

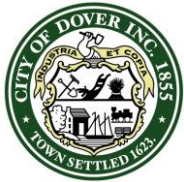
CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 26, 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 – Lilly Nossiff & St. Thomas High School Girls Basketball Team**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
 - A. **ADDITIONAL APPROPRIATION AND AUTHORIZATION FOR BONDING FOR FY2026 CIP LEAD SERVICE LINE REPLACEMENT PROJECT – PUBLIC HEARING ONLY (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE TO OCCUR ON APRIL 9, 2025) 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. **March 5, 2025 – Workshop Meeting**
 - B. **March 12, 2025 – Regular Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING**
 - B. **ORDINANCES IN THE 3RD READING**
 - C. **RESOLUTIONS**
13. **NEW BUSINESS**
 - A. **CONSENT CALENDAR**
 1. **AUTHORIZATION TO PURCHASE LIGHTING FIXTURES FOR DOVER INDOOR POOL**
SPONSORED BY MAYOR CARRIER BY REQUEST
 2. **B21048-RFP24-002 MILL STREET PUMP EVALUATION - ADDITIONAL SCOPE OF WORK**
SPONSORED BY MAYOR CARRIER BY REQUEST
 3. **B25044 CONSTRUCTION EQUIPMENT RENTAL**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

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4. **AUTHORIZATION FOR EMS TRAINING AT THE NEW ENGLAND EMS INSTITUTE**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **B25052 AWARD OF BID POLICE MOBILE DATA TERMINALS (CRUISER TABLETS)**
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **PROFESSIONAL SUPPORT SERVICES FOR (SCADA) SUPERVISORY CONTROL AND DATA ACQUISITION – WOODARD & CURRAN**
SPONSORED BY MAYOR CARRIER BY REQUEST
7. **B25008B ADDITIONAL MUNICIPAL FACILITY WIRING**
SPONSORED BY MAYOR CARRIER BY REQUEST
8. **COMMUNITY TRAIL CHALK ART FUNDRAISER**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

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

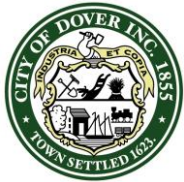
B. RESOLUTIONS

1. **B25040 HOT BITUMINOUS PAVING (ASPHALT) LAID IN PLACE**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B20073 CONSULTING SERVICES FOR THE LOWER CENTRAL AVE IMPROVEMENT PROJECT - AMENDMENT NO. 5**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **APPROPRIATION AND AUTHORIZATION FOR CWSRF LOAN FOR INFILTRATION AND INFLOW REMOVAL – BELLAMY-KNOX MARSH RD & MOUNT VERNON ST**
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 9, 2025 WITH A VOTE TO OCCUR ON APRIL 23, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 26, 2025**
Meeting Time: **7:00 pm**

16. ADJOURN



PROCLAMATION

- WHEREAS:** On December 19th, 2024, Lilly Nossiff achieved a remarkable milestone by scoring her 1,000th career point while playing for Dover High School in a game against Nashua High School; and
- WHEREAS:** The game was paused to recognize her extraordinary accomplishment, and her name will be forever enshrined on the plaque honoring players who have reached this prestigious benchmark, displayed in the Ollie Adams gym at Dover High School; and
- WHEREAS:** Standing at 6 feet 2 inches, Lilly has dominated the court with both height and skill, earning her place on the varsity team as a freshman; and
- WHEREAS:** She has proudly worn the number 54 jersey, the same jersey number worn by the daughter of her coach, Ernie Clark, who also surpassed the 1,000-point milestone at Dover High School; and
- WHEREAS:** Lilly met and exceeded expectations, achieving this distinguished feat through dedication, hard work, and perseverance; and
- WHEREAS:** She has been supported by the guidance and mentorship of Coaches Clark, Casey, and Flynn, and has formed lifelong friendships with teammates, many of whom have been by her side since her time on the Dover Middle School varsity basketball team; and
- WHEREAS:** Beyond her success on the basketball court, Lilly has also excelled academically, demonstrating the same commitment and excellence in her studies; and
- WHEREAS:** In the fall of 2025, Lilly will continue her academic and athletic journey at St. Anselm College, where she will play Division II basketball and pursue a degree in education;

NOW, THEREFORE, I, Robert Carrier, Mayor of the City of Dover in the State of New Hampshire, and the entire City Council hereby recognize and celebrate Lilly Nossiff for her outstanding achievement of scoring 1,000 career points, her dedication to her team, school, and community, and her bright future ahead. May her accomplishments serve as an inspiration to current and future generations of student-athletes.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Dover to be affixed this 26th Day of March, 2025.

Robert Carrier, Mayor
City of Dover, New Hampshire



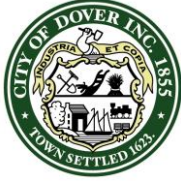
PROCLAMATION

- WHEREAS:** The St. Thomas Aquinas High School Girls Basketball Team has demonstrated exceptional skill, dedication, and sportsmanship throughout the 2024 season; and
- WHEREAS:** Under the expert leadership of Coach Kevin Giannino, the team achieved a historic milestone by securing their second state championship in school history, marking their first title since 1981; and
- WHEREAS:** The team completed an extraordinary undefeated season with a perfect 22-0 record, winning games by an average margin of over 25 points, and dominating both the regular season and playoffs; and
- WHEREAS:** The Saints showcased their excellence by triumphing in the Oyster River Christmas Tournament, defeating formidable Division 1 teams Spaulding and Keene, as well as overcoming Division 2 hosts, Oyster River, in the championship game; and
- WHEREAS:** Their remarkable playoff performance saw them go 3-0 capturing the Division 3 State Championship; and
- WHEREAS:** Individual excellence was recognized, with Senior Genna Bolduc being named the Division 3 Player of the Year, earning First Team All-State honors, and receiving the prestigious Jack Ford Award; and
- WHEREAS:** Senior Emilie Von Der Linden was named to the First Team and the All-Defensive Team, and Junior Emma Toriello secured a spot on the Second Team All-State; and
- WHEREAS:** The unwavering determination, teamwork, and commitment of each player, coach, and supporter have brought immense pride and honor to St. Thomas Aquinas High School and the surrounding community

NOW, THEREFORE, I, Robert Carrier, Mayor of the City of Dover in the State of New Hampshire, and the entire City Council hereby recognize and celebrate the outstanding accomplishments of the St. Thomas Aquinas High School Girls Basketball Team, congratulating them on their undefeated season and Division 3 State Championship, and commending them for their perseverance, excellence, and sportsmanship.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Dover to be affixed this 26th Day of March, 2025.

Robert Carrier, Mayor
City of Dover, New Hampshire



CITY OF DOVER - RESOLUTION

Agenda Item#: 7.A.
PUBLIC HEARING ONLY

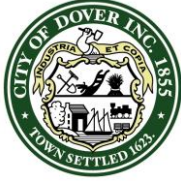
Resolution Number: **R – 2025.03.12 - 32**
Resolution Re: Additional Appropriation and Authorization for Bonding for FY2026 CIP Lead Service Line Replacement Project

- WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds and/or obtaining loans through the State of New Hampshire Revolving Fund programs; and
- WHEREAS: By resolution passed on December 11, 2024 ([R-2024.10.23-191](#)), the City Council authorized debt financing through the Drinking Water State Revolving Fund (DWSRF) – Lead Service Line Replacement Project in the amount of \$775,000 for years 2026 & 2027. The six-year total request for FY2026-FY2031 CIP was \$3,275,000; and
- WHEREAS: After speaking with the New Hampshire Department of Environmental Services about the project, the City learned that \$5,940,000 of funds were allocated to Dover and it was the recommendation to obtain authority to borrow the full allocation for the lead service line replacement project as availability of funds in the future could not be guaranteed; and
- WHEREAS: The city is seeking additional appropriation and authorization for bonding in the amount of \$5,165,000 for these public improvements; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of Five Million One Hundred and Sixty-Five Thousand dollars (\$5,165,000.00) is hereby appropriated for the DWSRF Lead Service Line Replacement capital project with an estimated useful life in excess of the life indicated.

Item #	Description	Proposed Appropriation	Life/Years	Department	Fund
1	Lead Service Line Replacement	\$5,165,000	20	Community Services - Water	Water
	Total	\$5,165,000			

- AND FURTHER BE IT RESOLVED THAT:
To meet the appropriations of this resolution there is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation bonds of the City of Dover in a principal amount equal to the total of the appropriations. The full faith and credit of the City is hereby pledged for the principal and interest on said bonds. The bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the Finance Director and City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the bonds.
- AND, FURTHER BE IT RESOLVED;
Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Drinking Water State Revolving Fund (DWSRF) Program for financing this project. The

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 7.A. PUBLIC HEARING ONLY	
Resolution Number: R – 2025.03.12 - 32 Resolution Re: Additional Appropriation and Authorization for Bonding for FY2026 CIP Lead Service Line Replacement Project		

City Manager, Finance Director, and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH DWSRF Program to obtain the loan for eligible identified project costs up to \$5,165,000.00.

NOTE: Per C6-6 and C6-14 this resolution requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage with the vote deferred until at least three (3) days after public hearing.

AUTHORIZATION

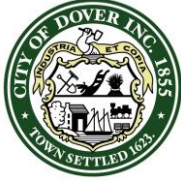
Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by: Mayor Robert Carrier By Request
Approved as to Legal Form and Compliance:	Jennifer Perez Acting City Attorney	
Recorded by:	Jerrica Vansylyvong-Bizier City Clerk	

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 Hinkel, 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#: 7.A. PUBLIC HEARING ONLY Resolution Number: R – 2025.03.12 - 32 Resolution Re: Additional Appropriation and Authorization for Bonding for FY2026 CIP Lead Service Line Replacement Project
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RESOLUTION BACKGROUND MATERIAL:

This resolution makes an additional appropriation and bonding authority for a FY2026 Capital Improvements Program project in the amount of Five Million One Hundred and Sixty-Five Thousand Dollars (\$5,165,000.00) for a new total amount of Five Million Nine Hundred and Forty Thousand \$5,940,000 for the Drinking Water State Revolving Fund (DWSRF) – Lead Service Line Replacement Project. The project consists of field investigation and reconstruction work to determine the material type for portions of more than 10,000 individual water service lines in the City.

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired:

	Water
Description	Fund
Pending Authorization	5,165,000
Prior FY2026 CIP Authorization	6,675,000
FY2026 Principal Retirement	1,631,485
Net Change	10,208,515

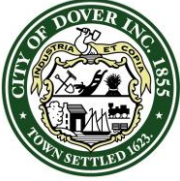
Legal Debt Limits

The following tables summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2025 and this authorization, against the legal debt limits.

	Water
Description	Fund
Debt Outstanding	18,880,587
Authorized - Unissued	36,408,287
Total Issued & Unissued	55,288,874
This Authorization	5,165,000
Grand Total	60,453,874
Legal Debt Limit	667,289,763
Under (Over) Legal Limit	625,716,476
Percent Under (Over)	93.76%

Notes: Legal debt limit for the City’s Water Fund is based on 10% of equalized assessed value.

Document Created by: Finance Department Document Posted on: March 21, 2025	R-2025.03.12 FY2026 Additional Appropriation and Authorization for Bonding for FY26CIP Lead Service Line Page 3 of 5
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.A.
PUBLIC HEARING ONLY**

Resolution Number: **R – 2025.03.12 - 32**

Resolution Re: Additional Appropriation and Authorization for Bonding
for FY2026 CIP Lead Service Line Replacement Project

Financial Policy Considerations

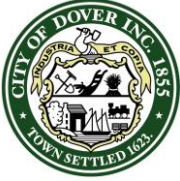
The proposed debt authorizations contained in this resolution will result in the following City Council adopted Financial Policies not being adhered to:

- A. Water Fund debt service for any given fiscal year shall not exceed 40% of the total appropriations for the fund.

Water Fund debt service as a percentage of budget is projected to exceed the 40% policy level in FY2026 and continue through FY2031 as a result of the funding appropriated in this resolution, the prior FY2026 Water Fund CIP authorizations for bonding, and the debt financing for New Water Storage Tank in the FY2023 CIP, Water System Facilities Upgrade in the FY2017 and FY2018 CIP, and Water Main Replacement projects approved in the past three years' CIPs.

Budgetary and Rate Impacts

The repayment of the Water Fund debt obligations is funded through the collection of user fees from water system rate payers. The \$5,165,000 debt obligation is expected to be paid back over a 20-year period. Principal repayments would be \$258,250 per year. The annual impact to the City's Water Fund budget is based upon annual principal and interest repayment. The interest that would accrue on outstanding principal balances over the 20-year period, based on an interest rate of 3.84%, is estimated to be a total of \$2,082,528 impact and approximately \$104,126 annual impact for the term of the bond. Total estimated debt service cost for this appropriation for the term of the bond is \$362,376 (\$258,250 + \$104,126).



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.A.
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Resolution Re: Additional Appropriation and Authorization for Bonding
for FY2026 CIP Lead Service Line Replacement Project

Pending Authorization Only				
Net Change in Water Rates				
		2026	2027	2028
Water Rate Change		0.47	0.46	0.45
Est Water Rate		8.43	8.89	9.34
% Change Water		5.90%	5.46%	5.34%
Including Prior Year Authorizations				
Net Change in Utility Rates				
		2026	2027	2028
Water Rate Change		2.52	1.78	1.37
Est Water Rate		10.48	12.26	13.63
% Change Water		31.66%	16.98%	14.07%
Rate per 100 Cubic Feet of Water Consumption				

The table below reflects the net change from year to year, and the total change after 3 years, for an average single-family home for user fees based on 75 HCF of average water usage.

Impact to Average Single Family Home				
				Change
				After
Description	Yr1	Yr2	Yr3	3 Years
CIP Only				
Water Fees	35	35	34	104
Including PY Authorizations				
Water Fees	189	134	103	425

CITY MANAGER'S REPORT

REPORTING ON: FEBRUARY 2025

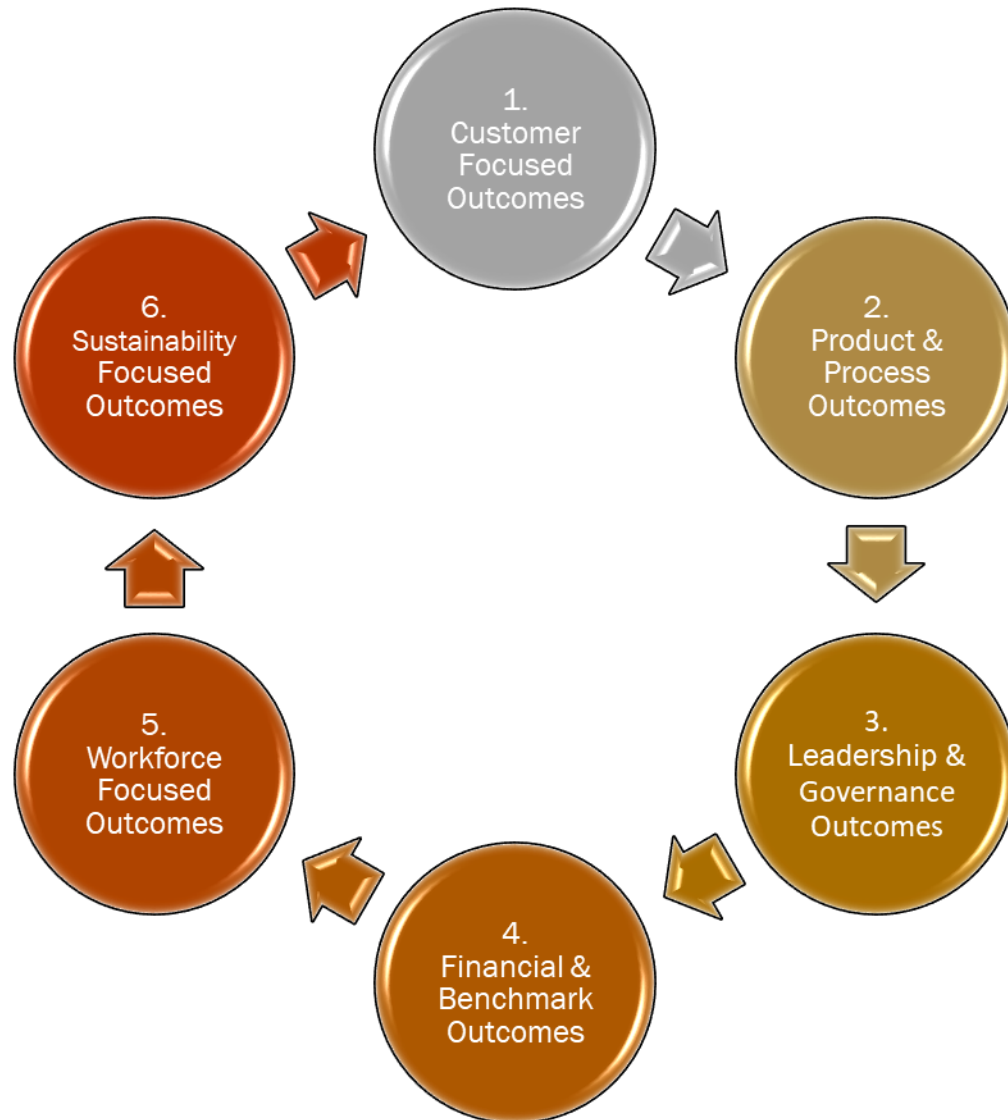


Officer Palmer providing information to prospective officers at the Stonehill College job fair in Easton, MA.

March 26, 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:

Goal #1
Our City has Diverse Housing

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

Goal #2
Our City is Civically Engaged

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

Goal #3
Our City is Resilient

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

Goal #4
Our City is Safe and Inviting

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

Goal #5
Our City is Inclusive and Welcoming

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

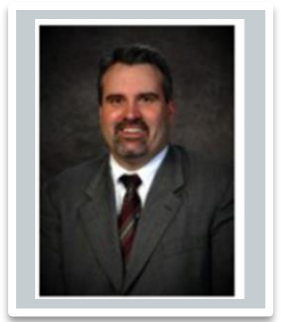
Goal #6
Our City has Sustainable Financial Policies

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

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

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

City of Dover's Municipal Leadership Team



City Manager
J. Michael Joyal, Jr.



David Balian
Public Welfare
Director



Donna Benton
Planning & CDBG
Director



William Breault
Police Chief



Annie Dove
Information
Technology Director



Michael Gillis
Media Services
Director



Kevin Hebert
Recreation Director



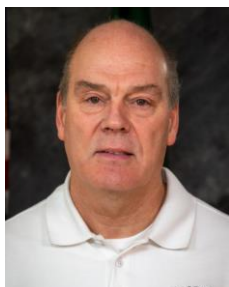
Denise LaFrance
Public Library
Director



Daniel Lynch
Finance Director



Christopher Parker
Deputy City Manager



Perry Plummer
Fire & Rescue Chief
Emergency Management
Director



John Storer
Community Services
Director



**Jerrica Vanslyvong-
Bizier**
City Clerk Tax
Collector



Heather Worrall
Human Resources
Director

Pending

City Attorney

Community Services Department

Administration



DOVER SCHOOL DISTRICT SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

February 17, 2025

John Storer
City of Dover Public Works Director
288 Central Avenue
Dover, NH 03820

Dear Mr. Storer,

I am writing to commend Brian Landry, Public Works Supervisor for the City of Dover, for his exceptional professionalism and dedication. Over the past several years, I have had the privilege of collaborating with Mr. Landry to assess and discuss winter road conditions, ensuring the safety of our students' transportation.

Mr. Landry consistently demonstrates effective communication skills, always providing timely and accurate updates on road statuses. His ability to understand and prioritize the unique challenges associated with student transportation during harsh winter conditions has been invaluable.

Working with Mr. Landry has been both an honor and a pleasure during my tenure with the Dover School District SAU 11. His expertise and dedication have significantly contributed to our mission of providing safe and reliable transportation for our students.

Thank you for fostering such valuable partnerships and for having professionals like Mr. Landry on your team.

Sincerely,

William R. Harbron, Ed.D.
Superintendent



From: Barbara J. Lynch <drbarb56@icloud.com>
Sent: Friday, February 21, 2025 7:14 AM
To: Storer, John <J.Storer@doover.nh.gov>
Cc: Landry, Brian <B.Landry@doover.nh.gov>; Catherine Faure <cl4a@aol.com>
Subject: Re: Spring St plowing

Security Notice: External sender. Use caution with hyperlinks or attachments.
OH MY STARS AND GARTERS!!

John and Brian,

The plow guys went above and beyond at 3:00am this morning!! Spring Street looks FANTASTIC.

What a treat to wake up this morning - look out the window and see the sidewalk plowed too!!

THANK YOU to all involved in the cleaning process - to the police officer that oversaw the towing of the car out in front of our house - to the tow guy - to the plow guys - and all that helped to coordinate this effort.

We are very thankful.

Please pass on our THANK YOUs to all involved.

Sincerely,
Cathy Faure and Barb Lynch



Brian Landry, Public Works Supervisor; attended the Basic Stormwater Concepts Workshop, presented by American Public Works Association. The class was held online.

Brian Landry, Public Works Supervisor; attended the Safety in the Road: Excavation, Falls, & Road Safety, presented by Granite State Water. This class was held online.

John Storer, Director of Community Services; Michael Nadeau, Utilities Superintendent and David Fredrickson, Deputy Director, attended the 2025 EPA Rules/Regulations Specialty Symposia, presented by New England Water Works Association. It was held in Milford, MA.

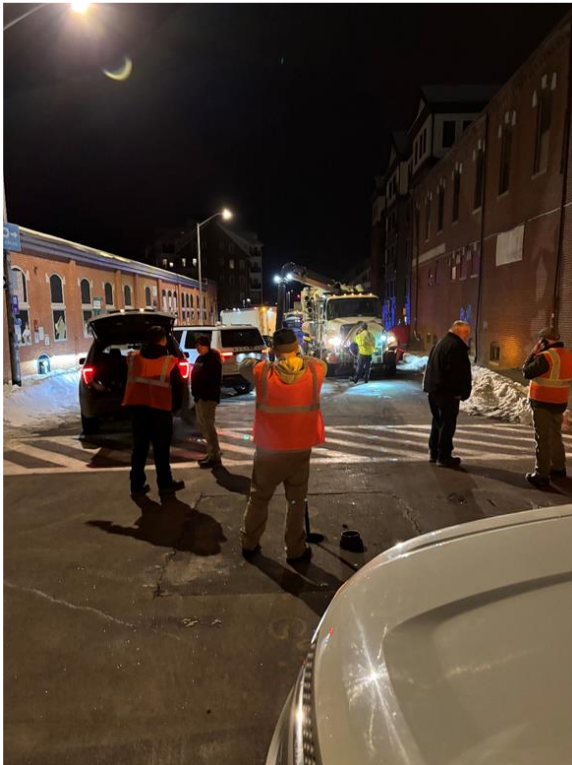
Ryan Neenan, Pump Station Operator II, attended the online class for TCT325ACV: Treatment Operator Exam Review Grade T1-T2, presented by New England Water Association.

Utilities Division-Water



The City of Dover's water production for February totaled approximately 55 million gallons, with a daily average of 2 million gallons. Operational wells included Cummings, Campbell, Calderwood, Bouchard, Willand Pond Well 1, Ireland, and DPH-1. The newly commissioned PFAS water treatment plant has significantly enhanced production capacity, consistently contributing approximately 1 million gallons per day. This increased capacity has allowed for extended offline periods for other wells, facilitating aquifer recovery. Willand Pond 2 and Hughes wells remained offline.

Crews addressed 188 service requests and completed 88 work orders during the reporting period. The department responded to four water main breaks and one service leak. A significant leak, detected by the Utilities Division late on February 6th, presented a substantial challenge. Despite nearly 24 hours of undetected flow, collaborative efforts involving multiple City



Crews on site of Feb 7th leak.

departments and external support successfully located and rectified the leak. The leak's magnitude resulted in a production of over 5 million gallons on the day of discovery, yet demand continued to outpace supply. Timely resolution prevented critical pressure losses. The Community Services crews' assistance was particularly valuable, especially given the impending snowstorm. A subsequent small leak on Hartswood Drive was addressed by a contracted service provider due to internal resource constraints following the major leak and snow removal operations. The service leak on Hampshire Circle was promptly repaired with minimal disruption. A leak on Locust St at the intersection of Monroe was called in the as the Utilities Division made the repairs with service disruptions to Monroe St for the evening. A leak on Kirkland St was also found and repaired with disruptions of service on Kirkland for the day.

The Water Division continues to prioritize the Lead Service Line Inventory (LSLI) project. In accordance with EPA and NHDES regulations, over 8,000 resident letters were distributed to

initiate the identification of both homeowner and City-owned portions of water services. This initiative has generated significant resident inquiries, requiring extensive staff time for clarification and support. Crews from the Water Division is conducting water sampling, including service line surveys and resident-collected "first draw" samples.

Meter staff focused on service and inventory management during the reporting period, with no new meter installations. The team completed 151 work orders and responded to 32 service requests. Staff also assisted with the LSLI survey and conducted LSLI inspections as requested by residents. The EyeOnWater platform continues to gain traction, with 828 registered users.

Utilities Division-Sewer Pump Stations & Collection



The Sewer Collection division addressed 2 service requests and 1 work order. Activity is expected to increase with the onset of warmer temperatures.

Key Observations:

- The performance of the new PFAS water treatment plant has been critical in maintaining water production and allowing for aquifer recovery.
- The collaborative effort to locate and repair the major water leak on February 6th demonstrates the effectiveness of interdepartmental cooperation and external support.
- The LSLI project continues to require significant staff resources for resident communication and sample collection.
- Continued monitoring of water production and distribution systems is essential to ensure adequate supply and pressure, particularly during periods of high demand or unforeseen events.
- Proactive planning for potential weather-related impacts on utility operations is recommended.
- Continue to promote the EyeOnWater platform to encourage user adoption and enhance water conservation efforts.

Streets & Stormwater



Streets

Community Services | Dover, NH

The Streets and Stormwater Department had a busy month in February with a total of 279 service requests logged and 211 service requests successfully closed. The department also managed eight snow events and 3 overnight snow removal events, which resulted in a total of 26.5 inches of snowfall for the month.

Service Requests

- Total Service Requests Logged: 279
- Total Service Requests Closed: 211

Majority of these requests were snow related. Staff worked diligently to resolve issues, and significant progress was made in closing out the service requests. However, 98 requests are still in progress, mainly due to ongoing weather-related challenges and resource allocation.

Snow and Weather Events

- **Total Snow Events: 8**
- **Total Snow Accumulation: 26.5 inches**

Snow Event Breakdown:

- **First Event (February 2-3): 2.5 inches**
- **Second Event (February 6): 3 inches**
- **Third Event (February 8-9): 9.5 inches**
- **Fourth Event (February 13-AM): 1.5 inches**
- **Fifth Event (February 13-PM): Icy roads**
- **Sixth Event (February 15-16) 10 Inches**
- **Seventh Event (February 27) Overnight Icy roads to snow .5 Inches**
- **Eighth Event (February 28) Icy roads**

Downtown Snow Removal Breakdown:

- **February 11-12- Loader with blower**
- **February 19-20- Loader with blower**
- **February 20-21- Loader with blower**

During these snow events, the division focused on efficient snow removal to ensure roadways remained passable and safe for residents. This included plowing and clearing stormwater drains to prevent any flooding caused by melting snow. A snow plowing event requires an all-hands-on deck approach, with a typical event requiring 35 employees (including contractors) performing snow removal duties. Depending upon the severity and length of storms, crews can be asked to work 18+ hours straight. It's not uncommon for these hours to approach and surpass 30+ hours. During the long duration snow storm which started on the night of February 15th, some employees of the streets crew worked 32 to 34 hours straight with one employee working 40 hours straight. This storm was unique in that once storm appeared to end and cleanup began, another round of snow came through dropping 3-4 inches of heavy wet snow. The crew, along with help from the other divisions, worked around the clock throughout the month.

Challenges

- ★ Snow Events: The snowfall presented challenges in terms of timely response and resource allocation. Plowing and salting efforts required close coordination to ensure high-priority areas were serviced first, especially during the peak snow events.
- ★ Parking Bans- 3 parking bans were called in February. Compliance with the ban is important for snow removal personnel to efficiently and effectively clean all streets.

Looking Ahead

- ★ Winter Preparedness: The division will continue to monitor weather conditions and ensure that equipment and personnel are prepared for any additional snowfall or winter weather events.
- ★ Service Request Follow-up: Continued attention will be given to the remaining service requests, and efforts will be made to address them promptly.
- ★ Stormwater System Maintenance: With the winter thaw approaching, additional maintenance on stormwater infrastructure will be prioritized to prevent flooding and ensure proper drainage.



This aerial photo shows the snow dump after only 3 nights of snow removal and before the daily snow removal work started. After the truck dumps, the loader pushes up the piles as high as possible.



Pictured left, the snow is pushed off the curb line into a windrow by a crew which consists of loaders and skidsteers. A loader with a plow then forms the windrow ahead of the loader which has the blower on it. The blower then comes along and has a convoy of trucks that work on removing the snow. A windrow of this size will typically need 3 passes with the blower in order to remove it all. The trucks once full then go to the snow dump to dump the snow and then return and in get back in line.

Pictured right, the loader with the blower is on its final cleanup pass. The truck follows along side the loader within reach of the chute. The truck driver and the loader operator need to match speeds. The blower is a 1985 model, while it has dependability issues due to its age, when running smoothly it can remove snow efficiently. The question always becomes will it make it all night without a breakdown.



Once the storms ended, the clean-up began. In the days since, the crew has worked daily to remove snow from parking lots, side streets, dead ends as well as cul-de-sacs.

Facilities, Grounds & Cemeteries



The Facilities, Grounds and Cemetery Division received 63 Service Requests of which 52 were closed, and 61 Work Orders of which 51 were completed and closed in the month of February.

There were six work orders pertaining to cemetery issues, nineteen work orders pertaining to facility issues, five work orders pertaining to grounds issues, twenty work orders related to sign issues, ten work orders related to traffic and street light issues and one work order pertaining to tree issues.

Three full burials, and two ash interments were conducted in the Pine Hill Cemetery this month. Ten full graves and two cremation spaces were sold this month.

The month of February was also a very busy one for crews helping out at the Public Library. The library is temporarily moving day-to-day operations to the McConnell Center next door, while a remodel and addition takes place at the library. Crews have spent an additional fifty person-hours this month helping move items into storage, disposing of some items at the Solid Waste Center, building some new shelving, and modifying existing shelving to make it mobile. Crews worked with the Streets and Parking Divisions to establish an additional Winter Parking Ban area. Part of Mount Vernon Street received new signs to ban parking during the winter period of December 1st to April 1st. This move is to allow plowing crews to clear streets more efficiently in areas that roads are narrower and vehicle owners tend to leave their cars on the street even when the city calls for an overnight parking ban.

Crews were busy the month of February with storm related activities. Several crew members participate in plowing duties and spent several days and nights plowing the city streets. The remaining crew members are responsible for clearing the public and employee access to several facilities around the city. The primary responsibilities are City Hall, the Transportation Center and the Indoor Pool. Once storms have cleared out and the primary locations have been addressed, those same crew members then start the long and arduous process of clearing the remaining city buildings, such as the Community Services building, the Veteran's Center and multiple buildings at the Pine Hill Cemetery. In addition to the buildings, the paved roads all need to be plowed in the cemetery, as burials are conducted year-round.

The division was able to purchase a new bucket-truck this month to replace the old one that had become an undependable safety concern. The bucket truck is used throughout the city to address tree safety concerns and also to address traffic lights and signage issues.

Engineering:



- *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*

Behind every successful team, there are often unsung heroes who keep the gears turning smoothly. At the Mast Road office of Dover's Community Services department, three individuals stand out for their exceptional support and dedication: Cheryl Dwyer, Wendy Roy, and Nancy Usbelger. These administrative professionals play a crucial role in ensuring the department's efficient operation, often going above and beyond to assist not just the engineering staff, but every member of the Community Services team.



Mast Road Administrative Staff (from L to R: Nancy Usbelger, Cheryl Dwyer, and Wendy Roy)

Cheryl, Wendy, and Nancy are the backbone of Community Services, handling a wide range of essential tasks. From managing payroll and processing claims to documenting service calls and providing top-notch customer service, their responsibilities are vast and varied. They are the first point of contact for many residents, answering questions, directing inquiries, and ensuring that everyone feels heard and valued.

Their support for the engineering team is particularly noteworthy. They assist with project documentation, financial tracking, permitting, and help track Service Calls and Work Orders. Their attention to detail and organizational skills are invaluable in keeping projects on track and ensuring their success.

Beyond their technical skills, Cheryl, Wendy, and Nancy bring a positive attitude and a willingness to help to their work. They are known for their friendly demeanor and their commitment to providing the highest level of service to the community. Their dedication often goes unnoticed, but it is deeply appreciated by their colleagues and the residents they serve.

Next time you visit Community Services, be sure to say hello to Cheryl, Wendy, and Nancy. They are an integral part of the team, always ready to lend a hand and contribute to making Dover a better place to live.

Dover Utilities Commission (Krystian Kozlowski):

There was no meeting in February. The next meeting is scheduled for March 3, 2025.

Transportation Advisory Committee (TAC) (Jillian Semprini):

There was no TAC meeting in February. The next TAC meeting is scheduled for March 24, 2025.

Planning Board (Ken Mavrogeorge):

Planning Board met once in February on the 11th. Topics on the agenda included:

- A Conditional Use Permit Application for a private property on Back Road.
- Discussion of Accessory Dwelling Units
- Discussion of Transfer of Development Rights

Municipal Alliance for Adaptive Management (MAAM) (Director John Storer & Tim Puls):

MAAM did not meet in February. The next meeting is scheduled for March 13, 2025.

Seacoast Stormwater Coalition (SSC) (Tim Puls):

There was an SSC meeting on February 19th. Harvey Pine (NHDES) provided a presentation on the TMDL program and requirements for MS4. Tom Swenson discussed Year 7 requirements, including, Wet Weather Sampling, system vulnerability factors (SVFs), catchment investigations, an update on the 2026 MS4 Permit publication date and changes, the new NH Stormwater Manual, upcoming meetings and workshops, i.e., PTAP Non-Structural Refresher and LPCP Workshop.

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

- TIF Advisory Committee met on February 18th to discuss the revenue and debt service of the TIF as well as get an update on Construction progress at the Waterfront.
- CWDAC also met on February 18th at City Hall to go over project updated on the Pavilion, the Waterfront, and a discussion about the Great Bay Rowing Club and their decision to not come back to the waterfront post construction.

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
February 2025	4	2
2025 YTD	19	19

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

Engineering staff has a renewed focus on providing more timely and relevant updates on the City's website. In 2025 staff hopes to have more.

In the bustling tapestry of city life, amidst the hum of traffic and the rhythm of daily routines, there exists a group of dedicated individuals who often work behind the scenes, ensuring the smooth operation of our community. These are the often-anonymous heroes of Dover, the people of the Community Services Department (Public Works), who are, in essence, our first responders, though they may not wear the uniforms of police or firefighters. They are the guardians of our infrastructure, the silent force that keeps our city safe, healthy, and functioning.

While the flashing lights and sirens of emergency vehicles command immediate attention, the critical services provided by Public Works employees often go unnoticed – until a crisis strikes. A water main break at 2 AM, a sewer backup on a holiday, a road impassable due to a sudden blizzard – these are the moments when the true value of our Public Works crews becomes undeniably clear. They brave the elements, sacrificing precious time with loved ones, sleep, and personal commitments to restore essential services and protect our community.



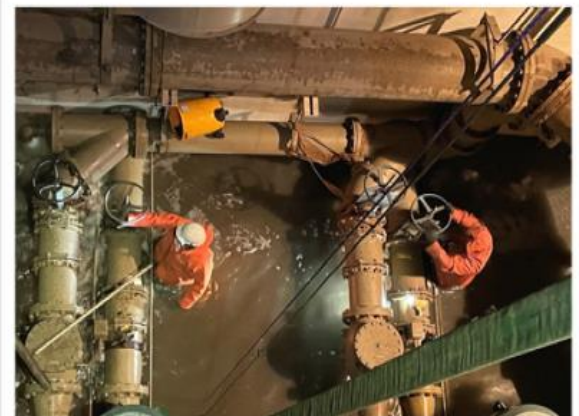
CS crews responding to a sewer main backup during a snow storm while another CS crew member clears snow from the sidewalks.

Consider the sheer breadth of responsibilities that fall under the Public Works umbrella. They are responsible for maintaining the safety and accessibility of our roads, ensuring that we can travel to work, school, and essential services without incident. They provide safe drinking water, a resource so fundamental that we often take it for granted. They manage our wastewater treatment, protecting public health and the environment. They maintain our public spaces, from parks and playgrounds to cemeteries and streetlights, contributing to the quality of life we enjoy in Dover. And this is just a glimpse of the myriad of tasks they handle, often juggling multiple priorities simultaneously.

These dedicated professionals are on call 24/7, 365 days a year, ready to respond to emergencies, big or small. They are the first line of defense against the disruptions that can cripple a city no matter the size. Imagine a winter storm that knocks out power and blocks roads with fallen trees. While linemen work to restore electricity, it's the Public Works crews who are out clearing the roads, ensuring that emergency vehicles can reach those in need and that essential services can resume. They are the backbone of our city's resilience, the steady hand that guides us through



CS crews working in the middle of the night to clear snow from Downtown to restore pedestrian and parking access.



CS staff working in waist deep wastewater at the bottom of the River Street Pump Station during a catastrophic break in May 2023.



CS crews vacuum out a water shut off in front of the former Earcraft music building during the hunt for a water leak on February 8th.

challenging times.

Yet, despite their crucial role, Public Works employees often face a barrage of criticism. Potholes, missed trash pickups, snow covered sidewalks, and the occasional inconvenience due to roadwork are common sources of complaints. While these issues are valid, the negativity can overshadow the pressures and stresses that Public Works employees face daily. They are often short-staffed, struggling to keep up with the demands of an aging infrastructure, and a growing city. Training

opportunities are frequently limited, as the nature of their work rarely allows for downtime. The job never stops, and the pressure to respond quickly and effectively is constant. It's no wonder that attracting and retaining qualified Public Works employees is, and always has been, a challenge.

February 7th Water Main Break:

Never has the importance of Public Works employees as first responders been more evident than the events of February 7, 2025. On that date, the City experienced a significant loss of water due to a major water service break. In response, a coordinated effort involving Fire, Police, and Community Services staff was launched to locate and resolve the issue. After 23 hours of tireless work, the break was finally located, a testament to the dedication and perseverance of the City's first responders from Fire, Police, and Community Services.

The incident, which saw a loss of over 3 million gallons of treated, potable water from the City's system, highlighted the critical importance of emergency response from public works employees that are responsible for maintaining the city's infrastructure, including its water system. Many employees from Community Services spent nearly 24 hours hunting for the main break all while knowing that a significant winter snow storm was about to hit the City and require plowing crews to mobilize.

The tasks undertaken by the staff to locate the break were extensive and included shutting down large portions of the water system, collecting samples from catch basins, outfalls, puddles, and streams; walking easements; mobilizing leak detection consultants; driving all roads; and searching abandoned buildings. This systematic approach, covering all possible areas, ultimately led to the discovery of the break.

The incident underscored the importance of ongoing efforts to improve emergency response. Dover's Community Services staff have met, and will continue to meet, to identify ways to enhance their response capabilities. This commitment to continuous improvement is essential to ensure that the city is prepared for future emergencies.

By investing in the repair and replacement of aging infrastructure, we can reduce the likelihood of future water main breaks and other emergencies.

The February 7th water main break was a significant event that disrupted the lives of many Dover residents and should serve as a reminder of the importance of investing in our infrastructure. Aging water mains are a common problem in many cities, and Dover is no exception. It also showcased the city's ability to come together in times of crisis. The collaborative effort of fire, police, and community services staff, demonstrated the city's first responder's commitment to the common good.

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.

Fifth and Grove Reconstruction:

The City's contractor, N. Granese and Sons, has largely ceased work on the Fifth and Grove project for the winter with the exception of some electrical work including the installation of decorative lighting within the project limits. Work is expected to resume in the spring with the construction of sidewalks, tying in driveways, top coat of pavement and landscaping.

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 on the project began at the end of January by SUR and is expected to last 4-6 weeks depending on weather and other unforeseen site conditions.

Cochecho Waterfront Redevelopment:

The Cochecho Waterfront Development continues to make steady progress despite the challenges posed by a dramatic shift from a somewhat mild to a bitterly cold and snowy winter. Vertical construction is proceeding as planned, with significant advancements in both residential buildings and public infrastructure.



Building D continues to rise high above the Cochecho River.

Private Development:

Building C nears completion of its 5th-floor framing, with the majority of the roof deck now installed. Building D is close behind with its fifth floor framing well underway. The multiple townhomes in the development are also moving along with building E-1, which has 11 units nearing completion of rough exterior construction. Building E-2 (9 units) has rough exterior



Aerial view of the Waterfront Redevelopment Project looking back at Downtown Dover.

framing actively underway.

Public Improvements:

Granite toe wall construction is ongoing on the north side of the existing bulkhead. Eversource is actively working to resolve supply chain issues impacting power delivery to the development. Eversource vault covers have been installed and secured. Subgrade adjustments and pre-RAP surveys are complete for the proposed Building F footprint (parcel 1-7) which is one of the final steps required prior to transferring this parcel to the Private Developer.

Construction activities exposed additional deterioration of the existing sheet pile bulkhead panels beyond what was expected. The City is working with the contractor, engineers and permitting agencies to find a better long term replacement for the steel sheet pile bulkhead.

Preparations, including snow removal, are underway for stairwell construction near the Pavilion building.

Key Challenges & Mitigation:

Winter weather and supply chain issues, specifically related to Eversource power delivery, are being managed by staff on the various projects down at the site. Despite these challenges, the Cochecho Waterfront Development is maintaining a steady pace, with notable progress on both residential buildings and crucial public infrastructure.

Requests for Proposals and Bids:

The Engineering Division of Community Services helps ensure fair and efficient procurement processes for City staff from all departments including Recreation to CS Operations. When a project requires external expertise or resources, the engineering team often uses the internal expertise of its staff to help turn departmental needs into reality by helping to prepare comprehensive Requests for Bids (RFBs).

The Engineering team, armed with record plans, condition assessment reports, and GIS data, can help compile the necessary bid documents for a wide range of projects. The Engineering team does not operate in isolation however; in fact, staff collaborate closely with the Legal and Finance departments to ensure every detail of the bid documents align with city regulations and financial prudence, guaranteeing fair and competitive bids.

This same process is repeated for a diverse range of projects from the massive Waterfront Redevelopment Project to the annual sidewalk reconstruction bid. The list of current projects out to bid can be found on the City of Dover website at the following link:
<https://www.dover.nh.gov/government/city-operations/finance/bids/>

Current projects out to bid include the "Garrison Reservoir to Oak Street & Broadway Water Transmission Main" (B25018), "Hot Bituminous Paving (Asphalt) Laid In Place" (B25040), "Reflectorized Pavement Lines" (B25032), and "Pavement Markings" (B25031).

Non-destructive Testing of Traffic Signals:

In December, the City entered into an agreement with John Turner Consulting (JTC) for NDT traffic signal infrastructure. This testing was recommended by a citywide traffic signal assessment conducted in 2023. The City expects that the NDT 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. The NDT assessment began in mid-February but has been limited to the upper portions of the traffic infrastructure due to snow. As more snow melts the NDT will continue.

Mill St Pump Station Reconstruction:

Consultant, Woodard & Curran provided a contract amendment for the next phase of the Mill St Pump Station evaluation including the assessment of a fourth design alternative. The new alternative being considered is aimed at reducing the sewer demand on the River St pump station by redirecting sewer flows to the Varney Brook pump station. The amendment now heads to City Council for approval. Work on the final design phase of the project is expected to begin in the summer of 2025 with construction of a replacement pump station starting in the spring of 2026.

Sixth Street Bridge:

Engineering staff received and reviewed an Alternatives Analysis in February from their consultant VHB and determined a preferred alternative for the bridge replacement. The City gave VHB the go ahead to proceed with the development of final permitting documents with hopes to replace the bridge in 2026.

Garrison Hill Water Tank Rehabilitation:

Sargent Corporation was the low bidder and was awarded the rehabilitation project in January 2025. In February a preconstruction meeting was held with Sargent where a construction schedule was discussed. Work is expected to begin in early March and last until early summer. During the work, the tank will be drained completely, inspected, and repaired. The rehabilitation of the tank is possible due to the construction of the new elevated tank brought online earlier in 2024. Public access to the Garrison Hill Park and community garden may be limited during construction and parkgoers are encouraged to check with the City's website for updates on the park's availability.

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. The project was put out to bid in February and bids from contractors are due in mid-March.

Henry Law Avenue/Payne Street Reconstruction:

Engineering Staff met with the NHDES in February to discuss progress on the Henry Law Park BMP project which is the major component of the Henry Law Avenue and Payne Street Reconstruction Project. It is expected that permitting of the project will commence in March and last for 6-7 months. The project is expected to go out for bid in September with construction along the shoreline to begin in mid-October after Apple Harvest Day festivities. Engineering staff are working with other City Departments to minimize disruptions to activities in Henry Law Park including phasing construction to allow for safe use of amenities throughout construction.

Court & Union Street Renovation:

As we move into the early part of 2025, the Court and Union Street Reconstruction Project is reaching a critical milestone, bidding. Behind the scenes, the City's Engineering, Finance, and Legal teams have been working diligently to finalize all the necessary preparations to send this significant project out to bid.

For those unfamiliar, this project aims to revitalize a key section of Dover, addressing aging infrastructure that has long been in need of an overhaul. This project is not just a simple paving job. The plans call for:

- Pavement renewal: Providing a smooth and safe driving surface.
- Sidewalk and curbing improvements: Enhancing pedestrian accessibility and safety.
- Water main upgrades: Ensuring reliable water service for residents and businesses.
- Stormwater system enhancements: Improving drainage and reducing the risk of flooding.

The anticipation is that the bidding process will conclude, and a contractor will be selected, in early spring 2025. The City is anticipating a construction timeline of approximately two years, which will undoubtedly bring some temporary disruptions. However, the long-term benefits to the community will be substantial.

The City staff understand that construction projects can be challenging, and will strive to minimize inconveniences as much as possible. Information will be made available through the city's website, and through email updates. We encourage people who want to stay informed, to sign up for those email updates.

Residents in the vicinity of the project will be contacted by City staff in the coming weeks about signing right of entry forms and tree waivers that are required for construction to proceed.

Stormwater Filtration Column Study:

The City's Environmental Project Manager, Tim Puls, is working closely with staff at the University of New Hampshire Stormwater Center on a column study to compare the performance of different bioretention soil media mixes for Phosphate and Nitrate removal in stormwater. The hope is that this study will provide ways for City best management practices or BMPs to be modified to enhance nutrient removals in sensitive resource areas throughout the City.



Picture of the constant head infiltration rate test being conducted at UNH in conjunction with the City of Dover Engineering Department.

Detention Pond Retrofit Project:

The city is working with the University of New Hampshire Stormwater Center to assess existing stormwater detention ponds for potential retrofit options. The retrofits are intended to improve pollutant removal efficiencies of typical stormwater pollutants, i.e., total suspended solids, nutrients (phosphorus and nitrogen), and heavy metals (zinc). This will reduce the amount of these pollutants from entering local waterways, such as the Bellamy River, the Cocheco River and ultimately the Great Bay. This project will assist the city with meeting the goals of the Environmental Protection Agency's Municipal Separate Storm Sewer System (MS4) permit.

Clean Sweep: Innovative Regional Street Sweeping Program for Great Bay – Phase 1

The city has partnered with Woodard & Curran and the University of New Hampshire Stormwater Center to establish a comprehensive regional street sweeping program that will operate across municipal boundaries in the Great Bay watershed to reduce stormwater pollution and measurably improve water quality.

It is now well understood that street sweeping, effectively deployed in the Fall to collect leaf litter from paved surfaces, is one of the single greatest approaches to reduce nutrient wash off in developed watersheds. Individual municipal street sweeping programs often lack operational and financial capacity to implement effective programs with staffing, equipment costs, maintenance, and route scheduling challenges leading to implementation barriers. If we are to be successful in the Great Bay watershed, and in New England, advancing stormwater-based nutrient control; effective, efficient, and targeted street sweeping operations will be necessary.

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.

Permit & License Summary February 2025		#
Driveway Permits:		08
Utility Licenses:		01
Paving Licenses:		00
Excavation Permits:		01
Certificate of Occupancy Inspections		09
Construction Permits		01
Obstruction Permits:		00
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. To schedule a meeting with staff, call 603-516-6450.

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

- Industrial Park Road – New vehicle storage facility
- Watson Rd – Commercial Building Expansion
- Informal Review of the Proposed Dover High School Athletic Complex
- Discussion about changing a private neighborhood to a public road (Eagan Dr)
- 512 Sixth St – Residential subdivision.



***Lenox Dr development on
Fisher Street***

There was one (1) preconstruction meeting held in February 2025.

- Dover Public Library

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:

- 725 Central Ave Development (Central Ave and Brick 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.



Chase Bank at Weeks Lane



McIntosh Redevelopment is starting to rise.

Finance Department

Administration:

On Jan 23, 2025, Deputy Finance Director has attended a Reporting Webinar sponsored by the Department of Energy regarding the Energy Efficiency and Conservation Block Grant (EECBG).

On 2/7/25, Esina Navarro, Executive Secretary, Attended Administrative Professional Foundations Webinar Sponsored by LinkedIn Learning. Learning Objectives included: Roles, Job Specific Skills, Inner office management skills and functions.

On Friday February 21, 2025 Finance Director Daniel Lynch attended a virtual Monthly Market Update session provided by PFM Asset Management, which reviewed current economic conditions, bond market, equities market, and short-term forecast.

City Clerk Tax Collection (CC/TC)

Update unavailable at time of report.

Tax Assessment

Update unavailable at time of report.

Water/Sewer Utility Billing

Update unavailable at time of report.

Finance / Accounting / Purchasing

Update unavailable at time of report.

Purchase Orders over \$5,000:

Department/Division	PO Date	Vendor	Amount
Finance Office	2/25/2025	VERIZON WIRELESS	\$16,126.00
Finance Office	2/25/2025	VERIZON WIRELESS	\$26,786.00
Finance Office	2/25/2025	CONSOLIDATED COMM	\$49,846.00
Finance Office	2/13/2025	MS GOVERN	\$57,587.00
Info Technology	2/5/2025	SHI INTERNATIONAL CORP	\$6,342.72
Info Technology	2/12/2025	TYLER TECHNOLOGIES, INC.	\$9,656.00
Community Services	2/11/2025	SUR CONSTRUCTION, INC.	\$5,391.00
Community Services	2/19/2025	EMERY & GARRETT	\$5,400.00
Community Services	2/11/2025	SUR CONSTRUCTION, INC.	\$6,500.00
Community Services	2/26/2025	KAUFMAN TRAILERS, LLC	\$6,710.00
Community Services	2/21/2025	HERC RENTALS - 186	\$9,785.00
Community Services	2/5/2025	SANEL NAPA	\$15,308.21
Community Services	2/18/2025	GRAPPONE FORD	\$28,756.00
Community Services	2/27/2025	BOBCAT OF NH	\$149,610.36
Community Services	2/25/2025	SARGENT CORPORATION	\$2,877,110.00
Executive	2/18/2025	CITIZENS BANK-CREDIT CARD	\$7,000.00
Fire and Rescue	2/19/2025	SPRAGUE FLOOR COVERING INC	\$5,401.50
Fire and Rescue	2/11/2025	SOUTHWORTH-MILTON INC	\$15,187.38
Fire and Rescue	2/27/2025	GREENWOOD EMERGENCY VEHICLES,	\$785,000.00
Planning	2/26/2025	CITY OF DOVER-WATER~SEWER	\$7,231.68
Police	2/18/2025	GOVSMART, INC.	\$8,591.04
Police	2/27/2025	SIEMENS INDUSTRY, INC.	\$17,240.00

Bid Solicitation:

Department	Bid #	Bid Date	Description
CS	B25-040	2/15/2025	Hot Bituminous Asphalt Laid in Place

Fire & Rescue

Calls for Service / Activity Statistics

February saw Fire & Rescue responding to 603 calls for service, an average of over 21 calls per 24-hour period in each day of the month. Through our National Fire Incident Management Reporting System, these calls are generally broken down into Fires, Medical Emergencies, Hazardous Conditions (gas leaks; power lines down; etc), False Calls (good intent) and Non-Emergent requests.

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

In the month of February, there were 197 times when 2 calls were going on simultaneously, and 121 times when 3 or more calls were going on at the same time.

In the month of February, some interesting emergency calls to note were:

The Fire Department was dispatched mutual aid to 15 Country Ridge Park in Rochester for a structure fire on February 11th. Engine one and Car 4 responded to the scene of a mobile home fire. Flames were quickly brought under control and no injuries were reported as a result of the fire.

On February 20th, the Fire Department was dispatched to 16 Harlans Way for a confirmed structure fire. This 2-alarm fire started in the attached garage, flames quickly spread, engulfing the garage entirely. Crews were able to stop the flames from spreading into the first and second floors of the house. Narrow roadways due to snow banks along the sides of the road made it very difficult to position fire apparatus. The fire hydrant that was utilized for this fire had been cleared of snow prior to the incident and subsequently saved valuable time as a result. If a fire hydrant cannot be accessed due to snow or anything blocking it, the time necessary to remove the obstruction can be a matter of life or death. We attempt to assure the hydrants are cleared but we can't get to all of them as quickly as we would like so many thanks go out to the citizens of Dover who take the time to clear the fire hydrants after snow fall.

The Fire Department was involved with the search of the water leak. Chief Plummer, D/C Chabot, on duty crews and off duty recall personnel in SUV's were utilized throughout the incident.

Division of Emergency Medical Services:

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

Facility	State	# of individuals
Wentworth Douglass Hospital	NH	259
Free Standing ER – Dover (HCA)	NH	38
Frisbie Memorial Hospital	NH	2
Portsmouth Regional Hospital	NH	9
Mass General Hospital	MA	0
Brigham and Woman's Hospital	MA	0
Boston Children's Hospital	MA	0
Maine Medical	ME	0
York Hospital	ME	0
Exeter Hospital	NH	0
Elliot Hospital	NH	0
Dartmouth Hitchcock Medical	NH	0
St. Joseph's Hospital	NH	0
Tufts Medical Center	MA	0
Total Transports		308
**Non Transports/Sign offs/Refusal of Care		149

****Includes no patient contacts: Accidental Medical Alert Alarms, Cancelled enroute, etc.**

Breakdown of Patient Contacts by Age Group & Acuity

Age Range	Number	Average Age	Status I (Critical)	Status II (Emergent)	Status III (Lower Acuity)	Status IV (non-acute)	Obvious Death
0-9	12	2.3	2	5	2	3	
10-19	19	16.5		3	12	4	
20-29	20	25		3	12	5	
30-39	32	34.3		1	26	5	
40-49	25	44.1	1	5	16	3	

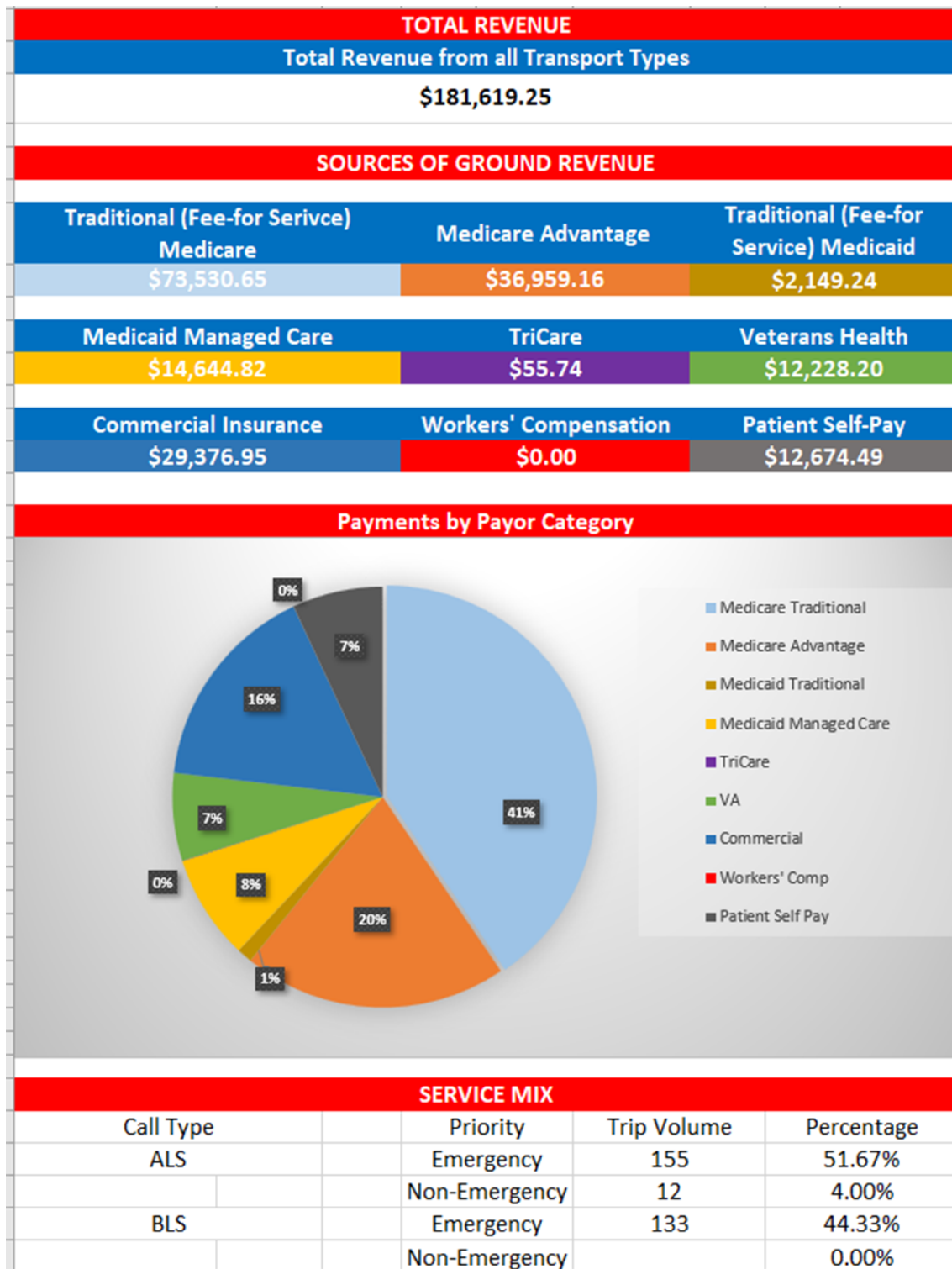
50-59	37	55	2	4	23	4	4
60-69	61	64.5	2	13	39	7	
70-79	94	74.3	1	10	61	22	
80-89	80	84.2	6	16	43	15	
90-99	52	92.8	3	7	27	15	
100-120	5	103.4	1		2	2	
Totals:	437	64.2	17	68	264	84	4

Mutual Aid:

This month, the Department has assisted Partner EMS Services with several Mutual Aid responses to their service areas. These responses are indicated below:

Municipality Assisted	EMS Service	Dover Assists
<i>Barrington</i>	Barrington Fire	
<i>Berwick</i>	Stewart's Ambulance	
<i>Durham</i>	McGregor EMS	1
<i>Eliot</i>	Stewart's Ambulance	
<i>Farmington</i>	Farmington Fire	
<i>Greenland</i>	Greenland Fire	
<i>Kensington</i>	Kensington Fire	
<i>Lee</i>	McGregor EMS	
<i>Kittery</i>	Stewart's Ambulance	1
<i>Madbury</i>	McGregor EMS	
<i>New Durham</i>	New Durham Fire	
<i>Newington</i>	Newington Fire	
<i>North Hampton</i>	North Hampton Fire	
<i>Northwood</i>	Northwood Fire	
<i>Pease ANGB</i>	Pease ANGB Fire	
<i>Rochester</i>	Frisbie EMS	7
<i>Rollinsford</i>	York Ambulance	2
<i>Seabrook</i>	Seabrook Fire	
<i>Somersworth</i>	Stewart's Ambulance	4
<i>South Berwick</i>	York Ambulance	3
	Total	18

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



February 13th, the Continuous Quality Improvement & EMS Advisory Committee met for its monthly meeting. The committee members are actively reviewing Patient Care Reports in several categories. As with any new program, the committee is diligently working out the bugs in the system, primarily in the communication loop through the NHESR system.

February 27th & 28th, staff at WDH conducted Obstetrical Emergency training for the duty shifts utilizing the lifelike mannequins at WDH's simulation labs. The crews were exposed to various OB/GYN emergencies to work on teamwork & hone skills needed in these low frequency, high risk situations.

Administration:

A recent renovation of Central Fire Station revealed a set of original pocket doors within the walls during the demolition process. These doors were framed over during a major renovation back in 1982. The doors and track were removed and will be re-mounted along the wall to help preserve the history of Dover.



February 6th, Division Chief Irwin sat on the quarterly Portsmouth Regional Hospital Emergency Management Committee. These meeting are held to discuss threats, manmade or natural, to HCA facilities in our region. Also discussed is the disaster preparedness training or needs that these facilities have to support the surrounding communities.

February 14th, the Fire Department participated in the Communications Working Group for SCFOMAD. This group is working towards steam-lining Department Alarm Cards, radio frequency banks, and the District's website. This group is also tasked with management of the Mobile Command Post, and working towards the re-establishment of a District Incident Management Team.

With significant increases in cost and production times of firefighting apparatus, the Fire Department is unable to procure an engine/ pumper by the same means as in previous years.



New “demo” engine/ pumper acquired by the City.

Typically, a custom engine/ pumper is designed with specific requirements that fit the Fire Department operational needs such as, maximum height, minimum size water tank, pump size, compartment layout etc. The cost to replicate an engine/ pumper that is on the departments 10-year replacement schedule will cost \$1.2 million, exceeding the CIP allotment for the purchase. Build time on this replication would be approx. 36 months. The cost of that engine/ pumper 10 years ago was \$435,000.00 and came with a 12 month build time. Through some persistence, hard work and a little bit of luck, the Fire Department was able to locate an engine/ pumper that fits the specific operational needs. This unit was slated to be a “demo” engine/ pumper that would travel

across the country to demonstrate its features and capabilities to various fire departments. Before it could be utilized as a “demo” unit, Dover Fire was able to place a hold on it immediately after departing the assembly line and committed to the purchase. Several other communities had the same idea and were in line awaiting a chance to purchase. “Demo” units reduce apparatus cost significantly and are typically available immediately once a purchase commitment is made vs. waiting years for delivery.

The Fire Department continues their training with the newly purchased Self Contained Breathing Apparatus (SCBA). Because the new SCBA equipment is of a different brand, it is vital that the department members are 100% comfortable utilizing the equipment in every situation. Safety and survival training props from the New Hampshire Fire Academy were dropped off in Dover for crews to practice self-rescue and survival when faced with similar situations in actual emergency situations. All shifts are rotated through the stations and scenarios multiple times to increase equipment comfort level and gain muscle memory. Don’t practice until it’s done right, the goal is to practice until it can’t be done wrong.



February 20th, Division Chief Irwin attended the quarterly SCFOMAD Local Training event. The topic was Mayday procedures, conducted by Salisbury, MA Fire Chief Carrigan, and hosted by the Portsmouth Fire Department. The goal of this training is to start the development of uniformity in Mayday policies and Rapid Intervention Team procedures, among the 53 member departments.

Planning & Community Development

Inspection Services:

Inspections & Permits	February 2025
Life Safety Inspections	31
Business Inspections	13
Sprinkler / Alarm Inspections	32
Building Inspections	108
Electrical Inspections	93
Plumbing / Mechanical Inspections	128
Blasting Inspections	0
Health/Housing Standards Inspections	33
School / Daycare Inspections	1
Oil Burner Inspections	2
Woodstove / Fireplace Inspections	0
Building Permits	50
Blasting Permits	0
Certificate of Occupancy Permits	13
Walk-in Customers	81

Administration

Planning and Community Development staff met with several developers regarding conceptual reviews. Projects included some residential only, some commercial or mixed use and some industrial. There is active interest throughout the City and with project costs trending up, interest in development is 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 phase 1 is currently under construction. 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 applicant for 47 Chestnut St. is set to ask for an extension request (for vesting purposes) in March to the Planning Board.

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. A zoning amendment should be posted in March 2025.

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.

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 including the hiring of a Housing Planner.

City Planner Bassegio recorded an episode of the Dover Download podcast to recap February 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 896 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 3,731 followers).

Planning and Media Services staff continued to develop and enhance an electronic “newsletter” for planning related items (with 1,117 subscribers). Two newsletters were sent in February. Content included meeting summaries, meeting previews, Master Plan updates, and various special topics such as information on upcoming Planning Board meetings, the creation of a TDR subcommittee, the City Council workshop on the Master Plan, updates from the Forest Management Subcommittee, the approval of the 2024 Energy Report, and the presentation to Council of the Planning Department budget. Two Polco surveys question asked: “Are you familiar with the City of Dover’s renewable energy goals?” and “Would you be interested in learning how to identify ash trees in Dover that have been affected by the Emerald Ash Borer (EAB)?”

Planning Staff created a webpage on the City website dedicated to Transfer of Development Rights. The page includes an overview of the ordinance and information on individual applications received by the Planning Department; this includes links to project materials, project address, and status updates.

Resilience Coordinator Merchant staffed the special Energy Commission Meeting on February 3rd to discuss an unusual change to the CPCNH rate.

Assistant City Planner Edgecomb staffed a Forestry Meeting on Monday February 3rd, where the group discussed how to move forward with funding around the ash trees in the downtown.

Zoning Administrator Crouser staffed the Dover Arts Commission meeting on February 3, 2025. 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 reviewed several DAC Grant applications and discussed the viability of the “No More Stolen Sisters” art installation proposal at Henry Law Park, in addition to clarifying the DAC’s budget and overall art plan.

City Planner Bassegio staffed the Community Trail Advisory Committee meeting on February 4th. CTAC reviewed completed and ongoing projects and completed an action matrix to set timelines for committee goals and recommendations.

Assistant City Planner Edgecomb staffed the Conservation Commission on Monday, February 10th where they reviewed local Conditional Use Permits, NHDES wetlands application update

letters, and discussed the potential funding for the Ash tree removal and replanting's in the downtown.

Assistant Planner Edgecomb attended the February 13th meeting regarding the State Climate Action Plan with a focus on Natural Lands, Forestry, and Agriculture.

Assistant City Planner Edgecomb continues to work with City Planner Bassegio on drafting a Land Use Handbook for each board.

Resilience Coordinator Merchant staffed the Energy Commission meeting on February 19th where general elections were held.

Resilience Coordinator Merchant and Assistant City Planner Edgecomb met to discuss community outreach initiatives for the upcoming year.

The Energy Commission and Resilience Coordinator Merchant released the Energy Commission Report on February 27th. Special thanks to Chair Bill Baber who put the document together.

Zoning Administrator Crouser staffed the Zoning Board of Adjustment's (ZBA) regular meeting on February 20th in which a variance allowing a single-family home in the Commercial District on Mast road was approved, in addition to a Special Exception for a Seasonal Auto Storage and Repair Facility on Industrial Park Road, with three (3) other items being continued to the March regular meeting, per applicant requests.

Planning staff continue 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.

Zoning Administrator Crouser did not receive any resident complaints during the month of February, and is preparing follow up with a property owner subject to a complaint regarding chicken coop location, which is planned to become compliant as soon as weather permits the relocation of the fence and structure.

Assistant City Planner Edgecomb attended Floodplain Basic Training in Manchester on February 18th

Resilience Coordinator Merchant connected with Katrin Kasper at Clean Energy New Hampshire on February 27th to explore clean energy projects that other communities across the state are working on.

Resilience Coordinator Merchant and Assistant City Planner Edgecomb attended a Sustainability Professionals Networking event on February 5th.

Resilience Coordinator Merchant attended New England Municipal Sustainability Network event on February 27th to discuss changes to Community Power offerings.

Resilience Coordinator Merchant attended the Barrington Energy Commission Field Trip at Barrington Town Hall on February 27th to learn about other municipal energy efforts.

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.

Staff from Planning, Business Development, Community Services, and the Police Department have worked on a bicycle plan for the city to help ensure better bikeability throughout the city which will be presented to the Transportation Advisory Committee in March.

Director Benton and City Planner Bassegio have been working with SRPC staff on general accessibility, public transportation, and active transportation.

Planning and Finance staff drafted a RFP for an Impact Fee analysis which is completed every 5 years and are negotiating with the one bid received. An award of bid was approved by Council in December. The contract was signed in early February after liability insurance certificates were submitted and the consultant has started the data collection process. The consultant gathered data and met with the Recreation Director, the Police Chief, Fire Chief, and School Superintendent and continued gathering/analyzing data over the summer and fall. The school is provided updated enrollment and capacity data and a draft report was provided to the City for review at the end of December. Staff are reviewing the report and discussing the implications of a new methodology and discussing options with the Planning Board in February. Director Benton is gathering more information and provided a draft to the Planning Board on June 25 and the discussion continued into August with the Board asking staff to draft potential policies and zoning amendments for a possible moratorium or amending the impact fee ordinance to eliminate them. The Board voted in September to set the impact fee to \$0 and to not require projects that received Planning Board approval in 2024 to pay impact fees. They further clarified the draft policy via a vote in October. The Board may vote to post a zoning amendment in March to then potentially be recommended to the City Council.

Planning Staff submitted a Housing Infrastructure Municipal Grant that is proposed to be used towards the Central Avenue Water Main Replacement Project. The City of Dover was eligible to apply for these funds as a Housing Champion community.

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

Housing Navigator Ryan Pope ended his employment with the City of Dover in early January. Director Benton and the hiring committee posted the Housing Planner position and held interviews in February. Director Benton is acting Housing Navigator and closed out the Navigator grant which sunset at the end of February.

Community Development Planner Carpenter began the development of the draft FY26-FY30 Dover CDBG Consolidated Plan.

Community Development Planner Carpenter continued conducting interviews with social services providers and holding public listening session to gather input related to the development of Dover's next CDBG 5-year plan.

Community Development Planner Carpenter conducted HUD required Davis Bacon monitoring at certain Dover CDBG funded projects.

Community Development Planner Carpenter performed environmental reviews for CDBG funded weatherization projects.

Zoning Administrator Crouser, via the New Hampshire Planners Association Legislative Committee attended weekly meetings regarding pertinent legislative proposals at the state level, and assisted in drafting an opposition letter to Senate Bill 175, which was submitted to the Commerce Committee for consideration.

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 mid-April.

Police Department

Prevention Services Unit

Dover Youth to Youth students presented the Sam Skunk Rx Safety program to 4 classrooms totaling 80 students in the STEM classes at Garrison Elementary School. (pictured right)

Youth to Youth students presented the Sam Skunk Loves Her Os program at FGH at Horne Street School to the entire 2nd grade. This presentation teaches the students the value of exercise and the importance of not doing anything that makes it harder to breathe, such as smoking or vaping. About 100 students were present for the presentation.



On February 26th, Bridget Ryan with Social Work Unit Supervisor Kaitlin Jones attended a meeting with the ACERT Technical Assistance Committee team regarding ACERT and its programming in Dover. The team discussed sustainability of ACERT and programmatic data reports.

In February, Seacoast Diversion contacted Steve Pappajohn and Bridget Ryan inquiring about Alternative Suspension, and may be interested in acting as a replication site. Steve and Bridget met with them to discuss the details and will send information to them in the coming months.

The Drug Free Communities (DFC) and Comprehensive Addiction and Recovery Act (CARA) Branch Chief at the CDC contacted Vicki Harris about presenting at the SAMHSA Prevention Summit in Washington DC in February. Vicki presented on the topic of “Opportunities in Prevention, Youth Engagement, and Sustainability.” Attendees filled the room with over 150 people in attendance



Vicki Harris presenting at the SAMHSA Prevention Summit in Washington DC.

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

- The Monday High School Student Team met 2 times
- Older middle school students on the Wednesday Evening Team met 3 times.
- Y2Y members in grades 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 1 time.
- An additional group of 11 fifth graders is being trained after school to assist with the Samantha Skunk Rx & Drug Safety Presentations at Garrison School in February. During this month these students met 6 times after school.

During this month, Prevention Services 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:

- A group of several communities in Northern Massachusetts planning to advance their Coalition’s youth advocacy programs and training, including: Newburyport, Georgetown, Rowley and Amesbury.
- Rogers High School staff from Rogers, MN who are planning a youth empowerment conference for fall 2025.
- Staff from the Norfolk District Attorney’s Office in Norfolk, MA who are planning a youth empowerment conference in April.

Dover Teen Center

During the month, there was a total of 361 youth in attendance over 20 days of programming at the Dover Teen Center. The average was about 18 youth per day.

Some program highlights for the month of February 2025 included, but were not limited to:

- “Friday Flix” Movie & Popcorn Afternoon
- Jenga Tournament
- TC Trip! → Maine Celtics Game
- TC Valentines’ Day Party
- Valentines’ Day Arts & Crafts
- Karaoke Jam Parties
- February School Vacation Week Trips –
 - ◆ Mall of NH Shopping Trip
 - ◆ “Vacation Week Chill Zone Days” w/Lunch Provided
 - ◆ “Smitty’s Bowling & Game Lab”
 - ◆ “Funspot Arcade”



Teen Center staff and participants at Sandy Hill Farm Winter Wonders trip.

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

The TC continues to maintain a TC Facebook bulletin page and Sign-Up Genius scheduling portal with resources, program/schedule announcements, inspirational messaging and best practices. Photos of TC youth participants enjoying events, programs and happenings are shared on the TC page.

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

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



Teen Center staff and participants jamming out at the TC Karaoke Day.

As the Teen Center heads into March 2025, there is a lot of excitement our trip to see another live professional basketball game (Maine Celtics), as well as welcoming the Spring weather for outdoor activities. The TC received (2) new registrations in February 2025.

Community Service Program

The Community Service program tracked (3) participants in the month February 2025. A total of (6.0) hours of community service work completed.

Community Response & Engagement Unit (CREU)

On February 12, 2025, Lt. Mitrushi held a Recruitment & Retention Committee meeting at the department. The committee discussed efforts to address recruiting and hiring new officers. Recruitment efforts such as a “pop-up PT test” event, increasing officer attendance at career and job fairs, reaching out to college athletes and university students directly, creating a LinkedIn page, and creating a DPD hiring page were suggested.

On February 12, 2025, Lt. Mitrushi taught a 3-hour NAMI Connect Suicide Prevention Training class at the Dover Police Department to 6 community members. This program includes interactive case scenarios and protocols for recognizing and responding to individuals at risk for suicide in a variety of community settings.

On February 21, 2025, Lt. Mitrushi met with Dover Fire & Rescue administration to discuss peer support and critical incident stress management. Lt. Mitrushi coordinates the Seacoast NH CISM and Peer Support Team, which provides pre-event information and education, crisis management briefings, defusings, and critical incident stress debriefs to first responders. The meeting was intended to create an additional option for the fire department to request mental health and peer support assistance for their staff. Lt. Mitrushi also coordinated a Seacoast NH CISM and Peer Support Team meeting on February 7, 2025 and one Critical Incident Stress Debrief in the month of February.

Lt. Mitrushi created 5 social media posts this month.

Problem-Oriented Police Officer

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 this month. These cases are ongoing.

In February, Officer Palmer assisted the Special Investigations Unit with several drug-related cases in the City of Dover. On February 26, 2025, Officer Palmer assisted with the execution of a search warrant for drug-related charges that resulted in an arrest.

During the month of February, Officer Palmer conducted foot patrols of the downtown business district and community trail. Several business owners contacted Officer Palmer personally for reports of vagrancy/solutions. Officer Palmer assisted the patrol with various calls throughout

the month and conducted several walks of the Dover Community Trail. This month required additional assistance to patrol due to a high number of weather related events.

On February 19, 2025, Officer Palmer and Prevention Programmer Bridget Ryan attended a job fair at Stonehill College in Easton, MA. Several students expressed interest in joining the Dover Police Department as interns or officers in the future. Officer Palmer attended a conference call for the National Testing Network regarding the hiring services they provide.

Dover Middle School Liaison Officer

In the month of February, Officer Berdecia handled a variety of calls for service, which included five welfare checks, three motor vehicle stops, and two juvenile matters. Of the calls Officer Berdecia handled, one resulted in school sanctions, and one was referred to the Special Investigations Unit.

On February 5, 2025, Officer Berdecia received an email from the parent of a Dover Middle School (DMS) student regarding a Dover High School (DHS) student who was selling vape products to other students. This information was part of an ongoing Special Investigations Unit investigation, so Officer Berdecia documented it and forwarded the report to SIU. Officer Berdecia also provided the parent with information on how to address vaping with their child.

On February 7, 2025, Officer Berdecia received a report from the DMS Administration that a student allegedly threatened to have another student shot. Officer Berdecia spoke with the suspected student, who denied making the threat. Officer Berdecia contacted the guardians of all the students and conducted a safety assessment to ensure no one had access to any firearms.

On February 6 and 14, 2025, Officer Berdecia assisted the DMS 5th and 6th grade counselors with a social media presentation to both grade levels, totaling 441 students. The purpose of the presentation was to familiarize the students with the dangers of irresponsible social media use, and tips on how to develop healthy habits when using it.

On February 19, 2025, Officer Berdecia coordinated and hosted the DMS 5th grade DARE Graduation for 230 students. The graduation was a culmination of the hard work the students put in over 10 lessons and completing an art project, a persuasive essay, and a final exam. During the graduation, the students received their certificates, t-shirts, Drug Free ID cards, and a \$20 Fun Spot gift card.



SRO Berdecia and DARE Officer Derek O'Neil at DARE Graduation.

On February 21, 2025, Officer Berdecia participated in the pre-winter break DMS Students vs. Staff Basketball Game. A group of DMS staff members took on the DMS Boys and Girls Varsity Basketball teams. While it was a hard fought battle, Officer Berdecia and the staff team came out on top for the 3rd year in a row since he took over as School Resource Officer.



DMS School Resource Officer Berdecia and his supporters at the DMS Students v. Staff basketball game.

[Dover High School Liaison Officer](#)

Officer Jalbert handled and assisted with a variety of calls for service in the month of February 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 coordinated with DHS and patrol in order to conduct a welfare check on a student suffering a mental health crisis. As result of the welfare check, the student began rapidly posting on social media, threatening to harm others. The student was able to be transported to the hospital after Officer Jalbert gained permission from the parent to do so. The student is still actively receiving treatment for their mental health. The case was forwarded to the Social Work Unit for further assistance to the family.

Officer Jalbert responded to Bellamy Academy for a student in a mental health crisis who was nonverbal. Prior to her arrival, the student had locked themselves in the staff bathroom, and attempted to harm themselves with a stick. The student eventually came out and was sent home with the parents who indicated they would contact the student's therapist.

Officer Jalbert responded to Bellamy Academy for a student in a mental health crisis. The student was in a classroom, and had made a pencil into a makeshift weapon. Staff reported that the student was nonverbal prior to Officer Jalbert's arrival, and was making stabbing motions towards the counselor when she tried to engage with the student. Officer Jalbert was able to de-

escalate the student, and convinced them to drop the pencil and secure it, without the need for placing hands on the student. Eventually while the parents were on the way to the school, the student calmed down and was communicating. The student received school sanctions.

Officer Jalbert alongside DHS Administrators investigated a case of simple assault. After investigating, Officer Jalbert and DHS Administrators determined that the student falsified the report in an attempt to hide a relationship from their parents. The student received school sanctions.

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

Whittier Falls Liaison Officer

During the month of February 2025, Officer Gore responded to 82 calls for service, 79 as the primary responder and 3 calls as secondary. Officer Gore logged 18 community contacts, completed 10 background checks, conducted foot patrols/property checks, issued DHA trespassing notifications, made 1 arrest, conducted 20 motor vehicle stops, issued 1 traffic citation, and issued multiple parking tickets (winter parking ban). Primarily, the remaining calls for service consisted of assistance calls, thefts, checkups, motor vehicle accidents, welfare checks and a SWAT team call out.

Officer Gore did several checks on the older community members of DHA due to the extreme cold this month. The residents seemed happy to talk to Officer Gore and were grateful that he was checking on them.

Officer Gore continues to be present in the DHA communities building relationships, conducting foot patrols/property checks, and addressing residents' concerns. Officer Gore continues to work with the DHA staff to ensure that the residents have a safe and positive environment to live and thrive in.

Social Work Unit

Social Work Unit Supervisor

Kaitlin Jones had 6 new cases in February 2025. In total, Kaitlin Jones has had 9 cases in 2025.

Throughout the month of February, Kaitlin Jones attended and participated in a number of events and meetings. This included biweekly case reviews with the Directors of Dover City Welfare and Dover Housing Authority, the Dover Mental Health Alliance monthly meeting, the Seacoast CISM Team quarterly meeting, and the NH PSW Peer Support Group monthly meeting, in addition to separate meetings with Nikhil Tomar from the University of New Hampshire to discuss programming and SWU data collection, Dave Carpenter from the city's

Planning Department to discuss the Community Development Block Grant, Jamie Paolini from The Ridge Treatment Center to discuss referral partnership, and Cammie Switzer of Keene State College BHII (Behavioral Health Improvement Institute) to discuss status of Dover ACERT programming.

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.

Outreach Social Worker

Kelli Jo Deardorff had 9 new cases in February 2025. In total, Kelli Jo has had 26 cases in 2025.

Kelly Jo had 7 cases roll over from previous months that required ongoing case management services.

Kelli Jo continued to collaborate with members of the Strafford County Outreach team to manage complex cases that need extensive case management and various levels of needs as well as made new connections in the community and toured two Dover Sober living homes.

Kelli Jo was able to facilitate three individuals into substance use treatment, one individual into medical detox, and one individual back to Laconia where he can access Lakes Region Mental Health where he is established with providers.

Kelli Jo completed two intakes to sober living, neither individual attended but were accepting into programming.

Kelli Jo assisted one individual into a new apartment and one into long term shelter that will better fit their medical needs.

In the month of January, Kelli Jo Deardorff worked with local agencies to provide resources to individuals in the community. Kelli Jo attended and assisted in facilitating weekly provider meetings with Strafford County CAP. Kelli Jo worked extensively with Strafford County Community Corrections and the Public Defenders office to offer housing options upon release. Kelli Jo assisted several individuals in accessing the Willand Warming Center, Crossroads House, My Friends Place and a family to A Home for now.

Kelli Jo Deardorff continued workings relationships with Alliance Property Management, Dover Housing Authority, Wentworth Douglas Hospital and The Doorway, Gatehouse, Home Sober Living, Live Free Recovery, Nashua Doorway, Nashua EasterSeals respite, Community Action Partnership, Crossroads House, My Friends Place, A Home for Now, Veterans Count, Easter Seals (VA), Strafford County Community Corrections, East Coast Evolution and other City of Dover offices.

Youth & Family Social Worker

Alexis Taatjes had 8 new cases in February 2025. In total, Alexis Taatjes, has had a total of 19 cases in 2025, with 5 cases carrying over from January 2025. Of the 5 cases, 3 cases were successfully closed with services delivered, 1 case is pending close due to DCYF involvement, and 1 case is 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 February, 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 February, 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 February, 1 of them was ACERT.

Throughout the month of February, Alexis Taatjes participated in meetings with various local organizations in an effort to build relationships and collaborate with different providers, to include: Strafford County Public Health Network’s Prevention Leadership Group, Dover Mental Health Alliance, Police Social Work Peer Support Group, Collaboration Meeting with the Ridge RTC, and the Dover Teen Center for case reviews and engagement with the youth.

Traffic Bureau

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

<i>Permit Applications Submitted/Reviewed</i>			
<i>Taxi Cab Licenses</i>	<i>0</i>	<i>Road Toll Permits</i>	<i>1</i>
<i>Notifications to City Hall</i>	<i>0</i>	<i>Dance / Entertainment</i>	<i>0</i>
<i>Raffle/Tagging Permits</i>	<i>1</i>	<i>Gun - Seller</i>	<i>0</i>
<i>Block Party Permits</i>	<i>3</i>	<i>Hawker / Peddler</i>	<i>0</i>
<i>Parade Permits</i>	<i>0</i>	<i>Road Race</i>	<i>2</i>
<i>License to Carry Firearm</i>	<i>6</i>	<i>Other</i>	<i>0</i>

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) at its scheduled meetings on February 20 and 27. Projects under review include a proposed commercial facility on Industrial Park Drive, a proposal to convert certain private residential streets to public ways, redevelopment of the Dover High School athletic field complex, and a commercial office expansion on Watson Road. Staff review of each project helps flesh out technical aspects in the purview of police, fire, engineering, and economic development to resolve potential conflicts before submission to the Planning Board.

On February 5, Lt. Speidel joined staff from the Community Services Department in a traffic signal coordination meeting with the City's consultant, Sebago Technics. The periodic coordination meetings are held to review assessments of intersection phasing, discuss options for upgrades, and help troubleshoot signal hardware in need of repair.

On February 20, Lt. Speidel joined several City staff members in a meeting coordinated by the Engineering Department to review technical aspects of the pilot program to replace street lights in the area of the upper square.

In early February, a contractor for CSX Railways notified the City of upcoming work to replace railroad ties along the entire line between Plaistow, NH and Portland, ME. The work is expected to require complete multi-day closures of numerous grade crossings along the line, including Dover's two key crossings at Chestnut Street and Central Avenue. Lt. Speidel was tasked with reviewing the project's traffic and public safety impacts and coordinating a City response to the contractor outlining any concerns specific to the City of Dover. Correspondence with the CSX contractor is ongoing.

The Dover Police Department's Driver Feedback and Speed Monitoring mobile trailer was not deployed during the month of February due to weather conditions.

Standards Unit

Amber Smith began her career with the Dover Police Department on February 3, 2025 as a Public Safety Dispatcher. Amber has a background in healthcare and lives in Somersworth with her husband and three children.

On February 3-7, Officer Palmer attended Cyber Investigative Techniques, in Hoover Alabama. The National Computer Forensics Institute, United States Secret Service, hosted this one-week course.

On February 18-19, Detective Molly Martuscello attended a class titled Evidence Management held at PSTC in Concord, NH. This training introduces NH law enforcement to key topics in the proper management of evidence and property. Students learned about intake procedures, packing, chain of command, security, case reviews and disposals.



**Dispatcher
Amber Smith**

On February 20, Officer Tyler Malsbury attended Firearms Instructor Recertification Part 1, held at PSTC in Concord, NH. All officers must completed the pre-requisite online training for instructor recertification. This instructor recertification course is required every second calendar year to main the officer's instructor certification.

On February 20, Animal Control Officer Kathy Ladisheff participated in the following one hour webinars: Animal Cruelty Reporting; Handling and Solving Conflicts with Wild Snakes; Community Policing Lessons for Animal Protection; Due Process vs Disposition-Holding Animals and Remains as Evidence; and Fowl Play Cock Fighting History.

On February 21, Lieutenant Mark Nadeau, Sergeant Matt Harnish, Detectives Jenna Donais, Bryon Lynch, Dave Anderson, and Prosecutor Meagan Gann attended DUI Blood Training held at Strafford County Superior Courthouse, hosted by Strafford County Attorney Emily Garod. This was a refresher training on procedural blood draws for fatal car accidents.

On February 25, Officer Brandon Johnson attended Intoxilyer Recertification, held at State Police Headquarters in Concord, NH. This annual recertification is required to conduct breathalyzer exams.

On February 25, Social Worker Alexis Taatjes attended Families & Addiction held in Concord, NH.

On February 26, Officer Tyler Malsbury attended Firearms Instructor Recertification Part 2, held at PSTC in Concord, NH. Part 2 of instructor recertification consist of instructors assisting the PSTC staff in the administration of the academy program with the recruit class.

On February 27, Lieutenant Matt Travaglini attended Firearms Instructor Recertification Part 2, held at PSTC in Concord, NH. Part 2 of instructor recertification consist of instructors assisting the PSTC staff in the administration of the academy program with the recruit class.

Special Services Bureau

During the month of February 2025, 11 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 9 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 8 unattended deaths in February 2025.

During a tactical team activation, SIU detectives assisted by obtaining arrest warrants for the suspect, search warrants for his residence, and interviewing the victim.

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

As a result of an SIU investigation, a 25-year-old Dover man was arrested for Felonious Sexual Assault.

In February 2025, 5 cases were forwarded to the Strafford County Attorney's Office for review and Grand Jury indictment.

SIU detectives conducted targeted drug operations. These investigations are ongoing. During one of these targeted events, SIU detectives executed a search warrant which resulted in the arrest of a 52-year-old Dover man for multiple felony drug and weapons charges. During the search, detectives seized a large quantity of narcotics and a firearm.

SIU detectives obtained 4 search warrants to further ongoing a criminal investigation.

SIU detectives referred 24 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 February 2025, SIU detectives had 2 active ICAC cases.

At the end of February, SIU detectives had 32 open investigations.

Parking Bureau

Winter related activities dominated the month of February. There were seven winter parking bans during the month. On the enforcement side, 333 parking citations were issued for being in violation of the winter parking ban.

Given the series of winter storms, in addition to the large storm that hit the area over President's Day Weekend, Parking Bureau personnel assisted Community Services in posting parking restrictions at 16 locations throughout the city to allow crews to clear out the snow accumulations. Parking staff also cleared snow in the downtown area, cutting pathways through the snow banks to allow people to access the sidewalks from the parking areas.

Feb-25	Feb-25	Feb-24	Feb-23	Fiscal YTD 2025	FY 2024	FY 2023
Meter Activity - Total						
Meter Transactions	41,023	46,049	38,646	363,942	547,885	522,502
Income at Meters	\$106,120	\$97,328	\$79,292	\$814,030	\$1,127,158	\$1,028,074
Active Meter Days	23	24	23	199	301	301
Average Daily Meter Transactions	1,787	1,919	1,680	1,829	1,820	1,736
Meter Activity - Parking Garage						
Meter Transactions	3,103	3,304	2,812	20,365	29,338	32,802
Income from Meters	\$14,037	\$9,010	\$8,042	\$69,737	\$86,980	\$92,896
Active Meter Days	28	29	28	243	365	365
Average Daily Meter Transactions	111	114	100	84	87	109
Permit Activity						
Total Parking Permits Issued	840	824	816	6,583	9,743	9,420
Permit Income	\$26,564	\$17,651	\$23,409	\$295,571	\$381,967	\$362,741
Parking Ticket Activity						
Total Parking Tickets Issued	1,351	1,188	751	10,766	11,239	8,445
Parking Ticket Income	\$43,652	\$27,256	\$25,417	\$239,837	\$235,326	\$207,626
Number of times Stations Used	45	53	39	492	800	693

K-9 Unit

On February 2, 2025, Officer David and K9 Vision deployed with the Strafford County Regional Tactical Operations Unit during an incident in Dover. During this incident, one male was taken into custody on domestic violence involving a firearm. K9 Vision was utilized in a perimeter capacity.

On February 23, 2025, K9 Vision was utilized during the search for a suspect, who had just fled from police in a stolen vehicle. The suspect was a great distance ahead of officers. Officer David and K9 Vision positioned ahead of the suspect, who eventually hid very close to them. Once he was located, K9 Vision and Officer David approached him and the suspect was taken into custody without incident.

On February 26, 2025, Officer David and K9 Vision deployed in a hotel room during the execution of a search warrant. K9 Vision was deployed after the manual search to assure no narcotics were missed during the search. During the manual search, approximately drugs and weapons were located.

Accident Reconstruction Team

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

Dispatch Communications

	<i>February 2025</i>	<i>February 2024</i>
<i>Radio Transmissions</i>	16,176	16,076
<i>Phone Calls</i>	7,295	6,802
<i>911 Calls</i>	430	454
<i>Police Alarms Received</i>	94	78
<i>Fire/Medical Alarms Received</i>	100	55
<i>Lobby Traffic</i>	1,460	1,400

Patrol

During the month, the Dover Police Department responded to approximately 1,530 calls for service throughout the city. Additionally, officers made 622 traffic stops and initiated 119 non-enforcement related contacts. The total number of incidents handled by patrol officers for month was 2,271. Supplemental Field Operations activity included:

- 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 30 emergency 911 calls.
- Responded to 94 alarms.
- Responded to 126 traffic accidents.
- Issued 27 traffic citations
- Arrested 51 individuals
- Officers completed 462 reports (department-wide)

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.

<u>February 2025</u>	
Priority 1:	140
Priority 2:	66
Priority 3:	1,152
Priority 4:	625

Animal Control

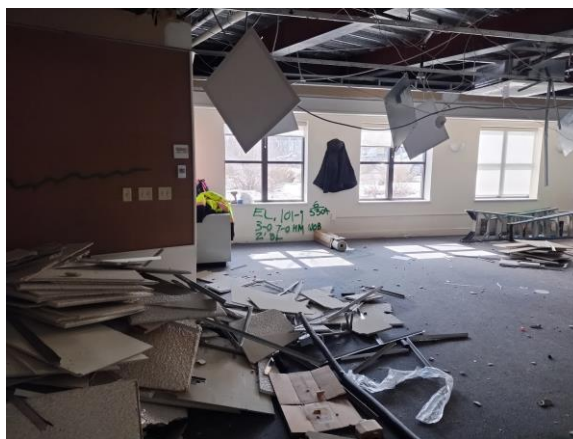
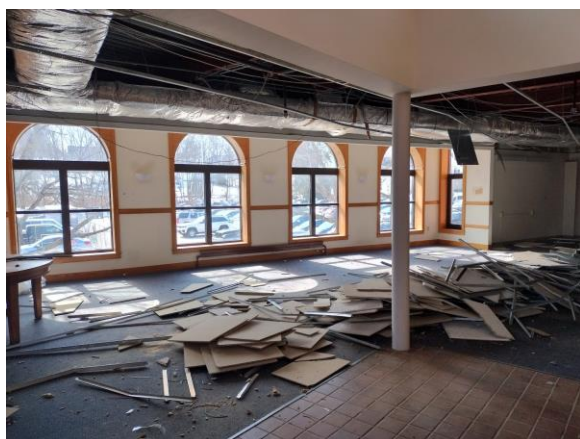
Total Calls for Service: 30	Breakdown:
Handled by Officers/Dispatch: 21	Found/Loose Animals: 16
Handled by Animal Control Officer: 9	Welfare Checks: 5
	Animal Bites: 1
	Misc/Other: 8

The ACO followed up on two reports taken by a patrol officer and replied to 19 voicemail messages.

Public Library

On February 3rd, 2025 the Dover Public Library reopened in its temporary location in the McConnell Center. Adult Services can be found in the cafeteria on the lower level, Children's Services in Room 305, and programming space is in Room 306. The temporary locations have our most popular items but the bulk of our collection has remained in our 1905 building. Patrons may place items on hold and they will be transferred to the McConnell Center.

Demolition of the Dover Public Library has begun and it is exciting to see the renovation finally underway. Visit the DPL's Facebook page for renovation updates and photographs!



Programming

The Dover Public Library sponsored 46 programs in February and 1,272 patrons attended. Highlights of the month's programming are as follows:

The All Abilities Club hosted 86 participants in the month of February. Participants enjoyed pottery, music and a book club.

Librarian Rachel Gogan hosted a popular cross stitch class that 25 participants enjoyed. The class covered the basics of cross stitching and a few tips and tricks to make cross stitching more fun-- students universally gave the class a 5 out of 5 rating.

Throughout the months of January and February, Dover Public Library presented our annual Winter Reading Challenge for readers of all ages. Participants received a bingo board and tracked their progress reading and completing challenges in order to earn gift card prizes from local restaurants. A total of 144 readers participated in this year's challenge.

During the week of February 23 The Dover Public Library Children's Room hosted a variety of events for families. These events included Emoji Pillows, Turing Tumble Machines, Family

Storytime, the UNH Marine Docents discussing Estuaries, and Wildlife Encounters. All of these events were a huge hit with families and children, especially Wildlife Encounters. This organization brought seven different exotic animals to the City Hall Auditorium, sharing fun facts and information about the animals and their habitats. The session concluded with an opportunity for attendees to touch two of the animals, a Burmese python and chinchilla. This event brought in over two hundred attendees. All total the Children's Room had over 300 people attend programming during February Break; which was especially significant due to our temporary move and new location. This was a major success and the Dover Public Library Children's staff looks forward to hosting even more programming for April Vacation!

Throughout the month of February, Dover Public Library's Teen and Information Services Librarian Emily Ainaire and Library volunteer Michael Ainaire worked with Seymour Osman Community Center's afterschool enrichment program at Woodman Park School to offer a weekly Dungeons and Dragons campaign. Twelve students in grades 3 and 4 participated each week and learned how to create a character, the basic rules of the game, and the importance of working together to complete imaginative challenges.

On Friday, February 7 and Monday, February 10, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover High School library to help freshman student's select potential book choices for the Freshman Free Book Program. The Freshman Free Book Program allows all freshman students at Dover High School to bring home a free book of their choice that is theirs to keep courtesy of grant funding. Students used various resources such as watching book trailers, talking with the librarians, and searching databases such as NoveList to explore titles that they might be interested in selecting for their free book.

On Tuesday, February 18, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover High School library for a session of Books and Bites, a program for students to check out new books from the Dover Public Library's teen collection and have a snack. Four students attended and checked out over 15 books.

On Monday, February 24, Dover Pottery Studio's owner Kim Hanson worked with Dover Public Library's Teen and Information Services Librarian Emily Ainaire to host ten teens in grades 6-12 for the first session of a two-part introductory pottery workshop series. In this first session, the teens created pinch pots and mugs and learned about different types of clay and building techniques.



Teen Pottery Workshop

The Dover Public Library will not be a passport acceptance facility during our renovation in 2025. The Library notarized 50 items for a total of \$250 in revenue.

The Dover Public Library staff made 6 visits to community members via the Homebound Delivery Service in February. 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.

Library Metrics:

- February library circulation totaled 15,621 items. (5,226 adult + 4,574 children's print items; plus 5,821 items downloaded including 5,706 audiobooks & eBooks, 551 Hoopla streaming music, movies, and books, and 164 Kanopy plays).
- 77 new library patrons registered; total active cardholders 13,415
- The Dover Public Library's Book a Librarian service helped 11 community members.
- The Dover Public Library's Homebound Delivery service made 6 visits this month.
- The Dover Public Library's 3D printer produced 12 items requested by our patrons.
- The Library's museum passes were borrowed 110 times saving our community members approximately \$3,379.37 in admission fees.
- 62 new patrons registered for downloadable audiobooks/ eBooks via Overdrive (total = 8,119) and 23 registered for Hoopla (total = 3,001) and 10 registered for Kanopy (total 598).
- The library's website statistics showed 67,580 page views by 13,713 users in 28,313 sessions
- The Dover Public Library has 6,396 subscribers to its two monthly e-newsletters—Children's and Adults.
- Library staff posted 84 items to its various social media platforms. Total social media platform followers = 10,840.
- Library volunteers added 29 books to our 2 little free libraries this month.

Public Welfare

Dover Welfare spent a total of \$13,451 in February, of which \$9,508 was for rent payments.

Another \$550 was paid to hotels, and \$3250 for security deposits. Total housing related spending this month is \$13,308. The remaining \$142 was in electric shutoff assistance.

Total expenditures were down by \$5,246. The likely reasons for the decrease in Welfare spending from historical monthly levels in the last two months is the moratorium on utility shut offs during the winter months and Federal Income Tax returns providing clients temporary extra income.

This month has seen a decrease in the number of Active Cases; 81 to 7, Contacts; 191 to 101, Interviews, 61 to 32 and individuals served 115 to 62. There were 8 new clients and 62 continuing cases.

The department fielded 346 phone calls this month. 225 inbound and 121 outbound.

Since the beginning of the fiscal year Dover Welfare has seen 163 individuals who identified as Homeless. All of which were offered shelter or referred to the Willand Warming Center.

The type of issues being presented by clients continue to be more difficult and are requiring more staff time and effort to resolve.

SCLWAA group met here in Dover to share resources and talk about cases.

The Welfare Executive board met and Dover Welfare Director gave a report on Legislative issues they are looking at.

Entire staff went to a training put on by Welfare Association.

Attended Collaborative outreach and CCT zoom meetings concerning shared clients with various providers in the area. Met in person with DPD social workers and Dover Housing to talk about shared clients. Director went to CAP resource fair.

Director made 2026 Budget Presentation to City Council.

Recreation Department

The chlorinator pump for the Jenny Thompson Pool is in the process of being replaced this month. The second motor for the Indoor Pool has been ordered and will be installed in the near future. Recreation & Community Services staff have finalized a plan and have ordered new indoor pool lights and those will be installed upon arrival. Recreation staff are continuing to work with Community Services, and Eversource to provide better lighting in the McConnell Center

parking lot and there is now a plan with timeline for the project. The department received a \$10,000 donation for the purchase and installation of a new scoreboard at the Dover Ice Arena provided by Derry Medical and Derry Imaging. The board will be purchased and installed in the next few months.

Gym & Programs

All winter youth basketball programs, 24 House League Teams (5th-12th Grade) in addition to kindergarten- 4th Grade concluded seasons as of 2/22. Programs are still utilizing Dover Middle School and the McConnell Center for practices for the 4th-6th Grade Girls and 5th-6th Grade Boys All Star Teams who began tournament play March 1st in Kittery. The Recreation Department opened registration for Spring Basketball Programs on February 4th and once again, due to high demand, the enrollment for the JH Coed Basketball Program was increased from 48 to 64 to allow the first 16 players on the waitlist in the program.

On February 19th, Recreation Director, Kevin Hebert and Assistant Recreation Director Ricky Conway hosted a League Presidents Meeting at the McConnell Center. The purpose of the annual meeting is to collect needed documents from Rec Affiliated Organizations, discuss field/ facility schedules and any other topics that may arise before the beginning of the spring season. Organizations represented at the meeting were Dover Baseball, Dover Softball, Garrison City FC, Cocheco Lacrosse, Dover Little Green Cheerleading and Dover Football.

The 18+ Men's Basketball League has 9 teams and games are on-going Sundays and Thursdays. The 35+ Men's Basketball League has 7 teams and play games on Monday nights. The 50+ league has 6 teams play games on Wednesday nights. All men's leagues are full with 198 participants. All 3 leagues have begun double elimination playoffs. Badminton continues Friday nights, 5:30pm-8:30pm. Sessions of pickleball, for both the Senior Center Members and the general public, are being held in the gym during the weekdays. Attendance numbers were down slightly the month of February due to the winter weather. Birthday Parties: 0



4-6 Grade Girls Champs



5-6 Grade Boys Champs.



7-8 Grade Champs.



High School Champs



High School Free Throw & Scoring Champ.

Indoor Pool & Jenny Thompson Pool

High school swim teams concluded the season on February 14th with the exception of Berwick Academy who finishes on March 6th. Winter swim lessons concluded at the end of the month. Spring programs begin the week of March 4th and are full. Unlike previous sessions, the pool was unable to accommodate waitlists due to a shift in instructor availability through April. There will be a gap in May for swim lessons while the staff transition to the summer season. Summer swim lessons will begin at the end of June and registration will be held in the middle of May.

The lifeguard course scheduled for Dover school vacation week was canceled due to low enrollment. The pool will continue to offer lifeguard training every month leading into the summer season. The pool launched a lifeguard prep course for youth ages 14 and above to give prospective participants the tools needed to be successful.

The recruitment process ahead of the summer season continues to be a challenge despite efforts to advertise with local school athletic departments, swim teams, Red Cross online and social media platforms.

Collection of Hearts family float night brought over 40 families to the pool for a fun evening out. Family float nights continues one Friday night a month with a new theme each month.

The pool had regular hours for President's Day. Birthday Parties: 5

Dover Ice Arena

Both ice sheets are up and running 7 days a week. Dover Youth Hockey Season is winding down, with the first week of tryouts for next year the last week in February. Dover Youth Hockey hosted Heyliger Tournament on Feb 15th, and were able to pull of an abbreviated Tournament due to snow on Feb 16th. COED Winter League session is ending March 3rd. Beginner Adult Skills on Friday mornings has returned as well as Chix with Stix on Sundays evenings and COED Stick Practice on Friday Evenings. Coastline Crashers, an adult women's hockey group that skates out of Dover hosted a very successful 4 team tournament Feb 21st to 23rd. The Over 30 League and Over 45 League is coming to an end. Great Bay Figure Skating Club is at the Arena every Monday & Saturday for skating practices. Public Skate has continued to be very busy. Maine High School hockey season has ended and NH is winding down. Rock Night is on break during high school season, returning in March. Coed League Spring Session starts

March 10th. Over 30 League ends March 9th. Over 45 League ends March 10th. Foster Ice is coming out March 13th. Birthday Parties: 5, Adult and Youth Stick Practice: 351 skaters

Dover Senior Center

This month the Senior Center continued to hold Chair Yoga, Yoga for Bone Strength, Tai Chi, Dance for Fitness, and Pickleball as well as regular games and activities. The UNH-OT program has returned for the Spring semester, and the Senior Center's travel calendar resumes in March. The center had two snow days this month and was closed for Presidents Day.

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
11/26/2025	Icy Roads		24.56	\$1,017.57	\$550.00	44.00	\$3,237.96	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	65.88	\$4,848.11	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	18.15	\$1,335.66	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	147.40	\$10,847.17	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	163.35	\$12,020.93	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	14.30	\$1,052.34	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	\$110.00	85.25	\$6,273.55	0.00	\$0.00	0.00	\$0.00	420.00	\$39.98	\$7,935.29
12/24/2025	Dry Snow	0.50	0.00	\$0.00	\$110.00	127.33	\$9,370.21	0.00	\$0.00	0.00	\$0.00	220.00	\$20.94	\$9,501.15
12/31/2024	Icy Roads		11.00	\$450.81	\$330.00	9.35	\$688.07	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$1,468.88
1/11/2025	Dry Snow	2.00	196.53	\$7,615.34	\$2,325.00	261.80	\$19,265.86	12.00	\$648.93	0.00	\$0.00	0.00	\$0.00	\$29,855.13
1/19/2025	Dry Snow	5.50	443.34	\$17,070.48	7,860.00	313.50	\$23,070.47	61.00	3,200.27	5.00	312.38	670.00	\$63.65	\$51,577.24
1/29/2025	Dry Snow	2.50	122.72	\$4,649.95	\$6,915.00	161.15	\$11,859.03	21.50	\$1,128.00	6.00	374.85	8,402.00	\$798.19	\$25,725.02
1/31/2025	Wet Snow	2.50	350.93	\$14,047.24	\$2,200.00	273.35	\$20,115.83	39.50	\$2,072.37	0.00	0.00	4,890.00	464.55	\$38,899.99
2/2/2025	Dry Snow	2.50	166.44	\$6,340.73	\$4,190.00	218.90	\$16,108.85	15.80	\$828.95	16.00	\$999.60	2,722.00	\$258.59	\$28,726.72
2/6/2025	Dry Snow	3.00	228.54	\$8,557.06	\$8,963.54	204.60	\$15,056.51	38.50	\$2,019.90	0.00	\$0.00	140.00	\$13.30	\$34,610.31
2/8/2025	Dry Snow	9.50	459.22	\$17,341.03	\$12,355.00	132.55	\$9,754.35	14.00	\$644.74	0.00	\$0.00	100.00	\$9.50	\$40,104.62
2/11/2025	Snow Removal		118.87	\$4,636.38	\$2,587.50	0.00	\$0.00	0.00	\$644.74	0.00	\$0.00	0.00	\$0.00	\$7,868.62
2/13/2025	Wet Snow	1.50	72.33	\$2,788.39	\$710.00	152.90	\$11,251.91	4.00	\$184.21	7.50	\$468.56	0.00	\$0.00	\$15,403.07
2/13/2024	Icy Roads		30.43	\$1,286.41	\$2,677.50	52.80	\$3,885.55	30.00	\$1,381.58	0.00	\$0.00	0.00	\$0.00	\$9,231.04
2/15-16/2025	Wet Snow	10.00	1310.92	\$52,675.39	\$18,146.25	339.90	\$25,013.24	18.50	\$851.97	0.00	\$0.00	140.00	\$13.30	\$96,700.15
2/19/2025	Snow Removal		167.46	\$6,884.33	\$3,530.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$10,414.33
2/20/2025	Snow Removal		171.06	\$7,008.61	\$5,917.50	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$12,926.11
2/27/2025	Icy Roads		42.43	\$1,569.35	\$220.00	33.55	\$2,468.94	0.00	\$0.00	0.00	\$0.00	100.00	\$9.50	\$4,267.79
2/28/2025	Icy Roads	2.50	3.00	\$188.25	\$220.00	25.85	\$1,902.30	2.00	\$92.11	0.00	\$0.00	0.00	\$0.00	\$2,402.66
2024-2025 Season-Year to Date:		48.25	4,262.85	\$167,637.47	\$83,447.29	2,845.86	\$209,426.84	256.80	\$13,697.77	34.50	\$2,155.39	17,804.00	\$1,691.50	\$478,056.25
FY2025 Budget Spent:				100.38%	92.72%				81.80%					89.43%

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

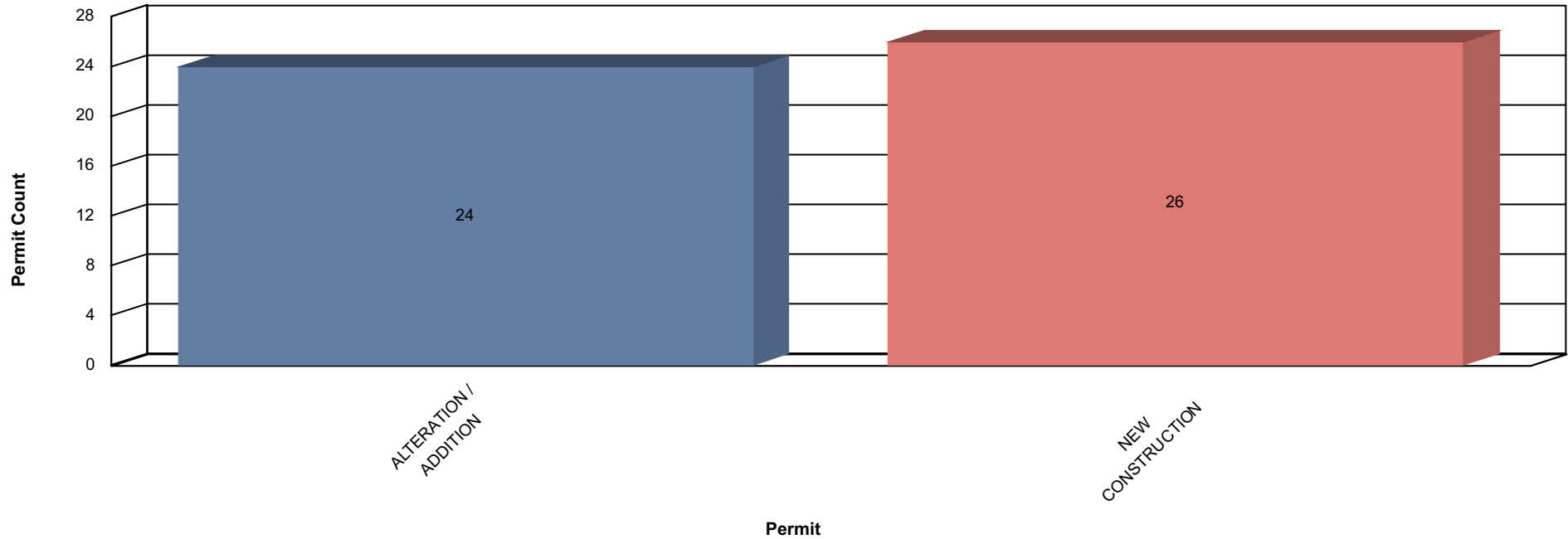
2019-2020 Parking Bans: 9
2020-2021 Parking Bans: 12
2021-2022 Parking Bans: 9
2022-2023 Parking Bans: 10
2023-2024 Parking Bans: 4
2024-2025 Parking Bans: 7 to date

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.



PERMITS ISSUED BY WORK CLASS (02/01/2025 TO 02/28/2025) FOR CITY OF DOVER, N.H.



Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	<i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	<i>Applied Online Assigned To</i>	Parcel
ALTERATION / ADDITION							
BLDM-2025-0016	Building - Minor 01/14/2025 R-40 Residential - Rura	Alteration / Addition 02/03/2025 \$421.00	Issued 09/02/2025 707	85 Boxwood Ln, Dover 03820 03/06/2025 \$36,000.00	 Residential	None Yes Thomas Abbott	B0021-008000
<i>Description: Partial basement finish, family room and office</i>							
BLDM-2025-0032	Building - Minor 01/27/2025 RM-U Residential - Urb	Alteration / Addition 02/03/2025 \$641.00	Issued 08/05/2025 80	11 Forest St, Dover, NH \$56,000.00	 Residential	None Yes Thomas Abbott	24066-000000
<i>Description: We are renovating 2 existing bathrooms. 1 half bathroom on first floor and 1 full bathroom on second floor. Fixtures will be changed out for new but they will remain in the same location.</i>							
BLDM-2025-0045	Building - Minor 02/03/2025 R-40 Residential - Rura	Alteration / Addition 02/03/2025 \$47.00	Complete 08/04/2025 150	18 Hayden Dr, Dover 03820 02/05/2025 \$2,500.00	02/05/2025 Residential	None Yes	M0102-012000
<i>Description: Framing, drywalling and fire door installation for 1-hour fire rated mechanical room.</i>							

PERMITS ISSUED BY WORK CLASS (02/01/2025 TO 02/28/2025)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	Applied Online Assigned To	Parcel
BLDM-2025-0042	Building - Minor 01/31/2025 CBD-G Central Busines	Alteration / Addition 02/04/2025 \$58.00	Issued 08/06/2025 20	25A Portland Av, Dover, NH \$3,000.00	Non-Residential	None Yes Thomas Abbott	23003-001000
	Description: Remove old bar, not to be reconstructed, tables to replace, new floor with seating counts for POA coming.						
BLDM-2025-0046	Building - Minor 02/03/2025 R-40 Residential - Rura	Alteration / Addition 02/05/2025 \$113.00	Issued 08/07/2025 134	74 Waterloo Cr, Dover 03820 \$8,500.00	Residential	None Yes Thomas Abbott	M0076-012000
	Description: 1 full bath and 1 half bath in the basement, 1 half bath in the attic						
BLDM-2024-0143	Building - Minor 04/01/2024 R-12 Residential - Medi	Alteration / Addition 02/05/2025 \$135.00	Issued 08/07/2025 576	23 Digby Ln, Dover 03820 \$10,000.00	Residential	None Yes Thomas Abbott	I0048-B00007
	Description: Above ground pool, 24 ft round						
BLDM-2025-0040	Building - Minor 01/31/2025 CBD-G Central Busines	Alteration / Addition 02/05/2025 \$575.00	Issued 08/07/2025 450	353 Central Av, Dover, NH \$50,000.00	Non-Residential	None Yes Thomas Abbott	02035-000000
	Description: Create 4 office in existing conference room. 2nd floor						
BLDM-2025-0050	Building - Minor 02/05/2025 R-12 Residential - Medi	Alteration / Addition 02/06/2025 \$905.00	Issued 08/08/2025 260	9 Governor Sawyer Ln, Dover, NH \$80,000.00	Residential	None Yes Thomas Abbott	17165-000000
	Description: Kitchen renovation Remove wall and add LVL beam						
BLDG-2024-0130	Building - Major 09/30/2024 R-12 Residential - Medi	Alteration / Addition 02/07/2025 \$1,125.00	Issued 08/09/2025 1,000	77 Fourth St, Dover, NH \$100,000.00	Residential	None Yes Jim Maxfield	32036-F00000
	Description: Add a three car attached garage and renovate existing garage into habitable living area						
BLDM-2025-0044	Building - Minor 01/31/2025 CBD-G Central Busines	Alteration / Addition 02/10/2025 \$135.00	Issued 08/11/2025 500	4 Fourth St, Dover, NH \$10,000.00	Non-Residential	None Yes Thomas Abbott	06054-E00000
	Description: Minor demolition, Framing, Electrical, sheetrock, paining flooring						
BLDM-2025-0051	Building - Minor 02/05/2025 R-12 Residential - Medi	Alteration / Addition 02/10/2025 \$125.00	Complete 09/08/2025 6,100	7 Kent Av, Dover 03820 \$47,000.00	Residential	None Yes	K0018-Q00000
	Description: Siding and roofing						
BLDG-2025-0009	Building - Major 01/23/2025 IT Non-Residential - Inn	Alteration / Addition 02/10/2025 \$421.00	Issued 09/08/2025 208	294 Durham Rd, Dover 03820 \$35,750.00	Mixed Use	None Yes Jim Maxfield	I0022-D00000
	Description: Office addition On right hand side of building						
BLDM-2024-0529	Building - Minor 11/24/2024 R-12 Residential - Medi	Alteration / Addition 02/11/2025 \$223.00	Issued 08/13/2025 400	15 Governor Sawyer Ln, Dover 03820 \$17,500.00	Residential	None Yes Thomas Abbott	17162-000000
	Description: Moving Kitchen from original location to pre-existing room on the east side of the house.						

PERMITS ISSUED BY WORK CLASS (02/01/2025 TO 02/28/2025)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	Applied Online Assigned To	Parcel
BLDM-2025-0052	Building - Minor 02/06/2025 RM-U Residential - Urb	Alteration / Addition 02/13/2025 \$575.00	Issued 08/15/2025 2,000	36 Forest St, Dover 03820 \$50,000.00	Residential	None Yes Thomas Abbott	24006-000000
	Description: Demo Garage and Gut House to Studs						
BLDM-2025-0058	Building - Minor 02/10/2025 R-12 Residential - Medi	Alteration / Addition 02/13/2025 \$75.00	Issued 08/15/2025 400	2 Chesley St, Dover, NH \$15,000.00	Residential	None Yes Thomas Abbott	29078-000000
	Description: Roof replacement						
BLDM-2025-0062	Building - Minor 02/13/2025 R-40 Residential - Rura	Alteration / Addition 02/19/2025 \$1,499.00	Issued 08/21/2025 18,500	276 County Farm Rd, Dover 03820 \$133,975.00	Non-Residential	None Yes Thomas Abbott	C0004-000000
	Description: Roof replacement no plywood						
BLDM-2025-0066	Building - Minor 02/17/2025 R-20 Residential - Low	Alteration / Addition 02/19/2025 \$91.00	Complete 09/08/2025 0	16 Lisa Beth Cr, Dover, NH 03/11/2025 \$5,962.90	03/11/2025 Residential	None Yes	H0044-E00000
	Description: REMOVE AND REPLACE 6 WINDOWS, LIKE FOR LIKE, SAME SIZE, NO STRUCTURAL CHANGES						
BLDM-2025-0043	Building - Minor 01/31/2025 R-12 Residential - Medi	Alteration / Addition 02/19/2025 \$267.00	Issued 08/21/2025 336	356 Washington St, Dover, NH \$22,065.00	Residential	None Yes Thomas Abbott	G0016-000000
	Description: Install a 8.94kW PV solar ground array with 16 solar panels and 16 micro inverters.						
BLDM-2025-0064	Building - Minor 02/13/2025 R-20 Residential - Low	Alteration / Addition 02/21/2025 \$575.00	Issued 09/15/2025 550	17 Stocklan Cr, Dover, NH 03/17/2025 \$50,000.00	Residential	None Yes Thomas Abbott	G0024-J00106
	Description: Open basement, no rooms, 1 bathroom						
BLDM-2025-0074	Building - Minor 02/23/2025 R-20 Residential - Low	Alteration / Addition 02/24/2025 \$91.00	Issued 08/26/2025 90	17 Stocklan Cr, Dover, NH \$6,500.00	Residential	None Yes Thomas Abbott	G0024-J00106
	Description: Dog house Walk out bulkhead						
BLDM-2025-0069	Building - Minor 02/19/2025 R-20 Residential - Low	Alteration / Addition 02/24/2025 \$69.00	Issued 08/26/2025 0	52 Polly Ann Trailer Pk, Dover, NH \$3,550.00	Residential	None Yes Thomas Abbott	M0047-C00000
	Description: INSTALL 1 REPLACEMENT FULL FRAME TEAR OUT WINDOW						
BLDM-2025-0063	Building - Minor 02/13/2025 R-20 Residential - Low	Alteration / Addition 02/25/2025 \$1,235.00	Issued 08/27/2025 996	15 Landing Wy, Dover, NH \$110,000.00	Residential	None Yes Thomas Abbott	L0095-011000
	Description: Installation of 4' x 24' access ramp, 4' x 120' pile supported pier, 3' x 40' gangway, and 10' x 30' float						
BLDM-2025-0065	Building - Minor 02/14/2025 R-20 Residential - Low	Alteration / Addition 02/26/2025 \$135.00	Issued 08/28/2025 1,770	22 Sun Hawk Ln, Dover 03820 \$10,000.00	Residential	None Yes Thomas Abbott	E0065-001000
	Description: Demolition Permit						
	**NOTE: A NEW DUPLEX IS BEING BUILT WITH THIS ADDRESS AND THE OLD HOUSE WITH THIS ADDRESS IS BEING DEMOLISHED						

PERMITS ISSUED BY WORK CLASS (02/01/2025 TO 02/28/2025)

Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	<i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	<i>Applied Online Assigned To</i>	Parcel
BLDM-2025-0068	Building - Minor 02/19/2025 R-12 Residential - Medi <i>Description: Refinishing the basement at 7 Shady Lane in Dover NH</i>	Alteration / Addition 02/26/2025 \$157.00	Issued 08/28/2025 190	7 Shady Ln, Dover, NH \$12,000.00	Residential	None Yes Thomas Abbott	I0078-M00000
SUBTOTALS FOR ALTERATION / ADDITION:			35,417 Sq Ft	\$875,302.90	Residential: Non-Residential: Mixed Use:	19 4 1	PERMITS ISSUED: 24
NEW CONSTRUCTION							
BLDM-2025-0041	Building - Minor 01/31/2025 R-20 Residential - Low <i>Description: Installing new dock structure</i>	New Construction 02/04/2025 \$1,730.00	Issued 08/06/2025 1,084	14 Leighton Rd, Dover, NH \$155,075.00	Residential	None Yes Thomas Abbott	08019-000000
BLDG-2024-0145	Building - Major 10/09/2024 IT Non-Residential - Inn <i>Description: Interior finishes for unit 201</i>	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,771	55 Pointe Pl, 201, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
BLDG-2024-0142	Building - Major 10/09/2024 IT Non-Residential - Inn <i>Description: Interior finishes for unit 104</i>	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,410	55 Pointe Pl, 104, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
BLDG-2024-0152	Building - Major 10/09/2024 IT Non-Residential - Inn <i>Description: Interior finishes for unit 208</i>	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,771	55 Pointe Pl, 208, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
BLDG-2024-0154	Building - Major 10/09/2024 IT Non-Residential - Inn <i>Description: Interior finishes for unit 302</i>	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,771	55 Pointe Pl, 302, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
BLDG-2024-0155	Building - Major 10/09/2024 IT Non-Residential - Inn <i>Description: Interior finishes for unit 303</i>	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,561	55 Pointe Pl, 303, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
BLDG-2024-0160	Building - Major 10/09/2024 IT Non-Residential - Inn <i>Description: Interior finishes for unit 308</i>	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,771	55 Pointe Pl, Unit 308, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000

PERMITS ISSUED BY WORK CLASS (02/01/2025 TO 02/28/2025)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	Applied Online Assigned To	Parcel
BLDG-2024-0149	Building - Major 10/09/2024 IT Non-Residential - Inn <i>Description: Interior finishes for unit 205</i>	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,410	55 Pointe Pl, 205, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
BLDG-2024-0158	Building - Major 10/09/2024 IT Non-Residential - Inn <i>Description: Interior finishes for unit 306</i>	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,512	55 Pointe Pl, Unit 306, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
BLDG-2024-0151	Building - Major 10/09/2024 IT Non-Residential - Inn <i>Description: Interior finishes for unit 207</i>	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,771	55 Pointe Pl, 207, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
BLDG-2024-0140	Building - Major 10/09/2024 IT Non-Residential - Inn <i>Description: Interior finishes for unit 108</i>	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,771	55 Pointe Pl, 108, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
BLDG-2024-0157	Building - Major 10/09/2024 IT Non-Residential - Inn <i>Description: Interior finishes for unit 305</i>	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,561	55 Pointe Pl, 305, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
BLDG-2024-0153	Building - Major 10/09/2024 IT Non-Residential - Inn <i>Description: Interior finishes for unit 301</i>	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,771	55 Pointe Pl, 301, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
BLDG-2024-0147	Building - Major 10/09/2024 IT Non-Residential - Inn <i>Description: Interior finishes for unit 203</i>	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,410	55 Pointe Pl, 203, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
BLDG-2024-0159	Building - Major 10/09/2024 IT Non-Residential - Inn <i>Description: Interior finishes for unit 307</i>	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,771	55 Pointe Pl, Unit 307, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
BLDG-2024-0138	Building - Major 10/09/2024 IT Non-Residential - Inn <i>Description: Interior finishes for unit 102</i>	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,771	55 Pointe Pl, 102, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
BLDG-2024-0144	Building - Major 10/09/2024 IT Non-Residential - Inn <i>Description: Interior finishes for unit 106</i>	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,410	55 Pointe Pl, 106, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000

PERMITS ISSUED BY WORK CLASS (02/01/2025 TO 02/28/2025)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	Applied Online Assigned To	Parcel
BLDG-2024-0146	Building - Major 10/09/2024 IT Non-Residential - Inn	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,771	55 Pointe Pl, 202, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
	Description: Interior finishes for unit 202						
BLDG-2024-0143	Building - Major 10/09/2024 IT Non-Residential - Inn	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,410	55 Pointe Pl, 105, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
	Description: Interior finishes for unit 105						
BLDG-2024-0148	Building - Major 10/09/2024 IT Non-Residential - Inn	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,512	55 Pointe Pl, 204, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
	Description: Interior finishes for unit 204						
BLDG-2024-0150	Building - Major 10/09/2024 IT Non-Residential - Inn	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,512	55 Pointe Pl, 206, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
	Description: Interior finishes for unit 206						
BLDG-2024-0156	Building - Major 10/09/2024 IT Non-Residential - Inn	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,512	55 Pointe Pl, 304, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
	Description: Interior finishes for unit 304						
BLDG-2024-0141	Building - Major 10/09/2024 IT Non-Residential - Inn	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,410	55 Pointe Pl, 103, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
	Description: Interior finishes for unit 103						
BLDG-2024-0139	Building - Major 10/09/2024 IT Non-Residential - Inn	New Construction 02/12/2025 \$1,378.00	Issued 08/14/2025 1,771	55 Pointe Pl, 107, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
	Description: Interior finishes for unit 107						
BLDG-2024-0137	Building - Major 10/09/2024 IT Non-Residential - Inn	New Construction 02/13/2025 \$1,378.00	Issued 08/15/2025 1,771	55 Pointe Pl, 101, Dover, NH \$123,000.00	Residential	None Yes Jim Maxfield	K0019-009000
	Description: Interior finishes for unit 101						
BLDM-2025-0067	Building - Minor 02/18/2025 R-40 Residential - Rura	New Construction 02/25/2025 \$1,840.00	Issued 08/27/2025 520	26 Saddle Trail Dr, Dover, NH \$165,000.00	Residential	None Yes Thomas Abbott	N0008-001001
	Description: Basement kitchenette and living room renovation. Demo existing finished space. Rework plumbing and electric for new floor plan. Insulate, drywall, new plank flooring, cabinets, interior finish and paint.						

PERMITS ISSUED BY WORK CLASS (02/01/2025 TO 02/28/2025)

Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	Expiration <i>Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	<i>Applied Online Assigned To</i>	Parcel
SUBTOTALS FOR NEW CONSTRUCTION:			40,486 Sq Ft	\$3,272,075.00	Residential:	26	PERMITS ISSUED: 26
					Non-Residential:	0	
					Mixed Use:	0	
			75,903 Sq Ft	\$4,147,377.90	Residential:	45	GRAND TOTAL OF PERMITS: 50
					Non-Residential:	4	
					Mixed Use:	1	

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 Development	River Street	M	418	220	198	No	8/25/2022	6/14/2022	Site	P21-69	22	1-2 & 1-4	8/25/2027	G	12.54
Downtown Dover Storage, LLC	14 Broadway	A	24	0	24	No	9/13/2022	12/14/2021	Site	P21-29	4	5	9/13/2027	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
Soujour	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		10/8/2024	Site	SITE-2024-0004	H	4-Jun		G	1.1
H.J. Stabile & Son, Inc.	Fisher St.	H	21	5	16	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	102	116	84									26.2
Subdivisions:															
Stonearch Development Corp	63 & 65 Tolend & 22 SunHawk	H	27	5	22	No		8/23/2023		SUBD-23-0005	E	65 & 65-1		W	3.2
Chinburg Development, LLC	Gulf Rd & Oak St.	H	11	5	6	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	152	74	0									27.1
Elderly:															
Arbor Woods Townhomes	Cielo Dr	H	56	0	56	No		9/13/2022		P06-25F	H	4		W	
Arbor Woods	Cielo Dr	H	72	68	4	No	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			128	68	60	0									
TOTAL APPROVED UNITS			1440	638	802	96									

City of Dover

Revenues of Major Funds February 28, 2025

(General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 116,087,694	691,130	60,923,546	52.0%	\$ 55,164,148	\$ -	\$ 55,164,148	48.0%
Licenses & Permits	7,582,679	656,791	5,712,915	75.0%	1,869,764	-	1,869,764	25.0%
Intergovernmental	5,924,368	-	3,914,022	66.0%	2,010,346	-	2,010,346	34.0%
Charges for Services	5,125,212	619,403	3,868,130	75.0%	1,257,082	-	1,257,082	25.0%
Miscellaneous Revenue	2,099,105	16,075	1,940,677	92.0%	158,428	-	158,428	8.0%
Education	20,671,310	492,966	14,696,872	71.0%	5,974,438	-	5,974,438	29.0%
Operating Transfers In	446,507	-	27,048	6.0%	419,459	-	419,459	94.0%
Other Financing Sources	129,900	-	-	0.0%	129,900	-	129,900	100.0%
Sub-total : 1000 General Fund	\$ 158,066,775	2,476,364	91,083,211	58.0%	\$ 66,983,564	\$ -	\$ 66,983,564	42.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 395,000	26,564	295,571	75.0%	\$ 99,429	\$ -	\$ 99,429	25.0%
Parking Income	1,047,941	100,415	797,447	76.0%	250,494	-	250,494	24.0%
Parking Fines	184,000	43,652	239,837	130.0%	(55,837)	-	(55,837)	-30.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,626,941	170,630	1,332,855	82.0%	\$ 294,086	\$ -	\$ 294,086	18.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	-	7,154	75.0%	\$ 2,430	\$ -	\$ 2,430	25.0%
Charges for Services	2,004,995	100,864	1,114,390	56.0%	890,605	-	890,605	44.0%
Miscellaneous Revenue	0	64	1,359	0.0%	(1,359)	-	(1,359)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 2,014,579	100,927	1,122,904	56.0%	\$ 891,675	\$ -	\$ 891,675	44.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 794,011	66,991	529,297	67.0%	\$ 264,714	\$ -	\$ 264,714	33.0%
Operating Transfers In	60,853	3,857	30,853	51.0%	30,000	-	30,000	49.0%
Sub-total : 3381 McConnell Center	\$ 854,864	70,848	560,150	66.0%	\$ 294,714	\$ -	\$ 294,714	34.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 425,490	34,211	214,679	50.0%	\$ 210,811	\$ -	\$ 210,811	50.0%
Miscellaneous Revenue	5,500	-	6,250	114.0%	(750)	-	(750)	-14.0%
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	34,211	220,929	49.0%	\$ 230,061	\$ -	\$ 230,061	51.0%
5300 Water Fund								
Intergovernmental	\$ 71,800	-	-	0.0%	\$ 71,800	\$ -	\$ 71,800	100.0%
Charges for Services	7,716,002	712,272	4,806,382	62.0%	2,909,620	-	2,909,620	38.0%
Miscellaneous Revenue	386,000	3,389	42,907	11.0%	343,093	-	343,093	89.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	\$ 8,261,302	715,661	4,849,289	59.0%	\$ 3,412,013	\$ -	\$ 3,412,013	41.0%
5320 Sewer Fund								
Intergovernmental	\$ 163,524	16,018	30,107	18.0%	\$ 133,417	\$ -	\$ 133,417	82.0%
Charges for Services	9,936,082	1,156,013	5,874,392	59.0%	4,061,690	-	4,061,690	41.0%
Miscellaneous Revenue	70,000	4,980	49,161	70.0%	20,839	-	20,839	30.0%
Other Financing Sources	391,150	-	-	0.0%	391,150	-	391,150	100.0%
Sub-total : 5320 Sewer Fund	\$ 10,560,756	1,177,011	5,953,660	56.0%	\$ 4,607,096	\$ -	\$ 4,607,096	44.0%
6100 Dovernet Fund								
Intergovernmental	\$ 351,620	-	-	0.0%	\$ 351,620	\$ -	\$ 351,620	100.0%
Charges for Services	1,708,778	125,251	1,002,034	59.0%	706,744	-	706,744	41.0%
Miscellaneous Revenue	50,000	1,800	1,800	4.0%	48,200	-	48,200	96.0%
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	127,051	1,003,834	48.0%	\$ 1,106,564	\$ -	\$ 1,106,564	52.0%
Total : REVENUES	\$ 183,946,605	4,872,703	106,126,832	58.0%	\$ 77,819,773	\$ -	\$ 77,819,773	42.0%

City of Dover

Expenditures of Major Funds

February 28, 2025

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 634,396	\$ 10,391	\$ 75,421	12.0%	\$ 558,975	\$ 203,299	\$ 355,675	56.1%
Executive	2,494,022	186,884	1,436,923	58.0	1,057,099	719,793	337,306	13.5
Finance	2,833,972	209,461	1,701,054	60.0	1,132,918	750,653	382,265	13.5
Planning	2,464,029	142,544	1,216,589	49.0	1,247,440	611,467	635,972	25.8
Misc General Government	1,326,602	(5,279)	478,488	36.0	848,114	100,414	747,700	56.4
Police	11,191,487	808,194	7,012,978	63.0	4,178,509	3,012,636	1,165,873	10.4
Fire & Rescue	12,809,683	927,724	8,215,221	64.0	4,594,462	3,059,949	1,534,513	12.0
Community Service Public Works	11,412,271	708,004	4,309,887	38.0	7,102,384	2,098,710	5,003,674	43.8
Recreation	3,240,460	240,617	1,835,876	57.0	1,404,584	720,911	683,672	21.1
Public Library	1,933,196	137,125	1,164,026	60.0	769,170	526,181	242,988	12.6
Public Welfare	881,409	46,042	445,473	51.0	435,936	133,801	302,136	34.3
Debt Service	6,332,062	-	2,719,027	43.0	3,613,035	2,895,842	717,193	11.3
Other Financing Sources/Uses	4,645,609	180,214	1,441,710	31.0	3,203,899	-	3,203,899	69.0
School	84,642,799	5,483,003	46,185,291	55.0	38,457,508	35,116,035	3,341,473	3.9
Intergovernmental	11,224,778	-	11,224,778	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 158,066,775	\$ 9,074,923	\$ 89,462,743	56.6%	\$ 68,604,032	\$ 49,949,691	\$ 18,654,341	11.8%
3213 Parking Activity Fund								
Police	\$ 1,626,941	\$ 80,197	\$ 697,621	43.0%	\$ 929,320	\$ 291,331	\$ 637,989	39.2%
Sub-total : 3213 Parking Activity Fund	\$ 1,626,941	\$ 80,197	\$ 697,621	42.9%	\$ 929,320	\$ 291,331	\$ 637,989	39.2%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,106,737	\$ 187,919	\$ 1,104,510	52.0%	\$ 1,002,227	\$ 834,024	\$ 168,204	8.0%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,106,737	\$ 187,919	\$ 1,104,510	52.4%	\$ 1,002,227	\$ 834,024	\$ 168,204	8.0%
3381 McConnell Center Fund								
Recreation	\$ 854,864	\$ 34,084	\$ 262,210	31.0%	\$ 592,654	\$ 293,377	\$ 299,277	35.0%
Sub-total : 3381 McConnell Center Fund	\$ 854,864	\$ 34,084	\$ 262,210	30.7%	\$ 592,654	\$ 293,377	\$ 299,277	35.0%
3410 Recreation Special Revenue Fund								
Recreation	\$ 470,990	\$ 17,339	\$ 199,907	42.0%	\$ 271,083	\$ 32,469	\$ 238,615	50.7%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 470,990	\$ 17,339	\$ 199,907	42.4%	\$ 271,083	\$ 32,469	\$ 238,615	50.7%
5300 Water Fund								
Community Service Public Works	\$ 8,498,951	\$ 505,222	\$ 4,414,386	52.0%	\$ 4,084,566	\$ 1,513,369	\$ 2,571,197	30.3%
Sub-total : 5300 Water Fund	\$ 8,498,951	\$ 505,222	\$ 4,414,386	51.9%	\$ 4,084,566	\$ 1,513,369	\$ 2,571,197	30.3%
5320 Sewer Fund								
Community Service Public Works	\$ 10,697,441	\$ 645,712	\$ 5,527,986	52.0%	\$ 5,169,455	\$ 2,093,121	\$ 3,076,334	28.8%
Sub-total : 5320 Sewer Fund	\$ 10,697,441	\$ 645,712	\$ 5,527,986	51.7%	\$ 5,169,455	\$ 2,093,121	\$ 3,076,334	28.8%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 3,108,536	\$ 109,560	\$ 960,392	31.0%	\$ 2,148,145	\$ 643,983	\$ 1,504,161	48.4%
Sub-total : 6100 Dovernet Fund	\$ 3,108,536	\$ 109,560	\$ 960,392	30.9%	\$ 2,148,145	\$ 643,983	\$ 1,504,161	48.4%
Total : EXPENDITURES	\$ 185,431,236	\$ 10,654,955	\$ 102,629,754	55.3%	\$ 82,801,481	\$ 55,651,364	\$ 27,150,117	14.6%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) February 28, 2025

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenues	1,140,835	169,568	875,667	76.8	265,168	0	265,168	23.2
Expenditures	1,321,297	124,440	833,813	63.1	487,484	326,482	161,002	12.2
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	<u>(180,462)</u>	<u>45,128</u>	<u>41,854</u>	<u>13.7</u>	<u>(222,316)</u>	<u>(326,482)</u>	<u>104,166</u>	<u>11.1</u>

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		\$ 136,805.59		\$ 126,617.31					
Special Education	\$ 196,704.97		\$ 54,628.35	\$ 3,354.95	\$ 15,351.62	\$ 64,357.74	\$ 5,167,084.66	\$ 141,041.70					
Tuition & Transportation						\$ 470,628.64							
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	\$ 171,111.30		\$ 266,487.60					
Adult Education	\$ 97,398.54	\$ 13,391.14	\$ 53,014.19	\$ 34,275.66	\$ 43,420.97	\$ 43,011.05							
<i>Total Education</i>	\$ 1,131,093.26	\$ 69,452.87	\$ 2,497,030.59	\$ 3,525,527.48	\$ 3,259,118.46	\$ 885,914.32	\$ 5,167,084.66	\$ 534,146.61	\$ -	\$ -	\$ -	\$ -	\$ 17,069,368.25
Environmental													
State Aid Grants - Wastewater				\$ 14,512.00		\$ 11,154.00		\$ 58,844.00					
SRF - Chapel St. Revine			\$ 597.42					\$ 36,819.38					
SRF - River St Pump Station				\$ 4,055,554.27		\$ 1,056,020.76							
SRF - Secondary Clarifier								\$ 6,949.21					
Lead Service Line Grants	\$ 5,846.91	\$ 13,162.03						\$ 28,548.27					
Pudding Hill Water Treatment		\$ 338,119.73											
Community Trail Land Improvements		\$ 22,508.58											
<i>Total Environmental</i>	\$ 5,846.91	\$ 373,790.34	\$ 597.42	\$ 4,070,066.27	\$ -	\$ 1,067,174.76	\$ -	\$ 131,160.86	\$ -	\$ -	\$ -	\$ -	\$ 5,648,636.56
Other Gen. Funds													
Meals & Rooms Distribution						\$ 3,250,398.63							
InvestNH; HOP Housing Navigator		\$ 33,398.65		\$ 34,902.72			\$ 35,312.09	\$ 17,152.42					
InvestNH; HOP Grant Reimbursement		\$ 20,523.35	\$ 7,233.98	\$ 7,499.75			\$ 6,162.74						
Household Hazardous Waste Collection				\$ 7,154.00									
SCADA (ARPA)		\$ 58,321.39											
Opioid Settlement					\$ 43,322.53		\$ 11,073.16						
Other			\$ 11,064.84	\$ 1.70	\$ 2,024.00								
<i>Total Other Gen. Funds</i>	\$ -	\$ 112,243.39	\$ 18,298.82	\$ 49,558.17	\$ 45,346.53	\$ 3,250,398.63	\$ 52,547.99	\$ 17,152.42	\$ -	\$ -	\$ -	\$ -	\$ 3,545,545.95
Highway Funds													
Highway Block Grants	\$ 190,396.86			\$ 190,396.86			\$ 126,931.25						
Highway Construction Aid													
Municipal Bridge Aid													
<i>Total Highway Funds</i>	\$ 190,396.86	\$ -	\$ -	\$ 190,396.86	\$ -	\$ -	\$ 126,931.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 507,724.97
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											
DHHS - Coalition Support Srvs							\$ 45,187.75						
Granite Hammer Grant		\$ 5,989.08											
<i>Total Public Safety</i>	\$ 1,800.34	\$ 16,218.24	\$ 25,318.71	\$ 4,512.36	\$ 238.22	\$ 6,750.00	\$ 45,187.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,025.62
<i>Grand Total</i>	\$ 1,329,137.37	\$ 571,704.84	\$ 2,541,245.54	\$ 7,840,061.14	\$ 3,304,703.21	\$ 5,210,237.71	\$ 5,391,751.65	\$ 682,459.89	\$ -	\$ -	\$ -	\$ -	\$ 26,871,301.35

CITY COUNCIL GOALS

2024-2025



How the City of Dover Management Team & employees supported City Council goals in **February 2025**

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

Housing Navigator Ryan Pope ended his employment with the City of Dover in early January. Director Benton and the hiring committee posted the Housing Planner position and held interviews in February. Director Benton is acting Housing Navigator and closed out the Navigator grant which sunset at the end of February.

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.
-

Planning Staff created a webpage on the City website dedicated to Transfer of Development Rights. The page includes an overview of the ordinance and information on individual applications received by the Planning Department; this includes links to project materials, project address, and status updates.

In early February, Media Services participated in the response to a major water main break, which was not located for more than 24 hours. The break, which was gushing more than 2,000 gallons per minute, required action from across city departments, including Media Services, which provided ongoing communications to the public, monitored tips from the public, and provided aerial inspection.

In February, work continued on two major projects within Media Services. The first, a significant upgrade to the city's broadcast system and infrastructure, will be out to bid in February. This project is the first major upgrade in more than a decade, and will modernize the city's broadcast, streaming, and media capabilities, enhancing public communication. The second major project is a complete redesign and overhaul of the city's public-facing website.

GOAL 3: OUR CITY IS RESILIENT

The following objectives ensure the City's social, built and natural infrastructure is designed to evolve and support community needs.

- Implement Citywide resilience plan into City and School programs and policies.
 - Develop infrastructure improvements which adapt to climate change needs.
 - Develop waterfront in an environmentally friendly manner.
 - Implement options for reducing food waste.
 - Develop community incentive program to address stormwater/flooding resilience.
 - Implement updates to procurement policies so the City is a leader in a circular economy.
-

The Legal Office assisted with closing on a conservation easement as well as assisted with purchase of conservation land.

Demolition of the Dover Public Library has begun and it is exciting to see the renovation finally underway.

Construction activities exposed additional deterioration of the existing sheet pile bulkhead panels beyond what was expected. The City is working with the contractor, engineers and permitting agencies to find a better long term replacement for the steel sheet pile bulkhead.

GOAL 4: OUR CITY IS SAFE AND INVITING

The following objectives ensure that the City's infrastructure and environment is welcoming.

- Continue to review and improve roadway safety concerns, based upon analytical data not anecdotal data and communicate the resulting decisions.
 - Embrace opportunities to bring advocates for accessibility to the table to discuss infrastructure improvements.
 - Systematically collect and analyze data to better understand accident trends and proactively make improvements.
-

On February 5, Lt. Speidel joined staff from the Community Services Department in a traffic signal coordination meeting with the City's consultant, Sebago Technics. The periodic coordination meetings are held to review assessments of intersection phasing, discuss options for upgrades, and help troubleshoot signal hardware in need of repair.

In early February, a contractor for CSX Railways notified the City of upcoming work to replace railroad ties along the entire line between Plaistow, NH and Portland, ME. The work is expected to require complete multi-day closures of numerous grade crossings along the line, including Dover's two key crossings at Chestnut Street and Central Avenue. Lt. Speidel was tasked with reviewing the project's traffic and public safety impacts and coordinating a City response to the contractor outlining any concerns specific to the City of Dover. Correspondence with the CSX contractor is ongoing.

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.
-

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.

Staff from Planning, Business Development, Community Services, and the Police Department have worked on a bicycle plan for the city to help ensure better bikeability throughout the city which will be presented to the Transportation Advisory Committee in March.

Director Benton and City Planner Bassegio have been working with SRPC staff on general accessibility, public transportation, and active transportation.

On February 12, 2025, Lt. Mitrushi taught a 3-hour NAMI Connect Suicide Prevention Training class at the Dover Police Department to 6 community members. This program includes interactive case scenarios and protocols for recognizing and responding to individuals at risk for suicide in a variety of community settings.

The All Abilities Club hosted 86 participants in the month of February. Participants enjoyed pottery, music and a book club.

GOAL 6: OUR CITY HAS SUSTAINABLE FINANCIAL POLICIES

The following objectives ensure the City's financial health is sustainable and open for all to view and understand.

- Practice transparency in finances and decision making at all levels of governance.
- Enhance the budget process by encouraging school department participation in developing Capital Improvement Programming.
- Enhance adherence to financial discipline to maintain financial stability and affordability for tax payers.

Resilience Coordinator Merchant connected with Katrin Kasper at Clean Energy New Hampshire on February 27th to explore clean energy projects that other communities across the state are working on.

Resilience Coordinator Merchant and Assistant City Planner Edgecomb attended a Sustainability Professionals Networking event on February 5th.

Resilience Coordinator Merchant attended New England Municipal Sustainability Network event on February 27th to discuss changes to Community Power offerings.

Resilience Coordinator Merchant attended the Barrington Energy Commission Field Trip at Barrington Town Hall on February 27th to learn about other municipal energy efforts.

Planning Staff submitted a Housing Infrastructure Municipal Grant that is proposed to be used towards the Central Avenue Water Main Replacement Project. The City of Dover was eligible to apply for these funds as a Housing Champion community.

On Friday, February 7 and Monday, February 10, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover High School library to help freshman student's select potential book choices for the Freshman Free Book Program. The Freshman Free Book Program allows all freshman students at Dover High School to bring home a free book of their choice that is theirs to keep courtesy of grant funding. Students used various resources such as watching book trailers, talking with the librarians, and searching databases such as NoveList to explore titles that they might be interested in selecting for their free book.

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.

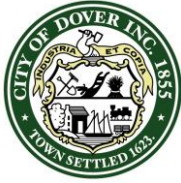
City Planner Bassegio recorded an episode of the Dover Download podcast to recap February land use board meetings, including zoning board decisions, Arts Commission projects, Conservation Commission endorsements, and Planning Board approvals.

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 896 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 3,731 followers).

Planning and Media Services staff continued to develop and enhance an electronic "newsletter" for planning related items (with 1,117 subscribers). Two newsletters were sent in February. Content included meeting summaries, meeting previews, Master Plan updates, and various special topics such as information on upcoming Planning Board meetings, the creation of a TDR subcommittee, the City Council workshop on the Master Plan, updates from the Forest Management Subcommittee, the approval of the 2024 Energy Report, and the presentation to Council of the Planning Department budget. Two Polco surveys question asked: "Are you familiar with the City of Dover's renewable energy goals?" and "Would you be interested in learning how to identify ash trees in Dover that have been affected by the Emerald Ash Borer (EAB)?"

The Dover Public Library staff made 6 visits to community members via the Homebound Delivery Service in February. 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.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Chambers
Meeting Date: **Wednesday, March 5, 2025**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Hackett led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

Present: Councilor Richer, Councilor Cullen, Councilor Hackett, Councilor Warach, Deputy Mayor Shanahan, Mayor Carrier

Absent: Councilor Nemeth, Councilor Retrosi, Councilor Williams

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

5. PUBLIC FORUM

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

Dave Nelson, 214 Dover Point Rd, asked if there would be any updates on Dover Point Road to make it safer to walk.

Katie Nelson, 214 Dover Point Rd, had questions about how the budget process works and expressed that she would like to see her requests in the proposed budget.

Jane Hamor and Cliff Blake, Arts Commission Chair and Vice Chair, asked the Council to increase the budget for the Arts Commission.

6. DISCUSSIONS

A. REVIEW OF PROPOSED FY2026 BUDGET

1. POLICE

Police Chief William Breault gave a PowerPoint presentation to the Council on the proposed FY2026 Police Department budget.

2. FIRE

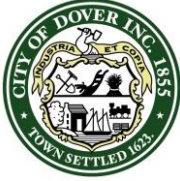
Fire Chief and Emergency Management Director Perry Plummer gave a PowerPoint presentation to the Council on the proposed FY2026 Fire Department budget.

3. RECREATION

Recreation Director Kevin Hebert gave a PowerPoint presentation to the Council on the proposed FY2026 Recreation Department budget.

4. PLANNING

Planning and Community Development Director Donna Benton gave a PowerPoint presentation to the Council on the proposed FY2026 Planning Department budget.



CITY OF DOVER

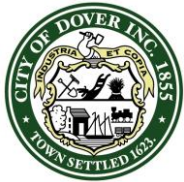
CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Chambers
Meeting Date: **Wednesday, March 5, 2025**
Meeting Time: **7:00 pm**

7. ADJOURNMENT

Councilor Warach moved to adjourn, seconded by Councilor Richer.
Vote: 6-0.

DRAFT



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 12, 2025**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Nemeth led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. PROCLAMATIONS/AWARDS – Women’s History Month & International Women’s Day

Mayor Carrier presented two proclamations, one for Women’s History Month and a second recognizing International Women’s Day.

6. APPROVAL OF AGENDA

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

7. PUBLIC HEARINGS

A. FISCAL YEAR 2026 BUDGET APPROPRIATIONS, FEES, AND CAPITAL IMPROVEMENTS PROGRAM – CITY PORTION ONLY

SPONSORED BY MAYOR CARRIER BY REQUEST

Jessica Nyby, 2 Crescent Dr, asked the Council to fund the recreation supervisor role in the fiscal year 2026 budget.

Beth Fischer, 24 Rutland St, asked the Council to fund the recreation supervisor role in the fiscal year 2026 budget.

Jeff Lapak, 55 Willow St, spoke about the importance of a recreation supervisor role.

B. CHAPTER 141, SECTION 51

SPONSORED BY MAYOR CARRIER BY REQUEST

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

C. CHAPTER 9, SECTION 17

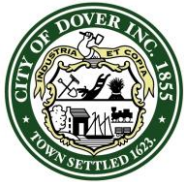
SPONSORED BY COUNCILOR WILLIAMS

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.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 12, 2025**
Meeting Time: **7:00 pm**

9. CITY MANAGER'S REPORT

City Manager Joyal gave an overview of the report he submitted in writing to the Council.
Deputy Mayor Shanahan moved to approve the City Manager's Report, seconded by Councilor Hackett.

Vote: 9-0.

10. APPROVAL OF MINUTES

A. February 19, 2025 – Special Meeting

B. February 20, 2025 – Workshop Meeting

C. February 26, 2025 – Regular Meeting & Non-Public Meeting

Deputy Mayor Shanahan moved to approve the minutes, seconded by Councilor Warach.

Vote: 9-0.

11. MAYOR'S REPORT

Mayor Carrier gave an overview of meetings and events he attended over the last couple of weeks and answered questions from the Council.

Deputy Mayor Shanahan moved to approve the Mayor's Report, seconded by Councilor Nemeth.

Vote: 9-0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. CHAPTER 141, SECTION 51

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the ordinance, seconded by Councilor Retrosi.

City Manager Joyal gave an overview of the ordinance to the Council and answered questions.

Roll Call Vote: 9-0.

2. CHAPTER 9, SECTION 17

SPONSORED BY COUNCILOR WILLIAMS

Deputy Mayor Shanahan moved to approve the ordinance, seconded by Councilor Warach.

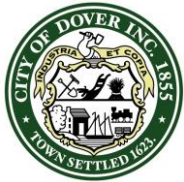
City Manager Joyal gave an overview of the ordinance to the Council and answered questions.

Roll Call Vote: 9-0.

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 12, 2025**
Meeting Time: **7:00 pm**

A. CONSENT CALENDAR

1. **APPROVAL OF TEMPORARY PUBLIC ART INSTALLATION AT WALDRON PARK**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **APPROVAL OF TEMPORARY PUBLIC ART INSTALLATION AT HENRY LAW PARK**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **APPROVAL OF PURCHASE AND SALE AGREEMENT BETWEEN JOHN AND MARLENE SUCCI AND CITY OF DOVER (TAX MAP 39, LOT 20)**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **APPROVAL OF PURCHASE AND SALE AGREEMENT BETWEEN MORRIS AND MARIA PIGEON AND CITY OF DOVER (MADBURY MAP 1, LOT 43)**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **AUTHORIZATION TO PURCHASE ONE (1) FORD MAVERICK XLT**
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **B22040 HVAC PREVENTIVE MAINTENANCE & REPAIR SERVICES YEAR (4) FOUR**
EXTENSION WITH SIEMENS INDUSTRY, INC.
SPONSORED BY MAYOR CARRIER BY REQUEST

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

Mayor Carrier asked if any Councilors would like to pull any resolutions, Councilor Cullen requested 13.A.2. be pulled so that he may vote no.

Roll Call Vote on items 13.A.1., 13.A.3., 13.A.4., 13.A.5., 13.A.6.: 9-0.

Deputy Mayor Shanahan moved to approve 13.A.2., seconded by Councilor Nemeth.

Roll Call Vote: 8-1, with Councilor Cullen opposed.

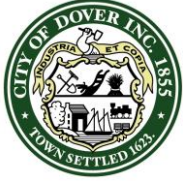
COMMITTEE REPORTS

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

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

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

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 12, 2025**
Meeting Time: **7:00 pm**

Councilor Warach gave an overview of the Waterfront TIF, Downtown TIF, and Parking Commission Reports to the Council.

B. RESOLUTIONS

1. AUTHORIZATION TO PURCHASE GRANULAR ACTIVATED CARBON MEDIA REPLACEMENT FOR PFAS FILTERS AT PUDDING HILL WATER TREATMENT PLANT SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Hackett. Community Services Director John Storer gave an overview of the resolution to the Council and answered questions.

Roll Call Vote: 9-0.

2. ADDITIONAL APPROPRIATION AND AUTHORIZATION FOR BONDING FOR FY2026 CIP LEAD SERVICE LINE REPLACEMENT PROJECT (PER C6-6 AND C6-14 THIS RESOLUTION REQUIRES A DULY ADVERTISED PUBLIC HEARING AND A 2/3 FAVORABLE VOTE OF ALL MEMBERS OF THE CITY COUNCIL FOR PASSING, WITH THE VOTE DEFERRED UNTIL AT LEAST THREE (3) DAYS AFTER PUBLIC HEARING) (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 26, 2025 WITH A VOTE TO OCCUR ON APRIL 9, 2025) SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer the resolution to a Public Hearing on March 26, 2025, seconded by Councilor Hackett.

Vote: 9-0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

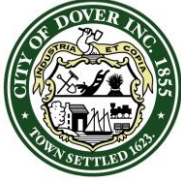
Councilor mentioned that four Dover residents were honored tonight at Union Leader's 40 under 40.

Councilor Nemeth shared that after a stay in Wilmington, Delaware, she enjoyed their great Riverwalk and noticed how similar it was to what the waterfront project in Dover is looking to accomplish and she looks forward to having that here in Dover.

16. ADJOURN

Councilor Warach moved to adjourn, seconded by Councilor Nemeth.

Vote: 9-0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2025.03.26 - 33**

Resolution Re: Authorization to Purchase Lighting Fixtures for Dover
Indoor Pool

WHEREAS: A sealed Request for Bid #2730-23 was solicited and received by the State of New Hampshire in May of 2023 for Electrical Supplies and Devices.

WHEREAS: Sonepar Distribution NE, Inc. d/b/a/ Northeast Electrical was awarded State of NH Contract 8003223 for various Electrical Supplies and Devices from May 31, 2023 through April 30, 2026; and,

WHEREAS: The City of Dover Indoor Pool requires various lighting fixtures to replace inoperable lighting; and,

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

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Northeast Electrical in the amount of \$26,510.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.350.45124.4727	Indoor Pool - Building System	30,000.00	27,673.00

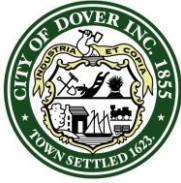
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Jennifer Perez
Acting City Attorney

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2025.03.26 - 33**
Resolution Re: Authorization to Purchase Lighting Fixtures for Dover
Indoor Pool

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:

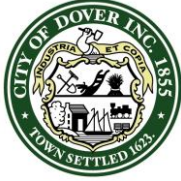
The Dover Indoor Pool is facing significant lighting issues that necessitate immediate action. The existing lighting system, consisting of 12 fixtures, is failing to perform adequately in the humid, chlorinated environment of the pool area. These fixtures, last replaced in 2015, are showing signs of deterioration, including strobing and power failures, resulting in a number of inoperative lights.

To address these concerns and improve the overall lighting quality and safety of the pool, a project has been proposed to replace the existing fixtures with new, specialized lighting solutions. The new fixtures, "wave+" by LUX dynamics, are designed specifically for use in pool facilities and feature up-lighting technology to reduce glare on the water, enhancing visibility and user comfort.

Pricing for the project was obtained through the State-contracted distributor of electrical parts, North East Electric (Contract number 8003358), resulting in an estimated material cost of \$26,500.00. An installation estimate of \$4,206.00 was provided by NEGM Electric, the city's contracted electrician. The total estimated project cost is \$30,706.00.

The current state of the lighting system poses operational and safety concerns, making the replacement project a priority for the Dover Indoor Pool. The proposed new lighting system will provide a more durable, efficient, and user-friendly solution, ensuring a safe and enjoyable environment for pool patrons.

Document Created by: Purchasing	R-2025.03.26 Approval to Purchase Lighting Fixtures
Document Posted on: March 21, 2025	for Dover Indoor Pool
	Page 2 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2025.03.26 - 33**

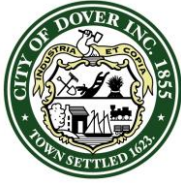
Resolution Re: Authorization to Purchase Lighting Fixtures for Dover
Indoor Pool

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:	No
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Delivered	Estimated Delivery:	Immediate
Recommended Award to:	Northeast Electrical	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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2025.03.26 - 34**

Resolution Re: B21048-RFP24-002 Mill Street Pump Station Evaluation
Additional Scope of Work

WHEREAS: A sealed (RFQ) Request for Qualifications #B21048 was solicited and received for on-call specialized municipal engineering services on an as-needed basis on May 13, 2021 at 3:00 p.m. for services to commence on or about July 1, 2021 for a four-year period. On July 28, 2021, City Council approved to award to several vendors in various engineering service areas for on-call specialized municipal engineering services via resolution [R-2021.07.28-135](#); and

WHEREAS: A project was identified meeting the criteria of RFQ #B21048 and a sealed Request for Proposal #B21048-RFP24-002 Mill Street Pump Evaluation was solicited and received on October 26, 2023 at 2:00 p.m. from one pre-approved firm, Woodard & Curran, for the amount of \$93,925.00; and

WHEREAS: On August 14, 2024, Council approved via [R-2024.08.14-139](#), not to exceed \$45,000.00, to evaluate the potential for eliminating both the Charles and Mill Street Sewer Pump Stations; and

WHEREAS: On February 7, 2025, the City received a proposal for additional scope of work, not to exceed \$97,305.00, for additional consulting services to develop a design and cost analysis for the installation of a new main and replacement of the Mill Street Pump Station.

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

The Purchasing Agent is hereby authorized to issue a purchase order revision to Woodard & Curran, Andover, MA, for Mill Street Pump Station Evaluation in the amount of \$97,305.00, for a total contract amount of \$230,230.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
5320.1.300.43250.4741.04564.24	Machinery & Equipment	3,739,943	3,663,040

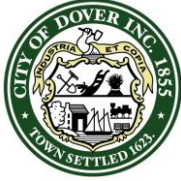
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal: Jennifer Perez
Form and Compliance: Acting City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2025.03.26 - 34**

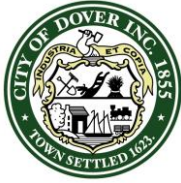
Resolution Re: B21048-RFP24-002 Mill Street Pump Station Evaluation
Additional Scope of Work

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2025.03.26 - 34**

Resolution Re: B21048-RFP24-002 Mill Street Pump Station Evaluation
Additional Scope of Work

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested proposals from its three pre-qualified wastewater engineering firms for consulting services for an evaluation of the City's Mill Street sanitary sewer pumping station in preparation for a major station upgrade. While two firms did respond, one firm respectfully declined to bid due to their existing workload.

The pump station, located on Mill Street in Dover, NH, was built in the 1957, and was upgraded in the early 1980's with 2 Gorman Rupp pumps and fiberglass hut. A new standby power unit was installed during the early 1990's but all other components are original to the station including the motor control center and force main. The pumps are experiencing major cavitation issues and a major station upgrade is anticipated. The evaluation of the pump station is expected to result in the basis of design for the station upgrade under a future proposal.

The City of Dover anticipated that a full replacement of the Mill Street Pump Station may be required as part of a future project and sought an evaluation of the pump station and surrounding infrastructure. During initial meetings with Woodard & Curran, it became apparent that it could potentially be feasible to eliminate at least the Charles Street Sewer Pump, and possibly also the Mill Street Sewer Pump Station, by expanding a gravity sewer trunk line to connect to the Varney Brook Sewer Pump Station.

Per the City's request, on June 14, 2024 Woodard & Curran submitted an additional scope of work, for the development of a conceptual design for a gravity pipeline alignment analysis and recommendations. The tasks include:

1 – Evaluation for a pipeline extension from Mill Street Pump Station, along existing corridors to Varney Brook Pump Station. As part of the scope of work, Woodard & Curran will review available data sources and record information, evaluate the feasibility of the proposed pipeline route options, identify pipeline interferences and utility conflicts, and incorporate the resulting findings and recommendations with the Design Basis Report being developed under the existing contract.

The City had hoped that there was potential to eliminate one, or both, of the Charles Street PS or Mill Street PS by possibly pursuing a gravity sewer extension that would have extended down to the Varney Brook Pump Station. That proved not feasible. The City next requested Woodard & Curran to review possible force main routing and discharge options in order to enhance and optimize current capacity of the older sewer collection system that currently handles flow along Locust Street.

On February 7, 2025, the city received a proposal, not to exceed \$97,305.00 for additional services for the development of conceptual design and cost analysis for the installation of a new form main and replacement of the Mill Street Pump Station.

Tasks include:

Phase I - Sewerage Flow Metering

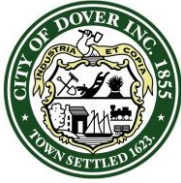
Phase 2 – Survey

Phase 3 – Alt 4 Preliminary Design Report and Finalizing Basis of Design and Alternatives
Analysis Evaluation Report

R-2025.03.26 B21048-RFP24-002 Mill Street Pump Station
Evaluation Additional SOW

Document Created by: Purchasing
Document Posted on: March 21, 2025

Page 3 of 4



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2025.03.26 - 34**

Resolution Re: B21048-RFP24-002 Mill Street Pump Station Evaluation
Additional Scope of Work

Phase 4 – Visual Inspection of Mill Street Wet Well

The intention is to explore force main discharge alternatives that will avoid discharging to Locust Street (as currently constructed) and find an option that would divert flow down Dover Point Road, via existing gravity interceptor/collector – such that flow would make it to the Varney Brook PS. Varney Brook in turn pumps directly to the wastewater treatment plant, so this alternate discharge routes would alleviate capacity concerns within the more urbanized, downtown gravity collection system, but would also alleviate flow-strain or capacity concerns at the large River Street Pump Station.

Work will also include reviewing whether flow currently received at the Charles Street PS can be redirected towards the Mill Street PS. The area in question would be flow received from the Back River Road Area.

This work will advance and finalize the preliminary design options.

Bid Information:

A sealed Request for Proposal #B21048-RFP24-002 was solicited and received from two firms selected under the Wastewater Collection Treatment Engineering services as approved via resolution [R-2021.07.28-135](#) for Mill Street Pump Evaluation on October 26, 2023 at 2:00 p.m.

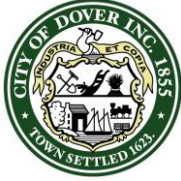
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	3	Number of Responses:	2 (one no bid)
Warranty:	No	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	asap
Recommended Award to:	Woodard & Curran	Fund:	Sewer
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000

[B21048-RFP24-002 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.03.26 - 35**

Resolution Re: B25044 Construction Equipment Rental

WHEREAS: A sealed Request for Proposal #B25044 was issued and received for Construction Equipment Rentals on March 14, 2025 at 2:00 p.m. and the City received eight (8) responses meeting specifications for both different and similar types of construction equipment with varying hourly rates. The list of vendors is outlined in the background section of this resolution

WHEREAS: Vendors are utilized on an as-needed basis, depending upon equipment type, availability and the need for various projects throughout the City. Rental rates were to hold for the 2025 construction season effective April 1, 2025, and negotiated for two additional one-year extensions with increases, if any, to not exceed the current Consumer Price Index (Boston).; 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 each of the vendors identified in the background section of this resolution for Construction Equipment Rentals on an as-needed basis at rates provided in conjunction with Bid #B25044. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
xxxx.x.300.xxxxx.4443.xxxxx.xx	CS Equipment Rental	176,500.50	72,946.79
xxxx.x.300.xxxxx.4715.xxxxx.xx	CIP Land Improvements	19,564,573.51	2,159,800.00
5320.1.300.43250.4432.00000.00	CS-Sewer-Maintenance Charges	69,367.52	8,094.00

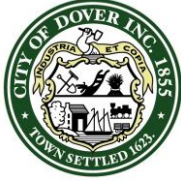
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal: Jennifer Perez
Form and Compliance: Acting City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.03.26 - 35**

Resolution Re: B25044 Construction Equipment Rental

DOCUMENT HISTORY:

First Reading Date:

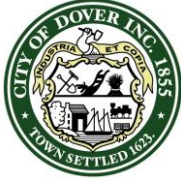
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.03.26 - 35**

Resolution Re: B25044 Construction Equipment Rental

RESOLUTION BACKGROUND MATERIAL:

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

Bob Sherwood Landscape Co., LLC of Dover, NH
Dale R. Sprague Construction Co., Inc. of Somersworth, NH
MacKinnon & Sons Excavating, LLC of Lebanon, ME
Norman R. Gagnon Construction of Rollinsford, NH
N. Granese & Sons, Inc, Salem, MA
S.U.R. Construction, Inc. of Rochester, NH
William A Renaud Trucking, South Berwick, ME
Curtis Earthworks, North Berwick, ME

Rental rates will hold for the 2025 construction season effective April 1, 2025, and may be negotiated for two additional one-year extensions with increases, if any, to not exceed the Consumer Price Index (Boston).

Bid Information:

A sealed Request for Proposal #B25044 was issued and received for Construction Equipment Rentals on March 14 2025 at 1:00 p.m.

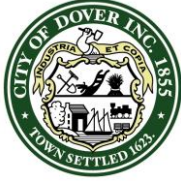
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	129	Number of Responses:	8
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One Year	Estimated Delivery:	As-Needed
Recommended Award to:	Various as identified in this resolution.	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B25044 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2025.03.26 - 36**

Resolution Re: Authorization for EMS Training at the New England EMS Institute

WHEREAS: The City of Dover provides Advanced Life Support at the Paramedic level 24 hours a day. Maintaining a specific number of licensed paramedics is necessary to continue to providing the highest pre-hospital level of care. The City of Dover Fire & Rescue has been granted opportunity for four department members to attend Paramedic school through the New England EMS Institute.

WHEREAS: Per 5-29.C, Exemptions to Formal Bidding, Formal bidding shall not apply to the following: Sole-source purchases where the proposed purchase is manufactured or provided by only one entity, and/or the City has already committed to a certain product, manufacturer, brand or service provider.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to New England EMS Institute for training, not to exceed, \$56,000.000. The City Manager, or designee, is hereby authorized to contract with the Vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.220.42220.4240.	F&R Suppression -Staff Develop	104,200.00	54,148.49
3220.1.220.42240.4240	F&R Training - Staff Develop	9285.25	9285.25

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

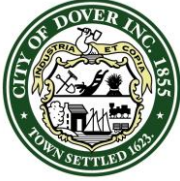
Approved as to Legal
Form and Compliance: Jennifer Perez
Acting City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

Document Created by: Purchasing
Document Posted on: March 21, 2025

R-2025.03.26 Authorization for EMS Training at the New England
EMS Institute
Page 1 of 4



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2025.03.26 - 36**

Resolution Re: Authorization for EMS Training at the New England EMS Institute

First Reading Date:

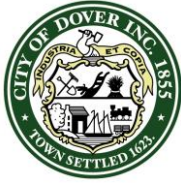
Approved Date:

Public Hearing Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2025.03.26 - 36**

Resolution Re: Authorization for EMS Training at the New England EMS Institute

RESOLUTION BACKGROUND MATERIAL:

Dover Fire & Rescue is seeking funding approval for four members to attend Paramedic Scott at the New England EMS Institute. The City of Dover provides the highest level of pre-hospital care to the public through advanced life support (ALS) at the paramedic level. The City maintains three full staffed ALS ambulances at all times. Over the course of time, through retirement and promotions, the number of direct patient care paramedics the City of Dover has on hand has reduced. Sending current Fire Department members to paramedic school will assure paramedic staffing levels are maintained. Having paramedics available 24 hours a day is vital to maintaining the highest level of care to the City of Dover.

Paramedics possess a broad range of specialized knowledge and skills, including medical knowledge, anatomy & physiology, communication skills and the ability to work under pressure, which allows them to effectively manage a variety of emergencies. The intensive training paramedics undergo will prepare them to deliver appropriate medical treatment by utilizing advanced life support techniques and procedures. Paramedics are proficient in the use of equipment such as defibrillators, ventilators and medication delivery devices, which are essential for stabilizing patients with life-threatening conditions as well as safe transport to a hospital.

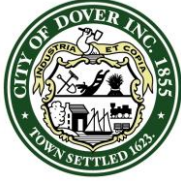
While attending the New England EMS Institute, students will engage in a minimum of nearly 2,000 contact hours to obtain a paramedic certification. 392 hours are designated to classroom setting for lecture, discussion and group activities. 128 lab hours provide students with the tools and equipment to practice ALS skills in simulated pre-hospital settings. 800 online hours are broken down by class module for additional learning and discussion. 588 hours (minimum) are dedicated to training in hospital and pre-hospital settings where students received actual hands on experience overseen by preceptors that are experts in their fields.

The New England EMS Institute is part of Elliot Heath System. The Elliot has been serving the community for over 110 years, and has a reputable history of training hospital and pre-hospital patient care providers. Elliot Heath System and the New England EMS Institute have provided EMS educational programs for over 30 years. In 1998, Elliot Heath System created the New England EMS Institute.

- Accredited by the Commission on Accreditation of Allied Health Education Programs Committee on Accreditation of Education Programs for the EMS Professions (CAAHEP)
- Licensed by the New Hampshire Post-Secondary Education Commission (NH PSEC)

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

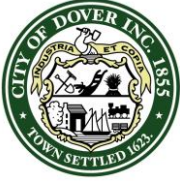
Agenda Item#: 13.A.4.

Resolution Number: **R – 2025.03.26 - 36**

Resolution Re: Authorization for EMS Training at the New England EMS Institute

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	n/a	Number of Responses:	n/a
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	Completion	Estimated Delivery:	N/A
Recommended Award to:	New England EMS Institute	Fund:	
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2025.03.26 - 37**
Resolution Re: B25052 Award of Bid Police Mobile Data Terminals
(Cruiser Tablets)

- WHEREAS: A sealed Request for Bid #B25052 was issued and received for Police Mobile Data Terminals (Cruiser Tablets) on March 18, 2025 at 2:00 p.m.; and
- WHEREAS: The scope of work lists the purchase and installation of ten fully rugged tablets, one printer and supporting equipment/accessories. Funding for this purchase comes from a New Hampshire Office of Highway Safety Grant in the total amount of \$67,092.15 which was approved via resolution [R-2025.01.15-13](#); and
- WHEREAS: Two bid responses were received and reviewed for necessary qualifications, experience, understanding of project scope, approach for completing the work, deliver, support and manage proposed solution and the offer deemed most advantageous came from the New England Vehicle Outfitters, LLC (NE-VO). The city currently utilizes this vendor for other work throughout the city. It is the recommendation to award project to NE-VO in the amount of \$51,970.00; 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 New England Vehicle Outfitters LLC in the amount of \$51,970.00 The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
2240.1.210.42120.4745.02361.25	Computers & Communication Equipment	54,671.00	54,671.00

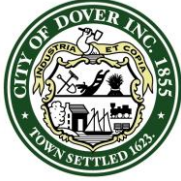
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Jennifer Perez
Acting City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

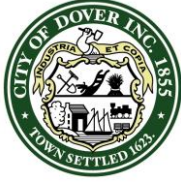
 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.5.	
Resolution Number: R – 2025.03.26 - 37 Resolution Re: B25052 Award of Bid Police Mobile Data Terminals (Cruiser Tablets)		

DOCUMENT HISTORY:

First Reading Date: _____ Approved Date: _____	Public Hearing Date: _____ Effective Date: _____
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DOCUMENT ACTIONS:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.5. Resolution Number: R – 2025.03.26 - 37 Resolution Re: B25052 Award of Bid Police Mobile Data Terminals (Cruiser Tablets)
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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.

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, will be include mounting equipment, and 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.

Bid Information:

A sealed Request for Proposal #B25052 was issued and received for on March 18, 2025 at 2:00 p.m

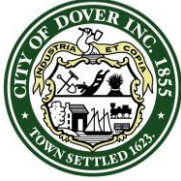
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	330	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	asap
Recommended Award to:	New England Vehicle Outfitters LLC NE-VO	Fund:	Police Grant
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

[B25052 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2025.03.26 - 38**

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

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

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

WHEREAS: The City would like to continue to use Woodard & Curran for various “as requested” consulting services with rates ranging from \$94.00 - \$ 276.00 per hour depending on staff type and service for the FY2025; and

WHEREAS: Per 5-28B., Formal Bidding Purchase; Waiver: Formal bidding may be waived by a majority vote of the City Council, which may be done at the time of making the award.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The Purchasing Agent is hereby authorized to issue a Purchase Order to Woodard & Curran of Portland, ME in the amount not to exceed \$50,000.00 for support services at hourly rates outlined in this resolution. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
5300.1.300.43320.4341.00000	CS - Sewer - Technical Services	377,203.09	200,488.04
5300.1.300.43320.4339.00000.00	CS - Water - Consulting Services	19,900.01	2,007.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

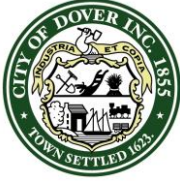
Approved as to Legal Form and Compliance: Jennifer Perez
Acting City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

Document Created by: Purchasing
Document Posted on: March 21, 2025

R-2025.03.26 Professional Support Services For SCADA
Supervisory Control and Data Acquisition System
Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2025.03.26 - 38**

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

First Reading Date:

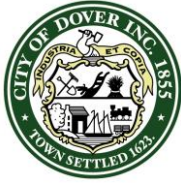
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2025.03.26 - 38**

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

RESOLUTION BACKGROUND MATERIAL:

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

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

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

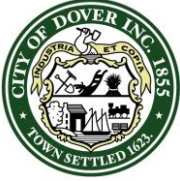
W&C is the desired consultant to provide service given their familiarity and expertise with Dover's SCADA system, and they are also recognized as industry experts and maintain a 24/7 emergency on-call network in order to provide immediate after-hours support.

Bid Information:

Per 5-28.B, Formal Bidding Purchase; Waiver: Formal bidding may be waived by a majority vote of the City Council which may be done at the time of making the award.

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2025.03.26 - 39**
Resolution Re: B25008B Additional Municipal Facility Wiring

- WHEREAS: A sealed Request for Proposal #B25008B was release and a pre-bid meeting conducted on September 17, 2024 with replies being received October 8, 2024 at 2:00 p.m; and
- WHEREAS: The City requested proposals from qualified contractors to consult, design and install security cameras and access controls throughout select municipal facilities. Request for proposal stated "Bidder may submit proposal for Ethernet Wiring only." Addendum 1 noted "bidders may propose any combination of the three services areas requested; cameras, access control with door handle hardware and/or wiring services."; and
- WHEREAS: Six bid responses were received and the project was award to Allied Universal Technology Services via approved resolution [R-2024.10.23-184](#). As part of the RFP, wiring material cost per linear foot and hourly rate for wiring installation, termination, documentation and testing (as requested) for additional work was requested and evaluated; and
- WHEREAS: The award for the B25008B Municipal Security System was to Allied Universal Technology Services (AUTS). AUTS partnered with sub-contractor D&D Electrical Contractors to complete the wiring portion of this project; and
- WHEREAS: D&D Electrical Contractors has agreed to honor labor rate quoted in B25008B through the remainder of 2025. City staff has purchased additional wiring in the five (5) buildings that are within the municipal security system project scope; and
- WHEREAS: The City is requesting wiring work within four (4) buildings outside of B25008B project scope; City Hall, Dover Ice Arena, Indoor Pool, Inspection Services Building as well as wiring work to support South End Fire Station and Central Fire Station renovations. This request would bring the costs to vendor D&D Electrical Contractors above the \$25,000 threshold and requires council approval; and
- NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The Purchasing Agent is hereby authorized to issue a purchase orders and/or purchase order revision to D&D Electrical Services at rates in conjunction with B25008B. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
xxxx.1.xxx.xxxxx.4725.xxxxx.xx	Various City Building Improvements	25,679,732.00	16,175,340.00

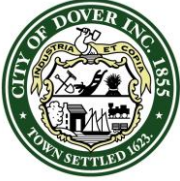
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Document Created by: Purchasing
Document Posted on: March 21, 2025

R-2025.03.26 B25008B Additional Municipal Facility
Wiring
Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2025.03.26 - 39**

Resolution Re: B25008B Additional Municipal Facility Wiring

Approved as to Legal Form and Compliance: Jennifer Perez
Acting City Attorney

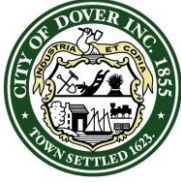
Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

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#: 13.A.7. Resolution Number: R - 2025.03.26 - 39 Resolution Re: B25008B Additional Municipal Facility Wiring
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RESOLUTION BACKGROUND MATERIAL:

As part of B25008B, Municipal Security System, the City of Dover requested competitive bidding of “Ethernet Wiring Services.” Six bid responses were received with three responses including requested wiring material and installation rates in their response. Not only was Allied Universal Technology Services (AUTS) selected as the most advantageous proposal for the City, their proposal included wiring installation rate was also the lowest of the three competitive rates received.

Allied Universal Technology Services (AUTS) partnered with D&D Electrical Contractors to complete wiring installation as part of B25008B. D&D Electrical Contractors has agreed to honor proposed bid rate for the remainder of annual year 2025.

The City of Dover is in need of additional wiring services to support the following items.

- Change requests as part of B25008B, Municipal Security Project
- Support of recommended access point locations as part of B25019
- Additional data drops to support Dover Public Library move to the McConnell Center
- Security Access Control and video for new Inspection Services Building
- Data wiring to support Community Services Public Works Building data requests
- Data wiring to support South End Fire Station renovation
- Data wiring to support Central Fire Station renovation

Purchase Order 202504540 2 in the amount of \$23,507.00 was issued to D&D Electrical Contractors on January 8, 2025 to complete wiring work within the Community Services Public Works Building, McConnell Center, South End Fire Station (access points only) and North End Fire Station. Additional work requested will exceed \$25,000.00 to D&D Electrical Contractors, necessitating City Council approval.

The City of Dover has created request for bid B25053, Municipal Facilities Wiring, with bid due date of April 1, 2025. This bid requests this same competitive bidding for wiring services for a one year term with option to renew for two consecutive years. This bid process will allow the City of Dover to partner with a wiring vendor, ensuring competitive pricing obtain and standardization of work provided on an annual basis.

Bid Information:

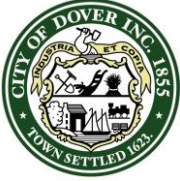
A sealed Request for Proposal #B25008B re-Bid was issued and received for Municipal Security Systems on October 8, 2024 at 2:00 p.m.

Award Information:

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

[B25008B Bid Documents](#)

Document Created by: Purchasing Document Posted on: March 21, 2025	R-2025.03.26 B25008B Additional Municipal Facility Wiring Page 3 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2025.03.26 - 40**
Resolution Re: Community Trail Chalk Art Fundraiser

WHEREAS: The Community Trail Advisory Committee members are interested in having a chalk art event that is part of a fundraiser for the Dover Community Trail; and

WHEREAS: The goal of this event attracts visitors from other areas, thereby publicizing the City of Dover and building good will among our neighboring communities. Therefore, we are presenting to City Council a request for their approval for the Community Trail Advisory Committee to conduct the Chalk Art event, with a suggested entry fee of \$5.00 for participants, and ask/accept local businesses to donate gift cards or goods as donations for event prizes. The entrance fee and any cash donations received for the event will be deposited into the Benefit of the Community Trail account.

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b, Appropriations for Funds Made Available During Year (adopted in the annual Budget Resolution for Budget Appropriations) authorization by the City Council to expend the donation for the purposes intended as needed for unanticipated fund amounts less than \$10,000.00 requires vote of City Council; and

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

In accordance with NH RSA 31:95-b, the City Manager is authorized to accept and expend donations to the City of Dover, funding received is hereby appropriated for said purposes.

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible purposes 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 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
7200.1.0000.00000.2049.09192.00.000.000.100	Benefit of the Community Trail	4,592.55	4,592.55

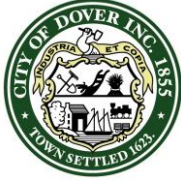
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Jennifer Perez
Acting City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2025.03.26 - 40**
Resolution Re: Community Trail Chalk Art Fundraiser

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 Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Deborah Thibodeaux, 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:

Beginning in the mid-1990s, the City of Dover has actively planned and acquired rights-of-way for the Community Trail project. Coordinated by the City’s Planning Department, in collaboration with the Community Trail Advisory Committee, the trail is open for public access through a system of City-owned property, conservation easements, land acquisitions, and negotiated public easements. The Advisory Committee is also responsible for planning outreach events, including clean-ups, art-related activities, and grand openings.

To further promote the Dover Community Trail and engage residents, the Committee is now planning a Chalk Art event as a fundraiser. This event also aims to attract artists and visitors from surrounding areas, enhancing Dover’s visibility while fostering community involvement. Participants of all ages will be encouraged to showcase their creativity and potentially win prizes. All proceeds, including entry fees and donations, will directly support the trail.

APPOINTMENTS COMMITTEE REPORT

March 26, 2025

New Appointments:

Hilary Hamer – Zoning Board – Alternate Member (term: 3/26/2025 to 3/26/2028)

Donovan Ingle – Recreation Advisory Board – Alternate Member (term: 3/26/2025 to 3/26/2028)

Jamie Tymann – Cemetery Board – Alternate Member (term: 3/26/2025 to 2/22/2026)

Resignations:

Mallory Stranger – Planning Board

Robert Margraff – Cemetery Board

Shellie Lemelin – Recreation Advisory Board

Krysta Gingue – Recreation Advisory Board

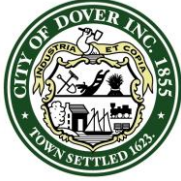
Tamara Whittman – Recreation Advisory Board & Committee for Racial Equity and Inclusion

Jake Geddes – Conservation Commission

Change in Status:

Russ Warnock – Conservation Commission – Alternate to Regular Member

Jeff Sanborn – Planning Board – Alternate to Regular Member



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2025.03.26 - 41**

Resolution Re: B25040 Hot Bituminous Paving (Asphalt) Laid in Place

WHEREAS: Sealed Request for Bid #B25040 was requested and received for Hot Bituminous Paving (Asphalt) Laid in Place on March 6, 2025 @ 2:00 p.m. The bid requested unit pricing on various scope of services and products for paving various streets; and

WHEREAS: Three bids were received with the low bid being submitted by Continental Paving, Inc. of Londonderry, NH in the total amount of \$1,733,905.00. A \$25,000.00 contingency line (asphalt cement adjustment) item is added to this amount for a total cost of \$1,758,905.00. It is the recommendation to award to Continental Paving at the itemized rates as outlined on the bid reply for the total amount of \$1,758,905.00; and

WHEREAS: Due to the competitive unit-price rates for base-coat and surface paving, it is recommended to approve an additional \$400,000 contingency to better align with the recommended annual Pavement Management Program expenditures. This would increase the annual paving program allotment to \$2,158,905; 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 Continental Paving, Inc. for laid in place asphalt paving services given at the per unit rates provided in conjunction with Bid #B25040 in the total amount not to exceed \$2,158,905.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
1009.1.300.43121.4715.00000.23.	Streets - Land Improvements	508,508.20	218,258.33	218,258.33
1009.1.300.43121.4715.00000.24	Streets - Land Improvements	376,211.24	374,636.24	374,636.24
1009.1.300.43121.4715.00000.00	Streets - Land Improvements	1,856,164.74	901,291.45	901,291.45
1000.1.300.43121.4715.00000.00	Streets - Land Improvements	1,914,715.00	1,669,270.18	664,718.98
			Total	2,158,905.00

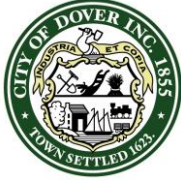
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal: Jennifer Perez
Form and Compliance: Acting City Attorney

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2025.03.26 - 41**

Resolution Re: B25040 Hot Bituminous Paving (Asphalt) Laid in Place

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

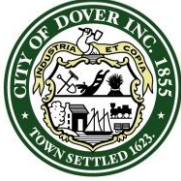
DOCUMENT ACTIONS:

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:

Scope of work includes pavement preservation maintenance services at various locations throughout the City. Specifically, the work will include hot bituminous paving, cold planing, pavement reclamation, structure adjustment and replacement, traffic control, curbing, fine grading, and other ancillary tasks. Work is anticipated to proceed as identified in the street paving list below but may be adjusted based on actual quantities of materials placed.

Due to the competitive unit-pricing and per-ton costs of the asphalt paving services, it is recommended to include an additional contingency allowance of \$400,000 to allow for paving of additional streets or roads included in the Pavement Management Program. A Master Plan of the roadway pavement management program recommended annual expenditures of approximately \$2.2 million to continue a sustainable program to steadily reinvest and improve the overall condition of the City-maintained roads. The added contingency will allow for additional roads to be tackled this calendar year of 2025.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2025.03.26 - 41**

Resolution Re: **B25040 Hot Bituminous Paving (Asphalt) Laid in Place**

LIST OF STREETS

Preliminary Street List and Repair Method

Street	From	To	Avg. Width (ft)	Approx. Length (ft)	Pavement Thickness (in)	Repair Method	Notes
BACK RIVER RD	PISCATAQUA RD	DURHAM RD	34	8284	1.5	Edge Mill & 1.5" overlay (1/2" mix)	
ALUMNI DR	BELLAMY RD	DURHAM RD	26	1783	1.5	Full-Width Mill & 1.5" overlay (1/2" mix)	To be completed in July
BAKER ST	EAST CONCORD ST	BROADWAY	28	856	1.5	Full-Width Mill & 1.5" overlay (1/2" mix)	
DOVER ST	PARK ST	EAST ST	33	555	1.5	Edge Mill & 1.5" overlay (1/2" mix)	
EAST CONCORD ST	HAM ST	HILL ST	28	871	1.5	Edge Mill & 1.5" overlay (1/2" mix)	
ELA ST	PEARL ST	OAK ST	20	452	1.5	1.5" overlay (1/2" mix)	
EVERETT ST	HAM ST	BAKER ST	28	482	1.5	Edge Mill & 1.5" overlay (1/2" mix)	
IVANS LN	DOVER POINT RD	END	24	608	1.5	Edge mill & 1.5" overlay (1/2" mix)	
OLD DOVER POINT RD	DOVER POINT RD (E)	DOVER POINT RD (W)	22	1675	2	2" overlay (1/2" mix)	
ASH ST	END	CENTRAL AV	25	1570	1.5	1.5" overlay (1/2" mix)	Partial Edge Mill
GLENWOOD AVE	CENTRAL AVE	GLENCREST AVE	20	1240	1.5	Full-Width Mill & 1.5" overlay (1/2" mix)	
HOUGH ST	HORNE ST	HILLCREST ST	24	515	1.5	1.5" overlay (1/2" mix)	
REDDEN ST	OAK HILL DR	HORNE ST	22	2785	1.5	1.5" overlay (1/2" mix)	
OAK HILL DR	REDDEN ST	REDDEN ST	30	1026	1.5	1.5" overlay (1/2" mix)	
HORNE ST	ASH ST	GLENWOOD AVE	26	2848	1.5	1.5" overlay (1/2" mix)	Partial Edge Mill
LINCOLN ST	GROVE ST	CHESTNUT ST	28	613	1.5	Edge mill & 1.5" overlay (1/2" mix)	
ELMWOOD AVE	END	OAK ST	20	798	1.5	Full-Width Mill & 1.5" overlay (1/2" mix)	
FAIRVIEW AVE	OAK ST	ELMWOOD AV	21	761	1.5	Full-Width Mill & 1.5" overlay (1/2" mix)	
CROSS ST	ATLANTIC AV	ELMWOOD AV	20	2008	1.5	1.5" overlay (1/2" mix)	
BELKNAP ST	WASHINGTON ST	SILVER ST	24	1277	2	Full-Width Mill & 2" overlay (1/2" mix)	
FOLSOM ST	CUSHING ST	BELKNAP ST	29	419	1.5	Full-Width Mill & 1.5" overlay (1/2" mix)	
ANGLE ST	ACADEMY ST	CENTRAL AV	22	295	1.5	Full-Width Mill & 1.5" overlay (1/2" mix)	
SILVER ST	178 SILVER ST	ROUNDABOUT	38	800	2	Full-Width Mill & 1.5" overlay (1/2" mix)	PG 76-28 Binder Grade
HENRY LAW AVE	PAYNE ST	BACK ROAD	22	5310	1.5	Edge Mill & 1.5" overlay (1/2" mix)	

Bid Information:

Sealed Request for Bid #B25040 was requested and received for Hot Bituminous Paving (Asphalt) Laid in Place on March 6, 2025 @ 2:00 p.m.

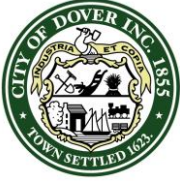
Award Information:

A purchase order will be issued to Continental Paving Inc. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	126	Number of Responses:	3
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	One Year	Estimated Delivery:	2025
Recommended Award to:	Continental Paving, Inc.	Fund:	Land Improvements/ Streets
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.

[B25040 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2025.03.26 - 42**
Resolution Re: B20073 Consulting Services for the Lower Central Avenue
Improvement Project – Amendment No. 5

WHEREAS: A sealed (RFQ) Request for Qualifications #B20073 was requested and received for work associated with the reconstruction of approximately 2,300 feet of Central Avenue from Silver Street to the intersection with Stark Avenue and East Watson Road on June 5, 2020 at 2:00 PM EST; and

WHEREAS: Seven proposals were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. Sebago Technics, Inc.'s proposal was selected in the amount of \$316,000.00 which was approved via City Council resolution [R-2020.06.24-105](#). Also, approved by City Council are Amendments No. 1 through No. 4 are outlined in the background section of this resolution; and

WHEREAS: Amendment No. 5 requests an additional \$435,230 to address the efforts required to leverage Congressional Directed Spending (CDS) funds that were allocation to the project through NHDOT earlier last year. The effort includes updating the plans and specifications to comply with federal regulations, appraisals, easements, documentation for National Environmental Policy Act (NEPA), utility coordination, meetings, and construction services; and

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

The Purchasing Agent is hereby authorized to issue a Purchase Order Amendment for Amendment No. 5 to Sebago Technics, Inc. of South Portland, ME in the amount of \$435,230.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4021.1.300.43155.4715.03133.21	Stormwater Management Central Ave	\$794,539.78	\$738,825.00

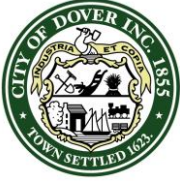
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Jennifer Perez
Acting City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

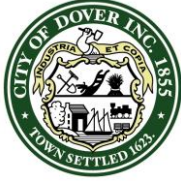
Resolution Number: **R – 2025.03.26 - 42**
Resolution Re: B20073 Consulting Services for the Lower Central Avenue
Improvement Project – Amendment No. 5

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.2.	
Resolution Number: R – 2025.03.26 - 42 Resolution Re: B20073 Consulting Services for the Lower Central Avenue Improvement Project – Amendment No. 5		

RESOLUTION BACKGROUND MATERIAL:

The City requested proposals via sealed Request for Qualifications #B20073 from vendors to provide consulting services for the reconstruction of approximately 2,300 feet of Central Avenue from Silver Street to the intersection with Stark Avenue and East Watson Road. Sebago Technics, Inc. was selected on June 24, 2020 in the amount of \$316,000.00. In March 2021 the City received Additional Scope of Work #1 in the amount of \$25,726.00. In June 2024 the City received Additional Scope of Work #3 in the amount of \$29,800.00 as outlined below. New contract total \$371,526.00. Amendments No.2 and No. 4 were timeline extension.

The City qualified for Congressional Directed Spending Grant of \$4.5 million to be used towards this street reconstruction project. City staff met with NH DOT Project Manager, Tom Jameson, late in 2024 and he outlined several additional land-acquisition guidelines and environmental review and coordination that needed to occur in order to retain CDS-funding eligibility. Thus, the added engineering services are required to secure the CDS funding.

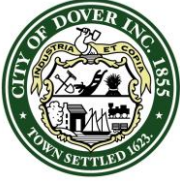
Amendment No. 5 Includes:

Task 1	Project Management & Administration	\$16,550
Task 2	Update Plans & Specifications	\$113,220
Task 3	Utility Coordination/Certification	\$12,000
Task 4	National Environmental Policy Act	\$22,000
Task 5	ROW Appraisals & Mapping	\$145,600
Task 6	Construction Administration	\$124,110
	Expenses	\$1,750
	TOTAL	\$435,230

Award Information:

A purchase order will be issued to the Sebago Technics, Inc. to authorize expenditures as outlined in this resolution.

[B20073 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.03.26 - 43**
Resolution Re: Appropriation and Authorization for CWSRF Loan for I&I
Removal-Bellamy & Knox Marsh Rd and Mount Vernon
Street

WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds and/or obtaining loans through the State of New Hampshire Revolving Fund programs; and

WHEREAS: The City identified a priority need to address Infiltration and Inflow Removal (I&I) at Bellamy Rd, Knox Marsh Rd and Mount Vernon Street and submitted a pre-application in the amount of \$250,000.00 to New Hampshire Department of Environmental Services (NHDES) and this I&I Project was determined to meet Clean Water State Revolving Fund (CWSRF) eligibility; and

WHEREAS: In late 2024 the City received notice from NHDES that offered funding as part of the Clean Water State Revolving Fund Program. **Dover's Infiltration and Inflow Project** is one of nineteen Wastewater Planning projects on the [2024 Project Priority List](#) that has been allocated loan forgiveness for planning. Principal Forgiveness up to \$100,000 is available; and

WHEREAS: The city is seeking additional appropriation and authorization for debt financing in the amount of \$250,000.00 for these public improvements; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of Two Hundred and Fifty Thousand dollars (\$250,000.00) is hereby appropriated for the CWSRF Dover Infiltration and Inflow capital project at Bellamy Road, Knox Marsh Road, and Mount Vernon Street with an estimated useful life in excess of the life indicated.

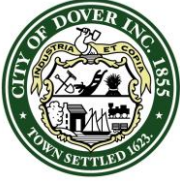
		Proposed			
Item #	Description	Appropriation	Life/Years	Department	Fund
1	Infiltration & Inflow Bellamy, Knox, Mount Vernon	\$250,000	10	Community Services - Sewer	Sewer
	Total	\$250,000			

AND FURTHER BE IT RESOLVED THAT:

To meet the appropriations of this resolution there is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation bonds of the City of Dover in a principal amount equal to the total of the appropriations. The full faith and credit of the City is hereby pledged for the principal and interest on said bonds. The bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the Finance Director and City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the bonds.

AND, FURTHER BE IT RESOLVED;

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.03.26 - 43**
Resolution Re: Appropriation and Authorization for CWSRF Loan for I&I
Removal-Bellamy & Knox Marsh Rd and Mount Vernon
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Clean Water State Revolving Fund (CWSRF) Program for financing this Infiltration and Inflow Removal (I&I) Project at Bellamy Rd, Knox Marsh Rd and Mount Vernon Street. The City Manager, Finance Director, and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF Program to obtain the loan for eligible identified project costs up to \$250,000.00.

NOTE: Per C6-6 and C6-14 this resolution requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage with the vote deferred until at least three (3) days after public hearing.

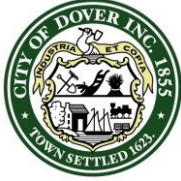
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal Form and Compliance: Jennifer Perez
Deputy City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

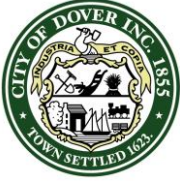
 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.3. Resolution Number: R – 2025.03.26 - 43 Resolution Re: Appropriation and Authorization for CWSRF Loan for I&I Removal-Bellamy & Knox Marsh Rd and Mount Vernon Street	

DOCUMENT HISTORY:

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

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.03.26 - 43**
Resolution Re: Appropriation and Authorization for CWSRF Loan for I&I
Removal-Bellamy & Knox Marsh Rd and Mount Vernon
Street

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation and bonding authority for a project in the amount of Two Hundred and Fifty Thousand Dollars (\$250,000.00) for the Clean Water State Revolving Fund (CWSRF) Infiltration and Inflow Removal (I&I) Project at Bellamy Rd, Knox Marsh Rd and Mount Vernon Street.

The City of Dover owns, operates, and maintains wastewater collection and treatment facilities that serve the City's more than 31,000 residents. Its collection system includes almost 115 miles of sanitary sewer (ranging in size from 8-inch to 40-inch) and 23 pumping stations. All sanitary sewer flows are conveyed to the Dover WWTF where they are treated and discharged to the Piscataqua River. In 2000, the City initiated an Infiltration & Inflow

(I/I) Study (Phase I) to identify areas experiencing high I/I flows and developed a plan for reducing peak flows in the sewer system. Since then, the City has been continuously making efforts to reduce the amount of I/I received by the system through projects designed to remove and prevent I/I. As part of the Phase II I/I Study completed by Wright-Pierce in 2019, a comprehensive flow metering effort identified potential future I/I reduction projects for the City. Therefore, the City has prioritized an I/I removal project for Bellamy Rd, Knox Marsh Rd, and Mount Vernon St.

Sanitary Sewer Evaluation Surveys (SSES) activity to identify sources of I/I within meter basins determined to have high I/I rates. Work includes CCTV inspections, flow isolations, manhole inspections, smoke testing, dye testing and building inspection.

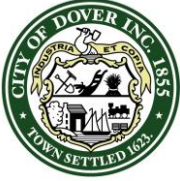
Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired:

	Sewer
Description	Fund
Pending Authorization	250,000
Prior FY2026 CIP Authorization	10,950,000
FY2026 Principal Retirement	1,787,745
Net Change	9,412,255

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2025 and this authorization, against the City Council Financial Policy debt limit for the Sewer Fund. There is no statutory legal debt limit established for the Sewer Fund.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.03.26 - 43**
Resolution Re: Appropriation and Authorization for CWSRF Loan for I&I
Removal-Bellamy & Knox Marsh Rd and Mount Vernon
Street

	Sewer
Description	Fund
Debt Outstanding	21,871,345
Authorized - Unissued	27,033,965
Total Issued & Unissued	48,905,310
This Authorization	250,000
Grand Total	49,155,310
Policy Debt Limit	100,093,465
Under (Over) Policy Limit	50,938,155
Percent Under (Over)	50.89%

Notes: Financial Policy debt limit for the City's Sewer Fund is based on 1.5% of equalized assessed value.

Financial Policy Considerations

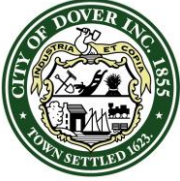
The proposed debt authorizations contained in this resolution will result in the following City Council adopted Financial Policies not being adhered to:

- A. Sewer Fund debt service for any given fiscal year shall not exceed 40% of the total appropriations for the fund.

The Sewer Fund debt service as a percentage of budget is projected to exceed the 40% policy level in FY2027 and continue through FY2031. This is the result of the funding appropriated in this resolution, the prior \$10,950,000 of FY2026 Sewer Fund CIP authorizations for bonding, and funding for the River (Payne) Street Pump Station Upgrade in FY2022 and FY2024 CIP, as well as the WWTP MLE Conversion Upgrade in FY2017 CIP.

Budgetary and Rate Impacts

The repayment of the Sewer Fund debt obligations is funded through the collection of user fees from sewer system rate payers. The \$250,000 debt obligation is expected to be paid back over a 10-year period. Principal repayments would be \$25,000 per year. The annual impact to the City's Sewer Fund budget is based upon annual principal and interest repayment. The interest that would accrue on outstanding principal balances over the 10-year period, based on an interest rate of 2.00%, is estimated to be a total of \$27,500 impact and approximately \$27,750 annual impact for the term of the loan. Total estimated debt service cost for this appropriation for the term of the loan is \$277,500 (\$250,000 + \$27,500).



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.03.26 - 43**
Resolution Re: Appropriation and Authorization for CWSRF Loan for I&I
Removal-Bellamy & Knox Marsh Rd and Mount Vernon
Street

Pending Authorization Only				
Net Change in Sewer Rate				
		2026	2027	2028
Sewer Rate Change		0.03	0.03	0.03
Estimated Sewer Rate		11.31	11.34	11.37
% Change Sewer		0.27%	0.27%	0.27%
Including Prior Year Authorizations				
Net Change in Sewer Rate				
		2026	2027	2028
Sewer Rate Change		2.28	1.23	0.80
Estimated Sewer Rate		13.56	14.79	15.59
% Change Sewer		20.21%	9.07%	6.39%
Rate per 100 Cubic Feet of Sewer Consumption				

The table below reflects the net change from year to year, and the total change after 3 years, for an average single-family home for user fees based on 75 HCF of average sewer usage.

Impact to Average Single Family Home				
				Change
				After
Description	Yr1	Yr2	Yr3	3 Years
CIP Only				
Sewer Fees	3	2	2	7
Including PY Authorizations				
Sewer Fees	171	92	60	323