9 Sgt. Gary Wood conducted a K9 Demo for Dover High School students who were studying K9's and how they are used in policing. Officer David, Sgt. Wood, K9 Vision, and K9 Ida conducted several demonstrations on searching for narcotics. Officer Palmer wore a bite suit and was bitten several times to demonstrate K9 Vision and Ida's ability to apprehend suspects in the field.

Officer Palmer was the point of contact for any reports or issues associated with violent crime motivated by substance misuse. Officer Palmer was responsible for notifying the NH Information and Analysis Center of all felony drug arrests made by the department in December. These cases are ongoing.

During the month of December, Officer Palmer conducted daily foot patrols of the downtown business district and spoke to several business owners, and attended a meeting with downtown businesses regarding homeless related issues and subjects trespassing on their property. Officer Palmer assisted patrol with various calls throughout the month and conducted several walks of the Dover Community Trail.

On December 30, 2024, Officer Palmer located several unhoused subjects staying at an abandoned barn. All subjects were trespassed from the property and one was arrested for various drug related charges. Officer Palmer worked with Property Management to remedy any future issues.

Officer Palmer and Lt. Mitrushi located a total of eight occupied or abandoned homeless camps in the city during the month of December. Of the eight camps located, there were three abandoned along the Dover Community Trial, two occupied on Smith Well Road, one occupied behind Guppey Park, one occupied in Maglaras Park, and one abandoned on Liberty Mutual

property. ServePro responded to clean Smith Well Road, Guppey Park, and Maglaras Park. Liberty Mutual coordinated with ServePro to clean up their private property. Dover Community Services was contacted and asked to clean the three small abandoned sites along the Community Trail.

Officer Palmer worked with the owner of an abandoned camper at the Dover Skate Park in removing his vehicle from the parking lot. The owner was currently incarcerated and Officer Palmer worked with the owner's parents to make attempts to remove the camper. It was ultimately towed from the parking lot.

Officer Palmer and Outreach Social Worker Deardorff responded to several reports of vagrancy in the city. Together, they were able to offer services to individuals experiencing homelessness. One subject was provided services to Boston, MA.

Officer Palmer assisted the Dover Public Library with the return of an overdue laptop.

Officer Palmer attended several Christmas-related events in December, including Santa's Castle, the Dover Main Street Santa Drive, and helped deliver the Dover Police Charities Christmas Baskets.

Dover Middle School Liaison Officer

In the month of October, Officer Berdecia handled a variety of calls for service, which included seven juvenile matters and six welfare checks. Of the calls Officer Berdecia handled, two resulted in school sanctions, one was referred to the Juvenile Justice System (JJS), and three were referred to the Dover PD Youth and Family Social Worker.

On October 8, 2024, Officer Berdecia handled a welfare check in which a DMS student shared suicidal ideations and a plan with fellow students. Officer Berdecia contacted the student's parents and the student at her residence and put her in contact with a 988 Crisis Counselor who recommended further evaluation. Officer Berdecia ultimately transported her to the emergency room for a mental health evaluation, and upon her release into the custody of hospital staff, filed a report with NH DCYF.

On October 25, 2024, Officer Berdecia handled an assault that occurred at the Seacoast Charter School where a student reportedly assaulted his classmate during recess. Officer Berdecia responded to the school, and interviewed the students involved, as well as student witnesses. After completing his investigation, Officer Berdecia forwarded the case to the Juvenile Detective for referral to the Juvenile Justice System.

Officer Berdecia and several Dover High School students welcoming kids to Woodman Park School during Walk to School Day.

Also in the month of October, Officer Berdecia assisted Woodman Park School with Walk to School Day. On that day, Officer Berdecia met students and parents at Rutland Manor and walked them to school. During the walk, Officer Berdecia conversed with the families and ensured they made it to school safely.

Additionally, Officer Berdecia continued instructing DARE lessons for two 5th grade classes totaling 47 students. Officer Berdecia presented classes from the Keepin' It Real curriculum, focusing on risks and consequences, peer pressure resistance strategies, dealing with stressful situations, and effective communication. Officer Berdecia also instructed a supplemental prescription drug lesson about a real life incident of prescription drug abuse at a party and a classroom discussion about how the aforementioned resistance strategies could have been used to avoid peer pressure in that situation.

In the month of November, Officer Berdecia handled a variety of calls for service, which included five juvenile matters and seven welfare checks. Of the calls Officer Berdecia handled, one resulted in school sanctions, one was referred to the Juvenile Justice System (JJS), and four were referred to the Dover PD Youth and Family Social Worker (YFSW).

On November 12, 2024, Officer Berdecia handled a police information call in which he received a report from a DMS student that their high-school-aged sibling was in possession of a firearm. Officer Berdecia assisted Dover High School Resource Officer Molly Jalbert with interviewing the juvenile and the parents at the residence, where the firearm was ultimately recovered. The case was forwarded to the Juvenile Detective for referral to the Juvenile Justice System.

On November 4 and 6, 2024, Officer Berdecia coordinated and assisted with the facilitation of the Dover Police and Community Together (PACT) Program's first lesson. The opening lesson was presented to 48 parents of 5th grade students, and provided them with vital information about the DARE program, youth risk behavior statistics, and teenage mental health. This was the first of a 3 part series that accompanies the DARE program.

Additionally, Officer Berdecia continued instructing DARE lessons for two 5th grade classes totaling 47 students. Officer Berdecia presented classes from the "Keepin' It Real" curriculum, focusing on recognizing the different types of bullying, gathering pertinent information about a bullying incident, and safe ways to report it to trusted adults. Officer Berdecia also instructed a supplemental vaping lesson that provided students with information about vaping and the negative consequences it has on the body.

In the month of December, Officer Berdecia handled a variety of calls for service, which included seven traffic related incidents, three juvenile matters, and three welfare checks. Of the calls Officer Berdecia handled, two resulted in school sanctions, and two were referred to the Dover Police Youth and Family Social Worker.

On December 11, 2024, Officer Berdecia handled a welfare check in which a Dover Middle School student reported receiving Instagram messages from a former student stating they were struggling with thoughts of suicide. Officer Berdecia contacted the parents of the former student, coordinated a welfare check, and provided information about 988 if the student was experiencing a mental health crisis.

On December 19, 2024, Officer Berdecia investigated a criminal threating report in which a DMS student received threatening Snapchat messages from a Dover High School student,

which included a picture of a gun. Officer Berdecia spoke with the parents of the DHS student and conducted a threat assessment, ensuring the student did not have access to firearms. The student received school sanctions.

On December 9 and 11, 2024, Officer Berdecia coordinated and facilitated the Police and Community Together (PACT) Program's second lesson. Officer Berdecia, along with members of the Prevention Services Unit and Dover Youth to Youth presented the lesson to 32 parents of 5th grade students, providing them with vital information about social media safety and emerging high-risk alcohol products that target the adolescent population.

Officer Berdecia concluded the instruction of DARE for two 5th grade classes, totaling 47 students. During the final classes, Officer Berdecia conducted a review of the course material and administered the final exam. Officer Berdecia also assisted the students with completing their DARE essays, which was in the form of a letter to a friend, explaining the concepts learned in the program in an attempt to convince their friend to stop vaping.

Dover High School Liaison Officer

Officer Jalbert handled and assisted with a variety of calls for service in the month of October, to include students in a mental health crisis, physical altercations, medical assistances, missing persons and a variety of other non-criminal and criminal incidents.

During the month of October, Officer Jalbert investigated or assisted with 3 separate reports of high school students talking or thinking about a school shooting. In each case, all involved students and parents were interviewed with school administration, parents, and police. A threat assessment was conducted for each occurrence and no credible threats were discovered. Students received either school sanctions or were connected with the Youth & Family Social Worker.

During the month of October, Officer Jalbert investigated two fights in school, during school hours. On both occasions, the students received school sanctions and one case was referred to the Special Investigations Unit Juvenile Detective for review.

On October 7, 2024, Officer Jalbert and Officer Sobel performed CRASE trainings, to include building walk-throughs at Garrison Elementary School. On October 10, 2024, Officer Jalbert participated in a safety assessment with the Department of Homeland Security alongside Principal Driscoll.

On October 31, 2024, Officer Jalbert participated in a Trunk-or-Treat event for a local Cub Scouts group at St. Johns Methodist Church.

School Resource Officer Molly Jalbert handing out candy during a trunk-or-treat event at St. Johns Methodist Church.

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

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

Officer Jalbert responded to numerous calls for service in the month of November. Officer Jalbert handled and assisted with a variety of calls for service to include students in a mental health crisis, physical altercations, medical assistances, missing persons and a variety of other non-criminal and criminal incidents.

Officer Jalbert assisted the IMPACCT Insp-ring the Master of Post-secondary Achievement in College, Careers and Training)/Dover Adult Learning Center, by issuing a trespass order to an adult male who was causing issues with students of IMPACCT.

Officer Jalbert assisted DHS Administrators with de-escalating a student who was causing a disturbance by arguing with another student in the hallway. Due to Officer Jalbert's prior rapport with the student, she was able to walk him to the office without issue and the student was able to calm down. Both students received school sanctions.

Officer Jalbert and Police Social Worker Alexis Gates met with the Dover Children's Home Leadership Team in order to collaborate on how to best help youth in the Dover community.

On Election Day, Officer Jalbert and Officer Berdecia rotated between voting facilities, checking in with moderators to keep the peace and deter any possible disturbances occurring at polling locations in the city.

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

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

In the month of December, Officer Jalbert handled and assisted with a variety of calls for service to include students in a mental health crisis, physical altercations, medical assistances, missing persons and a variety of other non-criminal and criminal incidents.

Officer Jalbert worked with DHS Administrators to identify a student that walked into a random classroom and made a concerning statement to the teacher. The student was quickly identified, and then interviewed by DHS Administrators and Officer Jalbert after contacting the parent. The student received school sanctions for their actions.

Officer Jalbert and DHS Administrators took a report from a student regarding ongoing conflicts with another juvenile. The report indicated the suspected juvenile had been threatening the

reporter, and one of the threats had possibly included sending a photograph of a handgun. After interviewing all parties involved, and contacting parents, Officer Jalbert determined that there was no evidence of an active threat. The suspected juvenile did receive school sanctions for their behavior in school.

Officer Jalbert reported to a disturbance in a first-floor hallway while standing in the lobby before the start of school. After investigating and reviewing video footage, Officer Jalbert learned that a female student attacked another female student from behind when they were walking in the hallway. No one was injured, and the student received school sanctions. The case was forwarded to the Special Investigations Unit for potential charges in juvenile court.

Officer Jalbert took a report of a violation of a restraining order that occurred during the school day at DHS. Officer Jalbert as well as DHS Administrators are familiar with two students that have an active restraining order in place between them. Prior to the start of the school year, a safety plan was put in place in order to avoid regular contact between them. After investigating, Officer Jalbert found that a violation occurred, and the case was forwarded to the Special Investigations Unit for potential charges in juvenile court. No school sanctions were issued, as this was a violation of a court order.

DHS Administrators and Officer Jalbert were notified by a teacher that a student had stated that they had a gun in their backpack. The student was quickly brought down to the office, and no weapon was found. A threat assessment was conducted, the student admitted they were joking, and no credible threat was found. The student received school sanctions.

Officer Jalbert along with DHS Administrators responded to a second-floor bathroom for a report of a fight about to occur. Officer Jalbert located a student in a very escalated state, who demanded to know where another student was. Officer Jalbert was familiar with the student and the conflict, and worked alongside faculty to de-escalate the student and the situation. Eventually, Officer Jalbert along with DHS Administrators escorted the student to the office, where they were eventually picked up by a guardian. The students involved received school sanctions.

Officer Jalbert responded to DMS to assist DMS Administrators with a student causing a disturbance after they were informed they were being suspended, and needed to leave. DMS Administrators advised that the student had shoved a Dean of Students after refusing to cooperate with them. The parent had given permission for the student to walk home. Officer Jalbert was eventually able to get the student to walk outside with her, where they waited for her parent to pick her up. The student was argumentative, and did not appear to understand the consequences for her actions. The student received school sanctions and the case was forwarded to the Special Investigations Unit for review for potential charges in juvenile court.

Officer Jalbert and DHS Administrators investigated a fight that occurred between two male students in the town square bathroom during lunches. The two students had an ongoing conflict, and both students and their guardians had been contacted by DHS Administrators to attempt to diffuse the conflict prior to the situation escalating. The conflict arose after a photograph was posted to social media without one students' permission. After reviewing video footage from students, it appeared that the fight was entered by mutual consent, and both students shook hands in agreement prior to fighting. One student received a laceration to the back of their head,

and the other received bruising to their knuckles. Both students received school sanctions. The student that helped organize the fight also received school sanctions. This investigation is ongoing, and will be forwarded to the Special Investigations Unit for review for potential charges in juvenile court once complete.

Officer Jalbert participated in a safety assessment provided by NH Department of Homeland Security at Bellamy Academy.

Officer Jalbert spoke to several health classes during their drugs and alcohol segment to discuss trends in the community, and what types of activity are seen in the schools, and answered a variety of questions.

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

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

Whittier Falls Liaison Officer

For the month of October 2024, Officer Gore responded to 76 calls for service. Of those calls, Officer Gore conducted 11 motor vehicle stops issuing 1 citation, logged 11 community contacts, made 1 arrest, completed 1 warrant, and opened 2 background checks. The remaining calls for service consisted of Assist Citizen, Disturbances, Domestic Disturbances, and Emotionally Disturbed Person, Motor Vehicle Accidents, Welfare Checks, and teaching D.A.R.E. to Dover Middle school 5th graders. Officer Gore also attended the DHA/SOCC Halloween event which included games, indoor trick-or-treating, and a magic show.

On October 25, 2024, Lt. Mitrushi and Officer Gore conducted a mobile Drug Take Back Day event for residents of the Dover Housing Authority. National Drug Take Back day was that following day, but some of the elderly and disabled residents of the DHA were unable to make it to the public event hosted at the Dover Police Department. The mobile event allowed Lt. Mitrushi and Officer Gore to visit each property at a specific time and collect expired or unused prescription medications from residents with mobility issues or those who did not have the access or ability to drive to the police department. All drugs collected from the mobile event were submitted to the national event the following day.

During the month of October, Officer Gore responded to two separate calls involving mental illness with individuals who had expressed that they wanted to cause harm to themselves. Officer Gore engaged in conversation with these two individuals in an effort to address their concerns and ultimately transported the individuals to the hospital for medical evaluations.

Also of note, Officer Gore was the October employee of the month for the Dover housing Authority.

Officer Gore continues to be present in the DHA community as well as the downtown and community trail areas in an effort to communicate with the public and address concerns.

During the month of November 2024, Officer Gore responded to 79 calls for service. Officer Gore logged 10 community contacts, completed 14 background checks, conducted a number of foot patrols, issued DHA trespassing notifications, made 4 arrests, conducted 12 motor vehicle stops, responded to a SCRTOU/SWAT call out in Rochester, issued 1 citation and 2 parking tickets. Primarily, the remaining calls for service consisted of assistance calls, thefts, checkups, motor vehicle accidents, and welfare checks.

Officer Gore continues to be present in the DHA neighborhoods, conducting foot patrols, meeting with residents, and interacting with the youth. Officer Gore continues to teach DARE to Dover Middle School 5th grade classes, which will wrap up in December.

Officer Gore and Officer Carlson assisting DHA staff with delivering Thanksgiving dinners to DHA residents at Waldron Towers during the Thanks4Giving Community Dinner.

On November 27, 2024, Lt. Mitrushi, Sergeant Cooper, Officer Gore, Officer Carlson, and Social Worker Alexis Taatjes assisted the Thanks4Giving Charity with serving over 850 individuals a Thanksgiving meal. Officers assisted with the in-person dinners at Roost Restaurant as well as delivering meals from the restaurant to Dover residents throughout the community. Officer Gore was able to sit with some of the residents and partake in conversations while they enjoyed their Thanksgiving dinner.

On November 15, 2024, Officer Gore responded to 4 Union Court to assist the Strafford County Sheriff's Office serve a Writ of Possession for the unit. Upon entering the unit Officer Gore located 2 nonresidents inside, one of which had a bench warrant. Officer Gore was able to arrest, process, and trespass the individuals from the DHA property. Officer Gore later met with DHA staff and assisted the former resident with a civil standby so they could collect any remaining belongings.

Officer Gore continued to assist DHA by identifying non-residents throughout the DHA properties and issuing ban notices. Officer Gore has served 6 out of the 7 trespass notices issued by DHA this month.

Officer Gore has noticed a slight increase in thefts in the area attributed to the holiday season. Many of the thefts are of package deliveries that have been taken from mailrooms or off of porches. Officer Gore reminds residents daily to plan to be home when packages are delivered or make other arrangements with the curriers in order to prevent the thefts from occurring. Officer Gore has been able to make use of the DHA cameras to assist in some investigations.

During the month of December 2024, Officer Gore responded to 105 calls for service, 93 as the primary responder and 12 calls as secondary. Officer Gore logged 17 community contacts, completed 13 background checks, conducted a number of foot patrols, issued DHA trespassing notifications, made 4 arrests, conducted 10 motor vehicle stops, and completed 2 arrest reports. Primarily, the remaining calls for service consisted of assistance calls, thefts, checkups, motor vehicle accidents, and welfare checks. Additionally, Officer Gore responded to a full team SCRTUO call out in Rochester, NH in the capacity as a Negotiator.

Officer Gore continues to be present in the DHA neighborhoods, conducting foot patrols, meeting with residents, and interacting with the youth. Officer Gore, who is also a DARE Officer for DMS, completed his 10 week program with 82 students; all of which successfully completed the program. Officer Gore, along with the other DARE Officers are now preparing for graduation which is scheduled for February.

Officer Gore attended the Dover Housing Authority Christmas event on December 19, 2024 at the DHA main office. Officer Gore and the DHA staff decorated the building and led families through the decorated halls to meet Santa Claus, get balloon animals, vote for the best gingerbread house, and receive a pair of pajamas, a winter hat, and winter gloves. The event was a success and received praise by many of the DHA families. While outside, the families were treated to a free meal from Red's Good Vibes food truck, and enjoyed a cup of hot chocolate provide by the Durham Evangelical Church, who assists with many events at the SOCC/DHA.

Social Work Unit

Social Work Unit Supervisor

Kaitlin Jones had 3 new cases in October 2024. In total, Kaitlin Jones has had a caseload of 89 cases in 2024.

Throughout the month of October, Kaitlin Jones attended and participated in a number of events and meetings. This included the Social Work and Law Enforcement (SWLE) Network meeting, Dover Mental Health Alliance (DMHA) meeting, New Hampshire Police Social Work Peer Group meeting, University of New Hampshire's Supervisor meeting, Working Fields networking meeting, Strafford County Case Review meeting (recurring 3x weekly), Strafford County Community Care Team (CCT) meeting, and Community Action Partnership of Strafford County (CAPSC) Policy Council meeting.

Kaitlin Jones and Police Social Workers from Keene PD, Kaitlyn Mello, Portsmouth PD, Brooke Murphy, and Concord PD, Nicole Petrin, presented at the 12th Annual Strengthening Families Summit in Concord, NH. Presentation included a review of Police Social Work, Police Social Work models, and respective agency data. Kaitlin Jones led and facilitated the presentation as the first Police Social Worker in the state of New Hampshire.

Kaitlin Jones continued training Allyson Jones and Hazel Neary, the BSW and MSW interns respectively. Both interns started September 4, 2024 and will be with the agency until May 2024.

Kaitlin Jones had 8 new cases in November 2024. In total, Kaitlin Jones has had a caseload of 97 cases in 2024.

Throughout the month of November, Kaitlin Jones attended and participated in a number of events and meetings. This included the Dover Mental Health Alliance (DMHA) meeting, East Coast Evolution collaboration meeting, Community Action Partnership of Strafford County (CAPSC) Regional Partner Meeting on Care Coordination for Unsheltered Clients, facilitated the New Hampshire Police Social Work Peer Group meeting, Strafford County Community Care Team (CCT) meeting, and Community Action Partnership of Strafford County (CAPSC) Policy Council meeting.

Kaitlin Jones and Lt. Alex Mitrushi participated in an interview with Foster's Daily Democrat Newspaper on 11/7/24 to review resources and services provided by the Social Work Unit and Community Outreach Bureau, collectively.

Kaitlin Jones continued training Allyson Jones and Hazel Neary, the BSW and MSW interns respectively. Both interns started September 4, 2024 and will be with the agency until May 2024. Kaitlin Jones hosted a site visit and first semester review for Hazel's professor on 11/4/24, and Ally's professor on 11/22/24.

Kaitlin Jones had 3 new case in December 2024. In total, Kaitlin Jones had a caseload of 100 cases in 2024.

Throughout the month of December, Kaitlin Jones attended and participated in a number of events and meetings. This included Community Action Partnership of Strafford County (CAPSC) Policy Council meeting, the Dover Mental Health Alliance (DMHA) meeting, and CAPSC Care Coordination for Unsheltered Clients meetings.

Kaitlin Jones continued supervising both social workers and training interns Allyson Jones and Hazel Neary. Both interns started September 4, 2024 and will be with the agency until May 2024.

Outreach Social Worker

Kelli Jo Deardorff had 16 new cases in October 2024. In total, Kelli Jo has had a total caseload of 143 cases in 2024.

In the month of October, Kelli Jo worked with 16 new clients, 3 previous clients from September, and 4 clients from earlier in the year who required on-going case management. She worked extensively with other members of the Strafford County Outreach team to manage 2 very complex cases where the individuals needed mental health treatment, substance use treatment, intensive medical care, criminal history that caused barriers and were incarcerated at the time of the referral.

Kelli Jo was able to get 2 individuals who completed all steps of substance use programming into sober homes, where they were both able to receive case management and continue on maintaining sobriety. Kelli Jo was able to get 6 individuals into substance use treatment, 3 into

My Friends Place and made several referrals for individuals including Medication Assisted Treatment, health insurance, bus passes, mental health therapy and resources for food/clothing.

Kelli Jo Deardorff continued workings relationships with Dover City Housing, Alliance Property Management, Haven, Emily's Place, Bridges of Hope, People Helping People with Animals, SOS Outreach team, NH Public Defenders Office, SCCC staff, and monthly business development meeting with 13 substance use treatment facility representatives.

On October 31, 2024, Kelli Jo Deardorff was part of a panel of outreach workers at the 83rd NH Municipal Association Conference in Manchester, NH. She discussed the value of municipal social services outreach workers in front of welfare directors and staff from across the state.

Kelli Jo Deardorff had 14 new cases in November 2024. In total, Kelli Jo has had a total caseload of 157 cases in 2024.

In the month of November, Kelli Jo worked with 14 new clients and 5 previous clients from October. She worked extensively with other members of the Strafford County Outreach team to manage complex cases that needed extensive case management.

Kelli Jo was able to facilitate five individuals entering substance use treatment at Live Free Recovery and Gatehouse Treatment.

In the month of November, Kelli Jo Deardorff worked with local agencies to provide resources to individuals in real time. She attended weekly meetings lead by Community Action Partnership, Strafford County Complex Care Team meetings, local agencies morning huddle meetings and bi-weekly Dover City Welfare meetings with Dover Housing Authority. Kelli Jo plans to continue building relationships with local shelters and warming centers.

Kelli Jo Deardorff continued workings relationships with Dover City Housing, Alliance Property Management, Hope on Haven Hill, Wentworth Douglas Hospital, Community Action Partnership, Crossroads House, My Friends Place, A Home for Now and other City of Dover offices.

Kelli Jo attended several meetings, including a new connection with The Freeman House, Better Life Partners outreach, Manchester Families in Transitions and East Coast Evolution team.

Kelli Jo Deardorff had 11 new cases in December 2024. In total, Kelli Jo has had a total caseload of 168 cases in 2024.

In the month of December, Kelli Jo worked with 11 new clients and 7 previous clients from November. She worked extensively with other members of the Strafford County Outreach team to manage complex cases that needed extensive case management.

Kelli Jo was able to facilitate three individuals entering substance use treatment, two with Live Free Recovery and the other at Sunrise Detox. Kelli Jo was able to move one individual into an apartment and assisted in obtaining furniture. Kelli Jo facilitated two individuals into long term shelter at Crossroads and one into My Friends Place. Kelli Jo worked with getting two other individuals in an effort to get them transportation to areas where they have formal and non-formal supports. Kelli Jo assisted one individual getting connected to Ellie Mental Health and three with the Doorway.

In the month of December, Kelli Jo Deardorff worked with local agencies to provide resources to individuals in real time. She attended weekly meetings lead by Community Action Partnership, Strafford County Complex Care Team meetings, local agencies morning huddle meetings and bi-weekly Dover City Welfare meetings with Dover Housing Authority. Kelli Jo plans to attend the weekly services fairs being held at Community Action Partnership and Willand Warming Center.

Kelli Jo Deardorff continued workings relationships with Dover City Housing, Alliance Property Management, Wentworth Douglas Hospital + The Doorway, Community Action Partnership, Crossroads House, My Friends Place, A Home for Now and other City of Dover offices.

Youth & Family Social Worker

Alexis Taatjes had 13 new cases in October 2024. In total, Alexis Taatjes, has had a total of 48 cases in 2024, with 8 cases carrying over from September 2024.

General management is offered to youth and families when a child is involved in a call for service (CFS) or the family needs additional supports, but does not meet criteria for ACERT or DCYF Liaison Case Management. Of the 13 new cases in September, 7 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 13 new cases in September, 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 13 new cases in September, 3 of them were ACERT.

The team visited 3 families on October 3rd and October 31st. ACERT was canceled on the 10th, 17th, and 24th due to YFSW scheduled trainings and families declining services. The precipitating CFS for the 2 ACERT cases in August 2024 included: 2 Assist Citizen and 1 Emotionally Disturbed Person.

Alexis Taatjes had 8 new cases in November 2024. In total, Alexis Taatjes, has had a total of 55 cases in 2024, with 8 cases carrying over from October 2024. Of the 8 cases carried over, 5 cases were successfully closed with services delivered, and 3 cases are still active.

General management is offered to youth and families when a child is involved in a call for service (CFS) or the family needs additional supports, but does not meet criteria for ACERT or DCYF Liaison Case Management. Of the 8 new cases in November, 5 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 8 new cases in November, 2 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 8 new cases in November, 1 of them was ACERT.

On November 15th, Alexis Taatjes, facilitated the Dover Police Department ACERT Semi-Annual Networking Event. The local organizations in attendance consisted of the following: Dover City Welfare, Dover Teen Center, Strafford County Public Health Network, CAPSC, HAVEN, Dover Rotary Club, Granite YMCA, Dover Mental Health Alliance, DCYF, and Community Partners. YFSW Taatjes presented an overview of the Adverse Childhood Experience Team (ACERT) program, a brief data review of YFSW Taatjes caseload since beginning in June 2024, and facilitated networking activities. YFSW Taatjes will be planning for another ACERT networking event in May 2025.

Youth & Family Social Worker Alexis Taatjes hosted the department's semi-annual ACERT networking event to provide updates to the ACERT program.

On November 20th, Alexis Taatjes, met with the Dover Children's Home (DCH) Administration Team alongside Officer Jalbert and Social Work Unit Intern, Hazel Neary. YFSW Taatjes received a tour of the home and discussed how they can build a collaborative partnership to better meet the needs of youth in the community experiencing housing instability. YFSW Taatjes and DCH are still working on a prospective referral system that works for both parties.

Alexis Taatjes had 5 new cases in December 2024. In total, Alexis Taatjes, has had a total of 60 cases in 2024, with 6 cases carrying over from November 2024. Of the 7 cases carried over, 1 case was successfully closed with services delivered, 3 cases are still active, and 3 cases are pending closure.

General management is offered to youth and families when a child is involved in a call for service (CFS) or the family needs additional supports, but does not meet criteria for ACERT or DCYF Liaison Case Management. Of the 5 new cases in December, 3 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 worker to provide supplemental case management services. Of the 5 new cases in December, none of them were in the DCYF & Juvenile Detective Liaison category.

The Adverse Childhood Experience Response Team (ACERT), which consisted of Alexis Taatjes, SRO Jalbert or SRO Berdecia, and one ACERT Partner (either Community Action Partnership of Strafford County, HAVEN, or Waypoint) visited families following a traumatic event or "adverse" experience by a child under the age of 18. Of the 5 new cases in December, 3 of them were ACERT.

The team visited 2 families on December 19th. ACERT was canceled on the 5th, 12th, and 26th due to families cancelling and the holiday. The precipitating CFS for the 1 ACERT case in November 2024 included: 2 DCYF-Assist.

Throughout the month of December, Alexis Taatjes continued participating in meetings with various local organizations in an effort to build relationships with different providers, to include: Community Action Partnership of Strafford County Policy Council Meeting, New Hampshire Police Social Work Peer Group, Strafford County Public Health Network's Prevention Leadership Group, Collaboration Meeting with the owner of A to Z Abilities, the Dover Mental Health Alliance, and the Dover Teen Center for case reviews and engagement with the youth.

On December 20th, Alexis Taatjes, participated on a panel at the Strafford County Public Health Network All Partner Meeting and luncheon. YFSW Taatjes was one of three panelist who all represented a different generation in the workforce. The panelists spoke about their individual experiences and what motivated the work that they do. On the same day, YFSW Taatjes worked Santa's Castle at the McConnell Center alongside SRO Berdecia. YFSW Taatjes helped ensure proper facilitation of the event and engaged with families who attended.

Traffic Bureau

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

Permit Applications Submitted/Reviewed

Taxi Cab Licenses	0	Road Toll Permits	0
Notifications to City Hall	1	Dance / Entertainment	4
Raffle/Tagging Permits	1	Gun - Seller	1
Block Party Permits	1	Hawker / Peddler	1
Parade Permits	0	Road Race	3
License to Carry Firearm	20	Other	

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) at its scheduled meetings on October 3 and 17. Projects under review include proposed residential projects on Dover Point Road and on Sixth Street. Staff review of each project helps flesh out technical aspects in the purview of police, fire, engineering, and economic development to resolve potential conflicts before submission to the Planning Board.

Lieutenant Speidel coordinated all traffic control and police security measures for the Greater Dover Chamber of Commerce's annual Apple Harvest Day festival, which was held on Saturday,

October 5. This included attendance at several committee meetings, working closely with Chamber staff and committee members to outline various public safety related festival and 5K race logistics. With some assistance from the Community Services Department, the Parking Bureau and Traffic Coordinator were responsible for the advance deployment of barricades and signs to facilitate temporary parking restrictions, traffic diversions, and safe traffic flow, and the assignment of police officers to key intersections to manage the heavy flow of traffic.

On October 9, Lieutenant Speidel and other officers participated in Woodman Park Elementary School's celebration of National Walk and Roll to School Day. This annual event encourages students to rethink their trip by biking, scootering, or walking to school instead of taking the bus or being dropped off. It is now part of a movement for year-round safe routes to school. Officers joined groups in the morning at three pre-determined rally points to walk to the school, where a brief rally was held in the school yard before the beginning of the school day.

The third annual Dover Witches' Market was held on Sunday, October 20. The Witches' Market is a downtown block party featuring vendors and small businesses specializing in witchcraft, magic, herbalism, spiritual readings, and handmade artisan goods. Hosted by The Groovy Witch, 332 Central Avenue, this event began as an indoor market in 2022 and has expanded to both a downtown block party and indoor venue at the City Hall auditorium. Lieutenant Speidel worked closely with the organizers to devise a traffic detour and security plan to facilitate this event. The event itself ran from 12:00 noon until 5:00 PM and was free and open to the public, and required a closure of Central Avenue between Hale and Washington Streets from 10:00 AM until 6:30 PM.
Lieutenant Speidel coordinated the traffic control particulars for the Dover Middle School PTA's "Pumpkin Dash 5K" run/walk event on October 27. This is one of the ten Dover Race Series events. This included the deployment of directional signs, barricades and cones to facilitate road closures and traffic diversions, scheduling and assignment of police personnel, and coordinating with event organizers on other logistical matters.

The Dover Police Department's new Driver Feedback and Speed Monitoring mobile trailer was put into service this month. During October, the unit was deployed for approximately a week at a time on Garrison Road, Back River Road, Locust Street, Blackwater Road, and Varney Road. Lieutenant Speidel will continue to schedule and manage its deployment before the onset of winter snow. The mobile speed monitoring trailer helps complement the existing fixed mount driver feedback signs, which are posted on key collector or arterial roadways entering the City. The police department's purchase of additional speed signs is pending final award of a NH Office of Highway Safety grant for federal fiscal year 2025, which will provide partial funding match. The Transportation Advisory Commission will help City staff prioritize roadways as candidates for future sign placement.

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 October:

- → Knights of Columbus tootsie roll fundraiser road toll, October 12
- → Dover Rotary and DHS Interact Club shredding event, October 12
- → Neighborhood party on Fourth Street, October 13
- → Dover High School Marching Band Show, October 19

→ Dover Main Street “Zombie Walk” parade, October 26
→ American Cancer Society Relay for Life team fundraiser road toll, October 26
→ Ash and Grove Street neighborhood block party, October 30

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) at its scheduled meetings on November 7, 14 and 21. Projects under review include a proposed driveway renovation at a Dover Housing Authority property, a proposed residential TDR subdivision on Court Street, a residential subdivision on Silver Street, and a residential project on Bellamy 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.

With assistance from the Parking Bureau, the Traffic Coordinator organized and implemented the plan to accommodate voter parking at all six ward polling facilities for the national election on Tuesday, November 5. Staff deployed disabled and voter parking wayfinding signs to help facilitate parking turnover and efficient traffic flow.

On November 6, Lieutenant Speidel coordinated the traffic control plan for a contractor’s closure of Rutland Street to allow for a utility connection serving the McIntosh Commons residential development.

On November 6, Lt. Speidel joined staff from the Community Services Department in a traffic signal coordination meeting with the City’s consultant, Sebago Technics. The meeting kicked off a new contract period for Sebago, which has been enlisted by the City to help assess intersection phasing, discuss options for upgrades, and help troubleshoot signal hardware in need of repair.

On November 12, Lieutenant Speidel coordinated the traffic control plan for a contractor’s closure of Sixth Street to allow for a utility connection serving a redeveloped residential parcel near Olive Meadow Lane.

On November 25, Lieutenant Speidel joined staff from the Planning and Community Services Departments at the regular meeting of the Transportation Advisory Commission. Lt. Speidel prepared the meeting agenda and related materials and helped coordinate correspondence with citizens with interest in agenda items. Lt. Speidel also coordinated staff preparation and follow-up of the committee recommendations. Agenda topics included focused on roadway safety and speeding concerns, downtown crosswalk enhancement proposals, new stop sign requests, and review of upcoming roadway repair projects.

Lt. Speidel coordinated all of the traffic control particulars for the Turkey Trot 5K run/walk event on Thanksgiving morning, November 28. This included the deployment of directional signs, barricades and cones to facilitate road closures and traffic diversions, scheduling and assignment of police personnel, and coordinating with event organizers on other logistical matters.

The Dover Police Department's Driver Feedback and Speed Monitoring mobile trailer was deployed in several locations during the month of November. These locations included Varney Road, Mast Road, Glenwood Avenue, and Watson Road. Lieutenant Speidel will continue to schedule and manage its deployment before the onset of winter snow. The mobile speed monitoring trailer helps complement the existing fixed mount driver feedback signs, which are posted on key collector or arterial roadways entering the City: Sixth Street, Old Rochester Road, Portland Avenue, Middle Road, Piscataqua Road, Tolend Road, and Stark Avenue.

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 November:

→ City of Dover Christmas tree relocation, Merry Street to Henry Law Park, November 20
→ Abbey Sawyer Drive closure for utility work, November 25

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) at its scheduled meetings on December 5 and 19. Projects under review include a residential redevelopment at Sixth and Horne Streets, development impacts related to a single family home construction on Back Road, the proposed Dover Public Library expansion, and a residential development proposal on upper Sixth Street near Olive Meadow Lane. Staff review of each project helps flesh out technical aspects in the purview of police, fire, engineering, and economic development to resolve potential conflicts before submission to the Planning Board.

Lieutenant Speidel worked closely with members of the Cochecho Friends organization to coordinate Dover's annual Holiday Parade on Sunday, December 1. Lt. Speidel was responsible for coordinating the temporary suspension of freight train service at the Dover grade crossings, the advance posting of on-street parking restrictions and the deployment of temporary traffic control equipment to set up various traffic detours, and the scheduling and assignment of police personnel to assist with traffic control.

The Dover Police Department's Driver Feedback and Speed Monitoring mobile trailer was deployed in a few locations during the month of December, though its use was limited due to weather conditions. These locations included Piscataqua Road, Spur Road, and Atlantic Avenue.

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 December:

→ Cushing Street closure for private tree service work, December 12
→ Prospect Street neighborhood block party, December 14

Standards Unit

On October 2, Prosecutor Meagan Gann attended an online training entitled Circuit Court Forum: Testimony of Lab Personnel in DUI Cases. Discussed in this training were updates to the law and their implications on prosecuting DUI cases involving blood draws and testimony from lab personnel.

On October 3, Officer Luis Berdecia attended a webinar entitled Stopping a Threat Before It Starts. This interactive webinar included steps to implement a comprehensive emergency response protocol, how to train staff and students for quick and effective emergency response, and the importance of real-time communication tools such as emergency management, panic alarms, and visitor management solutions.

On October 7-10, Youth and Family Social Worker Alexis Taatjes attended a four-day training entitled Application for Prevention Success Training. This training offers a comprehensive introduction to the substance use prevention field. This is designed to help develop the knowledge and skills needed to implement effective, data-driven prevention that reduces behavioral health disparities and improves wellness.

On October 14-17, Detective Molly Martuscello attended the annual NEDIAI Conference held in Newport, RI. The NEDIAI Conference is a three-day conference for Forensic and Crime Scene Professionals and offers lectures and workshops on topics various topics including Crime Scene Investigation and Processing, Photography, the collection and examination of Latent Print, Footwear and Tire Track, and Bloodstain Pattern Evidence, Biometrics, and many other types of impression and identification evidence disciplines.

On October 15-18, Officer Bryon Gore attended First Responder Peer Support Training – Camp Resilience held in Gilford, NH. The purpose of the training is to enhance the students' professional performance by prioritizing mental and physical health. Life-skills workshops were held that would help peer support team members become better debrief facilitators.

On October 16, Communication Supervisor Lyndsay Salantri, Assistant Communication Supervisor Christian Reed, and Public Safety IT Administrator Matt Faucher attended the annual TAC Conference held in Concord, NH. This training is held annually to discuss updated information in regards to NCIC and LASO.

On October 22, Officer Derek O'Neil attended Intoxilyzer Re-certification. This re-certification is required annually in order to conduct breathalyzer exams.

On October 31, Detective Jenna Donais attended a one-day training entitled Responding to, Investigating, Prosecuting Cases of Domestic & Sexual Violence Involving Immigrant Crime Victims held in Concord, NH. This training provided law enforcement with information on visa programs, including how these programs stabilize victims and improve victim and community safety by increasing victims justice system participation, which enhances offender accountability.

On November 4-8, Officer Stephanie Pabis attended Basic Crime Scene Processing, held at PSTC in Concord, NH. This 40 hour training utilized a combination of lecture and hands-on practice exercises. Training included crime scene approach, scene security, officer safety, crime scene processing methodology, scientific principles behind CSI, crime scene mapping, crime scene photograph, latent processing techniques, footwear and tire impression evidence, tool mark and fracture match evidence, bloodstain evidence and pattern recognition.

On November 4-15, Officer Jonathan Palmer attended DARE Training. Law enforcement officers become certified DARE officers by completing the required training courses at a certified DARE training center. This consists of 80 hours of training.

On November 6, Prosecutor Meagan Gann attended a virtual training entitled Pretrial Risk Assessment Stakeholder. This training is for anyone who receives and refers pretrial risk assessments. Risk assessments have changed so this training will be easier to help interpret the information ahead of time.

On November 12, fifteen sworn officers attended Intoxilyzer Re-certification. This certification is required annually in order to conduct breathalyzer tests.

On November 14, Lt. Mark Nadeau, Detectives Bryon Lynch, Dave Anderson, and Officer Stephanie Pabis attended Federal Firearms Offenses training. This training will assist attendees in identifying privately made firearms, machine gun conversion devices (also known as Glock switches), and 3D printed devices. This training also highlighted resources available in firearms investigations, including NIBIN, e-Trace, and NHIAC.

On November 18-22, Sergeant Chris Plummer attended Team Leader Development held in Revere, MA. This training is designed for law enforcement personnel who are responsible for deploying personnel in the capacity as a SWAT Team Leader. The focus of this training was on pre-incident training, planning, organizing, and the tactical decision-making process used in the resolution of high-risk operations.

On November 18-22, Officer Derek O'Neil attended a five day training entitled Bloodstain Pattern Documentation, Enhancement, and Detection training held at PSTC. This training focuses on the detection and enhancement of latent bloodstains, including documentation and preservation methods. Students were exposed to various chemical presumptive tests and enhancement and detection chemicals. As a result of the training students were able to describe how to apply proper bloodstain detection and enhancement methods to bloodstains and bloodstained evidence.

On November 18-22, Detective Matt Harnish and Officer Sean Mask attended CIT Mental Health Awareness & De-escalation training held in Hudson, NH. The New Hampshire chapter of the National Alliance for Mental Illness (NAMI-NH) facilitates this interactive training to provide extensive information on people living with mental illness – primarily focusing on those that commonly result in law enforcement contact. The training also provided techniques for de-escalation during these interactions with the safety of all involved being the primary goal. The training highlights best practices, improves community partnerships, and helps communities develop processes to serve people affected by mental illness with response and dignity. Topics

covered included suicide prevention, basic de-escalation and intervention strategies, the stages of escalating crisis, PTSD, and Veterans.

On December 2, 2024, Dispatchers Rebecca Navelski and Jon Gustafson attended Rapid Intervention Team (RIT) for Dispatchers held in Derry, NH. Training included how to respond when a mayday or urgent emergency message comes across the fire channel, use of terminology that has been up by the National Incident Management System (NIMS) to ensure that everyone is speaking the same language, and the importance of activating the alert tone before delivering a message of mayday or urgent to ensure all personnel are listening.

On December 3-5, 2024, Sergeants Matt Harnish and Adam Gaudreault attended the Use of Force Summit held in Uncasville, CT. Attendees of this Summit received focused education on law enforcement, corrections, security force policies, training and investigations. Also received was firsthand knowledge and experience from experts in force related topics.

On December 7-10, 2024 Chief Breault attended the annual New Hampshire Police Chief's Association conference.

On December 9-10, 2024, Prevention Programmers Bridget Ryan & Kelsey Levesque, Social Workers Alexis Taatjes, KJ Deardorff, and Kaitlin Jones attended the NH Behavioral Health Summit held in Manchester, NH. This summit is an exclusive statewide event for behavioral healthcare providers and organizations. Provided were opportunities for policy makers to interact with service providers to foster information sharing, educational opportunities that address the behavioral health policy and service needs of children, adolescents, adults, and the elderly, opportunities and encourage expansion of the workforce relative to health promotion, prevention, early identification and intervention, treatment and recovery support.

On December 10-12, 2024, Sergeant Dave Collis attended the Primex 2024 Supervisor's Academy held in Concord, NH. This three-day program had the participants take active roles in the classroom as they learn about a broad range of immediately useful leadership topics. Experienced Primex instructors guide the participants through case studies and discussions to ensure that the learning objectives are achieved.

On December 11, 2024, IT Technician Cody Parker attended FirstNet Service Training held in Concord, NH. This training ranges from use of broadband, interaction between broadband networks, and land mobile radio networks, security of broadband networks, to advanced discussions on how broadband networks operate.

During the month of December all sworn staff received annual Use of Force training.

Special Services Bureau

During the months of October, November & December:

38 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 33 investigations to a Grand Jury for indictment. All of the presentations resulted in a "true bill", meaning the Grand Jury determined that probable cause existed that the accused committed a crime. Cases presented to the Grand Jury are classified as a felony offense or a misdemeanor with an enhanced penalty.

SIU detectives investigated 12 unattended deaths.

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

9 cases were forwarded to the Strafford County Attorney's Office for review and Grand Jury indictment.

SIU detectives conducted targeted drug operations during October, November and December. These investigations are ongoing.

SIU detectives obtained 30 search warrants to further ongoing a criminal investigation.

SIU detectives referred 77 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 the past three months, SIU detectives had 8 active ICAC cases.

At the end of October, SIU detectives had 31 open investigations, at the end of November had 34 open investigations and at the end of December, had 43 open investigations.

In October 2024, while conducting targeted narcotics investigations, SIU detectives executed a search warrant at the Downtown Dover Inn and recovered approximately 350 grams of fentanyl, 70 grams of crack, 85 grams of methamphetamine, and $4,000 cash. As a result of the seizure, an adult male was charged with Possession of a Controlled Drug with Intent to Distribute, a felony offense.

In October 2024, SIU detectives assisted the Dover Fire Department with a fire investigation at an Atkinson Street residence. At the conclusion of the investigation, it was determined that no crime occurred.

In November 2024, SIU detectives investigated a burglary of a commercial building. As a result of the investigation, a Dover man was charged with two counts of Burglary, a felony offense.

In November 2024, SIU detectives conducted an investigation into a shooting outside of a downtown restaurant/bar during the overnight hours. The investigation resulted in the arrest of

a Rochester man, who was ultimately charged with nine counts of Reckless Conduct and Convicted Felons, all of which were felonies.

In December 2024, SIU detectives executed a search warrant at a Dover residence as part of a child pornography investigation. As a result of the operation, evidence was recovered and a juvenile suspect was identified.

Parking Bureau

Parking personnel assisted in setting out scores of barricades for the annual Apple Harvest Day event sponsored by the Greater Dover Chamber of Commerce. Several parking restriction barricades were also placed throughout the city to facilitate Community Services crews in cleaning out catch basins before winter's arrival.

Two events in October improved the Parking Bureau's customer service. One was the return of the ability for customers to pay their parking citations online. The second was the ability for customers to purchase multiple months' worth of parking permits, which most prefer to do. This change came after the City Council's approval of FY25 parking permit rates in mid-October.

Parking Enforcement Officers began enforcing the recently enacted city ordinance making expired motor vehicles parked on a public right-of-way a parking violation. Through this enforcement dozens of unregistered vehicles that had not been moved for some time were identified. This should have a positive impact on getting those vehicles registered and/or moved prior to Winter Parking Bans.

The Parking Bureau began distributing cards advising vehicle owners of the upcoming Winter Parking Regulations and information on how to sign up for notifications. Over 1,200 cards will be placed on vehicles parking overnight throughout the city.

The EV charging stations at the Orchard Street parking garage experienced a 30% reduction in usage in October compared to the prior October. This is most likely the direct result of the recent opening of 13 Tesla superchargers at Silver Square near the Garrison Hotel. The cost to use a supercharger is significantly higher than the cost of the city's level II chargers in the garage, however, they charge the vehicle much faster.

Parking staff assisted with the Dover Holiday parade in both setting out barricades and traffic control.

The Parking Bureau issued more than 900 new parking permits for 2025. More than 800 are permits for those who live or work downtown. The bureau also issued more than 100 City Hall and General Parking permits used by elected officials, members of the various boards and commissions, along with other city officials to help facilitate their duties.

Parking Manager Bill Simons assisted a local car dealership with issues concerning employees and customers of a neighboring restaurant using their parking lot and interfering with snow removal. He provided the dealership with the state regulations on proper posting of the area as

well as recommended they reach out to the restaurant management to address the issue with the employees.

2024	December	November	October
Meter Transactions	45,529	43,935	47,878
Income at Meters	$108,073	$103,645	$98,047
Active Meter Days	25	23	26
Average Daily Meter Transactions	1,821	1,910	1,841
Meter Transactions	2,355	2,439	3,066
Income from Meters	$8,155	$8,192	$8,854
Active Meter Days	31	30	31
Average Daily Meter Transactions	76	81	99
Total Parking Permits Issued	807	806	813
Permit Income	$44,751	$25,085	$27,268
Total Parking Tickets Issued	1,344	1,520	1,435
Parking Ticket Income	$29,987	$24,102	$28,746
Number of times Stations Used	63	54	56

K-9 Unit

Officer David conducting a demonstration with K9 vision.

Officer David and K9 Vision visited the Dover Middle School, where they conducted a demonstration for the sixth grade class with the help of Officer Palmer. This demonstration consisted of narcotics detection, obedience, and the students' favorite event, Officer Palmer being apprehended by K9 Vision.

K9 Vison dives before apprehending Officer Palmer

On November 2, 2024, Officer David and K9 Vision were requested to assist with a motor vehicle stop, which led to a narcotics investigation. K9 Vision was deployed to sniff the exterior of a motor vehicle. K9 Vision alerted to the presence of illicit narcotics in the vehicle. Following the execution of a search warrant, cocaine was recovered from the vehicle.

On November 26, 2024, Officer David and K9 Vision conducted a demonstration for students of the Dover High School. This demonstration consisted of approximately 60 minutes of explaining what police canines do, how they do it, and answering questions. It was followed by an outdoor demonstration consisting of obedience, narcotics detective, apprehensions, and further explaining activities.

On November 27, 2024, Dover Police officers learned that there were two individuals wanted on felony level offenses in the City of Dover, one of which was wanted for escaping the custody of the Rockingham County Sheriff's Department. Officer David attempted to conduct a traffic stop on the suspect vehicle, the vehicle fled the scene at a high rate of speed and passing vehicles while traveling the wrong direction on the road and the attempt to stop the vehicle ended. Ultimately, the vehicle was located unoccupied. K9 Vision was sent in an attempt to locate the suspects. Inside of a canopy style garage nearby, Vision displayed a proximity alert that he was close to the suspects and the dog then apprehended the suspects. The use of K9 Vision in this situation helped officers locate two wanted individuals efficiently and safely.

There were no K9 Callouts during the month of December due to the fact that the dog was out of service for a medical issue for much of the month.

Accident Reconstruction Team

The Accident Reconstruction Team was not called out during the months of October, November or December for any collisions in Dover.

Dispatch Communications

	October	*November*	*December*
Radio Transmissions	18,152	17,283	18,465
Phone Calls	7,148	7,181	7,967
911 Calls	478	418	493
Police Alarms Received	111	90	81
Fire/Medical Alarms Received	51	57	68
Lobby Traffic	1,673	1,904	1,481

Patrol

During the month, the Dover Police Department responded to approximately 2,288 calls for service throughout the city. Additionally, officers made 604 traffic stops and initiated 164 non-enforcement related contacts. The total number of incidents handled by patrol officers for month was 3,056.

Supplemental Field Operations Activity:

- → Conducted checks of the Community Trail.
- → Conducted daily checks of the Transportation Center.
- → Conducted daily checks of City parks.
- → Conducted daily checks of the parking garage.
- → Conduct daily checks of the McConnell Center / Library parking area.
- → Responded to 26 emergency 911 calls in October, 27 in November & 29 in December
- → Responded to 111 alarms in October, 90 in November & 89 in December.
- → Responded to 99 traffic accidents in October, 96 in November & 108 in December.
- → Issued 47 traffic citations in October, 61 in November & 27 in December.
- → Made 85 arrests in October, 79 in November & 69 in December.
- → Officers completed 843 reports in October, 606 reports in November & 643 reports in December.

Calls for Service by Priority Code:

The following is a general description of the police priority response system.

PRIORITY 1: IMMEDIATE RESPONSE: Crimes “in progress”; injury accidents; alarms.

PRIORITY 2: RAPID RESPONSE: Crimes or incidents that are not “in progress” but require quick response to preserve evidence, locate witnesses or provide for public safety; to include suspicious activity and domestic disturbances.

PRIORITY 3: TIMELY RESPONSE: Disturbances; noise violations; welfare checks; motor vehicle disturbances; minor collisions.

PRIORITY 4: AS OFFICERS BECOME AVAILABLE: Non criminal related activity; crimes reported well after they have been committed; message delivery; tow request; littering; fingerprints; assistance; abandoned vehicles.

Totals for October 2024:

Priority 1:	138
Priority 2:	149
Priority 3:	1,385
Priority 4:	1,224

Totals for November 2024:

Priority 1:	126
Priority 2:	128
Priority 3:	1,115
Priority 4:	982

Totals for December 2024:

Priority 1: 124

Priority 2: 88

Priority 3: 1,198

Priority 4: 926

Animal Control for October, November & December

Total Calls for Service: 137	Breakdown:
Handled by Officers/Dispatch: 81	Found/Loose Animals: 63
Handled by Animal Control Officer: 56	Welfare Checks: 26
	Animal Bites: 7
	Misc/Other: 41

In October, the ACO followed up on eight reports originally taken by patrol officers and replied to 40 voicemail messages. She also began contacting unlicensed dog owners and made contact with 231 residents in an attempt to gain compliance.

Brody

One of two loose pigs recovered in December

In November, the ACO followed up on eight reports originally taken patrol officers and replied to 26 voicemail messages. One call involved a loose dog named “Brody” that was returned to its owner.

In December, the ACO followed up one report taken by a patrol officer and replied to 19 voicemail messages. One call involved two loose pigs which were returned to their owner.

Public Library

Programming

The Dover Public Library hosted 71 programs this month which were attended by 1,615 community members. These programs included passive, virtual and in-person as the Library strives to reach out to the community in various ways. Highlights include:

On October 7th the Dover Public Library hosted educator and author Christopher Daley for a very successful hybrid talk on “New England’s First Serial Killer: The Northwood Murderer.” Nearly 50 people attended in person and over 70 online to hear the grizzly details about the murder of a young girl in 1872.

Creepy Decorating

On Friday, October 11, 15 teens joined Teen Librarian Emily Ainaire at the Dover Public Library for a Creepy Cupcake & Cookie Decorating Party. The teens celebrated Halloween early on their day off from school by making (and eating) many strange sugary creations, including zombie and vampire bat cookies, alien cupcakes, and many other unidentifiable objects.

The Dover Public Library Children's Room offers weekly story times in six week sessions throughout the year. One of the most popular of these is Baby Story time. This story time is offered by the library on Tuesday mornings from 10:00 - 10:30 am in the Library Lecture Hall. This program is geared towards very young children ages 0-24 months, with a caregiver. The program itself features songs, rhymes, stories, finger puppets, and engaging activities for little minds. This is a drop in event, with no registration required, and generally has a range of 22-40 attendees weekly.

The Friends of the Dover Public Library held a book sale October 26th through the 28th. This will be the last book sale until after the renovation project is completed. The sale netted approximately $5,000 which helps fund programming, museum passes and services to the Dover Public Library.

The Dover Public Library hosted a Pumpkin Decorating Contest in October. Many creative pumpkins were received that were carved, painted and in costume! Congratulations to our winners.

The Dover Public Library hosted the organization S.C.A.R.E. NH, which offers free Halloween Costumes to families in need. The event was held in the Library Lecture Hall from 2:00 - 4:30 pm and was a huge success. 68 people attended this event, leaving with brand new costumes for their children. This event was brought to the library by a patron who is involved with the organization, and was run by volunteers for S.C.A.R.E. NH. The library plans to host/collaborate on this event yearly moving forward.

The Dover Public Library building was closed on Saturday, October 5th, but staff could be found at the library's Apple Harvest Booth. Library staff were present, as well as Friends of the Library volunteers, to give out free books to kids, sign people up for cards (29 applications), hand out raffle tickets to DPL cardholders (288), and of course talk about Library services. The booth featured a display of our Library of Things offerings including toys for the kids to play with and many marketing brochures of our events and services. It was a very busy day and a worthwhile event for educating the community about all of the services we offer.

Dover Public Library's Children's Librarian, Crystal Lisbon, participated in outreach at Little Tree Education Center in Dover on Wednesday, October 16th. This outreach consisted of visits to two of the primary grade classrooms at the center, with 19 children total. She brought books which covered specific themes as requested by the center, and read stories with the children. The library had done outreach to Little Tree prior to the pandemic. Moving forward this will be a continuing monthly outreach program to the center.

Karin Mayer-Gottlob, Assistant Children's Librarian at the Dover Public Library, read to 3 Head Start classrooms in October (56 kids) and also brought them a selection of hand-picked books. The Head Start program is a vital link in preparing kids for success in schools and beyond.

Passport application processing fees and notary services provide a continuing source of revenue for the Dover Public Library. The Library processed 22 passport applications this month generating $770 in revenue and notary services generated $295 in revenue.

The New England Library Associate Conference was held October 20th thru the 22nd in Portland, Maine. 8 staff members attended and attended 25 unique sessions ranging from Democracy in Libraries, Collaborative Programming to A Crash Course in Algorithms.

Thank you to the Dover Public Library's group of active volunteers that help run programs, shelf read our books stacks, hang marketing posters around town, fill our Little Free Libraries with donation books, and many other tasks. The DPL would not be the same without all of you!

Dover Public Librarian Rachel Gogan represented the Dover Public Library at the first Dover Saves Sustainability Fair held in City Hall during the Apple Harvest Day's festivities. Rachel

brought an assortment of items from the Library of Things, a library collection of non-traditional items that patrons can borrow with their library card. Items highlighted included the new vehicle diagnostic scanner, a radon detector, a label maker, and a thermal temperature camera. The library table received 75 visitors during the open hours of 10 am – 2 pm.

On the first Wednesday of each month, the Dover Public Library offers a Chapter Book Club for Adults with Disabilities. A library staff person reads several chapters aloud from a classic children's picture book with illustrations. While listening, participants can choose to work on an activity, such as a coloring page or word search, based on the book. If there is a movie associated with the story, it will be shown after the book is completed. This activity allows the adults to enjoy a book that may be above their reading level and to connect with others in a social setting.

The Dover Public Library staff made visits to community members via the Homebound Delivery Service. This new service delivers books and other library items directly to the homes of those who are unable to get to the library to pick up materials. Those who are interested in the service can fill out an application online at the library's website. Library staff can also mail or help with applications over the phone.

The delivery service will be limited to individuals who are "homebound," or being generally confined to the home either temporarily, due to illness or accident, or permanently, due to age, disability, or other mobility challenges.

The Dover Public Library, with its Library of Things collection, is trying to support the "Borrow Don't Buy" sustainability mindset which aligns with our strategic goals. The DPL aims to purchase things that are widely used, but perhaps only once or twice a year (or a lifetime). This way a library patron can borrow the item instead of purchasing it themselves, thereby saving them money and making less of an impact on the environment. This also provides access to items which may be too costly for some families to afford, allowing items like board games, recreational equipment, or movie projectors, the library can make activities more accessible to all families and patrons which also aligns with our Strategic Goals.

Dover Public Library hosted a Local Author Day on November 2nd, inviting published authors from the seacoast area to come and speak to an audience of prospective writers on a variety of topics. The insights of the day's presentations ranged from how to best network within the literary community to how to market your finished manuscript to publishers. The small "book marketplace" at the end of the day's events allowed for local authors, presenters and attendees alike, to sell and sign their latest books while continuing the dialogue on writing. There were 40 attendees for this event.

The Dover Public Library hosted a poetry reading on November 3 attended by 40 poetry lovers, featuring two local poets who each had new poetry collections that came out in November. Abbie Kiefer read from her book Certain Shelter and Theresa Monteiro shared poems from Under This Roof.

ABBIE KIEFER's poems have appeared in The Cincinnati Review, Copper Nickel, The Missouri Review, Ploughshares, The Southern Review, and other places. Originally from Maine, she now lives in New Hampshire. Find her online at abbiekieferpoet.com.

THERESA MONTEIRO lives in New Hampshire with her husband and children. Her poetry appears in various journals including The American Journal of Poetry, The Banyan Review, Lily Poetry Review, and Poetry South, and her work has been nominated for a Pushcart Prize.

In November 2024 The Dover Public Library hosted its second annual Toy Swap. Those who were interested in donating gently used toys dropped items off in The Dover Public Library parking lot on Saturday, November 16th with volunteer Alana Campbell. The following Saturday, November 23, all of the toys were unloaded into the Library's Lecture Hall for patrons to "shop." This was a massive success, with 125 people attending to either donate or shop for a toy. There were no items left over from this event, and the Library plans to make this an annual tradition.

The Dover Public Library Children's Room offers weekly story times in six week sessions throughout the year. Probably the most popular of these is STEM Story time. This story time is offered by the library on Monday mornings from 10:00 - 10:45 am in the Activity Room. This program is for preschool aged children ages 3-5. These children attend the story time independently. The program itself features stories, along with a vast amount of early math and engineering. Every session ends with the children participating in an experiment. This event requires registration and is almost always full, with 13 participants weekly.

Dover Public Library recently introduced our 100 Books Before Graduation challenge. This program encourages students in grades 7-12 to read 100 books before graduating high school by offering prize incentives throughout their progress in the challenge. 23 students are currently enrolled in the program, with a collective total of 92 books logged so far. This program is funded by the Friends of the Dover Public Library.

Dover Public Library's Teen and Information Services Librarian Emily Ainaire and Library volunteer Michael Ainaire have been working with Seymour Osman Community Center's afterschool enrichment program at Woodman Park School to offer a seven-week Dungeons and Dragons campaign. Ten students in grades 3 and 4 participate each week and learn how to create a character, the basic rules of the game, and the importance of working together to complete imaginative challenges.

The Dover Public Library Children's Room updates the Storywalk at Henry Law Park seasonally. For the winter of 2024/2025 the story being showcased is Winter is Coming by Tony Johnston. This story documents changes in nature that a young child notices from September through December. The narrator draws sketches of what she sees, quietly watches local animals, and observes the local environment. This story will be up in the Storywalk until the spring of 2025 when it will be replaced with another story that has emphasis on the natural world. The Dover Public Library collaborates with the Children's Museum of New Hampshire on this project.

Llama & Crystal

On Tuesday, November 12th Tina Harris of the Dover Public Library Children's Room went on the road to bring story time to the Smart Start Learning Academy in Dover. She presented this special story time to two separate classes of about 45 children per class. The theme was food; with children exploring

foods from Mexico, China, and Italy through songs, rhymes and stories. The groups were active, inquisitive, and excited. This program will be recurring, with the Dover Public Library visiting monthly moving forward.

On Friday, November 15th Children's Librarian Crystal Lisbon visited The Children's Museum of New Hampshire for their special Books Alive event. This event featured a visit with the Llama from Llama Llama Red Pajamas, as well as a special reading and activity. The library attended this event to continue to foster the great relationship between CMNH and the library, as well as support literacy in the community. November was Family Literacy Month, and this was a wonderful event for the Children's Room to be a part of. There were 22 participants who stopped by library's table at this event to make a craft and learn more about the library.

On Tuesday, November 19, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover High School library for a session of Books and Bites, a program for students to check out new books from the Dover Public Library's teen collection and have a snack. 8 students attended and checked out over 20 books.

On Thursday, November 21 Randy Armstrong was on hand, at the Dover Public Library, to lead an interactive drum circle. Mr. Armstrong shared the joy of drumming and rhythm with the 23 people who attended. Mr. Armstrong believes in the healing power of music as a therapeutic practice for a wide variety of disabilities, physical illnesses, and relieving emotional stress. Mr. Armstrong has presented programs to thousands of participants throughout NH and New England.

Passport application processing fees and notary services provide a continuing source of revenue for the Dover Public Library. The Library executed 49 passports in November and notarized 96 items for a total of $2,195 in revenue.

The Dover Public Library continues to grow and promote the Library of Things, physical items for library patrons to borrow not buy. This month staff added two pairs of snow shoes (1 adult and 1 child), a 3Doodler 3D printing pen, a mobile photo scanner, and a graphing calculator.

The Dover Public Library sponsored 58 programs in December and 1,267 attended. Highlights of the month's programming are as follows:

On December 7th the Dover Public Library sponsored a fun Holiday STEM event for families. 21 parents and children attended the science program where they explored the effects of various liquids on candy canes and gingerbread. They also made and measured paper holiday chains of red, green and blue. Giggles, discovery, and fun was in the air.

Instructor Abby Lamothe taught a class about how to use a Knitting Machine at the Dover Public Library on December 7. This program supported the knitting machine that is part of the Library of Things. Abby taught nine students how to make a headband on the knitting machine--she covered how the knitting machines work, what to look for if a student was considering purchasing a machine of their own, and some troubleshooting tips. Abby generously offered her time and expertise in exchange for a charitable donation to Boxes of Love for the Homeless, a NH based charitable organization that helps provide warm clothing to people facing poverty, hunger, and homelessness. The Friends of the Library sponsored this event with that donation.

On December 11, Dover Public Library hosted “The Christmas Truce of 1914: The Miracle of the Great War,” a history of the unofficial cease fire on the Western Front 110 years ago. Speaker Anthony Guerriero took attendees on a trip through the battlefields of World War I to help them understand why such a truce was a miraculous thing and why it has never happened again. The event was presented in hybrid form with 34 people in attendance, half attending online while the other came in-person to view the talk.

On Saturday, December 14th the Dover Public Library Children's Room presented an all ages family event called Winter Wonderland. This event was held on the library premise in the Lecture Hall and featured five different crafts, three different activities, snacks, music, and a general festive feeling. This was an immensely popular program, with 148 people attending over the hour and a half the event was held. Crafts included melting snowmen and snowflake ornaments, as well as a snowman ring toss game and a Polar Express photo booth. The Children's Room received a lot of positive feedback for this event, and will plan to host a similar event the following year. The

Dover Public Library systems and technology librarian, Nick Gagnon, offers 30 minute one-on-one sessions to help with technology problems patrons may have. Common tech related help includes email setup, printing, connecting to digital resources through the library, word processing and spreadsheet help. This service supports the community and achieve the strategic plan objective to work with other city departments, local community groups, and Dover businesses to bring unique information and programming to our patrons.

On Thursday, December 12 Dover Public Library’s Deputy Director Patty Falconer presented a program at Waldron Towers on the history of Dover. Twenty-five residents attended the presentation which provided an overview of major events in the city's history accompanied by photographs and drawings. Participants also contributed their memories about living in Dover.

On Thursday, December 12, Dover Public Library’s Teen and Information Services Librarian Emily Ainaire visited the Dover Middle School library for a session of Books and Bites, a program for students to check out new books from the Dover Public Library’s teen collection and have a snack. 20 students attended and checked out over 15 books. On Tuesday, December 17, Dover Public Library’s Teen and Information Services Librarian Emily Ainaire visited the Dover High School library for a session of Books and Bites, where 8 students attended and checked out over 15 books.

Children's Librarian Crystal Lisbon visited Little Tree Education in Dover on Wednesday, December 11th for her monthly visit. She visited with the preschool and primary classrooms, reading stories, engaging in fingerplays, movement, and rhymes. The theme for the month of December was winter and animals. Crystal also brings books to the center each month to support and supplement their learning themes. This will remain a monthly ongoing outreach program.

The Dover Public Library will not be a passport acceptance facility during our renovation in 2025. The Library notarized 39 items for a total of $195 in revenue.

Inga Gardner

The Dover Public Library welcomes Inga Gardner as a Library Assistant in the Children's Room. The Dover Public Library's Children's Room has been a huge part of her and her family's lives, and she is beyond excited to join the library's team! She has loved reading since she was a small child, and she has a particular fondness for picture books, graphic novels, and middle grade novels. In her free time, she enjoys sewing, embroidery, hiking, cooking, and going for walks with her family and her dog. She also collects cool facts about sea creatures, so if you have any to share with her, she'd love to hear them!

The Dover Public Library continues to grow and promote the Library of Things, physical items for library patrons to borrow not buy. In December, staff added a 2nd sewing machine due to popular demand.

On the third Wednesday of each month, the Dover Public Library offers a Lego program for the All Abilities group. Adults with disabilities are invited to use their creativity and build Lego structures with the materials provided.

Library Metrics:

- October library circulation totaled 20,329 items, November library circulation totaled 20,853 items and December circulation totaled
- 198 new library patrons registered in October, 162 in November, and 128 in December; total active cardholders is 13,452
- The Dover Public Library's Book a Librarian service helped 34 community members over October, November & December.
- The Dover Public Library's Homebound Delivery service made 12 visits in October, November & December.
- The Dover Public Library's 3D printer produced 84 items requested by patrons over the last three months.
- The Library's museum passes were borrowed 367 times saving our community members over the last three months approximately $11,699.37 in admission fees.
- 158 new patrons registered for downloadable audiobooks/ eBooks via Overdrive

- Internet and PC uses by the public totaled 2,132 on library workstations and an additional 17,975 via Wi-Fi in October, November & December.

- The Dover Public Library has 6,307 subscribers to its two monthly e-newsletters—Children's and Adults.

- Library volunteers added 93 books to Dover's 2 little free libraries this month.

Public Welfare

The continuing major issue in October remains housing.

There has been an issue with Maine residents on General Assistance being placed in NH motels. The Maine clients then run out of benefits in Maine due to a change in the amount of assistance Maine will provide per month. These Maine residents then come to Dover Welfare for emergency shelter. This issue is being looked into by NHLWAA.

Dover Welfare recorded 180 customer contacts this month. There are 18 new cases and 68 continuing cases

The number of individuals served was a bit higher than last month with186 individual Dover residents served and the amount of assistance provided was $42,234 up $14,679 over last month. $29,325 was for rent assistance, $3,800 for Security Deposit with another $6999 provided to house people in Motel/Hotel settings. A total cost of $40,124 in housing related expenses.

The number of clients seeking help to avoid an electric shut off or have their power turned back on has been higher than usual. $1019.32 was expended in assistance for this issue.

Dover Welfare provided help with heating oil for one client for $369.

Welfare staff answered 334 calls and placed 397 more outgoing.

In November, there were only 18 working days this month as there were three holiday days. Dover Welfare expended $29,961 this month. This was $11,217 less than last month. The reason for this significant decrease is likely due to having fewer working days in the month.

$22,963 was for rental assistance. $5,600 to shelter clients in motels. One security deposit of $1490 was provided.

Dover Welfare had 131 client contacts and served 90 individuals.

There were 8 new and 59 continuing clients.

802 calls were fielded; 470 outbound and 332 incoming. An average of 44 calls a day.

There were 28 requests for a motel room from single clients identifying as houseless. All of those requesting shelter were either placed into emergency shelter or refused the assistance offered.

The question of cross border clients from Maine remains active and essentially unresolved.

The question has been raised by Legal Services of NH about how and if local welfare is to respond to those clients who have Emotional Support Animals. Legal Services is attempting to say that if emergency shelters will not take emotional support animals, then local welfare must still provide shelter for the client and their emotional support animal. This could easily become costly as motel expenditures are much more expensive than shelter costs and motels often charge extra when an animal is allowed into the room. Currently this is an unresolved issue that The Welfare Association will be speaking to the NHMA legal team about at their December executive meeting.

There were 21 working days in December with two of those days having early closing times. Dover Welfare spent $14,494.60 this month for assistance. This was a decrease of $15,467.

Dover Welfare had 163 client contacts this month which was 32 more than in November. We served 110 individuals an increase of 20 individuals served over last month.

There were 16 new clients and 56 continuing clients.

$10,914 was spent for rent, $2,550 for motels and $305 for a security deposit. A total of $13,769 was dispersed in housing related expenditures. The rest was spent for electric disconnects and transporting clients.

Welfare fielded 667 calls of which 368 were inbound and 299 outbound.

The question of how to handle emotional support animals when housing homeless individuals is yet unresolved. It was discussed at the December meeting of the State Welfare Board with the legal team from NHMA. Further clarity is being sought.

There were 16 requests for motel rooms by homeless individuals. Emergency shelter was found for all who asked.

The issue of cross border clients appears to have lessened but this too remains unresolved.

The Willand Warming Center was visited to see how things were going. All appeared to be operating smoothly.

Recreation Department

Recreation staff attended and manned a booth at Apple Harvest Day. Traffic to the booth was consistent throughout the day. Recreation staff is exploring the possibility of moving the Garrison Hill Sledding Park to the Garrison Elementary School Shaw's Lane Sledding Hill for the season. Recreation staff is currently working with the Dover High School Business Department to develop a strategic plan on creating a directory or app for Veteran's Park bricks. The project would allow for patrons to find the bricks of their loved one in an easy manner. Recreation staff participated in the Dover Citizen's Leadership Academy and presented on recreational offerings and park information. Cracks at the Garrison Park pickle ball facility were sealed. Some the cracks have re-opened and Community Services has arranged for the company to come back in the spring to re-seal them again.

The Recreation Advisory Board will be bringing back the Heyliger Awards in the spring of 2025 which highlight our local youth groups.

The Recreation Department held its 39th Annual Tree Lighting on Friday, December 6th. The Seacoast Men of Harmony and Nancy Gurick led an audience of around 125 people in holiday carols while Recreation staff passed out candy canes to children.

Gym & Programs

All three Men's Leagues (18+, 35+ and 50+) held registrations and all leagues are full. The 18+ held open gyms and draft in October and games began on October 27th. The 35+ held first open gym October 28th and begin games November 11th. The 50+ will hold open gym November 6th with games starting the following week. Youth basketball registrations began on Thursday, October 10th for Dover Residents. Non-Dover Residents will be eligible to register for programs (if space allows) November 1st. Some programs are already full with over 300 already registered. Youth programs will be using the elementary schools as well as the McConnell Center for practices and games. Fall Basketball Programs for players 5th-12th Grade continued games on Saturday's. The league will wrap up with play-offs and the finals to be held on November 2nd. The mild temperatures have allowed Senior Pickleball to continue playing outside, through October. Regular programs will be moved inside November 12th regardless of the weather due to the port a potty outside the courts being picked up. The courts will remain busy with public as long as weather conditions permit. Open gym hours remain busy with indoor time for pickleball. Tuesday night Adult Open Gym continues to be extremely popular with over 20 participants most nights. Badminton continues Friday nights throughout the fall. Birthday Parties: 0

Fall Basketball Programs finished November 2nd with the Black Team winning the Championship in the Junior High Division while the Purple Team won the Championship in the High School Division. 18+ Men's league has 9 teams and games are on-going Sundays and Thursdays. The 35+ Men's Basketball League has 7 teams and began games on Monday nights. The 50+ league has 6 teams and began games on Wednesday nights. All men's leagues are full with 198 participants. Sign-ups continue for the 9th-12th Grade Basketball Program while all other youth programs are full and many have waitlist. 5th & 6th grade house basketball leagues held work out on November 23rd at Dover High School's Gym. There are 8 boy's teams and 6 girl's teams, and will play games on Saturdays at the McConnell Center, while practicing during the week at the elementary school gyms in the evenings. 7th & 8th grade house league basketball also had workout day on November 23rd at the McConnell Center and will have 4 teams in that Division. Badminton continues Friday nights from 5:30pm-8:30pm. Additional sessions of pickleball for both the Senior Center and the general public are being held in the gym during the weekdays. Birthday Parties: 2

The Winter Basketball Season kicked off on December 7th with the Boys & Girls 5th & 6th Grade House Leagues (14 teams) and the 7th & 8th Grade Coed League (4 teams) playing games at the Butterfield Gym while the K-1st Grade (2 sessions), 2nd Grade Boys, 3rd Grade Boys, 4th Grade Boys, and 2nd-4th Grade Girls Programs held sessions at Woodman Park School. Utilizing all 3 elementary schools for practices as well as Woodman Park for Saturday programming. Recreation staff begin Saturdays at Woodman Park School at 7:30am and are typically cleaned up and leaving the school by 4:30pm. Recreation staff at the Butterfield Gym begin at 7:00am and are done and leaving the facility by 9:00pm. December 15th, held assessments for Recreation High School Basketball Program. The 18+ Men's Basketball League has 9 teams and games are on-going on Sundays and Thursdays. The 35+ Men's Basketball League has 7 teams and play games on Monday nights. The 50+ League has 6 teams and play games on Wednesday nights. All men's leagues are full with 185 participants. Badminton continues Friday nights from 5:30pm-8:30pm. Additional sessions of pickleball for both the Senior Center and the general public are being held in the gym during the weekdays. Birthday Parties: 0

Indoor Pool & Jenny Thompson Pool

This has been a stable month for the pool with patron usage increasing across the board and patrons settling into the school year schedule. Hydro fitness classes on Mondays and Fridays have numbers over 30 consistently, which is the highest seen in a long time. Lunch time lap swim midweek draws 20-30 swimmers each day. Birthday parties are on the rise with 1 to 2 each weekend day. Staff are creatively working to redesign birthday parties and offer themed party options. Staff have brought back family float nights with a theme each month and have advertised it as a special event throughout all platforms available including social media, Dover

Download, flyers and word of mouth. Staff are creative and enthusiastic about getting families to attend. Monster Mash Splash happened on October 25th with Halloween floats, games, music and costumes. Each participant received a Halloween rubber duck as a giveaway. Everyone is looking forward to the November Thanksgiving event which are from 6:30-8:00pm on Fridays once a month. The second half of fall swim lessons have begun and staff were able to open a majority of waitlists Tuesdays and Saturdays with the challenge being that families may have enrolled in other activities by the time had everything solidified. Infant/Toddler classes remain most popular. Staff are running classes until the week before Thanksgiving and will break for the month of December. Staff will resume winter programs at the beginning of January and hold December registrations. Winter and spring program guides will be released in November. The Indoor Pool filters that are being replaced, have been scheduled to be installed in November. Rentals: Current North Birthday Parties: 5

There has been an increase in yearly and 6-month memberships this month with increased usage during morning lap swim and therapy swim times. Parking pass transition into paid permits with expiration dates with different user groups has gone smoothly with better tracking. Birthday parties are on the rise with 1 to 2 each weekend day. Staff is still creatively working to redesign birthday parties and offer themed party options and are also working on a way to host them separate hours from recreation swim times and allow them to use pool toys if we can do so consistently from a staffing standpoint. Turkey Dive family float night had 20 participants. Staff have advertised these as a special event throughout all platforms available including social media, Dover Download, flyers and word of mouth. Staff are creative and enthusiastic about getting families to attend. These are from 6:30-8:00pm on Fridays once a month. Fall swim lesson programs wrapped up this month with eagerness to register for the winter session. Winter/Spring program guide was released last week online. Winter registration will be held December 11th for Dover Residents and December 18th for non-residents. Classes will begin the first full week of January. Spring registration is February 5th for Dover Residents and February 12th for non-residents. Classes will begin at the beginning of March. The Indoor Pool has been turned off. The Indoor Pool is closed November 25th through December 8th to receive two new pool filters. At the same time, the pool is set to be drained, cleaned and refilled to maximize efficiency of the new pool filters. If the work is completed sooner than scheduled and the pool rebalanced, the pool will open sooner. Rentals: Current North, Dover High School, St Thomas Aquinas High School, Berwick Academy, Spaulding High School and Oyster River High School. Birthday Parties: 6

There was a higher return rate of staff from college than originally anticipated which allowed staff to put out an amended schedule for Christmas Eve and New Year’s Eve. Hours on these days will be 8am-1pm. Will offer 2 hours of lap swim, 1 hour of therapy swim and 2 hours of recreation swim. The pool will be closed Christmas Day and New Year’s Day. Pool staff was able to put out a program gap schedule for the month of December through January 5th to offer additional lap swim, recreation swim, and therapy swim times. Winter swim lesson registration has begun for residents and non-residents. Due to instructors increasing availability, more classes will be offered than the previous fall session. Most popular program continues to be infant/toddler lessons. Rentals: Current North, Dover High School, St Thomas Aquinas High School, Berwick Academy, Spaulding High School and Oyster River High School. Birthday Parties: 4

Dover Ice Arena

Both ice sheets are up and running 7 days a week. Dover Youth Hockey Season has begun with practice and games, primarily Tuesday, Thursday, Saturday and Sunday, and their House League and Intro to Hockey First Shift Program have started. COED League runs Monday Nights with 4 games. Beginner Adult Skills on Friday mornings has returned as well as Chix with Stix on Sundays evenings and COED Stick Practice on Friday Evenings. Over 30 League runs on Sundays with 3 games. Over 45 League runs on Mondays with 2 games. Great Bay Figure Skating Club are here every Monday & Saturday for skating practices. Had Rock Night on Oct 12th and Oct 28th. November 2024: Maine high School programs start their hockey season. Dover Youth Hockey is hosting a 12-team playoff tournament Nov 8th to 10th. Registration is open for Girls Baystate Tournament. Birthday Parties: 0, Adult and Youth Stick Practice: 314 skaters

Dover Youth Hockey Season is in full swing with travel, House, girls and beginner hockey all running, as well as hosting the Midget 18U Tier 3 and Tier 3 State Playoffs. Had Rock Night on Nov 2nd & 23rd. Registration is open for Girls Baystate Tournament. Maine High School hockey has started. Hosted the Annual Seacoast HS Hockey Alumni Jamboree the day after Thanksgiving. Birthday Parties: 3, Adult and Youth Stick Practice: 405 skaters

Great Bay Figure Skating Club are on ice every Monday & Saturday for skating practices. The Arena had an extremely busy Public Skate Season around the holidays. Had Rock Night on Dec 14th, and with High School season being so busy, Rock Night doesn't return until March 2025. Registration is open for Girls Baystate Tournament. NH High School Hockey starts Dec 2nd. Great Bay Figure Skating had their annual Holiday Show on Dec 15th. Dover High hosted the 45th annual high school hockey jamboree on Dec 7th with 13 teams attending. Birthday Parties: 3, Adult and Youth Stick Practice: 347 skaters

Dover Senior Center

In October, continued to hold Chair Yoga, Yoga for Bone Strength, Tai Chi and pickleball, as well as daily games and activities. Hosted an AARP Safe Driver course. Continued popular program hosted by the UNH Occupational Therapy grad students. Look forward to the start of a new fitness class, Dance for Fun and Fitness, in November.

In November, continued to hold Chair Yoga, Yoga for Bone Strength, Tai Chi and pickleball, as well as daily games and activities. This month began a new fitness class "Dance for Fun and Fitness" which we teased for 2 weeks before launching regularly. Did last theater trip of 2024 at Seacoast Rep to see the classic musical, CATS.

December continued with Chair Yoga, Yoga for Bone Strength, Tai Chi and pickleball, as well as daily games and activities. Had a group visit the Mount Washington Hotel to enjoy gorgeous Christmas décor and historic spaces. Also went to see the iconic Boston Pops for festive "Holiday Pops" performance. Many of Sr Center groups observed an amended schedule to accommodate holiday celebrations and Silver Strummers were out performing around the area all month. Seniors also donated over $1600 and countless toys to the Dover Fire Toy Drive and also supported SCMoW Santa for Seniors with donations for the most in-need of senior neighbors.

2024-2025 WEATHER EVENT MANAGEMENT SUMMARY

Date of Event	Weather Condition	Accumulation Inches	Total OT Hours	Total OT Cost	Contractor Cost	Salt Tons (density varies)	Salt Cost	Salt/Sand Mix-Yards	Salt/Sand Cost	Sand Only Yards	Sand Only Cost	Salt Brine Gallons	Salt Brine Cost	Total Event Cost
FY2025 Amount Budgeted:				**$167,000.00**	**$90,000.00**				**$277,588.00**					**$534,588.00**
11/26/2024	Icy Roads		24.56	$1,017.57	$550.00	104.00	$7,726.95	0.00	$0.00	0.00	$0.00	0.00	$0.00	$4,805.53
12/5/2024	Wet Snow	1.00	42.45	$1,674.78	$350.00	156.88	$11,544.80	0.00	$0.00	0.00	$0.00	0.00	$0.00	$6,872.89
12/5/2024	Icy Roads		24.71	$950.99	$330.00	42.90	$3,157.01	0.00	$0.00	0.00	$0.00	0.00	$0.00	$2,616.65
12/8/2024	Dry Snow	3.00	125.38	$5,073.79	$1,490.00	348.40	$25,638.76	0.00	$0.00	0.00	$0.00	0.00	$0.00	$17,410.96
12/9/2024	Wet Snow	2.00	110.50	$4,298.82	$1,140.00	386.15	$28,416.78	0.00	$0.00	0.00	$0.00	0.00	$0.00	$17,459.75
12/19/2024	Icy Roads		0.00	$0.00	$220.00	33.80	$2,487.34	0.00	$0.00	0.00	$0.00	0.00	$0.00	$1,272.34
12/20-21/24	Dry Snow	0.25	40.03	$1,511.77		201.50	$14,828.39	0.00	$0.00	0.00	$0.00	420.00	$39.98	$7,825.29
12/24/2024	Dry Snow	0.50	0.00	$0.00		300.93	$22,145.44	0.00	$0.00	0.00	$0.00	220.00	$20.94	$9,391.15
12/31/2024	Icy Roads		11.00	$450.81		22.10	$1,626.34	0.00	$0.00	0.00	$0.00	0.00	$0.00	$1,138.88
2024-2025 Season-Year to Date:		**6.75**	**378.63**	**$14,978.53**	**$4,080.00**	**1,596.66**	**$117,571.80**	**0.00**	**$0.00**	**0.00**	**$0.00**	**640.00**	**$60.92**	**$68,793.43**
FY2025 Budget Spent:				8.97%	4.53%				42.00%					12.87%

Parking Ban

ANNUAL WEATHER EVENT MANAGEMENT OVERVIEW

	Accumulation Inches	Total OT Hours	Total OT Cost	Contractor Cost	Salt Tons	Salt Cost	Salt/Sand Mix-Yards	Salt/Sand Cost	Sand Only Yards	Sand Only Cost	Salt Brine	Salt Brine Cost	Total Event Cost
Through 04/04/2016	42.25	3,564.10	$113,535.55	$28,065.70	1,918.50	$104,328.03	1,947.50			$24,830.63	4,800.00	$384.00	$271,143.90
Through 04/01/2017	92.80	7,229.54	$227,944.80	$66,695.95	3,675.00	$199,864.50	3,802.50			$48,481.88	31,680.00	$2,534.40	$545,503.53
Through 04/15/2018	95.25	6,354.45	$200,611.81	$65,217.00	3,799.00	$201,916.85	3,602.25	$86,237.87	107.50	$1,693.13	45,650.00	$3,652.00	$559,328.65
Through 02/27/2019	43.50	3,769.87	$121,137.29	$38,383.50	3,261.25	$163,551.69	2,598.50	$65,612.13	125.50	$2,127.23	32,975.00	$2,638.00	$393,449.83
Through 02/18/2020	48.50	3,808.13	$128,490.45	$96,349.43	2,825.75	$141,711.36	1,498.50	$37,837.13	49.00	$818.30	37,004.00	$2,960.32	$408,166.98
Through 02/27/2021	44.25	3,078.77	$99,926.57	$73,962.50	2,779.25	$135,210.51	851.00	$21,513.28	96.00	$1,896.00	19,355.00	$1,548.40	$334,057.26
Through 03/12/2022	42.50	3,835.28	$125,639.03	$74,731.25	2,967.75	$155,925.59	1,827.00	$46,186.56	171.00	$3,933.00	23,115.00	$1,618.05	$408,033.48
Through 03/14/2023	50.50	4,346.98	$160,924.44	$75,457.50	3,864.30	$266,018.41	1,008.25	$41,681.06	87.40	$2,010.20	7,855.00	$799.48	$546,891.09
Through 04/04/2024	30.25	1,780.36	$96,177.69	$38,383.40	1,820.78	$130,349.28	294.50	$14,290.87	26.50	$716.63	46,661.00	$4,286.28	$284,204.15

2019-2020 Parking Bans: 9
2020-2021 Parking Bans: 12
2021-2022 Parking Bans: 9
2022-2023 Parking Bans: 10
2023-2024 Parking Bans: 4
2024-2025 Parking Bans: 0 to date

Changes to note in the 2024-2025 Weather Event Management Summary:

The City is improving its approach to road salt reduction by using a more accurate density. Previously, a density of 111.1 pounds per cubic foot was used which may have led to an overestimation of the amount of salt applied. To ensure more reliable data for evaluating salt reduction efforts, the City is adopting a density of 80 pounds per cubic foot. This is based on the density found in the Saltinstitute.org Salt Storage Handbook. This change in density however, will not affect the way the City estimates volume. It is important to note that year-end costs may differ from budgeted expenditures due to this new density being used.

NAME	STREET NAME	Type	Total Units	Units Built*	Units left	Attainable Units	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
Mixed Use															
Wooden Ruler	42-44 Third St	M	58	0	58	No	6/27/2023	11/8/2022	Site	P22-60	6	32 & 40	6/27/2028	H	1.74
Equine Properties	239 Knox Marsh Road	M	64	0	64	12	9/26/2023	8/22/2023	Site	SITE2023-0010	H	37A	9/26/2028	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	9/13/2027	H	5.19
Cochecho Waterfront	River Street	M	418	220	198	No	8/25/2022	6/14/2022	Site	P21-69	22	1-2 & 1-4	8/25/2027	G	12.54
Downtown Dover Storage, LLC	14 Broadway	A	24	0	24	No	9/13/2022	12/14/2021	Site	P21-29	4	5	9/13/2027	H	0.72
Pointe Place Phase V	Northfield Drive	A	84	72	12	No	10/13/2020	7/28/2020	Site	P20-32	K	19	10/13/2025	G	2.5
Fakhoury	12 Preble Street	A	12	0	12	No	9/23/2023	2/18/2019	Site	P19-11	4	76	9/23/2028	H	0.4
Squiourn	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			***868***	***316***	***552***	***12***									***26.0***
Multi-Family:															
Our Place, Inc	Durham Road	A	9	0	9	No	12/10/2024	10/8/2024	Site	SITE-2024-0004	H	4-Jun	12/10/2029	G	1.1
H.J. Stabile & Son, Inc.	Fisher St.	H	21	0	21	No	7/23/2024	6/11/2024	Site	SITE-2023-0015	15	40-A	7/23/2029	W	2.5
Robert Baldwin	Ember Drive/34 New	H	15	12	3	TBD	5/6/2024	1/23/2024	Site	SITE-2023-0007	39	103	5/6/2029	H	1.8
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	0.8
DHA Whittier Street	48 Whittier Street	A	6	6	0	6	9/13/2022	6/28/2022	Site	P21-37	33	1-A	9/13/2027	W	0.7
McIntosh Dover, LLC	23 Cataract	A	128	78	50	78	8/13/2024	6/25/2024	Site	WAIV-2024-0010	13	23 & 34	8/13/2029	W	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	3.8
Total: Multi-family			***218***	***97***	***121***	***84***									26.2
Subdivisions:															
Fergus and Jennifer Cullen	566 Sixth St.	H	3	1	2	No		12/10/2024		SUBM-2024-	B	4-F		H	0.2
Stonearch Development Corp	63 & 65 Tolend &22	H	27	5	22	No		8/23/2023		SUBD-23-0005	E	65 & 65-		W	3.2
Chinburg Development, LLC	Gulf Rd & Oak St.	H	11	2	9	No	9/26/2023	6/27/2023	10/25/2023	SUBD-23-0001	N	13-1	9/26/2028	H	1.3
Settlement on Sixth	447 Sixth Street	H	11	10	1	No	2/8/2022	11.9.2021	Site	P21-43	B	5	2/8/2027	H	1.3
Khavari	Leather's Lane	H	40	40	0	No	4/27/2021	12/15/2020	Site	P20-71	I	4-A	4/27/2026	G	4.8
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	1.6
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	0.8
Porch Light Drive	Cataract Ave	H	18	16	2	No	5/10/2022	3/8/2022	5/11/2022	P19-80B	14	10-G	5/10/2027	W	2.2
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	0.6
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	2.0
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	1.3
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	1.2
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	1.1
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	1.3
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	3.8
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	0.5
Total: Subdivisions			***226***	***149***	***77***	***0***									***27.1***
Elderly:															
Arbor Woods Townhomes	Cielo Dr	H	56	0	56	No	12/29/2023	11/14/2023	Site	P06-25F	H	4	12/29/2028	W	6.7
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	8.64
Total: Elderly			***128***	***68***	***60***	***0***									15.34
TOTAL APPROVED UNITS			**1440**	**630**	**810**	**96**									

Construction value for the month of November was 8.66 million

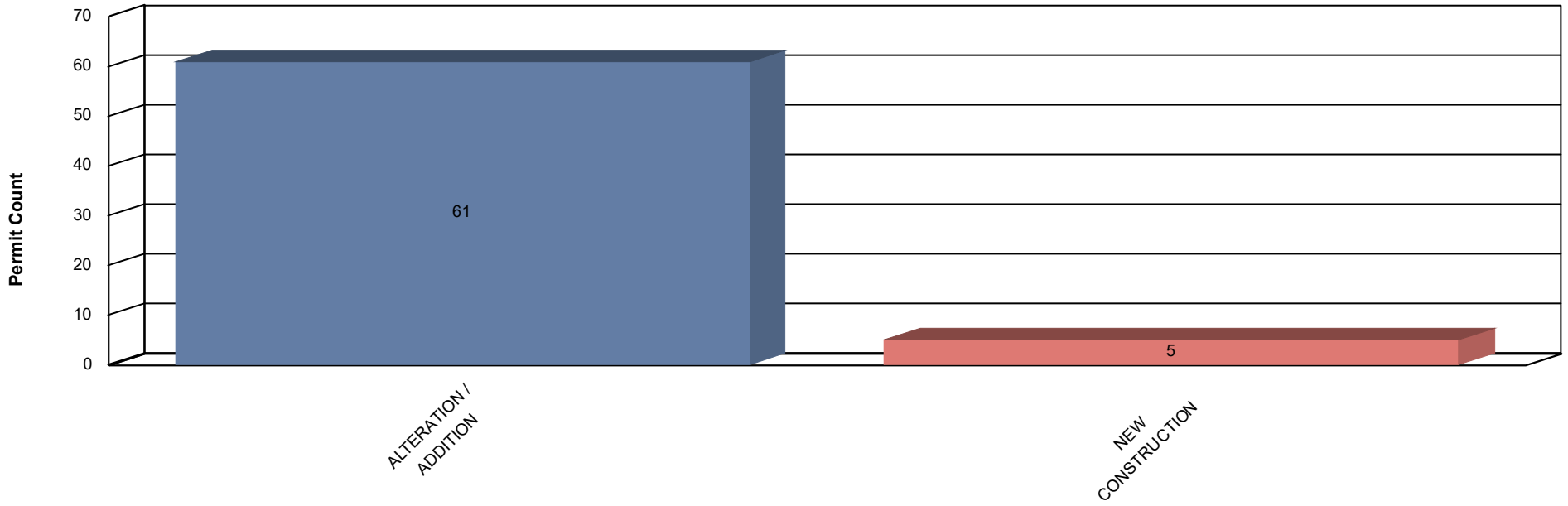
Inspection Services new building has approved rough mechanical systems, insulated and sheetrocked. Interior finishes will begin in 2025.

* Built or permit issued and unit under construction

** Students are estimated based upon multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS

A:Apt, H:House, C:Condo, M: Mixed Use

PERMITS ISSUED BY WORK CLASS (10/01/2024 TO 10/31/2024)
FOR CITY OF DOVER, N.H.



Permit #	Type	Workclass	Status	Main Address		District	Parcel
	Application Date	*Issue Date*	*Expiration*	*Last Inspection*	*Finaled Date*	*Applied Online*	
	Zone	*Fee Total*	*Sq Ft*	*Valuation*	*Project Zone*	*Assigned To*	
ALTERATION / ADDITION							
BLDM-2024-0427	Building - Minor	Alteration / Addition	Complete	51 Augusta Wy, Dover, NH		None	K0049-A00025
	09/11/2024	*10/01/2024*	*04/15/2025*	*10/17/2024*	*10/17/2024*	*Yes*	
	R-40	*$160.00*	*48*	*$4,750.00*	*Residential*	*Thomas Abbott*	
	Description: Front steps						
BLDM-2024-0443	Building - Minor	Alteration / Addition	Issued	35 - 36 Mill St, Dover 03820		None	16033-000000
	09/19/2024	*10/01/2024*	*04/02/2025*			*Yes*	
	R-12	*$75.00*	*1,500*	*$12,350.00*	*Residential*	*Thomas Abbott*	
	Description: replacing and installing rubber roof						
BLDM-2024-0448	Building - Minor	Alteration / Addition	Issued	5 Sierra Hill Dr, Dover, NH		None	K0019-003000
	09/24/2024	*10/01/2024*	*04/21/2025*	*10/21/2024*		*Yes*	
	IT	*$135.00*	*483*	*$9,500.00*	*Residential*	*Thomas Abbott*	
	Description: Project is for the construction of 2 rooms (483 sq ft) within a currently unfinished basement (1,400 sq ft). No plumbing is required, and no HVAC is required. Minor electrical work (relocation of existing electric outlets, addition of 2 new electric outlets and addition of 3 light fixtures and switches						

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BLDM-2024-0436	Building - Minor	Alteration / Addition	Issued	11 Cielo Dr, Dover 03820		None	H0004-000000
	09/16/2024	*10/02/2024*	*04/03/2025*			*Yes*	
	IT	*$685.00*	*320*	*$60,000.00*	*Residential*	*Thomas Abbott*	
	Description: Build a 20x16 Addition in place of a existing porch						
BLDM-2024-0445	Building - Minor	Alteration / Addition	Issued	284 Dover Point Rd, Dover, NH		None	L0105-C00000
	09/21/2024	*10/02/2024*	*04/03/2025*			*Yes*	
	R-20	*$300.00*	*2,000*	*$25,000.00*	*Residential*	*Thomas Abbott*	
	Description: Removing interior wall, floor, and ceiling finishing's to expose the post and beam structure and determine the condition of the structure. Electrical wiring and plumbing will also be removed at this time as it will all be replaced after the structure is addressed. We will also seek out the best way to insulate the exterior walls.						
BLDM-2024-0451	Building - Minor	Alteration / Addition	Complete	26 Fisher St, Dover, NH		None	15047-000000
	09/25/2024	*10/02/2024*	*04/23/2025*	*10/25/2024*	*10/25/2024*	*Yes*	
	G	*$102.00*	*50*	*$7,000.00*	*Residential*		
	Description: Replace existing entry stairs and railings						
BLDM-2024-0440	Building - Minor	Alteration / Addition	Issued	13 Nicholas Cr, Dover, NH		None	B0018-020000
	09/17/2024	*10/02/2024*	*04/30/2025*	*11/01/2024*		*Yes*	
	R-40	*$1,059.00*	*528*	*$94,500.00*	*Residential*	*Thomas Abbott*	
	Description: 22' x 24' attached garage						
BLDM-2024-0446	Building - Minor	Alteration / Addition	Complete	56 Durham Rd, 34, Dover 03820		None	I0009-B00000
	09/23/2024	*10/02/2024*	*04/21/2025*	*10/22/2024*	*10/22/2024*	*Yes*	
	RM-SU	*$245.00*	*150*	*$20,000.00*	*Residential*		
	Description: Remove first floor 1/2 bathroom. To enlarge kitchen footprint. Add in recessed lighting. Install a new Sheetrock ceiling and upgrade kitchen cabinets. Upgrade electrical.						
BLDM-2024-0458	Building - Minor	Alteration / Addition	Issued	9 Baldwin Wy, Dover, NH		None	L0040-004000
	09/27/2024	*10/03/2024*	*04/04/2025*			*Yes*	
	R-20	*$234.00*	*19,275*	*$19,275.00*	*Residential*	*Thomas Abbott*	
	Description: REMOVE & REPLACE 4 WINDOWS; 1ENTRY DOORS; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES						
BLDG-2024-0129	Building - Major	Alteration / Addition	Issued	1 Long Hill Rd, Dover, NH		None	A0001-000000
	09/18/2024	*10/03/2024*	*04/04/2025*			*Yes*	
	C	*$1,301.00*	*961*	*$116,000.00*	*Non-Residential*	*Jim Maxfield*	
	Description: Renovation of existing Dunkin according to plans						
BLDG-2024-0122	Building - Major	Alteration / Addition	Issued	92 Industrial Park Rd, Dover, NH		None	G0004-E00000
	09/04/2024	*10/03/2024*	*04/04/2025*			*Yes*	
	CM	*$1,675.00*	*23,956*	*$150,000.00*	*Non-Residential*	*Jim Maxfield*	
	Description: Re-roof. Removal of existing insulation and re-installation of new insulation/membrane						
BLDM-2024-0452	Building - Minor	Alteration / Addition	Issued	4 Westwood Cr, Dover, NH		None	F0017-P00000
	09/26/2024	*10/03/2024*	*04/04/2025*			*Yes*	
	R-40	*$157.00*	*0*	*$12,423.15*	*Residential*	*Thomas Abbott*	
	Description: REMOVE AND REPLACE 4 DOORS, LIKE FOR LIKE, SAME SIZE, NO STRUCTURAL CHANGES						
BLDM-2024-0456	Building - Minor	Alteration / Addition	Issued	72 Piscataqua Rd, Dover 03820		None	J0018-C00000
	09/26/2024	*10/07/2024*	*04/08/2025*			*Yes*	
	R-40	*$91.00*	*125*	*$6,500.00*	*Residential*	*Thomas Abbott*	
	Description: Install Master Bedroom Closet and Bathroom						

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BLDM-2024-0389	Building - Minor	Alteration / Addition	Issued	9 Fairway Dr, Dover, NH		None	N0014-R00000
	08/20/2024	*10/07/2024*	*04/08/2025*	*10/17/2024*		*Yes*	
	R-40	*$817.00*	*1,038*	*$72,334.00*	*Residential*	*Thomas Abbott*	
	Description: Finish existing basement space, to include adding framing and insulating walls, adding a bath and laundry, and vinyl flooring in finished areas. Leave two sections unfinished for storage.						
BLDM-2024-0453	Building - Minor	Alteration / Addition	Complete	34 Glenwood Av, Dover 03820		None	36013-000000
	09/26/2024	*10/07/2024*	*04/08/2025*	*10/28/2024*	*10/28/2024*	*Yes*	
	R-12	*$75.00*	*1,250*	*$8,487.00*	*Residential*		
	Description: Removing and replacing back roof over the garage. *We're also doing some spot repair of the flat roof with a sealant and installing gutters which is in the estimate but is not part of our permit application. I'll be attaching the estimate for your information.*						
BLDM-2024-0462	Building - Minor	Alteration / Addition	Issued	26 Sierra Hill Dr, Dover 03820		None	K0019-003000
	10/02/2024	*10/07/2024*	*04/08/2025*			*Yes*	
	IT	*$124.00*	*25*	*$8,787.00*	*Residential*	*Thomas Abbott*	
	Description: Renovation of bulkhead *Carpentry work*						
BLDM-2024-0246	Building - Minor	Alteration / Addition	Issued	4 Middlebrook Rd, Dover 03820		None	17134-000000
	05/28/2024	*10/08/2024*	*04/09/2025*			*No*	
	R-12	*$113.00*	*0*	*$8,000.00*	*Residential*	*Thomas Abbott*	
	Description: replacement of front landing and stairs						
BLDM-2024-0447	Building - Minor	Alteration / Addition	Issued	11 St Andrews Cr, Dover, NH		None	K0049-A00044
	09/23/2024	*10/08/2024*	*04/09/2025*			*Yes*	
	R-40	*$575.00*	*120*	*$50,000.00*	*Residential*	*Thomas Abbott*	
	Description: Bathroom Remodel						
BLDM-2024-0444	Building - Minor	Alteration / Addition	Issued	113 Crosby Rd, 1, Dover 03820		None	G0001-N00000
	09/20/2024	*10/09/2024*	*04/10/2025*			*Yes*	
	CM	*$707.00*	*400*	*$62,000.00*	*Non-Residential*	*Thomas Abbott*	
	Description: remove & install new kitchen.						
BLDM-2024-0467	Building - Minor	Alteration / Addition	Issued	7 Locke St, Dover, NH		None	19006-000000
	10/07/2024	*10/09/2024*	*04/10/2025*			*Yes*	
	R-12	*$75.00*	*1,800*	*$8,000.00*	*Residential*	*Thomas Abbott*	
	Description: Emergency roof replacement per water damage/leak.						
BLDM-2024-0465	Building - Minor	Alteration / Addition	Issued	130 Boxwood Ln, Dover, NH		None	B0021-024000
	10/04/2024	*10/11/2024*	*04/12/2025*			*Yes*	
	R-40	*$234.00*	*3,240*	*$19,453.00*	*Residential*	*Thomas Abbott*	
	Description: Remove/Replace (2) Windows & (2) Entry Doors, like for like with no structural changes						
BLDM-2024-0455	Building - Minor	Alteration / Addition	Issued	96 Portland Av, Dover 03820		None	24075-000000
	09/26/2024	*10/15/2024*	*04/16/2025*			*Yes*	
	G	*$157.00*	*35*	*$12,500.00*	*Residential*	*Thomas Abbott*	
	Description: Remove existing deck, replace with smaller landing for door entryway. Remove and replace decking from covered porch.						

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BLDM-2024-0449	Building - Minor *09/24/2024* *CBD-G*	Alteration / Addition *10/15/2024* *$157.00*	Issued *04/16/2025* *256*	48 Fourth St, Dover, NH *$12,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	31019-000000
	Description: Replacing existing deck and replacing same size. 32'x8' with new pre-cast piers 7' off building. 6"x6" posts less than 8" apart and 2"x8" floor joists 16" on center. Triple 2"x10" beams with 5/4"x6" pressure treated decking. All rails to be code compliant.						
BLDM-2024-0457	Building - Minor *09/27/2024* 	Alteration / Addition *10/15/2024* *$597.00*	Issued *04/16/2025* *500*	66 Third St, Dover 03820 *$52,000.00*	 *Mixed Use*	None *Yes* *Thomas Abbott*	31007-000000
	Description: Remove small section of compromised brick veneer and replace with new.						
BLDM-2024-0478	Building - Minor *10/13/2024* *R-40*	Alteration / Addition *10/15/2024* *$201.00*	Issued *04/16/2025* *0*	33 Meserve Rd, Dover 03820 *$16,427.00*	 *Residential*	None *Yes* *Thomas Abbott*	I0027-000000
	Description: install 3 replacement entry doors-no structural work						
BLDM-2024-0441	Building - Minor *09/18/2024* *R-40*	Alteration / Addition *10/15/2024* *$333.00*	Issued *04/23/2025* *400*	51 Sandpiper Dr, Dover 03820 *10/25/2024* *$28,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	C0002-B00008
	Description: Add 336 sq ft deck to exciting 154 sq ft deck. There will be a 64 sq ft deck for a hot tub. The hot tub will be inside the 336 sq ft deck.						
BLDM-2024-0431	Building - Minor *09/13/2024* *C*	Alteration / Addition *10/15/2024* *$69.00*	Issued *04/21/2025* *256*	9 Independence Dr, Dover 03820 *10/23/2024* *$4,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	K0021-000000
	Description: Adding a ground level detached 16' x 16' deck on rear of house. Framing will be 2x10 PT and decking will be Trex						
BLDM-2024-0476	Building - Minor *10/11/2024* *RM-SU*	Alteration / Addition *10/16/2024* *$894.00*	Issued *04/17/2025* *200*	41 Clearwater Dr, Dover 03820 *$79,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	L0050-000000
	Description: Replace fixtures, vanities, showers, bathtubs and tile in 3 bathrooms						
BLDM-2024-0463	Building - Minor *10/02/2024* *R-12*	Alteration / Addition *10/16/2024* *$531.00*	Issued *04/17/2025* *2,128*	18 Governor Sawyer Ln, Dover 03820 *$46,154.00*	 *Residential*	None *Yes* *Thomas Abbott*	17148-000000
	Description: replacement of sliding door and 14 windows						
BLDM-2024-0454	Building - Minor *09/26/2024* *RM-SU*	Alteration / Addition *10/16/2024* *$399.00*	Issued *04/17/2025* *400*	2 The Garrison At 56 Durham Rd, Dover 03820 *$34,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	I0009-B00000
	Description: Remodel Kitchen and Bathroom						
BLDM-2024-0442	Building - Minor *09/19/2024* *R-12*	Alteration / Addition *10/17/2024* *$1,147.00*	Issued *04/18/2025* *432*	83 Redden St, Dover, NH *$102,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	29059-000000
	Description: Master bed/bath addition on full foundation						
BLDM-2024-0464	Building - Minor *10/03/2024* *CBD-G*	Alteration / Addition *10/17/2024* *$75.00*	Issued *04/18/2025* *73*	52 Third St, Dover 03820 *$44,800.00*	 *Non-Residential*	None *Yes* *Thomas Abbott*	06043-000000
	Description: re-shingle roof						

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BLDG-2024-0135	Building - Major *10/07/2024* *R-12*	Alteration / Addition *10/17/2024* *$619.00*	Issued *04/18/2025* *270*	118 Henry Law Av, Dover 03820 *$54,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	22025-000000
	Description: Master bedroom addition with 3/4 bath						
BLDM-2024-0480	Building - Minor *10/15/2024* *R-12*	Alteration / Addition *10/17/2024* *$465.00*	Issued *04/18/2025* *200*	5 Coolidge Av, Dover 03820 *$40,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	27241-000000
	Description: Remove existing porch and replace in kind						
BLDM-2024-0430	Building - Minor *09/12/2024* *R-40*	Alteration / Addition *10/18/2024* *$300.00*	Issued *04/30/2025* *528*	338 Tolend Rd, Dover 03820 *11/01/2024* *$25,300.00*	 *Residential*	None *Yes* *Thomas Abbott*	F0010-B00000
	Description: Project scope is a 528 sq ft deck and French door replacement with total project cost of $25,300.						
BLDM-2024-0477	Building - Minor *10/11/2024* *R-40*	Alteration / Addition *10/21/2024* *$69.00*	Issued *04/22/2025* *80*	17 Tanglewood Dr, Dover 03820 *$4,254.00*	 *Residential*	None *Yes* *Thomas Abbott*	I0081-C00000
	Description: Remove and dispose of existing laminate countertops, install cabinet panel next to range for support of countertop, measure and install new laminate countertop by fabricator, rough plumbing to remove existing sink and garbage disposal and finish plumbing.						
BLDM-2024-0483	Building - Minor *10/19/2024* *R-20*	Alteration / Addition *10/21/2024* *$630.00*	Issued *04/22/2025* *0*	18 Melody Tr, Dover 03820 *$55,376.00*	 *Residential*	None *Yes* *Thomas Abbott*	G0024-J00140
	Description: install 23 replacement windows and 1 replacement patio door-no structural work						
BLDM-2024-0393	Building - Minor *08/22/2024* *R-12*	Alteration / Addition *10/21/2024* *$575.00*	Issued *04/22/2025* *864*	98 Spruce Ln, Dover, NH *$50,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	I0083-002000
	Description: 24x36 detached garage						
BLDG-2024-0125	Building - Major *09/06/2024* *G*	Alteration / Addition *10/22/2024* *$6,757.00*	Issued *05/06/2025* *7,650*	15 Durham Rd, Suite 105, Dover, NH *11/07/2024* *$612,000.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	H0011-000000
	Description: Tenant fitout of a vanilla box for Suite F with a proposed suite number #105						
BLDM-2024-0484	Building - Minor *10/20/2024* *R-12*	Alteration / Addition *10/22/2024* *$36.00*	Issued *04/23/2025* *40*	26 Highland St, Dover 03820 *$800.00*	 *Residential*	None *Yes* *Thomas Abbott*	10016-000000
	Description: Replacing exterior brick entry steps with wood						
BLDM-2024-0150	Building - Minor *04/05/2024* *R-12*	Alteration / Addition *10/22/2024* *$36.00*	Issued *04/23/2025* *568*	1 Wellington Rd, Dover 03820 *$800.00*	 *Residential*	None *Yes* *Thomas Abbott*	D0009-S00000
	Description: Water mitigation. Removal of drywall walls, insulation, and carpet pad						
BLDM-2024-0474	Building - Minor *10/09/2024* *R-40*	Alteration / Addition *10/22/2024* *$75.00*	Issued *04/23/2025* *2,500*	132 County Farm Cross Rd, Dover 03820 *$0.00*	 *Residential*	None *Yes* *Thomas Abbott*	B0014-E00000
	Description: Roof Replacement						

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BLDG-2024-0128	Building - Major *09/12/2024* *G*	Alteration / Addition *10/22/2024* *$3,886.00*	Issued *05/06/2025* *4,340*	15 Durham Rd, Suite 108, Dover, NH *11/07/2024* *$351,200.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	H0011-000000
	Description: Tenant fitup of a vanilla box in a core and shell medical office building.						
BLDM-2024-0461	Building - Minor *10/01/2024* *RM-U*	Alteration / Addition *10/22/2024* *$58.00*	Issued *04/28/2025* *1*	141 Central Av, Dover, NH *10/28/2024* *$2,600.00*	 *Non-Residential*	None *Yes* *Thomas Abbott*	19051-000000
	Description: Framing repair, rot. In-kind repair following NPS and Secretary of the Interior standards						
BLDM-2024-0479	Building - Minor *10/15/2024* *R-40*	Alteration / Addition *10/23/2024* *$251.00*	Issued *04/24/2025* *3,000*	145 Varney Rd, Dover 03820 *$15,500.00*	 *Residential*	None *Yes* *Thomas Abbott*	A0036-O00000
	Description: Roof Replacement						
BLDM-2024-0487	Building - Minor *10/22/2024* *R-40*	Alteration / Addition *10/24/2024* *$695.00*	Issued *04/25/2025* *0*	9 Fairway Dr, Dover 03820 *$63,000.00*	 *Residential*	None *No* *Thomas Abbott*	N0014-R00000
	Description: Instillation of inground swimming pool gunite.						
BLDG-2024-0164	Building - Major *10/18/2024* *CBD-G*	Alteration / Addition *10/28/2024* *$333.00*	Issued *04/29/2025* *0*	100 Main St, Dover 03820 *$27,500.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	03063-000000
	Description: Verizon Wireless to upgrade antennas and ancillary equipment at existing wireless facility.						
BLDM-2024-0471	Building - Minor *10/08/2024* *R-12*	Alteration / Addition *10/28/2024* *$75.00*	Issued *04/29/2025* *1,391*	9 Crestview Dr, Dover, NH *$7,329.03*	 *Residential*	None *Yes* *Thomas Abbott*	D0022-010000
	Description: Removing and replacing plywood and asphalt shingles on the roof.						
BLDM-2024-0488	Building - Minor *10/22/2024* *R-12*	Alteration / Addition *10/28/2024* *$256.00*	Issued *04/29/2025* *0*	2 Kent Av, Dover 03820 *$21,182.00*	 *Residential*	None *Yes* *Thomas Abbott*	K0018-L00000
	Description: REMOVE & REPLACE 7 WINDOWS; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES						
BLDG-2024-0131	Building - Major *10/01/2024* *G*	Alteration / Addition *10/28/2024* *$3,105.00*	Issued *04/29/2025* *3,405*	15 Durham Rd, Suite 210, Dover, NH *$280,000.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	H0011-000000
	Description: Tenant fitup of a vanilla box for Suite E #210.						
BLDM-2024-0345	Building - Minor *07/24/2024* *R-12*	Alteration / Addition *10/28/2024* *$179.00*	Issued *04/29/2025* *90*	98 Henry Law Av, 1, Dover, NH *$13,600.00*	 *Residential*	None *Yes* *Thomas Abbott*	22009-000000
	Description: Kitchen Remodel						
BLDM-2024-0468	Building - Minor *10/07/2024* *R-40*	Alteration / Addition *10/28/2024* *$124.00*	Issued *05/06/2025* *32*	7 Nicholas Cr, Dover, NH *11/07/2024* *$8,995.00*	 *Residential*	None *Yes* *Thomas Abbott*	B0018-016000
	Description: replace front steps						

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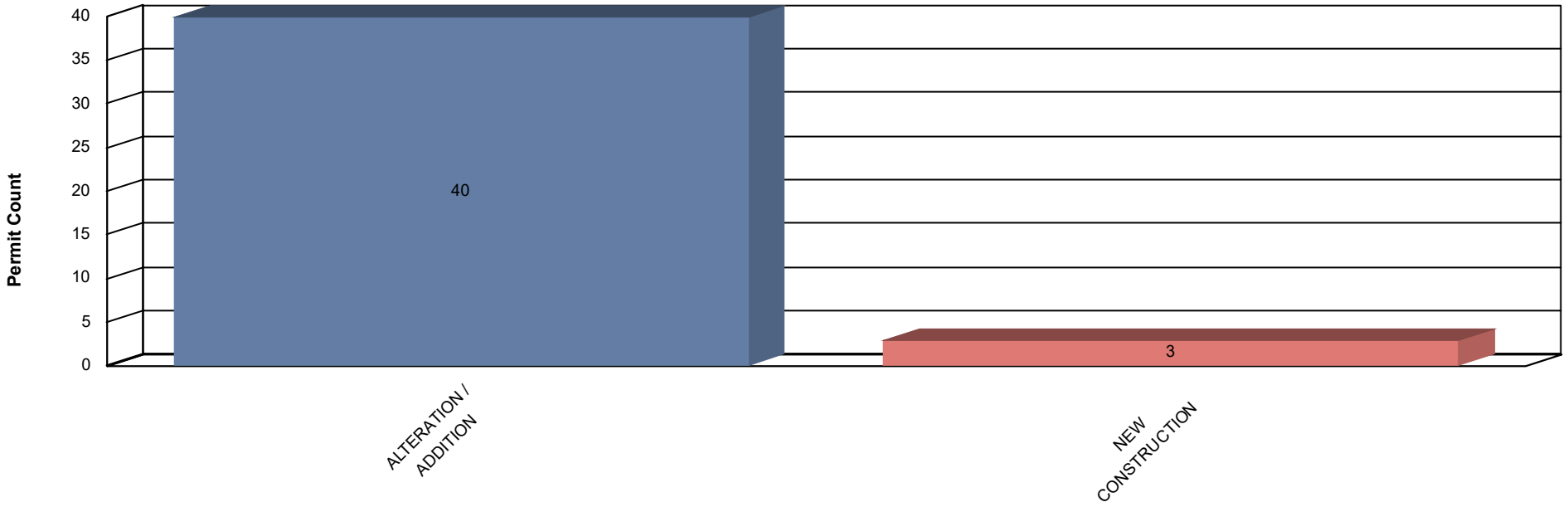
BLDM-2024-0470	Building - Minor *10/08/2024* *RM-U*	Alteration / Addition *10/28/2024* *$80.00*	Issued *04/29/2025* *192*	42 Hill St, Dover 03820 *$5,000.00*	*Residential*	None *Yes* *Thomas Abbott*	27118-000000
	Description: Replacing existing deck with same size/style/materials						
BLDM-2024-0485	Building - Minor *10/21/2024* *R-12*	Alteration / Addition *10/28/2024* *$641.00*	Issued *04/29/2025* *288*	340 Washington St, Dover 03820 *$55,600.00*	*Residential*	None *Yes* *Thomas Abbott*	G0011-001000
	Description: Remove Existing Porch and Construct a New Covered Farmers Porch						
BLDM-2024-0481	Building - Minor *10/17/2024* *R-40*	Alteration / Addition *10/28/2024* *$75.00*	Complete *05/05/2025* *1,400*	19 Sunnybrooke Dr, Dover 03820 *11/06/2024* *$6,650.00*	*11/06/2024* *Residential*	None *Yes* *Thomas Abbott*	I0030-B00010
	Description: remove and install new roof shingles						
BLDM-2024-0459	Building - Minor *09/30/2024* *RM-U*	Alteration / Addition *10/28/2024* *$80.00*	Issued *04/29/2025* *250*	109 Henry Law Av, Dover, NH *$5,000.00*	*Residential*	None *Yes* *Thomas Abbott*	20015-000000
	Description: Replacing 250 sq ft aging deck material with new decking. Underlying structure is in tact and will not be altered.						
BLDG-2024-0132	Building - Major *10/01/2024* *IT*	Alteration / Addition *10/29/2024* *$1,125.00*	Issued *04/30/2025* *144*	15 Stonewall Dr, Dover 03820 *$100,000.00*	*Non-Residential*	None *Yes* *Jim Maxfield*	H0053-001000
	Description: Remove/replace (4) exterior canopies *Build new office for facilities manager.*						
BLDM-2024-0490	Building - Minor *10/25/2024* *R-40*	Alteration / Addition *10/29/2024* *$564.00*	Issued *04/30/2025* *0*	78 Watson Rd, Dover 03820 *$49,000.00*	*Residential*	None *Yes* *Thomas Abbott*	C0050-D00000
	Description: Repairing sagging floor. Floor system is over loaded and consists of conventional framed triple 2 x 12 kd carrying sticks. Floor will be jacked up to level, existing carrying beam removed and replaced with triple 11 7/8" LVLs. Springfield plates added at each lally columns in basement. Interior load bearing wall to be removed and replaced with beam on first floor to enlarge the kitchen. Demo existing cabinets and floors finishes and install customer provided cabinets.						
BLDM-2024-0475	Building - Minor *10/10/2024* *R-12*	Alteration / Addition *10/30/2024* *$1,791.00*	Issued *05/01/2025* *3,700*	332 Washington St, Dover 03820 *$155,567.00*	*Residential*	None *Yes* *Thomas Abbott*	G0008-000000
	Description: Rebuild front wall, Reroof, Rebuild chimney, Reside whole house, remove and replace rakes, trim boards and gutters, repair additional rot as needed.						
BLDM-2024-0496	Building - Minor *10/30/2024* *C*	Alteration / Addition *10/30/2024* *$1,257.00*	Issued *05/01/2025* *6,200*	238 Indian Brook Dr, Dover 03820 *$112,000.00*	*Non-Residential*	None *Yes* *Thomas Abbott*	39009-000000
	Description: Remove existing membrane roof. Leave existing insulation and go over with 1" ISO and full adhere 060 EPDM membrane.						
BLDG-2023-0114	Building - Major *09/19/2023* *HR*	Alteration / Addition *10/31/2024* *$685.00*	Issued *05/02/2025* *600*	3 Lexington, Unit 2, Dover, NH *$60,000.00*	*Residential*	None *Yes* *Jim Maxfield*	10125-000000
	Description: Create second floor ADU with separate habitable area on ground level within existing structure. The ground level is not part of the ADU						

PERMITS ISSUED BY WORK CLASS (10/01/2024 TO 10/31/2024)

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
SUBTOTALS FOR ALTERATION / ADDITION:			**99,682 Sq Ft**	**$3,387,493.18**	**Residential: 49** **Non-Residential: 11** **Mixed Use: 1**	**PERMITS ISSUED: 61**	
NEW CONSTRUCTION							
BLDM-2024-0336	Building - Minor *07/18/2024* *R-40*	New Construction *10/02/2024* *$1,125.00*	Issued *04/03/2025* *1,600*	466 Sixth St, Dover, NH *$100,000.00*	*Residential*	None *Yes* *Thomas Abbott*	B0001-I00000
	Description: Single Story three car garage						
BLDG-2024-0112	Building - Major *08/13/2024* *R-12*	New Construction *10/11/2024* *$6,361.00*	Issued *05/05/2025* *3,200*	16 Porch Light Dr, 1, Dover 03820 *11/04/2024* *$576,000.00*	*Residential*	None *No* *Jim Maxfield*	14010-G00005
	Description: Construct two story two family dwelling with unfinished attic and basement						
BLDM-2024-0450	Building - Minor *09/24/2024* *R-40*	New Construction *10/16/2024* *$1,033.00*	Issued *04/17/2025* *352*	29 Eagan Dr, Dover 03820 *$88,000.00*	*Residential*	None *No* *Thomas Abbott*	N0018-017000
	Description: const. a 16' x 22' detached garage with attic						
BLDG-2024-0117	Building - Major *08/19/2024* *R-40*	New Construction *10/17/2024* *$5,371.00*	Issued *04/18/2025* *2,431*	41 Wildcat Dr, Dover, NH *08/26/2024* *$486,000.00*	*Residential*	None *Yes* *Jim Maxfield*	B0005-006000
	Description: New house build with 2 car attached garage						
BLDG-2024-0103	Building - Major *07/03/2024* *G*	New Construction *10/22/2024* *$3,413.00*	Issued *04/23/2025* *6,176*	15 Durham Rd, LL 5, Dover, NH *$308,000.00*	*Non-Residential*	None *Yes* *Jim Maxfield*	H0011-000000
	Description: Tenant interior fit-up of LL5 (Suite H) on lower level of the Core and Shell Medical office building located at 15 Durham Rd., Dover						
SUBTOTALS FOR NEW CONSTRUCTION:			**13,759 Sq Ft**	**$1,558,000.00**	**Residential: 4** **Non-Residential: 1** **Mixed Use: 0**	**PERMITS ISSUED: 5**	
			113,441 Sq Ft	**$4,945,493.18**	**Residential: 53** **Non-Residential: 12** **Mixed Use: 1**	**GRAND TOTAL OF PERMITS: 66**	

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

PERMITS ISSUED BY WORK CLASS (11/01/2024 TO 11/30/2024)
FOR CITY OF DOVER, N.H.



Permit #	Type	Workclass	Status	Main Address		District	Parcel
	Application Date	*Issue Date*	*Expiration*	*Last Inspection*	*Finaled Date*	*Applied Online*	
	Zone	*Fee Total*	*Sq Ft*	*Valuation*	*Project Zone*	*Assigned To*	
ALTERATION / ADDITION							
BLDM-2024-0491	Building - Minor	Alteration / Addition	Issued	283 Middle Rd, Dover 03820		None	M0102-011000
	10/28/2024	*11/01/2024*	*05/13/2025*	*11/14/2024*		*Yes*	
	R-40	*$135.00*	*448*	*$10,000.00*	*Residential*	*Thomas Abbott*	
	Description: adding a home gym in partially finished basement						
BLDM-2024-0425	Building - Minor	Alteration / Addition	Complete	1 Whittier Falls Wy, Dover, NH		None	E0067-A00000
	09/10/2024	*11/01/2024*	*05/06/2025*	*11/07/2024*	*11/07/2024*	*Yes*	
	R-12	*$75.00*	*35*	*$75,000.00*	*Residential*	*Thomas Abbott*	
	Description: Strip roof, install ice and water shield, and install Permalock roofing system.						
BLDM-2024-0492	Building - Minor	Alteration / Addition	Issued	27 Baker St, Dover 03820		None	27197-000000
	10/29/2024	*11/01/2024*	*05/03/2025*			*Yes*	
	RM-U	*$113.00*	*30*	*$7,500.00*	*Residential*	*Thomas Abbott*	
	Description: Bathroom renovation- new plumbing and electrical fixtures. New vinal floors and ceiling drywall						

PERMITS ISSUED BY WORK CLASS (11/01/2024 TO 11/30/2024)

Permit #	Type *Application Date* *Zone*	Workclass *Issue Date* *Fee Total*	Status *Expiration* *Sq Ft*	Main Address *Last Inspection* *Valuation*	 *Finaled Date* *Project Zone*	District *Applied Online* *Assigned To*	Parcel
BLDM-2024-0489	Building - Minor *10/24/2024* *R-12*	Alteration / Addition *11/04/2024* *$190.00*	Issued *05/06/2025* *78*	14 Briarwood Ln, Dover 03820 *$15,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	K0018-A00009
	Description: 6'x13' covered porch						
BLDM-2024-0502	Building - Minor *10/31/2024* *G*	Alteration / Addition *11/04/2024* *$289.00*	Issued *05/06/2025* *700*	2 Newton St, Dover 03820 *$24,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	39029-000000
	Description: interior and exterior renovation of a single family dwelling						
BLDM-2024-0503	Building - Minor *10/31/2024* *CBD-G*	Alteration / Addition *11/04/2024* *$185.00*	Issued *05/06/2025* *600*	16 Grove St, Dover 03820 *$10,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	31017-000000
	Description: Roof						
BLDM-2024-0504	Building - Minor *11/01/2024* *R-40*	Alteration / Addition *11/04/2024* *$905.00*	Issued *06/05/2025* *215*	13 Fairway Dr, Dover 03820 *12/07/2024* *$80,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	N0014-F00000
	Description: Remodel existing Sunroom with new windows, roof overhang, and interior and exterior finishes.						
BLDM-2024-0466	Building - Minor *10/05/2024* *R-20*	Alteration / Addition *11/04/2024* *$1,015.00*	Issued *06/23/2025* *851*	183 Spur Rd, Dover, NH *12/23/2024* *$90,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	L0045-B00000
	Description: 26.6 ft by 16 ft addition to kitchen. With 26.6 ft by 16 ft full basement underneath. Attached 11ft by 16ft deck						
BLDM-2024-0508	Building - Minor *11/04/2024* *R-12*	Alteration / Addition *11/05/2024* *$47.00*	Issued *05/07/2025* *50*	28 Hubbard Rd, Dover 03820 *$2,129.27*	 *Residential*	None *Yes* *Thomas Abbott*	K0014-024000
	Description: Minor demo needed for a sewer loss. Vanity tear out, toilet detach, 2' flood cuts on walls, tearing out vinyl flooring.						
BLDM-2024-0495	Building - Minor *10/29/2024* *R-12*	Alteration / Addition *11/06/2024* *$333.00*	Issued *05/08/2025* *300*	8 Ox Bow Ln, Dover 03820 *$28,100.00*	 *Residential*	None *Yes* *Thomas Abbott*	39070-F00000
	Description: Finishing 300 sq ft portion of basement						
BLDM-2024-0510	Building - Minor *11/05/2024* *IT*	Alteration / Addition *11/06/2024* *$75.00*	Issued *05/08/2025* *3,400*	16 Jacqueline Dr, Dover 03820 *$20,119.19*	 *Residential*	None *Yes* *Thomas Abbott*	M0004-000000
	Description: Remove and replace roof shingles and associated materials						
BLDM-2024-0497	Building - Minor *10/30/2024* *R-40*	Alteration / Addition *11/06/2024* *$223.00*	Issued *05/08/2025* *100*	18 Tuttle Ln, Dover 03820 *$18,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	M0083-B00000
	Description: Replace windows with anderson windows, none of these windows are for bedrooms they are all for general living space						
BLDG-2024-0163	Building - Major *10/17/2024* *G*	Alteration / Addition *11/06/2024* *$1,334.00*	Issued *05/19/2025* *1,599*	15 Durham Rd, Suite 202, Dover, NH *11/20/2024* *$119,000.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	H0011-000000
	Description: Tenant fitup of a vanilla box for medical office space. Suite #202						

PERMITS ISSUED BY WORK CLASS (11/01/2024 TO 11/30/2024)

Permit #	Type *Application Date* *Zone*	Workclass *Issue Date* *Fee Total*	Status *Expiration* *Sq Ft*	Main Address *Last Inspection* *Valuation*	 *Finaled Date* *Project Zone*	District *Applied Online* *Assigned To*	Parcel
BLDG-2024-0133	Building - Major *10/03/2024* *R-40*	Alteration / Addition *11/06/2024* *$839.00*	Issued *06/05/2025* *735*	14 Westwood Cr, unit 2, Dover, NH *12/07/2024* *$73,500.00*	 *Residential*	None *Yes* *Jim Maxfield*	F0018-U00000
	Description: Addition of an ADU over the existing garage extending the front & side footprint to accommodate additional ADU square footage						
BLDM-2024-0494	Building - Minor *10/29/2024* *CM*	Alteration / Addition *11/07/2024* *$1,895.00*	Issued *05/09/2025* *20,000*	14 Industrial Park Rd, Dover 03820 *$170,000.00*	 *Non-Residential*	None *Yes* *Thomas Abbott*	G0004-000000
	Description: Reroof *Add 1/2" Coverboard and New 060 EPDM membrane mechanically attached*						
BLDM-2024-0514	Building - Minor *11/08/2024* *R-12*	Alteration / Addition *11/12/2024* *$69.00*	Issued *05/14/2025* *0*	31 Dover Point Rd, Dover 03820 *$3,561.00*	 *Residential*	None *Yes* *Thomas Abbott*	K0036-000000
	Description: TO REMOVE AND REPLACE (1) WINDOW. LIKE FOR LIKE; NO STRUCTURAL ALTERATIONS.						
BLDM-2024-0513	Building - Minor *11/07/2024* *R-12*	Alteration / Addition *11/12/2024* *$75.00*	Issued *05/14/2025* *1,300*	59 Central Av, Dover, NH *$15,615.59*	 *Residential*	None *Yes* *Thomas Abbott*	17060-000000
	Description: remove and replace 1300sq ft shingle roof - install new shingles - no change to the structure						
BLDM-2024-0511	Building - Minor *11/07/2024* *R-20*	Alteration / Addition *11/12/2024* *$58.00*	Issued *05/14/2025* *1*	15 Tolend Rd, Dover 03820 *$2,671.00*	 *Residential*	None *Yes* *Thomas Abbott*	G0024-I00000
	Description: TO REMOVE AND REPLACE (1) WINDOW. LIKE FOR LIKE; NO STRUCTURAL ALTERATIONS.						
BLDM-2024-0515	Building - Minor *11/08/2024* *R-12*	Alteration / Addition *11/12/2024* *$674.00*	Issued *05/14/2025* *0*	135 Long Hill Rd, Dover, NH *$59,045.00*	 *Residential*	None *Yes* *Thomas Abbott*	A0018-I00000
	Description: TO REMOVE AND REPLACE (13) WINDOWS, (1) ENTRY DOOR, (1) STORM DOOR. LIKE FOR LIKE; NO STRUCTURAL ALTERATIONS.						
BLDM-2024-0519	Building - Minor *11/11/2024* *RM-U*	Alteration / Addition *11/12/2024* *$179.00*	Issued *05/14/2025* *60*	20 New York St, Dover 03820 *$13,500.00*	 *Residential*	None *Yes* *Thomas Abbott*	27037-000000
	Description: Replace an existing exterior landing and stairway with a new 3' x 6' landing and stairway. Composite materials throughout. Pour new 10" footings. *Add a portico above. Low roof pitch.* *Replace front door with 3-6-8 exterior door. Repair sill rot as necessary.*						
BLDM-2024-0516	Building - Minor *11/08/2024* *R-40*	Alteration / Addition *11/12/2024* *$75.00*	Issued *05/14/2025* *0*	72 Bay View Rd, Dover 03820 *$28,000.00*	 *Residential*	None *No* *Thomas Abbott*	J0021-000000
	Description: roof shingle replacement						
BLDM-2024-0507	Building - Minor *11/04/2024* *R-12*	Alteration / Addition *11/13/2024* *$223.00*	Issued *05/15/2025* *210*	81 Old Dover Point Rd, Dover 03820 *$18,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	M0047-E00000
	Description: Rebuilding the rear deck, and rebuilding small front deck to be able to accept a handicap ramp						

PERMITS ISSUED BY WORK CLASS (11/01/2024 TO 11/30/2024)

Permit #	Type	Workclass	Status	Main Address		District	Parcel
	Application Date	*Issue Date*	*Expiration*	*Last Inspection*	*Finaled Date*	*Applied Online*	
	Zone	*Fee Total*	*Sq Ft*	*Valuation*	*Project Zone*	*Assigned To*	
BLDM-2024-0493	Building - Minor	Alteration / Addition	Issued	442 Old Garrison Rd, Dover 03820		None	J0021-B00000
	10/29/2024	*11/14/2024*	*05/20/2025*	*11/21/2024*		*Yes*	
	R-40	*$663.00*	*500*	*$58,000.00*	*Residential*	*Thomas Abbott*	
	Description: Add new roof line for car port to existing building. 15 x 32 Install replacement windows facia soffit and siding.						
BLDM-2024-0521	Building - Minor	Alteration / Addition	Issued	575-577 Central Av, 312, Dover 03820		None	27004-A00000
	11/13/2024	*11/14/2024*	*06/09/2025*	*12/09/2024*		*Yes*	
	CBD-G	*$1,125.00*	*3,500*	*$100,000.00*	*Mixed Use*	*Thomas Abbott*	
	Description: Strafford county Head Start (Unit 50) Portion of the building sustained water damage from a broken water heater pipe Damaging sheetrock, insulation, cabinets, doors, flooring						
BLDM-2024-0518	Building - Minor	Alteration / Addition	Issued	36 A Fisher St, A, Dover 03820		None	15051-000000
	11/11/2024	*11/15/2024*	*05/17/2025*			*Yes*	
	G	*$102.00*	*580*	*$7,000.00*	*Residential*	*Thomas Abbott*	
	Description: Remove 400 SF Porch and Deck. Construct one 10 x 18 = 180 SF all PT Deck in its place. Demo $2,000, Deck $ 5,000 36A Fisher Street						
BLDM-2024-0469	Building - Minor	Alteration / Addition	Issued	1 Austin Dr, Dover 03820		None	I0080-F00000
	10/07/2024	*11/15/2024*	*05/17/2025*			*Yes*	
	R-12	*$179.00*	*0*	*$13,737.00*	*Residential*	*Thomas Abbott*	
	Description: REMOVE & REPLACE 5 WINDOWS; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES						
BLDM-2024-0506	Building - Minor	Alteration / Addition	Issued	15 Governor Sawyer Ln, Dover 03820		None	17162-000000
	11/04/2024	*11/15/2024*	*05/26/2025*	*11/26/2024*		*Yes*	
	R-12	*$190.00*	*0*	*$15,000.00*	*Residential*	*Thomas Abbott*	
	Description: Knocking down an existing load bearing wall. replacing it with a 23 foot LVL beam and two 4 inch posts to open up the house floor plan.						
BLDM-2024-0509	Building - Minor	Alteration / Addition	Complete	13 Sunnybrooke Dr, Dover 03820		None	I0030-B00006
	11/04/2024	*11/18/2024*	*05/20/2025*	*11/19/2024*	*11/19/2024*	*Yes*	
	R-40	*$75.00*	*14*	*$7,650.00*	*Residential*		
	Description: remove and replace 14 squares of roof shingles.						
BLDM-2024-0512	Building - Minor	Alteration / Addition	Fees Due	23 Oak St, Apt 102 & 301, Dover, NH		None	27247-000000
	11/07/2024	*11/18/2024*	*05/20/2025*			*Yes*	
	R-12	*$226.00*	*1,500*	*$35,000.00*	*Residential*	*Jim Maxfield*	
	Description: Renovate Kitchen- replace cabinets and stone countertop, replace flooring and paint throughout, change toilets in apt 25 Oak St and 23 Oak St apt 3. Address to be changed as discussed. This is an after the fact permit. After the fact electrical permit also required.						
BLDM-2024-0524	Building - Minor	Alteration / Addition	Issued	187 Dover Point Rd, Dover 03820		None	L0083-C00000
	11/16/2024	*11/18/2024*	*05/20/2025*			*Yes*	
	R-20	*$36.00*	*3*	*$1,000.00*	*Residential*	*Thomas Abbott*	
	Description: Removing door from garage into office. Reframing to allow 3680 door. Installing 90 minute fire rated 3680 steel door.						
BLDM-2024-0517	Building - Minor	Alteration / Addition	Issued	24 Morrison Ln, Dover 03820		None	G0007-001007
	11/08/2024	*11/18/2024*	*05/20/2025*			*Yes*	
	R-12	*$75.00*	*3,000*	*$20,000.00*	*Residential*	*Thomas Abbott*	
	Description: Replace roof on 24 & 26 Morrison Lane (full roof replacement on 2 adjoining town homes)						

PERMITS ISSUED BY WORK CLASS (11/01/2024 TO 11/30/2024)

Permit #	Type *Application Date* *Zone*	Workclass *Issue Date* *Fee Total*	Status *Expiration* *Sq Ft*	Main Address *Last Inspection* *Valuation*	 *Finaled Date* *Project Zone*	District *Applied Online* *Assigned To*	Parcel
BLDM-2024-0482	Building - Minor *10/17/2024* *CM*	Alteration / Addition *11/18/2024* *$223.00*	Issued *05/20/2025* *500*	74 Industrial Park Rd, Dover, NH *$18,000.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	G0003-A00101
	Description: Create a deodorization room with rolling overhead door within warehouse area						
BLDM-2024-0501	Building - Minor *10/31/2024* *H*	Alteration / Addition *11/18/2024* *$1,125.00*	Issued *05/20/2025* *1,000*	789 Central Av, Dover 03820 *$100,000.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	37001-000000
	Description: Minor alterations 2nd Floor Women's & Children's Garrison to prep for future Alterations						
BLDM-2024-0527	Building - Minor *11/19/2024* *R-40*	Alteration / Addition *11/21/2024* *$113.00*	Issued *05/23/2025* *115*	480 Tolend Rd, Dover 03820 *$8,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	C0033-D00000
	Description: close in part of farmers porch for storage and to create extra footage to the kitchen area						
BLDM-2024-0377	Building - Minor *08/15/2024* *R-12*	Alteration / Addition *11/21/2024* *$575.00*	Issued *05/23/2025* *144*	10 Barry St, Dover 03820 *$50,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	D0074-000000
	Description: replace metal roof with shingles, replacing wood siding with vinyl and enclosing back deck to a 3-season room						
BLDM-2024-0522	Building - Minor *11/14/2024* *R-40*	Alteration / Addition *11/21/2024* *$179.00*	Issued *05/23/2025* *120*	561 Sixth St, Dover 03820 *$14,200.00*	 *Residential*	None *Yes* *Thomas Abbott*	A0065-000000
	Description: remove and replace 120 sq ft deck , remove and replace roof						
BLDM-2024-0526	Building - Minor *11/18/2024* *R-12*	Alteration / Addition *11/22/2024* *$245.00*	Issued *05/24/2025* *60*	2 Lancaster St, Dover 03820 *$20,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	19073-001000
	Description: Renovate master bathroom. Install tile in the master shower, replace the toilet and vanity in existing locations.						
BLDG-2024-0165	Building - Major *10/25/2024* *G*	Alteration / Addition *11/22/2024* *$1,466.00*	Issued *05/24/2025* *1,599*	15 Durham Rd, Suite 204, Dover 03820 *11/20/2024* *$131,120.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	H0011-000000
	Description: Tenant fitup of a vanilla box for Suite C, #204.						
BLDM-2024-0498	Building - Minor *10/30/2024* *IT*	Alteration / Addition *11/25/2024* *$80.00*	Complete *06/10/2025* *0*	45 Pointe Pl, Dover, NH *12/12/2024* *$5,000.00*	 *12/12/2024* *Mixed Use*	None *Yes*	K0019-008000
	Description: Move Entry Door 6'						
BLDM-2024-0532	Building - Minor *11/25/2024* *CBD-G*	Alteration / Addition *11/26/2024* *$495.00*	Issued *05/28/2025* *1,600*	66 Sixth St, Dover 03820 *$20,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	31101-000000
	Description: Renovation of kitchen cabinets, flooring, skin coat bathroom, carpets						

SUBTOTALS FOR ALTERATION / ADDITION:	**44,947 Sq Ft**	**$1,506,448.05**	**Residential:**	**33**	**PERMITS ISSUED:** **40**
			Non-Residential:	**5**	
			Mixed Use:	**2**	

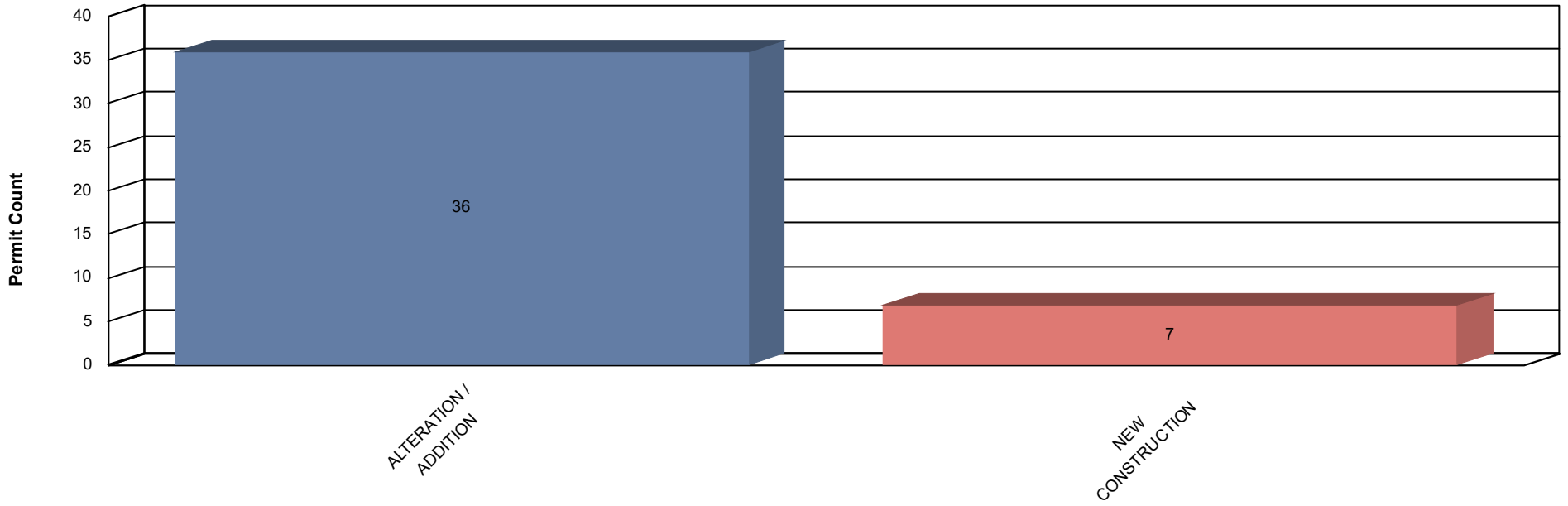
PERMITS ISSUED BY WORK CLASS (11/01/2024 TO 11/30/2024)

Permit #	Type	Workclass	Status	Main Address		District	Parcel
	Application Date	*Issue Date*	*Expiration*	*Last Inspection*	*Finaled Date*	*Applied Online*	
	Zone	*Fee Total*	*Sq Ft*	*Valuation*	*Project Zone*	*Assigned To*	
NEW CONSTRUCTION							
BLDG-2024-0108	Building - Major	New Construction	Issued	15 Durham Rd, LL 003, Dover 03820		None	H0011-000000
	07/31/2024	*11/06/2024*	*05/06/2025*	*11/07/2024*		*Yes*	
	G	*$4,370.00*	*4,651*	*$395,335.00*	*Non-Residential*	*Jim Maxfield*	
	Description: Tenant Interior fitup of a vanilla box commercial space.						
BLDG-2024-0167	Building - Major	New Construction	Issued	2 Strafford Road, Dover 03820		None	D0009-B00000
	11/01/2024	*11/06/2024*	*05/08/2025*			*Yes*	
	R-12	*$3,545.00*	*1,600*	*$320,000.00*	*Residential*	*Jim Maxfield*	
	Description: Construct a two story single family dwelling with unfinished basement and attic with attached garage.						
BLDM-2024-0098	Building - Minor	New Construction	Issued	171 Watson Rd, Dover, NH		None	E0033-000000
	03/07/2024	*11/20/2024*	*06/16/2025*	*12/18/2024*		*Yes*	
	IT	*$630.00*	*720*	*$55,000.00*	*Non-Residential*	*Jim Maxfield*	
	Description: 30 ft Yurt with platform						

SUBTOTALS FOR NEW CONSTRUCTION:	**6,971 Sq Ft**	**$770,335.00**	**Residential:**	**1**	**PERMITS ISSUED:** **3**
			Non-Residential:	**2**	
			Mixed Use:	**0**	
	51,918 Sq Ft	**$2,276,783.05**	**Residential:**	**34**	**GRAND TOTAL OF PERMITS:** **43**
			Non-Residential:	**7**	
			Mixed Use:	**2**	

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

PERMITS ISSUED BY WORK CLASS (12/01/2024 TO 12/31/2024)
FOR CITY OF DOVER, N.H.



Permit #	Type	Workclass	Status	Main Address		District	Parcel
	Application Date	*Issue Date*	*Expiration*	*Last Inspection*	*Finaled Date*	*Applied Online*	
	Zone	*Fee Total*	*Sq Ft*	*Valuation*	*Project Zone*	*Assigned To*	
ALTERATION / ADDITION							
BLDG-2024-0168	Building - Major	Alteration / Addition	Issued	15 Durham Rd, Suite 205, Dover 03820		None	H0011-000000
	11/15/2024	*12/02/2024*	*06/03/2025*	*11/20/2024*		*Yes*	
	G	*$1,961.00*	*2,145*	*$175,890.00*	*Non-Residential*	*Jim Maxfield*	
	Description: Tenant fitup of a vanilla box for Suite B #205						
BLDM-2022-0193	Building - Minor	Alteration / Addition	Complete	52 Sandpiper Dr, Dover 03820		None	C0002-B00005
	09/05/2022	*12/02/2024*	*06/02/2025*	*12/02/2024*	*12/02/2024*	*Yes*	
	R-40	*$190.00*	*2,600*	*$14,760.00*	*Residential*	*Jim Maxfield*	
	Description: Remove/replace roof shingles						
BLDM-2024-0531	Building - Minor	Alteration / Addition	Complete	882 Central Av, Dover 03820		None	38025-M00000
	11/25/2024	*12/02/2024*	*06/16/2025*	*12/16/2024*	*12/16/2024*	*Yes*	
	R-12	*$113.00*	*1,000*	*$7,500.00*	*Mixed Use*	*Thomas Abbott*	
	Description: Cosmetic interior renovation, replacing ceiling tiles, repair small sections of sub flooring/tile on street level retail.						
	Cosmetic interior renovation cost $7500						

PERMITS ISSUED BY WORK CLASS (12/01/2024 TO 12/31/2024)

Permit #	Type	Workclass	Status	Main Address		District	Parcel
	Application Date	*Issue Date*	*Expiration*	*Last Inspection*	*Finaled Date*	*Applied Online*	
	Zone	*Fee Total*	*Sq Ft*	*Valuation*	*Project Zone*	*Assigned To*	
BLDG-2024-0124	Building - Major	Alteration / Addition	Issued	121 Broadway, Suite 101, Dover, NH		None	26006-000000
	09/05/2024	*12/02/2024*	*06/18/2025*	*12/20/2024*		*Yes*	
	G	*$12,125.00*	*12,000*	*$1,100,000.00*	*Non-Residential*	*Jim Maxfield*	
	Description: 12,000 SF Fit up for Dover Pediatrics						
BLDM-2023-0188	Building - Minor	Alteration / Addition	Complete	668 Central Av, Dover 03820		None	30138-000000
	04/30/2023	*12/02/2024*	*06/02/2025*	*12/03/2024*	*12/03/2024*	*Yes*	
	RM-U	*$300.00*	*225*	*$25,000.00*	*Non-Residential*		
	Description: Replace existing steel & concrete ramp and railings						
BLDM-2024-0523	Building - Minor	Alteration / Addition	Issued	5 Trask Dr, Dover 03820		None	10030-000000
	11/15/2024	*12/04/2024*	*06/30/2025*	*12/30/2024*		*Yes*	
	HR	*$245.00*	*144*	*$20,000.00*	*Residential*	*Thomas Abbott*	
	Description: Build a sunroom next to the existing deck						
BLDM-2024-0539	Building - Minor	Alteration / Addition	Complete	2 Scenic Dr, Dover 03820		None	10063-000000
	12/03/2024	*12/04/2024*	*06/16/2025*	*12/17/2024*	*12/17/2024*	*Yes*	
	CBD-G	*$75.00*	*1,700*	*$27,415.00*	*Residential*		
	Description: strip off wood siding and install new vinyl siding						
BLDM-2024-0536	Building - Minor	Alteration / Addition	Issued	10 Court St, B, Dover 03820		None	20051-000000
	11/30/2024	*12/04/2024*	*06/05/2025*			*Yes*	
	CBD-G	*$146.00*	*156*	*$11,000.00*	*Residential*	*Thomas Abbott*	
	Description: Replace existing deck, like-for-like, 25'x6'3" (156.25 SqFt). 2x8' pressure-treated joists, Trex Pebble Gray decking, three 6x6 columns, three 10" Sona tubes, vinyl wrap, and everything else to code. Seacoast Renovation and Insulation (John McDanels) will do all the work.						
BLDM-2024-0540	Building - Minor	Alteration / Addition	Issued	99 Belknap St, Dover 03820		None	12116-000000
	12/03/2024	*12/05/2024*	*06/06/2025*			*Yes*	
	HR	*$69.00*	*0*	*$3,946.00*	*Residential*	*Thomas Abbott*	
	Description: REMOVE AND REPLACE 1 DOOR, LIKE FOR LIKE, SAME SIZE, NO STRUCTURAL CHANGES						
BLDM-2024-0505	Building - Minor	Alteration / Addition	Issued	245 Back Rd, Dover 03820		None	M0100-A00000
	11/01/2024	*12/05/2024*	*06/05/2025*			*Yes*	
	R-40	*$410.00*	*832*	*$35,000.00*	*Residential*	*Thomas Abbott*	
	Description: A combination pole barn /garage on concrete posts with 8x10 concrete footing under each set at 4 feet below grade level. First level will be 6x6 hemlock posts with horizontal girts for attaching sheathing. 2nd level will be with attic trusses and metal roofing.						
BLDM-2023-0386	Building - Minor	Alteration / Addition	Issued	51 New York St, Dover 03820		None	04057-000000
	08/03/2023	*12/05/2024*	*06/09/2025*	*12/11/2024*		*Yes*	
	RM-U	*$380.00*	*451*	*$15,000.00*	*Residential*	*Jim Maxfield*	
	Description: Replace kitchen and clean up apartment for new tenants *Remove existing kitchen and replace interior walls, electrical*						
BLDM-2024-0545	Building - Minor	Alteration / Addition	Issued	8 Hemlock Forest, Dover 03820		None	I0016-000000
	12/05/2024	*12/06/2024*	*06/30/2025*	*12/31/2024*		*Yes*	
	RM-SU	*$487.00*	*800*	*$41,637.20*	*Residential*	*Thomas Abbott*	
	Description: Repair walls, flooring, and install new kitchen cabinets from water damage						

PERMITS ISSUED BY WORK CLASS (12/01/2024 TO 12/31/2024)

Permit #	Type	Workclass	Status	Main Address		District	Parcel
	Application Date	*Issue Date*	*Expiration*	*Last Inspection*	*Finaled Date*	*Applied Online*	
	Zone	*Fee Total*	*Sq Ft*	*Valuation*	*Project Zone*	*Assigned To*	
BLDM-2024-0546	Building - Minor	Alteration / Addition	Issued	15 Governor Sawyer Ln, Dover 03820		None	17162-000000
	12/05/2024	*12/07/2024*	*06/16/2025*	*12/17/2024*		*Yes*	
	R-12	*$69.00*	*80*	*$3,500.00*	*Residential*	*Thomas Abbott*	
	Description: Removing wall on left side of fire place to match the right side of the fireplace in the living room.						
BLDM-2024-0541	Building - Minor	Alteration / Addition	Issued	25 Cote Dr, Dover, NH		None	L0058-Q00000
	12/03/2024	*12/09/2024*	*06/10/2025*			*Yes*	
	R-20	*$75.00*	*3,200*	*$26,844.00*	*Residential*	*Thomas Abbott*	
	Description: Remove old worn asphalt roof shingles and replace with new asphalt roof shingles.						
BLDM-2024-0538	Building - Minor	Alteration / Addition	Issued	17 Morningside Dr, Dover 03820		None	I0075-G00000
	12/03/2024	*12/10/2024*	*06/11/2025*			*Yes*	
	R-12	*$113.00*	*253*	*$7,783.22*	*Residential*	*Thomas Abbott*	
	Description: Ground Mounted Solar Installation. 12 panels @ 3.8kWAC - 100a – 2 ESS						
BLDM-2024-0535	Building - Minor	Alteration / Addition	Issued	95 Broadway, Dover 03820		None	26010-000000
	11/26/2024	*12/11/2024*	*06/12/2025*			*Yes*	
	G	*$245.00*	*264*	*$20,000.00*	*Residential*	*Thomas Abbott*	
	Description: Finish existing garage bay to include, update electrical, install mini split, insulate, drywall, new windows and doors						
BLDM-2024-0542	Building - Minor	Alteration / Addition	Complete	53 Fords Landing Dr, Dover 03820		None	I0003-B00000
	12/04/2024	*12/11/2024*	*06/18/2025*	*12/20/2024*	*12/20/2024*	*Yes*	
	RM-SU	*$58.00*	*30*	*$3,000.00*	*Residential*		
	Description: Replacing 2 second story deck posts.						
BLDG-2024-0169	Building - Major	Alteration / Addition	Issued	17 Horne St, Dover 03820		None	30009-A00000
	11/17/2024	*12/12/2024*	*06/23/2025*	*12/24/2024*		*Yes*	
	RM-U	*$1,895.00*	*1,152*	*$170,000.00*	*Residential*	*Jim Maxfield*	
	Description: Demo current garage, concrete slab, and construct new foundation for breezeway w/bedroom and bathroom on the second floor.						
BLDG-2024-0123	Building - Major	Alteration / Addition	Issued	36 The Garrison At 56 Durham Rd, Dover, NH		None	I0009-B00000
	09/04/2024	*12/16/2024*	*06/16/2025*	*12/18/2024*		*Yes*	
	RM-SU	*$1,950.00*	*1,300*	*$175,000.00*	*Residential*	*Jim Maxfield*	
	Description: Complete gut and interior renovation of 2 story condo. All new framing, plumbing, and electrical. No major changes to exterior						
BLDG-2024-0174	Building - Major	Alteration / Addition	Issued	26 Shore Ln, Unit 2, Dover 03820		None	L0089-G00006
	11/19/2024	*12/16/2024*	*06/17/2025*	*12/23/2024*		*No*	
	R-20	*$1,521.00*	*1,251*	*$136,211.00*	*Residential*	*Jim Maxfield*	
	Description: Create ADU in basement						
BLDM-2024-0525	Building - Minor	Alteration / Addition	Issued	189 Spur Rd, Dover 03820		None	L0046-T00000
	11/17/2024	*12/17/2024*	*06/18/2025*			*Yes*	
	R-20	*$850.00*	*571*	*$75,000.00*	*Residential*	*Thomas Abbott*	
	Description: Removal and replacement of an existing patio and retaining wall						
BLDM-2023-0208	Building - Minor	Alteration / Addition	Complete	3 Southwood Dr, Dover, NH		None	I0051-000000
	05/08/2023	*12/17/2024*	*06/18/2025*	*12/20/2024*	*12/20/2024*	*Yes*	
	RM-SU	*$91.00*	*192*	*$6,500.00*	*Residential*		
	Description: Removing existing deck which is 12x8' and replacing with 12x16'. I am keeping existing frame but adding more support.						

PERMITS ISSUED BY WORK CLASS (12/01/2024 TO 12/31/2024)

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-2024-0544	Building - Minor *12/05/2024* *R-40*	Alteration / Addition *12/17/2024* *$608.00*	Complete *06/16/2025* *1,000*	11 Hayden Dr, Dover, NH *12/18/2024* *$52,600.00*	 *12/17/2024* *Residential*	None *Yes*	M0102-012000
	Description: Add 1000 Sq ft Finished basement. No bathroom no bedroom						
BLDM-2024-0534	Building - Minor *11/26/2024* *R-40*	Alteration / Addition *12/17/2024* *$443.00*	Issued *06/18/2025* *217*	1 Toftree Ln, Dover 03820 *$38,500.00*	 *Residential*	None *Yes* *Thomas Abbott*	M0106-000000
	Description: Kitchen renovation ; including removal of two walls with addition of structural beam.						
BLDM-2024-0083	Building - Minor *02/29/2024* *R-12*	Alteration / Addition *12/18/2024* *$245.00*	Issued *06/19/2025* *80*	1 Woodland Rd, Dover, NH *$20,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	17113-000000
	Description: Bathroom renovation *-Demo existing shower, vanity and flooring.* *-Frame for/tile 60"x36" walk-in shower.* *-Install new 48" vanity* *-Re-tile the floor*						
BLDM-2024-0555	Building - Minor *12/15/2024* *R-40*	Alteration / Addition *12/19/2024* *$1,125.00*	Issued *06/20/2025* *390*	16 Richardson Dr, Dover 03820 *$100,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	F0053-000000
	Description: Removing Existing sunroom and building a new room in existing footprint.						
BLDM-2024-0537	Building - Minor *12/02/2024* *G*	Alteration / Addition *12/19/2024* *$47.00*	Issued *06/23/2025* *32*	1 Monroe St, Dover 03820 *12/23/2024* *$2,336.00*	 *Residential*	None *Yes* *Thomas Abbott*	15087-000000
	Description: Building a floating 4'x8' deck extension.						
BLDM-2024-0473	Building - Minor *10/09/2024* *CBD-G*	Alteration / Addition *12/19/2024* *$1,125.00*	Issued *06/20/2025* *4,200*	431 Central Av, Dover 03820 *$100,000.00*	 *Mixed Use*	None *Yes* *Jim Maxfield*	03063-000000
	Description: This project consists of a minor renovation of approximately 4,200 square feet at 431 Central Ave, Dover NH in the Cocheco Mills, for a new OTTO Restaurant. The SOW includes electrical/CAT5 wiring, plumbing, new paint, flooring, cabinets, wood finishes, interior windows, countertops, and new electrical fixtures, and gas fired make up air unit in kitchen.						
BLDM-2024-0563	Building - Minor *12/21/2024* *R-20*	Alteration / Addition *12/23/2024* *$465.00*	Issued *06/24/2025* *2,000*	284 Dover Point Rd, Dover 03820 *$40,000.00*	 *Residential*	None *Yes* *Thomas Abbott*	L0105-C00000
	Description: Structural rehab work outlined in attached engineer plans						
BLDM-2024-0564	Building - Minor *12/23/2024* *R-12*	Alteration / Addition *12/24/2024* *$0.00*	Issued *06/25/2025* *0*	145 Court St, Dover 03820 *$15,000.00*	 *Mixed Use*	None *Yes* *Thomas Abbott*	18001-000000
	Description: Column Repair / replacement per attached sketch						
BLDM-2024-0560	Building - Minor *12/20/2024* *R-20*	Alteration / Addition *12/24/2024* *$223.00*	Issued *06/25/2025* *80*	300 Dover Point Rd, Dover 03820 *$18,500.00*	 *Residential*	None *Yes* *Thomas Abbott*	L0049-C00000
	Description: Removal of fiberglass Tub/Shower surround and Installation of custom Tile Shower Pan + Tile Walls.						

PERMITS ISSUED BY WORK CLASS (12/01/2024 TO 12/31/2024)

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-2024-0558	Building - Minor *12/19/2024* *R-40*	Alteration / Addition *12/26/2024* *$784.00*	Issued *06/27/2025* *459*	52 Childs Dr, Dover 03820 *$69,000.00*	*Residential*	None *Yes* *Thomas Abbott*	N0008-A00C00
	Description: Finish basement complete with electrical and 1 minisplit						
BLDM-2024-0557	Building - Minor *12/17/2024*	Alteration / Addition *12/26/2024* *$410.00*	Issued *06/27/2025* *4,320*	15-25 Lennox Dr, Dover, NH 03820 *$35,000.00*	*Residential*	None *Yes* *Thomas Abbott*	
	Description: Building (A) six units. 15 Lenox Drive Foundation Only 120 x 36 = 4320 SF						
BLDM-2024-0556	Building - Minor *12/17/2024*	Alteration / Addition *12/26/2024* *$355.00*	Issued *06/27/2025* *4,320*	29-37 Lenox St, Building B, Dover, NH 03820 *$30,000.00*	*Residential*	None *Yes* *Thomas Abbott*	
	Description: Building B, Foundation only 120 x 36 29 Lenox Drive						
BLDM-2024-0530	Building - Minor *11/25/2024* *R-12*	Alteration / Addition *12/27/2024* *$69.00*	Issued *06/28/2025* *576*	26 Cranbrook Ln, Dover 03820 *$4,500.00*	*Mixed Use*	None *Yes* *Thomas Abbott*	D0092-000000
	Description: Complete construction of a 24x24 storage building.						
BLDM-2024-0559	Building - Minor *12/19/2024* *R-12*	Alteration / Addition *12/31/2024* *$75.00*	Issued *07/02/2025* *1,700*	9 Meridian Dr, Dover 03820 *$39,452.00*	*Residential*	None *Yes* *Thomas Abbott*	I0075-U00000
	Description: strip and re-side with vinyl siding (17 sq)-no structural work						

SUBTOTALS FOR ALTERATION / ADDITION:	**49,721 Sq Ft**	**$2,665,874.42**	**Residential:**	**29**	**PERMITS ISSUED: 36**
			Non-Residential:	**3**	
			Mixed Use:	**4**	

NEW CONSTRUCTION

BLDG-2024-0023	Building - Major *02/15/2024* *R-40*	New Construction *12/04/2024* *$1,290.00*	Issued *06/18/2025* *700*	71 Bay View Rd, Unit 2, Dover 03820 *12/20/2024* *$115,000.00*	*Residential*	None *Yes* *Jim Maxfield*	J0022-A00000
	Description: convert office above garage to ADU- After the fact permit						
BLDG-2024-0134	Building - Major *10/04/2024* *RM-U*	New Construction *12/04/2024* *$16,525.00*	Issued *06/05/2025* *5,506*	48 Whittier St Apts, 101, 102, 201, 202, 203, 204, Dover, NH *$1,500,000.00*	*Residential*	None *Yes* *Jim Maxfield*	33001-A00000
	Description: 6 unit apartment building. 5506 sf. 3 stories. Wood framed.						
BLDG-2024-0162	Building - Major *10/11/2024* *IT*	New Construction *12/05/2024* *$37,425.00*	Issued *06/06/2025* *250,000*	32 Quality Wy, Dover, NH *$3,400,000.00*	*Non-Residential*	None *Yes* *Jim Maxfield*	D0011-008000
	Description: Construction of a 25,000sf Pre-Engineering Buildings						

PERMITS ISSUED BY WORK CLASS (12/01/2024 TO 12/31/2024)

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-2024-0161	Building - Major *10/11/2024* *IT*	New Construction *12/05/2024* *$15,425.00*	Issued *06/06/2025* *10,000*	31 Quality Wy, Dover, NH *$1,400,000.00*	*Non-Residential*	None *Yes* *Jim Maxfield*	D0011-008000
	Description: Construction of a 10,000sf Pre-Engineered Metal Building						
BLDG-2024-0175	Building - Major *11/26/2024* *G*	New Construction *12/20/2024* *$663.00*	Issued *06/21/2025* *724*	15 Durham Rd, 206, Dover 03820 *$58,000.00*	*Non-Residential*	None *Yes* *Jim Maxfield*	H0011-000000
	Description: Tenant fitup of a vanilla box for Suite #206, A, Lab						
BLDG-2024-0176	Building - Major *12/02/2024* *IT*	New Construction *12/30/2024* *$509.00*	Issued *07/01/2025* *252*	294 Durham Rd, Dover 03820 *$43,566.00*	*Mixed Use*	None *Yes* *Jim Maxfield*	I0022-D00000
	Description: Construct a single story office addition						
BLDG-2024-0177	Building - Major *12/12/2024*	New Construction *12/30/2024* *$135.00*	Issued *07/01/2025* *833*	8 Grove St, Suite 113, Dover 03820 *$10,000.00*	*Mixed Use*	None *Yes* *Jim Maxfield*	31014-000000
	Description: Fitting up commercial space						

SUBTOTALS FOR NEW CONSTRUCTION:	**268,015 Sq Ft**	**$6,526,566.00**	**Residential:**	**2**	**PERMITS ISSUED:** **7**
			Non-Residential:	**3**	
			Mixed Use:	**2**	
	317,736 Sq Ft	**$9,192,440.42**	**Residential:**	**31**	**GRAND TOTAL OF PERMITS:** **43**
			Non-Residential:	**6**	
			Mixed Use:	**6**	

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

City of Dover
FY25 State of NH Aid/Grant Revenue

Aid By Category	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	
Education													
Adequate Education			$ 2,281,643.00		$ 2,281,643.00								
Building Aid													
School Meals	$ 106,081.95			$ 63,938.27		$ 80,128.91							
Special Education	$ 196,704.97		$ 54,628.35	$ 3,354.95	$ 15,351.62	$ 64,357.74							
Tuition & Transportation						$ 467,283.76							
Emergency Relief Funds	$ 377,093.70			$ 3,332,440.38	$ 581,347.95								
Local Education Improvements	$ 353,814.10	$ 56,061.73	$ 107,745.05	$ 91,518.22	$ 337,354.92	$ 128,785.42							
Adult Education	$ 97,398.54	$ 13,391.14	$ 53,014.19	$ 34,275.66	$ 43,420.97								
Total Education	$ 1,131,093.26	$ 69,452.87	$ 2,497,030.59	$ 3,525,527.48	$ 3,259,118.46	$ 740,555.83	$ -	$ -	$ -	$ -	$ -	$ -	$ 11,222,778.49
Environmental													
State Aid Grants - Wastewater				$ 14,512.00		$ 11,154.00							
SRF - Chapel St. Revine			$ 597.42										
SRF - River St Pump Station				$ 4,055,554.27		$ 1,056,020.76							
Lead Service Line Grants	$ 5,846.91	$ 13,162.03											
Pudding Hill Water Treatment		$ 338,119.73											
Community Trail Land Improvements		$ 22,508.58											
Total Environmental	$ 5,846.91	$ 373,790.34	$ 597.42	$ 4,070,066.27	$ -	$ 1,067,174.76	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,517,475.70
Other Gen. Funds													
Meals & Rooms Distribution						$ 3,250,398.63							
InvestNH; HOP Housing Navigator		$ 33,398.65		$ 34,902.72									
InvestNH; HOP Grant Reimbursement		$ 20,523.35	$ 7,233.98	$ 7,499.75									
Household Hazardous Waste Collection				$ 7,154.00									
SCADA (ARPA)		$ 58,321.39											
Opioid Settlement					$ 43,322.53								
Other			$ 11,064.84	$ 1.70	$ 2,024.00								
Total Other Gen. Funds	$ -	$ 112,243.39	$ 18,298.82	$ 49,558.17	$ 45,346.53	$ 3,250,398.63	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,475,845.54
Highway Funds													
Highway Block Grants	$ 190,396.86			$ 190,396.86									
Highway Construction Aid													
Municipal Bridge Aid													
Total Highway Funds	$ 190,396.86	$ -	$ -	$ 190,396.86	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 380,793.72
Public Safety Funds													
Overtime Reimbursemnt	$ 1,800.34		$ 285.27	$ 4,512.36									
Safe Streets Grant			$ 1,386.06										
Seabrook Drill Training		$ 6,750.00				$ 6,750.00							
Highway Safety Grant		$ 1,786.21	$ 23,647.38		$ 238.22								
DRE Call Out		$ 67.00											
NH Safe Streets		$ 1,625.95											
Granite Hammer Grant		$ 5,989.08											
Total Public Safety	$ 1,800.34	$ 16,218.24	$ 25,318.71	$ 4,512.36	$ 238.22	$ 6,750.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 54,837.87
Grand Total	$ 1,329,137.37	$ 571,704.84	$ 2,541,245.54	$ 7,840,061.14	$ 3,304,703.21	$ 5,064,879.22	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,651,731.32

City of Dover

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

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	$ 116,087,694	97,308	2,243,337	2.0%	$ 113,844,357	$ -	$ 113,844,357	98.0%
Licenses & Permits	7,582,679	703,649	3,141,130	41.0%	4,441,549	-	4,441,549	59.0%
Intergovernmental	5,924,368	312,214	514,460	9.0%	5,409,908	-	5,409,908	91.0%
Charges for Services	5,125,212	440,305	1,960,689	38.0%	3,164,523	-	3,164,523	62.0%
Miscellaneous Revenue	2,099,105	299,190	1,321,907	63.0%	777,198	-	777,198	37.0%
Education	20,671,310	314,190	2,979,844	14.0%	17,691,466	-	17,691,466	86.0%
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	$ 158,066,775	2,166,856	12,161,367	8.0%	$ 145,905,408	$ -	$ 145,905,408	92.0%
3213 Parking Activity Fund								
Licenses & Permits	$ 395,000	27,268	153,429	39.0%	$ 241,571	$ -	$ 241,571	61.0%
Parking Income	1,047,941	114,573	375,799	36.0%	672,142	-	672,142	64.0%
Parking Fines	184,000	28,746	95,979	52.0%	88,021	-	88,021	48.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	$ 1,626,941	170,588	625,208	38.0%	$ 1,001,733	$ -	$ 1,001,733	62.0%
3320 Residential Solid Waste Fund								
Intergovernmental	$ 9,584	7,154	7,154	75.0%	$ 2,430	$ -	$ 2,430	25.0%
Charges for Services	2,004,995	167,545	595,820	30.0%	1,409,175	-	1,409,175	70.0%
Miscellaneous Revenue	0	37	973	0.0%	(973)	-	(973)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	$ 2,014,579	174,737	603,947	30.0%	$ 1,410,632	$ -	$ 1,410,632	70.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	$ 794,011	66,416	264,056	33.0%	$ 529,955	$ -	$ 529,955	67.0%
Operating Transfers In	60,853	3,857	15,427	25.0%	45,426	-	45,426	75.0%
Sub-total : 3381 McConnell Center	$ 854,864	70,273	279,483	33.0%	$ 575,382	$ -	$ 575,382	67.0%
3410 Recreation Special Revenue Fund								
Charges for Services	$ 425,490	40,880	124,820	29.0%	$ 300,670	$ -	$ 300,670	71.0%
Miscellaneous Revenue	5,500	420	3,235	59.0%	2,265	-	2,265	41.0%
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	41,300	128,055	28.0%	$ 322,935	$ -	$ 322,935	72.0%
5300 Water Fund								
Intergovernmental	$ 71,800	-	-	0.0%	$ 71,800	$ -	$ 71,800	100.0%
Charges for Services	7,716,002	460,139	2,437,563	32.0%	5,278,439	-	5,278,439	68.0%
Miscellaneous Revenue	386,000	11,672	28,257	7.0%	357,743	-	357,743	93.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	$ 8,261,302	471,811	2,465,820	30.0%	$ 5,795,482	$ -	$ 5,795,482	70.0%
5320 Sewer Fund								
Intergovernmental	$ 163,524	2,935	2,935	2.0%	$ 160,589	$ -	$ 160,589	98.0%
Charges for Services	9,936,082	575,079	2,837,219	29.0%	7,098,863	-	7,098,863	71.0%
Miscellaneous Revenue	70,000	14,510	30,267	43.0%	39,733	-	39,733	57.0%
Other Financing Sources	391,150	-	-	0.0%	391,150	-	391,150	100.0%
Sub-total : 5320 Sewer Fund	$ 10,560,756	592,525	2,870,421	27.0%	$ 7,690,335	$ -	$ 7,690,335	73.0%
6100 Dovernet Fund								
Intergovernmental	$ 351,620	-	-	0.0%	$ 351,620	$ -	$ 351,620	100.0%
Charges for Services	1,708,778	125,260	501,026	29.0%	1,207,752	-	1,207,752	71.0%
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	125,260	501,026	24.0%	$ 1,609,372	$ -	$ 1,609,372	76.0%
Total : REVENUES	$ 183,946,605	3,813,349	19,635,327	11.0%	$ 164,311,278	$ -	$ 164,311,278	89.0%

City of Dover

Revenues of Major Funds
November 30, 2024
(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	$ 116,087,694	147,931	2,391,267	2.0%	$ 113,696,427	$ -	$ 113,696,427	98.0%
Licenses & Permits	7,582,679	586,685	3,727,816	49.0%	3,854,863	-	3,854,863	51.0%
Intergovernmental	5,924,368	2,024	516,484	9.0%	5,407,884	-	5,407,884	91.0%
Charges for Services	5,125,212	494,338	2,455,027	48.0%	2,670,185	-	2,670,185	52.0%
Miscellaneous Revenue	2,099,105	201,475	1,523,382	73.0%	575,723	(6)	575,728	27.0%
Education	20,671,310	3,517,220	6,497,065	31.0%	14,174,245	-	14,174,245	69.0%
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	$ 158,066,775	4,949,674	17,111,042	11.0%	$ 140,955,733	$ (6)	$ 140,955,739	89.0%
3213 Parking Activity Fund								
Licenses & Permits	$ 395,000	25,792	179,221	45.0%	$ 215,779	$ -	$ 215,779	55.0%
Parking Income	1,047,941	94,103	469,902	45.0%	578,039	-	578,039	55.0%
Parking Fines	184,000	32,124	128,103	70.0%	55,897	-	55,897	30.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	$ 1,626,941	152,019	777,227	48.0%	$ 849,714	$ -	$ 849,714	52.0%
3320 Residential Solid Waste Fund								
Intergovernmental	$ 9,584	-	7,154	75.0%	$ 2,430	$ -	$ 2,430	25.0%
Charges for Services	2,004,995	111,732	707,552	35.0%	1,297,443	-	1,297,443	65.0%
Miscellaneous Revenue	0	204	1,177	0.0%	(1,177)	-	(1,177)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	$ 2,014,579	111,936	715,884	36.0%	$ 1,298,695	$ -	$ 1,298,695	64.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	$ 794,011	66,123	330,179	42.0%	$ 463,832	$ -	$ 463,832	58.0%
Operating Transfers In	60,853	3,857	19,283	32.0%	41,570	-	41,570	68.0%
Sub-total : 3381 McConnell Center	$ 854,864	69,980	349,463	41.0%	$ 505,402	$ -	$ 505,402	59.0%
3410 Recreation Special Revenue Fund								
Charges for Services	$ 425,490	14,794	139,614	33.0%	$ 285,876	$ -	$ 285,876	67.0%
Miscellaneous Revenue	5,500	1,960	5,195	94.0%	305	-	305	6.0%
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	16,754	144,809	32.0%	$ 306,181	$ -	$ 306,181	68.0%
5300 Water Fund								
Intergovernmental	$ 71,800	-	-	0.0%	$ 71,800	$ -	$ 71,800	100.0%
Charges for Services	7,716,002	708,970	3,146,533	41.0%	4,569,469	-	4,569,469	59.0%
Miscellaneous Revenue	386,000	4,736	32,993	9.0%	353,007	-	353,007	91.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	$ 8,261,302	713,706	3,179,527	38.0%	$ 5,081,775	$ -	$ 5,081,775	62.0%
5320 Sewer Fund								
Intergovernmental	$ 163,524	-	2,935	2.0%	$ 160,589	$ -	$ 160,589	98.0%
Charges for Services	9,936,082	754,176	3,591,395	36.0%	6,344,687	-	6,344,687	64.0%
Miscellaneous Revenue	70,000	5,675	35,941	51.0%	34,059	-	34,059	49.0%
Other Financing Sources	391,150	-	-	0.0%	391,150	-	391,150	100.0%
Sub-total : 5320 Sewer Fund	$ 10,560,756	759,850	3,630,271	34.0%	$ 6,930,485	$ -	$ 6,930,485	66.0%
6100 Dovernet Fund								
Intergovernmental	$ 351,620	-	-	0.0%	$ 351,620	$ -	$ 351,620	100.0%
Charges for Services	1,708,778	125,256	626,282	37.0%	1,082,496	-	1,082,496	63.0%
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	125,256	626,282	30.0%	$ 1,484,116	$ -	$ 1,484,116	70.0%
Total : REVENUES	$ 183,946,605	6,899,176	26,534,503	14.0%	$ 157,412,102	$ (6)	$ 157,412,107	86.0%

City of Dover

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

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	$ 116,087,694	14,234,368	16,625,635	14.0%	$ 99,462,059	$ -	$ 99,462,059	86.0%
Licenses & Permits	7,582,679	663,174	4,390,990	58.0%	3,191,689	-	3,191,689	42.0%
Intergovernmental	5,924,368	3,250,399	3,766,883	64.0%	2,157,485	-	2,157,485	36.0%
Charges for Services	5,125,212	350,974	2,806,001	55.0%	2,319,211	-	2,319,211	45.0%
Miscellaneous Revenue	2,099,105	124,086	1,647,468	78.0%	451,637	-	451,637	22.0%
Education	20,671,310	555,970	7,053,035	34.0%	13,618,275	-	13,618,275	66.0%
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	$ 158,066,775	19,178,971	36,290,012	23.0%	$ 121,776,763	$ -	$ 121,776,763	77.0%
3213 Parking Activity Fund								
Licenses & Permits	$ 395,000	44,271	223,492	57.0%	$ 171,508	$ -	$ 171,508	43.0%
Parking Income	1,047,941	78,187	548,089	52.0%	499,852	-	499,852	48.0%
Parking Fines	184,000	25,282	153,386	83.0%	30,614	-	30,614	17.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	$ 1,626,941	147,741	924,968	57.0%	$ 701,973	$ -	$ 701,973	43.0%
3320 Residential Solid Waste Fund								
Intergovernmental	$ 9,584	-	7,154	75.0%	$ 2,430	$ -	$ 2,430	25.0%
Charges for Services	2,004,995	177,285	884,837	44.0%	1,120,158	-	1,120,158	56.0%
Miscellaneous Revenue	0	90	1,267	0.0%	(1,267)	-	(1,267)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	$ 2,014,579	177,375	893,258	44.0%	$ 1,121,321	$ -	$ 1,121,321	56.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	$ 794,011	65,938	396,118	50.0%	$ 397,893	$ -	$ 397,893	50.0%
Operating Transfers In	60,853	3,857	23,140	38.0%	37,713	-	37,713	62.0%
Sub-total : 3381 McConnell Center	$ 854,864	69,795	419,258	49.0%	$ 435,607	$ -	$ 435,607	51.0%
3410 Recreation Special Revenue Fund								
Charges for Services	$ 425,490	22,264	161,878	38.0%	$ 263,612	$ -	$ 263,612	62.0%
Miscellaneous Revenue	5,500	185	5,380	98.0%	120	-	120	2.0%
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	22,449	167,258	37.0%	$ 283,732	$ -	$ 283,732	63.0%
5300 Water Fund								
Intergovernmental	$ 71,800	-	-	0.0%	$ 71,800	$ -	$ 71,800	100.0%
Charges for Services	7,716,002	677,624	3,824,157	50.0%	3,891,845	-	3,891,845	50.0%
Miscellaneous Revenue	386,000	905	33,898	9.0%	352,102	-	352,102	91.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	$ 8,261,302	678,528	3,858,055	47.0%	$ 4,403,247	$ -	$ 4,403,247	53.0%
5320 Sewer Fund								
Intergovernmental	$ 163,524	11,154	14,089	9.0%	$ 149,435	$ -	$ 149,435	91.0%
Charges for Services	9,936,082	763,103	4,354,498	44.0%	5,581,584	-	5,581,584	56.0%
Miscellaneous Revenue	70,000	(120)	35,821	51.0%	34,179	-	34,179	49.0%
Other Financing Sources	391,150	-	-	0.0%	391,150	-	391,150	100.0%
Sub-total : 5320 Sewer Fund	$ 10,560,756	774,137	4,404,408	42.0%	$ 6,156,348	$ -	$ 6,156,348	58.0%
6100 Dovernet Fund								
Intergovernmental	$ 351,620	-	-	0.0%	$ 351,620	$ -	$ 351,620	100.0%
Charges for Services	1,708,778	125,251	751,533	44.0%	957,245	-	957,245	56.0%
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	751,533	36.0%	$ 1,358,865	$ -	$ 1,358,865	64.0%
Total : REVENUES	$ 183,946,605	21,174,246	47,708,749	26.0%	$ 136,237,856	$ -	$ 136,237,856	74.0%

City of Dover

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

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
EXPENDITURES								
1000 General Fund								
City Council	$ 634,396	$ 4,631	$ 19,395	3.0%	$ 615,001	$ 240,826	$ 374,175	59.0%
Executive	2,494,022	184,783	718,117	29.0	1,775,905	1,359,020	416,885	16.7
Finance	2,833,972	222,465	867,566	31.0	1,966,406	1,398,812	567,594	20.0
Planning	2,464,029	170,477	623,844	25.0	1,840,185	1,083,393	756,791	30.7
Misc General Government	1,326,602	80,449	305,238	23.0	1,021,364	220,610	800,753	60.4
Police	11,191,487	938,784	3,540,339	32.0	7,651,148	5,932,638	1,718,510	15.4
Fire & Rescue	12,809,683	1,179,275	3,908,518	31.0	8,901,165	6,383,015	2,518,150	19.7
Community Service Public Works	11,412,271	496,163	1,735,170	15.0	9,677,101	3,571,363	6,105,738	53.5
Recreation	3,240,460	233,183	875,576	27.0	2,364,884	1,388,652	976,232	30.1
Public Library	1,933,196	155,760	583,548	30.0	1,349,648	1,038,405	311,242	16.1
Public Welfare	881,409	69,924	221,063	25.0	660,346	212,224	448,122	50.8
Debt Service	6,332,062	36,871	1,016,337	16.0	5,315,725	5,308,727	6,998	0.1
Other Financing Sources/Uses	4,645,609	180,214	720,855	16.0	3,924,754	-	3,924,754	84.5
School	84,642,799	5,914,807	17,697,575	21.0	66,945,224	62,129,568	4,815,657	5.7
Intergovernmental	11,224,778	-	-	0.0	11,224,778	10,716,507	508,271	4.5
Sub-total : 1000 General Fund	$ 158,066,775	$ 9,867,786	$ 32,833,142	20.8%	$ 125,233,633	$ 100,983,761	$ 24,249,872	15.3%
3213 Parking Activity Fund								
Police	$ 1,626,941	$ 91,619	$ 332,386	20.0%	$ 1,294,555	$ 558,866	$ 735,689	45.2%
Sub-total : 3213 Parking Activity Fund	$ 1,626,941	$ 91,619	$ 332,386	20.4%	$ 1,294,555	$ 558,866	$ 735,689	45.2%
3320 Residential Solid Waste Fund								
Community Service Public Works	$ 2,106,737	$ 185,718	$ 484,368	23.0%	$ 1,622,369	$ 1,471,753	$ 150,616	7.1%
Sub-total : 3320 Residential Solid Waste Fund	$ 2,106,737	$ 185,718	$ 484,368	23.0%	$ 1,622,369	$ 1,471,753	$ 150,616	7.1%
3381 McConnell Center Fund								
Recreation	$ 854,864	$ 33,840	$ 110,233	13.0%	$ 744,631	$ 416,256	$ 328,375	38.4%
Sub-total : 3381 McConnell Center Fund	$ 854,864	$ 33,840	$ 110,233	12.9%	$ 744,631	$ 416,256	$ 328,375	38.4%
3410 Recreation Special Revenue Fund								
Recreation	$ 470,990	$ 21,362	$ 127,074	27.0%	$ 343,916	$ 34,460	$ 309,456	65.7%
Sub-total : 3410 Recreation Special Revenue Fund	$ 470,990	$ 21,362	$ 127,074	27.0%	$ 343,916	$ 34,460	$ 309,456	65.7%
5300 Water Fund								
Community Service Public Works	$ 8,498,951	$ 613,218	$ 2,150,640	25.0%	$ 6,348,311	$ 2,519,395	$ 3,828,916	45.1%
Sub-total : 5300 Water Fund	$ 8,498,951	$ 613,218	$ 2,150,640	25.3%	$ 6,348,311	$ 2,519,395	$ 3,828,916	45.1%
5320 Sewer Fund								
Community Service Public Works	$ 10,697,441	$ 661,350	$ 2,638,863	25.0%	$ 8,058,578	$ 3,510,744	$ 4,547,834	42.5%
Sub-total : 5320 Sewer Fund	$ 10,697,441	$ 661,350	$ 2,638,863	24.7%	$ 8,058,578	$ 3,510,744	$ 4,547,834	42.5%
6100 Dovernet Fund								
Other Financing Sources/Uses	$ 3,108,536	$ 145,350	$ 360,518	12.0%	$ 2,748,018	$ 817,444	$ 1,930,574	62.1%
Sub-total : 6100 Dovernet Fund	$ 3,108,536	$ 145,350	$ 360,518	11.6%	$ 2,748,018	$ 817,444	$ 1,930,574	62.1%
Total : EXPENDITURES	$ 185,431,236	$ 11,620,241	$ 39,037,224	21.1%	$ 146,394,011	$ 110,312,680	$ 36,081,331	19.5%

City of Dover

Expenditures of Major Funds
November 30, 2024
(General Fund Includes County, School and Debt Service)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
EXPENDITURES								
1000 General Fund								
City Council	$ 634,396	$ 36,460	$ 55,855	9.0%	$ 578,541	$ 209,921	$ 368,620	58.1%
Executive	2,494,022	159,222	877,339	35.0	1,616,683	1,230,197	386,486	15.5
Finance	2,833,972	198,685	1,066,250	38.0	1,767,722	1,211,285	556,436	19.6
Planning	2,464,029	136,383	760,227	31.0	1,703,802	957,588	746,214	30.3
Misc General Government	1,326,602	28,428	333,667	25.0	992,935	198,598	794,338	59.9
Police	11,191,487	794,253	4,334,592	39.0	6,856,895	5,209,771	1,647,124	14.7
Fire & Rescue	12,809,683	972,967	4,881,486	38.0	7,928,198	5,456,423	2,471,774	19.3
Community Service Public Works	11,412,271	498,496	2,233,666	20.0	9,178,605	3,229,149	5,949,455	52.1
Recreation	3,240,460	222,103	1,097,680	34.0	2,142,780	1,213,727	929,053	28.7
Public Library	1,933,196	132,200	715,749	37.0	1,217,447	927,303	290,144	15.0
Public Welfare	881,409	57,808	278,871	32.0	602,538	193,085	409,454	46.5
Debt Service	6,332,062	102,175	1,118,512	18.0	5,213,550	4,227,087	986,463	15.6
Other Financing Sources/Uses	4,645,609	180,214	901,069	19.0	3,744,540	-	3,744,540	80.6
School	84,642,799	7,181,326	24,878,901	29.0	59,763,898	55,458,007	4,305,891	5.1
Intergovernmental	11,224,778	-	-	0.0	11,224,778	11,224,778	-	0.0
Sub-total : 1000 General Fund	$ 158,066,775	$ 10,700,720	$ 43,533,862	27.5%	$ 114,532,913	$ 90,946,920	$ 23,585,993	14.9%
3213 Parking Activity Fund								
Police	$ 1,626,941	$ 89,905	$ 422,292	26.0%	$ 1,204,649	$ 483,006	$ 721,644	44.4%
Sub-total : 3213 Parking Activity Fund	$ 1,626,941	$ 89,905	$ 422,292	26.0%	$ 1,204,649	$ 483,006	$ 721,644	44.4%
3320 Residential Solid Waste Fund								
Community Service Public Works	$ 2,106,737	$ 131,630	$ 615,998	29.0%	$ 1,490,739	$ 1,341,393	$ 149,346	7.1%
Sub-total : 3320 Residential Solid Waste Fund	$ 2,106,737	$ 131,630	$ 615,998	29.2%	$ 1,490,739	$ 1,341,393	$ 149,346	7.1%
3381 McConnell Center Fund								
Recreation	$ 854,864	$ 32,790	$ 143,023	17.0%	$ 711,841	$ 390,043	$ 321,798	37.6%
Sub-total : 3381 McConnell Center Fund	$ 854,864	$ 32,790	$ 143,023	16.7%	$ 711,841	$ 390,043	$ 321,798	37.6%
3410 Recreation Special Revenue Fund								
Recreation	$ 470,990	$ 12,315	$ 139,388	30.0%	$ 331,602	$ 25,399	$ 306,202	65.0%
Sub-total : 3410 Recreation Special Revenue Fund	$ 470,990	$ 12,315	$ 139,388	29.6%	$ 331,602	$ 25,399	$ 306,202	65.0%
5300 Water Fund								
Community Service Public Works	$ 8,498,951	$ 601,769	$ 2,752,409	32.0%	$ 5,746,543	$ 2,136,596	$ 3,609,947	42.5%
Sub-total : 5300 Water Fund	$ 8,498,951	$ 601,769	$ 2,752,409	32.4%	$ 5,746,543	$ 2,136,596	$ 3,609,947	42.5%
5320 Sewer Fund								
Community Service Public Works	$ 10,697,441	$ 601,504	$ 3,240,367	30.0%	$ 7,457,073	$ 3,052,648	$ 4,404,425	41.2%
Sub-total : 5320 Sewer Fund	$ 10,697,441	$ 601,504	$ 3,240,367	30.3%	$ 7,457,073	$ 3,052,648	$ 4,404,425	41.2%
6100 Dovernet Fund								
Other Financing Sources/Uses	$ 3,108,536	$ 189,440	$ 549,958	18.0%	$ 2,558,579	$ 954,900	$ 1,603,678	51.6%
Sub-total : 6100 Dovernet Fund	$ 3,108,536	$ 189,440	$ 549,958	17.7%	$ 2,558,579	$ 954,900	$ 1,603,678	51.6%
Total : EXPENDITURES	$ 185,431,236	$ 12,360,072	$ 51,397,296	27.7%	$ 134,033,939	$ 99,330,906	$ 34,703,033	18.7%

City of Dover

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

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
EXPENDITURES								
1000 General Fund								
City Council	$ 634,396	$ 4,568	$ 60,423	10.0%	$ 573,973	$ 209,210	$ 364,763	57.5%
Executive	2,494,022	154,989	1,032,327	41.0	1,461,695	1,107,492	354,203	14.2
Finance	2,833,972	193,507	1,259,757	44.0	1,574,215	1,052,242	521,973	18.4
Planning	2,464,029	145,374	905,602	37.0	1,558,427	848,094	710,333	28.8
Misc General Government	1,326,602	72,471	406,138	31.0	920,464	137,484	782,980	59.0
Police	11,191,487	854,658	5,189,249	46.0	6,002,238	4,429,392	1,572,846	14.1
Fire & Rescue	12,809,683	1,236,272	6,117,757	48.0	6,691,926	4,294,440	2,397,485	18.7
Community Service Public Works	11,412,271	517,185	2,750,851	24.0	8,661,420	2,889,888	5,771,532	50.6
Recreation	3,240,460	213,034	1,310,714	40.0	1,929,746	1,050,169	879,577	27.1
Public Library	1,933,196	151,576	867,325	45.0	1,065,871	796,648	269,224	13.9
Public Welfare	881,409	36,781	315,652	36.0	565,757	189,590	376,167	42.7
Debt Service	6,332,062	1,191,132	2,309,643	36.0	4,022,419	4,227,087	(204,668)	(3.2)
Other Financing Sources/Uses	4,645,609	180,214	1,081,283	23.0	3,564,327	-	3,564,327	76.7
School	84,642,799	7,041,627	31,920,528	38.0	52,722,272	49,830,932	2,891,340	3.4
Intergovernmental	11,224,778	11,224,778	11,224,778	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	$ 158,066,775	$ 23,218,166	$ 66,752,028	42.2%	$ 91,314,747	$ 71,062,666	$ 20,252,081	12.8%
3213 Parking Activity Fund								
Police	$ 1,626,941	$ 92,484	$ 514,776	32.0%	$ 1,112,165	$ 413,551	$ 698,615	42.9%
Sub-total : 3213 Parking Activity Fund	$ 1,626,941	$ 92,484	$ 514,776	31.6%	$ 1,112,165	$ 413,551	$ 698,615	42.9%
3320 Residential Solid Waste Fund								
Community Service Public Works	$ 2,106,737	$ 29,015	$ 645,013	31.0%	$ 1,461,724	$ 1,315,863	$ 145,862	6.9%
Sub-total : 3320 Residential Solid Waste Fund	$ 2,106,737	$ 29,015	$ 645,013	30.6%	$ 1,461,724	$ 1,315,863	$ 145,862	6.9%
3381 McConnell Center Fund								
Recreation	$ 854,864	$ 38,587	$ 181,610	21.0%	$ 673,254	$ 362,325	$ 310,928	36.4%
Sub-total : 3381 McConnell Center Fund	$ 854,864	$ 38,587	$ 181,610	21.2%	$ 673,254	$ 362,325	$ 310,928	36.4%
3410 Recreation Special Revenue Fund								
Recreation	$ 470,990	$ 18,613	$ 158,001	34.0%	$ 312,989	$ 16,378	$ 296,610	63.0%
Sub-total : 3410 Recreation Special Revenue Fund	$ 470,990	$ 18,613	$ 158,001	33.5%	$ 312,989	$ 16,378	$ 296,610	63.0%
5300 Water Fund								
Community Service Public Works	$ 8,498,951	$ 508,413	$ 3,260,822	38.0%	$ 5,238,130	$ 1,905,460	$ 3,332,670	39.2%
Sub-total : 5300 Water Fund	$ 8,498,951	$ 508,413	$ 3,260,822	38.4%	$ 5,238,130	$ 1,905,460	$ 3,332,670	39.2%
5320 Sewer Fund								
Community Service Public Works	$ 10,697,441	$ 690,645	$ 3,931,012	37.0%	$ 6,766,429	$ 2,758,556	$ 4,007,873	37.5%
Sub-total : 5320 Sewer Fund	$ 10,697,441	$ 690,645	$ 3,931,012	36.7%	$ 6,766,429	$ 2,758,556	$ 4,007,873	37.5%
6100 Dovernet Fund								
Other Financing Sources/Uses	$ 3,108,536	$ 136,211	$ 686,169	22.0%	$ 2,422,367	$ 836,243	$ 1,586,125	51.0%
Sub-total : 6100 Dovernet Fund	$ 3,108,536	$ 136,211	$ 686,169	22.1%	$ 2,422,367	$ 836,243	$ 1,586,125	51.0%
Total : EXPENDITURES	$ 185,431,236	$ 24,732,134	$ 76,129,430	41.1%	$ 109,301,805	$ 78,671,041	$ 30,630,764	16.5%

City of Dover

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

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
Revenues	1,140,835	158,898	353,580	31.0	787,255	0	787,255	69.0
Expenditures	1,321,297	105,678	368,067	27.9	953,230	677,926	275,305	20.8
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	(180,462)	**53,221**	**(14,486)**	**3.1**	**(165,976)**	**(677,926)**	**511,950**	**48.2**

City of Dover

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

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
Revenues	1,140,835	123,753	477,333	41.8	663,502	0	663,502	58.2
Expenditures	1,321,297	104,205	472,272	35.7	849,025	586,933	262,092	19.8
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	(180,462)	**19,548**	**5,061**	**6.1**	**(185,523)**	**(586,933)**	**401,410**	**38.3**

City of Dover

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

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
Revenues	1,140,835	75,434	552,767	48.5	588,068	0	588,068	51.5
Expenditures	1,321,297	103,323	575,595	43.6	745,702	501,983	243,719	18.4
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	(180,462)	**(27,889)**	**(22,827)**	**4.9**	**(157,635)**	**(501,983)**	**344,348**	**33.1**

CITY COUNCIL GOALS 2024-2025

How the City of Dover Management Team & employees supported City Council goals in **Oct, Nov & Dec 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.

Planning and Community Development staff wrapped up work with the Strafford Regional Planning Commission (SRPC) and the University of New Hampshire (UNH) on the Regulatory Audit of policies and practices in addition to an analysis of the City's demographics and housing market. The project was funded entirely by a Housing Opportunity Planning (HOP) Grant from the InvestNH program. The regulatory Audit was released in November and findings were presented to the Ad-Hoc Committee to Address Community Housing Needs. Copies of the Land Use Audit are available in the Planning Office and it will be used to inform the impending update of the City's Land Use Chapter of the Master Plan in 2025.

Planning and Community Development staff are working on proposed zoning amendments to assess the Transfer of Development Rights Ordinance and modify other policies and processes to better support a contextually sensitive variety of attainable housing options.

Housing Navigator Pope continued 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 Lighthouse Credit Union, Kennebunk Savings Bank, First Seacoast Bank, Bangor Savings 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.

The City of Dover was recognized by the Department of Business & Economic Affairs as one of 18 designated Housing Champion Communities at a ceremony in Concord on December 18th. The City was represented at this event by Mayor Carrier, Deputy Mayor Shanahan, Director Benton, and Housing Navigator Pope. Earning this designation was a priority of the Housing Committee and means that the City now has priority access to $5,000,000 of grant funding to support future Housing initiatives, the details of which will be made available in January, 2025.

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

Housing Navigator Pope attended a session of the Social Justice program at FGH Elementary to meet the students in preparation for this year's curriculum on the subject of Housing and Food Insecurity. The formal program is expected to begin in November.

Housing Navigator Pope continued 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.

Housing Navigator Pope attended a neighborhood meeting on Florence Street on October 26th to present on the City's housing market trends in terms of area incomes, cost of living, and attainability. Other presenters included those with lived experience of homelessness and educators whose class compositions have been impacted by the financial displacement of households during the school year. The event, hosted by residents in partnership with Home For All's Shift the Seacoast initiative, served as an opportunity to discuss the issue of housing security and the need for inclusive housing solutions that support the most vulnerable members of the community.

Planning staff continued to add amendments to the running draft of the City's Zoning Ordinance and the City's Site Review Regulations.

The recodification of the zoning ordinance occurred this fall.

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.

The Dover Public Library building was closed on Saturday, October 5th, but staff could be found at the library's Apple Harvest Booth. Library staff were present, as well as Friends of the Library volunteers, to give out free books to kids, sign people up for cards (29 applications), hand out raffle tickets to DPL cardholders (288), and of course talk about Library services. The booth featured a display of our Library of Things offerings including toys for the kids to play with and many marketing brochures of our events and services. It was a very busy day and a worthwhile event for educating the community about all of the services we offer.

The Dover Public Library staff made 4 visits to community members via the Homebound Delivery Service. This new service delivers books and other library items directly to the homes of those who are unable to get to the library to pick up materials. Those who are interested in the service can fill out an application online at the library's website. Library staff can also mail or help with applications over the phone.

The delivery service will be limited to individuals who are "homebound," or being generally confined to the home either temporarily, due to illness or accident, or permanently, due to age, disability, or other mobility challenges.

The Dover Public Library, with its Library of Things collection, is trying to support the "Borrow Don't Buy" sustainability mindset which aligns with our strategic goals. The DPL aims to purchase things that are widely used, but perhaps only once or twice a year (or a lifetime). This way a library patron can borrow the item instead of purchasing it themselves, thereby saving them money and making less of an impact on the environment. This also provides access to items which may be too costly for some families to afford, allowing items like board games, recreational equipment, or movie projectors, the library can make activities more accessible to all families and patrons which also aligns with our Strategic Goals.

On Thursday, December 12 Dover Public Library's Deputy Director Patty Falconer presented a program at Waldron Towers on the history of Dover. Twenty-five residents attended the presentation which provided an overview of major events in the city's history accompanied by photographs and drawings. Participants also contributed their memories about living in Dover.

On Thursday, December 12, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover Middle School library for a session of Books and Bites, a program for students to check out new books from the Dover Public Library's teen collection and have a snack. 20 students

attended and checked out over 15 books. On Tuesday, December 17, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover High School library for a session of Books and Bites, where 8 students attended and checked out over 15 books.

Children's Librarian Crystal Lisbon visited Little Tree Education in Dover on Wednesday, December 11th for her monthly visit. She visited with the preschool and primary classrooms, reading stories, engaging in fingerplays, movement, and rhymes. The theme for the month of December was winter and animals. Crystal also brings books to the center each month to support and supplement their learning themes. This will remain a monthly ongoing outreach program.

On Thursday, December 12 Dover Public Library's Deputy Director Patty Falconer presented a program at Waldron Towers on the history of Dover. Twenty-five residents attended the presentation which provided an overview of major events in the city's history accompanied by photographs and drawings. Participants also contributed their memories about living in Dover.

City Planner Bassegio recorded episodes of the Dover Download podcast to recap October, November, and December land use board meetings, including zoning board decisions, Arts Commission projects Conservation Commission endorsements, and Planning Board approvals.

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.

Dover Public Librarian Rachel Gogan represented the Dover Public Library at the first Dover Saves Sustainability Fair held in City Hall during the Apple Harvest Day's festivities. Rachel brought an assortment of items from the Library of Things, a library collection of non-traditional items that patrons can borrow with their library card. Items highlighted included the new vehicle diagnostic scanner, a radon detector, a label maker, and a thermal temperature camera. The library table received 75 visitors d Housing Navigator Pope continues to meet regularly with residents, businesses, developers, real estate professionals, social service agencies, landlords, property management firms, and other stakeholders to better inform the City's housing initiatives.

Resilience Coordinator Merchant staffed the Energy Commission Meeting on Dec 18th where no-idling policy was discussed for city employees in city vehicles.

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.

Assistant City Planner Edgecomb worked with City Planner Bassegio to discuss potential grant opportunities regarding regulatory efforts to control PFAS exposure.

Director Benton attended the monthly SRPC Metropolitan Planning Organization's Technical Advisory Committee meetings focused on traffic safety and transportation projects.

Throughout the month of November, Lt. Mitrushi and Officer Jalbert presented the "New Hampshire Safe Streets and Roads for All Streets" presentation to residents at Maple Suites, Langdon Place, Bishop Gendron, and Mast Landing. Approximately 80 assisted living residents were provided training that promoted safety on the roadways and provided education to drivers, cyclists, and pedestrians to address and prevent the risks inherent in our enormous and complex transportation system. Following the presentations, Lt. Mitrushi and Officer Jalbert answered questions about the City of Dover and engaged in casual conversations with attendees.

On November 27, 2024, Lt. Mitrushi participated in the Amtrak "Operation RAILSAFE" day. Operation RAILSAFE is a partnership between Amtrak Police, TSA personnel, and local law enforcement officers from federal, state, local, rail and transit agencies, deploying at passenger rail and transit stations, and along the right-of-way, to exercise counterterrorism and incident response capabilities. This coordinated effort involves activities such as heightened station and right-of-way patrols, increased security presence onboard trains, explosives detection canine sweeps, random passenger bag inspections, and counter-surveillance.

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.

The Dover Public Library hosted 71 programs this month which were attended by 1,615 community members. These programs included passive, virtual and in-person as the Library strives to reach out to the community in various ways.

On Sunday, October 6th The Dover Public Library hosted the organization S.C.A.R.E. NH, which offers free Halloween Costumes to families in need. The event was held in the Library Lecture Hall from 2:00 - 4:30 pm and was a huge success. 68 people attended this event, leaving with brand new costumes for their children. This event was brought to the library by a patron who is involved with the organization, and was run by volunteers for S.C.A.R.E. NH. The library plans to host/collaborate on this event yearly moving forward.

Dover Public Library's Children's Librarian, Crystal Lisbon, participated in outreach at Little Tree Education Center in Dover on Wednesday, October 16th. This outreach consisted of visits to two of the primary grade classrooms at the center, with 19 children total. She brought books which covered specific themes as requested by the center, and read stories with the children. The library had done outreach to Little Tree prior to the pandemic. Moving forward this will be a continuing monthly outreach program to the center.

Karin Mayer-Gottlob, Assistant Children's Librarian at the Dover Public Library, read to 3 Head Start classrooms in October (56 kids) and also brought them a selection of hand-picked books. The Head Start program is a vital link in preparing kids for success in schools and beyond.

On the first Wednesday of each month, the Dover Public Library offers a Chapter Book Club for Adults with Disabilities. A library staff person reads several chapters aloud from a classic children's picture book with illustrations. While listening, participants can choose to work on an activity, such as a coloring page or word search, based on the book. If there is a movie associated with the story, it will be shown after the book is completed. This activity allows the adults to enjoy a book that may be above their reading level and to connect with others in a social setting.

On the third Wednesday of each month, the Dover Public Library offers a Lego program for the All Abilities group. Adults with disabilities are invited to use their creativity and build Lego structures with the materials provided.

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 Legal Office continued progress toward closing on City's acquisition of two conservation easements.

Fine schedule updated and posted in October 2024;

New fee for large email requests enacted in October 2024 in keeping with recent enabling legislation.

The Legal Office achieved closing on City acquisition of conservation easement.

The Legal Office assisted with a resiliency project related to solar array on wastewater treatment facility and abutting parcel.

Recognizing the impact of winter road maintenance on water quality, participation in the NHDES Green Snow Pro certification and training program was prioritized, with the goal of certifying Dover's winter maintenance staff. Tim Puls attended a training program along with supervisory staff from Operations. Tim is coordinating with certified trainers in NH to arrange for CS staff to be certified. Per the NHDES website, "Voluntary Municipal Winter Maintenance Certification (Municipal Green SnowPro) is available for municipalities working towards reducing their winter salt application and preventing increasing concentrations of chlorides in their communities' surface and ground waters." In addition to the municipality becoming Green SnowPro certified, Dover requires Planning Board approved projects be maintained by Green SnowPro certified contractors.

Tim Puls has been working with CS Operations crews, and school administrative staff, to implement a new inspection and maintenance schedule for the school's stormwater treatment system to ensure its continued effectiveness. CS Operations crews walked the area with Tim prior to trimming back overgrowth in the stormwater system along Silver St. The removal of the overgrowth helped improve visibility of the school, restores an outdoor learning area, and addresses security concerns raised by school staff.

An effort is being made to address stormwater issues at Cricket Brook Apartments, where past flooding had submerged resident vehicles. Following up on a concern raised by a resident, Environmental Project Manager Puls met with apartment representatives to review the apparent flooding issue. Given that the property's stormwater pond collects runoff from city roadway networks and discharges to the municipal system, the City is working with the complex to help design of retrofit of the pond into a subsurface gravel wetland system. This system is engineered to manage the first inch of runoff, effectively removing pollutants like sediments, nutrients, and trace metals before discharge into the city's drainage network and ultimately the Cocheco River.

Collaboration with Verdantas, Blue Granite, and the City of Dover continued on the groundwater sampling and treatment system regarding the Tolend Road Landfill. A guided tour of the landfill, led by

Verdantas, provided valuable insights into the groundwater flow and the movement of the contaminant plume. Observations of monitoring wells, sampling points, and pumping stations reinforced the ongoing efforts to prevent contaminants from reaching the Cocheco River and Bellamy Reservoir.

Through grant funding, the Fire Department was able to purchase an equipment decontamination washer. This washer is able to decontaminate the SCBA air packs that are used when fighting fires as well as other firefighting equipment. The products of combustion that firefighters encounter are extremely carcinogenic and dangerous with both acute and chronic exposure. These byproducts become embedded in the protective garments and equipment that are used by firefighters on a daily basis. This specialized decontamination washer removes the harmful deposits 75% more effectively than methods currently used. The result is a significant decrease in exposure to carcinogens on a daily basis.

The City received notice in February 2024 that the NH Division of Parks & Recreation accepted the LWCF application for $500k in funding towards improvements on the Jenny Thompson Outdoor Pool. Notice of award was received in September 2024 and the grant is going before City Council for acceptance in November 2024.

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

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

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

The Legal Office reviewed the Willand Warming Center contract and insurance documents.

Media Services sent out 66 email newsletters, including the weekly editions of Dover Download, special alerts, and departmental and project updates. These newsletters are designed to help communicate a wide variety of information to the public of general interest and for specific projects and topics and to instill the city's commitment to community stewardship. More than 200 updates were posted to social media and other external communications platforms.

Media Services also provided live and taped televised coverage of 21 meetings and special events in November.

Planning staff continues to work with representatives from local and regional agencies, including One Sky Community Services, Our Place, & AbleNH, to better understand the challenges faced by residents with disabilities and those who care for them. This has included a collaborative review of a proposed zoning definition and criteria for 'Community Residence,' a supportive housing type designed to meet the needs of adults living with disabilities or acquired brain injuries.

CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 15, 2025**
Meeting Time: **7:00 pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**

   Councilor Richer led the pledge of allegiance.

4. **ROLL CALL ATTENDANCE**

   Present: Councilor Richer, Councilor Nemeth, Councilor Retrosi, Councilor Williams, Councilor Cullen (arrived at 7:15 PM), Councilor Hackett, Councilor Warach (left at 8:00 PM), Deputy Mayor Shanahan, Mayor Carrier
   Also Present: City Manager Joyal, City Clerk Vansylyvong-Bizier

5. **PROCLAMATIONS/AWARDS – DHS CHEER & MARCHING BAND**

   Mayor Carrier read two proclamations; one honoring the Dover High School Cheerleading team and another honoring the Dover High School marching band.

6. **APPROVAL OF AGENDA**

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

7. **PUBLIC HEARINGS**

   A. **APPROPRIATION FOR FY2026 CAPITAL IMPROVEMENTS PROGRAM – AMBULANCE REPLACEMENT NON-DEBT FINANCED PROJECT**
   (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
   SPONSORED BY MAYOR CARRIER BY REQUEST

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

   B. **REPROGRAM UNEXPENDED CIP APPROPRIATION FROM IRELAND WELL REPLACEMENT FY2017 CIP PROJECT TO GARRISON HILL WATER STORAGE TANK CIP PROJECT**
   (VOTE TO OCCUR JANUARY 29, 2025)
   (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
   SPONSORED BY MAYOR CARRIER BY REQUEST

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

   C. **REPROGRAM UNEXPENDED BOND PROCEEDS FROM VARIOUS WATER FUND CAPITAL PROJECTS TO GARRISON HILL WATER STORAGE TANK REHABILITATION PROJECT**
   (VOTE TO OCCUR JANUARY 29, 2025)
   (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
   SPONSORED BY MAYOR CARRIER BY REQUEST

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

D. REPROGRAM UNEXPENDED BOND PROCEEDS FROM DOVER HIGH SCHOOL CONSTRUCTION PROJECT TO DOVER SCHOOLS LED LIGHTING UPGRADES PROJECT
(VOTE TO OCCUR JANUARY 29, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

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

8. PUBLIC FORUM

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

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

9. CITY MANAGER'S REPORT

City Manager Joyal gave an overview of his report that he submitted to the Council in writing, as well as answered questions from the Council.
Deputy Mayor Shanahan moved to approve the City Manager's Report, seconded by Councilor Nemeth.
Vote: 9-0.

10. APPROVAL OF MINUTES

A. December 2, 2024 – Workshop, Special Meeting

B. December 3, 2024 – Workshop Meeting

C. December 11, 2024 – Regular Meeting

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

11. MAYOR'S REPORT

Mayor Carrier went over meetings and events he attended over the last month. Deputy Mayor Shanahan presented an award from the Bureau of Economic Affairs recognizing the City of Dover as a 2024 Housing Champion based on the City's work to date.
Deputy Mayor Shanahan moved to approve the Mayor's Report, seconded by Councilor Hackett.
Vote: 9-0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. **APPROPRIATION FOR FY2026 CAPITAL IMPROVEMENTS PROGRAM – AMBULANCE REPLACEMENT NON-DEBT FINANCED PROJECT (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**
   SPONSORED BY MAYOR CARRIER BY REQUEST

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

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **APPROVAL OF FUNDING SUPPORT FOR CAPSC HOME FOR NOW SHELTER OPERATIONS DURING 2024-2025 WINTER MONTHS**
   SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B21048-RFP22-005 DESIGN ENGINEERING SERVICES FOR THE COCHECO STREET DRAIN LINE REPLACEMENT ADDITIONAL SCOPE OF WORK**
   SPONSORED BY MAYOR CARRIER BY REQUEST
3. **INSTALLATION OF FIBER AT 271 MAST ROAD**
   SPONSORED BY MAYOR CARRIER BY REQUEST
4. **APPROVAL OF REACH FOR THE TOP THERAPY SERVICES MCCONNELL CENTER LEASE AGREEMENT**
   SPONSORED BY MAYOR CARRIER BY REQUEST
5. **APPROVAL OF NEW HAMPSHIRE INDONESIAN COMMUNITY MCCONNELL CENTER LEASE AGREEMENT**
   SPONSORED BY MAYOR CARRIER BY REQUEST
6. **APPROVAL OF LOW IMPACT HYDROPOWER INSTITUTE MCCONNELL CENTER LEASE AGREEMENT**
   SPONSORED BY MAYOR CARRIER BY REQUEST

   Deputy Mayor Shanahan moved to approve the Consent Calendar, seconded by Councilor Nemeth.
   Mayor Carrier asked if any Councilors would like to pull any resolutions, Councilor Cullen asked for 13.A.1. and 13.A.4. to be pulled so that he may recuse himself from voting as he is a client of both organizations.
   Roll Call Vote on items 13.A.2., 13.A.3., 13.A.5., 13.A.6.: 9-0.

   Deputy Mayor Shanahan moved to approve 13.A.1. seconded by Councilor Warach.
   City Manager Joyal answered questions from the Council.
   Roll Call Vote: 7-0, with Councilor Cullen and Councilor Warach recused.

   Deputy Mayor Shanahan moved to approve 13.A.4. seconded by Councilor Hackett.
   Roll Call Vote: 7-0, with Councilor Cullen recused.

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COMMITTEE REPORTS

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

Councilor Nemeth gave an overview of the Arts Commission report to the Council.

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

Councilor Nemeth gave an overview of the Library Board of Trustees report to the Council.

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

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

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

Councilor Retrosi gave an overview of the McConnell Center Advisory Committee report to the Council.

B. RESOLUTIONS

1. B25029 - DOVER PUBLIC LIBRARY RENOVATION

SPONSORED BY MAYOR CARRIER BY REQUEST

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

2. B25024 JENNY THOMPSON POOL RENOVATION

SPONSORED BY MAYOR CARRIER BY REQUEST

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

3. PUBLIC INFRASTRUCTURE IMPROVEMENTS PER TERRA NOVA/WESTFIELD LAND DEVELOPMENT AGREEMENT

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Retrosi. City Manager Joyal gave an overview of the resolution to the Council and answered

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questions.
Roll Call Vote: 7-0, with Councilor Retrosi recused.

4. **AUTHORIZATION TO PURCHASE AMBULANCE FROM SUGARLOAF AMBULANCE VIA SOURCEWELL**
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Nemeth.
City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 8-0.

5. **CURBSIDE COLLECTION SERVICES-MUNICIPAL SOLID WASTE AND RECYCLING & DISPOSAL CONTRACT EXTENSION**
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Hackett.
City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 8-0.

6. **ACKNOWLEDGEMENT AND ACCEPTANCE OF DONATION OF FUNDS FROM DERRY MEDICAL CENTER & DERRY IMAGING FOR ARENA SCOREBOARD**
(TO BE REFERRED TO A PUBLIC HEARING & VOTE ON JANUARY 29, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer the resolution to a public hearing and vote on January 29, 2025, seconded by Councilor Hackett.
Vote: 8-0.

7. **AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE OFFICE OF HIGHWAY SAFETY GRANT**
(TO BE REFERRED TO A PUBLIC HEARING & VOTE ON JANUARY 29, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer the resolution to a public hearing and vote on January 29, 2025, seconded by Councilor Williams.
Vote: 8-0.

8. **AUTHORIZATION TO ACCEPT AND EXPEND THE NH DEPARTMENT OF SAFETY DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT COMMUNITY HAZARD MITIGATION PLAN GRANT**
(TO BE REFERRED TO A PUBLIC HEARING & VOTE ON JANUARY 29, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer the resolution to a public hearing and voter on January 29, 2025, seconded by Councilor Richer.
Vote: 8-0.

C. ORDINANCES IN 1ST READING

1. **CHAPTER 141, SECTION 48**
   SPONSORED BY MAYOR CARRIER BY REQUEST

   Deputy Mayor Shanahan moved to refer the ordinance to a public hearing on February 12, 2025, seconded by Councilor Retrosi.
   Vote: 8-0.

14. COUNCIL CORRESPONDENCE

A. The Dover School Board recommendation to City Council on the funding of the Joint Building Committee Athletic Complex project.

Deputy Mayor Shanahan moved to place the item on file, seconded by Councilor Williams.
Vote: 8-0.

15. COUNCIL MATTERS OF INTEREST

Councilor Hackett gave an overview of the Downtown Business Owners meeting that she attended.

Councilor Williams reminded the Council of Martin Luther King, Jr. Day is Monday, January 20th. She reminded the Council that is also the national day of service and how service can build stronger communities.

Councilor Retrosi relayed concerns from residents in regards to the future of the solid waste program and residents urged the manager and staff to negotiate the same level of service that Dover already receives.

Councilor Richer reminded the Council that a hearing on HB115FN would be occurring this week and urged those who have an opinion on the matter can submit their testimony until 11:59 PM on Thursday.

Councilor Nemeth acknowledged a conversation had in the Racial Equity Committee meeting recognizing with the change in US administration some groups have fears of their rights and protections being rolled back and wants to reiterate that Dover remains a welcoming and inclusive place.

16. ADJOURN

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

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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2024.12.11 - 216**

Resolution Re: Reprogram Unexpended CIP Appropriation from Ireland Well Replacement FY2017 CIP Project to Garrison Hill Water Storage Tank CIP Project

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

WHEREAS: The City has identified the immediate need for additional funding for the Garrison Hill Water Storage Tank rehabilitation FY2025 CIP project; and

WHEREAS: There is unexpended appropriations in the amount of $261,100.00 from the Ireland Well Replacement FY2017 CIP project and the project has been completed, those funds are available to be reprogrammed to the Garrison Hill Water Storage Tank CIP project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of $261,100.00 (Two Hundred Sixty-One Thousand One-Hundred) of unexpended appropriations is hereby reprogrammed from the Ireland Well Replacement CIP project to the Garrison Hill Water Storage Tank CIP project as follows:

		Available	Reprogram	Adjusted
Project Number	**Project Description**	**Balance**	**Adjustment**	**Balance**
5300.1.300.43320.4741.03586.17.000.000.700	Ireland Well Replacement	261,100.00	(261,100.00)	0.00
5300.1.300.43320.4757.03529.17.000.000.700	Garrison Hill Water Storage Tank Rehabilitation	0.00	261,100.00	261,100.00
		261,100.00	0.00	261,100.00

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.

AUTHORIZATION

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

Sponsored by: Mayor Robert Carrier, By Request

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

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

DOCUMENT HISTORY:

Document Created by: Finance Department
Document Posted on: January 24, 2025

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

CITY OF DOVER

Resolution Number: **R – 2024.12.11 - 216**

Resolution Re: Reprogram Unexpended CIP Appropriation from Ireland Well Replacement FY2017 CIP Project to Garrison Hill Water Storage Tank CIP Project

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.		

RESOLUTION BACKGROUND MATERIAL:

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

CITY OF DOVER

Resolution Number: **R – 2024.12.11 - 216**

Resolution Re: Reprogram Unexpended CIP Appropriation from Ireland Well Replacement FY2017 CIP Project to Garrison Hill Water Storage Tank CIP Project

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Ireland Well Replacement project. On December 9, 2015 the City Council adopted the FY2017 Capital Improvements Plan (CIP) Non-Debt Financed Projects resolution, which included $500,000.00 for the Ireland Well Replacement project.

This resolution reprograms funding from Ireland Well Replacement project to the Garrison Hill Water Storage Tank rehabilitation project.

The City Council previously authorized the appropriation for the Garrison Hill Water Storage Tank rehabilitation project. On December 13, 2023 the City Council adopted the FY2025 Capital Improvements Plan (CIP) Authorization for bonding, which included $2,100,000.00 for the Garrison Hill Water Storage Tank project. City Council resolution 2023.11.29 – 184.

The City recently received bid responses for the Garrison Hill Water Storage Tank project, with an apparently low bid of $2.877 million. This necessitates the need for additional funding for the project. In addition, the city's contracted engineering firm on this project has recommended the city have available contingency funding to address any unforeseen items that may arise during the rehabilitation work.

The City Council previously authorized the appropriation of $500,000.00 for Ireland Well Replacement project as part of the adoption of the FY2017 CIP non-debt financed projects on December 9, 2015 via resolution 2015.11.04 – 147. This project is completed and has $261,100.00 of available unexpended appropriations that can be reprogrammed to the Garrison Hill Water Storage Tank project.

The original appropriation of $2,100,000.00 for the Garrison Hill Water Storage Tank rehabilitation project and the reprogramming of $261,100.00 will provide an available amount of $2,361,100.00 for the project.

In a separate resolution a request will be made to the City Council to reprogram available unexpended bond proceeds appropriations from four Water Fund capital projects to the Garrison Hill Water Storage Tank project. This will provide an additional $894,693.26 in funding. This will result in a total of $3,255,793.26 being available for the Garrison Hill Water Storage Tank rehabilitation project.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.12.11 - 217**

Resolution Re: Reprogram Unexpended Bond Proceeds from Various Water Fund Capital Projects to Garrison Hill Water Storage Tank Rehabilitation Project

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: There is unexpended bond proceeds in the amount of $894,693.26 from four (4) Water Fund capital projects that have been completed, and those funds are available to be reprogrammed to another Water Fund capital project; and

WHEREAS: The City has identified the immediate need for additional funding for the Garrison Hill Water Storage Tank rehabilitation FY2025 CIP project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of $894,693.26 (Eight Hundred Ninety-Four Thousand Six Hundred Ninety-Three dollars and Twenty-six cents) of unexpended bond proceeds appropriation is hereby reprogrammed from the four Water Fund CIP projects to the Garrison Hill Water Storage Tank Rehabilitation CIP project:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
5300.1.300.43320.4757.03544.15.000.000.700	Water Main Replacement - Silver Street	90,718.94	(90,718.94)	0.00
5300.1.300.43320.4757.03529.15.000.000.700	Garrison Hill Water Storage Tank Rehabilitation	0.00	90,718.94	90,718.94
5300.1.300.43320.4757.03567.21.000.000.700	Water Main Replacement - Littleworth Road	169,513.25	(169,513.25)	0.00
5300.1.300.43320.4757.03529.21.000.000.700	Garrison Hill Water Storage Tank Rehabilitation	0.00	169,513.25	169,513.25
5300.1.300.43320.4757.03588.21.000.000.700	Water Main Replacement - Main/Washington Streets	476,271.07	(476,271.07)	0.00
5300.1.300.43320.4757.03529.21.000.000.700	Garrison Hill Water Storage Tank Rehabilitation	0.00	476,271.07	476,271.07
5300.1.300.43320.4757.03547.23.000.000.700	Glenwood Avenue Water Storage Tank	158,190.00	(158,190.00)	0.00
5300.1.300.43320.4757.03529.21.000.000.700	Garrison Hill Water Storage Tank Rehabilitation	0.00	158,190.00	158,190.00
		894,693.26	0.00	894,693.26

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 Form and Compliance: Joshua Wyatt, City Attorney

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2024.12.11 - 217**

Resolution Re: Reprogram Unexpended Bond Proceeds from Various Water Fund Capital Projects to Garrison Hill Water Storage Tank Rehabilitation Project

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

CITY OF DOVER

Resolution Number: **R – 2024.12.11 - 217**

Resolution Re: Reprogram Unexpended Bond Proceeds from Various Water Fund Capital Projects to Garrison Hill Water Storage Tank Rehabilitation Project

RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any additional appropriation. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized financing the four Water Fund capital projects. This resolution reprograms funding from the four Water Fund capital projects to the Garrison Hill Water Storage Tank rehabilitation project. The four Water Fund projects are completed and unexpended bond proceeds exist that can be reprogrammed to another Water Fund CIP project.

The City Council previously authorized the appropriation for the Garrison Hill Water Storage Tank rehabilitation project. On December 13, 2023 the City Council adopted the FY2025 Capital Improvements Plan (CIP) Authorization for bonding, which included $2,100,000.00 for the Garrison Hill Water Storage Tank project. City Council resolution 2023.11.29 – 184.

The City recently received bid responses for the Garrison Hill Water Storage Tank project, with an apparently low bid of $2.877 million. This necessitates the need for additional funding for the project. In addition, the city's contracted engineering firm on this project has recommended the city have available contingency funding to address any unforeseen items that may arise during the rehabilitation work.

Due to lower than anticipated project costs there is unexpended bond proceeds in the amount of $894,693.26 from four (4) Water Fund capital projects that have been completed, and those funds are available to be reprogrammed to the Garrison Hill Water Storage Tank rehabilitation CIP project.

The City Council previously authorized the appropriation of $850,000.00 for Silver Street Water Main Replacement project as part of the adoption of the FY2015 CIP authorization for bonding on January 22, 2014 via resolution 2013.11.13 – 136. This project is completed and has $90,718.94 of available unexpended bond proceeds that can be reprogrammed to the Garrison Hill Water Storage Tank project.

The Littleworth Road Water Main Replacement project, in the amount of $1,100,000.00, was adopted in the FY2021 CIP to be debt financed. City Council approved the appropriation on December 11, 2019 via resolution 2019.10.23 – 171. The project is completed and has $169,513.25 of available bond proceeds that can be reprogrammed to the Garrison Hill Water Storage Tank project.

In the FY2021 CIP the Main & Washington Streets Water Main Replacement project, in the amount of $1,400,000.00, was adopted to be debt financed. City Council approved the appropriation on December 11, 2019 via resolution 2019.10.23 – 171. The project is completed and has $476,271.07 of available bond proceeds that can be reprogrammed to the Garrison Hill Water Storage Tank project.

The City Council previously authorized the appropriation of $6,100,000.00 for Glenwood Avenue Water Tank project as part of the adoption of the FY2023 CIP authorization for bonding on November 10, 2021 via resolution 2021.10.13 – 177. This project is near completion and has $158,190.00 of available unexpended bond proceeds that can be reprogrammed to the Garrison Hill Water Storage Tank project.

Resolution Number: **R – 2024.12.11 - 217**

Resolution Re: Reprogram Unexpended Bond Proceeds from Various Water Fund Capital Projects to Garrison Hill Water Storage Tank Rehabilitation Project

The original appropriation of $2,100,000.00 for the Garrison Hill Water Storage Tank rehabilitation project and the reprogramming of $894,693.26 will provide an available amount of $2,994,693.26 for the project.

In a separate resolution a request will be made to the City Council to reprogram available non-debt financed Water Fund capital project appropriations to the Garrison Hill Water Storage Tank project. This will provide an additional $261,100.00 in funding. This will result in a total of $3,255,793.26 being available for the Garrison Hill Water Storage Tank rehabilitation project.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2024.12.11 - 218**

Resolution Re: Reprogram Unexpended Bond Proceeds from Dover High School Construction Project to Dover Schools LED Lighting Upgrades Project

WHEREAS: The Dover High School and Regional Career Technical Center Joint Building Committee voted on October 3, 2024 to transfer the completed Dover High School and Regional Career Technical Center buildings to the School Department; and

WHEREAS: The Dover School Board voted on October 7, 2024 to accept the completed Dover High School and Regional Career Technical Center buildings and request that the $9,941.35 of unexpended bond proceeds be reprogrammed to the Dover Schools LED Lighting Upgrades project; and

WHEREAS: On October 23, 2024 the City Council adopted resolution R-2024.10.23 – 182 to accept the final financial report of the Dover High School and Regional Career Technical Center Joint Building Committee, which reported $9,941.35 of unexpended bond proceeds remaining at the completion of the project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of $9,941.35 (Nine Thousand Nine Hundred Forty-One dollars and Thirty-five cents) of unexpended bond proceeds is hereby reprogrammed from the Dover High School Construction CIP project to the Dover Schools LED Lighting Upgrades CIP project:

		Available	Reprogram	Adjusted
Project Number	**Project Description**	**Balance**	**Adjustment**	**Balance**
4016.1.600.46900.4725.07101.16.000.000.700	Dover High School Facilities Construction	9,941.35	(9,941.35)	0.00
4016.1.600.46900.4725.07120.16.000.000.700	Dover Schools LED Lighting Upgrades	0.00	9,941.35	9,941.35
		9,941.35	0.00	9,941.35

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 Form and Compliance: Joshua Wyatt, City Attorney

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2024.12.11 - 218**

Resolution Re: Reprogram Unexpended Bond Proceeds from Dover High School Construction Project to Dover Schools LED Lighting Upgrades Project

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Resolution Number: **R – 2024.12.11 - 218**

Resolution Re: Reprogram Unexpended Bond Proceeds from Dover High School Construction Project to Dover Schools LED Lighting Upgrades Project

This resolution does not authorize any additional appropriation.

This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized financing the construction of a new Dover High School and Regional Career Technical Center as part of the adoption of the FY2016 Capital Improvements Program (CIP) via resolution R-2014.10.08 - 104 adopted November 12, 2014. The new high school and regional career technical center project is completed and unexpended bond proceeds exist that can be reprogrammed to another School department CIP project.

The Dover Schools LED Lighting Upgrades project was adopted as part of the FY2024 CIP for an appropriation of $1,305,100.00 to be debt financed. City Council approved the appropriation and authorization for bonding on July 12, 2023 via resolution R-2023.05.24 – 091. This project is currently being finalized and will allow for the new high school unexpended bond proceeds to be utilized now in order to close out the 2016 high school bond post issuance compliance obligations.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2025.01.15 - 12**

Resolution Re: Acknowledgement and Acceptance of Donation of Funds from Derry Medical Center & Derry Imaging for Arena Scoreboard

WHEREAS: The City of Dover Arena has received notice of a donation of $10,000.00 from Derry Medical Center and Derry Imaging to assist with the purchase of a new scoreboard for the Dover Arena. The city will in return advertise their company logo and name on this scoreboard.; and

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b, Appropriations for Funds Made Available During Year (adopted in Resolution R-2024.02.14-28 Fiscal Year 2025 Budget Appropriations) a Public Hearing and authorization by the City Council is required; and

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

In accordance with NH RSA 31:95-b, the City Manager is authorized to accept, and expend donated funds of $10,000.00 allocated to the City of Dover for Arena Scoreboard and any funding received is hereby appropriated for said purposes. The City Council, in a majority vote, accepts the terms and requirements of the donation, and authorizes the City Manager to sign any necessary paperwork for the acceptance, as well as contract(s) with a vendor, consistent with the authority herein.

AND, FURTHER BE IT RESOLVED THAT:

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

Financing

Account	Description	Appropriation	Balance
TBD	Arena Scoreboard	10,000.00	10,000.00

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

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 Created by: Finance
Document Posted on: January 24, 2025

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2025.01.15 - 12**

Resolution Re: Acknowledgement and Acceptance of Donation of Funds from Derry Medical Center & Derry Imaging for Arena Scoreboard

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Derry Medical Center and Derry Imaging is opening their new facility in Dover in February 2025. The City is very excited to help establish their name within our community.

After meeting with representatives from Derry Medical Center and Derry Imaging, they have decided that they would like to move forward with helping us purchase a new scoreboard and in return we will be advertising their company logo and name on the scoreboard. They would like to donate $10,000.00 to go toward the new scoreboard.

The generous donation of $10,000.00 from Derry Medical Center and Derry Imaging is hereby acknowledged, appreciated, and accepted.

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

CITY OF DOVER

Resolution Number: **R – 2025.01.15 - 13**
Resolution Re: Authorization to Accept and Expend the New Hampshire Office of Highway Safety Grant

WHEREAS: The City of Dover Police Department applied for and received a State of NH Office of Highway Safety Grant in the amount of $30,667.50. This grant will fund overtime for all traffic enforcement patrols funded by the NH Office of Safety. This includes speed enforcement, DWI patrols, pedestrian and bicycle safety, seat belt, and distracted driving enforcement, educational presentations covering operator and pedestrian safety, purchase of two moveable speed awareness signs and four new LIDAR units; and

WHEREAS: The acceptance of this grant was approved by the Dover City Council via R-2024.09.25-168; and

WHEREAS: The NH Office of Highway Safety has since approved increased funding in the amount of $36,424.65. This additional funding will be used to purchase 10 new tablets to be placed in the police cruisers. The new funding total is now $67,092.15; and

WHEREAS: There is a soft match of 25% required for the enforcement patrols and the educational presentations and the match will consist of vehicle maintenance costs, staff time to administer the grant, staff time to process traffic cases, time for court testimony and hearings, as well as time spent by officers enforcing traffic laws while not being paid for by this grant. There is a cash match of $25% required for the mobile data tablets, speed awareness signs and LIDAR units which will be paid for using existing department funds; and

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

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

AND, FURTHER BE IT RESOLVED THAT:

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

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

Financing

Account	Description	Appropriation	Balance
2240.1.210.42120.4###.02361.25	Highway Safety Grant	67,092.15	67,092.15

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

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2025.01.15 - 13**
Resolution Re: Authorization to Accept and Expend the New Hampshire Office of Highway Safety Grant

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director
Sponsored by: Mayor Robert Carrier, By Request

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

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

CITY OF DOVER

Resolution Number: **R – 2025.01.15 - 13**
Resolution Re: Authorization to Accept and Expend the New Hampshire Office of Highway Safety Grant

RESOLUTION BACKGROUND MATERIAL:

Each year, the police department is allocated funding from the NH Office of Highway Safety in order to conduct various traffic enforcement patrols. The Dover City Council has already approved Resolution R-2024.09.24-168 to accept and expend the grant which includes funding for enforcement patrols, educational presentations, two moveable speed awareness signs and four new LIDAR units.

On December 23, 2024, the Dover Police Department was awarded additional funding for the purchase of 10 new tablets to be placed in the police cruisers. These units, which cost approximately $4,850 each including mounting equipment, are in constant use during the officers' shifts. At this point, the department had been replacing three of these units per year which has created a challenge to have the cruisers equipped with the same size and brand tablets. The purchase of 10, complemented by 3 recently purchased tablets will provide for consistent equipment in all of the department's marked cruisers.

There is a soft match of 25% required for patrols and presentations which will consist of vehicle maintenance costs, staff time to administer the grant, staff time to process traffic cases, time for court testimony and hearings, as well as time spent by officers enforcing traffic laws while not being paid for by the grant. There is a 25% cash match for the tablets, speed awareness signs, and LIDAR units which will be paid out of the department's operating budget. This cash match for the tablets is less than the cost of the annual replacement plan of three tablets per year.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.6.

Resolution Number: **R – 2025.01.15 - 14**

Resolution Re: Authorization to Accept and Expend the NH Department of Safety Division of Homeland Security & Emergency Management Community Hazard Mitigation Plan Grant

WHEREAS: The City has received notice from the New Hampshire Department of Safety (NHDOS) Division of Homeland Security & Emergency Management (HSEM) of an award of a Community Hazard Mitigation Plan Grant (HMGP) in the amount of $18,000.00 to be utilized for eligible costs to update the hazard mitigation plans for the City of Dover; and

WHEREAS: The grant application requests funding $18,000 and lists a city match of $2,000 for a total Project Cost of $20,000 to update the City's Local Hazard Mitigation Plan in accordance with FEMA guidelines for hazard mitigation planning. A scope is outlined in the background section of this resolution; and

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

WHEREAS: The City Council, in a majority vote, accepts the terms of the Hazard Mitigation Grant Program (HMGP) as presented in the amount of $18,000.00 for updating the local hazard mitigation plan. Furthermore, the Board acknowledges that the total cost of this project will be $20,000.00, in which the town will be responsible for a 10% soft "in kind" match for staff time as work commences with the contractor in the amount of $2,000.00; and

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

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

AND, FURTHER BE IT RESOLVED THAT:

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

Financing

Account	Description	Appropriation	Balance
TBD	Hazard Mitigation Grant	18,000.00	18,000.00
1000.1.220.42210.4110.00000	10% City Match of staff time	2,000.00	2,000.00

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

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.6.

Resolution Number: **R – 2025.01.15 - 14**
Resolution Re: Authorization to Accept and Expend the NH Department of Safety Division of Homeland Security & Emergency Management Community Hazard Mitigation Plan Grant

AUTHORIZATION

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

Sponsored by: Mayor Robert Carrier, By Request

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

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.6.

Resolution Number: **R – 2025.01.15 - 14**

Resolution Re: Authorization to Accept and Expend the NH Department of Safety Division of Homeland Security & Emergency Management Community Hazard Mitigation Plan Grant

RESOLUTION BACKGROUND MATERIAL:

The City of Dover will prepare a local Hazard Mitigation Plan Update in accordance with FEMA guidelines for hazard mitigation planning. The City may be assisted, by a vendor of their choice, for this scope of work. The City's updated plan will address mitigation of multiple natural hazards that may affect the community, including Avalanche, Coastal Flooding, Inland Flooding, Drought, Earthquake, Extreme Temperatures, High Wind Events, Lightning, Severe Winter Weather, Solar Storms and Space Weather, Tropical and Post-Tropical Cyclones and Wildfires.

- Tasks include:
- Grant Award and Contracting
- Select/Hire a Vendor
- Convene a Local Hazard Mitigation Planning Committee
- Revisit the Hazard Profiles for each Hazard that impacts the Community
- Facility Inventory
- Vulnerability Assessment
- Mitigation Goals
- Actions
- Plan Review, Evaluation and Implementation
- Maintenance/Monitor/Update
- Public Review of Draft
- Review and Approval to Grant

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R - 2025.01.29 - 15**

Resolution Re: Approval of Purchase and Sale Agreement Between Warren C. and Ruth E. Leighton and City of Dover (Dover Tax Map C Lot 26; Madbury Tax Map 1 Lot 42A)

WHEREAS: Warren C. and Ruth E. Leighton own an approximate 12.5-acre parcel of property that is mostly located in Dover and partially located in Madbury, known in Dover as Tax Map C Lot 26 and in Madbury as Tax Map 1 Lot 42A (hereinafter "the Leighton Property"); and

WHEREAS: The Leighton Property is downstream of the old Tolend Road landfill, as well as the Bellamy Reservoir; and

WHEREAS: The Leighton Property has significant conservation and water protection values, as well as potential opportunities for future public recreation; and

WHEREAS: The City and the Leightons have negotiated a purchase and sales agreement attached to the background of this resolution, at a price of $35,225.31;

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

That the City Council approves and authorizes the City Manager to sign and fulfill the City's obligations stated within a Purchase and Sale Agreement to be executed between the City of Dover and the Leightons, for the City's purchase of the Leighton Property for the amount of $35,225.31.00, as well as an authorization to incur an additional $2,000 in anticipated closing costs. The City Manager, or designee, may incur costs related to title search, and may finalize and execute a Purchase and Sale Agreement and take all steps necessary to effectuate the transfer of the Leighton Property to the City and record all necessary documents in the Strafford County Registry of Deeds, including payment of any recording fees. The Purchasing Agent is authorized to issue a purchase order in the amount of $35,225.31 for the purchase of the real property, as well as one or more purchase orders as needed for closing costs, not to exceed $2,000.

Financing

Account	Description	Appropriation	Balance	Charge
3290.1.180.46100.4710.00000.00.000.000.700	Land Acquisition	824,406.00	824,406.00	25,000.00
5300.1.300.43320.4757.03574.24.000.000.700	Wellhead Protection	100,000.00	87,210.81	12,225.31
			Total	37,225.31

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R - 2025.01.29 - 15**
Resolution Re: Approval of Purchase and Sale Agreement Between Warren C. and Ruth E. Leighton and City of Dover (Dover Tax Map C Lot 26; Madbury Tax Map 1 Lot 42A)

AUTHORIZATION

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

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

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

Sponsored by: Mayor Robert Carrier, By Request

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R - 2025.01.29 - 15**

Resolution Re: Approval of Purchase and Sale Agreement Between Warren C. and Ruth E. Leighton and City of Dover (Dover Tax Map C Lot 26; Madbury Tax Map 1 Lot 42A)

RESOLUTION BACKGROUND MATERIAL:

Attached is a draft Purchase and Sale Agreement between the City of Dover and Warren C. and Ruth E. Leighton. The Leightons have signed the agreement.

The Conservation Commission voted to unanimously endorse the purchase on December 9, 20204, and noted that it fits within the larger goal of creating a forest management plan for the Tolend Road parcels the City owns.

Also included below are map excerpts showing the parcel to be purchased.

Dover Parcel:

Madbury Parcel:

PURCHASE AND SALE AGREEMENT

by and between

Warren C. and Ruth E. Leighton

And

CITY OF DOVER, NEW HAMPSHIRE

Tax Map C Lot 26, Dover, N.H. and Tax Map 1 Lot 42 A, Madbury, N.H.

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT (the "Agreement") is dated as of the date signed by the last party and is made by and between **CITY OF DOVER, NEW HAMPSHIRE**, a body corporate and politic, and a political subdivision of the State of New Hampshire with an address of 288 Central Avenue, Dover, NH and acting by and through its Conservation Commission pursuant to RSA 36-A:4 (the "City"), and **Warren C. Leighton and Ruth E. Leighton**, Husband and Wife, with an address at 162 Creampoke Road, Stewartstown, New Hampshire (collectively "Seller").

RECITALS

The Seller is the owner of certain property, the Dover portion identified as Dover Map C, Lot 26 and the Madbury portion identifies as Map 1 Lot 42 A, said property consisting of 12.5 acres, more or less, described in the deed recorded in the Strafford County Registry of Deeds at Book 883, Page 394 (the "Property").

The Seller and the City wish to enter into an agreement pursuant to which the Seller shall convey the entire property, which as stated is partly in Dover and partly in Madbury, to the City.

NOW, THEREFORE, with the aforesaid recitals incorporated into the Agreement below, and for and in consideration of the mutual covenants and agreements contained herein, the receipt and adequacy of which is hereby acknowledged by both parties hereto, the City and the Seller, intending to be bound, do hereby agree as follows:

ARTICLE I

DEFINITIONS

The following terms shall have the meanings ascribed to them in this Article I for purposes of this Purchase and Sale Agreement. Unless otherwise defined below, capitalized terms used herein shall have the meaning as set forth in this Agreement.

"City" means the City of Dover, New Hampshire having an address of 288 Central Avenue, Dover, NH, inclusive of its Conservation Commission pursuant to RSA 36-A:4.

"City Council" means the City Council for the City of Dover.

"City Manager" means the City Manager for the City of Dover.

"Person" means an individual, a corporation, a limited liability company, a partnership, a limited liability partnership, an association, a joint stock company, a joint venture, a trust, an unincorporated organization or a government or any agency or political subdivision thereof.

"Parcel" means an approximately 12.5-acre lot, more or less, a majority of which is Dover Tax Map C, Lot 26 near Tolend Road in the City of Dover and Map 1 Lot 42 A in the

Town of Madbury, to be sold to the City of Dover, being the property conveyed to Seller by deed recorded at Book 883, Page 394 of the Strafford County Registry of Deeds.

"Purchase and Sale Agreement" or *"Agreement"* means this Purchase and Sale Agreement, by and between the City and the Seller, as amended or supplemented from time to time.'

"Purchase Price" shall have the meaning set forth in Section 4.01 of this Purchase and Sale Agreement.

"Seller" means collectively Warren C. Leighton and Ruth E. Leighton, Hurband and Wife, with an address of 162 Creampoke Road, Stewartstown, New Hampshire, and their successors and assigns, where the context of this Purchase and Sale Agreement permits.

ARTICLE II

CONDITIONS PRECEDENT

All obligations of the City within this Agreement shall be fully contingent upon the satisfactory resolution of the conditions precedent listed below in this Article II. In the event any of the conditions precedent listed below are not resolved, then the City may terminate this Agreement without further obligation of the City and without recourse by the Seller.

Section 2.01 City Council & Conservation Commission Approval Required.

The parties acknowledge that the City cannot acquire the Parcel unless and until the City Council and the City's Conservation Commission approve this Purchase and Sale Agreement, the expenditure of funds, and the City Council authorizes the City Manager to complete the process of acquiring the Parcel. The City Council and the City's Conservation Commission must do so pursuant to a duly noticed and authorized vote of each body. The failure or refusal of the City Council and/or the Conservation Commission to approve the City's acquisition of the Parcel as set forth in this Purchase and Sale Agreement by January 15, 2026, shall enable either party the right to terminate this Agreement without further obligation and recourse to the other.

ARTICLE III

REPRESENTATIONS, WARRANTIES AND COVENANTS

Section 3.01 Representations, Covenants and Warranties of the Seller.

The Seller represents, warrants, and covenants for the benefit of the City as follows:

(a) *Organization.* Deleted. Not used.

(b) *Authority.* The Seller has the power and authority to enter into and to perform its obligations under this Purchase and Sale Agreement, and has taken all action

necessary to cause this Purchase and Sale Agreement to be executed and delivered, and this Purchase and Sale Agreement has been duly and validly executed and delivered by the Seller.

(c) *Binding Obligation.* This Purchase and Sale Agreement is a legal, valid and binding obligation of the Seller, enforceable against the Seller and the City in accordance with its terms, subject to bankruptcy and other equitable principles.

(d) *No Conflict.* The execution and delivery by the Seller of this Purchase and Sale Agreement and compliance with the provisions hereof, do not and will not in any material respect conflict with or constitute on the part of the Seller a breach or default under any agreement or instrument to which it is a party or by which it is bound.

(e) *Litigation.* As of the date of this Purchase and Sale Agreement, there is no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, government agency, public board or body, pending or, to the best of its knowledge, threatened by or against the Seller: (i) in any way questioning the due formation and valid existence of the Seller; (ii) in any way contesting or affecting the validity of this Purchase and Sale Agreement or the consummation of the transactions contemplated hereby; (iii) which would have a material adverse effect upon the financial condition of the Seller or any of its principals, or its ability to perform its obligations under this Purchase and Sale Agreement.

(f) *Compliance with Laws.* The Seller shall not, with knowledge, commit, suffer or permit any act to be done in, upon the Parcel in violation of any law, ordinance, rule, regulation or order of any governmental authority or any covenant, condition or restriction now or hereafter affecting the Parcel.

Section 3.02 Representations of the City.

The City represents and warrants to the Seller as follows:

(a) *Organization.* The City is a body corporate and politic and a political subdivision of the State of New Hampshire and has the full legal right, power and authority to enter into this Purchase and Sale Agreement, and to carry out and consummate the transactions on its part, subject to City Council approval.

(b) *Authority.* Upon execution of this Purchase and Sale Agreement by the City Manager and subject to the contingencies and conditions precedent in Article II above, the City, by all necessary official action of the City, shall have duly authorized and approved the adoption, execution and delivery by the City of, and the performance by the City of the obligations on its part contained in this Purchase and Sale Agreement, such authorizations and approvals shall be in full force and effect and shall not have been amended, modified or rescinded, and this Purchase and Sale Agreement shall have been duly executed and delivered and is enforceable against the City, subject to bankruptcy and other equitable principles.

(c) *Litigation.* There is no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, government agency, public board or body, pending or, to

the best of its knowledge, threatened by or against the City in any way contesting or affecting the validity of this Purchase and Sale Agreement or the consummation of the transactions contemplated hereby.

Section 3.03 No Waiver of Ordinances, Rules or Regulations.

Nothing herein shall be construed as affecting the City's or the Seller's rights or duties to perform their respective obligations and fulfill their respective responsibilities under any zoning ordinances, use regulations, building codes, or subdivision requirements, or any other laws, regulations, rules, codes or statutes relating to the City's intended use of or improvements for the Parcel.

ARTICLE IV

BUYER'S ACQUISITION OF PARCEL

Section 4.01 Acquisition Terms; Purchase Price; Deposit

Upon satisfaction of the conditions set forth in this Article IV and the conditions precedent in Article II, the City shall purchase and the Seller shall sell the Parcel. The purchase price for the Parcel is Thirty Five Thousand Dollars Two Hundred Twenty Five and .31 cents ($35, 225.31) (the "Purchase Price"), to be paid at the Closing via a bank or certified check or wire or similar means. The Seller shall convey the Parcel by warranty deed, conveying the Parcel "as is", "where is", and "with all faults", as to its physical condition.

Section 4.02 Closing Date and Location.

The closing date for the conveyance of the Parcel shall be at a date/time mutually agreed to by the parties and shall occur no later than January 15, 2026 TIME BEING OF THE ESSENCE (the "Closing Date"). The Closing Date may only be extended by mutual agreement of the parties in writing. The Closing shall take place at City Hall in Dover, New Hampshire unless otherwise agreed to by the parties.

Section 4.03 Other Closing Terms and Conditions.

(a) *Transfer Tax and Legal Review.* The City believes the City's acquisition of the Parcel is exempt from New Hampshire Real Estate Transfer Tax by virtue of RSA 78-B:2, I. If the transfer is not exempt or fully exempt, the parties shall be responsible for their own respective transfer tax obligations as buyer or seller in accordance with RSA chapter 78-B.

(b) *Survey and Deed.* The City shall have the right, but not the obligation, for the performance and payment of any and all survey or other delineations in connection with the conveyance of the Parcel to the City. Furthermore, provided the Seller or Seller's consultant can provide a metes/bounds legal description for the Parcel, the City shall also generate a deed

necessary for transfer of the Parcel and associated recording of the deed.

(c) *Inspections/Appraisals.* The City shall have the right, but not the obligation, to conduct one or more inspections and professional appraisals of the Parcel. The Seller hereby grants the City permission to enter the Parcel, with reasonable advance notice, for purposes of inspections and appraisals, and agrees to cooperate in good faith to accommodate such inspections or appraisals.

(c) *Title.* The Seller must convey clear, insurable, title to the Parcel. If the City determines that there are any matters of title affecting the Parcel which shall prevent or impede the City from acquiring the Parcel by the Closing Date, the City shall provide prompt written notice to the Seller of the specific title matter(s) and the proposed resolution of the matter(s). Thereafter, the Seller shall have a reasonable period of time, until the Closing Date, to cure such matter(s). If the matter cannot be satisfactorily cured by the Closing Date, then the City shall have the option to terminate this Agreement without recourse or further obligation. If the Closing Date can be extended to accommodate efforts to cure, the parties agree to discuss a reasonable extension in good faith. No payment for the extension of the Closing Date, based on title matters which the Seller must cure, shall be required. If the Seller elects not to undertake such cure or fails to effect a cure within such time period, then the City may elect to (or not to) purchase the Parcel, failing which this Purchase and Sale Agreement shall terminate. The Seller shall convey the Parcel subject to all matters of title as of the expiration of the period for reviewing title, subject to any matters which the City satisfactorily cures or deems acceptable.

(d) *Certificates, Opinions and Due Authority.* At the Closing, the Seller shall deliver a certificate executed by the Seller with attached organizational documents, authorizing resolutions and a certificate of good standing, in form and substance satisfactory to the City. Each party also agrees to deliver such other opinions, affidavits, disclosures, certificates and documents reasonably requested by the other respective party related to the Closing.

(e) *Risk of Loss.* Until the Closing, the Seller shall bear all risk of loss to the Parcel, and all costs and liabilities arising from the ownership of the Parcel.

(f) *Land Use Change Tax*: Deleted. Not used.

ARTICLE V

MISCELLANEOUS

Section 5.01 Agreement Termination.

In the event a contingency cannot be satisfactorily cleared or addressed, and/or in the event the contingencies and conditions precedent listed in Article 2 above cannot be fulfilled, the City shall have the right to terminate this Agreement without recourse or further obligation by written notice provided to the Seller by the City at any time prior to closing.

Section 5.02 Release and Indemnification.

The Seller releases the City, the members of the City Council and the City's respective officers, attorneys, agents and employees, from, agrees that the City, the members of the City Council and the City's respective officers, attorneys, agents and employees, shall not be liable for and indemnifies the City, the members of the City Council and the City's respective officers, attorneys, board members, agents and employees against, all liabilities, claims, costs and expenses, including out-of-pocket and incidental expenses and legal fees, imposed upon, incurred or asserted against the City, the members of the City Council and the City's respective officers, attorneys, agents and employees, arising, directly or indirectly, in whole or in part, out of the negligence or willful act or omission of the Seller, its agents or anyone who is directly employed by Seller in connection with the Seller's performance of its duties and obligations under this Purchase and Sale Agreement, including any due diligence or inspections that the Seller undertakes with respect to the Parcel until the Closing Date; provided that, such release or indemnification shall not apply to any actions or claims brought as a result of any material breach of this Purchase and Sale Agreement, willful misconduct or fraudulent action of the City, the members of the City Council and/or the City's respective officers, attorneys, agents and employees.

In case any claim or demand is at any time made, or action or proceeding is brought, against or otherwise involving the City, any member of the City Council or any officer, attorney, board member, agent or employee of the City, in respect of which indemnity may be sought hereunder, the person seeking indemnity promptly shall give notice of that action or proceeding to the Seller, and the Seller upon receipt of that notice shall have the obligation and the right to assume the defense of the action or proceedings with counsel acceptable to both parties. An indemnified party may employ separate counsel and participate in the defense, but the fees and expenses of such counsel shall be paid by the indemnified party unless (i) the employment of such counsel has been specifically authorized by the Seller in writing, or (ii) the Seller has failed to assume the defense and to employ counsel or (iii) the named parties to any such action (including any impleaded parties) include both an indemnified party and the Seller, and such indemnified party may have one or more legal defenses available to it which are different from or additional to those available to the Seller, in which case, if the indemnified party notified the Seller in writing that it elects to employ separate counsel at the Seller expense, the Seller shall not have the right to assume the defense of such action on behalf of such indemnified party and the Seller shall be responsible for payment of the fees and expense of such separate counsel.

The indemnification set forth above is intended to and shall include the indemnification of all affected officials, attorneys, agents, board members, officers and employees of the City, respectively, and each and all of their successors and assigns. Those indemnifications and any other indemnifications provided for herein are intended to and shall be enforceable by each and every indemnified party to the full extent permitted by law and shall survive the termination of this Purchase and Sale Agreement.

Section 5.03 Notices.

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

City:
City Manager
City of Dover, New Hampshire
City Hall
288 Central Avenue
Dover, New Hampshire 03820-4169

With a copy to:
City Attorney
City of Dover, New Hampshire
City Hall
288 Central Avenue
Dover, New Hampshire 03820-4169

Seller:
Warren C. and Ruth E. Leighton
162 Creampoke Road, Stewartstown, New Hampshire

Each party may change its address or addresses for delivery of notice by delivering written notice of such change of address to the other party.

Section 5.04 Severability.

If any part of this Purchase and Sale Agreement is held to be illegal or unenforceable by a court of competent jurisdiction, the remainder of this Purchase and Sale Agreement shall be given effect to the fullest extent possible.

Section 5.05 Successors and Assigns.

This Purchase and Sale Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto. Assignment of this Agreement by the Seller shall not be permitted without the prior written consent of the City. In connection with any such consent of the City, the City may condition its consent upon the acceptability of the financial condition of the proposed assignee, upon the assignee's express assumption of all obligations of the Seller hereunder or upon any other reasonable factor which the City deems relevant in the circumstances. In any event, any such assignment of this Agreement shall be in writing, shall clearly identify the scope of the rights and obligations assigned and shall not be effective until

approved by the City.

Section 5.06 Waiver.

Failure by a party to insist upon the strict performance of any of the provisions of this Purchase and Sale Agreement by the other party, or the failure by a party to exercise its rights upon the default of the other party, shall not constitute a waiver of such party's right to insist and demand strict compliance by the other party with the terms of this Purchase and Sale Agreement thereafter.

Section 5.07 Merger.

No other agreement, statement or promise made by any party or any employee, officer or agent of any party with respect to any matters covered hereby that is not in writing and signed by all the parties to this Purchase and Sale Agreement shall be binding.

Section 5.08 Parties in Interest.

Nothing in this Purchase and Sale Agreement, expressed or implied, is intended to or shall be construed to confer upon or to give to any person or entity other than the City and the Seller any rights, remedies or claims under or by reason of this Purchase and Sale Agreement or any covenants, conditions or stipulations hereof, and all covenants, conditions, promises and agreements in this Purchase and Sale Agreement contained by or on behalf of the City or the Seller shall be for the sole and exclusive benefit of the City and the Seller.

Section 5.09 Amendment.

This Purchase and Sale Agreement may be amended, from time to time, by written supplement hereto and executed by both the City, through the City Manager, and the Seller.

Section 5.10 Time is Of the Essence.

The parties acknowledge that TIME IS OF THE ESSENCE in the timely performance of such duties and obligations under this Agreement.

Section 5.11 Force Majeure

In the event that either party hereto shall be delayed or hindered in or prevented from the performance of any act required hereunder by reasons of strikes, lockouts, inability to procure materials, loss of utility services, restrictive governmental laws or regulations, riots insurrection, war, acts of God, or other reason of a like nature not the fault of the party delayed in performing work or doing acts required under the terms of this Agreement, then performance of any such act shall be extended for a period equivalent to the period of such delay.

Section 5.12 Counterparts.

This Purchase and Sale Agreement may be executed in counterparts, each of which shall be deemed an original.

Section 5.13 Effective Date.

This Purchase and Sale Agreement shall be effective as of the date of this Purchase and Sale Agreement.

Section 5.14 Default.

In the event of a default by a party, and unless otherwise specified in this Purchase and Sale Agreement, the non-defaulting party shall have any and all rights and remedies under this Agreement, at law or in equity, including the right of specific performance.

Section 5.15 Broker.

The City has not employed the services of a broker, agent, finder or other person in connection with the transactions contemplated pursuant to this Purchase and Sale Agreement. The City is not responsible for any fees, expenses, or other amounts as may be due between the Seller and any broker, agent, finder or other such person.

Section 5.16 Encumbrance.

At no time prior to the closing shall the Seller in any way encumber the Parcel.

Section 5.17 Choice of Law.

This Agreement has been entered into in the State of New Hampshire and shall be interpreted under New Hampshire law.

Section 5.18 Immunities

Nothing within this Agreement shall be deemed to constitute a waiver of any existing immunity of the City of Dover, which immunities are hereby reserved to the City of Dover. This covenant shall survive the termination of this Agreement's conclusion.

Section 5.19 Right to Know

Confidentiality of any and all information/data held by the City of Dover under or related to this Agreement shall be governed by the provisions of New Hampshire RSA Chapter 91-A and applicable law. The City makes no representations that this Agreement is confidential, or that the City regards this Agreement as confidential in any way.

[*Signature Page follows*]

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

1-15-2025
Date

Warren C. Leighton, Seller

1-15-2025
Date

Ruth E. Leighton, Seller

CITY OF DOVER, Buyer

Date

J. Michael Joyal, Jr.
City Manager

THE CONSERVATION COMMISION OF THE CITY OF DOVER

Date

William Hunt
Conservation Commission Chairman

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2025.01.29 - 16**
Resolution Re: B25023 Garrison Hill Water Storage Improvements

WHEREAS: The 4 million-gallon Garrison Hill Water Storage Tank was constructed in 1968 and is need of both structural and cosmetic repairs to ensure its continued use and integrity. The City worked with Underwood Engineers to develop a scope of work to seek full renovation and rehabilitation of the storage tank, and;

WHEREAS: A sealed Request for Proposal, Bid #B25023, was issued and received for Garrison Hill Water Storage Improvements on November 5, 2024 at 2:00 PM, and;

WHEREAS: The City received two (2) submittals and the proposal deemed most advantageous to the City was received by Sargent Corporation, Orono, Maine in the amount of $2,877,110.00, which includes a construction contingency of $200,000, and;

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Sargent Corporation, Orono, Maine, for rates and scope of work in conjunction with B25023, not to exceed $2,877,110.00. The City Manager, or designee, is hereby authorized to contract with the vendors consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
5300.1.300.43320.4757.03529.25.000.000.700	Garrison Hill Water Storage Tank	2,100,000.00	2,100,000.00	2,100,000.00
5300.1.300.43320.4757.03529.15.000.000.700	Garrison Hill Water Storage Tank	90,718.94	90,718.94	90,718.94
5300.1.300.43320.4757.03529.21.000.000.700	Garrison Hill Water Storage Tank	645,784.32	645,784.32	645,784.32
5300.1.300.43320.4757.03529.23.000.000.700	Garrison Hill Water Storage Tank	158,190.00	158,190.00	40,606.74
			Total	2,877,110.00

AUTHORIZATION

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

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

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

Sponsored by: Mayor Robert Carrier, By Request

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2025.01.29 - 16**
Resolution Re: B25023 Garrison Hill Water Storage Improvements

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The Garrison Hill Water Storage Tank was constructed in 1968 and is need of rehabilitation and upgrades. It was constructed of individual, curved, concrete panels that were positioned to form the tank shell. The panels were then "post-tensioned" with reinforcing wire wrapped around the perimeter of the tank. The gaps between the concrete panels were sealed and the entire exterior was coated with a cement-based type of shot-crete.

The tank had been the City's sole water storage reserve in the main portion of its water distribution system. While there was a separate 400,000 in the limited, northern pressure zone, the Garrison Hill tank at 4,000,000 gallons provided the only real reserve volume for fires or emergencies in the main pressure zone. With the recently completed elevated water storage tank off Webb Place, the Garrison Hill tank can now be temporarily taken offline for much needed repairs and renovations. The City has been working with Underwood Engineers on planned work.

There are cracks forming through the concrete tank panels and veneer. The tank will be drained and fully inspected. Any cracks in the floor or wall panels will be individually treated and sealed. Segments of the internal piping for the inlets, outlets and drains will be replaced. A mixing system will be installed to help ensure there is no thermal stratification occurring during the hottest summer days, which should help ensure consistency of water quality.

The external inlet and outlet piping will get updated, with new SCADA components added to allow for real-time level monitoring and outgoing flow in times of possible emergencies. A new control vault will be added with allowance for future provisions of pumping equipment should drinking water facilities be required at the adjacent Garrison Hill Park or Tower.

The proposed tank renovation work bid submitted by Sargent Corporation has a sub-total of $2,198,300, which includes repairs the floors, walls, internal piping, and includes a $40,000 allowance for any temporary SCADA measures including coordination with the City's main system, or installation of temporary monitoring devices to ensure water supply operations aren't negatively impacted. The sub-total also has a contingency allowance of $200,000 should any unanticipated repairs be required.

The sub-total for exterior piping, vault installation, and general restoration is $678,810. The recommended award to Sargent Corporation is for the full contract amount of $2,877,110.

Bid Information:
A sealed Request for Proposal #B25023 was issued on November 5th, 2024 at 2:00 p.m. EST.

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

Type:	Purchase order	**Advertised:**	Yes
Invitations Mailed:	444	**Number of Responses:**	2
Warranty:	Yes	**Terms:**	Net 30, FOB Dover
Work Bonded:	Yes	**Contract:**	Yes
Prices will hold for:	Until completion	**Estimated Delivery:**	ASAP
Recommended Award to:	Sargent Corporation	**Fund:**	Water
Other Approvals Required:	No	**References Checked:**	Satisfactory
Previously Worked for City:	Yes	**Reason for Council Approval:**	Purchase to exceed the $25,000 amount requiring Council approval subsequent to a bid solicitation

B25023 Bid Documents

Resolution Number: **R – 2025.01.29 - 16**
Resolution Re: B25023 Garrison Hill Water Storage Improvements

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2025.01.29 - 17**
Resolution Re: B14074 Garrison Hill Water Storage Improvements Additional Scope of Work – Construction Services – Underwood Engineering

WHEREAS: A sealed Request for Qualifications B14074 was issued and received for Professional Engineering Services for Water Systems Facility Upgrades on July 19, 2014 at 2:00 pm and the evaluating committee recommended award to Underwood Engineers of Portsmouth;

WHEREAS: On February 1, 2021, Underwood Engineering proposed a design of water storage facility improvements, including Garrison Hill Reservoir, and;

WHEREAS: On November 1, 2024, Underwood submitted a proposal for the construction phase for the Garrison Hill Water Storage Improvements in the amount of $264,000.00;

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Underwood Engineering, not to exceed $264,000.00. The City Manager, or designee, is hereby authorized to contract with the vendors consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
5300.1.300.43320.4757.03529.17.000.000.700	Garrison Hill Water Storage Tank	261,100.00	261,100.00	244,000.00
			Total	244,000.00

AUTHORIZATION

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

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

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

Sponsored by: Mayor Robert Carrier, By Request

Document Created by: Purchasing
Document Posted on: January 24, 2025

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2025.01.29 - 17**
Resolution Re: B14074 Garrison Hill Water Storage Improvements Additional Scope of Work – Construction Services – Underwood Engineering

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The Garrison Hill Water Storage Tank was constructed around 1968 and is in need of rehabilitation to extend the service life. Underwood Engineers (UE) completed the final design of the Garrison Hill Water Storage Improvement in 2024 and the project was recently bid. The work will also include replacement of the 12" feeder main from Old Rollinsford Road and the tank connections out to Abbey Sawyer Memorial Highway. The tank will need to be offline for interior rehabilitation, and for the pipe work connecting to Abbey Sawyer, but can be put back in service for external rehabilitation and the other portions of this project. The composite elevated tank which became operational in 2024 will serve the system while the Garrison Hill Tank is offline

Tasks and Cost Include:

Task I: Construction Administration Services - $83,000
Task 2: Resident Project Representative Services - $112,000
Task 3: Start up Services - $15,000
Task 4: Operation and Maintenance Manual - $14,000
Task 5: Record Drawings - $10,000

Task 6: Additional Design - $10,000
Task 7: Specialty Inspections Allowance - $20,000
Total $264,000

Bid Information:
A sealed Request for Proposal #B14074 was issued on July 19, 2014, 2024 at 2:00 p.m. EST.

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

Type:	Purchase order	**Advertised:**	Yes
Invitations Mailed:	444	**Number of Responses:**	2
Warranty:	Yes	**Terms:**	Net 30, FOB Dover
Work Bonded:	Yes	**Contract:**	Yes
Prices will hold for:	Until completion	Estimated Delivery:	ASAP
Recommended Award to:	Underwood Engineering	Fund:	Water
Other Approvals Required:	No	**References Checked:**	Satisfactory
Previously Worked for City:	Yes	**Reason for Council Approval:**	Purchase to exceed the $25,000 amount requiring Council approval subsequent to a bid solicitation

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

CITY OF DOVER

Resolution Number: **R – 2025.01.29 - 18**
Resolution Re: B24047 HVAC Design Build Services for Heating System at Fleet Services

WHEREAS: A sealed Request for Proposal #B24027 was issued and received for HVAC Design Build for Heating System at Fleet Services on June 4th, 2024 at 2:00 PM, which included a pre-bid meeting on Thursday, May 16th at 10:00 a.m.; and

WHEREAS: The City received two (2) bid replies which were reviewed for necessary experience, technical and professional qualifications, as well as cost. At that time, the City did not have the necessary funding to accept either bids and the project was put on hold; and,

WHEREAS: In October 2024, the City requested both bidders to resubmit their proposals. In December of 2024, the City received a 3-part proposal in the amount of $833,000.00 from Eckhardt & Johnson, Hooksett, NH; and

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

The Purchasing Agent is hereby authorized to issue purchase orders to Eckhardt & Johnson, Hooksett, NH in conjunction with Request for Proposal #B24047. 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
1009.1.300.43111.4727.00000.24	Building Systems - Mast Road HVAC	$ 750,000	$ 750,000
1000.1.300.43111.4727.00000.00	Building Systems - Mast Road HVAC	$ 83,000	$83,000

AUTHORIZATION

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

Sponsored by: Mayor Robert Carrier, By Request

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

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.01.29 - 18**
Resolution Re: B24047 HVAC Design Build Services for Heating System at Fleet Services

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

CITY OF DOVER

Resolution Number: **R – 2025.01.29 - 18**
Resolution Re: B24047 HVAC Design Build Services for Heating System at Fleet Services

RESOLUTION BACKGROUND MATERIAL:

The Community Services building, located at 271 Mast Road in Dover, was constructed 24 years ago (2001). Some of the heating and ventilation systems have reached the end of their useful lives, or have already been condemned and taken out of service. Most recently, the furnace that heats the Fleet Services portion of the building was condemned which forced the city to heat the space with temporary heat. There have also been ongoing life-safety issues with the ventilation systems and air monitoring equipment. The gas-fired furnaces actually discharge spent combustion air into the occupied spaces. Additionally, the air monitoring systems for vehicle exhaust, carbon monoxide and nitrogen oxide (CO & NO_X) have been inoperable and thus haven't been able to provide feedback to the automated air-handling units to properly ventilate the occupied work spaces. One of the two furnaces that heat the warm-storage area for the City's public works fleet has also failed. In similar fashion to the Fleet Maintenance area, the vehicle storage air-monitoring system is not correctly communicating with the exhaust system, which can allow air saturation of CO/NO_X to unknowingly exceed normal limits. Vehicles are typically started and allowed to building oil pressure and engine temperatures before leaving the storage area. Staff have shared complaints about fumes, odors, and overall air quality.

The safety concerns have been discussed at the City's Joint Loss Management Committee, which reviews ongoing issues related to overall safety. This project has been identified as a safety-priority. As a point of reference, the furnace for the administrative area caught fire and had to be replaced about 5 years ago.

The current equipment had been adequate upon original commissioning of the facility, but upgrades are required to bring it into compliance with safety regulations, in addition to being much more efficient. Part of the work proposal with Eckhardt & Johnson includes a site investigation and analysis by their inhouse engineering staff to review normal facility operations, and how to choose best equipment replacement options. The work scope is broken into 3 components: new furnace for Fleet Maintenance; new CO/NO_X monitoring, alarms, and controls; and new furnace for Vehicle Storage.

Eckhardt & Johnson (E&J) will be providing a new turn-key HVAC installation with minimal interference with the operation of Community Services. Scope of work includes utilizing 3D technology to create a map of the existing building which will allow them to define all the existing system connection points and dimensions of the room and model the intended locations for the new system. This will greatly reduce system down times.

E&J has their own in-house engineering team to ensure project is done timely and correctly and on time. E&J will be responsible for procuring all required equipment and materials and the demolition and remove of existing system.
Project is due to commence upon approval with a completion date in mid-summer.

Bid Information:

Sealed Request for Proposal #B24047 was issued and received for HVAC Design Build for Heating System at Fleet Services on June 4th, 2024 at 2:00 PM. The City received two bids and upon review of the submitted proposals the scope of work exceeded funding and the project was put on hold.

The City revisited this in October of 2024. The Purchasing Agent reached out to both vendors and requested that they resubmit their proposal with current costs. We received a proposal from Eckhardt & Johnson on December of 2024. There were repeated requests to the other bidder, Skovron, to resubmit, including and extending the deadline to them on two occasions to entice a proposal. Unfortunately, Skovron declined and stated that was due to them being short staffed and could not commit at this time to the project.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	**Advertised:**	Yes
Invitations Mailed:	284	**Number of Responses:**	1
Warranty:	Per Manufacturer	**Terms:**	Net 30, FOB Dover
Work Bonded:	No	**Contract:**	Yes
Prices will hold for:	Completion	**Estimated Delivery:**	Summer of 2025
Recommended Award to:	Eckhardt & Johnson	**Fund:**	General
Other Approvals Required:	No	**References Checked:**	Satisfactory
Previously Worked for City:	Yes	**Reason for Council Approval:**	Purchase to exceed the $25,000 amount requiring Council approval subsequent to a bid solicitation.

B24047 Bid Documents and Vendor List

CITY OF DOVER ETHICS COMMISSION
RECOMMENDATIONS REGARDING ETHICS COMPLAINT OF
CAITLIN WILKIE AGAINST COUNCILOR FERGUS CULLEN

On January 2, 2025, the Ethics Commission held a hearing in this matter pursuant to Section 21-12(E) of the Dover Ethics Code. The Ethics Commission provided all parties fourteen calendar days' notice pursuant to Section 21-12(F) of the Dover Ethics Code. Present at the hearing were the complainant, Caitlin Wilkie, and the respondent, City Councilor Fergus Cullen. The parties were afforded an opportunity to present evidence and argument in support of their respective positions pursuant to Section 21-12(H) of the Dover Ethics Code. The hearing was not subject to the rules of evidence. No evidence was excluded. The Commission deliberated the matter in public following the hearing. Commission members Allan Krans Sr. (Chair), Matthew Keane, Dr. James Fiesher, and Charles Carey were present. Member Marion Cheney was absent. Also present was Attorney Christopher D. Hawkins representing the Ethics Commission.

The Chair of the Commission inquired whether Ms. Wilkie or Councilor Cullen had any reason to believe any member of the Commission should not participate in the hearing. Neither Ms. Wilkie nor Councilor Cullen asked that any member of the Commission be recused. Chair Krans explained the hearing process and asked the parties if they had any preliminary questions. Neither party raised any questions about the process. The hearing was audio recorded pursuant to Section 21-13(I) of the Dover Ethics Code. At the conclusion of the hearing, Chair Allan Krans asked whether either party felt the proceeding had been unfair. Neither party raised any specific concern about the fairness of the process.

COMPLAINT

On November 26, 2024, Caitlin Wilkie of 568 6th St. filed an Ethics Complaint against Councilor Fergus Cullen.

Ms. Wilkie raised three issues, which are briefly summarized below:

1. Whether Councilor Cullen, sitting as a member of the Planning Board, should have recused himself from participating in the discussion and vote of the Transfer of Development Rights ("TDR") and site plan application of DBS Holdings, LLC during a meeting on June 11, 2024. Ms. Wilkie alleges that by participating in that discussion, Councilor Cullen shed favorable light on a similar TDR and site plan application he had filed or intended to file for his own property adjacent to Ms. Wilkie's property on 6th St.

2. Whether Council Cullen should have used his position as a Councilor to defend his private business interests and rebut statements Ms. Wilkie made at the July 10, 2024, City Council meeting regarding the DBS Holdings matter. Ms. Wilkie also questioned whether Councilor Cullen acted improperly in seeking advice from the City Attorney regarding his obligations when "[a] private citizen wouldn't have been afforded that same right, and would need private legal counsel."

3 Whether Councilor Cullen should recuse himself from any vote as a Councilor allocating Conservation Funds to which he contributed TDR fees.

On December 4, 2024, the Commission determined the Complaint raised sufficient issues to merit a hearing. Fourteen calendar days' notice of the hearing was provided to all parties pursuant to Section 21-13(F) of the Dover Ethics Code.

JURISDICTION

The Ethics Commission has jurisdiction over the complaint pursuant to section 21-12(A) of the Dover Ethics Code, which states in relevant part that the activities of all elected officers and members of all board, commissions, committees and subcommittees whose members are appointed by the City Council shall be within the scope of authority of the Ethics Commission. See Article II(i) of the Ethics Commission Operating Rules.

SUMMARY OF RULINGS

Based upon the findings of fact outlined below, the Commission reached the following conclusions as to the issues raised by Ms. Wilkie pursuant to Section 21-13(J) of the Dover Ethics Code:

1. **Councilor Cullen's participation in the June 11, 2024, Planning Board hearing on the DBS Holdings TDR and Site Plan Matter.**

   Finding and Recommendation: The Ethics Commission unanimously finds based on Clear and Convincing evidence that Councilor Fergus Cullen violated the ethical provisions of Dover Ethics Code 21-2 as an appointed officer when **"he took part in a decision concerning the business of this City…(when) he had a financial or other private interest, directly or indirectly, which is in conflict with his official duties"** as a Planning Board member subject to the juror standard by State law (RSA 673:14 and RSA 500-A:12(g)), Dover Ethics Code **21-5** by participating in official business of the City of Dover without disclosing the nature and extent of a private interest in a matter of official business in the City of Dover, and Dover Ethics Code **21-8** in holding an investment in a private transaction that created a conflict with his official duties.

   The rationale for actionable Findings of violations of Dover Code 21-2, 21-5 and 21-8 is the failure of Councilor Cullen to recuse in light of his business relationship with Kevin McEneaney and/or Civilworks NE at the Planning Board meeting of June 11, 2024. Mr. McEneany presented for DBS Holdings regarding development of 512 Sixth Street. The official duty of Councilor Cullen is defined by RSA 673:14 and RSA 500-A:12.

   Councilor Cullen's defense that the Ethics Commission cannot alter his private property rights is unpersuasive since none of the Findings and Recommendations address his rights to development. This report addresses Councilor Cullen's ethical obligations as a Planning Board member, not property rights.

Councilor Cullen also asserts that Dover is a small region of a small state and that knowing people is "inevitable." This assertion is also unpersuasive as a defense to his actions. Knowing people is inevitable; establishing business relationships with people is a **choice**. Attempting to perform a quasi-judicial function as a member of the Planning Board after establishing a business relationship with the representative of an applicant is a **choice** in violation of an official duty.

2. **Councilors Cullen's comments at the July 10, 2024, City Council meeting in response to Ms. Cullen's comments.**

Finding and Recommendation: The Ethics Commission unanimously finds based on Clear and Convincing evidence that Councilor violated the ethical provisions of Dover Ethics Code 21-3 by appearing on behalf of his private interests before the City Council during City Council Matters of Interest.

The Rationale for actionable Findings of violation of Dover Code 21-5 at the City Council meeting on July 10, 2024 results from Councilor Cullen discussing his private development at 566 Sixth Street. Nothing about the 566 Sixth Street project was before the Dover City Council. Private matters may only be discussed privately. The public option for Councilor Cullen was to file a statement with the City Clerk.

3. **Councilor Cullen's participation as a member of the City Council in the allocation of conservation funds derived from TDR applications.**

Finding and Recommendation: The Commission finds this issue is premature because there is no evidence Councilor Cullen has paid any TDR funds into the Conservation Fund nor voted on the allocation of conservation funds derived from such funds. Pursuant to Section 21-12(G) of the Dover Ethics Code, the Commission does not issue advisory opinions based upon hypothetical situations and offers no opinion at this time on whether such a vote would violate the Dover Ethics Code. Ms. Wilkie, or any other Dover resident, may file an ethics complaint in the future if they believe Councilor Cullen has violated the Dover Ethics Code with respect to such a vote, or with respect to any other issue they believe may violate the Dover Ethics Code.

The Rationale for dismissing the Complaint regarding the Conservation funds is no evidence was presented that Councilor Cullen had paid in, or voted on, the use of Conservation funds.

BURDEN OF PROOF

The Commission explained to the parties that the complainant bore the burden of proving a violation of the Dover Ethics Code or other applicable law by clear and convincing evidence. Dover Ethics Code 21-12(K).

Pursuant to Dover Ethics Code 21-12(L), clear and convincing evidence is an intermediate standard of proof that calls for more proof than that based on more probable than not but less proof that that based on beyond a reasonable doubt. It is defined as that evidence which establishes a factual conclusion to be highly probable, rather merely than more probable than not. It requires that the party having the burden of proof placed in the trier of fact an abiding conviction that the true or his or her factual contentions are highly probable; otherwise, he or she has failed to prove it.

SCOPE OF INQUIRY

Pursuant to Article V(I), the scope of the hearing included review of all pertinent sections of the City Charter and ordinances involving facts alleged in the Complaint, in addition to the provisions cited in the Complaint.

CODE PROVISIONS AND STATUTES CONSIDERED (Emphasis added in yellow)

Dover Planning Board Code § 9-8(G)

Disqualification. All members shall comply with relevant sections of the City Code of Ethics (Chapter 21) concerning conflicts and disqualification rules pursuant to RSA 673:14.

Dover Ethics Code § 21-1

APPOINTED OFFICER – Includes all positions appointed by the Mayor and Council or the City Manager, including appointment to the Housing Authority, but not employees.

Dover Ethics Code § 21-2

No elected or appointive officer or employee of the City shall take part in a decision concerning the business of this City or engage in any business or transaction in which he/she or a member of his/her family, directly or indirectly, has a financial interest, aside from his/her salary as such officer or employee, greater than any other citizen or taxpayer, nor shall he/she have any financial or other private interest, directly or indirectly, which is in conflict with the proper discharge of his/her official duties.

Dover Ethics Code § 21-3. Representation of private interests before City agencies.

No elected or appointed officer or employee shall appear on behalf of private interests before the City board, commission, committee, subcommittee or authority on which he/she serves. Councilors, however, may appear without compensation on behalf of constituents or in the performance of public or civic obligations.

Dover Ethics Code § 21-5. Required disclosure by officers and employees; recusal

A. An appointed officer or employee who, whether paid or unpaid, has a direct or indirect financial interest or other private interest in any legislation or matter of official business in the City of Dover and who participates in discussion before or gives official opinion to the Council, or otherwise participates in the official business of the City of Dover, shall

publicly disclose on the official record the nature and extent of such interest. Such disclosures shall be made orally prior to the legislation being discussed as part of a Council meeting agenda, or the officer or employee may elect to file a written specific conflict-of-interest disclosure statement with the City Clerk. The statement shall be read aloud into the record at a public meeting. In the case of a nonpublic session, the statement shall be read aloud at the next public meeting.

B. Appointed officers and employees with a conflict of interest shall recuse themselves from further participation in the matter. "Recusal "means to immediately remove themselves from discussion and voting. "Recusal" shall also mean the officer or employee is required to physically vacate his or her seat. During a nonpublic session, the appointed officer or employee shall remove himself or herself from the meeting room.

Dover Ethics Code § 21-8. Investments in conflict with official duties.

No elected or appointed officer or employee shall invest or hold any investment, directly or indirectly, in any financial, business, commercial, or other private transaction which creates a conflict with his/her official duties.

Dover Ethics Code 21-11 Ethics Commission established; purposes.

A. There is hereby established an Ethics Commission consisting of five Commissioners who shall be Dover residents and appointed by the City Council. At least one Commissioner shall be a former City Councilor or former School Board member as provided in § C11-4 of the Dover City Charter. The purposes of the Ethics Commission are:

(1) To provide a forum to hear and accept complaints of violations of ethical standards of behavior for elected and appointed officers under the jurisdiction of the Ethics Commission.

(2) To encourage Dover elected and appointive officers and all members of boards, commissions, committees and subcommittees to act in the best interests of the City and perform their duties and responsibilities according to the ethical provisions of the City Charter and City ordinances.

(3) To require the disclosure of financial interests or other interests in matters affecting City business where the interests constitute a conflict of interest.

(4) To prohibit those holding public office and volunteer positions in our City from using their positions for personal gain and to foster the use of such positions only to advance public interests.

(5) To promote the integrity of City government.

Dover Ethics Code § 21-12(A)

The Ethics Commission shall operate in an advisory role to the City Council. The activities of all elected officers and members of all boards, commissions, committees and

subcommittees whose members are appointed by the City Council shall be within the scope of authority of the Ethics Commission. The Ethics Commission members shall also be subject to the jurisdiction of the Ethics Commission. If a member of the Ethics Commission is the subject of an ethics complaint, the member shall be replaced in all proceedings by an alternate member. The Ethics Commission shall not have jurisdiction over the City Manager or other employees of the City of Dover.

Dover City Charter Provision 11-5

In addition to the provisions of § C11-3 City Councilors and members of standing city commissions and boards may be removed from office by a vote of the City Council upon such a recommendation having been forwarded to the Council by the Ethics Commission.

RSA 674:13 Disqualification of Member

I. No member of a zoning board of adjustment, building code board of appeals, planning board, heritage commission, historic district commission, agricultural commission, or housing commission shall participate in deciding or shall sit upon the hearing of any question which the board is to decide in a judicial capacity if that member has a direct personal or pecuniary interest in the outcome which differs from the interest of other citizens, or if that member would be disqualified for any cause to act as a juror upon the trial of the same matter in any action at law. Reasons for disqualification do not include exemption from service as a juror or knowledge of the facts involved gained in the performance of the member's official duties.

II. When uncertainty arises as to the application of paragraph I to a board member in particular circumstances, the board shall, upon the request of that member or another member of the board, vote on the question of whether that member should be disqualified. Any such request and vote shall be made prior to or at the commencement of any required public hearing. Such a vote shall be advisory and non-binding, and may not be requested by persons other than board members, except as provided by local ordinance or by a procedural rule adopted under RSA 676:1.

III. If a member is disqualified or unable to act in any particular case pending before the board, the chairperson shall designate an alternate to act in the member's place, as provided in RSA 673:11.

RSA 500-A:12 Examination

I. Any juror may be required by the court, on motion of a party in the case to be tried, to answer upon oath if he:

(a) Expects to gain or lose upon the disposition of the case;
(b) Is related to either party;

(c) Has advised or assisted either party;
(d) Has directly or indirectly given his opinion or has formed an opinion;
(e) Is employed by or employs any party in the case;
(f) Is prejudiced to any degree regarding the case; or
(g) Employs any of the counsel appearing in the case in any action then pending in the court.

II. If it appears that any juror is not indifferent, he shall be set aside on that trial.

EVIDENCE CONSIDERED

The Ethics Commission considered only publicly available information with respect to this matter, as follows:

- The Complaint filed by Ms. Wilkie with attached exhibits.
- The Commission pre-marked Ms. Wilkie's Complaint as Exhibit 1, the June 11, 2024 Planning Board Meeting Minutes as Exhibit 2, the July 10, 2024 City Council Meeting Minutes as Exhibit 3, a letter from Councilor Cullen to his neighbors dated December 1, 2023 as Exhibit 4, and a letter from Councilor Cullen to his neighbors dated May 20, 2024 as Exhibit 5.
- The testimony and documentary evidence presented by the parties at the hearing. This includes 29 exhibits submitted by Councilor Cullen marked FC1-FC29. The Commission also viewed excerpts of the June 11, 2024 Planning Board meeting and July 10, 2024 City Council meeting presented by Councilor Cullen.
- Transcript of Ms. Wilkie's comments to the Planning Board on June 11, 2024. Exhibits FC19 and FC21.
- Transcript of Mr. Cullen's comments to the Planning Board on June 11, 2024. Exhibit FC20.
- Transcript of Ms. Wilkie's comments to the City Council on July 10, 2024. Exhibit FC23.
- Transcript of Mr. Cullen's comments to the City Council on July 10, 2024. Exhibit FC24.
- Transcript of Attorney Scott Hogan's comments to the Planning Board on October 22, 2024. Exhibit FC25.
- Letter dated January 15, 2025 from Councilor Cullen to the Ethics Commission.

FINDINGS OF FACT

1. Fergus Cullen ("Mr. Cullen") is a member of the City Council of the City of Dover.

2. Mr. Cullen was appointed by the City Council to serve as a member of the Planning Board.

3. On November 28, 2023, Fergus and Jennifer Cullen acquired the property known as 566 Sixth St. Book 5152, Page 7, Strafford County Registry of Deeds.

4. On or about December 1, 2023, Councilor Cullen delivered a letter to neighbors of his property at 566 Sixth St. stating that he expected to seek approval to add at least two or maybe more housing units to the 566 Sixth St. property. Testimony of Fergus Cullen. Exhibits 4 and FC5.

5. No later than April 24, 2024, Councilor Cullen retained Civilworks and McEneany Survey Associates to draft a TDR plan and Drainage and Landscape Plan with respect to his property at 566 Sixth St. Plans bearing those dates appear in the Planning Board file.

6. No later than April 26, 2024, Civilworks and McEneany Survey Associates drafted a TDR Open Space plan on behalf of DBS Holdings, LLC for the property at 512 Sixth St. A plan bearing that date appears in the Planning Board file for DBS Holdings, LLC.

7. The TDR plans for the DBS Holdings Project and the Cullen project at 566 Sixth St. are very similar.

8. On May 20, 2024, Councilor Cullen delivered a letter to neighbors of his property at 566 Sixth St. that included the TDR and site plan he intended to submit for the property. See Exhibits 5 and FC10.

9. Rory and Caitlin Wilkie own and reside at the property at 568 Sixth St., which borders 566 Sixth St. to the north. The Wilkies received copies of Councilor Cullen's letters of December 1, 2024 and May 20, 2024. Testimony of Caitlin Wilkie.

10. On May 24, 2024, DBS Holdings submitted a TDR plan and application for site plan review to the City of Dover Planning and Development Office for technical review. The application documents appear in the DBS Holdings File in the Planning Board file.

11. At 3:31 p.m. on June 6, 2024, Ms. Wilkie sent an email to the Dover Planning Board claiming Councilor Cullen had a conflict of interest with respect to the DBS Holdings application. Exhibit FC15.

12. At 7:30 p.m. on June 6, 2024, Councilor Cullen responded to Ms. Wilkie's email and copied the members of the Planning Board, City Manager Joyal, and City Attorney Josh Wyatt. Exhibit FC16.

13. By June 6, 2024, Councilor Cullen was aware that Ms. Wilkie was raising concerns about conflict of interest. Councilor Cullen testified that those concerns "raised alarm bells" with him and that he sought advice from Planning Board Chair Gail Cruikshank and City Attorney Josh Wyatt. Councilor Cullen testified he did not raise the issue with the Planning Board as a whole because he could not disclose the basis of the issue without risking compromising the impartiality of the Board.

14. On June 10, 2024, Mr. Cullen submitted a TDR plan and application for site plan review to the City of Dover Planning and Development Office for technical review. The application documents appear in the Cullen File in the Planning Board file.

15. Councilor Cullen testified that he could not recall whether he spoke with Mr. McEneany about the DBS Holdings application prior to the Planning Board meeting on June 11, 2024.

16. Sometime between June 6 and June 11, 2024, Councilor Cullen contacted Planning Board Chair Gail Cruikshank for advice on the conflict of interest issue and that she told him she did not believe there was a conflict. Councilor Cullen testified he did not disclose to Ms. Cruikshank that he was working with McEneaney Survey Associates on his application. Ms. Cruikshank testified that that disclosure would not have altered her opinion on the matter but she could not say whether the Board as a whole might have been concerned.

17. On June 11, 2024, Councilor Cullen called City Attorney Josh Wyatt to discuss potential conflict of interest issues. Councilor Cullen testified that Attorney Wyatt informed him that he had no conflict issue. Attorney Wyatt testified that he told Councilor Cullen he could offer him no legal advice but that he was aware of no caselaw that a City Councilor could not file a land use application and that Councilor Cullen should consult his own attorney. Attorney Wyatt testified he did not seek detailed information from Councilor Cullen as he did not intend to offer him legal advice. Councilor Cullen testified that he did not disclose to Attorney Wyatt that both he and DBS Holdings were working with McEneaney Survey Associates.

18. On June 11, 2024, the DBS Holdings application was heard by the Planning Board.

19. The minutes of the June 11, 2024, Planning Board hearing reflect that Kevin McEneany appeared on behalf of DBS Holdings and presented the TDR Plan on behalf of DBS Holdings.

20. Mr. Cullen attended the June 11, 2024, Planning Board meeting in his capacity as a member of the Board.

21. Caitlin Wilkie attended the June 11, 2024, hearing,

22. Ms. Wilkie objected to Mr. Cullen voting on the application on the basis of bias or appearance of bias and conflict or appearance of conflict. Ms. Wilkie stated there was an "incredible likeness" to what Mr. Cullen had submitted to the City last week as to his property at 566 Sixth St. Ms. Wilkie expressed concern that Mr. Cullen's vote in favor of the DBS Holding application would set an unfair precedent. Ms. Wilkie referenced a statutory procedure for the Board to vote with reference to Mr. Cullen's participation.

23. Mr. Cullen responded that he owned the property at 566 Sixth St. and would have an application coming before the Board in the coming weeks. Mr. Cullen stated that the Wilkies have concerns about that property and that it is their right to express concerns and that he would recuse himself when his application came before the Board. Mr. Cullen stated that the Wilkies' concerns were misdirected as to the DBS Holdings application. Mr. Cullen stated that he had no connection to DBS Holdings or its owners and had no conflict of interest with respect to the DBS Holdings application. Mr. Cullen referenced discussions he had with the City attorney.

24. The Commission finds that Mr. Cullen had no direct or indirect financial interest in DBS Holdings.

25. Mr. Cullen did not disclose during the June 11 hearing that he had a business relationship with McEneany Survey Associates.

26. No other member of the Planning Board commented directly on Ms. Wilkie's concerns.

27. No member of the Planning Board proposed a motion to recuse Mr. Cullen.

28. The DBS Holdings application was accepted and approved by the Planning Board on a vote of 4-2. Mr. Cullen voted in favor of the application.

29. On July 10, 2024, Ms. Wilkie appeared before the City Council and made a lengthy statement regarding Mr. Cullen's alleged conduct. The Commission listened to that statement in full. In sum, Ms. Wilkie expressed concerns regarding the merits of Mr. Cullen's TDR application and his alleged conflict of interest and the perception of conflict of interest. Ms. Wilkie stated that Mr. Cullen used the same engineering company as DBS Holdings and alleged that the DBS Holdings application was very

similar to Mr. Cullen's application. The Commission notes that Ms. Wilkie's written complaint largely echoes the issues raised in her verbal presentation.

30. Mr. Cullen responded to Ms. Wilkie's comments. The Commission listened to Mr. Cullen's statement in full. In sum, Mr. Cullen noted that chief among the City Council's goals was creating affordable housing. Mr. Cullen noted that he withheld information because he wanted to avoid discussing the matter with the other Planning Board members and his application had not been made, thus it would have been inappropriate to discuss his application with the Planning Board on June 11. Mr. Cullen noted that volunteer public officials do not give up all their rights as private citizens. Mr. Cullen acknowledged the need to follow all disclosure and recusal rules, that he had discussed the matter with the City attorney, and that he had followed the City attorney's guidance.

31. Mr. Cullen testified that he cited the Planning Board's approval of the DBS Holdings application as precedent in the revised site plan application for his property at 566 Sixth Street.

32. The Commission finds no evidence that Councilor Cullen has paid any TDR funds at this time nor any evidence that Councilor Cullen has voted on the allocation of any Conservation Funds paid by him.

RECOMMENDATION

Pursuant to Section 21-14(A) and (B)(2) of the Dover Ethics Code, the recommendation of the Ethics Committee for a remedy is removal of Councilor Cullen from the office of City Council representative to the Dover Planning Board. The rationale is removal will address the issue whether ethical violations will occur in the future.

This recommendation sanction was approved by the Commission 3-1, with member Keane dissenting. In all other respects, the Commission unanimously approved the findings and rulings herein.

Dated: 1/21/25

Allan Krans Sr., Chair

Dated: 1/24/2025

Charles Carey

Dated: 21 January 2025

James Fieseher

Dated: Jan 23 2025

Matthew Keane