

CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 23, 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 – Mental Health Awareness Month & Volunteer Week**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
8. **PUBLIC FORUM**

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

9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
 - A. **April 2, 2025 – Workshop & Special Meeting**
 - B. **April 9, 2025 – Regular Meeting**

11. **MAYOR'S REPORT**

12. **UNFINISHED BUSINESS**

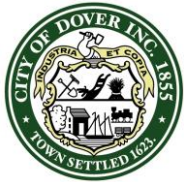
- A. **ORDINANCES IN THE 2ND READING**
- B. **ORDINANCES IN THE 3RD READING**
- C. **RESOLUTIONS**

1. APPROPRIATION AND AUTHORIZATION FOR CWSRF LOAN FOR INFILTRATION AND INFLOW REMOVAL – BELLAMY-KNOX MARSH RD & MOUNT VERNON ST (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

13. **NEW BUSINESS**

- A. **CONSENT CALENDAR**

1. **AUTHORIZATION TO PURCHASE ADDITIONAL EQUIPMENT FOR PUMPER FROM GREENWOOD EMERGENCY VEHICLES LLC VIA SOURCEWELL**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **AUTHORIZATION TO PURCHASE MAKITA RESCUE TOOLS – STATE OF MA CONTRACT WITH INDUSTRIAL PROTECTION SERVICES LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B25047 TRAFFIC CONTROL/FLAGGING SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST



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COMMITTEE REPORTS

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

B. RESOLUTIONS

1. **B25042 ORGANIC TURF TREATMENT AND MOWING SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B25063 2025-2026 AUTHORIZATION TO PURCHASE VARIOUS CHEMICALS VIA NEMVCC**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B14074 CONSTRUCTION PHASE SERVICES FOR BROADWAY WATER TRANSMISSION MAIN – ADDITIONAL SCOPE OF WORK UNDERWOOD ENGINEERING**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **AUTHORIZATION TO ACCEPT AND EXPEND THE HOUSING CHAMPION HOUSING INFRASTRUCTURE MUNICIPAL GRANT FROM NH DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS**
(TO BE REFERRED TO A PUBLIC HEARING & VOTE ON MAY 14, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **ACKNOWLEDGEMENT AND ACCEPTANCE OF DONATION OF FUNDS FROM DOVER YOUTH HOCKEY FOR ARENA SCOREBOARD**
(TO BE REFERRED TO A PUBLIC HEARING & VOTE ON MAY 14, 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
16. ADJOURN



PROCLAMATION

- WHEREAS:** Mental health is an essential part of overall well-being, impacting youth, families, individuals and those who work in or own businesses across Dover, NH; and
- WHEREAS:** One in five American adults experiences a mental health condition each year with one in six American adolescents (ages 12-17) experiencing a major depressive episode; and
- WHEREAS:** Mental Health challenges impact everyone, we all face challenges in life that can impact our mental health; and
- WHEREAS:** Despite its prevalence, mental health remains shrouded in stigma, preventing many from seeking help; and
- WHEREAS:** Early intervention and access to quality care are crucial for managing mental health conditions and improving quality of life; and
- WHEREAS:** May is recognized nationally as Mental Health Awareness Month, providing an opportunity to raise awareness, combat stigma, and promote mental health resources; and

NOW, THEREFORE, I, Robert Carrier, Mayor of the City of Dover in the State of New Hampshire, do hereby proclaim the month of May 2025 as:

MENTAL HEALTH AWARENESS MONTH

I encourage all residents of Dover to educate yourself and others about mental health conditions, treatment options, and available resources. Challenge stigma by speaking respectfully and inclusively about mental health. Seek help if you are struggling with your mental health and encourage others to do the same. Support organizations that provide mental health services and advocacy. Create safe and supportive environments for open conversations about mental health. Become part of the mental health solution. We must work together to create a community where everyone feels empowered to prioritize their mental well-being and seek help when needed.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Dover to be affixed this 23rd Day of April, 2025.

Robert Carrier, Mayor
City of Dover, New Hampshire



PROCLAMATION

- WHEREAS:** The City of Dover is fortunate to have a group of dedicated volunteers who generously give their time, energy, and talents to help make our community a better place; and
- WHEREAS:** National Volunteer Week, enacted in 1974 by President Richard Nixon, celebrates the spirit of volunteerism, urging all Americans to seek opportunities to provide service to their community; and
- WHEREAS:** The work of these volunteers is often behind the scenes, but their efforts contribute to the quality of life in Dover in countless ways, preserving our history and natural resources, enhancing our parks and public spaces, and promoting diversity, equity, and inclusion; and
- WHEREAS:** These volunteers serve on a variety of boards and committees, including but not limited to the Dover Business and Industrial Development Authority, Recreation Advisory Board, Planning Board, Arts Commission, Conservation Commission, Library Board of Trustees, and many more; and

NOW, THEREFORE, I, ROBERT CARRIER, MAYOR OF THE CITY OF DOVER, NEW HAMPSHIRE, RECOGNIZE ALL BOARDS, COMMISSIONS, AND COMMITTEES AND DO HEREBY PROCLAIM APRIL 20 – 26, 2025 AS:

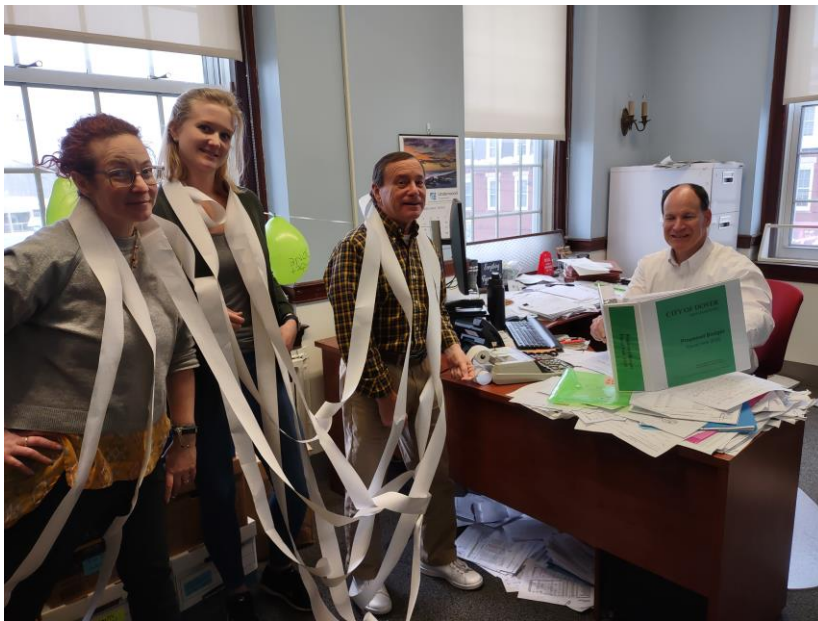
VOLUNTEER WEEK

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Dover to be affixed this 23rd day of April, 2025.

Robert Carrier, Mayor
City of Dover, New Hampshire

CITY MANAGER'S REPORT

REPORTING ON: MARCH 2025

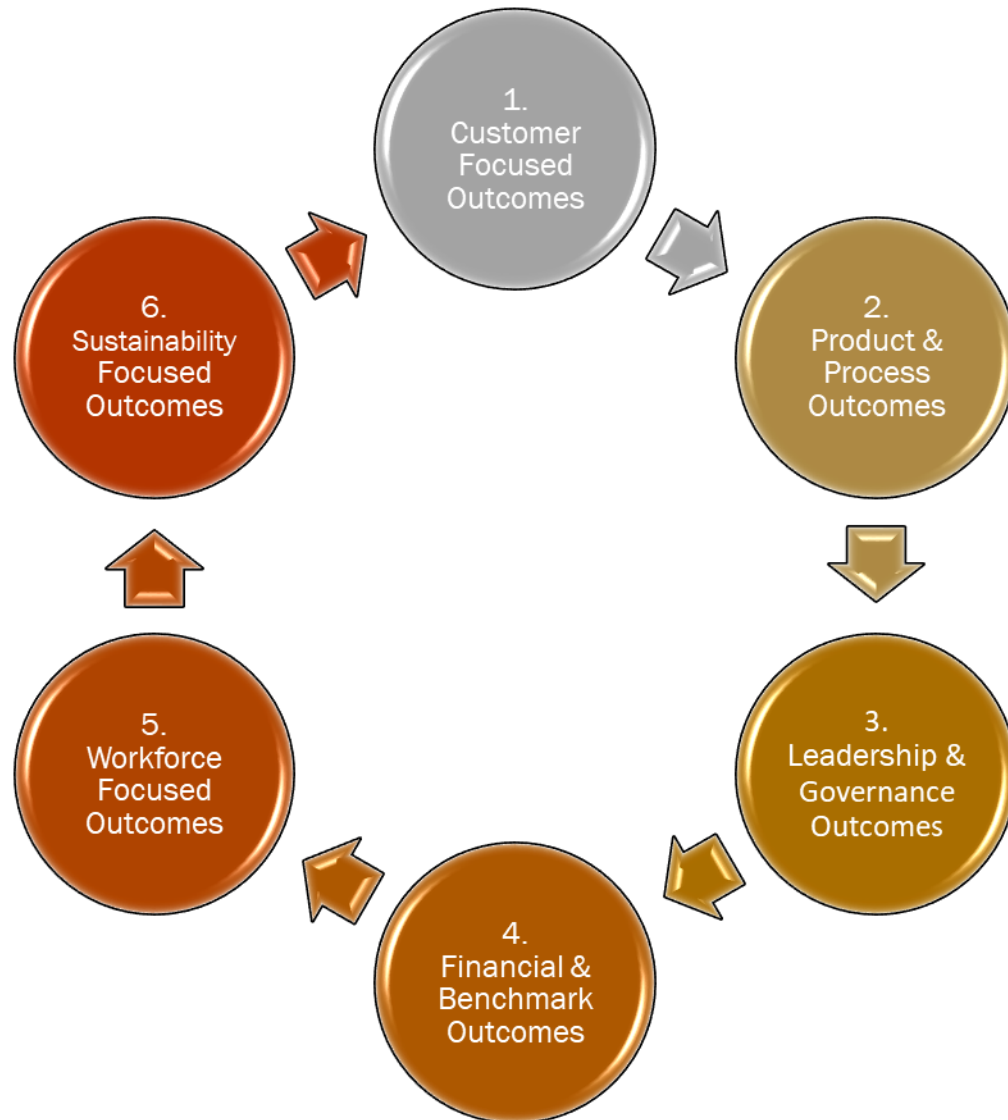


Budget preparation at its finest by Finance staff members.

April 23, 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

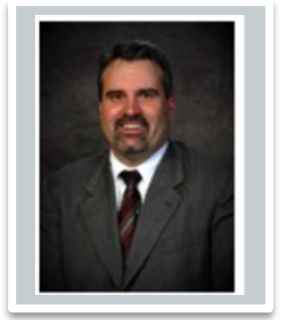
- Ensure the City's financial health is sustainable and open for all to view and understand.

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



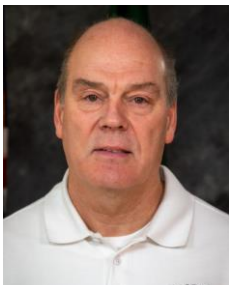
Denise LaFrance
Public Library
Director



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



Dear City of Dover, 3/16/2025

I want you to know I always go to St. Mary's church in Rochester because before my husband died in 2022 we always went to that church.

Whenever I go down there quite often, I go down Sixth Street, that goes from our Dover to, Somersworth, then Rochester.

I'm very upset because that Road has several wholes in them. These are not good for our vehicles tires. If we hit them it's not good. I hope you never increase my taxes, because I'm paying a lot of taxes in this town.

I hope though by me sending you this money, I really hope you will go down the side Roads in Dover and make sure they don't have wholes in them. Especially Sixth Street in Dover. That's why I'm sending you \$100.00 in Cash to please check it out & fix it for me.

Thanks So much,
Klaire Burns
You have done a good job on many main roads!



Seth Thompson, WWTP Chief Operator; attended the 2025 session of the NH Drinking Water & Wastewater Managers School, presented by NH Water Pollution Control Association, NHDES, and NHHWA. The classes were held in Concord, NH.

Matthew Mitchel, Maintenance Specialist, attended the Grade 2 Distribution Water Operator Exam Prep Course, presented by NH Water Works Association. The course takes place for one day in March and four days in April. It was held in Manchester, NH.

Ryan Neenan, Pump Station Operator II, attended the TIM325ATV: Online Iron & Manganese Removal Chemistry seminar, presented by New England Water Works Association. The seminar was held online.

Bill Purpura, Meter Backflow Foreman, attended the online Application & Maintenance of Water System Valves, presented by New England Water Works Association. The class was held online.

Bill Purpura, Meter Backflow Foreman, attended the Sound Procedures for Drinking Water Sample, presented by New England Water Works Association. The class was held online.

Al Mandigo, Working Foreman, and Shane Lefebvre, WWTP Operator I, attended the Water Meters and Chemical Feed Pumps, presented by Granite State Rural Water Association. The class was held in Warner, NH.

Utilities Division-Water

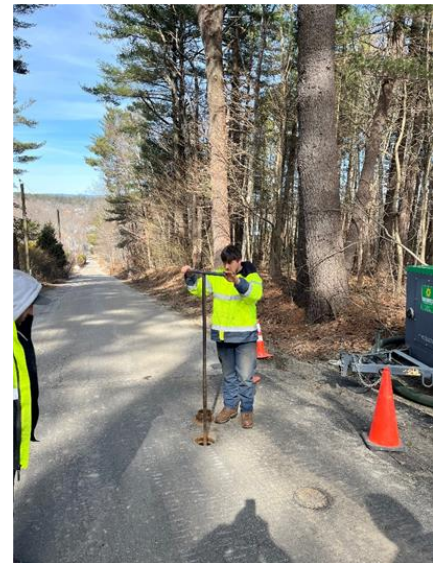


The City of Dover's water production for March totaled approximately 56 million gallons, with a daily average of 1.8 million gallons. Operational wells included Cummings, Campbell, Calderwood, Bouchard, Willand Pond Well 1, Ireland, and DPH-1. The newly commissioned PFAS Water Treatment Plant has significantly 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. The Garrison Hill tank has been drained as part of the rehabilitation

project with the expected completion date mid-June. With the Garrison tank offline, it is important to note that without the excess storage in the tank being 4 million gallons, the city now is fully relying on the 1-million-gallon storage tank on Smith Well Rd. City crews are monitoring the tank level closely to identify leaks and will temporarily suspend spring flushing in order to not stress the system since having a lower volume in the storage tank, the water distribution system is more susceptible to pressure fluctuations.



Pump used to drain Garrison Tank.



Isolating Garrison Tank

Utilities crews addressed 172 service requests and completed 94 work orders during the reporting period. The division responded to two water main breaks and investigated a service leak to be dug in April. Both water main breaks occurred during the same day with one on Angle St where SUR construction is replacing water, sewer and drainage at Central Ave and the other break occurred while filling the water main on Central Ave after the Angle St break, where the city crew found a broken valve and replaced the adjoining hydrant on Central Ave near Silver St.



Portion of broken water main removed on Angle St @ Central Ave



Broken valve on Central Ave by Silver St



Broken valve replacement



Broken valve replaced with a new hydrant



Wrapping up the Central Ave break.

The water and meter staff continue 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. The Wells department 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 220 work orders and responded to 36 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 an increase of 20 to make the total 848 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 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



Report Summary:

The month of March was certainly a transitional month for the streets & stormwater crew. At the beginning of the month, staff was hauling snow and towards the end of the month, staff began street sweeping. The month of March only saw 1 winter event and that was for slick roads overnight.

Service Requests

Prior month: February

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

Current Month: March

- Total Service Requests Logged: 85
- Total Service Requests Closed: 105

Majority of the service requests logged and closed were for winter related issues. Pothole season began in full force once the weather warmed up and the snow melted. 74 requests remaining open, with a majority of the open requests for potholes, which have been filled with cold patch until the crew can put a more permanent fix on them with asphalt.

Snow and Weather Events

Prior month: February

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

Current Month: March

- Total Snow Events: 1
- Total Snow Accumulation: 0 inches

Snow Event Breakdown:

First Event (March 25th) Treat icy roads

The crew was called in overnight to treat icy roads after rain had ended during the afternoon on the 24th. Temperatures then dropped enough to create spotty slippery spots which resulted in the crew checking roads and treating as needed. Approximately 27 tons of salt was used.

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. During the month of April it is not uncommon to see additional snow fall.

Service Request Follow-up: Continued attention will be given to the remaining service requests and efforts will be made to address them promptly.

Street Sweeping: Weather permitting the street sweepers will be out daily. Sweepers are typically out around 3 AM. By getting an early start to the day, sweeping can be done more efficiently without disruptions due to fewer vehicles on the road.

Potholes: Over the winter, staff typically fill potholes with cold patch. When time allows, staff will go to Dracut, Ma which operates their hot top plant year-round. Early April the local plants open up and staff can then work on removing the cold patch and patching the potholes with hot mix asphalt. This is a time-consuming process which continues throughout the spring in dry weather.

The crew also worked with the Parking Division in removing a meter that was no longer needed and relocating it to a new location that will be metered. In the picture below, the concrete base is being set into place and leveled before attaching the meter to the base.



Once the meter is set, the crew cleans up the area and adds loam and seed.

Facilities, Grounds & Cemeteries



The Facilities, Grounds and Cemetery Division received 91 Service Requests of which 75 were closed, and 112 Work Orders of which 94 were completed and closed in the month of March. There were eleven work orders pertaining to cemetery issues, thirty-five work orders pertaining to facility issues, thirteen work orders pertaining to grounds issues, twenty-eight work orders related to sign issues, twenty-two work orders related to traffic and street light issues and three work orders pertaining to tree issues.

Five full burials, and one ash interment were conducted in the Pine Hill Cemetery this month. Five full graves and three cremation spaces were sold this month.

The month of March saw the winding down of crews helping out at the Public Library. The Dover Public 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 several additional 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 Division and Parking Division to establish several additional “Winter Parking Ban” areas. Part of New York Street, Freeman Court, Northway Circle and Westgate Drive will be getting 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.



New bucket truck in use.

Crews were busy during the month of March with late-season storm related activities. Several crew members are part of the road plowing crew, 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 get plowed in the cemetery, as burials are conducted year-round.



New bucket truck in use.

The Division was able to purchase a new bucket-truck last 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. The new bucket truck was utilized this month at the Ice Arena to assist with lighting issues and started the task of alleviating the hazard of broken tree branches hanging over the road and sidewalks of the city.

With Spring peeking out between weather events, crews started the process of getting the sports fields ready for their upcoming seasons by roto-tilling infields and rolling them out to get a decent playing surface. Previously-separate contracts for mowing and organic fertilizer treatments were combined into one contract to help with accountability for grass conditions at the fields. The city is under a directive of the City Council to use the least toxic chemicals when fertilizing the public turf areas. There has been a struggle over the last few years while this process was implemented in trying to satisfy the directive while also trying to satisfy the user groups as the ideals of the organic treatment don't always align with the user groups' requests.

Crews have been taking down the neglected 'cigarette butlers' around the downtown area, so that Deb Clough of 'Don't Trash Dover' can refurbish them and relocate them to high demand areas. Deb is also recruiting volunteers to periodically empty the butlers out and recycle the cigarette butts.



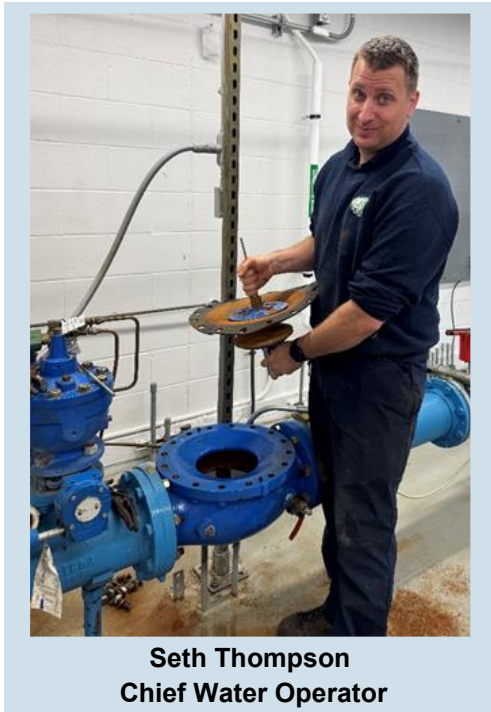
Cigarette Butlers

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*

The Chief Water Operator for the City of Dover plays a pivotal role in safeguarding public health and ensuring the reliable delivery of clean drinking water to all residents and businesses. This critical position oversees the comprehensive management of the City's water infrastructure,



Seth Thompson
Chief Water Operator

encompassing the intricate systems responsible for pumping raw water, administering the necessary treatment processes to meet stringent quality standards, and distributing potable water throughout the municipality. The Chief Water Operator's responsibilities extend to proactive maintenance and strategic planning to optimize system efficiency and anticipate future needs, guaranteeing a consistent and safe water supply for the community.

Beyond routine operations, the Chief Water Operator serves a key role during any disruption or emergency affecting the City's water system. Whether it's a sudden equipment malfunction, a contamination concern, or a significant water main break, they are responsible for promptly assessing the situation and how it may affect the City's ability to serve its customers. During water outages, the Chief Water Operator is instrumental in managing water demands, implementing strategies to minimize disruption, and ensuring essential services are maintained while Community Services crews work

tirelessly to restore water service to affected areas as quickly and efficiently as possible. Their leadership and expertise are crucial in maintaining the integrity and resilience of Dover's vital water infrastructure.

Dover's Chief Water Operator, Seth Thompson, has been with the City since 2023 after transitioning from the York Water District; a class IV surface water treatment plant. Seth has a Class IV Treatment/Distribution/Collections license and brings a wealth of expertise to the critical task of ensuring the City's water supply meets stringent quality standards. Seth leads a dedicated crew in the continuous monitoring, management and comprehensive oversight of the 3-water treatment filtration process's (Greensand and GAC), 2 chemical injection sites, 12 well sites, 3 water storage tanks, 2 recharge facilities.

A key aspect of Seth's work involves the utilization of Supervisory Control and Data Acquisition (SCADA) systems. SCADA refers to industrial control systems that use computers, networked data communications, and graphical user interfaces for high-level supervision of processes. These systems allow Seth and his team to remotely monitor and control equipment, gather real-time data, and respond promptly to any deviations or anomalies at all hours of the day. By leveraging SCADA technology, Seth ensures compliance with regulatory requirements, optimizes system efficiency, and provides for the delivery of safe and reliable drinking water to the residents of Dover.

Please take a moment to think of the hard work that Seth and his staff do when you reach for a glass of clean drinking water in Dover!

Engineering staff sifted through many resumes this winter looking for high quality Engineering students to serve as paid interns for the 2025 summer season. The process was narrowed down through interviews and two interns were offered positions. Interns are anticipated to start in May. Their work is expected to focus on the water service line inventory, traffic signage assessments, archiving, and providing general support to the Engineering team. Internships for Engineering are great opportunities for students of varying experiences to gain real world experience especially in the public sector where career positions are less available than they may be in the private sector. Keep an eye out for updates from our interns in a future report.



To kick off Public Works Week 2025, Community Services will be hosting a Touch-a-Truck Open House at their 271 Mast Road Facility. The event will be held on Saturday May 17th from 11 am until 2 pm. On and offsite parking will be available with a shuttle to the event being provided.

Dover Utilities Commission (Krystian Kozlowski):

The DUC met on March 3, 2025. Topics discussed at the meeting included the following:

- Abatement Review Team Report

- Utilities Report

- Finance Report

- The February water main break at the former Ear Craft Music store

The next DUC meeting is scheduled for April 21, 2025.

Transportation Advisory Committee (TAC) (Jillian Semprini):

TAC met on March 24th. Topics discussed included:

- Pedestrian safety concerns (Sixth & Grove)

- NHDOT Roundabout Concerns

- Citizen correspondence RE: NHDOT changes to Rte 9/Rte 155 intersection

- River Run Condominium Association (Frances Drive) traffic concern

- Petition for COAST route serving Crosby Road industrial park area

- Stop sign request – Milk Street @ Mount Vernon Street

The next TAC meeting is scheduled for May 19, 2025.

Planning Board (Ken Mavrogeorge):

Planning Board met twice in March. The meetings were held on the 11th and 25th. Topics on the agendas included:

- Multiple Conditional Use Permit Applications

- A Request to Extend the Approvals for 47 Chestnut St

- Review of a Site Plan Application for 16 Industrial Park Drive

- Review of Amendments to Sections 153, 157, and 170 of the Dover Code and the Planning Board Operating Rules.

- A Minor Subdivision at County Farm Road.

A lot Adjustment of property along Middle Road and Isaac Lucas Circle.

Municipal Alliance for Adaptive Management (MAAM) (Director John Storer & Tim Puls):
MAAM did not meet in March.

Seacoast Stormwater Coalition (SSC) (Tim Puls):

There was an SSC meeting on March 19th. Dover's representative did not attend. Topics discussed included public outreach on yard waste and fertilizer as well as industrial outreach. The next SSC meeting is scheduled for April 16th to discuss Nitrogen and Phosphorus BMP Implementation and Schedule.

Piscataqua Region Estuaries Partnership (PREP) (Tim Puls): PREP met on March 13th. Topics of the meeting included:

- Discussion on potential Federal Government shut downs and how that may affect PREP budgets

- Discussion and vote on FY 2026 PREP budget as well as what may need to be cut if federal funds are cut or reduced.

- Discussion and vote to accept new PREP voting member.

- PREP staff gave individual updates on what they are working on.

- Amy Sauber, UNH presented the Stormwater Tool Kit. Plan to launch late summer 2025.

- Currently in pilot stage and is on the PREP website.

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

There was no meeting in March.

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
March 2025	11	8
2025 YTD	30	27

Prioritizing Safety in Public Works Construction



From laying vital water and sewer lines beneath Dover's streets to building the roads we all travel daily, and maintaining the infrastructure that underpins our communities, Community Services projects are the lifeblood of a functioning City of Dover. Yet, behind the tangible results lies an unwavering commitment to safety, a multifaceted endeavor that protects both the dedicated crews on the ground and the public they serve. Within the bustling

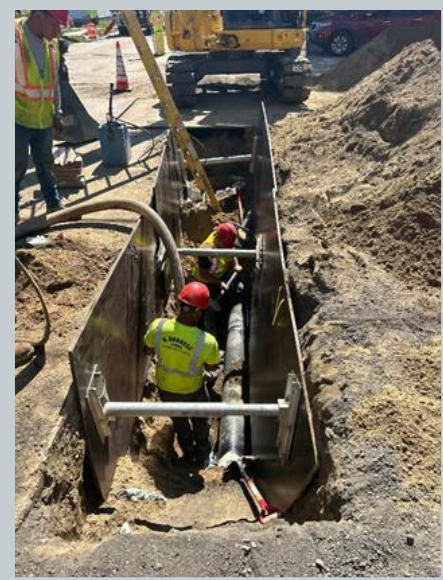
environment of a municipal public works facility, safety isn't just a regulation; it's a deeply ingrained culture, a shared responsibility that permeates every task, every decision, and every role.

Ensuring safety in public works construction is a not an easy task. It involves meticulous planning, training, and constant vigilance. The inherent nature of the work presents a multitude of potential hazards. Excavations can collapse, heavy equipment can malfunction, confined spaces can trap, and interactions with live traffic pose constant risks. Therefore, a robust safety program is a key part of what public works does. A program that encompasses comprehensive safety protocols, readily available personal protective equipment (PPE), and a proactive approach to hazard identification and mitigation. Regular safety meetings, toolbox talks, and ongoing training sessions are crucial for keeping safety top-of-mind and equipping crews with the knowledge and skills to perform their jobs safely. This

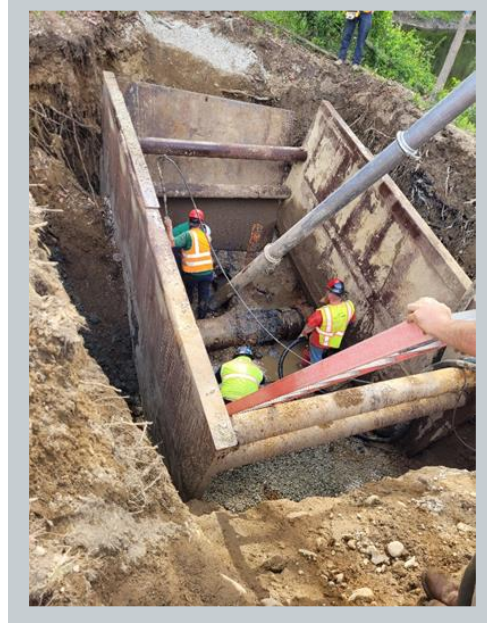
commitment extends beyond the immediate work zone, encompassing the safe storage and maintenance of equipment within the public works facility itself.



The responsibility for safety on a public works construction site is a collective one, yet each member of Dover's Community Services Department plays a distinct and vital role in upholding these crucial standards. The next time you drive by a construction site in Dover and see a group of workers around an open trench think about all the roles and responsibilities that each person has to ensure the safety of the entire team and the public.



At the helm is the Superintendent, who carries the responsibility for the overall safety of the project or task at hand. Their role begins long before the first shovel hits the ground. The Superintendent is involved in the pre-planning phase, ensuring that safety considerations are integrated into the project design, schedule, and budget. They work closely with safety officers to develop site-specific safety plans, conduct risk assessments, and implement control measures. On a daily basis, the Superintendent oversees operations, ensuring that work is being performed according to safety protocols and addressing any potential hazards that arise. They must foster a culture of safety by leading by example, actively participating in safety briefings, and empowering their team to speak up about safety concerns they observe, as soon as they observe them. The Superintendent understands that a safe worksite is not only ethically imperative, but also contributes to project efficiency and success.



The Foreman acts as the direct supervisor of a specific crew or task. They are the boots on the ground, translating the overarching safety plan into actionable steps for their team. Before any work commences, the Foreman conducts detailed pre-task briefings, outlining the specific hazards associated with the day's activities and ensuring that each crew member understands the safe work procedures. They inspect the work area for potential dangers, verify that all necessary safety equipment is in place and in good working order, and ensure that their crew members are wearing the appropriate PPE, such as hard hats, safety glasses, high-visibility vests, and steel-toed boots. Throughout the workday, the Foreman actively monitors their crew, providing guidance and intervening immediately if unsafe practices are observed. They are the first line of defense against accidents, fostering a proactive safety mindset within their team and serving as a vital link between the field operations and the Superintendent.

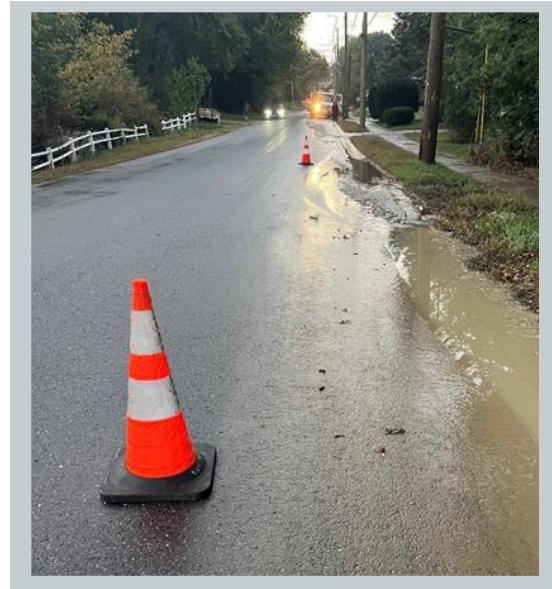


The backbone of any public works construction project is the Laborer. Often involved in a wide range of physically demanding tasks, from digging and trenching to material handling and site cleanup, laborers face numerous potential hazards. Their commitment to safety is paramount for their own well-being and the safety of their colleagues. Laborers are responsible for understanding and following safety rules and procedures, participating actively in safety briefings, and using their PPE

correctly. They are trained to recognize potential hazards in their immediate work environment and to immediately report any unsafe conditions or practices to their Foreman. Their vigilance

and adherence to safety protocols are crucial in preventing slips, trips, falls, struck-by incidents, and other common construction site injuries. The laborer's dedication to working safely ensures they return home to their families each day, contributing to the overall safety culture of the team.

The Truck Driver plays a critical role in the logistics of a public works project, transporting materials, equipment, and personnel to and from the worksite. Their responsibility for safety extends beyond the immediate construction zone to the public roadways. Truck drivers must adhere to all traffic laws, maintain their vehicles in safe operating condition through regular inspections, and be proficient in loading and unloading



procedures to prevent shifting loads and potential accidents. On the worksite, they navigate often congested and uneven terrain, requiring careful maneuvering and constant awareness of their surroundings and the presence of other workers. They must be mindful of blind spots and utilize spotters when backing up or operating in tight spaces. The truck driver's commitment to safe driving practices protects both the public sharing the roads and the crews working on site.

The Engineer brings their technical expertise to the forefront of safety planning and implementation. During the design phase, engineers consider safety factors in the structural integrity of excavations, the stability of slopes, and the layout of the worksite to minimize potential hazards. They develop detailed plans and specifications that incorporate safety requirements and ensure compliance with relevant codes and regulations. On the job site, engineers may be involved in inspecting work to ensure it is being performed according to the safety specifications, conducting site surveys to identify potential hazards, and developing solutions to unforeseen safety challenges. Their understanding of engineering principles is crucial in mitigating risks associated with complex construction activities and ensuring the long-term safety of the infrastructure being built.

The collaborative efforts of all these individuals, prioritizing safety, create a protective shield around public works construction projects. The commitment extends beyond the workers themselves to the safety of the public. Work zones are carefully delineated with cones, barriers, and signage to warn motorists and pedestrians of construction activities and guide them safely through or around the area. Flaggers play a crucial role in directing traffic and ensuring the safe movement of both vehicles and construction equipment. Public awareness campaigns often educate the community about work zone safety, upcoming disruptions to daily life, and encourage drivers to exercise caution.



By recognizing the inherent risks involved and the unwavering commitment to safety demonstrated by superintendents, foremen, laborers, truck drivers, and engineers we, together, can foster a deeper appreciation for the vital contributions of Dover's Community Service employees. They are the unseen guardians of our communities, building and maintaining the foundations upon which our City thrives, always with a steadfast focus on ensuring the safety of themselves and the public they proudly serve. The next time you see a public works crew on the job, remember the intricate web of safety protocols and the dedicated individuals working diligently to keep our communities running smoothly and safely.

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:

Remobilization in April beginning with the removal of the median refuge island in Central Ave and finish work on curbing. Work is expected to last until early summer 2025.

Angle St Water Main Replacement:

Special Project Advisor Bill Boulanger and Assistant City Engineer Krystian Kozlowski have been overseeing a project to replace a water main and stormwater underdrain on Angle Street which runs between Central Ave and Academy Street. Work on the project began at the end of January by SUR and is expected to last into early May



**Utility replacement
continues on Angle Street**

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.

Cochecho Waterfront Redevelopment:

The Cochecho Waterfront Redevelopment Project experienced a slight dip in momentum during early spring 2025 due to persistent wet weather. However, as March progressed and we welcomed warmer temperatures and extended daylight hours, the construction efforts have successfully regained their pace. Strides are being made on the exterior building construction, with crews nearing critical weather-tight milestones. Simultaneously, interior work is actively underway, encompassing essential elements such as framing, electrical wiring, and plumbing installations, signaling a steady progression towards the completion of the built structures.

Parallel to the building construction, notable advancements are occurring in the public improvement aspects of the project. Adjacent to the Makem Bridge, the construction of the Granite Bridge Deck Stairs is actively proceeding, marked by the ongoing Remedial Action Plan (RAP) closure and necessary subgrade adjustments, with the arrival of the granite stair blocks on-site. The installation of park walkway lighting is also in full swing, evidenced by the continued placement of light pole bases and the associated electrical supply conduits. Furthermore, the segmented closure of park areas with RAP is progressing in tandem with the installation of subsurface park elements. Essential electrical infrastructure is also taking shape, with Eversource commencing the process of pulling wire for the electrical supply, an effort anticipated to span approximately one month.

Looking ahead, several key milestones are on the horizon. Northeast Earth has completed the site preparation for a sector cabinet pad, which will serve as a crucial power source for a single-family residence and the future Dredge Cell parking area lighting. In the area designated as Building "F" and the adjacent park space, subgrade adjustments are finalized, and the area awaits formal RAP closure. The City is actively collaborating with engineers to address shoreline restoration in the former Army Corp bulkhead area, with an upcoming meeting scheduled with the New Hampshire Department of Environmental Services (NHDES).

Preparations for the retaining wall and stair foundations for the pavilion are complete, granite stair foundations are installed, and wall construction is currently underway. Excitingly, Pine Brook Construction is poised to initiate the first stages of construction for the Pavilion Building in the coming weeks, with an anticipated completion timeframe in early winter 2025.



Construction of the Waterfront Pavillion

Garrison Hill Water Tank Rehabilitation:

Sargent Corporation was the low bidder and was awarded the rehabilitation project in January 2025. In March the 4+ million gallon tank was drained, inspected, and repairs. 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.



Existing Garrison Hill Tank has been drained and inspected.

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. 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.

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. Bids were opened at the end of March and SUR was awarded the project

Henry Law Avenue/Payne Street Reconstruction:

Permitting is expected will commence in spring and last for approximately 6-7 months for the reconstruction project. 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 and Union St Reconstruction:

The Court and Union St reconstruction project went out to bid in March. Bids will be opened at the end of April. The hope is that a successful bidder will be awarded the project in May 2025 with construction starting sometime in 2025 but no later than spring 2026.

Crosby Road Drainage Study:

Engineering staff met with consultant VHB to review the drainage model that was prepared for Crosby Rd. The model will be used to determine what sorts of best management practices or BMPs can be installed within City right of ways and as part of public private partnerships to manage stormwater runoff.

County Farm Road Drainage Study:

Engineering staff met with consultant APEX to review the culvert assessment and design alternatives. APEX will now incorporate the City's comments into a final memo for discussions with the permitting agencies on a final design permitting requirements. Construction is anticipated to take place in the latter part of 2025.

Environmental and Facilities Projects:

Pet Waste Notification:

Environmental Project Manager, Tim Puls, worked with Media Services and the City Clerk's office to get an updated pet waste flyer in the mail for annual pet registrations. The notification is part of the City's annual MS4 permitting requirements.

City Recreation Field Preparation:

City Engineer Ken Mavrogeorge and Facilities Project Manager Eric Sanderson met with staff from Recreation and Facilities and Grounds to discuss regular maintenance activities to prepare City recreation fields for the spring youth sports season. Facilities and Grounds roto-tilled and rolled seven softball and baseball fields. City staff are also planning on providing additional infield mix and maintenance equipment at the fields so that volunteers from the various organizations can help maintain the fields this season. The City hopes to improve how maintenance is conducted on the fields so that they are safer for the athletes to play on.

In addition to preparing ballfields for the spring season, the City is actively planning improvements to other facilities around the City including Maglaras Park (2026), Spruce Lane Park, and Morningside Park (2026). Public meetings on park upgrades are being discussed and notices for such meetings will be posted when times and dates are set.



Updated pet waste flyer.

Permits & Licenses

Permit & License Summary Three Month Overview	January 2025	February 2025	March 2025
Driveway Permits:	00	08	09
Utility Licenses:	04	01	01
Paving Licenses:	01	00	04
Excavation Permits:	02	01	05
Certificate of Occupancy Inspections	05	09	10
Construction Permits	02	01	00
Obstruction Permits:	01	00	02
Sewer Connection Permit:	00	00	00
Septic Design Reviews:	02	03	02

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.

Four (4) projects came to TRC in March required Engineering review:

- 30 Grapevine Dr.
- 52 Old Rochester Rd.
- 210 Tolend Rd.
- 512 Sixth St.



New Chase Bank on Weeks Lane

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

- Waterfront Development Park Pavilion

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 (Lenox Dr)
- 48 Whittier St. Residential
- McIntosh Commons
- 59 Tolend Rd.



Whittier Street

Finance Department

Administration:

On 3/10/25, Esina Navarro, Executive Secretary-Finance Department Attended “Business Etiquette, Phone, Email and Text” webinar Sponsored by LinkedIn Learning. Learning Objectives included Best practices and letter writing, formal and informal.

On 3/26/25, Esina Navarro, Executive Secretary-Finance Department Attended “Going Paperless” webinar Sponsored by LinkedIn Learning. Learning Objectives included creating systems for saving files, importance of labeling consistently, and list writing best practices for organization.

The City Assessor attended NHAAIO personal property tax credits and exemptions on March 11, 2025.

City Clerk Tax Collection (CC/TC)

On March 17, 2025 the City Clerk/Tax Collection office issued 3,108 Dog License Renewal notices. Dog owners have until April 30, 2025 to license their dog(s) without incurring any late fees. Every dog in the State of New Hampshire is required to be licensed and to wear the license tag at all times. A current rabies vaccination is required in order to get the license. The license is proof that all dogs are vaccinated against rabies which is required by New Hampshire State Law. The money collected from the license fees are remitted to the State to help fund spay and neuter programs and pays for rabies testing in the event you, your child, or your pet is bitten by a possible rabid animal. The license tag also allows the Animal Control officer to reunite you with your dog should it become lost.

Finance / Accounting / Purchasing

In March the Finance department has been addressing file retention and storage space requirements. The department Executive Secretary and Junior Accountant performed an inventory of Finance files stored in various locations within city hall. Based upon the inventory, and in accordance with State file retention laws, certain files are being purged to make room for newer files.

Tax Assessment

On Monday March 24, 2025 Milana Fiorenza began her employment with the City as Assistant Assessor. She will be working out of the Tax Assessment office in City Hall.

Water/Sewer Utility Billing

On March 12, 2025 the office completed the February 2025 monthly billing of 25.6 million gallons of usage for 847 accounts, representing a total amount billed of \$623.364.49.

On March 27, 2025 the Water-Sewer Utility Billing office submitted the City's 2024 Backflow Monitoring and Testing Reports to the New Hampshire Department of Environmental Services (NH DES). The purpose of the backflow testing requirement is to insure there is no flow going back into the city water system and possibly resulting in contamination. NH DES monitors compliance of municipal backflow testing programs.

Purchase Orders over \$5,000:

Department/Division	PO Date	Vendor	Amount
Community Services	3/18/2025	ALLIED EQUIPMENT, LLC.	\$11,170.93
Community Services	3/27/2025	SIEMENS INDUSTRY, INC.	\$5,000.00
Community Services	3/28/2025	PIKE INDUSTRIES, INC.	\$5,000.00
Finance Office	3/5/2025	BERGERON COMMERCIAL APPRAISAL	\$10,800.00
Finance Office	3/28/2025	RUBB BUILDING SYSTEMS	\$127,300.00
Fire and Rescue	3/5/2025	HARRISON SHRADER ENTERPRISES	\$7,130.00
Info Technology	3/31/2025	D&D ELECTRICAL CONTRACTORS	\$20,252.00
Planning	3/14/2025	HOWARD SYSTEMS, LLC.	\$5,160.00
Planning	3/27/2025	D&D ELECTRICAL CONTRACTORS	\$7,278.00
Police	3/20/2025	OMNI INSTITUTE	\$30,000.00
Police	3/25/2025	ELAN CITY, INC.	\$6,850.00
Public Library	3/31/2025	JOHN TURNER CONSULTING INC	\$5,000.00
Recreation	3/14/2025	SIEMENS INDUSTRY, INC.	\$7,865.00
Recreation	3/27/2025	CLEAN RESTROOM RENTALS, INC.	\$5,544.00
Recreation	3/28/2025	NORTHEAST ELECTRICAL	\$26,510.00

Bid Solicitation:

Department	Bid #	Bid Date	Description
CS	B25-036	3/3/2025	Biosolids Disposal Services
Planning	B25-026	3/4/2025	Energy Saving Performance Contracting Services
CS	B25-042	3/7/2025	Organic Turf Treatment and Mowing Services
CS	B25-014	3/25/2025	Court and Union Street
CS	B25-036	3/3/2025	Biosolids Disposal Services

Fire & Rescue

Calls for Service / Activity Statistics

In March, Dover Fire & Rescue responded to a total of 600 calls for service, averaging over 19 calls per day. These calls, recorded through the National Fire Incident Management Reporting System (NFIRS), are categorized into the following general types:

- Fires
- Medical Emergencies
- Hazardous Conditions (e.g., gas leaks, power lines down)
- False Calls (good intent)
- Non-Emergent Requests

Simultaneous Calls and Resource Management

A critical operational challenge is managing simultaneous calls—emergencies that occur in overlapping timeframes. When crews are engaged with one incident and another call comes in, it can stretch resources, potentially requiring units to respond outside of their designated districts. This can impact overall response times.

- Dover Fire is staffed to manage two simultaneous calls without affecting service delivery.
- Three simultaneous calls can typically be managed, depending on crew availability and call locations.
- Multi-company incidents such as structure fires naturally draw more resources and require broader coordination.

March Simultaneous Call Statistics:

- 195 instances with 2 calls occurring simultaneously
- 87 instances with 3 or more simultaneous calls

These figures reflect the ongoing demands placed on personnel and highlight the importance of strategic resource deployment to maintain response effectiveness.

Division of Emergency Medical Services (EMS):

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 March 2024	# of individuals March 2025
Wentworth Douglass Hospital	NH	230	284
Free Standing ER – Dover (HCA)	NH	26	33
Frisbie Memorial Hospital	NH	5	0
Portsmouth Regional Hospital	NH	6	6
Mass General Hospital	MA		1
Brigham and Woman's Hospital	MA		1
Boston Children's Hospital	MA		
Maine Medical	ME		
York Hospital	ME		
Exeter Hospital	NH		
Elliot Hospital	NH		
Dartmouth Hitchcock Medical	NH		
St. Joseph's Hospital	NH		
Concord Hospital	NH		5
Tufts Medical Center	MA		
Total Transports		267	330
**Non Transports/Sign offs/Refusal of Care		122	151

****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	8	4.8		1	5	2	
10-19	16	13.6		1	8	7	
20-29	29	25.1		2	21	6	
30-39	37	33.8	1	3	20	12	1
40-49	30	44.5	3	1	20	5	1
50-59	38	55.6	1	2	25	10	
60-69	65	64.9	2	3	46	13	1
70-79	89	75	2	5	63	18	1
80-89	109	83.8	6	8	67	28	
90-99	48	92.3	1	2	36	9	
100-120	1	101			1		

EMS 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:

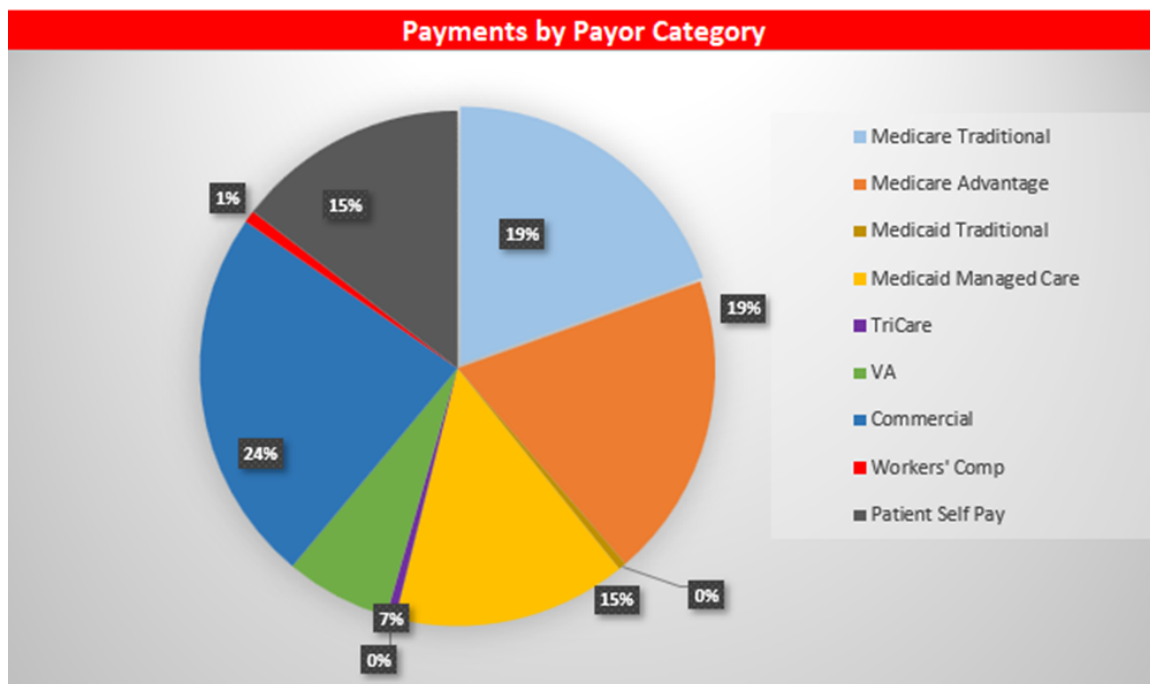
<i>Municipality Assisted</i>	<i>EMS Service</i>	<i>February Assists</i>	<i>March Assists</i>
Barrington	Barrington Fire		
Berwick	Stewart's Ambulance		
Durham	McGregor EMS	1	
Eliot	Stewart's Ambulance		
Farmington	Farmington Fire		
Greenland	Greenland Fire		
Kensington	Kensington Fire		
Lee	McGregor EMS		
Kittery	Stewart's Ambulance	1	
Madbury	McGregor EMS		
New Durham	New Durham Fire		
Newington	Newington Fire		
North Hampton	North Hampton Fire		
Northwood	Northwood Fire		
Pease ANGB	Pease ANGB Fire		
Rochester	Frisbie EMS	7	3
Rollinsford	York Ambulance	2	
Seabrook	Seabrook Fire		
Somersworth	Stewart's Ambulance	4	4
South Berwick	York Ambulance	3	2
	Total	18	9

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

TOTAL REVENUE	
Total Revenue from all Transport Types	
\$198,860.08	

SOURCES OF GROUND REVENUE

Traditional (Fee-for Service) Medicare	Medicare Advantage	Traditional (Fee-for Service) Medicaid
\$38,837.85	\$38,136.17	\$995.25
Medicaid Managed Care	TriCare	Veterans Health
\$29,203.17	\$1,131.86	\$13,121.18
Commercial Insurance	Workers' Compensation	Patient Self-Pay
\$46,913.43	\$1,520.69	\$29,000.48

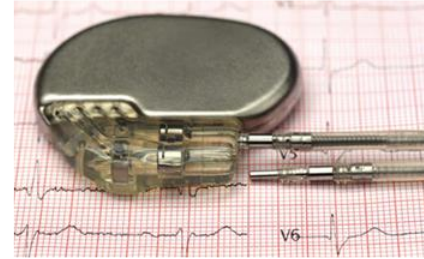


SERVICE MIX				
Call Type	Priority	Trip Volume	Percentage	
ALS	Emergency	192	61.74%	
	Non-Emergency	1	0.32%	
BLS	Emergency	118	37.94%	
	Non-Emergency		0.00%	

EMS Training:

Week of March 3rd

Fire Department shifts participated in training on pacemakers and automated implanted cardiac defibrillators (AICDs). These classes were presented by Portsmouth Regional Hospital staff and provided valuable insight into the function, identification, and emergency considerations of these life-saving devices.



March 14th–16th

Staff attended the Northeastern Fire Summit at Village by the Sea in Wells, ME. Hosted annually by the New England Fraternal Order of Leatherheads (F.O.O.L.S.), the summit is a premier event for fire service education and training. Nationally recognized instructors delivered courses in both Leadership and Tactical tracks. The summit drew participants from across the U.S. (including as far as Mississippi) and Canada.

Week of March 17th

The department received hands-on training in Airway Management, covering skills from basic airway positioning to advanced airway techniques. This critical training was delivered by Emergency Education Consultants.



Department Activities Summary

March 12–13

Several members of the Fire Department attended the wake and funeral services for Concord Firefighter Christopher “CJ” Girard, who passed unexpectedly on the evening of March 1st. Prior to these services, the Department provided an ambulance and crew to cover the City of Concord during the escort of Firefighter Girard. The Department takes great pride in supporting and representing the Brotherhood and Sisterhood of the Fire Service during times of need.

March 19

The Department coordinated the medical transfer of a fellow firefighter currently battling cancer. The individual, formerly of Rollinsford and now a member of the Nashua Fire Department, required transportation to a Boston-area hospital to begin treatment. Special thanks to Firefighters Cunningham and Stevens for their professionalism and compassion during the transfer. The IAFF Local 789 President, Nashua Fire Chief, and the firefighter’s family have expressed their sincere gratitude for the exceptional care and assistance provided.

March 21

Staff attended the quarterly “Ready Strafford” meeting—a collaborative effort involving public safety agencies throughout the county to plan for natural and manmade disasters. Representatives from the Department of Health & Human Services presented the State’s Mass Fatality Plan. Additionally, discussions began on forming a working group to plan for the federally mandated Point of Dispensing (POD) drill. PODs are designated locations for mass distribution of vaccines or medications during public health emergencies. Locally, an example of a POD includes the COVID-19 vaccination clinics the Department previously operated throughout the City.

Members of the Fire Department recently traveled to Greenwood Emergency Vehicles in Brunswick, Maine, to inspect the new fire engine and finalize its graphics and compartment layout. They spent several hours collaborating with Greenwood staff to ensure that the vehicle's configuration would meet the operational needs of the department.



The Fire Department continues its intense SCBA (Self-Contained Breathing Apparatus) training while incorporating critical self-rescue techniques. Utilizing the old Bed Bath & Beyond building, crews rotate through a variety of training evolutions designed to simulate situations where firefighters may become trapped during a structure fire.

No firefighter plans to become lost, disoriented, injured, or trapped during an emergency—but fires are inherently unpredictable, volatile, and unforgiving. The conditions a firefighter anticipates before entering a burning building can shift drastically within moments. Thick smoke, low visibility, limited oxygen, structural instability, and rapidly changing fire behavior can overwhelm even the most experienced personnel.

According to fire fatality data compiled by the United States Fire Administration, the leading causes of structural fire ground deaths are firefighters becoming trapped and disoriented. These training scenarios aim to reduce those risks by preparing firefighters for the worst-case situations they may encounter in the line of duty.



Planning & Community Development

Inspection Services:

Inspections & Permits	February 2025	March 2025
Life Safety Inspections	31	30
Business Inspections	13	10
Sprinkler / Alarm Inspections	32	27
Building Inspections	108	135
Electrical Inspections	93	138
Plumbing / Mechanical Inspections	128	187
Blasting Inspections	0	0
Health/Housing Standards Inspections	33	40
School / Daycare Inspections	1	4
Oil Burner Inspections	2	0
Woodstove / Fireplace Inspections	0	1
Building Permits	50	67
Blasting Permits	0	2
Certificate of Occupancy Permits	13	6
Walk-in Customers	81	97

Administration

Private developments approved by the Planning Board are underway as shown in the subdivision and site plan report including the status on building permits. Staff has heard from some of the developments such as the mixed-use project at 47 Chestnut St and the McIntosh Commons project have been on hold due to budgetary reasons. McIntosh Commons came before the Planning Board for an amendment and 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.

City Planner Bassegio recorded an episode of the Dover Download podcast to recap March 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 3,730 followers).

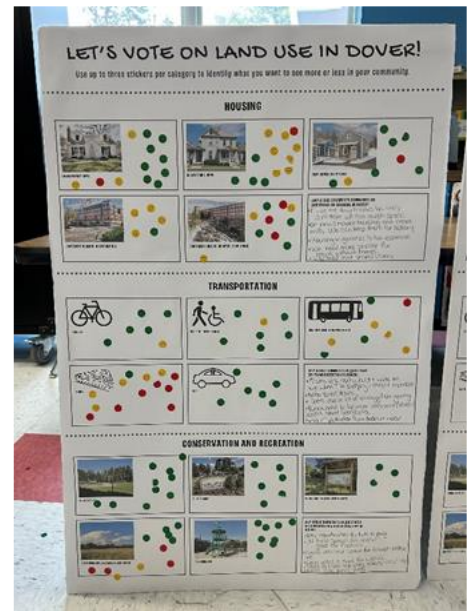
Planning and Media Services staff continued to develop and enhance an electronic “newsletter” for planning related items (with 1,124 subscribers). Two newsletters were sent in March. Content included meeting summaries, meeting previews, Master Plan updates, and various special topics such as information on upcoming Planning Board meetings, Energy Savings Performance Contracting, the selection of members for the TDR subcommittee, outreach efforts for the Land Use Chapter update project for the Master Plan, and information on where to find the Natural Resource Inventory. Two Polco surveys question asked: “Do you feel well-informed about upcoming development projects in Dover?” and “What is the best way for you to receive information about development projects in Dover?”

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. The website was updated in March to include information related to three new applications.

City Planner Bassegio, Zoning Administrator Crouser, and Office Assistant Rachel Blonigen conducted an outreach activity for the Master Plan update project at Frances G. Hopkins Elementary School at Horne Street. Students completed a preference needs survey on housing, transportation, conservation and recreation in Dover.

What does the Department of Planning and Community Development do?

Help People Build Things According to City Rules	Support City Volunteers
The Planning Department assists people who want to build houses, stores, or other buildings to follow the City's rules. When a request is made to build something that is different from City rules, the Planning Department reviews these requests and makes recommendations.	The Planning Department supports volunteers and public Boards and Committees in their work to making decisions for the City of Dover. This includes working with groups like the Planning Board and Zoning Board.
Make Plans for the City's Future	Make Plans to Address Potential Problems
The Planning Department creates and updates long-term plans (called the Master Plan) to make sure the City grows in a smart and organized way.	The Planning Department creates plans to ensure the City can address challenges like storms, flooding, and the impacts of climate change.



Zoning Administrator Crouser staffed the Dover Arts Commission meeting on March 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 discussed the upcoming Cocheco Arts Festival, partnering with the Community Trail Committee to install additional artwork along the trail, and the ongoing renovations to the Blue Crab near the Children’s Museum.

City Planner Bassegio staffed the Community Trail Advisory Committee meeting on March 4th. CTAC reviewed completed and ongoing projects and discussed coordination for a number of spring outreach events.

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

Assistant Planner Edgecomb attended the March 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 March 19th where the commission discussed community outreach initiatives.

Resilience Coordinator Merchant and Assistant City Planner Edgecomb met to discuss community outreach initiatives for the upcoming year, including potential activity for Earth Day in April.

Zoning Administrator Crouser was forced to cancel the March 20th ZBA meeting due to lack of a requisite quorum, an issue which should be alleviated with the recent appointment of a new alternate board member.

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 was interviewed by two UNH students looking to glean information on the City's Accessory Dwelling Unit policies, the data of the City's existing ADU's, and any policy changes being proposed.

Zoning Administrator Crouser did not receive any resident complaints during the month of March, and is actively working with a property owner subject to a complaint regarding chicken coop location, which is planned to become compliant by the end of May.

Assistant City Planner Edgecomb began Easement Monitoring starting on March 25th.

Resilience Coordinator Merchant attended a site walk with project partners from ReVision at the Waste Water Treatment Facility on March 14th.

Resilience Coordinator Merchant provided technical assistance to ensure the City parking lot at the Waterfront Development is EV ready.

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 May as the March meeting was already full.

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 staff and Engineering staff have been working with a consultant to help design an implementation plan for the Downtown Pedestrian and Vehicular Access plan. While staff has 60% plans to review, city staff are putting together a plan to do a phase 1 of implementation this summer to help with short term pedestrian, parking, lighting, and landscaping improvements.

City Planner Bassegio and Zoning Administrator Crouser staffed the Steering Committee meeting on March 6th for the update project of the Land Use Analysis Chapter of the Master Plan. Staff and Steering Committee members continued to work with consultants from Resilience Planning on the project which includes conducting an existing land use analysis.

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. The remaining Navigator grant funds were used to cover a portion of the Director's salary (as Acting Housing Navigator) into March and have since been all spent totaling \$250,000 over the last 2.5 years.

Community Development Planner Carpenter Continued the development of the FY26-FY30 CDBG Consolidated Plan and FY26 Annual Action Plan.

Community Development Planner Carpenter Assisted subrecipients with the development of RFPs for CDBG funded activities.

Zoning Administrator Crouser attended a Floodplain training on March 4th.

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 the drafting of letters of opposition to a number of proposed bills.

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 end of April and open for business on May 5th, 2025.

Director Benton attended the National Planning Conference in Denver Colorado from March 28th to April 2nd. The conference hosted over 4,300 attendees. Director Benton attended workshops and sessions, some highlighted topics include: seeing how past zoning efforts led to housing affordability issues in Boulder Colorado, a behind the scenes tour of two Amazon facilities to understand the permitting and distribution needs of industrial uses, a tour of a superfund site and water treatment center at the bison reserve, a tour of the National Research Energy Laboratory where she heard about wind, solar, and hydro power research, attended sessions about the equity of small retail and managing multi-generational teams and others, and met fellow planners from around the country and world.

Director Benton posted a part time Fire and Life Safety Inspector position in March.

Police Department

Prevention Services Unit

On March 20th six Youth to Youth students conducted a day of training for 55 high school students in Johnstown, NY. The students came from all over the state of NY and were trained in how to use media to send a drug prevention message.



Youth to Youth students presenting to students at Johnstown, NY.



Youth to Youth students presenting a TRUTH lesson at Garrison Elementary School.

Youth to Youth students presented the TRUTH About Nicotine lesson in the STEM classes at Garrison Elementary School during March. Four classrooms each received the two sessions of training, covering more than 80 students.

On March 21st, seven members of Youth to Youth provided 2 presentations of Samantha Skunk Rx and Medicine Safety at Dover's Frances Hopkins Elementary School. The two back to back sessions covered almost 100 kindergarten students at that school.

During March 14-16, 7 middle school members of Youth to Youth to the Leaders in Prevention Conference. The conference was run by the NH Teen Institute at Camp Cody in Freedom, NH. At the conference, the students honed their skills in team building, problem solving, communication, acceptance, and creative thinking. They also had the chance to meet middle school students from other youth groups in New England, such as Pennichuck, Portsmouth, and others. Finally, the students and staff from Dover worked together to practice the action planning process.



Prevention Services Unit staff and Youth to Youth students participating in team building activities at a YRBS brainstorming event called "Getting to Y NH."

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.

Vicki Harris and Kelsey Levesque participated in the Prevention Leadership Workgroup with the Strafford County Public Health Network on March 4th. The group continues to prepare for Drug Facts Week and the SCPHN legislative breakfast.

Bridget Ryan and Kelsey Levesque attended the monthly DMHA meeting on March 12th. On March 20th Bridget attended the DMHA Steering Committee where plans are underway for Mental Health Awareness Month.

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

- The Monday High School Student Team met 5 times
- Older middle school students on the Wednesday Evening Team met 4 times.
- Y2Y members in grade 6 and 7 meet on two teams after school – one on Wednesday and another on Thursday.
 - The Wednesday Team met 4 times.
 - The Thursday Team met 4 times.

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

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

- On March 21st, a group of 5 students from the middle and high school teams, 1 student from the university team and 2 staff (Bridget Ryan and Dana Mitchell) provided training via a conference to multiple communities in Johnstown, NY. The conference was organized by the Glove City Coalition and Montgomery County Cares Coalition, it included 5-6 schools districts and 40+ students. Y2Y students provided presentations on Advocacy, Creating Media Messages and led small groups to help students create their own messages.
- On March 28th, Conor provided a one-hour webinar to prevention professionals from CASA Trinity in Elmira NY. The webinar covered the implementation of the Samantha Skunk program. Three staff members from CASA Trinity participated in the training.

During this month, Toolkits were provided to:

- Fifty toolkits were sold to Communities for Alcohol and Drug-Free Youth (CADY) in Plymouth, NH. They plan on distributing them to groups they work with and have asked Dover Y2Y to attend an upcoming meeting to instruct the advisors on using the toolkit.

Dover Teen Center

During the month, there was a total of 384 youth in attendance over 20 days of programming at the Dover Teen Center. The average was about 19 youth per day.

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

- ***TC After School Program – March 2025***
 - “Movie Monday” (Movie & Popcorn Afternoon)
 - 8-Ball Billiards Tournament
 - TC Special Event – “TC Cooking Class”
 - Old School Games Day (no electronics)

- TC Trip! – “Maine Celtics Game”
- St. Patrick’s Day Holiday Party – “Wear Your Green” & “Cookie Decorating”
- Teacher Workshop Day “Brunch & Chill Zone Afternoon
- Special Guest Friday (1) → UNH Football Players!

- ***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.



Participants Cam, Shawn, Zachary, and Emma at the Maine Celtics Game.

- ***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.

As the Teen Center heads into April 2025, there is a lot of excitement for April School Vacation Week programs and trips.



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

The TC received (4) new registrations in March 2025.

Community Service Program

The Community Service program tracked (2) participants in the month March 2025. A total of (4.0) hours of community service work completed with (0) participants finishing allocated hours.

Diversion Program

The Diversion Committee had a few representatives meet for an Alternative Suspension hearing on March 25, 2025.

As a result of evaluating the case-load heading into March 2025, the following is committee's case breakdown:

- (0) case in active Diversion Contracts
- (0) cases in active Alternative Suspension Program
- (0) successful completion and release from Diversion Contract (MAR 2025)
- (0) new Diversion case heard (FMAR 2025)
- (1) new Alternative Suspension cases heard (MAR 2025)
- (0) successful completion for Alternative Suspension (MAR 2025)
- (1) new Alternative Suspension case hearing, anticipated (APR 2025)
- (0) new Diversion case hearing, anticipated (APR 2025)*
- (0) cases sent back to Detectives for "failure to comply"

(* = at the time of report)

Community Response & Engagement Unit (CREU)

Throughout the month of March, Lt. Mitrushi coordinated 3 different tours of the department with St. Thomas Aquinas High School and Spaulding High School students. The tours provided high school students with insight into the different roles and responsibilities within the Dover Police Department. Students met with various department members and learned about the different services provided to citizens and visitors to the City of Dover.

On March 6, 2025, Lt. Mitrushi taught a Civilian's Response to Active Shooter Events (CRASE) training to a local organization. Later that month, he returned to provide Home Visitor Safety Training to a smaller group of staff from that organization. The goal of both trainings was to equip individuals with situational awareness and the strategies and knowledge to protect themselves and others during an active attack.

On March 26, 2025, Lt. Mitrushi met with Strafford County Sheriff Kathryn Mone and McGregor EMS 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 invite members of the EMS community onto the team.

Lt. Mitrushi participated in 2 oral board interviews for potential officer candidates, assisted in coordinating 3 college job fair recruitment events, and created 8 social media posts in March.

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.

On March 7, 2025, Officer Palmer, with the assistance of the Special Investigations Unit, executed a search warrant for an Internet Crimes Against Children (ICAC) cyber tip case. The search warrant was for both a location in Dover and Portsmouth, NH. This case is ongoing. Officer Palmer also assisted the ICAC Task Force with a search warrant in Seabrook, NH. This investigation is still active and ongoing.

During March, Officer Palmer conducted foot patrols of the downtown business district and community trail. Officer Palmer assisted the patrol with various calls throughout the month and conducted several walks of the Dover Community Trail.

Officer Palmer located 2 campsites off of the Community Trail on Liberty Mutual property, and Officer Palmer is working with the business to clean the site. Officer Palmer located 2 campsites off the Community Trail on City of Dover Property and ServPro was contacted to clean the sites. There were 2 additional sites on city property that Dover Community Services was contacted for cleanup. Officer Palmer located several individuals living in a vacant commercial building, which caused issues for patrol officers. Officer Palmer contacted the business owner for trespass authorization and the premises has been secured.

Dover Middle School Liaison Officer

In the month of March, Officer Berdecia handled a variety of calls for service, which included three juvenile matters, two welfare checks, and two school property checks. Of the calls Officer Berdecia handled, two resulted in school sanctions, and two were referred to the Dover PD's Empowering Positive Interventions for Children (EPIC) Alternative Suspension Program.

On March 5th, Officer Berdecia handled a police information call in which a Dover Middle School (DMS) student reported concerning behavior at home by her father's friend who lived with the family at their Dover Housing Authority residence. The student did not disclose any crimes, but Officer Berdecia spoke with DHA administration and the individual was banned from the property. DMS staff forwarded the report to DCYF.

On March 5th and 20th, Officer Berdecia handled two separate juvenile matters in which five DMS students were found vaping in restrooms. Officer Berdecia took custody of and disposed of the vapes. Three of the students were issued 5-day Out of School Suspensions while the other two were referred to the EPIC Alternative Suspension Program.

On March 11th, Officer Berdecia investigated a motor vehicle accident that occurred during morning drop-off at Frances G. Hopkins Elementary School, in which a vehicle reportedly struck pedestrians in the parking lot crosswalk. Officer Berdecia responded to school, interviewed all parties involved, and found the vehicle did make low-speed contact with a parent and student in the drop-off parking lot. No injuries were reported from the collision. Officer Berdecia warned the driver for the negligent driving.



Officer Berdecia directing traffic at Frances G. Hopkins Elementary School at Horne Street.

On March 14th, Officer Berdecia assisted the Director of the Dover Teen Center with supervisory coverage for the afternoon. Officer Berdecia, along with two UNH interns, provided entertainment, snacks, and mentorship for 15 youth participants.

Dover High School Liaison Officer

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

Officer Jalbert assisted the CTC Director with a Spaulding High School student who was extremely agitated and causing a disturbance in class. Officer Jalbert was able to de-escalate the student and coordinate with a parent to come pick up the student. The student no longer attends the CTC program at DHS.

Officer Jalbert coordinated a message delivery to a graduated DHS student who was harassing a current DHS student online. The graduated student had a history of harassing the current student. A patrol officer spoke with the former student and they were warned for their behavior. There have been no issues since.

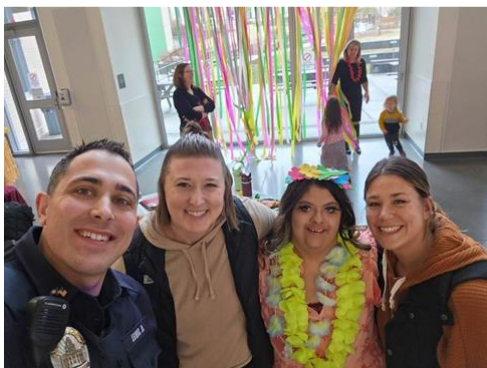
Officer Jalbert assisted the St Thomas Aquinas High School Administration with a complex case involving three students in several jurisdictions outside of Dover. Officer Jalbert provided guidance and recommendations on steps to take and acted as a liaison with other departments. Officer Jalbert took a report for one incident that occurred in Dover, but the matter was handled with school sanctions and no further police involvement. A student withdrew as part of the school's investigation.

Officer Jalbert followed up on a report made to a patrol officer regarding an explicit video of a student that was sent to a large percentage of the student body. After re-interviewing the victim, it was discovered that a student had voluntarily sent explicit contact to an adult online in exchange for money. This investigation is ongoing.

Officer Jalbert participated in a panel discussion focusing on mental health and wellness in the LGBTQIA+, senior, and first responder communities as part of a regional event put on by the Dover School District, Dover Mental Health Alliance, and the American Foundation for Suicide Prevention.



Officer Molly Jalbert (2nd from right) and other panelists answer questions at the Working Together to Prevent Mental Health Crisis event at Dover High School.



Officer Sobel and SRO Jalbert at the Unified Prom at DHS.

Officer Jalbert attended the Unified Prom at DHS on her own time to support the program and engage with staff and students.

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

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

Whittier Falls Liaison Officer

During the month of March 2025, Officer Gore responded to 118 calls for service. Officer Gore logged 18 community contacts, completed 18 background checks, conducted foot patrols/property checks, issued DHA trespassing notifications, made 2 arrests, conducted 23

motor vehicle stops, and responded to 1 untimely death. Primarily, the remaining calls for service consisted of assistance calls, checkups, welfare checks, and an alarm.

In addition to his role as the DHA Liaison Officer, Officer Gore assisted the patrol division by working 31.5 hours of overtime for the month of March to assist in covering forced/open patrol shifts, vacations, and special events. Officer Gore has also conducted several grant funded DUI Enforcement patrols, and assisted the Dover Middle School SRO by conducting patrols in the morning and throughout the day.

Officer Gore continues to be present in the DHA communities building relationships, conducting foot patrols/property checks, and addressing residents' concerns.

Officer Gore met with a Retired Military Veteran who he had talked to in the past due to mental health concerns. Officer Gore served a Domestic Violence order of Protection to this individual. Officer Gore was able to serve this order in a professional manner, and help/assist this veteran with medical needs and transportation to a treatment facility. Officer Gore was able complete this task without incident with the assistance from patrol officers as well as Youth & Family Social Worker Alexis Taatjes who located a suitable treatment facility for this veteran.

During a welfare check, Officer Gore identified a couple who were interested in going to a facility to assist them with substance abuse addiction treatment. Officer Gore worked with Social Worker Alexis Taatjes and was able to provide information to the family, who accepted the treatment and were sent to a treatment center days later. Upon their return from successfully completing the treatment plan, Officer Gore spoke with the family who were grateful and are working to being reunited with their child.



Officer Gore and a DHA Resident talking outside the police substation.

Officer Gore continues to talk with and work with members of the community in an effort to assist them with their individual needs as necessary/case by case. Officer Gore now will be assisting DHA in the following month with the annual Easter Egg Hunt, and summer events with the SOCC.

Social Work Unit

Social Work Unit Supervisor

Kaitlin Jones had 7 new cases in March 2025. In total, Kaitlin Jones has had 16 cases in 2025.

Throughout the month of March, 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 and the NH PSW Peer Support Group monthly meeting, in addition to separate meetings with Jamie Paolini from the Ridge Treatment Center, Audra Gordius of



Youth & Family Social Worker Alexis Taatjes, Social Work Unit Supervisor Kaitlin Jones, and Social Work Unit Intern Hazel Neary at the Willand Warming Center Service Fair.

Gatehouse Treatment Center, and Jack O'Connor of Live Free Recovery to discuss referral partnerships.

Kaitlin Jones attended the Tri-City Legislative Reception on 3/24/25 to network with Tri-City leaders and discuss Social Work Unit programming.

Kaitlin Jones, Alexis Taatjes, and Hazel Neary (MSW intern) attended the Willand Warming Center Service Fair on 3/27/25 from 12:00 to 4:00. The Social Work Unit met with several unique individuals and assisted them in getting connected to various social services.

Kaitlin Jones is currently working on building a more sustainable MSW internship program with the University of New Hampshire, shifting toward a two year placement rather than one year. The shift would follow a medical model, moving towards building a social work internship program that enhances student experiences by providing in-depth experiential learning and increasing student mentorship and leadership abilities

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 2025.

Youth & Family Social Worker

Alexis Taatjes had 11 new cases in March 2025. In total, Alexis Taatjes, has had a total of 30 cases in 2025, with 6 cases carrying over from February 2025. Of the 6 cases, 4 cases were successfully closed with services delivered and 2 cases are still active.

General management is offered to youth and families when a child is involved in a call for service (CFS) or the family needs additional supports, but does not meet criteria for ACERT or DCYF Liaison Case Management. Of the 11 new cases in March, 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 11 new cases in March, 4 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 11 new cases in March, 2 of them were ACERT.

The team visited 2 families on March 20th. The precipitating call for service for the 2 ACERT cases in March 2025 included: 1-Disturbance and 1-Police Information.

Community Engagement:

Throughout the month of March, Alexis Taatjes participated in meetings with various local organizations in an effort to build new connections and maintain collaboration with various providers, to include: Strafford County Public Health Network's Prevention Leadership Group, Dover Mental Health Alliance (DMHA), Regional Mental Health Community Event hosted by DMHA, Police Social Work Peer Support Group, Collaboration Meeting with the Ridge RTC, Collaboration Meeting with Live Free Recovery, Collaboration Meeting with 4-H UNH Extension Strafford County Team, Collaboration Meeting with ACERT Technical Assistance Center (TAC) Team, Collaboration Meeting with Woodman Park Elementary School Guidance Counselors, Dover Teen Center for case reviews and engagement with the youth, and provided case management services at the Willand Pond Warming Shelter Service Fair.

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>1</i>	<i>Dance / Entertainment</i>	<i>0</i>
<i>Raffle/Tagging Permits</i>	<i>0</i>	<i>Gun - Seller</i>	<i>0</i>
<i>Block Party Permits</i>	<i>1</i>	<i>Hawker / Peddler</i>	<i>0</i>
<i>Parade Permits</i>	<i>0</i>	<i>Road Race</i>	<i>1</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 March 13 and 27. Projects under review during these meetings included a proposed drive-thru restaurant at Durham Road and Grapevine Drive, an informal staff review with a developer pertaining to public sidewalks improvements connected to a mixed use project on Old Rochester Road, an open space residential subdivision off Tolend Road and Emerald Lane, and an informal review of utility and landscape improvements for a residential project on Sixth Street.

Lt. Speidel worked closely with Dover Main Street representatives in organizing the "Run Before You Crawl 5K" on March 8, the first event of the 2025 Dover Race Series. Lt. Speidel coordinated the police department's operational planning for this event, to include the

deployment of directional signs, barricades and cones to facilitate road closures, parking restrictions and traffic diversions, the scheduling and assignment of police personnel.

On March 11, Lt. Speidel joined staff from the Community Services Department in a coordination meeting with the City's consultant and contractor for the Garrison Hill water tank improvement project. The project involves draining the existing tank to perform interior surface repairs, as well as installing new water lines helping to improve the City's redundancy throughout its water utility system. Traffic impacts for the construction phase of the project were reviewed.

The Dover Police Department's Driver Feedback and Speed Monitoring mobile trailer was deployed later during the month of March due to weather conditions, and was posted on Back River Road and on Old Stage Road. The police department has increased its targeted speed enforcement patrols on Back River Road and on Littleworth Road, along with various school zones.

On March 24, Lieutenant Speidel joined staff from the Planning and Community Services Departments at the regular meeting of the Transportation Advisory Commission. Lt. Speidel prepared the meeting agenda and related materials and helped coordinate correspondence with citizens with interest in agenda items. Lt. Speidel also coordinated staff preparation and follow-up of the committee recommendations. Agenda topics included downtown crosswalk enhancement projects, new stop sign requests, and a petition for expanded COAST service to industrial parks off Littleworth Road. Also reviewed was citizen correspondence, upcoming roadway repair projects, and annual election/appointment of committee officers.

On March 25, Lt. Speidel joined several City staff members, Cochecho Waterfront Advisory Committee members, and construction project managers for a preconstruction conference related to the public park and waterfront pavilion. The purpose of the meeting was to coordinate traffic and parking impacts, the project schedule, and other logistical matters.

In the month of March, the police department performed over 25 personnel-hours of targeted impaired driving enforcement patrols. Extra patrols were scheduled using funding from the NH Office of Highway Safety. In the first 3 months of 2025, the department has made 10 DWI arrests including 2 that were made during the enhanced patrols.

Standards Unit

The Standards Unit administered three (3) oral boards and three (3) written exams in March 2025.

Additionally, Sgt. Gaudreault and Officer Flynn attended a job fair at UMass Lowell on March 5th. Detective Martuscello and Officer Palmer attended a job fair at Great Bay Community College on March 12th. Officer Diep attended a job fair at Plymouth State University on March 26th.



Officer Palmer and Detective Martuscello at Great Bay



Officer Diep at Plymouth State University.



Sergeant Gaudreault and Officer Flynn at UMass Lowell

On March 5, Officer Palmer attended a one-hour webinar entitled Open-Source Investigative Methods for Counter Narcotics and Human Trafficking Investigations. The webinar was presented by Adam Scarisbrick, Senior Instructor, Hetherington Group. Criminals are increasing their use of the internet, social media and apps to conceal and advance their trafficking operations. Open-source information can provide investigators with intelligence and investigative leads related to narcotics and human trafficking operations. This webinar provided Officer Palmer with introductory methods related to open-source information collection as it applies to identifying online profiles and activity related to narcotics and human trafficking. He also learned how to safely navigate social media platforms while adhering to local laws and methods of collection.

On March 10-13, Detective Bryon Lynch attended Medicolegal Death Investigator Training held in St. Louis, MO. This training provided basic information on the process of medicolegal death investigation by providing lectures from board-certified practitioners in high volume offices including medical examiners, forensic investigators, toxicologists, anthropologists, odontologists, crime scene investigators, and homicide detectives.

On March 11, Animal Control Officer Kathy Ladisheff participated in three (3) different webinars entitled Animals as Victims; Charging and the Law (Study of cases where animal cruelty or neglect can be difficult to investigate and prosecute); Advanced Components of Animal Cruelty

Investigations (learning concepts for animal cruelty investigations to include evidence collection and the use of various forensic sciences); and Case Preparation and Courtroom Presentation (understanding the principles of courtroom testimony and tips for how to prepare a case for court).

On March 21, Officer Tim David attended Firearms Instructor Re-certification. This re-certification is mandatory every two (2) years.

On March 18-21, Officer Brendan Madsen attended First Responder-Camp Resilience Training held in Gilford, NH. The purpose of the training is to enhance your professional performance by prioritizing your mental and physical health. Additionally, participants attended a life-skills workshops to learn to practice self-care to avoid burnout and manage stress.

On March 23-27, Lieutenant Mark Nadeau attended Digital Investigations Supervisor training held in Hoover, Alabama. This course is designed for individuals who manage digital forensic labs or analysts. Students gained knowledge as to what is involved in the technical world of a digital forensics analyst job, and how to efficiently manage workforce and case work flow in a digital forensics lab. Students received hands-on experience with lab management software, legal issues, and digital evidence management.

On March 24-25, Sergeants Timothy Keefe and Greg Turner attended Supervising Patrol Critical Incidents, held in Nashua, NH. This training is designed to provide patrol supervisors with the information and tools needed to manage a critical incident prior to the arrival of SWAT. Understanding the methodology used in managing a dynamic tactical problem, and the four primary types of critical incidents gives patrol supervisor the tools needed to successfully manage these incidents.

On March 24-28, Officer Jonathan Palmer attended ICAC-Undercover Concepts & Techniques held in Hanover, MD. This is course is designed to introduce ICAC investigators to online, undercover concepts and techniques. Participants created undercover identities, learned how to respond to and post online ads, as well as how to properly chat with suspects. This course also covered how to correctly document investigations and overcome common defense.

On March 27, Officer Stephanie Pabis attended a webinar entitled Bloodstain Pattern Recognition. This training provided an understanding of terminology, concepts of blood drop flight, chemical tests, scene documentation, recovery of latent blood, and bloodstain pattern analysis.

On March 27-28, Lieutenant Matt Travaglini attended Field Training Coordinator Course held in Hudson, NH. This two day course provided an understanding of the development, management, and maintenance of a law enforcement agency's FTO program. Attendees examined and used the essential forms and processes to positively impact your FTO program and agency.

On March 31-April 2, Detective Molly Martuscello, Officers Stephanie Pabis and Derek O'Neil attended Bloodstain Pattern Analysis held at PSTC. Students learned how to document and interpret bloodstains found at crime scenes by applying accepted scientific principles and methodologies. Through lecture and hands-on practice exercises, students explored the many ways blood can be deposited on various surface types and how the resulting patterns are forms.

Students reconstructed actions that caused the bloodstains and blood enhancement chemical were also demonstrated.

On March 31-April 2, Officer Jacob Watkins attended Field Training Officer Course held at PSTC. This three (3) day training provides FTO's with the tools and knowledge to properly train a new officer. From ethics to leadership, this FTO course covers the topics required to train, evaluate, mentor, and lead a field trainee.

Special Services Bureau

During the month of March 2025, 12 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 11 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 5 unattended deaths in March 2025.

SIU detectives attended 4 forensic interviews at the Strafford County Child Advocacy Center. These interviews are designed to document detailed information about alleged crimes that were experienced or witnessed by children.

In March 2025, 4 cases were forwarded to the Strafford County Attorney's Office for review and Grand Jury indictment.

As a result of an SIU investigation, a Dover man was charged with Endangering the Welfare of a Child and Second Degree Assault.

SIU detectives obtained 5 search warrants to further ongoing a criminal investigation.

SIU detectives referred 29 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 March 2025, SIU detectives had 3 active ICAC cases.

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

In March 2025, SIU Detective Molly Martuscello conducted a Crime Scene and Evidence presentation to a class at St. Thomas Aquinas High School.



Detective Molly Martuscello shows a group of St. Thomas Aquinas students how the flight path of a bullet can be documented using a laser.

Parking Bureau

With the addition of Pay by Text, the Parking Bureau has been assisting special event attendees who may prefer to use that option instead of using the meters. The first event was the Run Before You Crawl Road Race on March 9th. Palm cards were passed out to runners and spectators as they arrived in the Transportation Center Lot to allow them to pay by phone and not have to wait in line at the parking meters. Road races have a tendency to have many participants arrive around the same time and this helped alleviate any delays at the meters.

The second was on St. Patrick's Day on March 17th. Large crowds were anticipated at Cara's Irish Pub on Fourth Street. Since it was also expected to rain that day, flyers were provided to Cara's to make available to customers so they could pay to park from the comfort of their table/seat at the pub.



Image of the Pay by Text flyer used at Cara's during St. Patrick's Day

Per the recommendation of the Parking Commission and the approval of the City Council, parking meters were installed on a portion of Grove Street and on Third Street between Chestnut and Grove streets. This was done in support of local businesses so as to create turnover parking for customers. The Parking Bureau put up signs regarding the meters and issued warnings before the meters went live.

March	Mar-25	Mar-24	Mar-23	Fiscal YTD 2025	FY 2024	FY 2023
Meter Activity - Total						
Meter Transactions	51,489	48,891	46,751	415,431	547,885	522,502
Income at Meters	\$126,396	\$103,365	\$96,553	\$940,426	\$1,127,158	\$1,028,074
Active Meter Days	26	26	27	225	301	301
Average Daily Meter Transactions	1,980	1,880	1,732	1,846	1,820	1,736
Meter Activity - Parking Garage						
Meter Transactions	2,937	2,872	3,331	23,302	29,338	32,802
Income from Meters	\$9,404	\$8,280	\$11,091	\$79,141	\$86,980	\$92,896
Active Meter Days	31	31	31	274	365	365
Average Daily Meter Transactions	95	93	107	85	87	109
Permit Activity						
Total Parking Permits Issued	842	821	797	7,425	9,743	9,420
Permit Income	\$43,940	\$34,648	\$38,354	\$339,512	\$381,967	\$362,741
Parking Ticket Activity						
Total Parking Tickets Issued	1,444	1,325	842	12,210	11,239	8,445
Parking Ticket Income	\$40,920	\$25,742	\$22,811	\$280,757	\$235,326	\$207,626
Number of times EV Stations Used	36	72	81	528	800	693

K-9 Unit

On March 11, 2025, Officer David deployed K9 Vision on a criminal track, in an attempt to locate a male, who had just fled from a domestic violence related assault. K9 Vision was deployed from the front of the residence. K9 Vision soon headed toward the direction of an apartment building in the area where they located the male in the doorway yelling about not going to jail. K9 Vision was utilized to secure the rear of the residence, should the male flee out the back of the building. K9 Vision's efforts on this deployment made it possible for the suspect to be quickly located and taken into custody.

On March 19, 2025, K9 Vision was deployed to sniff the exterior of a vehicle in an attempt to locate the odor of illicit narcotics. K9 Vision offered an alert on the vehicle, which was then seized. Following the execution of a search warrant, ripped bags, once containing narcotics and paraphernalia was located inside the vehicle.

Accident Reconstruction Team

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

Dispatch Communications

	<i>March 2024</i>	<i>March 2025</i>
<i>Radio Transmissions</i>	18,079	16,884
<i>Phone Calls</i>	7,421	6,099
<i>911 Calls</i>	413	476
<i>Police Alarms Received</i>	89	74
<i>Fire/Medical Alarms Received</i>	99	59
<i>Lobby Traffic</i>	1,758	1,584

Patrol

Patrol Activity	March 2024	February 2025	March 2025
<i>Calls for Service</i>	1,806	1,530	1,629
<i>Traffic Stops</i>	795	622	801
<i>Initiated Non-Enforcement Related Contacts</i>	191	119	126
<i>Incidents handled by Patrol Officers</i>	2,792	2,271	2,556
<i>Responded to Emergency 911 Calls</i>	17	30	25
<i>Responded to Alarms</i>	89	94	74
<i>Responded to Traffic Accidents</i>	71	126	102
<i>Issued Traffic Citations</i>	-	27	40
<i>Arrests Made</i>	81	51	60
<i>Number of Police Reports, Department Wide</i>	-	462	621

- 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.

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

<u>March 2025</u>	
Priority 1:	117
Priority 2:	90
Priority 3:	1,341
Priority 4:	686

Animal Control

Total Calls for Service: 41	Breakdown:
Handled by Officers/Dispatch: 24	Found/Loose Animals: 18
Handled by Animal Control Officer: 17	Welfare Checks: 8
	Animal Bites: 2
	Misc/Other: 13

The ACO followed up on five reports taken by patrol officers and replied to 19 voicemail messages.

Public Library

Renovation work is progressing quickly at the Dover Public Library. The BPS (Bonnette, Page, & Stone) is currently working on the site work for the addition and concrete will be coming soon. The inside initial demolition work is almost complete. Work is still be done on removing part of an emergency stairwell which will allow access to the basement to expand the Children's Room foot print.

In March Mindy Atwood, Interim State Librarian, and Sara Stewart, Commissioner of the Department of Natural and Cultural Resources visited the Dover Public Library to tour the renovation work. Thank you to our distinguished guests for taking the time to visit our historic building. Commissioner Stewart was impressed with the work being done and looks forward to visiting the DPL when the renovations are complete.

Visit the DPL's Facebook page for renovation updates and photographs!



Programming

The Dover Public Library sponsored 65 programs in March and 1,394 patrons attended. Highlights of the month's programming are as follows:

The All Abilities Club hosted 111 participants in the month of March. Participants enjoyed Legos, art, music and a book club.

66 community members attended various book groups in March. Book groups are great way to make social connections, gain new perspectives and support brain health—consider attending one in April.

On March 12th the Dover Public Library hosted Brian Fitzgerald to talk about the Home of the World's Worst Weather—Mount Washington. 25 community members learned about the unique life and work of the weather observers stationed on Mount Washington and why, for a mountain its size, Mount Washington hosts some of the worst weather on Earth.

Dover Public Library hosted the New England Irish Harp Orchestra at the Dover High School Auditorium on Sunday, March 16. The festive, early St. Patrick's Day performance featured traditional Irish dance tunes, slow airs, Irish step dancing, songs, and poetry readings. The concert met with wide approval from all 164 people in attendance who pronounced they were "feeling the Irish spirit" as they left.

Dover Public Librarian Rachel Gogan taught three sessions of a class on Stamp Carving. Students were free to bring an image of their own design or choose from a number of images provided during class. Participants left with a stamp of their own and stamped notecards. The classes filled so quickly that the library decided to add a third class to meet the interest.

Visit the Dover Public Library's website at library.dover.nh.gov for the calendar of upcoming events.

In the month of March, Dover Public Library Children's Room staff participated in a number of community outreach opportunities. This included visits to Smart Start Learning Academy, Strafford County Head Start, Little Tree Learning Center, and Happy Helpers Preschool. Some of these visits have become monthly visits, which are enriching for both the community and staff members. Library Assistant Karin Mayer-Gottlob was part of a "Community Helpers" visit to Happy Helpers on March 25, as part of their own special community program. In addition to this program, Karin visits Head Start on a monthly basis, currently housed at Garrison Elementary School. Children's Librarian Crystal Lisbon brings new books each month to Little Tree Learning Center, and presents a story time to two preschool classrooms. Library Assistant Tina Harris has been visiting Smart Start Learning Academy each month, visiting babies, toddlers, and preschool aged classrooms. Each month Tina rotates between which age group she visits. These outreach programs have been a huge success, and in the month of March staff members engaged with 175 children



On Monday, March 3, Dover Pottery Studio's owner Kim Hanson worked with Dover Public Library's Teen and Information Services Librarian Emily Ainaire to host nine teens in grades 6-12 for the second session of a two-part introductory pottery workshop series. In this second session, the teens used different glazing techniques to paint the pinch pots and mugs that they created in the first session.

On Tuesday, March 18, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover High School library for a card registration event for Dover High School faculty members. A total of eighteen faculty members stopped by, with fifteen new library cards issued and three renewals on existing library accounts.

The Dover Public Library will not be a passport acceptance facility during our renovation in 2025. The Library notarized 43 items for a total of \$215 in revenue.

Thank you to the Dover Public Library's group of active volunteers that help run programs, shelf read our books stacks, hang marketing posters around town, fill our Little Free Libraries with donation books, and many other tasks.

The Dover Public Library staff made 11 visits to community members via the Homebound Delivery Service in March. Homebound Delivery is steadily growing and provides a vital link to Library services for those who cannot come to the physical building.

Library Metrics:

- ★ March library circulation totaled 17,915 items. (5,648 adult + 5,951 children's print items; plus 6,316 items downloaded including 5,429 audiobooks & eBooks, 619 Hoopla streaming music, movies, and books, and 268 Kanopy plays).
- ★ 139 new library patrons registered; total active cardholders 13,348.
- ★ The Dover Public Library's Book a Librarian service helped 9 community members.
- ★ The Dover Public Library's Homebound Delivery service made 10 visits this month.
- ★ The Library's museum passes were borrowed 115 times saving our community members approximately \$3,551.82 in admission fees.
- ★ 52 new patrons registered for downloadable audiobooks/ eBooks via Overdrive (total = 8,171) and 25 registered for Hoopla (total = 3,108) and 8 registered for Kanopy (total 606).
- ★ Internet and PC uses by the public totaled 407 on library workstations.

- ★ The library's website statistics showed 56,913 page views by 12,912 users in 27,749 sessions.
- ★ The Dover Public Library has 6,396 subscribers to its two monthly e-newsletters—Children's and Adults.
- ★ Library staff posted 69 items to its various social media platforms. Total social media platform followers = 11,014.

Public Welfare

Dover Welfare spent \$7,956.28 in Assistance this month. This amount is significantly lower than Welfare spends monthly historically and is \$5,495 less than last month. \$7,433 was for rents to prevent evictions and \$356 was to place or keep clients in motel/hotels.

There were 77 client contacts, 65 individual Dover residents served.

Currently there are 46 active cases of which 36 are continuing and 10 are new.

Dover Welfare conducted 38 interviews.

445 calls were handled with 248 inbound and 197 outbound.

Recreation Department

Gym & Programs

Pickleball and Badminton continue to be offered as well as youth & adult open gym for basketball. Open gyms were very well attended throughout the month for both youth and adult. The 18+, 35+, and 50+ Basketball Leagues wrapped up their seasons and Champions were crowned. The Recreation Department's 30+ Spring Basketball League will have 6 teams (54 participants), games will be played Monday evenings April 14th- June 23rd. Spring High School & Junior High School Basketball Leagues are full and will begin April 5th. These leagues will have weekly games on Saturdays with no practices during the week as kids also participate in their spring sports. The 5th & 6th grade All-Star Basketball Teams competed in tournaments in the Seacoast as well as hosting scrimmages with local teams.

Staff are planning for summer programs and the hiring process for camp councilors has begun. Service requests were submitted to Community Services for field maintenance ahead Field Days planned by various youth organizations.

On March 25th the Heyliger Awards were celebrated for the first time since 2019. The event was very well received by the volunteer-based sports organizations in our community. Dover Baseball, Dover Basketball, Dover Youth Softball League, Little Green Cheerleading, Dover Youth Hockey, Dover Football League, Cocheco Lacrosse and Garrison City FC all recognized winners of the Don Heyliger Award from their respective organizations

The Recreation Advisory Board voted on and awarded Co-Sponsors of the Year to Wade Landscaping and Mourgenos Lawn Care, in addition to awarding Paul Barnes from Garrison City FC the Volunteer of the Year



Indoor Pool & Jenny Thompson Pool

All high schools have concluded swim season this month. Spring swim lessons are full with an increased interest in private lessons. Private swim lessons are taught by both pool supervisors. There will be a gap in May for swim lessons while the staff transition to summer seasons. Summer swim lessons will begin at the end of June and registration will be held in the middle of May. The April lifeguard course will run as scheduled April 5-6 and 12-13. There are 6 candidates enrolled and will be traveling to participate in the course. 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 they need 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. Lucky and Charmed family float night brought over 45 families to the pool for a fun evening out. Family float nights continue one Friday night a month with a new theme each month. Birthday Parties: 5

Dover Ice Arena

Holt Rink is still in operation, however staff took the ice out on Foster Rink mid-March. Dover Youth Hockey concluded season and tryouts for next season. COED Winter League session ended March 3rd & spring session started on March 10th. Beginner Adult Skills on Friday mornings has returned as well as Chix with Stix on Sundays evenings. Over 30 League on Sundays ended on March 9th. Over 45 League on Mondays ended in March 10th. Great Bay Figure Skating Club are here every Monday & Saturday for skating practices. Public Skate has continued to be very busy. Rock Night returned on March 29th. Spring 3 on 3 started on March 27th and runs for 7 weeks. Off Ice rentals of Foster have started with Dover Youth Softball & Cocheco Valley Roller Club. Have Flyball Dog on April 4th to 6th. Have Casco Bay Roller Derby on April 11th to 13th. Birthday Parties: 3, Adult and Youth Stick Practice: 337 skaters

Dover Senior Center

This month the Senior Center continued to hold Chair Yoga, Yoga for Bone Strength, Tai Chi, Dance class, pickleball and UNH OT, as well as daily games and activities. The Senior Center resumed travel program as spring arrived with a trip to Seacoast Rep for "Sister Act."

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
3/25/2025	Icy Roads		30.15	\$1,415.10	\$330.00	28.05	\$2,064.20	0.00	\$92.11	0.00	\$0.00	0.00	\$0.00	\$3,901.41
2024-2025 Season-Year to Date:		48.25	4,293.00	\$169,052.57	\$83,777.29	2,873.91	\$211,491.04	256.80	\$13,789.88	34.50	\$2,155.39	17,804.00	\$1,691.50	\$481,957.66
FY2025 Budget Spent:				101.23%	93.09%				82.50%					90.15%

Parking Ban

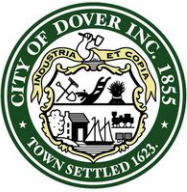
ANNUAL WEATHER EVENT MANAGEMENT OVERVIEW

	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

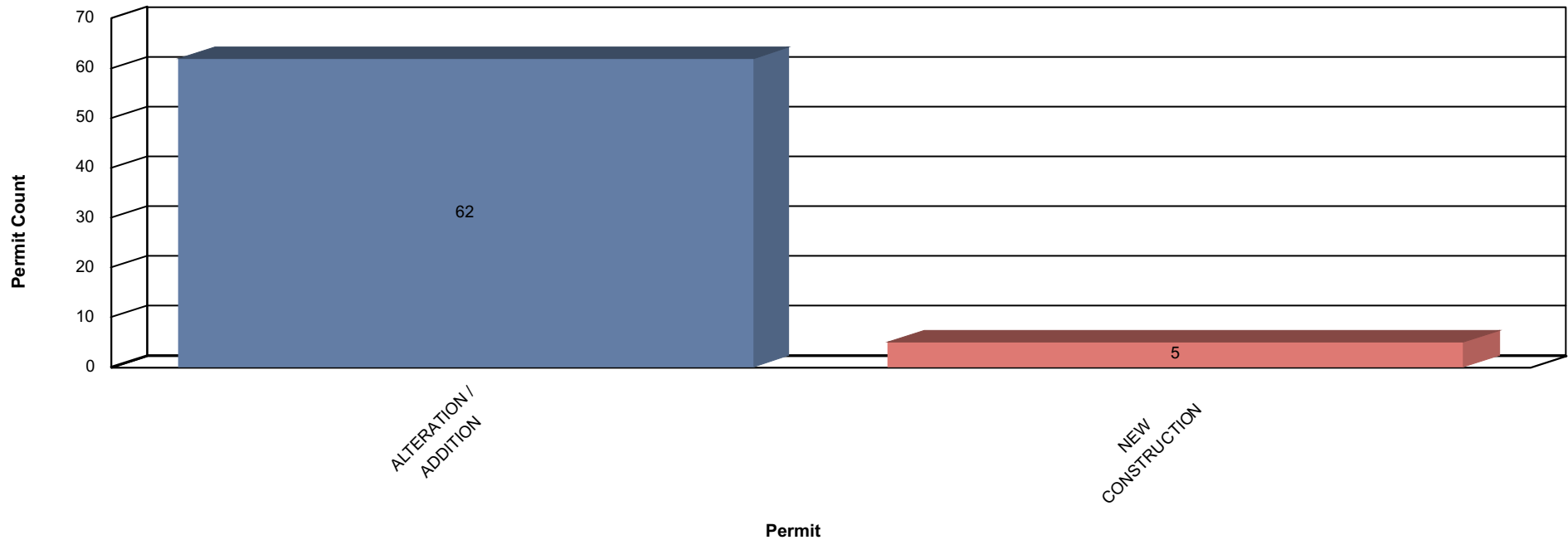
2019-2020 Parking Bans: 9
2020-2021 Parking Bans: 12
2021-2022 Parking Bans: 9
2022-2023 Parking Bans: 10
2023-2024 Parking Bans: 4
2024-2025 Parking Bans: 6 to date

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 (03/01/2025 TO 03/31/2025) 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-2025-0076	Building - Minor 02/25/2025 R-20 Residential - Low	Alteration / Addition 03/01/2025 \$795.00	Issued 08/31/2025 371	57 Boston Harbor Rd, Dover, NH \$70,000.00	Residential	None Yes Thomas Abbott	07019-A00000
<i>Description: Replace in kind a 6' x 28' pile supported pier leading to a 3' x 25' gangway landing on a 8' x 20' float connected to a 8 foot x 16 foot seasonal floating pier</i>							
BLDM-2025-0078	Building - Minor 02/26/2025 R-20 Residential - Low	Alteration / Addition 03/01/2025 \$135.00	Complete 09/16/2025 500	175 Durham Rd, Dover, NH \$10,000.00	Residential	None Yes Thomas Abbott	H0006-C00000
<i>Description: Remove existing wall between living room and kitchen.</i>							
BLDM-2025-0080	Building - Minor 02/27/2025	Alteration / Addition 03/01/2025 \$267.00	Issued 08/31/2025 0	65 Silver St, Dover, NH \$21,604.00	Residential	None Yes Thomas Abbott	09040-000000
<i>Description: TO REMOVE AND REPLACE (1) ENTRY DOOR. LIKE FOR LIKE; NO STRUCTURAL ALTERATIONS.</i>							

PERMITS ISSUED BY WORK CLASS (03/01/2025 TO 03/31/2025)

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-2025-0071	Building - Minor 02/20/2025 IT Non-Residential - Inn Description: 36x18 inground swimming pool	Alteration / Addition 03/04/2025 \$740.00	Issued 09/03/2025 648	49 Sandy Ln, Dover, NH \$65,000.00	Residential	None Yes Thomas Abbott	A0052-000000
BLDG-2025-0013	Building - Major 02/12/2025 R-12 Residential - Medi Description: Project scope is demolition of existing 180 sq. foot sunroom. Replacement/Addition of family room and 1st floor bedroom/closet of 800 sq. feet.	Alteration / Addition 03/04/2025 \$1,675.00	Issued 10/06/2025 800	165 Back River Rd, Dover 03820 04/08/2025 \$150,000.00	Residential	None No Jim Maxfield	I0088-000000
BLDM-2025-0047	Building - Minor 02/03/2025 R-20 Residential - Low Description: Bathroom addition	Alteration / Addition 03/05/2025 \$520.00	Issued 09/04/2025 256	59 Spur Rd, Dover, NH \$45,000.00	Residential	None Yes Jim Maxfield	L0014-L00000
BLDM-2025-0060	Building - Minor 02/12/2025 CM Non-Residential - C Description: 400 s.f. dumpster pad enlargement and an 8' x 8' Overhead Door opening.	Alteration / Addition 03/05/2025 \$531.00	Issued 09/04/2025 464	47 Crosby Rd, Dover 03820 \$46,500.00	Non-Residential	None Yes Thomas Abbott	G0032-A00000
BLDG-2025-0003	Building - Major 01/14/2025 R-40 Residential - Rura Description: finished space above garage for an ADU	Alteration / Addition 03/05/2025 \$1,675.00	Issued 09/30/2025 650	50 Isaac Lucas Cr, Unit 2, Dover 03820 04/03/2025 \$150,000.00	Residential	None No Jim Maxfield	M0090-D00011
BLDM-2025-0085	Building - Minor 03/05/2025 IT Non-Residential - Inn Description: Rip and replace entire dwelling with 30+ year shingles	Alteration / Addition 03/06/2025 \$75.00	Issued 09/05/2025 34	174 Long Hill Rd, Dover 03820 \$35,463.00	Residential	None Yes Thomas Abbott	A0052-F00000
BLDM-2025-0086	Building - Minor 03/05/2025 HR Residential - Herita Description: Installation of Unground pool	Alteration / Addition 03/07/2025 \$861.00	Issued 09/06/2025 420	11 Cushing St, Dover 03820 \$75,525.00	Residential	None Yes Thomas Abbott	10123-000000
BLDM-2025-0081	Building - Minor 02/28/2025 R-40 Residential - Rura Description: adding ice and water shield to part of my roof secondary to water damage. new shingles. approximately 1/4 of my roof. new gutters and gutter guards.	Alteration / Addition 03/07/2025 \$75.00	Issued 09/06/2025 300	45 Wisteria Dr, Dover 03820 \$13,000.00	Residential	None Yes Thomas Abbott	N0008-003005
BLDM-2025-0070	Building - Minor 02/20/2025 IT Non-Residential - Inn Description: Minor renovations to an office space including new doors, flooring, ceiling, and minor electrical work.	Alteration / Addition 03/07/2025 \$542.00	Issued 09/06/2025 330	17 Production Dr, Dover, NH \$47,000.00	Non-Residential	None Yes Thomas Abbott	D0013-002000
BLDM-2025-0084	Building - Minor 03/04/2025 R-12 Residential - Medi Description: Water mitigation	Alteration / Addition 03/10/2025 \$91.00	Issued 09/09/2025 900	19 Arbor Dr, Dover, NH \$6,000.00	Residential	None Yes Thomas Abbott	I0074-W00000

PERMITS ISSUED BY WORK CLASS (03/01/2025 TO 03/31/2025)

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-2025-0082	Building - Minor 03/01/2025 R-40 Residential - Rura	Alteration / Addition 03/10/2025 \$597.00	Issued 09/09/2025 850	6 Whiteley Dr, Dover 03820 \$52,500.00	Residential	None Yes Thomas Abbott	N0018-015000
	Description: Finish Basement for family space, office, workout room.						
BLDM-2025-0075	Building - Minor 02/25/2025 CBD-G Central Busines	Alteration / Addition 03/10/2025 \$135.00	Issued 09/09/2025 2,016	237 Central Av, Dover, NH \$10,000.00	Non-Residential	None Yes Jim Maxfield	23025-000000
	Description: Demo Storage Garage ***High Priority Roof Collapsed						
BLDM-2025-0073	Building - Minor 02/21/2025 R-12 Residential - Medi	Alteration / Addition 03/11/2025 \$75.00	Complete 09/29/2025 0	27 Ash St, Dover, NH 04/01/2025 \$16,000.00	Residential	None Yes Thomas Abbott	29066-000000
	Description: 13 sq Strip & Re-Roof. IKO Dynasty						
BLDM-2025-0024	Building - Minor 01/17/2025 RM-U Residential - Urb	Alteration / Addition 03/11/2025 \$25.00	Issued 09/15/2025 2,500	401 - 408 Regent Dr, Dover, NH 03/18/2025 \$35,000.00	Residential	None Yes Thomas Abbott	E0066-000000
	Description: TOWNHOMES #401-408, repair front entry wood decks.						
BLDM-2025-0091	Building - Minor 03/10/2025 R-40 Residential - Rura	Alteration / Addition 03/13/2025 \$421.00	Complete 09/17/2025 160	34 Toftree Ln, Dover 03820 03/21/2025 \$36,000.00	Residential	None Yes Thomas Abbott	M0156-000000
	Description: Replace kitchen cabinets						
BLDM-2025-0087	Building - Minor 03/05/2025 IT Non-Residential - Inn	Alteration / Addition 03/14/2025 \$2,445.00	Issued 09/16/2025 218	21 Sierra Hill Dr, Dover, NH 03/20/2025 \$220,000.00	Residential	None Yes Thomas Abbott	K0019-003000
	Description: Remodel existing Kitchen, Primary Bath, and 1/2 bath.						
BLDM-2025-0089	Building - Minor 03/07/2025 R-12 Residential - Medi	Alteration / Addition 03/14/2025 \$355.00	Issued 09/29/2025 225	102 Henry Law Av, Dover, NH 04/01/2025 \$30,000.00	Residential	None Yes Thomas Abbott	22010-000000
	Description: The laundry room is moving into the room next to it and a butler's pantry is going where the laundry was						
BLDG-2024-0115	Building - Major 08/16/2024 G Gateway District	Alteration / Addition 03/14/2025 \$905.00	Issued 09/13/2025 1,850	75 Broadway, Suite 11, Dover, NH 03/14/2025 \$80,000.00	Non-Residential	None Yes Jim Maxfield	24001-000000
	Description: Create mercantile use						
BLDG-2025-0010	Building - Major 01/30/2025 R-40 Residential - Rura	Alteration / Addition 03/14/2025 \$707.00	Issued 09/23/2025 795	26 Grandview Dr, Dover 03820 03/27/2025 \$62,000.00	Residential	None No Jim Maxfield	F0043-010000
	Description: 3rd floor attic renovation to family room, above garage bedroom remodel to include a bathroom						
BLDM-2025-0099	Building - Minor 03/13/2025 R-40 Residential - Rura	Alteration / Addition 03/17/2025 \$575.00	Issued 09/16/2025 70	32 Isaac Lucas Cr, Dover, NH \$50,396.00	Residential	None Yes Thomas Abbott	M0090-I00000
	Description: Bathroom Remodel New fixtures, cabinetry, flooring, shower tile. Fixtures remaining in same location.						

PERMITS ISSUED BY WORK CLASS (03/01/2025 TO 03/31/2025)

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-2025-0096	Building - Minor 03/12/2025 R-40 Residential - Rura	Alteration / Addition 03/17/2025 \$47.00	Issued 09/16/2025 500	35 Westwood Cr, Dover 03820 \$2,000.00	Residential	None Yes Thomas Abbott	F0018-P00000
Description: Structural upgrades to the roof as detailed in PE letter. Upgrades were required due to addition of solar panels.							
BLDM-2025-0100	Building - Minor 03/13/2025 R-20 Residential - Low	Alteration / Addition 03/17/2025 \$190.00	Issued 09/16/2025 0	288 Dover Point Rd, Dover, NH \$14,777.00	Residential	None Yes Thomas Abbott	L0107-000000
Description: install 2 replacement entry doors and 1 replacement storm door-no structural work							
BLDM-2025-0102	Building - Minor 03/14/2025 R-40 Residential - Rura	Alteration / Addition 03/17/2025 \$113.00	Issued 09/16/2025 1,170	9 Nicholas Cr, Dover 03820 \$7,500.00	Residential	None Yes Thomas Abbott	B0018-017000
Description: Replace existing windows and doors. Windows will be replaced with Matthews Brothers double hung windows. 5 total. Replace 2 doors.							
BLDM-2025-0083	Building - Minor 03/02/2025 R-12 Residential - Medi	Alteration / Addition 03/17/2025 \$190.00	Issued 09/16/2025 49	7 Oak Hill Dr, Dover, NH \$15,000.00	Residential	None Yes Thomas Abbott	36025-U00000
Description: Converting existing room into a bathroom (i.e. toilet, vanity, shower stall). Complete basement stairs from prior permit # BLDM-2024-0419. (TRA)							
BLDM-2025-0020	Building - Minor 01/16/2025 R-40 Residential - Rura	Alteration / Addition 03/17/2025 \$1,741.00	Issued 09/15/2025 0	342 Tolend Rd, Dover 03820 \$156,300.00	Residential	None No Thomas Abbott	F0010-000000
Description: Adding 1000 sq ft 2 car garage with a family room above ONLY the shell							
BLDG-2025-0016	Building - Major 02/21/2025 R-40 Residential - Rura	Alteration / Addition 03/17/2025 \$190.00	Issued 09/16/2025 696	13 Winding Brook Dr, Dover, NH \$15,000.00	Residential	None Yes Thomas Abbott	A0028-020000
Description: Project scope is the conversion of an existing, attached 696 sq ft 2-car garage and hallway, into a single bedroom with separate hallway with ramp, leading to a front facing entryway for handicap access. Existing bathroom will add a shower stall, and an additional bathroom will be added in the existing hallway space. Total estimated project cost is \$15,000. Cost breakdown is: Building = \$8,000; Plumbing = \$6,000; Electrical = \$1,000.							
BLDM-2025-0061	Building - Minor 02/13/2025 R-12 Residential - Medi	Alteration / Addition 03/18/2025 \$1,125.00	Issued 09/29/2025 200	1 Evergreen Valley Dr, Dover, NH \$100,000.00	Residential	None Yes Thomas Abbott	D0005-031000
Description: Remodeling of upstairs bath and bedroom							
BLDM-2025-0101	Building - Minor 03/14/2025 R-20 Residential - Low	Alteration / Addition 03/18/2025 \$124.00	Issued 09/17/2025 0	237 Dover Point Rd, Dover, NH \$9,099.00	Residential	None Yes Thomas Abbott	L0071-C00000
Description: Install new replacement windows with proper flashing, sealants and insulation where needed. Dispose of old windows. Quantity-(11)							
BLDM-2025-0103	Building - Minor 03/17/2025 R-12 Residential - Medi	Alteration / Addition 03/18/2025 \$190.00	Issued 09/17/2025 0	11 Cedarbrook Dr, Dover, NH \$14,804.00	Residential	None Yes Thomas Abbott	32058-000000
Description: REMOVE & REPLACE 3 WINDOWS; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES							

PERMITS ISSUED BY WORK CLASS (03/01/2025 TO 03/31/2025)

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-2025-0026	Building - Major 03/05/2025 R-20 Residential - Low	Alteration / Addition 03/18/2025 \$58.00	Issued 09/17/2025 0	8 Pineview Dr, Unit 1 & Unit 2, Dover, NH \$3,000.00	Residential	None Yes Jim Maxfield	L0048-M00000
	Description: Convert single family dwelling to two family dwelling.						
BLDG-2025-0017	Building - Major 02/21/2025 R-12 Residential - Medi	Alteration / Addition 03/18/2025 \$2,225.00	Issued 09/17/2025 405	10 Elmview Cr, Dover, NH \$200,000.00	Residential	None Yes Jim Maxfield	21031-000000
	Description: Construct first floor rear addition (230 SQFT), construct full dormer for second floor new master bathroom (175 SQFT), and install new windows and siding.						
BLDG-2025-0025	Building - Major 03/03/2025 G Gateway District	Alteration / Addition 03/18/2025 \$25.00	Issued 09/17/2025 0	58 Rutland St, Unit 1 & Unit 2, Dover, NH \$500.00	Residential	None Yes Jim Maxfield	15059-000000
	Description: Converting current single family with ADU into a 2 family dwelling. Creating a fire separation in existing doorway between units. Electrical circuits shall be separated between dwelling units						
BLDG-2025-0029	Building - Major 03/10/2025 R-20 Residential - Low	Alteration / Addition 03/18/2025 \$0.00	Issued 09/15/2025 1,856	12 Lisa Beth Cr, Dover 03820 \$256,563.00	Residential	None No Jim Maxfield	H0044-K00002
	Description: 2 Story Addition with Finished Basement/ WE ARE NOT DOING THE DORMER AT THIS TIME						
BLDM-2025-0107	Building - Minor 03/18/2025 R-40 Residential - Rura	Alteration / Addition 03/19/2025 \$75.00	Issued 09/18/2025 2,400	35 Sandpiper Dr, Dover, NH \$15,000.00	Residential	None Yes Thomas Abbott	C0002-B00011
	Description: Re-roofing						
BLDM-2025-0088	Building - Minor 03/06/2025 R-20 Residential - Low	Alteration / Addition 03/19/2025 \$69.00	Issued 09/18/2025 1,194	173 Dover Point Rd, Dover, NH \$3,721.00	Residential	None Yes Thomas Abbott	L0014-C00000
	Description: Remove / Replace (4) windows, like for like with no structural changes						
BLDM-2025-0097	Building - Minor 03/12/2025 R-12 Residential - Medi	Alteration / Addition 03/19/2025 \$454.00	Issued 09/18/2025 0	2 Emmet Rd, Dover 03820 \$39,422.00	Residential	None Yes Thomas Abbott	17065-D00000
	Description: Remove and install 9 windows and 1 entry door-like sizes. No structural changes.						
BLDG-2025-0018	Building - Major 02/25/2025 C Non-Residential - Cor	Alteration / Addition 03/19/2025 \$2,555.00	Issued 09/18/2025 1,415	11 Webb Pl, Dover, NH \$230,000.00	Non-Residential	None Yes Jim Maxfield	D0002-A00000
	Description: Interior renovation to Starbucks. Work to include modifying the interior layout with updated finishes, fixtures and furniture						
BLDM-2025-0112	Building - Minor 03/19/2025 HR Residential - Heritag	Alteration / Addition 03/20/2025 \$75.00	Issued 09/19/2025 12	250 Washington St, Dover, NH \$24,000.00	Residential	None Yes Thomas Abbott	10125-000000
	Description: Strip roof, install ice & water shield, and install Permalock roofing system.						
BLDM-2025-0111	Building - Minor 03/19/2025 R-40 Residential - Rura	Alteration / Addition 03/20/2025 \$75.00	Issued 09/19/2025 35	290 Gulf Rd, Dover 03820 \$14,995.00	Residential	None Yes Thomas Abbott	N0006-A00000
	Description: Remove and replace existing roof						

PERMITS ISSUED BY WORK CLASS (03/01/2025 TO 03/31/2025)

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-2025-0090	Building - Minor 03/07/2025 R-40 Residential - Rura	Alteration / Addition 03/20/2025 \$58.00	Issued 09/30/2025 60	5 Sunnybrooke Dr, Dover, NH 04/03/2025 \$3,000.00	Residential	None Yes Thomas Abbott	I0030-B00002
	Description: mailbox kiosk replacement with roof.						
BLDM-2025-0059	Building - Minor 02/12/2025 R-40 Residential - Rura	Alteration / Addition 03/20/2025 \$113.00	Complete 09/22/2025 0	45 Middle Rd, Dover, NH 03/25/2025 \$8,082.60	Residential	None Yes	K0017-A00002
	Description: REMOVE AND REPLACE 5 WINDOWS AND 1 PATIO DOOR, LIKE FOR LIKE, SAME SIZE, NO STRUCTURAL CHANGES						
BLDG-2025-0031	Building - Major 03/13/2025 R-40 Residential - Rura	Alteration / Addition 03/20/2025 \$2,368.00	Issued 09/19/2025 528	11 Winterberry Dr, Dover 03820 \$213,000.00	Residential	None No Jim Maxfield	N0008-000002
	Description: Add second story over existing garage consisting of a new bedroom , full bathroom, and media room.						
BLDM-2025-0079	Building - Minor 02/26/2025 R-12 Residential - Medi	Alteration / Addition 03/24/2025 \$267.00	Void 09/23/2025 330	49 Picnic Rock Dr, Dover, NH 03/31/2025 \$21,747.21	Residential	None Yes	16020-016000
	Description: CONVERTED TO BLDG-2025-0041 AFTER SPEAKING WITH THE BUILDER ADDING A BEDROOM 3/31/2025 SW We are looking to add a full dormer roof to the existing garage roof that is in place now.						
BLDM-2025-0104	Building - Minor 03/17/2025 R-40 Residential - Rura	Alteration / Addition 03/25/2025 \$75.00	Issued 09/24/2025 2,400	24 Ezra'S Wy, Dover, NH \$14,900.00	Residential	None Yes Thomas Abbott	F0023-A00007
	Description: Replace roof shingles						
BLDM-2025-0105	Building - Minor 03/17/2025 CM Non-Residential - C	Alteration / Addition 03/25/2025 \$1,125.00	Issued 09/24/2025 26,454	180 Crosby Rd, Dover, NH \$100,000.00	Non-Residential	None Yes Thomas Abbott	G0001-A00000
	Description: Permit is limited to select interior demolition of existing facility. Additional permit required beyond demolition scope.						
BLDG-2025-0027	Building - Major 03/05/2025 O Office	Alteration / Addition 03/25/2025 \$2,775.00	Issued 09/24/2025 63,000	831 Central Av, Dover, NH \$250,000.00	Non-Residential	None Yes Jim Maxfield	37024-000000
	Description: Shell Fit-Up						
BLDG-2025-0014	Building - Major 02/13/2025 H Hospital	Alteration / Addition 03/25/2025 \$16,525.00	Issued 09/24/2025 5,000	789 Central Av, Dover, NH \$1,500,000.00	Non-Residential	None Yes Jim Maxfield	37001-000000
	Description: Renovation of two areas: 1st Floor - IR Unit 2nd Floor - C-Section						
BLDM-2025-0108	Building - Minor 03/18/2025 R-12 Residential - Medi	Alteration / Addition 03/25/2025 \$80.00	Issued 09/24/2025 144	20 Horne St, Dover, NH \$5,000.00	Residential	None Yes Thomas Abbott	35016-A00000
	Description: Addition of a 12 x12 sq foot deck off rear of building.						
BLDM-2025-0117	Building - Minor 03/24/2025 RM-SU Residential - Su	Alteration / Addition 03/26/2025 \$311.00	Issued 09/25/2025 1,170	50 The Garrison At 56 Durham Rd, Dover 03820 \$25,620.00	Residential	None Yes Thomas Abbott	I0009-B00000
	Description: Remove/Replace (5) windows and 1 Patio Door, like for like with no structural changes						

PERMITS ISSUED BY WORK CLASS (03/01/2025 TO 03/31/2025)

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-2025-0115	Building - Minor 03/20/2025 R-12 Residential - Medi <i>Description: 32 sq Strip & Re-Roof. IKO Dynasty</i>	Alteration / Addition 03/26/2025 \$75.00	Issued 09/25/2025 0	44 Sullivan Dr, Dover, NH \$42,000.00	Residential	None Yes Thomas Abbott	D0005-011000
BLDM-2025-0119	Building - Minor 03/25/2025 R-12 Residential - Medi <i>Description: Finishing 420 square feet of basement with living space and half bathroom</i>	Alteration / Addition 03/26/2025 \$190.00	Issued 09/25/2025 420	12 Crescent Av, Dover, NH \$15,000.00	Residential	None Yes Thomas Abbott	37077-000000
BLDM-2025-0118	Building - Minor 03/25/2025 R-40 Residential - Rura <i>Description: Remove / Replace (1) Entry Door & (2) Patio Doors, like for like with no structural changes</i>	Alteration / Addition 03/26/2025 \$278.00	Issued 09/25/2025 2,828	160 Varney Rd, Dover, NH \$23,443.00	Residential	None Yes Thomas Abbott	A0032-B00000
BLDM-2025-0122	Building - Minor 03/27/2025 R-12 Residential - Medi <i>Description: adding a bathroom</i>	Alteration / Addition 03/27/2025 \$410.00	Issued 09/26/2025 0	10 Middle Rd, Dover 03820 \$35,000.00	Residential	None No Thomas Abbott	K0012-A00000
BLDG-2025-0020	Building - Major 02/28/2025 G Gateway District <i>Description: Construct a three story Townhouse with unfinished attic and single car garage, (Bldg. B, 1 unit of a 5 unit structure)</i>	Alteration / Addition 03/27/2025 \$25.00	Issued 09/26/2025 2,112	37 Lenox Dr, Dover, NH \$400,000.00	Residential	None Yes Jim Maxfield	15040-A00001
BLDG-2025-0021	Building - Major 02/28/2025 G Gateway District <i>Description: Construct a three story Townhouse with unfinished attic and single car garage, (Bldg. B, 1 unit of a 5 unit structure)</i>	Alteration / Addition 03/27/2025 \$25.00	Issued 09/26/2025 2,072	31 Lenox Dr, Dover, NH \$400,000.00	Residential	None Yes Jim Maxfield	15040-A00001
BLDG-2025-0023	Building - Major 02/28/2025 G Gateway District <i>Description: Construct a three story Townhouse with unfinished attic and single car garage, (Bldg. B, 1 unit of a 5 unit structure)</i>	Alteration / Addition 03/27/2025 \$1,543.00	Issued 09/26/2025 2,072	35 Lenox Dr, Dover, NH \$400,000.00	Residential	None Yes Jim Maxfield	15040-A00001
BLDG-2025-0022	Building - Major 02/28/2025 G Gateway District <i>Description: Construct a three story Townhouse with unfinished attic and single car garage, (Bldg. B, 1 unit of a 5 unit structure)</i>	Alteration / Addition 03/27/2025 \$25.00	Issued 09/26/2025 2,112	33 Lenox Dr, Dover 03820 \$400,000.00	Residential	None Yes Jim Maxfield	15040-A00001
BLDM-2025-0114	Building - Minor 03/19/2025 R-20 Residential - Low <i>Description: Above ground pool. 24' ft x 12' ft. 52" Deep.</i>	Alteration / Addition 03/28/2025 \$58.00	Issued 09/27/2025 540	321 Dover Point Rd, Dover 03820 \$2,600.00	Residential	None Yes Thomas Abbott	L0058-B00000
BLDM-2025-0120	Building - Minor 03/26/2025 R-12 Residential - Medi <i>Description: Strip old roof on house to a clean deck. reroof with a GAF Roofing System,</i>	Alteration / Addition 03/28/2025 \$75.00	Issued 09/27/2025 1,900	12 Maplewood Av, Dover 03820 \$13,665.00	Residential	None Yes Thomas Abbott	D0051-000000

PERMITS ISSUED BY WORK CLASS (03/01/2025 TO 03/31/2025)

Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>		Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	<i>Applied Online Assigned To</i>	Parcel
SUBTOTALS FOR ALTERATION / ADDITION:			137,431 Sq Ft	\$6,321,726.81	Residential: 54		PERMITS ISSUED: 62
					Non-Residential: 8		
					Mixed Use: 0		
NEW CONSTRUCTION							
BLDG-2024-0178	Building - Major 12/17/2024	New Construction 03/04/2025	Issued 09/03/2025	73 Locust St, Dover, NH		None Yes	09057-000000
	RM-U Residential - Urb:	\$0.00	3,539	\$7,500,000.00	Non-Residential	Jim Maxfield	
	<i>Description: Interior renovation and 3500 square foot addition</i>						
BLDG-2023-0083	Building - Major 07/12/2023	New Construction 03/12/2025	Fees Due 09/10/2025	396 Gulf Rd, Dover 03820		None Yes	N0002-A00002
	R-40 Residential - Rura	\$29,304.00	4,100	\$922,500.00	Residential	Jim Maxfield	
	<i>Description: Construct a one story single family dwelling with three car garage and unfinished basement and attic in accordance w/ ZBA decision. This is an after the fact permit</i>						
BLDG-2025-0034	Building - Major 03/17/2025	New Construction 03/26/2025	Issued 09/25/2025	12 Prosperity Dr, Dover, NH		None Yes	N0013-001004
	R-40 Residential - Rura	\$16,510.00	2,555	\$690,000.00	Residential	Jim Maxfield	
	<i>Description: Construct a single story, single family dwelling with two car attached garage with unfinished basement and attic per stamped plan.</i>						
BLDG-2025-0004	Building - Major 01/14/2025	New Construction 03/27/2025	Issued 09/26/2025	29 Lenox Dr, Dover 03820		None Yes	15040-A00001
	G Gateway District	\$20,507.00	10,560	\$1,862,000.00	Residential	Jim Maxfield	
	<i>Description: Construct a three story Townhouse with unfinished attic and single car garage, (Bldg. B, 1 unit of a 5 unit structure)</i>						
BLDG-2024-0047	Building - Major 03/31/2024	New Construction 03/28/2025	Expired 09/30/2025	13 Maple St, Dover 03820		None Yes	30065-000000
	RM-U Residential - Urb:	\$1,015.00	2,040	\$90,000.00	Residential	Thomas Abbott	
	<i>Description: Construct a detached single story garage for storage only.</i>						
SUBTOTALS FOR NEW CONSTRUCTION:			22,794 Sq Ft	\$11,064,500.00	Residential: 4		PERMITS ISSUED: 5
					Non-Residential: 1		
					Mixed Use: 0		
			160,225 Sq Ft	\$17,386,226.81	Residential: 58	GRAND TOTAL OF PERMITS:	67
					Non-Residential: 9		
					Mixed Use: 0		

* Indicates active hold(s) on this permit

NAME	STREET NAME	Type	Total Units	Units Built**	Units Left	Attainable Units	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
Mixed Use															
Wooden Ruler	42-44 Third St	M	58	0	58	No	6/27/2023	11/8/2022	Site	P22-60	6	32 & 40	6/27/2028	H	1.74
Equine Properties	239 Knox Marsh Road	M	64	0	64	12	9/26/2023	8/22/2023	Site	SITE2023-0010	H	37A	9/26/2028	W	1.92
Redgate 47 Chestnut	47 Chestnut Street	A	173	0	173	No	9/13/2022	5/10/2022	Site	P21-84	31	5	9/13/2027	H	5.19
Cochecho Waterfront	River Street	M	418	220	198	No	8/25/2022	6/14/2022	Site	P21-69	22	1-2 & 1-4	8/25/2027	G	12.54
Downtown Dover Storage, LLC	14 Broadway	A	24	0	24	No	9/13/2022	12/14/2021	Site	P21-29	4	5	9/13/2027	H	0.72
Pointe Place Phase V	Northfield Drive	A	84	72	12	No	10/13/2020	7/28/2020	Site	P20-32	K	19	10/13/2025	G	2.5
Fakhoury	12 Preble Street	A	12	0	12	No	9/23/2023	2/18/2019	Site	P19-11	4	76	9/23/2028	H	0.4
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	12/10/2024	10/8/2024	Site	SITE-2024-0004	H	6-4	12/10/2029	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	H	27	5	22	No		8/23/2023		SUBD-23-0005	E	65 & 65-		W	3.2
Chinburg Development, LLC	Gulf Rd & Oak St.	H	11	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
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	\$ 3,191.83				
Special Education	\$ 196,704.97		\$ 54,628.35	\$ 3,354.95	\$ 15,351.62	\$ 64,357.74	\$ 5,167,084.66	\$ 141,041.70	\$ 292,316.52				
Tuition & Transportation						\$ 470,628.64			\$ 2,707.76				
Emergency Relief Funds	\$ 377,093.70			\$ 3,332,440.38	\$ 581,347.95								
Local Education Improvements	\$ 353,814.10	\$ 56,061.73	\$ 107,745.05	\$ 91,518.22	\$ 337,354.92	\$ 171,111.30		\$ 266,487.60	\$ 79,324.95				
Adult Education	\$ 97,398.54	\$ 13,391.14	\$ 53,014.19	\$ 34,275.66	\$ 43,420.97	\$ 43,011.05			\$ 75,871.75				
<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	\$ 453,412.81	\$ -	\$ -	\$ -	\$ 17,522,781.06
Environmental													
State Aid Grants - Wastewater				\$ 14,512.00		\$ 11,154.00		\$ 58,844.00	\$ 8,274.00				
SRF - Chapel St. Revine			\$ 597.42					\$ 36,819.38					
SRF - River St Pump Station				\$ 4,055,554.27		\$ 1,056,020.76			\$ 1,211,097.45				
SRF - Secondary Clarifier								\$ 6,949.21					
SRF - Henry Law Park Stormwater									\$ 15,339.61				
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	\$ 1,234,711.06	\$ -	\$ -	\$ -	\$ 6,883,347.62
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				\$ 5,252.50				
<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	\$ 5,252.50	\$ -	\$ -	\$ -	\$ 3,550,798.45
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									
SOR Reimburse									\$ 600.00				
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	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ 100,625.62
<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	\$ 1,693,976.37	\$ -	\$ -	\$ -	\$ 28,565,277.72

City of Dover

Revenues of Major Funds March 31, 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	849,859	61,773,405	53.0%	\$ 54,314,289	\$ -	\$ 54,314,289	47.0%
Licenses & Permits	7,582,679	732,827	6,424,429	85.0%	1,158,250	-	1,158,250	15.0%
Intergovernmental	5,924,368	872	3,914,894	66.0%	2,009,474	-	2,009,474	34.0%
Charges for Services	5,125,212	370,065	4,474,301	87.0%	650,911	-	650,911	13.0%
Miscellaneous Revenue	2,099,105	17,552	2,178,956	104.0%	(79,851)	-	(79,851)	-4.0%
Education	20,671,310	6,022	14,695,362	71.0%	5,975,948	-	5,975,948	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	1,977,198	93,488,395	59.0%	\$ 64,578,380	\$ -	\$ 64,578,380	41.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 395,000	35,133	330,705	84.0%	\$ 64,295	\$ -	\$ 64,295	16.0%
Parking Income	1,047,941	113,354	910,801	87.0%	137,140	-	137,140	13.0%
Parking Fines	184,000	40,206	280,042	152.0%	(96,042)	-	(96,042)	-52.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,626,941	188,693	1,521,548	94.0%	\$ 105,393	\$ -	\$ 105,393	6.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	-	7,154	75.0%	\$ 2,430	\$ -	\$ 2,430	25.0%
Charges for Services	2,004,995	127,778	1,244,521	62.0%	760,474	-	760,474	38.0%
Miscellaneous Revenue	0	59	1,418	0.0%	(1,418)	-	(1,418)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 2,014,579	127,837	1,253,094	62.0%	\$ 761,485	\$ -	\$ 761,485	38.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 794,011	67,461	596,758	75.0%	\$ 197,253	\$ -	\$ 197,253	25.0%
Operating Transfers In	60,853	3,857	34,710	57.0%	26,143	-	26,143	43.0%
Sub-total : 3381 McConnell Center	\$ 854,864	71,318	631,468	74.0%	\$ 223,396	\$ -	\$ 223,396	26.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 425,490	16,569	234,398	55.0%	\$ 191,092	\$ -	\$ 191,092	45.0%
Miscellaneous Revenue	5,500	-	6,330	115.0%	(830)	-	(830)	-15.0%
Operating Transfers In	20,000	-	-	0.0%	20,000	-	20,000	100.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 450,990	16,569	240,728	53.0%	\$ 210,262	\$ -	\$ 210,262	47.0%
5300 Water Fund								
Intergovernmental	\$ 71,800	-	-	0.0%	\$ 71,800	\$ -	\$ 71,800	100.0%
Charges for Services	7,716,002	553,115	5,359,497	69.0%	2,356,505	-	2,356,505	31.0%
Miscellaneous Revenue	386,000	298,347	341,679	89.0%	44,321	-	44,321	11.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	\$ 8,261,302	851,462	5,701,176	69.0%	\$ 2,560,126	\$ -	\$ 2,560,126	31.0%
5320 Sewer Fund								
Intergovernmental	\$ 163,524	2,146	32,253	20.0%	\$ 131,271	\$ -	\$ 131,271	80.0%
Charges for Services	9,936,082	704,977	6,577,070	66.0%	3,359,012	-	3,359,012	34.0%
Miscellaneous Revenue	70,000	6,273	63,358	91.0%	6,642	-	6,642	9.0%
Other Financing Sources	391,150	-	-	0.0%	391,150	-	391,150	100.0%
Sub-total : 5320 Sewer Fund	\$ 10,560,756	713,396	6,672,681	63.0%	\$ 3,888,075	\$ -	\$ 3,888,075	37.0%
6100 Dovernet Fund								
Intergovernmental	\$ 351,620	-	-	0.0%	\$ 351,620	\$ -	\$ 351,620	100.0%
Charges for Services	1,708,778	125,251	1,127,284	66.0%	581,494	-	581,494	34.0%
Miscellaneous Revenue	50,000	1,800	2,500	5.0%	47,500	-	47,500	95.0%
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	1,129,785	54.0%	\$ 980,613	\$ -	\$ 980,613	46.0%
Total : REVENUES	\$ 183,946,605	4,073,522	110,638,873	60.0%	\$ 73,307,732	\$ -	\$ 73,307,732	40.0%

City of Dover

Expenditures of Major Funds

March 31, 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	\$ 18,297	\$ 93,720	15.0%	\$ 540,676	\$ 189,668	\$ 351,009	55.3%
Executive	2,494,022	178,846	1,615,146	65.0	878,876	558,021	320,855	12.9
Finance	2,833,972	206,340	1,909,368	67.0	924,604	578,895	345,709	12.2
Planning	2,464,029	141,447	1,358,899	55.0	1,105,130	484,011	621,119	25.2
Misc General Government	1,326,602	67,004	545,492	41.0	781,110	118,644	662,465	49.9
Police	11,191,487	980,790	7,997,306	71.0	3,194,181	2,325,707	868,474	7.8
Fire & Rescue	12,809,683	892,661	9,093,928	71.0	3,715,755	2,440,926	1,274,829	10.0
Community Service Public Works	11,412,271	497,841	4,863,585	43.0	6,548,686	1,830,075	4,718,612	41.3
Recreation	3,240,460	239,885	2,078,316	64.0	1,162,144	563,518	598,626	18.5
Public Library	1,933,196	133,420	1,297,537	67.0	635,659	413,384	222,276	11.5
Public Welfare	881,409	39,666	485,172	55.0	396,237	110,002	286,234	32.5
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	2,841,364	4,283,074	92.0	362,535	-	362,535	7.8
School	84,642,799	6,017,107	52,202,399	62.0	32,440,400	29,537,028	2,903,373	3.4
Intergovernmental	11,224,778	-	11,224,778	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 158,066,775	\$ 12,254,669	\$ 101,767,745	64.4%	\$ 56,299,030	\$ 42,045,720	\$ 14,253,310	9.0%
3213 Parking Activity Fund								
Police	\$ 1,626,941	\$ 78,824	\$ 776,880	48.0%	\$ 850,061	\$ 239,014	\$ 611,047	37.6%
Sub-total : 3213 Parking Activity Fund	\$ 1,626,941	\$ 78,824	\$ 776,880	47.8%	\$ 850,061	\$ 239,014	\$ 611,047	37.6%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,106,737	\$ 144,376	\$ 1,270,422	60.0%	\$ 836,315	\$ 694,434	\$ 141,881	6.7%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,106,737	\$ 144,376	\$ 1,270,422	60.3%	\$ 836,315	\$ 694,434	\$ 141,881	6.7%
3381 McConnell Center Fund								
Recreation	\$ 854,864	\$ 45,040	\$ 307,250	36.0%	\$ 547,614	\$ 284,260	\$ 263,354	30.8%
Sub-total : 3381 McConnell Center Fund	\$ 854,864	\$ 45,040	\$ 307,250	35.9%	\$ 547,614	\$ 284,260	\$ 263,354	30.8%
3410 Recreation Special Revenue Fund								
Recreation	\$ 470,990	\$ 15,999	\$ 215,906	46.0%	\$ 255,084	\$ 32,045	\$ 223,039	47.4%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 470,990	\$ 15,999	\$ 215,906	45.8%	\$ 255,084	\$ 32,045	\$ 223,039	47.4%
5300 Water Fund								
Community Service Public Works	\$ 8,498,951	\$ 483,111	\$ 5,025,118	59.0%	\$ 3,473,834	\$ 1,174,927	\$ 2,298,906	27.0%
Sub-total : 5300 Water Fund	\$ 8,498,951	\$ 483,111	\$ 5,025,118	59.1%	\$ 3,473,834	\$ 1,174,927	\$ 2,298,906	27.0%
5320 Sewer Fund								
Community Service Public Works	\$ 10,700,777	\$ 837,510	\$ 6,380,670	60.0%	\$ 4,320,107	\$ 1,617,324	\$ 2,702,783	25.3%
Sub-total : 5320 Sewer Fund	\$ 10,700,777	\$ 837,510	\$ 6,380,670	59.6%	\$ 4,320,107	\$ 1,617,324	\$ 2,702,783	25.3%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 3,108,536	\$ 99,795	\$ 1,055,610	34.0%	\$ 2,052,927	\$ 578,680	\$ 1,474,247	47.4%
Sub-total : 6100 Dovernet Fund	\$ 3,108,536	\$ 99,795	\$ 1,055,610	34.0%	\$ 2,052,927	\$ 578,680	\$ 1,474,247	47.4%
Total : EXPENDITURES	\$ 185,434,572	\$ 13,959,325	\$ 116,799,601	63.0%	\$ 68,634,971	\$ 46,666,405	\$ 21,968,567	11.8%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) March 31, 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	90,550	968,766	84.9	172,069	0	172,069	15.1
Expenditures	1,321,297	110,707	946,855	71.7	374,443	225,278	149,164	11.3
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	<u>(180,462)</u>	<u>(20,157)</u>	<u>21,911</u>	<u>13.3</u>	<u>(202,373)</u>	<u>(225,278)</u>	<u>22,905</u>	<u>3.8</u>

CITY COUNCIL GOALS

2024-2025



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

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. The remaining Navigator grant funds were used to cover a portion of the Director's salary (as Acting Housing Navigator) into March and have since been all spent totaling \$250,000 over the last 2.5 years.

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.
-

Youth to Youth students presented the TRUTH About Nicotine lesson in the STEM classes at Garrison Elementary School during March. Four classrooms each received the two sessions of training, covering more than 80 students.

During March 14-16, 7 middle school members of Youth to Youth to the Leaders in Prevention Conference. The conference was run by the NH Teen Institute at Camp Cody in Freedom, NH. At the conference, the students honed their skills in team building, problem solving, communication, acceptance, and creative thinking. They also had the chance to meet middle school students from other youth groups in New England, such as Pennichuck, Portsmouth, and others. Finally, the students and staff from Dover worked together to practice the action planning process.

Throughout the month of March, Lt. Mitrushi coordinated 3 different tours of the department with St. Thomas Aquinas High School and Spaulding High School students. The tours provided high school students with insight into the different roles and responsibilities within the Dover Police Department. Students met with various department members and learned about the different services provided to citizens and visitors to the City of Dover.

On March 6, 2025, Lt. Mitrushi taught a Civilian's Response to Active Shooter Events (CRASE) training to a local organization. Later that month, he returned to provide Home Visitor Safety Training to a smaller group of staff from that organization. The goal of both trainings was to equip individuals with situational awareness and the strategies and knowledge to protect themselves and others during an active attack.

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. The website was updated in March to include information related to three new applications

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.

The Cochecho Waterfront Redevelopment Project experienced a slight dip in momentum during early spring 2025 due to persistent wet weather. However, as March progressed and we welcomed warmer temperatures and extended daylight hours, the construction efforts have successfully regained their pace. Strides are being made on the exterior building construction, with crews nearing critical weather-tight milestones. Simultaneously, interior work is actively underway, encompassing essential elements such as framing, electrical wiring, and plumbing installations, signaling a steady progression towards the completion of the built structures.

Parallel to the building construction, notable advancements are occurring in the public improvement aspects of the project. Adjacent to the Makem Bridge, the construction of the Granite Bridge Deck Stairs is actively proceeding, marked by the ongoing Remedial Action Plan (RAP) closure and necessary subgrade adjustments, with the arrival of the granite stair blocks on-site. The installation of park walkway lighting is also in full swing, evidenced by the continued placement of light pole bases and the associated electrical supply conduits. Furthermore, the segmented closure of park areas with RAP is progressing in tandem with the installation of subsurface park elements. Essential electrical infrastructure is also taking shape, with Eversource commencing the process of pulling wire for the electrical supply, an effort anticipated to span approximately one month.

Looking ahead, several key milestones are on the horizon. Northeast Earth has completed the site preparation for a sector cabinet pad, which will serve as a crucial power source for a single-family residence and the future Dredge Cell parking area lighting. In the area designated as Building "F" and the adjacent park space, subgrade adjustments are finalized, and the area awaits formal RAP closure. The City is actively collaborating with engineers to address shoreline restoration in the former Army Corp bulkhead area, with an upcoming meeting scheduled with the New Hampshire Department of Environmental Services (NHDES).

Preparations for the retaining wall and stair foundations for the pavilion are complete, granite stair foundations are installed, and wall construction is currently underway. Excitingly, Pine Brook Construction is poised to initiate the first stages of construction for the Pavilion Building in the coming weeks, with an anticipated completion timeframe in early winter 2025.

Sargent Corporation was the low bidder and was awarded the rehabilitation project in January 2025. In March the 4+ million gallon tank was drained, inspected, and repairs. 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.

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.
-

The performance of the new PFAS water treatment plant has been critical in maintaining water production and allowing for aquifer recovery.

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.

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 May as the March meeting was already full.

The All Abilities Club hosted 111 participants in the month of March. Participants enjoyed Legos, art, 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.

Zoning Administrator Crouser staffed the Dover Arts Commission meeting on March 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 discussed the upcoming Cocheco Arts Festival, partnering with the Community Trail Committee to install additional artwork along the trail, and the ongoing renovations to the Blue Crab near the Children's Museum.

Resilience Coordinator Merchant staffed the Energy Commission meeting on March 19th where the commission discussed community outreach initiatives.

Resilience Coordinator Merchant and Assistant City Planner Edgecomb met to discuss community outreach initiatives for the upcoming year, including potential activity for Earth Day in April.

Assistant City Planner Edgecomb began Easement Monitoring starting on March 25th.

Resilience Coordinator Merchant attended a site walk with project partners from ReVision at the Waste Water Treatment Facility on March 14th.

Resilience Coordinator Merchant provided technical assistance to ensure the City parking lot at the Waterfront Development is EV ready.

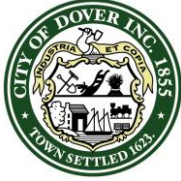
GOAL 7: OUR CITY'S OPPORTUNITIES ARE ACCESSIBLE FOR ALL

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.

In the month of March, Dover Public Library Children's Room staff participated in a number of community outreach opportunities. This included visits to Smart Start Learning Academy, Strafford County Head Start, Little Tree Learning Center, and Happy Helpers Preschool. Some of these visits have become monthly visits, which are enriching for both the community and staff members. Library Assistant Karin Mayer-Gottlob was part of a "Community Helpers" visit to Happy Helpers on March 25, as part of their own special community program. In addition to this program, Karin visits Head Start on a monthly basis, currently housed at Garrison Elementary School. Children's Librarian Crystal Lisbon brings new books each month to Little Tree Learning Center, and presents a story time to two preschool classrooms. Library Assistant Tina Harris has been visiting Smart Start Learning Academy each month, visiting babies, toddlers, and preschool aged classrooms. Each month Tina rotates between which age group she visits. These outreach programs have been a huge success, and in the month of March staff members engaged with 175 children

The Dover Public Library staff made 11 visits to community members via the Homebound Delivery Service in March. Homebound Delivery is steadily growing and provides a vital link to Library services for those who cannot come to the physical building.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Chambers
Meeting Date: **Wednesday, April 2, 2025**
Meeting Time: **6:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Cullen led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

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

Also Present: City Manager Joyal, Finance Director Lynch, 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.

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

6. DISCUSSIONS

A. REVIEW OF PROPOSED FY2026 BUDGET

1. GENERAL BUDGET DISCUSSION

The Council went over the budget worksheet provided to them by the Manager and had the following consensus:

General Government Operations

A.1. Yes

A.2. No

A.3. No

A.4. Yes

A.5. Yes

Police Operations

B.1. Yes

B.2. N/A

Fire & Rescue Operations

C.1. No

C.2. Yes

Community Services Operations

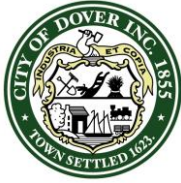
D.1. Yes

D.2. N/A

D.3. Yes

D.4. No

D.5. No



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Chambers
Meeting Date: **Wednesday, April 2, 2025**
Meeting Time: **6:00 pm**

D.6. Yes

D.7. No

D.8. No

Recreation Operations

E.1. Yes

E.2. Yes

E.3. Yes

E.4. Yes

E.5. Yes

Library Operations

F.1. Yes

F.2. N/A

F.3. Yes

Public Welfare

G.1. Yes

G.2. Yes

School Operations

H.1. N/A

H.2. Yes

H.3. Yes

H.4. No

H.5. Yes

Other Miscellaneous Suggested Adjustments

I.1. Yes

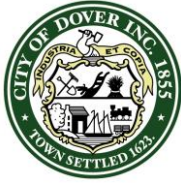
After a brief recess, City Manager Joyal informed the Council that if they were to include all of the amendments that they came to consensus on, the budget would be over the tax cap, thus requiring a 2/3 majority vote to pass. The Manager stated the estimated tax rate increase, which is subject to change, \$0.76 per thousand, if assessments remain unchanged, the new tax rate would be \$18.93 (estimated). Based on the consensus, the Council made a total expense decrease of \$736,277 and increased revenues to offset expenses by \$1,510,429.00, making a total net budget adjustment of \$2.2 million dollars. The Council came to the consensus, to keep the budget under the tax cap, to reduce item D.1. to \$70,000.

With that change, the budget comes under the tax cap by \$2,482.00, with a \$0.01 decrease in the estimated tax rate of \$18.93 bringing it to \$18.92, estimated.

7. ADJOURNMENT

Deputy Mayor Shanahan moved to adjourn, seconded by Councilor Warach.

Vote: 9-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Special Meeting
Meeting Location: City Hall, Council Chambers
Meeting Date: **Wednesday, April 2, 2025**
Meeting Time: **To Immediately Follow Workshop Meeting**

1. **CALL TO ORDER**
2. ~~**MOMENT OF SILENCE**~~
3. ~~**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, Finance Director Lynch, City Clerk Vansylyvong-Bizier

5. **PUBLIC FORUM**

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

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

6. **OLD BUSINESS**

- A. **FISCAL YEAR 2026 BUDGET APPROPRIATIONS, FEES, AND CAPITAL IMPROVEMENTS PROGRAM**
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution, pending amendments, seconded by Councilor Retrosi.

Councilor Retrosi moved to amend the Resolution as follows:

Page 1, Item 1

- General Fund for Revenue and Appropriations, Fund 1000, amended to \$168,238,167
- Total Revenue and Appropriations updated to \$206,791,012

Seconded by Councilor Williams.

Roll Call Vote: 9-0.

Councilor Warach moved to further amend the Resolution as follows:

Page 2, Item 2: "General Fund Appropriations include \$60,963,620 for City operations, \$83,120,024 for School Department operations..."

Seconded by Councilor Williams.

Roll Call Vote: 9-0.

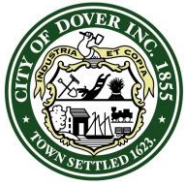
Deputy Mayor Shanahan moved to approve the fiscal year 2026 budget appropriations, fees, and capital improvements program as amended, seconded by Councilor Warach.

Roll Call Vote: 9-0.

7. **ADJOURNMENT**

Councilor Warach moved to adjourn, seconded by Councilor Williams.

Vote: 9-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 9, 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 Nemeth, Councilor Williams, Councilor Cullen, Councilor Hackett, Councilor Warach, Deputy Mayor Shanahan, Mayor Carrier

Absent: Councilor Retrosi

Also Present: City Manager Joyal, Acting City Attorney Perez, City Clerk Vansylvong-Bizier

5. PROCLAMATIONS/AWARDS – Dover Varsity Cheerleading

Mayor Carrier presented a proclamation to the Dover Varsity Cheerleading squad recognizing their back to back State Championship victories.

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to approve the agenda, seconded by Councilor Nemeth.
Vote: 8-0.

7. PUBLIC HEARINGS

A. APPROPRIATION AND AUTHORIZATION FOR CWSRF LOAN FOR INFILTRATION AND INFLOW REMOVAL – BELLAMY-KNOX MARSH RD & MOUNT VERNON ST – PUBLIC HEARING ONLY

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE TO BE HELD ON APRIL 23, 2025)

SPONSORED BY MAYOR CARRIER BY REQUEST

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

8. PUBLIC FORUM

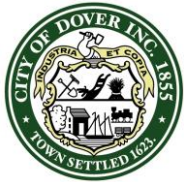
Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

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

9. CITY MANAGER'S REPORT

City Manager Joyal gave an overview of the report he submitted in writing to the Council. The Manager appointed Laurie Young to serve another term on the Dover Housing Authority. The Manager asked the Council for consensus in regards to rolling the Shaw's Lane ballfield as it goes against best practices for organic turf maintenance. The Council gave consensus to the Manager to proceed with rolling the field.

Deputy Mayor Shanahan moved to accept the City Manager's Report, seconded by Councilor



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 9, 2025**
Meeting Time: **7:00 pm**

Hackett.
Vote: 8-0.

10. APPROVAL OF MINUTES

A. March 19, 2025 – Workshop Meeting

B. March 26, 2025 – Regular Meeting

Deputy Mayor Shanahan moved to approve the two sets of minutes, seconded by Councilor Warach.
Vote: 8-0.

11. MAYOR'S REPORT

The Mayor gave an overview of the meetings and events he attended to the Council.
Deputy Mayor Shanahan moved to accept the Mayor's Report, seconded by Councilor Nemeth.
Vote: 8-0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3rd READING

C. RESOLUTIONS

1. **ADDITIONAL APPROPRIATION AND AUTHORIZATION FOR BONDING FOR FY2026 CIP LEAD SERVICE LINE REPLACEMENT PROJECT (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**
SPONSORED BY MAYOR CARRIER BY REQUEST

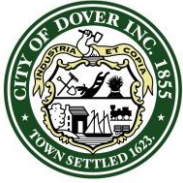
Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Hackett.

City Manager Joyal gave an overview of the resolution and Community Services Director Storer answered questions from the Council.
Roll Call Vote: 8-0.

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **AUTHORIZATION TO PURCHASE SEVEN (7) BALLOT COUNTING DEVICES FROM VOTING WORKS**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **AUTHORIZATION TO PURCHASE FROM MHEC (MASSACHUSETTS HIGHER EDUCATION CONSORTIUM)**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **RUBB BUILDING SYSTEMS-FULL FABRIC REPLACEMENT OF SALT SHED BUILDING COVERING**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 9, 2025**
Meeting Time: **7:00 pm**

4. B25032 PAVEMENT MARKINGS

SPONSORED BY MAYOR CARRIER BY REQUEST

5. B25032 REFLECTORIZED PAVEMENT LINES

SPONSORED BY MAYOR CARRIER BY REQUEST

6. B25048 ASPHALT TRENCH PATCHING SERVICES

SPONSORED BY MAYOR CARRIER BY REQUEST

**7. APPROVAL OF LEASE AGREEMENT BETWEEN COURT APPOINTED
ADVOCATES OF NEW HAMPSHIRE, INC, D/B/A C.A.S.A. AND THE CITY OF
DOVER**

SPONSORED BY MAYOR CARRIER BY REQUEST

8. APPROVAL OF AMENDMENTS TO ENERGY COMMISSION OPERATING RULES

SPONSORED BY MAYOR CARRIER BY REQUEST

**9. APPROVAL OF CITY OF DOVER DIRECTOR OF RECREATION EMPLOYMENT
AGREEMENT**

SPONSORED BY MAYOR CARRIER BY REQUEST

**10. APPROVAL OF CITY OF DOVER EMPLOYMENT AGREEMENT REGARDING
EXECUTIVE ASSISTANT TO CITY MANAGER**

SPONSORED BY MAYOR CARRIER BY REQUEST

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

Mayor Carrier asked to pull item 13.A.5.

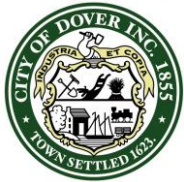
Roll Call Vote on remaining items: 8-0.

Deputy Mayor Shanahan moved to approve item 13.A.5., seconded by Councilor Hackett. City Manager Joyal gave an overview of the resolution to the Council and answered questions.

Roll Call Vote: 8-0.

COMMITTEE REPORTS

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 9, 2025**
Meeting Time: **7:00 pm**

Councilor Nemeth gave an overview of the Arts Commission Report to the Council, as well as a Library Board of Trustees Report.

Councilor Cullen gave an overview of the Planning Board Report to the Council.

Councilor Hackett gave an overview of the School Board Report to the Council.

Deputy Mayor Shanahan gave an overview of the Recreation Advisory Report to the Council on behalf of Councilor Retrosi.

Councilor Richer gave a brief report on Energy Commission to the Council.

B. RESOLUTIONS

1. B25018 GARRISON RESERVOIR TO OAK STREET AND BROADWAY WATER TRANSMISSION MAIN

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Warach. City Manager Joyal gave an overview of the resolution the Council and answered questions. Roll Call Vote: 8-0.

2. B25036 WASTEWATER TREATMENT FACILITY (WWTF) BIOSOLIDS DISPOSAL SERVICES AWARDED TO RESOURCES MANAGEMENT INC.

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Nemeth. City Manager Joyal gave an overview of the resolution to the Council and answered questions. Roll Call Vote: 8-0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

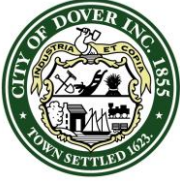
The Mayor and Council discussed the potential dates for a workshop with the Joint Building Committee for the Athletic Complex and the School Board, Councilor Cullen will reach out to the Boards with two dates.

Councilor Williams congratulated the DMS and DHS drama clubs for their recent productions.

Councilor Richer reminded the Council of the Don't Trash Dover Power of an Hour event to be held on April 26th.

16. ADJOURN

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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.

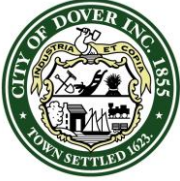
		Proposed			
Item #	Description	Appropriation	Life/Years	Department	Fund
1	Infiltration & Inflow Bellamy, Knox, Mount Vernon	\$250,000	10	Community Services - Sewer	Sewer
	Total	\$250,000			

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#: 12.C.1.

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

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.

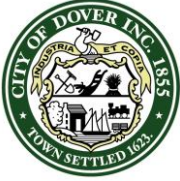
AUTHORIZATION

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
Acting City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

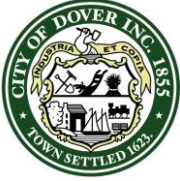
Resolution Number: **R – 2025.03.26 - 43**
Resolution Re: Appropriation and Authorization for CWSRF Loan for I&I
Removal-Bellamy & Knox Marsh Rd and Mount Vernon
Street

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 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.

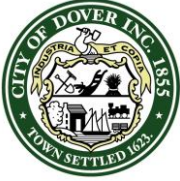
Debt Authorization versus Debt Retirement

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#: 12.C.1.

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

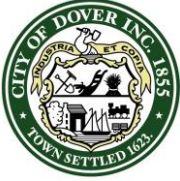
The proposed debt authorizations contained in this resolution will result in the following City Council adopted Financial Policies not being adhered to:

- 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

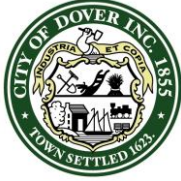
Agenda Item#: 12.C.1.

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2025.04.23 - 56**

Resolution Re: Authorization to Purchase Additional Equipment for
Pumper from Greenwood Emergency Vehicles, LLC via
Sourcewell

WHEREAS: The City of Dover is a member of Sourcewell, formally the National Joint Powers Alliance (NJPA), a member-focused public cooperative of more than 50,000-member agencies throughout the United States and, therefore, may purchase utilizing any of their cooperative purchasing agreements. In November of 2021, Sourcewell solicited RFP#113021 for Firefighting Apparatus and Fire Service Vehicles which included equipment, accessories and supplies; and

WHEREAS: February 2022, Sourcewell awarded contract #113021-RVG to Spartan Emergency Response as the contract holder with Greenwood Emergency Vehicles, LLC located in North Attleboro, Mass., as the New England dealer.

WHEREAS: Council approved via R-2025.02.26 the purchase of a Spartan/E-One AFT Pumper, in the amount of \$785,000.00; and,

WHEREAS: The City is requesting additional dealer installed shelving and equipment for the new pumper in the amount of \$41,443.00; 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 can be accomplished through the state of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Greenwood Emergency Vehicles, LLC for additional equipment in the amount, not to exceed, \$41,443.00. 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.

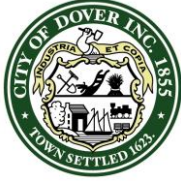
Financing

Account	Description	Appropriation	Balance
4019.1.220.42220.4743.02251.19	Heavy Vehicles	23,864.66	23,864.66
4024.1.220.42220.4743.02256.24	Heavy Vehicles	28,480.00	4,620.26
4022.1.220.42220.4743.02251.22	Fire Equipment Replacement	14,679.69	14,679.69

R-2025.04.23 Authorization to Purchase Add'l
Equipment for Pumper from Greenwood Emergency
Vehicles, LLC via Sourcewell

Document Created by: Purchasing
Document Posted on: April 18, 2025

Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2025.04.23 - 56**

Resolution Re: Authorization to Purchase Additional Equipment for
Pumper from Greenwood Emergency Vehicles, LLC via
Sourcewell

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

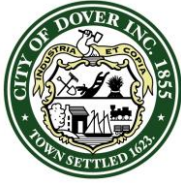
Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2025.04.23 - 56**

Resolution Re: Authorization to Purchase Additional Equipment for
Pumper from Greenwood Emergency Vehicles, LLC via
Sourcewell

RESOLUTION BACKGROUND MATERIAL:

When purchasing a fire engine, various dealer-installed items are not included in the base price of the engine. Many of these items are specific to the municipality that purchases the unit. Items such as compartment shelving & location, hose couplings, hose appliances, etc. are purchased from the fire apparatus dealer and added once the purchaser determines what is necessary for their operation. This is completed prior to delivery and or placed in service.

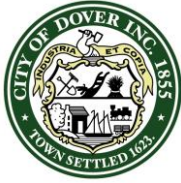
With the purchase of the 2025 Spartan fire engine demo unit from Greenwood Emergency Vehicles, a list of dealer-installed shelving, equipment and minor changes was created by Dover Fire & Rescue. The list was communicated to Greenwood and Greenwood has provided pricing for the materials and labor. Dover Fire & Rescue is seeking approval to have Greenwood Emergency Vehicles provide the equipment, materials and perform the agreed upon work necessary for the 2025 Spartan fire engine upfit. Greenwood Emergency Vehicles is a member of Sourcewell, formally the National Joint Powers Alliance (NJPA), a member-focused public cooperative of more than 50,000-member agencies throughout the United States.

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:	n/a	Number of Responses:	n/a
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	Until Delivered	Estimated Delivery:	60 days
Recommended Award to:	Greenwood Emergency Vehicles	Fund:	CIP
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.2.

Resolution Number: **R – 2025.04.23 - 57**

Resolution Re: Authorization to Purchase Makita Rescue Tools - State of
MA Contract with Industrial Protection Services, LLC

WHEREAS: There are several State of Massachusetts contract pricing schedules available for municipal use, including Mass PSE01, with various vendors that offer discounts off manufacturer's suggested retail pricing for public safety equipment, supplies, services and repairs. Industrial Protection Services, LLC of Salem, NH is one such participating vendor with whom the City has previously worked with; and

WHEREAS: The City received a quote from Industrial Protection Services, LLC to purchase Makita rescue tools in the amount of \$24,554.98 for truck and ladder equipment, and \$24,269.97 for engine and rescue equipment, both via Mass PSE01; and,

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

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Industrial Protection Services, LLC of Salem, NH for the purchase of Makita rescue tools for the total amount of \$48,824.95. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1009.1.220.42220.4741.00000.24.	Machinery & Equipment	61,921.03	61,921.03

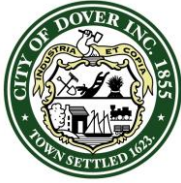
AUTHORIZATION

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.2.

Resolution Number: **R – 2025.04.23 - 57**

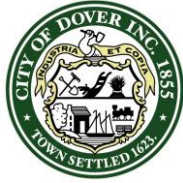
Resolution Re: Authorization to Purchase Makita Rescue Tools - State of
MA Contract with Industrial Protection Services, LLC

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2025.04.23 - 57**

Resolution Re: Authorization to Purchase Makita Rescue Tools - State of MA Contract with Industrial Protection Services, LLC

RESOLUTION BACKGROUND MATERIAL:

The Fire Department is updating its array of cordless tools for the apparatus. It is paramount that the tools used stand up to the rigors of emergency response activities and provide the necessary runtime needed to complete these tasks. The goal is to transition from the various tool manufacturers throughout the department to a single tool brand.

After much research and product demonstrations, the Makita fire/rescue line of tools will best fit the needs of the department for both durability as well as tool run time. The consistency required while working on an emergency scene comes with all tools working off the same interchangeable battery platform. The Makita platform has a wide variety of battery-operated tools that are well built, water resistant and designed for the fire service. They out power and out last other manufacturers of similar style tools. Another advantage of the Makita XGT system is that the design allows the ability for the tools to be repaired if a problem occurs, creating a cost savings of having to replace the entire tool.

Examples of the tools to be purchased include roof vent saws, metal cutting forcible entry tools, glass cutting, wood cutting, etc. as well as lighting needs that all run off the 40/80v platform.

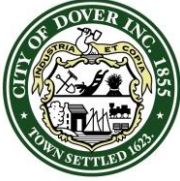
The Fire Department is seeking funding approval of \$48,824.95 to purchase a full compliment of Makita power tools, batteries and chargers to outfit the fleet of fire apparatus.

Award Information:

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

Purchasing Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.04.23 - 58**

Resolution Re: B25047 Traffic Control/Flagging Services

WHEREAS: A sealed Request for Proposal #B25047 was issued and received for as-needed Traffic Control / Flagging Services on April 15, 2025 at 2:00 PM; and

WHEREAS: Four (4) replies were received and evaluated with rates to hold for one year with the option to renew at mutually agreed upon rates for two additional one-year terms. The low bid was submitted by Stonebridge Traffic Control, LLC, Hooksett, NH. with hourly rates for straight time, overtime and emergency call out services.

WHEREAS: Depending on the magnitude of the City's construction work schedule, there is often a need for a secondary vendor to provide back up traffic control services. For this, Project Flagging, Brunswick, ME, is the second low bidder. It is the recommendation to award this service to both vendors on an as-needed basis.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to Stonebridge Traffic Control, LLC. of Hooksett, NH as the primary vendor and Project Flagging, LLC, Brunswick, ME as the secondary vendor for as-needed traffic control/flagging services at rates provided in conjunction with Bid #B25047. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
xxxx.1.300.xxxxx.4715.xxxxx.xx	Various CS Streets Land Improv	19,564,576.51	13,980,934.58

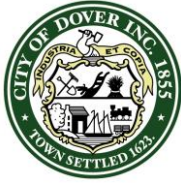
AUTHORIZATION

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.3.

Resolution Number: **R – 2025.04.23 - 58**

Resolution Re: B25047 Traffic Control/Flagging Services

DOCUMENT HISTORY:

First Reading Date:

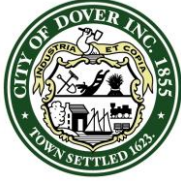
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.04.23 - 58**

Resolution Re: B25047 Traffic Control/Flagging Services

RESOLUTION BACKGROUND MATERIAL:

The Community Services Department has construction projects upcoming this year for which there will likely be the need for traffic control/flagging services. The City must identify a qualified company with certified and trained personnel that it would call upon, as needed, to provide said services. The bids, meeting specifications, were submitted in varying amounts for different hourly rates by four (4) companies. The city has selected a primary & secondary vendor.

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

City staff have not worked with Stonebridge Traffic Control, but did check with references listed in the bid responses and received very positive feedback. Project Flagging has been serving as current selected vendor, and City staff have no concerns continuing to use them on an as-needed basis, with their use as secondary, or backup vendor.

Bid Information:

A sealed Request for Proposal #B25047 was issued and received for Traffic Control / Flagging services on April 15, 2025 at 2:00 PM.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	36	Number of Responses:	4
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	2025 Construction Season	Estimated Delivery:	As Needed
Recommended Award to:	Stonebridge Traffic Control and Project Flagging, Inc.	Fund:	Various CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Stonebridge Traffic Control – No Project Flagging - yes	Reason for Council Approval:	Purchase may exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B25047 Bid Document](#)

APPOINTMENTS COMMITTEE REPORT

April 23, 2025

New Appointments:

Eric Salovitch – Planning Board – Alternate Member (term: 4/23/2025 to 4/23/2028)

Terry Carter – Racial Equity and Inclusion – Regular Member (term: 4/23/2025 to 10/6/2026)

Change in Status:

Jessica LaMontagne – Cemetery Board – Alternate to Regular Member

Re-Appointments:

Arts

Yulia Rothenberg

Jacqueline Manning

Board of Health

Riley Doenges

Patti Pettis

David Staples

Dara Storch

Cemetery Board

Susan Kelsch

Graffiti Management

Patrick Manning

Rick Mikulis

Stephen Piper

Conservation

Abigail Lyon

Open Lands

Shawn Herrick

CWDAC

Elizabeth Goldman

Dana Lynch

Jack Mettee

Downtown TIF

Jeff Spires

Energy

Quincy Devine

Ethics

Marion Cheney

Allan Krans, Sr.

Matthew Keane

Library Board of Trustees

Dorothy Wagner

Planning

Gina Cruikshank

Recreation

Dennis Munson

Patricia Campbell

SWAC

Katherine Surman

Timothy Casey

TAC

Dennis Munson

Sue Tremblay

Peter Schmidt

DUC

Bret Carmichael

Jay Stephens

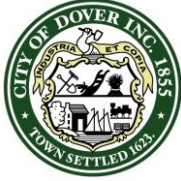
Mark Moeller

Waterfront TIF

Chris Prior

ZBA

Chris Prior



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2025.04.23 - 59**

Resolution Re: B25042 Organic Turf Treatment and Mowing Services

WHEREAS: A sealed Request for Bid #B25042 was solicited and received for Organic Turf Treatment and Mowing Services on April 9, 2025 at 2:00 p.m. EST.

WHEREAS: Two replies were received and evaluated by staff to ensure they met the terms of Council Resolution R-2018.02.28-015 Commitment to Organic Land Management Practices; and

WHEREAS: The bid deemed most advantageous by City Staff was submitted by RAD, LLC of Scarborough, Maine. It is the recommendation to award to RAD, LLC at the rates outlined on the bid reply B25042, not to exceed \$177,018.73, plus any additional mowing that may be required per submitted rates bid; 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 RAD, LLC for Organic Turf Treatment per rates provided in conjunction with Bid #B25042. 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
1000.1.300.43180.4432.00000.	Maint Chrgs - Impr o/t Buildings	236,700	184,791

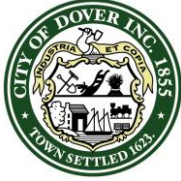
AUTHORIZATION

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.B.1.

Resolution Number: **R – 2025.04.23 - 59**

Resolution Re: B25042 Organic Turf Treatment and Mowing Services

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

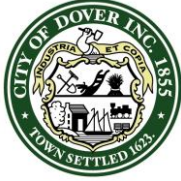
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor S. April Richer, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		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

RESOLUTION BACKGROUND MATERIAL:

The City handles turf maintenance at parks or ballfields across 14 different locations, which totals in excess of 1,000,000 square feet, or more than 23 acres. There is a commitment to a fully organic turf management program, consistent with the City Council Resolution passed February 28, 2018, which is a Commitment to Organic Land Management Practices.

In migrating to a fully-organic turf management program, PJC Organics (PJC) won the initial bid targeting Woodman Park, which had been a pilot-test for organic treatment funded in part by a grant from Stonyfield Foods. Based on the collaborative work at Woodman Park, the City worked with PJC to expand their treatment program such that an organic program was implemented across all City-maintained fields in 2020. The initial organic turf management bid allowed subsequent 1-year renewal periods, and services were rebid in 2023, with PJC regaining the contract as low bidder.

With this current contract proposal, the City elected to combined field mowing with the organic turf management. Historically, mowing services was awarded as a separate and independent contract. However, proper mowing practices and cut-of-height of the grass are critically important to the success of an organic program. Thus, a decision was made to combine the efforts under a single contract.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2025.04.23 - 59**

Resolution Re: B25042 Organic Turf Treatment and Mowing Services

Previously, PJC had been selected as the organic turf contractor, but PJC is primarily a provider of organic fertilizers and treatment options, and they in turn sub-contracted RAD for actual applications of the products. With this current bid, RAD is taking the lead as the prime contractor, with support of PJC. Although RAD was not the low-bidder, based on prior history and performance with the City, staff recommend continuing with the team of PJC/RAD. This will ensure continuity of effort as the City continues to advance its organic turf treatment program. RAD is an Accredited Organic Land Care Professional, in accordance with the Northeast Organic Farming Association (NOFA). Additionally, PJC's products meet compliance with the Organic Materials Review Institute (OMRI).

Bid Information:

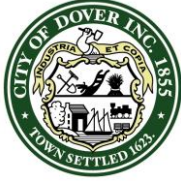
A sealed Request for Bid #B25042 was solicited and received for Organic Turf Treatment and Mowing Services on April 9, 2025 @ at 2:00 p.m.

Purchasing Information:

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

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	199	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	2025 Season	Estimated Delivery:	As needed
Recommended Award to:	RAD, LLC	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.

[B25042 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2025.04.23 - 60**
Resolution Re: B25063 2025-2026 Authorization to Purchase Various
Chemicals via NEMVCC

- WHEREAS: The City of Dover joined the Northeast/Merrimack Valley Chemical Consortium (NEMVCC) in a sealed Request for Bid (City of Dover, Internal bid #B25063) for various chemicals on an as-needed basis for several City departments. Results were received on March 20, 2025; and
- WHEREAS: The low bids meeting specifications were submitted by numerous vendors for requested chemicals at per unit prices. It is the recommendation to award to the low bidders for as-needed chemicals during the period of July 1, 2025-June 30, 2026 at rates outlined in the [results page](#); 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 can be accomplished through the State of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups.

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

The Purchasing Agent is hereby authorized to issue purchase orders to multiple vendors identified on the [results page](#) at rates provided in conjunction with Bid #B25063 for various as-needed chemicals. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	FY26 Appropriation	Balance
1000.1.350.45124.4612.00000.00	Indoor pool operating supplies	\$20,000.00	\$20,000.00
1000.1.350.45125.4612.00000.00	Thompson Pool operating supplies	\$26,000.00	\$26,000.00
5300.1.300.43320.4612.00000.00	Water Operating supplies	\$428,000.00	\$428,000.00
5320.1.300.43250.4612.00000.00	Sewer Operating Supplies	\$80,560.00	\$80,560.00

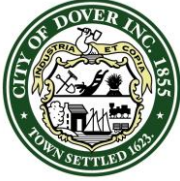
AUTHORIZATION

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.2.

Resolution Number: **R – 2025.04.23 - 60**

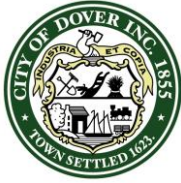
Resolution Re: B25063 2025-2026 Authorization to Purchase Various
Chemicals via NEMVCC

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 – 2025.04.23 - 60**
Resolution Re: B25063 2025-2026 Authorization to Purchase Various
Chemicals via NEMVCC

RESOLUTION BACKGROUND MATERIAL:

The City of Dover joined the Northeast/Merrimack Valley Chemical Consortium (NEMVCC) along with other member New Hampshire cities of Concord, Jaffrey, Hooksett, Keene, Meredith, Nashua, Raymond and Salem, as well as approximately sixty (60) Massachusetts cities to solicit a request for bid for various chemicals for the 2025-2026 fiscal year.

A sealed request for Bid (City of Dover, Internal bid #B25063) was issued and received by the Northeast/Merrimack Valley Chemical Consortium (NEMVCC) for various chemicals for several City departments on March 20, 2025 with per unit rates to hold for the period of July 1, 2025 to June 30, 2026. The low bids meeting specifications were submitted by numerous vendors for requested chemicals at rates specified on the [results page](#). Bid prices took into consideration any fuel adjustments during the contract period.

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

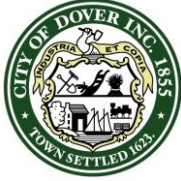
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	67	Number of Responses:	30
Warranty:	Meets Specifications	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	One Year (June 30, 2026)	Estimated Delivery:	As Needed
Recommended Award to:	Various Vendors (Low Bidders)	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase may exceed the \$25,000 amount requiring Council approval.

[B25063 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.04.23 - 61**

Resolution Re: B14074 Construction Phase Services for Broadway Water Transmission Main - Additional Scope of Work Underwood Engineering

WHEREAS: A sealed Request for Qualifications (RFQ) B14074 was issued and received for Professional Engineering Services for Water Systems Facility Upgrades on July 9, 2014 at 11:00 am. Four firms replied and interviews were conducted on August 3, 2014 with representatives from all four firms. The evaluating committee recommended award to Underwood Engineers of Portsmouth, NH as the top ranked firm for this project; and

WHEREAS: In response to significant water main breaks on Broadway, the City approved via [R-2024.08.14-138](#) an additional Scope of Work from Underwood Engineering in the amount of \$105,500.00 for design engineering services for replacement of the transmission main from the Garrison Hill tank down to Broadway; and,

WHEREAS: At its meeting of April 9, 2025 the City Council approved a construction contract with SUR Construction of Rochester, NH via [R-2025.04.09-54](#) in the amount of \$1,457,625.00 for the Garrison Reservoir to Oak Street & Broadway Water Transmission Main. The City is now requesting engineering support services for Inspection and Construction Administration; and,

WHEREAS: The City recently received an additional scope of work from Underwood Engineers in the amount of \$249,400 for related construction administration and oversight work related to the Broadway Water Main Transmission Project; 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 for Additional Scope of Work to Underwood Engineers of Portsmouth, NH for Engineering Services that includes onsite inspection via a Resident Project Representative, Construction Administration, and general Engineering Services (as-needed) in the amount not to exceed \$249,400. 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.

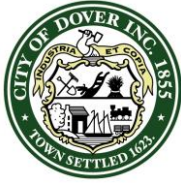
Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03550.17	Water Systems Facilities Upgrades	3,050,604	781,250

R-2025.04.23 B14074 Construction Phase Services –
Broadway Water Main

Document Created by: Purchasing
Document Posted on: April 18, 2025

Add'l Scope of Work Underwood Engineering
Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.04.23 - 61**

Resolution Re: B14074 Construction Phase Services for Broadway Water
Transmission Main - Additional Scope of Work Underwood
Engineering

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

DOCUMENT HISTORY:

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

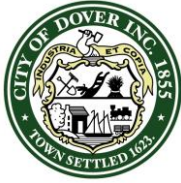
DOCUMENT ACTIONS:

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.		

R-2025.04.23 B14074 Construction Phase Services –
Broadway Water Main

Document Created by: Purchasing
Document Posted on: April 18, 2025

Add'l Scope of Work Underwood Engineering
Page 2 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.04.23 - 61**

Resolution Re: B14074 Construction Phase Services for Broadway Water Transmission Main - Additional Scope of Work Underwood Engineering

RESOLUTION BACKGROUND MATERIAL:

Underwood Engineering was originally selected via a sealed Request for Qualifications (RFQ) B14074 for Professional Engineering Services for Water Systems Facility Upgrades. They have completed recent design work for the rehabilitation of the 4-million-gallon Garrison Hill Water Storage Tank; and they also conducted the design of the water main replacement project that occurred on Central Avenue, north of Abbey Sawyer up to Lowell Avenue and connecting to the Lowell Avenue Water Treatment Plant.

The City has experienced very significant water main breaks on a portion of the old water transmission line that runs down the southeasterly side of Garrison Hill, and continues cross-country to Broadway. The water main dates back to the origins of the initial public water system in 1888. The main is 12 inches in diameter and when the pipe has ruptured, it has broken in catastrophic fashion with segments of the pipe essentially disintegrating. There were significant breaks in both July and November 2024. Subsequently, Underwood completed design for replacement of the water main and at its meeting of April 9, the City Council awarded a construction contract to SUR Construction from Rochester, NH in the amount of \$1,457,625 for full replacement.

To oversee and support the proposed water main replacement, Underwood provided a scope of work for onsite inspection services, construction administration, and general support services as noted below:

Task 7: Construction Administration - \$48,300.00

Task 8: Resident Project Representative - \$168,100.00

Task 9: Additional Engineering Services on Request- \$25,000.00

Task 10: Record Drawings - \$8,000.00

Total \$249,400.00

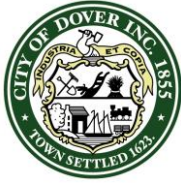
Award Information:

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

R-2025.04.23 B14074 Construction Phase Services –
Broadway Water Main

Document Created by: Purchasing
Document Posted on: April 18, 2025

Add'l Scope of Work Underwood Engineering
Page 3 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2025.04.23 - 62**

Resolution Re: Authorization to Accept and Expend the Housing
Champion Housing Infrastructure Municipal Grant from
NH Department of Business and Economic Affairs

WHEREAS: The City has received notice from the NH Department of Business and Economic Affairs (BEA) of an award of the Housing Champion Housing Infrastructure Municipal Grant in the amount of \$859,689.00 for the purpose of the Central Ave Water Main Replacement; and

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

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

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

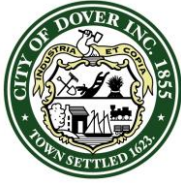
AND, FURTHER BE IT RESOLVED THAT:

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

Financing

Account	Description	Appropriation	Balance
TBD	Housing Champion Housing Infrastructure Municipal Grant	859,689.00	859,689.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2025.04.23 - 62**

Resolution Re: Authorization to Accept and Expend the Housing
Champion Housing Infrastructure Municipal Grant from
NH Department of Business and Economic Affairs

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

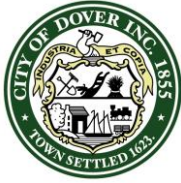
DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

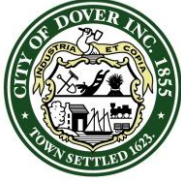
Resolution Number: **R – 2025.04.23 - 62**

Resolution Re: Authorization to Accept and Expend the Housing
Champion Housing Infrastructure Municipal Grant from
NH Department of Business and Economic Affairs

RESOLUTION BACKGROUND MATERIAL:

The Project for which the grant award has been approved is identified as Central Ave Water Main Replacement located at Central Ave and Broadway. The project involves replacing the aging 1880s cast iron water main along Central Avenue to improve the reliability and performance of Dover's water distribution system.

This upgrade will increase water flow capacity and strengthen the connections between the southern part of the city and its well supply pumps and storage tanks. The improvements will also support further residential development and contribute to the long-term sustainability and resilience of the overall systems. Additionally, the project will facilitate the rehabilitation of the Garrison Hill Water Storage Tank, which is the only storage facility serving Dover's main pressure zone.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.5. Resolution Number: R – 2025.04.23 - 63 Resolution Re: Acknowledgement and Acceptance of Donation of Funds from Dover Youth Hockey for Arena Scoreboard
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WHEREAS: The City of Dover Arena has received notice of a donation of \$10,000.00 from Dover Youth Hockey to assist with the purchase of a new scoreboard for the Dover Arena. The City will in return advertise their logo and name on this scoreboard.; and

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

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

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

AND, FURTHER BE IT RESOLVED THAT:

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

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

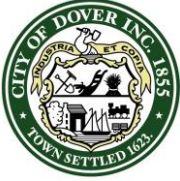
THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.

AUTHORIZATION

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

DOCUMENT HISTORY:

Document Created by: Finance Document Posted on: April 18, 2025	R-2025.04.23 Acknowledgement and Acceptance of Donation from Dover Youth Hockey for Arena Scoreboard Page 1 of 2
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2025.04.23 - 63**
Resolution Re: Acknowledgement and Acceptance of Donation of Funds
from Dover Youth Hockey for Arena Scoreboard

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

After meeting with representatives from Dover Youth Hockey, they have decided that they would like to move forward with helping the City purchase a new scoreboard at the Arena and in return we will be advertising their logo and name on the scoreboard. They would like to donate \$10,000.00 to go toward the new scoreboard.

The generous donation of \$10,000.00 from Dover Youth Hockey is hereby acknowledged, appreciated, and accepted.