

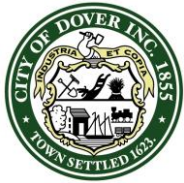
CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 28, 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 – Nikki Nocella**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
 - A. **FY2025 DISSOLUTION OF PRIOR YEARS' CAPITAL PROJECT FUNDS INTO THE GENERAL FUND**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. **FY2025 GENERAL FUND UNASSIGNED FUND BALANCE TRANSFERS TO CERTAIN SPECIAL REVENUE AND CAPITAL PROJECT FUNDS TO ADDRESS FUND DEFICITS**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
 - C. **ACCEPTANCE OF THE FY26-FY30 CDBG CONSOLIDATED PLAN AND FY26 ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2026 CDBG ENTITLEMENT FUNDS**
SPONSORED BY COUNCILOR CULLEN
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. **May 14, 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. **FY2025 DISSOLUTION OF PRIOR YEARS' CAPITAL PROJECT FUNDS INTO THE GENERAL FUND**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
 2. **FY2025 GENERAL FUND UNASSIGNED FUND BALANCE TRANSFERS TO CERTAIN SPECIAL REVENUE AND CAPITAL PROJECT FUNDS TO ADDRESS**



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 28, 2025**
Meeting Time: **7:00 pm**

FUND DEFICITS

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER BY REQUEST

3. ACCEPTANCE OF THE FY26-FY30 CDBG CONSOLIDATED PLAN AND FY26 ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2026 CDBG ENTITLEMENT FUNDS

SPONSORED BY COUNCILOR CULLEN

13. NEW BUSINESS

A. CONSENT CALENDAR

1. Q22-015 MATERIAL TESTING FOR DOVER PUBLIC LIBRARY

SPONSORED BY MAYOR CARRIER BY REQUEST

2. B25054(a) REBID AUTHORIZATION TO PURCHASE SNOW REMOVAL EQUIPMENT FOR BOBCAT TRACK LOADERS FROM ALLIED EQUIPMENT

SPONSORED BY MAYOR CARRIER BY REQUEST

3. B09064 AUTHORIZATION TO REPLACE EXISTING PARKING METERS WITH NEXT GENERATION TECHNOLOGY METERS

SPONSORED BY MAYOR CARRIER BY REQUEST

4. AUTHORIZATION TO ACCEPT DONATION OF OFFICE FURNITURE FROM PINNACLE OFFICE SOLUTIONS

SPONSORED BY MAYOR CARRIER BY REQUEST

5. AUTHORIZATION TO ACCEPT AND EXPEND DONATION FROM THE KENNEBUNK SAVINGS BANK

SPONSORED BY MAYOR CARRIER BY REQUEST

6. APPROVAL OF AMENDED WELFARE DEPARTMENT GUIDELINES

SPONSORED BY MAYOR CARRIER BY REQUEST

7. APPROVAL OF DRAINAGE EASEMENT AND MUTUAL RELEASE FOR PROPERTY AT 97 SPRUCE LANE, DOVER, NH

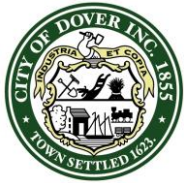
SPONSORED BY MAYOR CARRIER BY REQUEST

8. AUTHORIZATION TO PURCHASE LIGHT EQUIPMENT FROM NORTHEAST ELECTRICAL VIA STATE OF NH CONTRACT 8003223

SPONSORED BY MAYOR CARRIER BY REQUEST

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) |



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 28, 2025**
Meeting Time: **7:00 pm**

- 11. Committee for Racial Equity and Inclusion (Nemeth)
- 12. Graffiti Management Advisory Committee (Nemeth)
- 13. Ordinance Committee (Shanahan)

- 24. Government Affairs (Carrier)
- 25. Cemetery Board (Warach)
- 26. Joint Building Committee – Athletic Complex (Cullen)

B. RESOLUTIONS

1. **B25065 AUTHORIZATION TO PURCHASE COMPACT LOADER & PLOW FROM ALTA EQUIPMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **AMENDMENT OF FY2026 SCHEDULE OF FEES FOR CERTAIN PARKING RATES AND FEES**
(TO BE REFERRED TO A PUBLIC HEARING AND VOTE ON JUNE 11, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **GENERAL FUND SCHOOL DEPARTMENT FY2026 BUDGET AMENDMENT – ADDITIONAL APPROPRIATION FOR DEBT SERVICE**
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 11, 2025 WITH A VOTE TO OCCUR ON JUNE 25, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **CAPITAL IMPROVEMENTS PROGRAM APPROPRIATION FOR DOVER HIGH SCHOOL ATHLETIC COMPLEX AND AUTHORIZATION FOR BONDING**
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 11, 2025 WITH A VOTE TO OCCUR ON JUNE 25, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY COUNCILOR CULLEN

C. ORDINANCES IN 1ST READING

1. **CHAPTER 141, VEHICLES AND TRAFFIC, SECTIONS 48, 51, & 52**
SPONSORED BY MAYOR CARRIER BY REQUEST

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



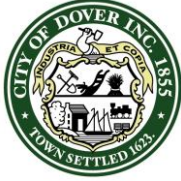
PROCLAMATION

- WHEREAS:** The City of Dover proudly celebrates local businesses that exemplify innovation, dedication, and community spirit, and
- WHEREAS:** Nikki Nocella, chef and owner of *Stalk*, has played a transformative role in elevating Dover's dining culture, positioning the city as a vibrant culinary destination alongside the broader New England food scene, and
- WHEREAS:** *Stalk* has offered an innovative and accessible alternative to the crowded Portsmouth restaurant scene, providing quality cuisine, welcoming hospitality, and an atmosphere where exceptional dining experiences thrive, and
- WHEREAS:** The success of *Stalk* is deeply rooted in the support of the Dover community, with Chef Nikki and her team giving back generously through charitable donations, partnerships with local farms, and participation in vital events such as Farm-a-Q, Plates for Change, and Vintage & Vine, and
- WHEREAS:** The recognition of Chef Nikki Nocella as a **James Beard Semifinalist** marks a milestone achievement for *Stalk* and brings national acclaim to Dover's flourishing food scene, further affirming the restaurant's commitment to excellence and creativity, and
- WHEREAS:** Chef Nikki's message of hard work, resilience, and belief in one's vision serves as a powerful reminder to residents—especially the next generation—that dreams are possible with courage, community, and dedication, and
- WHEREAS:** As *Stalk* celebrates its 5-year anniversary, Chef Nikki Nocella continues to inspire through her leadership, perseverance, and unwavering passion for culinary arts;

NOW, THEREFORE, I, Robert Carrier, Mayor of the City of Dover in the State of New Hampshire, and the entire City Council do hereby recognize and honor Chef Nikki Nocella and *Stalk* Restaurant for their extraordinary contributions to our City's culture, economy, and spirit.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Dover to be affixed this 28th Day of May, 2025.

Robert Carrier, Mayor
City of Dover, New Hampshire



CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2025.05.14 - 75**

Resolution Re: FY2025 Dissolution of Prior Years' Capital Project Funds into the General Fund

- WHEREAS: On an annual basis the City Council adopts the City’s six-year Capital Improvements Plan and in conjunction adopts appropriations for projects to be debt financed or reserved financed; and
- WHEREAS: On an annual basis a Capital Project fund is being created for each annual adoption of appropriations; and
- WHEREAS: Due to extraordinary circumstances certain Capital Project Funds have an existing fund balance or fund deficit and upon completion of projects within certain Capital Project funds revenues are actually greater than or less than expenditures resulting in fund balances or deficits; and

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

The following Capital Project Fund, with a fund deficit, is hereby dissolved and will be closed out into the General Fund as of June 30, 2025. The following amount is to be appropriated from General Fund Unassigned Fund Balance and transferred to the respective Fund listed in table below to close out the Capital Project Fund.

Budget Adjustment:		Transfer	
		Fund	From
Fund	Description	Deficit	General Fund
4016	Capital Projects Fund FY2016	(43,206)	43,206
	Total Transfer From General Fund		43,206

Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

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

Recorded by: Jerrica Vanslyvong-Bizier
City Clerk

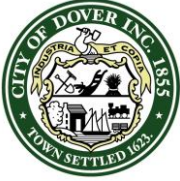
Sponsored by: Mayor Robert Carrier
By Request

Document Created by: Finance Department

Document Posted on: May 23, 2025

R-2025.05.14 FY2025 Dissolution of Prior Years' Capital Project Funds into the General Fund

Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

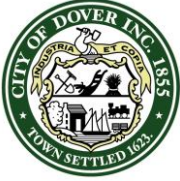
Resolution Number: **R – 2025.05.14 - 75**
Resolution Re: FY2025 Dissolution of Prior Years' Capital Project Funds
into the General Fund

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor S. April 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 – 2025.05.14 - 75**

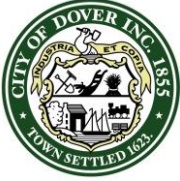
Resolution Re: FY2025 Dissolution of Prior Years' Capital Project Funds
into the General Fund

RESOLUTION BACKGROUND MATERIAL:

A Capital Project fund is created to account for the appropriations adopted on an annual basis as part of the Capital Improvements Plan. This annual fund is put in place to account for appropriations to be debt or reserve financed consistent with the resolutions adopted by City Council. The Capital Project funds listed in this resolution are ready to be closed out as the projects have been completed, yet the funds have existing fund balances. A portion of these balances could have been created due to posting of revenues to the incorrect capital project year, resulting in revenues greater than expenditures.

Capital Project Fund 4016 has a fund deficit that can be closed into the General Fund. This resolution is authorizing the close out of the fund by transferring General Fund Unassigned Fund Balance to Capital Project Fund 4016. Capital Project Fund 4016 was established to account for the revenues and expenditures associated with FY2016 approved Capital Improvements Projects (CIP). The FY2016 CIP projects are completed and therefore this Fund can now be closed.

The Finance Department's accounting practice for capital projects is to ensure projects have a complimenting appropriation account and revenue account to ensure project expenditures are agreeing to project revenues. Internal controls are in place to track projects that are reserved financed and annually track that the necessary transfers are being made from the appropriate capital reserves for eligible project expenditures.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2025.05.14 - 76**
Resolution Re: FY2025 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

WHEREAS: The City Council has adopted the creation of Special Revenue Funds to account for specific sources of revenue and account for the expenditure of those revenues for said purpose; and

WHEREAS: On an annual basis the City Council adopts the City's six-year Capital Improvements Plan and in conjunction adopts appropriations for projects to be debt financed or reserved financed, with a capital project fund being created for each annual adoption of appropriations; and

WHEREAS: Due to extraordinary circumstances certain Special Revenue Funds have an existing fund deficit; and certain Capital Project funds anticipated revenues are actually less than planned and costs are higher than originally planned resulting in fund deficits; and

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

To address the following Special Revenue and Capital Project Funds existing and projected Fiscal Year 2025 fund deficits, the following amounts are to be appropriated from General Fund Unassigned Fund Balance and transferred to the respective Funds listed in table below.

Budget Adjustment:		Transfer	
		Fund	From
Fund	Description	Deficit	General Fund
4320	Tolend Road Landfill Closure Fund	(813,233)	813,233
3320	Residential Solid Waste Fund	(472,857)	472,857
	Total Transfer to Other Funds		1,286,090

Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter.

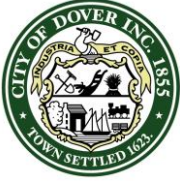
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

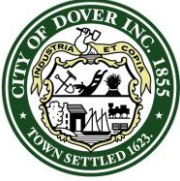
Resolution Number: **R – 2025.05.14 - 76**
Resolution Re: FY2025 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2025.05.14 - 76**
Resolution Re: FY2025 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

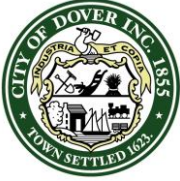
RESOLUTION BACKGROUND MATERIAL:

The Tolend Road Landfill Fund was established by City Council to track the expenditures incurred for closure and post closure maintenance of the former landfill. The City debt financed the closure costs and post closure costs had been debt financed as well. Starting in FY2017 the City began financing post closure costs through annual operating budget transfers into the Tolend Road Landfill Fund.

Upon EPA completing the Five Year Review of the landfill post closure operations, recommendations for additional work at the former landfill including the Eastern Plume, and additional work for the Southern Plume were issued by EPA. Two new contaminants are a national concern for EPA and sampling is being required for these contaminants in the landfill and in the two extended plumes. The FY2025 City operating budget reflected an annual operating budget transfer of \$550,000 to the Tolend Road Landfill Fund to finance the estimated annual operations and maintenance costs. However, the annual operations and maintenance costs for FY2025 are expected to be \$1,363,232 for the City's obligations. This results in an operating deficit of \$813,232. This resolution will appropriate and transfer the amount of \$813,232 from General Fund Unassigned Fund Balance to the Tolend Road Landfill Fund to resolve the deficit for FY2025.

The Residential Solid Waste Fund was established by City Council, effective July 1, 1992, to account for the sale of solid waste bags and tags or other receipts as budgeted annually, to be used to pay the cost of collection and disposal of residential solid waste and such other direct and indirect costs as budgeted annually.

The Residential Solid Waste Fund finished FY2024 with expenditures greater than revenues by \$394,351.00. This resulted in the Residential Solid Waste Fund ending FY2024 with an unassigned fund deficit of \$33,424. The FY2025 operating results for the Residential Solid Waste Fund are projected to be expenditures greater than revenues by \$439,433.00, resulting in an unassigned fund deficit of \$472,857.00 (\$33,424 + \$439,433). This resolution will appropriate and transfer the amount of \$472,857.00 from General Fund Unassigned Fund Balance to the Residential Solid Waste Fund to resolve the deficit for FY2025.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2025.05.14 - 77**
Resolution Re: Acceptance of the FY26-FY30 Consolidated Plan and
FY26 Action Plan and the expenditures for Fiscal Year
2026 CDBG Entitlement Funds

- WHEREAS: The City of Dover will have funds available for appropriation from the FY26 CDBG Entitlement year, including program income; and
- WHEREAS: The Planning Department is required by HUD to prepare, and the Governing Body adopt the "Consolidated Plan" which is a needs assessment and detailed expenditure plan for the use of CDBG funds in meeting the needs of very low, low and moderate income residents of Dover; and
- WHEREAS: The Planning Board has reviewed proposed projects for said funds and has held a public hearing for the purpose of obtaining citizens' viewpoints, on the recommended expenditures; and
- WHEREAS: City administration and the Planning Board have reviewed the proposals and derived a recommended expenditure plan; and
- WHEREAS: The recommended disbursements of funds have been reviewed for compliance with HUD statutory requirements and for meeting national objectives; and

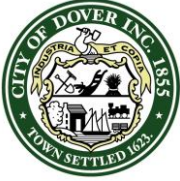
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The FY26-FY30 Consolidated Plan and FY26 Action Plan are adopted and the City Manager is authorized to enter into sub-recipient contracts as part of this Action Plan for expenditure of FY26 CDBG Entitlement Funds, FY26 Program Income and FY25 Program Income.

AND, FURTHER BE IT RESOLVED;

Should Congress adopt a budget that results in a grant amount that is different than anticipated in the Action Plan, or should the program income amounts received be different than anticipated for use in the Action Plan, the City Manager is authorized to adjust the amounts of the Action Plan allotments per HUD guidance and as described in the Action Plan.

THIS RESOLUTION REQUIRES A PUBLIC HEARING PRIOR TO ADOPTION



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2025.05.14 - 77**

Resolution Re: Acceptance of the FY26-FY30 Consolidated Plan and
FY26 Action Plan and the expenditures for Fiscal Year
2026 CDBG Entitlement Funds

Financing Estimated Revenue

Account	Description	Appropriation
2100.1.180.46311.3311.06311.26.000.000.R30	FY26 Federal Grant	\$315,000.00
2100.1.180.46311.3933.06311.26.000.000.R90	FY26 Program Income	\$11,800.00
2100.1.180.43611.3933.06311.25.000.000.R90	FY25 Program Income	\$11,800.00
TOTAL		\$338,600.00

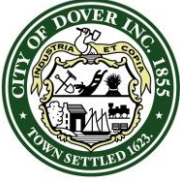
Financing Appropriations

Account	Description	Appropriation
2100.1.180.46348.4835.06367.26.000.000.800	AIDS Response	\$7,120.00
2100.1.180.46348.4835.06398.26.000.000.800	Alliance for Community Transportation	\$4,120.00
2100.1.180.46348.4835.06362.26.000.000.800	CASA of NH	\$3,120.00
2100.1.180.46348.4835.06333.26.000.000.800	Community Partners	\$4,120.00
2100.1.180.46348.4835.06351.26.000.000.800	Cornerstone VNA	\$3,120.00
2100.1.180.46348.4835.06377.26.000.000.800	Cross Roads	\$7,320.00
2100.1.180.46348.4835.06361.26.000.000.800	HAVEN	\$6,120.00
2100.1.180.46348.4835.06342.26.000.000.800	My Friends Place	\$7,720.00
2100.1.180.46348.4835.06395.26.000.000.800	Strafford Nutrition Meals on Wheels	\$3,120.00
2100.1.180.46348.4835.06360.26.000.000.800	Dover Welfare Sec Deposit	\$3,120.00
2100.1.180.46525.4835.06396.26.000.000.800	Dover Econ Loan Pool & Business Assistance	\$10,000.00
2100.1.180.46341.4835.06388.26.000.000.800	City Hall Second Floor Bathrooms - Barrier Removal	\$1,000.00
2100.1.180.46341.4835.06380.26.000.000.800	Home for Now - Bathroom	\$1,000.00
2100.1.180.46341.4835.06346.26.000.000.800	MFP Transitional Housing Roofs	\$1,000.00
2100.1.180.46341.4835.06332.26.000.000.800	Sidewalk Ramps - Barrier Removal	\$111,300.00
2100.1.180.46341.4835.06343.26.000.000.800	Universal Changing Stations	\$75,000.00
2100.1.180.46323.4835.06335.26.000.000.800	Weatherization & Energy Efficiency Program	\$25,000.00
2100.1.180.46311.4110.06311.26.000.000.800	Gen Administration & Planning	\$65,300.00
TOTAL		\$338,600.00

AUTHORIZATION

Document Created by: Finance Department
Document Posted on: May 23, 2025

Acceptance FY26-FY30 CDBG Consolidated Plan and
FY26 Action Plan
Page 2 of 8



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2025.05.14 - 77**
Resolution Re: Acceptance of the FY26-FY30 Consolidated Plan and
FY26 Action Plan and the expenditures for Fiscal Year
2026 CDBG Entitlement Funds

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Fergus Cullen
Ward 6 Councilor

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

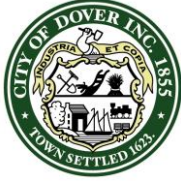
Recorded by: Jerrica Vanslyvong-Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 12.C.3. Resolution Number: R – 2025.05.14 - 77 Resolution Re: Acceptance of the FY26-FY30 Consolidated Plan and FY26 Action Plan and the expenditures for Fiscal Year 2026 CDBG Entitlement Funds	

RESOLUTION BACKGROUND MATERIAL:

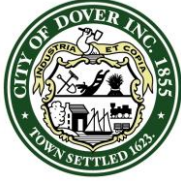
FY26-FY30 CONSOLIDATED PLAN

Every five years the City of Dover adopts a new Consolidated Plan for the Community Development Block Grant (CDBG) program. The Consolidated Plan serves as a strategic plan for addressing issues such as homelessness, housing, public services, community development needs and economic development opportunities. These efforts are targeted towards very low, low and moderate income persons within the community. One of the functions of the Consolidated Plan is to provide direction for funding decisions made through each of the five Action Plans that will be adopted during the life of the Consolidated Plan.

Throughout the fall of 2024 and the winter of 2025, the City engaged in an extensive public outreach process to gather input from citizens, organizations, business community and City Departments. The outreach involved listening sessions with the general public, meetings with service providers, an online survey and a public hearing. This input was used to help shape the priorities identified in the proposed FY26-FY30 Consolidated Plan. July 1, 2025 will mark the beginning of the next 5-year Consolidated Plan cycle.

FY26-FY30 Consolidated Plan Goals:

1	Goal Name	Access to Services
	Goal Description	To provide assistance for residents of Dover who require shelter, transportation, housing, care, recreation and related human services.
2	Goal Name	Barrier Removal and Transportation
	Goal Description	To remove barriers to access and provide transportation related services and improvements.
3	Goal Name	Affordable Housing
	Goal Description	To provide assistance to programs and projects that address the housing needs of Dover residents.
4	Goal Name	Public Improvements
	Goal Description	To assist with the development of facilities and infrastructure that support vulnerable populations of the community.
5	Goal Name	Economic Development
	Goal Description	To provide assistance to businesses and the business community that supports opportunities for business development and economic growth.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 12.C.3. Resolution Number: R – 2025.05.14 - 77 Resolution Re: Acceptance of the FY26-FY30 Consolidated Plan and FY26 Action Plan and the expenditures for Fiscal Year 2026 CDBG Entitlement Funds
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FY26 ACTION PLAN

To implement the Consolidated Plan, the community annually adopts an Action Plan that identifies activities and projects that will receive CDBG funds. The Action Plan serves as a means to assure that the funded activities are consistent with the Consolidated Plan and that the activities comply with HUD National Objectives.

FY26 ACTION PLAN – HUD MANDATED FUNDING CAPS

The Action Plan identifies the Activities that will receive CDBG funding for the next fiscal year. Per HUD regulations, the maximum amount of funding that can be provided for all Public Services allocations combined, and for General Administration & Planning, is capped as follows:

- Public Services Cap: Fifteen percent of the anticipated FY26 grant amount plus fifteen percent of the anticipated FY25 program income: **\$49,000.00.**
- General Administration & Planning Cap: Twenty percent of the anticipated FY26 federal grant plus twenty percent of the anticipated FY26 program income: **\$65,300.00.**

FY26 ACTION PLAN - FUNDING CATEGORIES

PUBLIC SERVICES

AIDS Response Seacoast

Amount Requested:	\$10,000.00
Planning Board Recommendation:	\$7,120.00

Partially support the salaries and benefits of the Case Management Department staff, consisting of a Program Manager, Medical Case Managers and a Financial Administrator.

Alliance for Community Transportation

Amount Requested:	\$4,200.00
Planning Board Recommendation:	\$4,120.00

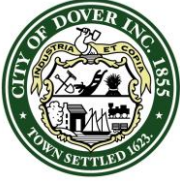
Operate TripLink, a regional transportation call center; operate Community Rides that provides transportation to healthcare for seniors and individuals with disabilities; provide staffing for Regional Coordination Council to provide greater access to community transportation resources.

CASA of NH

Amount Requested:	\$5,000.00
Planning Board Recommendation:	\$3,120.00

Recruitment and training/support of additional CASA Volunteer Advocates to serve the victimized children of Dover

Document Created by: Finance Department Document Posted on: May 23, 2025	Acceptance FY26-FY30 CDBG Consolidated Plan and FY26 Action Plan Page 5 of 8
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2025.05.14 - 77**
Resolution Re: Acceptance of the FY26-FY30 Consolidated Plan and
FY26 Action Plan and the expenditures for Fiscal Year
2026 CDBG Entitlement Funds

Community Partners

Amount Requested: \$5,000.00
Planning Board Recommendation: \$4,120.00

Provide rental assistance including security deposits, and first month's rent assistance for individuals and families in Dover with mental illness or a developmental disability who are in threat of becoming homeless.

Cornerstone VNA

Amount Requested: \$25,000.00
Planning Board Recommendation: \$3,120.00

Offset underinsured or free care provided to Dover residents in need. It would also offset subsidized homemaking services, community education, and caregiver support in Dover.

Cross Roads

Amount Requested: \$20,000.00
Planning Board Recommendation: \$7,320.00

Provide emergency and transitional shelter and supportive services for families and individuals from Dover who are experiencing homelessness.

HAVEN

Amount Requested: \$7,500.00
Planning Board Recommendation: \$6,120.00

Funds requested will pay a portion (approximately 5%) of the rental costs of our new Strafford County 6-unit Domestic Violence shelter

My Friend's Place

Amount requested: \$30,000.00
Planning Board Recommendation: \$7,720.00

General operating cost to run both the Emergency Shelter and the Transitional Housing programs.

Strafford Nutrition & Meals on Wheels

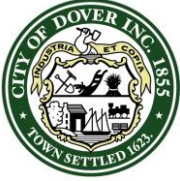
Amount requested: \$5,000.00
Planning Board Recommendation: \$3,120.00

Help provide meals to homebound, elderly & low-income disabled Dover residents. Approximately 5,000 meals.

Welfare Department - Dover

Amount requested: \$12,000.00
Planning Board Recommendation: \$3,120.00

Security deposit program. Help Dover residents move into apartments when they cannot afford security deposits.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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PUBLIC FACILITIES PROJECTS

City Hall Second Floor Bathrooms – Barrier Removal

Amount Requested: \$120,000.00
Planning Board Recommendation: \$1,000.00

Renovations to City Hall second floor bathrooms for Barrier Removal related improvements.

Home for Now – Bathroom

Amount Requested: \$15,500.00
Planning Board Recommendation: \$1,000.00

Funding for installation of a new bathroom in the basement of the shelter.

MFP Transitional Housing – Roof Replacement

Amount Requested: \$30,000.00
Planning Board Recommendation: \$1,000.00

Funding for roof replacement at two transitional housing buildings.

Sidewalk Ramps – Barrier Removal

Amount Requested: \$120,000.00
Planning Board Recommendation: \$111,300.00

Funding for installation of sidewalk ramps/tip-downs and for installation of lighting and pedestrian activated crossing beacons, where appropriate, with sidewalk ramp/tip-down installations.

Universal Changing Stations – Barrier Removal

Amount Requested: \$75,000.00
Planning Board Recommendation: \$75,000.00

Funding for acquisition and installation of universal changing stations at existing publicly accessible buildings.

Weatherization & Energy Efficiency Program

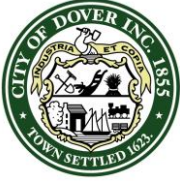
Amount Requested: \$25,000.00
Planning Board Recommendation: \$25,000.00

Funding to supplement the Weatherization Assistance Program for Dover residents.

ECONOMIC DEVELOPMENT

City of Dover - Economic Development Activities:

Amount Requested: \$10,000.00
Planning Board Recommendation: \$10,000.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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Funding for the DELP loan pool, job training and related economic development activities.

ADMINISTRATION

General Administration & Planning

Amount Requested: \$65,300.00

Planning Board Recommendation: \$65,300.00

Activities associated with overall administration of the CDBG program. Activities include development of the Action Plan; quarterly, semi-annual and annual reporting; training & legal notices. The amount proposed equals the maximum amount permissible per HUD regulations.

Activity Administration

Amount Requested: \$0.00

Planning Board Recommendation: \$0.00

Administrative costs associated with individual Activities. Activity specific costs include contract development & administration, processing requests for reimbursement, site visits, subrecipient monitoring and environmental review.

CITY MANAGER'S REPORT

REPORTING ON: MAY 2025

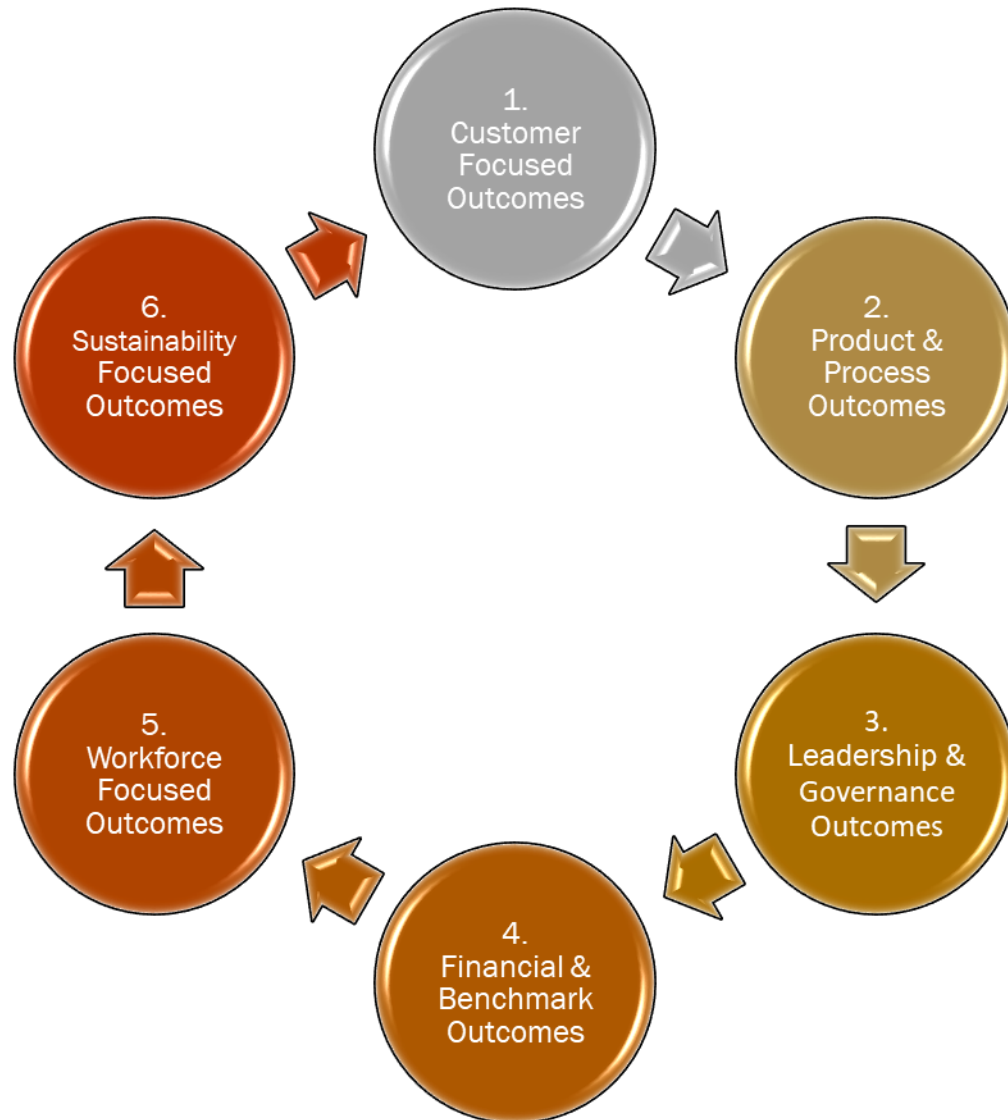


**Facilities, Grounds & Cemetery
crew working at Henry Law Park**

May 28, 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

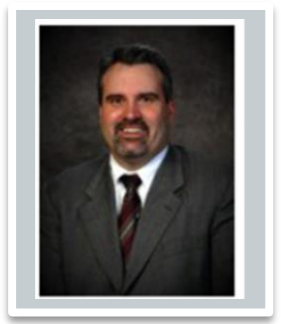
- Ensure the City's financial health is sustainable and open for all to view and understand.

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



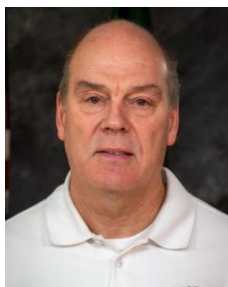
Denise LaFrance
Public Library
Director



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



From: Usbelger, Nancy <N.Usbelger@dover.nh.gov>

Sent: Monday, April 28, 2025 9:25 AM

To: Landry, Brian <B.Landry@dover.nh.gov>

Cc: Storer, John <J.Storer@dover.nh.gov>

Subject: Oak Street Pot Holes

Hi Brian

Robert Bagley a resident called to let us know that the pot holes on Oak Street that were filled look great and he wanted to thank the individuals who made it happen!!! 😊

Nancy

From: Elizabeth Fischer <fischerelizabeth17@gmail.com>

Sent: Wednesday, April 2, 2025 3:22 PM

To: Colonna, Mark <M.Colonna@dover.nh.gov>; Storer, John <J.Storer@dover.nh.gov>; Joyal, Michael <M.Joyal@dover.nh.gov>

Cc: Noreen Biehl <noreen.biehl@yahoo.com>; Gregg Dowty <gdowty60@gmail.com>; Cathy Beaudoin <cathleenbeaudoin@outlook.com>; Harry CHEENEY <hccmacbelle@gmail.com>; Marion Cheney <marioncheney@comcast.net>

Subject: Rotary garden progress-Thank you!

Mark, John & Mike

Plan approved see below. Woo hoo!

Your crew (Facilities & Grounds) was finishing up when I drove by after the Rotary meeting so they graciously posed for a pic!

The club is appreciative of you & your crews efforts and very glad the façade will be repaired on the Pavilion this June.

Upper garden will be done this year.

We are now working on getting the granite cleaned and letters repainted on the 3 markers and then delivery of Super Loam from Bob Sherwood.

Let's discuss an appropriate irrigation timer unit for the upper bed as too much water once perennials are established they will rot if they get too much water.

Lower garden we will see what comes back up later this spring and augment it with annuals until you can get the failing hardscape fixed and that soil dug out next winter and we can finish up the planting of those beds spring of 2026.

Thank you again for your efforts moving this project forward and putting up with my persistent 😊
Beth on behalf of Dover Rotary



Seth Thompson, WWTP Chief Operator and Ryan Neenan, Pump Station Operator II, attended the 2025 Spring Joint Regional Conference & Exhibition, presented by New England Water Works Association. The conference was held in Worcester, MA.

Al Mandigo, Working Foreman, and Shane Lefebvre, WWTP Operator I, attended the Field Experience: Hydrant Building, Main Tapping & Electrical Troubleshooting, presented by New England Water Works Association. The class was held in Franklin, NH.

David Fredrickson, Deputy Community Services Director, attended the Spring Technical Symposium presented by New Hampshire Water Works Association. The class was held in Concord, NH.

Al Mandigo, Working Foreman and Shane Lefebvre, WWTP Operator I, attended the Spring Technical Symposium presented by New Hampshire Water Works Association. The class was held in Concord, NH.

Al Mandigo, Working Foreman and Shane Lefebvre, WWTP Operator I, attended the Basic Water Chemistry & Chlorine Analyzers, presented by Granite State Rural Water Association. The class was held in Madbury, NH.

David Fredrickson, Deputy Community Services Director, attended the Mastering the Art of Writing Standard Operating Procedures, presented by New England Water Works Association. The class was held in Holliston, MA.

Utilities Division-Water



Community Services | Dover, NH

During April, the City of Dover's water production totaled approximately 50 million gallons, with a daily average of 1.6 million gallons. Operational wells for the period included Cummings, Campbell, Calderwood, Bouchard, Willand Pond Well 1, Ireland, and DPH-1. The recently commissioned PFAS water treatment facility has significantly enhanced the system's production capacity, consistently contributing approximately 1.0 million gallons per day. This increased capacity has enabled extended offline periods for select wells, facilitating crucial aquifer recovery efforts. Willand Pond 2 and Hughes wells remained offline. The rehabilitation project for the Garrison Hill tank is ongoing, with an anticipated completion date in mid-June.



Fire line main break Crosby Rd

the fire suppression line was returned to service the following day.

The Utilities and Wells crews addressed 311 service requests and completed 129 work orders during the reporting period. The division responded to a single water main break which affected a private fire suppression line on Crosby Road. The break was promptly identified through resident reports of low water pressure and subsequent confirmation by City staff who detected a significant leak. Initial response crews temporarily interrupted water service to a small section of Crosby Road until the fire line's isolation valve could be located and secured for the evening. The property owner contracted an external firm for emergency repairs, and



New valve assembly at Garrison Tank.

The Utilities crews continue to prioritize the Lead Service Line Inventory (LSLI) project. In compliance with regulations set forth by the EPA and NHDES, over 8,000 informational letters were distributed to residents to initiate the identification process for both homeowner and City-owned portions of water service lines. This initiative has generated a substantial volume of resident inquiries, requiring significant staff time for clarification and support. Employees are actively conducting water sampling, including service line surveys and the collection of resident-provided "first draw" samples.

The division focused on service and inventory management throughout the reporting period. No new meter installations were conducted. The team completed 104 work orders and responded to 36 service requests. Staff also provided support for the LSLI survey and conducted LSLI inspections as requested by residents. The EyeOnWater platform continues to experience growth in user adoption, with an increase of 20 new registrations, bringing the total to 848 registered users.

Utilities Division-Sewer Pump Stations & Collection



The Sewer Collection Division addressed 2 service requests and completed 22 work orders during the reporting period. Completed work for the month included proactive cleaning of identified sections within the collection system that are prone to operational issues if not regularly maintained.

Key Observations and Recommendations:

- The operational performance of the new PFAS water treatment facility has been instrumental in maintaining consistent water production levels and facilitating the recovery of critical aquifers.
- The ongoing Lead Service Line Inventory (LSLI) project continues to necessitate a significant allocation of staff resources for effective resident communication and comprehensive sample collection.
- Continuous monitoring of water production and distribution systems remains paramount to ensure adequate supply and pressure, particularly during periods of heightened demand or unforeseen operational events.
- Proactive planning and resource allocation to mitigate potential impacts of weather-related events on utility operations are strongly recommended.
- Efforts to promote the adoption of the EyeOnWater platform should continue to enhance user engagement and support water conservation initiatives.

Streets & Stormwater



Report Summary:

The month of April usually means street sweeping and potholes and this April was no different. Street sweeping was in full force, with the patch truck out when weather allowed to fill potholes. The division also dealt with 1 winter weather event which required plowing.

Service Requests

Month	Service Requests Logged	Service Requests Closed
April 2025	50	60
March 2025	85	105
February 2025	279	211

Majority of the service requests logged and closed were pothole related. 53 service requests remain open and are in various stages of being resolved.

Snow and Weather Events

April

- Total Snow Events: 1
- Total Snow Accumulation: 2 inches

The crew was called in Saturday morning on the 12th as a quick moving spring snowstorm produced 2 inches of snow. The crew scraped roads and due to the warm road temp, once the road was plowed, it was down to bare wet pavement. By early afternoon the temperature rose and the snow was melting.

Looking Ahead

- **Street Paving:** The department will finish up the remaining work from the 2024 paving list and will start prep work in advance of the start of the 2025 paving work to be done by Continental Paving of Londonderry. [2025 Street Paving Program](#)
- **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. Majority of the main roads have been completed; work will focus on neighborhoods.
- **Potholes:** Continued attention to filling potholes will be a focus throughout May.
- **Striping:** We will begin the yearly striping which includes re-painting all crosswalks, arrows, stop bars, parking stalls as well as all roads that have a yellow centerline and a white fog line.

With the help of SUR Construction of Rochester, crews worked to remove and replace a failed catch basin on Pleasant View Circle. This basin replacement was challenging as it had multiple pipes coming into to it as well as at a depth of 13' below the ground.



Below is one of the street sweepers working on Hawthorn Road. Two sweepers were out 18 days throughout the month. They collected an approximate total of 247 yards of debris. Sweeping will continue as weather allows until all roads and parking lots have been swept.



Facilities, Grounds & Cemeteries



The Facilities, Grounds and Cemetery Division received 113 Service Requests of which 103 were closed, and 144 Work Orders of which 124 were completed and closed in the month of April.

There were seventeen work orders pertaining to cemetery issues, fifty-two work orders pertaining to facility issues, twenty-three work orders pertaining to grounds issues, twenty-four work orders related to sign issues, fourteen work orders related to traffic and street light issues, nine work orders related to recreation and five work orders pertaining to tree issues.

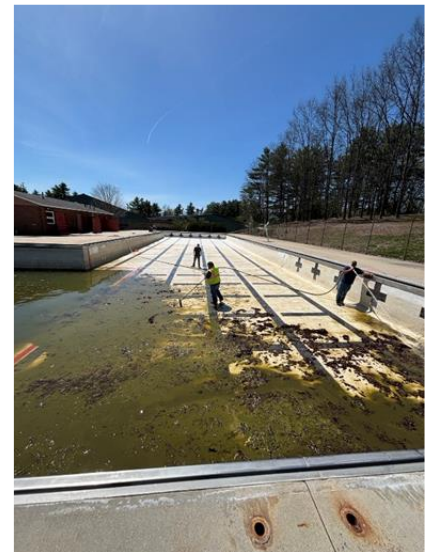
Two full burials, and five ash interments were conducted in the Pine Hill Cemetery this month. Two full graves and one cremation space were sold this month.

On Arbor Day 2025, which was April 25th, crews assisted Sav-A-tree with installing a new tree donation at the Pine Hill Cemetery. This tree was donated by Sav-A-tree, the city's contracted vendor for doing tree work that crews are not able to handle in-house, due to height or safety concerns.



Crews started installing meters and turning water on at the various locations throughout the city that are equipped with irrigation and/or concession stands. Crews are also visiting all the parks and playgrounds throughout the city to start the process of cleaning up debris that accumulates during the winter months.

Crews have spent several weeks getting the Jenny Thompson Pool ready for the upcoming season. Each spring the pool is completely drained and cleaned. The sand filters are sifted, caulking and patchwork is performed inside the pool. All the plumbing is reassembled in the bathhouses and gas-fired water heaters are reinstalled and fired up for showers and sinks. Once the pool is refilled with water, the heater will be turned on for that. This coming fall, the pool is going to undergo a major renovation. The pool deck, pumps and some piping are all getting replaced. The plan is to have the renovated pool up and running again for next June 2026.



Pool prep.



Items left at monument.

At Pine Hill Cemetery, burials that were performed in the winter and back-filled with sand have been dug out several inches and topped with loam and seeded. The process of mowing and trimming the cemetery has started sporadically due to the wet weather. Crews have to go around and remove lots of obstacles and safety hazards before and during this process, as lots of trinkets and flowers get blown off the monuments throughout the year.

Crews assisted with the beginning of a project that will see new decorative street lights in the upper square section of downtown. This is the island area that is home to the fountain full of flowers and the flagpole surrounded by flowers.

On April 21st, 2025 the President declared that all flags should be flown at half-staff until the interment of Pope Francis.

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
- Meaghan Salito – Secretary I
- Gage Lamontagne – Engineering Intern

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.

Navigating Traffic Challenges in Historic Dover

The charm and character of Dover, New Hampshire, are deeply rooted in its rich history, a legacy stretching back four centuries. However, this very history presents unique challenges when it comes to managing modern traffic congestion. Unlike many communities in the southern and western United States, whose transportation infrastructure has been planned with the automobile and significant population growth in mind, Dover's road networks and neighborhood layouts can often predate the mass adoption of vehicles by a century or more. This historical footprint creates complexities that traffic engineers must navigate to keep our vibrant city moving.

What are the challenges that Dover faces?

The fundamental challenge lies in the organically developed and often constrained nature of Dover's street network. Originally designed for pedestrian and horse-drawn traffic, many of our roads are narrower, winding, and lack the generous right-of-way seen in newer, planned communities. Historic neighborhoods often feature tight curves, limited sight distances, and intersections that were never intended to handle the volume and turning radii of modern vehicles, particularly larger trucks, buses, and tractor trailers. This inherent geometric limitation can create bottlenecks and impede smooth traffic flow, especially during peak hours.

Furthermore, the density of development in many of Dover's older areas exacerbates the issue. Buildings often sit close to the road, limiting the possibility of widening streets or adding dedicated turning lanes without significant disruption to historic structures and established neighborhoods. These constraints force engineers to find innovative solutions within the existing physical framework, often involving intricate signal timing and careful lane management.

The intermingling of residential, commercial, and historical districts within a relatively compact area also contributes to traffic complexity. Unlike cities with more clearly defined zones, Dover sees significant pedestrian and vehicular interaction across various parts of the city throughout the day. This necessitates traffic signal timings that not only accommodate vehicle flow but also provide safe and adequate crossing opportunities for pedestrians navigating between homes, businesses, and historical sites.

The presence of NHDOT-controlled signals alongside city-managed signals adds another layer of complexity in this historical context. While coordination is essential, the different operational priorities and long-term planning horizons of state and local entities can sometimes make seamless integration more challenging. Aligning signal timing and infrastructure improvements across jurisdictional boundaries requires ongoing communication and a shared understanding of the specific needs of Dover's unique road network.

Consider the implications for signal progression along corridors like Central Avenue. While coordination aims to create a smooth flow, the shorter block lengths, frequent intersections (some unsignalized), and the presence of historic buildings close to the roadway can make it difficult to achieve optimal offsets and prevent the formation of platoons that are disrupted by closely spaced traffic movements or pedestrian crossings.

The lack of extensive dedicated turning lanes at many intersections, a common feature in older urban environments, further hinders efficiency. Vehicles waiting to turn left or right can block through traffic, reducing the capacity of the intersection and contributing to congestion. While adding such lanes would improve traffic flow, it often necessitates property acquisition and significant infrastructure modifications that can be costly and impact the historical fabric of the city.

Moreover, the parking situation in older areas of Dover can indirectly contribute to traffic congestion. On-street parking, while convenient for local businesses and residents, can narrow the effective width of travel lanes and create unpredictable merging and diverging movements that disrupt traffic flow. The limited availability of off-street parking in some areas can also lead to drivers circling blocks, further adding to congestion.

The impact of special events (Apple Harvest Day, etc.) and seasonal tourism on Dover's historic infrastructure is also a significant consideration. Events in the downtown area or increased tourist traffic during certain times of the year can strain the capacity of the existing road network, leading to temporary but significant congestion in areas not originally designed for such volumes.

What is Community Services doing to address the challenges?

Addressing these challenges requires a thoughtful and multi-faceted approach. Engineers in Dover must employ creative solutions that respect the city's historical character while striving to improve safety and efficiency. This might involve:

- **Optimized signal timing plans** that account for the specific geometric constraints and traffic patterns of individual intersections and corridors.
- **Intelligent Transportation Systems (ITS) technologies**, such as adaptive traffic signals, that can dynamically adjust timing based on real-time traffic conditions without requiring significant physical infrastructure changes.
- **Prioritization of pedestrian and bicycle infrastructure** to encourage alternative modes of transportation and reduce reliance on private vehicles.
- **Careful consideration of parking management strategies** to balance the needs of residents, businesses, and visitors while minimizing their impact on traffic flow.
- **Ongoing collaboration and communication** between the City of Dover and NHDOT to ensure a coordinated approach to traffic management across all roadways.
- **Public education and outreach** to encourage responsible driving habits and awareness of traffic patterns in the city's unique environment.

Complete Streets and Dover

Dover, is actively embracing the concept of "Complete Streets" to enhance mobility and safety for all its residents and visitors. Recognizing that transportation networks serve more than just vehicles, the city's engineers are diligently designing projects that thoughtfully integrate the needs of pedestrians, bicyclists, and public transit users alongside vehicular traffic. This holistic approach aims to create a more accessible, vibrant, and sustainable transportation system throughout Dover.

A cornerstone of this effort is the close collaboration between the City of Dover's Engineering and Planning Department staff as well as the Transportation Advisory Commission (TAC). The TAC serves as a vital link between the community and city planners, providing valuable input and feedback on transportation projects and policies. This partnership ensures that the needs and concerns of various stakeholders – residents, business owners, cyclists, pedestrians, and drivers – are heard and considered in the design and implementation of Complete Streets initiatives.

What exactly does a Complete Street project entail?

It's about more than just repaving roads. Engineers are focusing on incorporating features such as wider and safer sidewalks (when possible), ensuring accessibility for people of all abilities. Dedicated bicycle lanes or shared-use paths are being planned to encourage cycling as a viable and safe mode of transportation. Improvements to crosswalks, including high-visibility markings, pedestrian refuge islands, rapid rectangular flashing beacons (RRFBs), and countdown time rs, are enhancing pedestrian safety at intersections.

Furthermore, Complete Streets projects often consider traffic calming measures to reduce vehicle speeds and create a more pedestrian-friendly environment. This can include features like raised

crosswalks, pedestrian bumps outs, and narrower travel lanes. The integration of public transit infrastructure, such as improved bus stops with shelters and accessible boarding areas, is also a key component which involves coordination with local bus operators like COAST bus.

Examples of this approach can be seen in ongoing and planned projects throughout Dover such as the Fifth and Grove Reconstruction Project, the Waterfront Redevelopment, and the reconstruction of Payne Street and Henry Law Avenue. Engineers in Dover are carefully evaluating existing corridors to identify opportunities for incorporating these Complete Streets elements during road reconstruction or improvement projects. This might involve reallocating road space to create bicycle lanes, upgrading sidewalks to meet ADA standards, or reconfiguring intersections to improve pedestrian safety and traffic flow.

Collaboration is Key:

The collaboration with the Transportation Advisory Commission is crucial in prioritizing projects and ensuring they align with the community's vision for a more multimodal transportation network. The TAC provides a forum for discussing proposed designs, addressing potential concerns, and advocating for projects that will have the greatest positive impact on safety and accessibility for all users.

By embracing Complete Streets principles and working closely with the Transportation Advisory Commission, the City of Dover is demonstrating its commitment to creating a transportation network that serves everyone. These thoughtful and integrated designs will not only improve safety and accessibility for pedestrians and cyclists but also contribute to a more livable and sustainable community for generations to come, all while navigating the unique challenges of a historic urban environment.

In conclusion, managing traffic congestion in a 400-year-old city like Dover presents a unique set of engineering challenges. The historical layout of our roads and neighborhoods, while contributing to the city's charm and character, necessitates innovative and context-sensitive solutions. By understanding the constraints imposed by our history and embracing modern traffic management strategies, Dover can continue to evolve and thrive while preserving its unique heritage and ensuring a more efficient and safer transportation network for all its users.

Dover Utilities Commission (Krystian Kozlowski):

The DUC met on April 21st. Topics included the following:

- There was a discussion on fire line charges to a particular building in an existing condominium development.
- There were no abatement requests.
- Utilities Report reviewed and discussed by staff
- Finance report reviewed and discussed by staff

Transportation Advisory Committee (TAC) (Jillian Semprini):

TAC did not meet in April.

Planning Board (Ken Mavrogeorge):

Planning Board met twice in April. The meetings were held on the 8th and 22nd. Topics on the agendas included:

- Discussion on the Draft CDBG Consolidation Plan
- Amendments to Chapter 170 of the Dover Code
- Site Plan/Conditional Use review and approval for 512 Sixth Street.
- Amendment to notes on a previously approved plan at 240 Blackwater Road.

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

MAAM met on April 24th at the Rochester, NH DPW.

Seacoast Stormwater Coalition (SSC) (Tim Puls):

SSC met on April 16th on Zoom.

- Sarah Ridyard, NHDES discussed Asset Management for Clean Water SRF. Dover has received funding for Stormwater Asset Management and Wastewater Asset Management in the past and therefore, Dover is no longer eligible to apply.
- Dover provided summary of MS4 Audit for Cocheco Waterfront project, construction site stormwater management procedures.
- PTAPP update, all data needs to be entered by July 31, 2025.
- EPA has set a goal of getting the updated MS4 permit out for comment in the Fall 2025.

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

- CWDAC met on April 15th to provide construction updates
- Waterfront Construction Manager, Jamie Stevens attended a career day at Garrison School on April 10th to provide a presentation on the project where he shared several drone pictures and videos. Students interviewed Jamie on an individual basis.

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
April 2025	7	2
2025 YTD	38	28

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:

Granese and Sons remobilized to the project area in April to put the finishing touches on the reconstruction project. The work this April included the removal/reconstruction of the pedestrian refuge island in Central Ave., pouring of concrete sidewalks, and cleaning up where the limits of the project meet private property. Work is expected to last until early summer 2025.



Granese crews rebuilding a retaining wall adjacent to the project as part of the finish work on Grove Street.

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 water, sewer and drainage infrastructure within Angle has been completed by SUR Construction with paving of the road to be completed in mid-May.

Sixth Street Bridge:

Engineering staff met with consultant VHB to review easement and permitting needs for the selected preferred alternative for the bridge replacement along Sixth St. The City anticipates permitting to extend into late 2025 and work on the replacement bridge to begin in 2026.

Cochecho Waterfront Redevelopment:

Despite the damp conditions brought by a wet spring, the Waterfront development project continues to move forward at a steady pace, with the lengthening daylight hours promising an acceleration of progress.

Significant advancements across both private and public development fronts have been made. On the private side, Buildings C and D are seeing substantial interior work nearing completion, while the Townhome group E-3 is also approaching its final stages. Construction continues within Townhome groups E-1 and E-2, indicating a consistent and robust level of investment and development within the private parcels of the waterfront.

Public improvements are also demonstrating encouraging momentum. The construction of the Granite bridge stair is progressing well, with the installation of steps closest to the water now underway, hinting at increased accessibility to the waterfront. A crucial milestone is the near

energizing of the entire development by Eversource, which will power future infrastructure and buildings.

Infrastructure work is also visible with the commencement of stormwater bioretention basins and light pole base installation on Payne Street. Furthermore, essential groundwork is being laid for Nebi Park with ongoing surveys and the progression of the RAP closure process. The exciting commencement of the river walk sidewalk installation signals the creation of pedestrian- friendly access along the waterfront.

Ecological considerations and long-term sustainability are also key components of the public improvements. The bio-retention area for outfall 2 is taking shape, contributing to improved water quality. The near completion of the Pavilion retaining wall suggests the development of a key public gathering space. The City's proactive engagement in restoring the former Army Corp bulkhead area, including the upcoming meeting with the NH Department of Environmental Services (NH DES), underscores a commitment to the shoreline's ecological health. Additionally, the installation of coir logs for the living shoreline represents a tangible step towards ecological enhancement. Finally, the completed demolition of the Butler building opens up new possibilities for future development within the waterfront area, contributing to the overall positive trajectory of this transformative project.

Garrison Hill Water Tank Rehabilitation:

Sargent Corporation is currently working on the rehabilitation of the 4+ million- gallon tank atop Garrison Hill. In March, the tank was drained, inspected, and repair needs confirmed. April saw execution of the repairs and the installation of a new water main up to the tank. 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.

Mill St Pump Station Reconstruction:

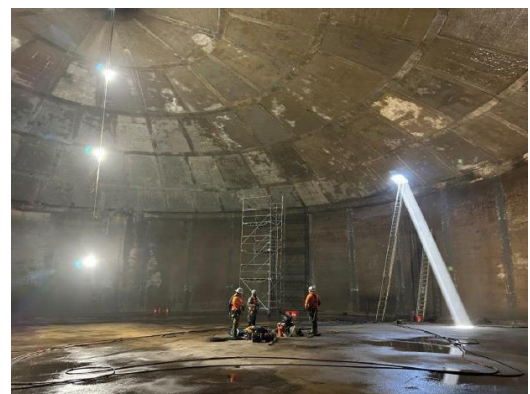
Consultant, Woodard & Curran provided a contract amendment for the next phase of the Mill St Pump Station evaluation including the assessment of a fourth design alternative. The new alternative being considered is aimed at reducing the sewer demand on the River St pump station by redirecting sewer flows to the Varney Brook pump station. Work on the final design



Riverwalk Construction on the Waterfront is moving along.



Nebi Park along the Cochecho River takes shape.



Inside of the 4 million gallon Garrison Hill Tank.

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 and Environmental Project Manager Tim Puls worked with engineering firm Underwood Engineers to design water main improvements in the Broadway area. This area has experienced a number of major water main breaks in the past few years as the water main dates back to the late 1800s. The water main upgrades 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. SUR Construction was selected to construct the project during a competitive bidding process in March. A preconstruction kickoff meeting is scheduled for early May with construction anticipated to start in June 2025 after the annual soapbox derby.

Henry Law Avenue/Payne Street Reconstruction:

NHDES permitting documents were finalized in April by Engineering consultants Kleinfelder. Permitting is expected to last for approximately 6-7 months in time for the project to go out for bid in September.

Construction along the shoreline is expected 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. The reconstruction project will include the installation of two underground stormwater management systems, sidewalk, roadway, and lighting improvements. Parking is anticipated to increase around the park as part of the work. A preconstruction meeting will be held with the selected contractor once one is on board.



Henry Law and Payne Street Reconstruction Project Limits.

Court and Union St Reconstruction:

The Court and Union St reconstruction project went out to bid in March and the City received two bids at the end of April. The lowest responsible bidder was SUR Construction. It is expected that the recommendation to award will go to Council in mid-May for approval. The project

schedule will be determined once the agreement with the contractor is signed but it is expected that work will begin sometime in 2025 but no later than spring 2026.

Downtown Lighting Improvements:

Lighting in the Upper Square was removed and replaced with new modern LED fixtures. Additional lighting downtown will be replaced throughout 2025.

Sidewalk Improvements:

Assistant City Engineer Krystian Kozlowski performed GPS data collection and sidewalk design for the 2025 sidewalk construction project. The project includes upgrades to sidewalks along Horne Street, Woodman Park, Alumni Dr, and the Riverwalk. The sidewalks chosen were based on a study conducted in 2024 that assessed the condition of nearly 80 miles of publicly maintained sidewalks in the City. Dover Community Services staff expects to send out a request for bids in May as the first step in working through a backlog of sidewalk reconstruction work that will improve accessibility across the City. Priority will be given to sidewalks within school zones and in highly utilized pedestrian areas such as commercial districts before moving on to less utilized areas. This project is a good example of how the Engineering Staff is looking to expand its in house design capabilities to save the City on consultant costs.

Facilities Projects:

New Inspection Services Building:

The City's contractor Martini Northern was busy putting the finishing touches on the new City of Dover Inspection Services building at Mast Road in April. The Community Services Department has provided Engineering Design, Project Management, and Site work construction support throughout the project.

Sitework progressed in April, with the paving of new parking, sidewalks, and curbing installation along Mast Road. CS is looking forward to an early May move-in of City Inspection Services staff. The planned early May paving of the existing Community Services' lot, with final project completion by the end of May, signifies their direct involvement in ensuring the overall site is functional and accessible for both staff and the public.



Inspection Services building is almost complete.

Library Expansion Renovation:

The Dover Community Services Department is actively collaborating with the Library Department on its significant renovation project. April saw substantial progress, including the excavation and pouring of the foundation for the library's expansion area. The

Community Services team has also been working closely with MEP (Mechanical, Electrical, Plumbing) consultants to finalize the optimal locations for the new generator and transformer, critical components of the upgraded facility. The project remains on schedule, with completion anticipated in late 2026, and library patrons are encouraged to contact the Library directly with any questions regarding access to materials during the renovation period.

Jenny Thompson Pool Rehabilitation:

The Dover Community Services Department is playing a key role in the much-needed renovation of the Jenny Thompson Outdoor Pool, a project awarded to Northeast Earth Mechanics this spring, with a kickoff meeting held in April. Recognizing the pool's importance to the community since its construction in the 1970s and the urgent need for rehabilitation highlighted in the 2023 feasibility study by Weston and Sampson, Community Services is working closely with the Recreation Department to oversee this vital upgrade. This collaborative effort aims to revitalize the aging facility, ensuring its continued use and enjoyment for Dover residents for years to come. The pool's 2025 season will be shorter than usual with a closure expected in mid-August to accommodate a fall demolition and reconstruction. The 2026 season is yet to be determined as the reconstruction during the colder winter months will play a part in determining when the pool will be able to open.

Ice Arena Glycol Tank Emergency Repair:

In April, the Dover Community Services Department swiftly addressed a glycol tank leak at the Ice Arena, an incident that unfortunately led to the premature conclusion of the arena's recreational hockey season.

Demonstrating rapid response, operations staff from Community Services, alongside Facilities Project Manager Eric Sanderson, immediately took action to contain the situation. Their prompt efforts resulted in the successful capture and safe storage of nearly 1500 gallons of glycol, a vital coolant for the ice surface, while plans for a permanent repair were developed.

Downtown Tree Improvements:

The Dover Community Services Department is proactively addressing the health and suitability of downtown street trees through a selective removal and replacement program guided by the city's Central Business District (CBD) Street Tree Plan. This initiative targets dead, dying, diseased, or overgrown trees that pose safety concerns or have outgrown their allotted space. Replacements will prioritize species diversity and maintain the unique character of downtown Dover, ensuring that new plantings are well-suited to the urban environment and contribute to a vibrant and sustainable streetscape for years to come, as outlined in the city's comprehensive plan. Tree installations will occur in 2025 and notices of temporary impacts to travel lanes will be provided as needed.

McConnell Center HVAC Assessment:

The Dover Community Services and Recreation Department has put out a request for bids for a multi-phased project to upgrade the HVAC equipment at the McConnell Center, a vital hub for community activities. The initial yet crucial step involves an assessment of the existing infrastructure that currently services the building's heating, ventilation, and air conditioning systems. This evaluation will pave the way for the development of a detailed and strategic plan for necessary HVAC improvements, ensuring a comfortable and healthy environment for all McConnell Center users in the long term.

Morningside Park Rehabilitation:

The Dover Community Services and Recreation Departments are embarking on an exciting project to revitalize Morningside Drive Park. Following the removal of outdated and unsafe playground equipment in 2024, the city's Engineering staff are now developing conceptual plans for the park's rehabilitation. This initial phase involves significant collaboration with various city departments and, most importantly, Dover residents to ensure the revitalized park meets the diverse needs of the community. Recognizing that funding may dictate the project's timeline, improvements are likely to be implemented in phases over multiple years, promising a thoughtful and sustainable transformation of this valuable community space.

Permits & Licenses

Permit & License Summary Three Month Overview	February 2025	March 2025	April 2025
Driveway Permits:	08	09	11
Utility Licenses:	01	01	08
Paving Licenses:	00	04	06
Excavation Permits:	01	05	08
Certificate of Occupancy Inspections	09	10	04
Construction Permits	01	00	01
Obstruction Permits:	00	02	03
Sewer Connection Permit:	00	00	00
Septic Design Reviews:	03	02	01

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.

Three (3) projects came to TRC in April required Engineering review:

- 1 Cold Springs Rd.
- 9-11 Mechanic St.

- 210 Tolend Rd.

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

- 34 Industrial Park Dr. – Auto Service and Storage Facility
- 180 Tolend Rd – Cell Tower

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.)
- 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.

Finance Department

Administration:

From April 1st to April 4th - Deputy Finance Director Ann Legere, attended four days of NH DES 2025 Water and Groundwater Infrastructure Funding Workshops focusing on Program Updates, Funding Success Stories, Lead & Copper Rule Improvements, the Nuts and Bolts of the Build America, Buy America Act, Perspectives on Asset Management, the ABC's of Municipal Borrowing, and Drinking Water Funding Process.

On April 15, 2025 Deputy Finance Director Ann Legere, attended the Navigating the SLFRF 2025 Annual Reporting workshop, presented by the US Treasury, for reporting on ARPA funding.

On April 17, 2025 Purchasing Agent Kathy Cragin attended a workshop by Primex titled Contracts: Understanding and Transferring Your Risk.

On April 17, 2025 Finance Director Daniel Lynch attended an Economic & Market Review webinar presented by Citizens Bank.

On April 22, 2025 Esina Navarro, Executive Secretary-Finance Department Attended Tips for Better Business Writing with a virtual Webinar, Sponsored by LinkedIn Learning. Learning Objectives included: Purpose of the document, considering your readers, anticipating readers' questions, and paragraph/sentence structures to maximize important key points.

On April 25, 2025 Julieta Evada-Wibowo, Account Clerk in the City Clerk/Tax Collection office, attended a training workshop held by the NH City/Town Clerks Association on Elections, Dog Licensing, and Vital Records.

City Clerk Tax Collection (CC/TC)

The Finance Senior Accountant and City Clerk/Tax Collector worked together to get second-half tax bills printed and compiled for the mailing company to pick up and get into the mail for May 1, 2025. The second-half tax bill due date is June 2, 2025.

Finance / Accounting / Purchasing

On April 2, 2025 the Dover City Council adopted the Fiscal Year 2026 City, inclusive of the School Department, Operating Budget. Total adopted budget appropriations are \$206,791,012 for all funds.

In April the Finance department has been working with Office of Information Technology to implement a new credit card payment portal for the City's online Permit & Licensing software system.

On April 16, 2025 the Deputy Finance Director and Finance Director completed a NH Department of Environmental Services (NH DES) PFAS Grant compliance review for the Pudding Hill Water Treatment Plant project. NH DES provided the City with \$5,188,000 grant for construction of the treatment plant.

On April 25, 2025 the City submitted application to the NH Municipal Bond Bank (NHMBB) to participate in the NHMBB July 2025 Series B bond sale. The City is participating in the NHMBB sale to finance \$43.7 million in capital projects.

Finance department Executive Secretary Esina Navarro has been leading the efforts to clean and organize the department's vault and file storage areas in city hall. This effort has involved coordinating review of files from the 1980s through 2020, determining files to be retained and those to be shredded and documenting the items being shredded.

Purchasing has been starting to collect surplus equipment items in preparation for the next online auction.

Tax Assessment

On Monday April 28, 2025 Anna Drew began her employment with the City as Assessing Data Collector Technician. She will be working out of the Tax Assessment office in City Hall.

The Tax Assessment office, in conjunction with City's Office of Information Technology, continues to work with the City's new CAMA software vendor to complete implementation of the software system.

Water/Sewer Utility Billing

On April 7, 2025 the office completed the March 2025 monthly billing of 19.6 million gallons of usage for 850 accounts, representing a total amount billed of \$492,602.42.

Bid Solicitation:

Department	Bid #	Bid Date	Description
CS	B25-061	4/1/2025	Precast Structures
CS	B25-037	4/9/2025	Specialized Engineering Services As Needed
CS	B25-055	4/10/2025	McConnell Center Boiler Evaluation and Purposed Replacement Plan
CS	B25-054(s)	4/21/2025	Rebid Purchase of Snow Removal Equipment for Bobcat Track Loaders
CS	B25-056	4/21/2025	Pest Management Services

Purchase Orders over \$5,000:

Department/Division	PO Date	Vendor	Amount
Finance Office	4/8/2025	NYHART CO.,INC.	\$13,000.00
Finance Office	4/21/2025	DEVINE, MILLIMET & BRANCH, PA	\$34,500.00
Info Technology	4/4/2025	DELL MARKETING L.P.	\$9,740.71
Info Technology	4/4/2025	CDW-GOVERNMENT, INC.	\$9,747.36
Info Technology	4/4/2025	DELL MARKETING L.P.	\$14,452.72
Info Technology	4/14/2025	SOUTHERN COMPUTER WAREHOUSE	\$13,131.27
Info Technology	4/15/2025	ESRI CORP.	\$29,325.00
Info Technology	4/21/2025	SECURADYNE SYSTEMS INTERMEDIATE, LLC	\$24,892.05
Info Technology	4/24/2025	D&D ELECTRICAL CONTRACTORS	\$13,959.00
Community Services	4/3/2025	SUR CONSTRUCTION, INC.	\$10,000.00
Community Services	4/4/2025	ELLIOTT AUTO/dba FACTORY MOTOR	\$7,762.50
Community Services	4/4/2025	UNIFIED BUILDERS, INC.	\$18,509.70
Community Services	4/14/2025	CONTINENTAL PAVING, INC.	\$2,158,905.50

Community Services	4/15/2025	FERGUSON WATERWORKS	\$5,583.30
Community Services	4/15/2025	REXEL USA INC	\$9,185.00
Community Services	4/15/2025	EJ PRESCOTT, INC	\$10,925.00
Community Services	4/15/2025	F.W. WEBB	\$19,525.00
Community Services	4/15/2025	SIEMENS INDUSTRY, INC.	\$41,189.00
Community Services	4/15/2025	F.W. WEBB	\$43,850.00
Community Services	4/15/2025	WOODARD & CURRAN INC.	\$50,000.00
Community Services	4/17/2025	BARRIE MILLERS WELL & PUMP SVC	\$14,250.00
Community Services	4/22/2025	VORTEX SERVICES, LLC	\$9,600.00
Community Services	4/22/2025	MUNICIPAL PEST MANAGEMENT	\$53,358.80
Community Services	4/24/2025	WRIGHT-PIERCE	\$9,970.59
Community Services	4/24/2025	RAD, LLC	\$80,915.00
Community Services	4/24/2025	RAD, LLC	\$94,108.80
Elections	4/24/2025	VOTING WORKS	\$31,500.00
Fire and Rescue	4/2/2025	GREEN SITE SERVICES GROUP, INC.	\$14,105.00
Fire and Rescue	4/8/2025	BLUE DOLPHIN SCREENPRINT, INC.	\$6,187.30
Fire and Rescue	4/15/2025	INDUSTRIAL PROTECTION SERVICES	\$15,277.00
Fire and Rescue	4/15/2025	SIEMENS INDUSTRY, INC.	\$19,728.00
Fire and Rescue	4/17/2025	POSITIVE PROMOTIONS	\$5,483.81
Fire and Rescue	4/28/2025	FIRE TECH & SAFETY OF NEW ENG	\$43,176.67
Fire and Rescue	4/28/2025	INDUSTRIAL PROTECTION SERVICES	\$48,824.95
Police	4/3/2025	NEW ENGLAND VEHICLE OUTFITTERS	\$51,970.00
Police	4/17/2025	MOTOROLA SOLUTIONS	\$602,548.12

Fire & Rescue

Calls for Service / Activity Statistics

Calls for service, 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

Calls for Service – 3 Month Comparison		
	Number of Calls	Average calls in 24-hr period
February	603	21
March	600	19
April	544	18

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.

Simultaneous Call Statistics		
	2 Calls Simultaneously	3 Calls Simultaneously
February	197	121
March	195	87
April	174	60

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

On April 24th, the Fire Department was dispatched mutual aid to Madbury Road in Durham on the UNH campus for a significant natural gas leak. Ladder 3 and Car 2 responded to the incident. The cause of the leak was due to street excavation and an unmarked gas line was inadvertently struck. Area homes and apartments were evacuated as a precaution. Initial on scene crews placed a master hose stream in a fog pattern to assist in dissipating the gas. Another complication came with many UNH students being gathered in nearby areas to celebrate the beginning of schools year end. Students were relocated to a safe location where they could continue their celebration efforts.



Representatives from Unitil assess the gas leak in Durham. Master stream is used to dissipate the leaking natural gas.

The Department hosted the monthly meeting of the Seacoast Chief Fire Officers Mutual Aid District. This was held in the Emergency Operations Center at the Police Headquarters. This meeting started with a training presentation on Cancer Awareness and detection, and included a presentation on creating a career succession plan for departments.

Deputy Chief Chabot attended the 2025 Center for Public Safety Excellence (CPSE) Conference in early April. The conference featured over 75 sessions covering a wide range of topics, including Accreditation, Credentialing, Leadership and Management, Innovation Through Technology, Health and Safety, and Community Risk Reduction. This event provided a valuable opportunity to connect with like-minded public safety professionals, share experiences, and learn from the successes of others in advancing their departments and personal development.

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 April 2024	# of individuals April 2025
Wentworth Douglass Hospital	NH	257	239
Free Standing ER – Dover (HCA)	NH	25	26
Frisbie Memorial Hospital	NH	3	1
Portsmouth Regional Hospital	NH	6	4
Mass General Hospital	MA	1	
Brigham and Woman's Hospital	MA		
Boston Children's Hospital	MA		
Maine Medical	ME		
York Hospital	ME		1
Exeter Hospital	NH		1
Elliot Hospital	NH		
Dartmouth Hitchcock Medical	NH		
St. Joseph's Hospital	NH		
Concord Hospital	NH		
Tufts Medical Center	MA		
Total Transports		292	272
**Non Transports/Sign offs/Refusal of Care		130	131

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

Breakdown of Patient Contacts by Age Group & Acuity

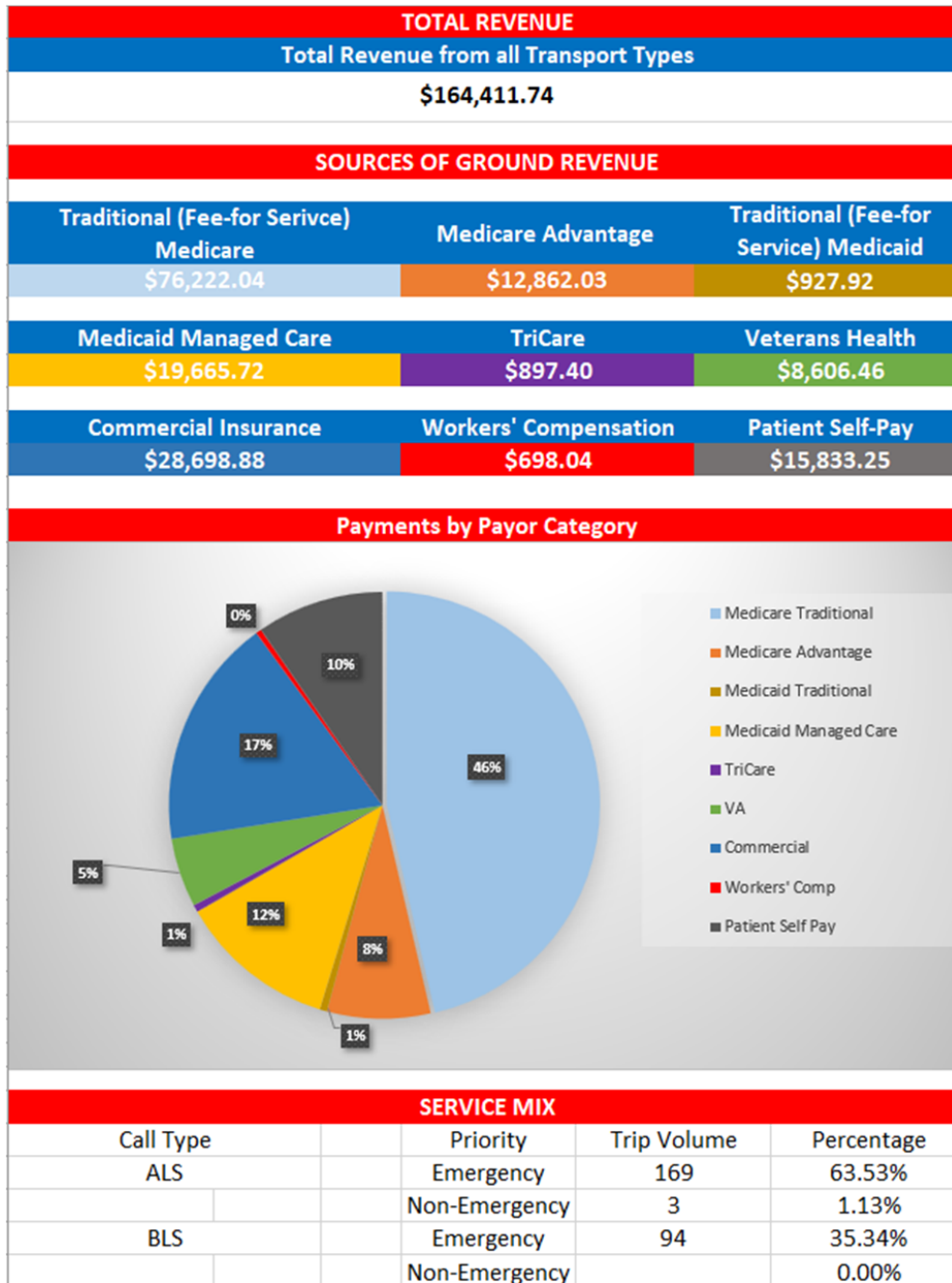
Age Range	Number	Average Age	Status I (Critical)	Status II (Emergent)	Status III (Lower Acuity)	Status IV (non-acute)	Obvious Death
0-9	2	2			2		
10-19	14	15.8		1	8	5	
20-29	28	24.9	1	1	16	9	1
30-39	28	34.1		2	19	7	
40-49	20	44.5	1		16	3	
50-59	32	55.2		5	19	8	
60-69	60	64.0	1	3	45	11	
70-79	71	70.7		6	49	16	
80-89	79	83.6		6	56	16	1
90-99	47	93.2			29	18	
100-120	2	103			2		

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>March Assists</i>	<i>April Assists</i>
Barrington	Barrington Fire		1
Berwick	Stewart's Ambulance		1
Durham	McGregor EMS		1
Eliot	Stewart's Ambulance		
Farmington	Farmington Fire		
Greenland	Greenland Fire		1
Kensington	Kensington Fire		
Lee	McGregor EMS		
Kittery	Stewart's Ambulance		
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	3	3
Rollinsford	York Ambulance		
Seabrook	Seabrook Fire		
Somersworth	Stewart's Ambulance	4	8
South Berwick	York Ambulance	2	5
	Total	9	20

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



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

<i>Institution</i>	<i>EMS Level</i>	<i>Number of students</i>	<i>Total shifts</i>	<i>Total Hours</i>
<i>FireMed</i>	EMT	2	2	22
<i>Fire Med</i>	AEMT	9	16	160
<i>McGregor Memorial EMS Institute</i>	EMT			
<i>McGregor Memorial EMS Institute</i>	AEMT			
<i>National Medical Education & Training Center</i>	Paramedic			
<i>New England EMS Institute</i>	Paramedic			
<i>NHCPR</i>	EMT	1	1	10
<i>New Hampshire Technical Institute</i>	Paramedic			
<i>DHS CTC</i>	EMT	2	4	20
<i>St Thomas Aquinas HS</i>	Internship			
<i>WDH</i>	Observation			
<i>Lakes Region Community College</i>	Observation			
<i>City Employees</i>	Observation			
<i>Non affiliated</i>	Observation	1	1	10
Total:		15	24	222

Training:

Training is the lifeblood of any fire department, and Dover Fire & Rescue continues to excel in this critical area. From hands-on drills in forcible entry, roof ventilation, and SCBA operations to specialized courses in driver/operator skills and natural gas emergencies, our personnel consistently engage in meaningful, high-quality training. These efforts not only ensure that our firefighters maintain peak operational readiness but also support career development, promote safety, and enhance our ability to deliver efficient, effective service to the community. By prioritizing continuous learning and practical experience, DF&R remains committed to excellence in all aspects of emergency response.

Throughout the month of April, members of Dover Fire & Rescue (DF&R) who serve as New Hampshire Fire Academy (NHFA) staff instructors conducted an NHFA Driver/Operator course at DF&R's North End Station. Over the next three months, DF&R will host three additional NHFA programs aimed at enhancing driver/operator knowledge, skills, and abilities. These summer offerings include the Pro Board-certified courses: Driver/Operator – All Vehicles, Driver/Operator – Pumps, and Driver/Operator – Aerial.

These programs support a department-wide goal to increase the number of personnel qualified to drive and operate fire apparatus, enhance the capabilities of current apparatus operators, and contribute to individual career development within the department.

In addition to these efforts, DF&R personnel participated in a variety of training evolutions during April. Training took place at 875 Central Avenue—the former Bed, Bath & Beyond location—where crews continued to familiarize themselves with the new MSA air packs. This facility provided a unique opportunity to stretch hand lines, conduct search operations, and perform firefighter down drills in a large structure—an opportunity rarely available.

Over a two-week period, members practiced and refined basic firefighting skills while repeatedly drilling with the new SCBA units. The focus was on building comfort and proficiency with the MSA packs to the point of muscle memory—training until the skill could not be done wrong.



DF&R personnel participated in a refresher training on roof ventilation operations. The session began with a classroom education covering building construction, types of roofs and roofing materials, and ventilation tactics during fire attack. Following the discussion, members practiced proper procedures for cutting ventilation holes using both a vent saw and a K12 saw. Since these tools and tactics are not used frequently, having the opportunity to train on them is essential for maintaining proficiency and ensuring smooth, effective operations on the fireground.



DF&R personnel recently completed a forcible entry training session at the North Station using the department's door prop. Firefighters are trained to minimize damage whenever possible, but there are times when entry doors must be forcibly opened using hand tools due to locking mechanisms. The goal of this training was to ensure that members are quick and efficient in these critical skills, enabling timely fire suppression and search operations.

Over the course of two hours, all participants reviewed door construction, door types, locking mechanisms, and entry procedures, followed by hands-on practical evolutions. Personnel demonstrated strong knowledge of the topic and were able to efficiently force both inward- and outward-swinging doors with minimal difficulty. These training evolutions are deliberately made more challenging to help members build problem-solving skills and prepare them to make quick, appropriate decisions during real-world incidents.



All DF&R members recently participated in a two-hour training session provided by Unitil. The training covered the properties of natural gas, an overview of the gas distribution system and its components, response protocols for natural gas emergencies, incident mitigation strategies, and the expectations for coordination between both agencies. As an all-hazards organization, the fire department must maintain proficiency across many disciplines. Partnering with Unitil to deliver high-quality education not only enhances our members' preparedness for gas-related emergencies but also strengthens interagency relationships before an incident occurs.

On April 24th, Division Chief Irwin attended the New England F.O.O.L.S Tactical Tutelage training session conducted in Newbury, MA. The focus this year was on Mental Health.

Planning & Community Development

Inspection Services:

Inspections & Permits	February 2025	March 2025	April 2025
Life Safety Inspections	31	30	27
Business Inspections	13	10	5
Sprinkler / Alarm Inspections	32	27	43
Building Inspections	108	135	182
Electrical Inspections	93	138	149
Plumbing / Mechanical Inspections	128	187	287
Blasting Inspections	0	0	0
Health/Housing Standards Inspections	33	40	40
School / Daycare Inspections	1	4	9
Oil Burner Inspections	2	0	0
Woodstove / Fireplace Inspections	0	1	1
Building Permits	50	67	66
Blasting Permits	0	2	0
Certificate of Occupancy Permits	13	6	2
Walk-in Customers	81	97	101

Construction value for the month of April was approximately 11.9 million.

Inspection Services new building is substantially complete and files were moved to the new facility. The official relocation date is anticipated to be sometime in June. A date will be published to public when known.

Inspection Services anticipates the full-time fire inspector will begin in May.

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 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. asked for 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 was posted in March 2025.

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

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

The City has received awards totaling \$560,000 from the InvestNH Municipal Per-Unit Grant program in recognition of planning practices and partnerships that resulted in the creation of attainable housing units at both the Cottages at Back River Road and the Old Strafford County Court House. It is expected that funds received from this program will be leveraged to support the City’s future efforts to address resident housing needs including the hiring of a Housing Planner who will likely start in May. The Housing Committee met twice in April and is working on finalizing their committee report for Council’s review.

City Planner Bassegio recorded an episode of the Dover Download podcast to recap April 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 1,128 subscribers). Two newsletters were sent in April. Content included meeting summaries, meeting previews, Master Plan updates, and various special topics such as information on upcoming Planning Board meetings, information on how to look up a project in Dover, an update on the Community Development Block Grant program, a summary of the national planning conference in Denver, volunteer groups for Earth Day, and an overview of the Dover Download podcast episodes that are featuring Planning Board history. Two Polco surveys question asked: “Are you familiar with the City of Dover’s Community Development Block Grant (CDBG) program?” and “Are you aware that the Dover Energy Commission is involved in local energy projects, such as solar installations and energy efficiency initiatives?”

Planning Staff continues to update 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. There were no new applications to add to the webpage in April.

Zoning Administrator Crouser staffed the Dover Arts Commission meeting on April 7, 2025. The Commission reviewed progress towards the upcoming Council resolutions for “Reaching Across” sculpture to be installed at the Joe B. Parks Riverwalk Public Garden entrance off of Central Ave. The Commission also reviewed potential artwork for future traffic box artwork.

City Planner Bassegio staffed the Community Trail Advisory Committee meeting on April 1st. CTAC discussed coordination for a number of spring outreach events including a planned Chalk Fest event in June.

Assistant City Planner Edgecomb staffed the Conservation Commission on Monday, April 14th where they reviewed local Conditional Use Permits, NHDES wetlands application update letters.

Assistant Planner Edgecomb attended the April 17th meeting regarding the State Climate Action Plan with a focus on Natural Lands, Forestry, and Agriculture.

Zoning Administrator Crouser staffed the April 17th ZBA meeting in which the owner of 6 Milk Street was granted a variance to amend previously-granted variance conditions; a rehearing for a Special Exception located at 9 Maple Street was approved; and the owner of 110 Spruce Lane Extension was granted a Variance to increase the size of a proposed ADU.

Assistant City Planner Edgecomb staffed the Open Lands Committee on Thursday April 17th, where members discussed potential outreach initiatives and gave updates on proposed conservation land.

Assistant City Planner Edgecomb continues to work with City Planner Bassegio on drafting a Land Use Handbook for each board, with a draft scheduled to be available by June 2025.

Resilience Coordinator Merchant staffed the Energy Commission meeting on April 16th where the commission discussed city clean energy projects.

Resilience Coordinator Merchant and Assistant City Planner Edgecomb held an ocean cleanup event for Earth day at Hilton Park in April.

Resilience Coordinator Merchant and Assistant City Planner Edgecomb attended the Sustainability fair located in Portsmouth, NH.

Zoning Administrator Crouser received two complaints, one for excessive junk/clutter, and one for a rooster, both of which at residential properties. Both of those complaints were resolved with the complainants being notified of the final outcome.

Assistant City Planner Edgecomb is working with the Open Lands Committee to facilitate easement monitoring throughout the summer months.

Resilience Coordinator Merchant is analyzing responses to a recent bid for Energy Savings Performance Contracting Services to make energy efficiency upgrades throughout City buildings in a budget-neutral way.

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.

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

City Planner Bassegio met with a representative from Seacoast Area Bicycle Riders (SABR) on April 29th to discuss a Bike to Work event on May 16th and how to promote SABR events and biking in Dover.

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. In April, staff were notified that the City had been awarded \$859,689 in grant funds towards the project.

Director Benton and City Planner Bassegio staffed the Steering Committee meeting on April 21st 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. A new Housing Planner will start with the Planning Department in May and will be paid for by using the Municipal Per Unit grants funds the city has received. This grant funded position is intended to last 2.5 years.

Community Development Planner Carpenter presented the proposed FY26-FY30 CDBG Consolidated Plan and FY26 Action Plan at the April 8th Planning Board Public Hearing.

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.

Zoning Administrator Crouser and Environmental Projects Manager Puls inspected the Brox Industries excavation site at Glen Hill Road for compliance.

Zoning Administrator Crouser, City Planner Bassegio, and Environmental Conservation Planner Edgecomb attended a Site Plan Review training, hosted by NHPA, in Concord.

Director Benton posted a part time Fire and Life Safety Inspector position in March and will be posting the Building Inspector position in May.

Police Department

Prevention Services Unit

On April 26th the Dover Police Department participated in the DEA's Drug Take Back event. The department collected 148lbs of unused, unneeded or expired medications.

Youth to Youth students presented the TRUTH About Nicotine lesson in the classes at Woodman Park Elementary School on April 18th. Four classrooms each received the two sessions of training, covering more than 80 students. During this school year 12 classrooms each received the 2-lesson program covering the harms associated with vaping, cigarettes and other tobacco products.

On April 4th, five Dover Youth to Youth students and college intern Mia Mozzoni presented at the Peer Leadership Conference held by Norfolk District Attorney's Office at Gillette Stadium in Foxborough, MA. The conference brought over 100 high school students and adult advisors from Norfolk County together. Dover Y2Y presented the 8 Things about Alcohol presentation as a breakout session and then provided the closing keynote of the conference.

On April 9th 5 Dover Y2Y students traveled to Meredith, NH to present 8 Things. The conference brought about 100 students from Moultonborough, NH. The students provided the presentation in 2 breakout sessions of about 20 students each.

On April 24th Kathi and Chris Sullivan spoke to the junior class at Dover High School. They shared their personal stories about mental health and substance misuse and discussed good decision making.

Vicki Harris and Kelsey Levesque participated in the Prevention Leadership Workgroup with the Strafford County Public Health Network on April 15th. The group continues to prepare for National Prevention Week in May.

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

- The Monday High School Student Team met 3 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.



***Prevention Services Unit
Supervisor Vicki Harris and
Officer Carmen Cusick collect
expired and unwanted
prescription medication at the
Dover Police Department during
the DEA Drug Take Back event.***

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 28th, Conor Wiley 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. This organization has been coordinating with Dana Mitchell to sign-up 2 staff for the Adult Track of the Y2Y Summer Training Program.
- Dana Mitchell conducted a Zoom meeting with high school students and adult staff from Indian Lake, NY. They are interested in replicating some of the Youth to Youth presentations they have seen at a recent conference. Two Y2Y students provided Zoom-based presentation skill training on April 30th to get them started.
- Vicki Harris has been working with the Nashua Prevention Coalition on sustainability strategies. She shared a variety of different resources including presentations, letters and proposals to local hospitals requesting funding.
- Dana Mitchell has been working with the youth empowerment coordinator for the State of Kentucky to update their Toolkits and provide info on the Adult Track this July.

Dover Teen Center

During the month, there was a total of 388 youth in attendance over 21 days of programming at the Dover Teen Center. The average was about 18.5 youth per day.

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

TC After School Program – April 2025

- “Movie Monday” (Movie & Popcorn Afternoon)
- Ping-Pong Tournament



Teen Center youth participants and interns celebrating Earth Day by decorating flower pots.

- Hockey Skillz-Shot Challenge
- Karaoke Jam Party
- Alley Hoops Hot-Shot Contest
- Easter Celebration
- April School Vacation Week Trips:
 - Hilltop Fun Center
 - Chuckster's Family Fun Park
 - Funspot Arcade Trip
 - NH Fisher Cats Baseball Game Trip

TC Facebook Page & Sign-Up Genius Portal

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



Teen Center youth participants Shawn, Zach, and Alex participating in the potato race at the NH Fisher Cats baseball 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.

The TC received (3) new registrations in April 2025.



Teen Center youth participant Rowan giving the thumbs up at Hilltop Fun Center.

Community Service Program

The Community Service program tracked (4) participants in the month April 2025. A total of (8.0) hours of community service work completed with (0) participants finishing allocated hours.

Diversion Program

The Diversion Committee did not meet in April 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
- (2) cases in active Alternative Suspension Program
- (0) successful completion and release from Diversion Contract (APR 2025)

- (0) new Diversion case heard (APR 2025)
- (1) new Alternative Suspension cases heard (APR 2025)
- (0) successful completion for Alternative Suspension (APR 2025)
- (0) new Alternative Suspension case hearing, anticipated (MAY 2025)
- (1) new Diversion case hearing, anticipated (MAY 2025)*
- (0) cases sent back to Detectives for “failure to comply”

Community Response & Engagement Unit (CREU)

Throughout April, Lieutenant Alex Mitrushi provided supervision to members of the Community Outreach Bureau.

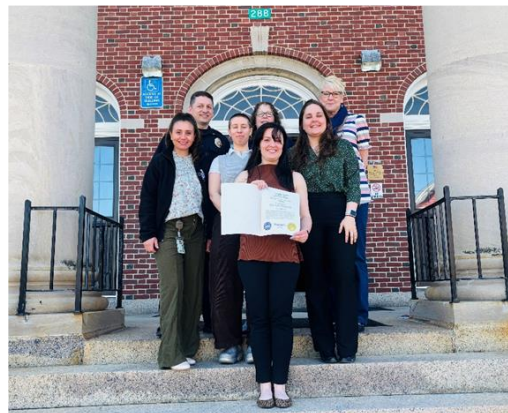
On April 14, 2025, Lt. Mitrushi met with Dover Youth to Youth students to provide students with information about trends that the police department was seeing in the city related to substance use, harm reduction, syringe service programs (needle exchange), homelessness, and mental health.

On April 21, 2025, Lt. Mitrushi attended the Graffiti Management Committee meeting at which he is the staff liaison. The committee continued to discuss cleanup efforts and effective ways to manage graffiti in the City of Dover.

On April 24, 2025 Lt. Mitrushi and POP Officer Palmer conducted Civilian’s Response to Active Shooter Events (CRASE) training at the Dover Adult Learning Center. This was a follow-up training to a McConnell Center business/tenant training that staff received earlier in the year. This training was building specific, which allowed the officers to walk staff through hallways and classrooms to answer questions related to their building.

On April 25, 2025, Lt. Mitrushi and Officer Berdecia conducted a mobile Drug Take Back Day event for residents of the Dover Housing Authority. National Drug Take Back day was that following day, but some of the elderly and disabled residents of the DHA were unable to make it to the public event hosted at the Dover Police Department. The mobile event allowed Lt. Mitrushi and Officer Berdecia to visit each property at a specific time and collect expired or unused prescription medications from residents with mobility issues or those who did not have the access or ability to drive to the police department. All drugs collected from the mobile event were submitted to the national event the following day.

On April 28, 2025, Lt. Mitrushi and Social Work Unit Supervisor Kaitlin Jones met with City of Dover Human Resources Director Heather Worrall and Virginia Scarponi from the NH Governor’s Recovery Friendly Workplace initiative. The City of Dover has officially been designated as a Recovery Friendly Workplace that supports employee health and wellness.



Representatives from Dover City Hall accepting the New Hampshire Governor’s Recovery Friendly Workplace designation certificate.

Lt. Mitrushi and Sgt. Cooper conducted physical fitness tests for a total of 15 sworn and civilian personnel the week of April 14, 2025. These fitness exams are part of an on-going employee wellness program to ensure that our officers and department employees are physically prepared to meet the demands of the profession and encourage employee wellness.

Lt. Mitrushi participated in one oral board interview for potential officer candidate, conducted Suicide Prevention training for a probationary officer, and created 11 social media posts in April.

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.

Throughout April, Officer Palmer conducted six ride a longs with citizens from the community involved in different leadership programs.

Officer Palmer visited Smart Start Learning Academy and Seacoast Charter School to conduct safety talks with youth in the daycare, preschool, and kindergarten programs. Children were able to explore a police cruiser, learn about the role of police officer, and learn about ways to be safe.



Officer Palmer giving Brendan Madden of the Leadership Seacoast class a ride along in a Dover Police Cruiser.



Officer Sean Mask assisting Officer Palmer by showing off a police cruiser to pre-school and kindergarten students at Smart Start Learning Academy.

During April, 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 one abandoned campsite on CSX Railway property, and Officer Palmer worked with the business to clean the site. Officer Palmer has worked with several property

owners on issuing trespass notifications for several subjects loitering/sleeping in nearby apartment complexes. Several arrests were made for Criminal Trespassing and Criminal Mischief.

On April 25, 2025, Officer Palmer conducted a ride along to a Saint Mary's Academy first grade student who won the ride in a police cruiser at a fundraising event.

During the month of April, Officer Palmer assisted the Special Investigations Unit with drug-related cases in Dover. Officer Palmer received an ICAC tip which, was forwarded to Salisbury PD in Massachusetts due to jurisdiction.



Officer Palmer and Saint Mary's Academy first grade student Emmelyn Callely after receiving a ride along to school in a Dover Police Cruiser.

Dover Middle School Liaison Officer



Officer Luis Berdecia and Dover Fire & Rescue Firefighter-Paramedic Kayla Reno presenting a donated bicycle to Amina Myassar of Woodman Park School.

In the month of April, Officer Berdecia was on light duty due to injury and handled a limited number of calls for service. Overall, he handled two welfare checks, one juvenile matter, one trespassing incident, and one suspicious vehicle. Of the calls Officer Berdecia handled, one resulted in school sanctions.

On April 18 and 23, 2025, Officer Berdecia assisted the Dover Fire Department with distributing \$10,000 worth of donated bicycles to Dover elementary and pre-school youth. In total, 111 bikes were distributed, which Officer Berdecia registered with the Dover Police Department in order to ensure they can be identified in the event the bicycles are lost or stolen.

Dover High School Liaison Officer

Officer Jalbert responded to numerous calls for service in the month of April. 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 investigated a report of a student suspected of possessing a firearm at their home after another student reported seeing a photograph and heard a witnesses account. Through the investigation, Officer Jalbert discovered that the firearm was stolen in another jurisdiction and the firearm owner was unaware at that time. Once it was discovered that it had been stolen, the victim reported it to their local law enforcement agency and Officer Jalbert

provided what she had learned to that agency. The student, who resided in another jurisdiction, admitted to their parents that they had stolen the firearm. Officer Jalbert coordinated with two other law enforcement agencies to assist with their investigation into the stolen firearm. As a matter of school safety, the student receives daily searches by DHS administrators.

Officer Jalbert assisted the St Thomas Aquinas High School Administration with a complex case involving three students in several jurisdictions outside of Dover, including a town in Maine. 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 and Lieutenant Mitrushi attended the Woodman Park School Community Event. Officer Jalbert interacted with staff and families in attendance, furthering the strong community relationships maintained between DPD and the Dover community.

Whittier Falls Liaison Officer

During the month of April 2025, Officer Gore responded to 93 calls for service. Officer Gore logged 6 community contacts, completed 2 background checks, conducted foot patrols/property checks, issued DHA trespassing notifications, assisted in one arrest, conducted 27 motor vehicle stops issuing 15 citations, and assisted with a sexual assault case. The remaining calls for service consisted of assistance calls, checkups, welfare checks, and an alarm. Officer Gore was also on vacation this month which is the result of the lower number of CFS.

In addition to his role as the DHA Liaison Officer, Officer Gore assisted the patrol division by working 21 hours of overtime for the month of March to assist in covering patrol shifts, and vacations. Officer Gore has also conducted several grant-funded distracted driving and speed enforcement patrols. In addition to this, Officer Gore assisted in covering the Dover Middle School SRO position for several weeks.

Over the course of several days in April, Officer Gore, Youth & Family Social Worker Alexis Taatjes, and DHA Administrative staff worked to assist a DHA resident with severe mental health challenges who was a victim of a prolonged domestic violence relationship. The resident was successful relocated from her shared residence to a unit of her own. The police department continues to work with her to provide wrap-around services to assist her in her recovery.

Officer Gore continues to be present in the DHA community by conducting foot patrols, property checks, participating in school events that involve DHA residents, and speaking one-on-one with DHA residents about their concerns.

Social Work Unit

Social Work Unit Supervisor

Kaitlin Jones had 10 new cases in April 2025. In total, Kaitlin Jones has had 26 cases in 2025.

Throughout the month of April, 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 Rachel Miller from Sobriety Centers of NH, Jamie Paolini from the Ridge Treatment Center, Jeff Lambe from Bold Steps Recovery, and Charlie Harcourt of Milton Hershey School to discuss referral partnerships.

Kaitlin Jones, Chief Breault, and Captain Terlemezian met with University of New Hampshire's Social Work Department Chair on 5/30/25 to discuss Dover PD's Social Work Unit, advancement of the MSW internship program, workforce development, and ways to strengthen the relationship between DPD and the University overall.

Outreach Social Worker (OSW):

This position is currently vacant and the job interviews concluded on March 18, 2025. An offer was made to a candidate who is currently in the background investigation process.

Youth & Family Social Worker

Alexis Taatjes had 14 new cases in April 2025. In total, Alexis Taatjes, has had a total of 44 cases in 2025.

General management is offered to youth and families when a child is involved in a call for service or the family needs additional supports, but does not meet criteria for ACERT or DCYF Liaison Case Management. Of the 14 new cases in April, 13 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 14 new cases in April, 1 of them were DCYF & Juvenile Detective Liaison.

The Adverse Childhood Experience Response Team (ACERT), which consists of Alexis Taatjes (YFSW), SRO Jalbert or SRO Berdecia, and one ACERT Partner (either Community Action Partnership of Strafford County [CAPSC], HAVEN, or Waypoint) visits families following a traumatic event or "adverse" experience by a child under the age of 18. Of the 14 new cases in April, none of them were ACERT.

Throughout the month of April, Alexis Taatjes participated in meetings with various local organizations in an effort to build new connections and maintain collaboration with various providers, to include: Collaboration Meeting with Bold Steps Recovery Center, Police Social Work Peer Group, Collaboration Meeting with Dover Housing Authority Social Worker, Collaboration Meeting with the Director of NH Navigator, Collaboration Meeting with Milton Hershey School, Collaboration Meeting with the Ridge. Taatjes also attended a presentation by Sullivan's Message at the Dover High School

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>0</i>
<i>Notifications to City Hall</i>	<i>3</i>	<i>Dance / Entertainment</i>	<i>0</i>
<i>Raffle/Tagging Permits</i>	<i>2</i>	<i>Gun - Seller</i>	<i>0</i>
<i>Block Party Permits</i>	<i>6</i>	<i>Hawker / Peddler</i>	<i>15</i>
<i>Parade Permits</i>	<i>2</i>	<i>Road Race</i>	<i>2</i>
<i>License to Carry Firearm</i>	<i>3</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 April 17 and 24. Projects under review during these meetings included a residential development off Bellamy Road, a residential site plan on Sixth Street, a commercial project on Crosby Road, and a mixed use project on Mechanic Street. Staff review of each project helps flesh out technical aspects in the purview of police, fire, engineering, and economic development to resolve potential conflicts before submission to the Planning Board.

On April 3, Lt. Speidel met virtually with CSX officials to discuss the logistics of the railroad's ongoing tie replacement project, which spans the rail corridor between Plaistow, New Hampshire and Brunswick, Maine. Similar to roadway maintenance, tie replacement work is considered critical in maintaining the rail infrastructure. The project has significant regional impact because several communities like Dover have grade crossings that must be closed to accomplish the work.

On April 5, Lt. Speidel worked closely with Saint Mary Academy staff and volunteers to organize the annual SMA 5K road race, which was the second of the Dover Race Series events this year. 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, and scheduling and assignment of police personnel.

On April 12, Lt. Speidel worked closely with organizers of the Reds 5 Mile Race, the third of ten events in the Dover Race Series. Lt. Speidel coordinated all traffic control particulars and police personnel assignments for this event. The event was held despite an early spring snowstorm.



Lt. Alex Mitrushi drives the lead cruiser at the start of the 2025 Reds Race event. (Photo credit: Mr. David Colby Young)

The Dover Police Department's Driver Feedback and Speed Monitoring mobile trailer was deployed during the month of April in several locations, including Old Stage Road, Watson Road, Henry Law Avenue, Back Road, and Spur Road. The police department has continued its targeted speed enforcement patrols on Littleworth and Back River Roads, and added additional patrols on Tolend and Watson Roads along with various school zones.

In the month of April, the police department performed nearly 20 personnel-hours of targeted enforcement patrols to combat the problem of distracted driving. Several of the patrols were scheduled in conjunction with NHTSA's National Distracted Driving Mobilization, entitled "Put the Phone Away or Pay", funded through a grant from the NH Office of Highway Safety. Distracted driving has quickly become one of the leading causes of motor vehicle crashes, both locally, statewide and nationally. During these patrols alone – performed by uniformed officers using fully marked cruisers - Dover Police issued a total of 27 citations for prohibited use of mobile electronic devices.

The Traffic Coordinator also helped organize or provided equipment to facilitate event parking, road closures, or provided other traffic control resources for the following activities during the month of April:

- American Cancer Society Relay for Life team fundraiser road toll, April 26
- Downtown street lights replacement pilot project, Central/Third detour, April 28

Standards Unit



Officer Tim Smart

On April 21, 2025, Officer Timothy Smart began his career with the Dover Police Department as a police officer. Tim graduated from Southern New Hampshire University in 2023 with a Bachelor of Science in Business Administration. Previously, Tim worked in sales but was looking for a more fulfilling career. Tim lives in Seabrook with his wife, Danielle, and their 3-year-old son, Nolan.

On April 29, Sgt. Gaudreault and Officer Logan Flynn attended a Criminal Justice Career Fair at UNH. (pictured right)

On April 8, Officers Logan Flynn, Timothy DeConinck, and Casarra Roderick attended Intoxilyzer Recertification held in Concord, NH. This annual re-certification is mandatory to maintain their intoxilyzer certifications in order to conduct breathalyzer exams.



On April 8, Dispatchers Stephen Dwyer and Michael Merone attended an eight-hour training entitled “A Victim’s Pleasure; a 9-1-1 Call for Excellence.” Students explored key themes such as leadership, training, and the critical need to foster a culture of accountability and empowerment within communications centers. Additionally, participants engaged in real-world scenario exercises and group discussions designed to reinforce the life-saving importance of their roles as dispatchers and call-takers. This course not only emphasized the gravity of responsibility in 9-1-1 centers but also celebrates the incredible impact dispatchers can have during critical incidents.

On April 9-10, Social Worker Kaitlin Jones attended the 2025 TSLCA Virtual Summit, Aging in a Changing Climate: Putting Experience into Action. Climate change and extreme weather present unique challenges, and this summit made the case for why engaging older adults is essential for effective solutions. The summit demonstrated the importance of intentionally including older residents—including those in their 80s, 90s, and beyond—in planning, developing, and deploying effective community-based responses to climate change. The summit connected climate experts, policy leaders, and community members to focus on practical strategies for engaging older adults in building climate resilience. Participants gained actionable insights into creating communities that intentionally address the needs of older residents and empower them

to lead and implement effective responses to climate change and extreme weather—a critical step towards achieving true age equity in climate action.

On April 14-18, Officer Jacob Watkins attended School Resource Officer training held at Police Standards & Training in Concord, NH. This 40 hour training is designed to prepare school resource officers, other law enforcement officers, and safety professionals to fulfill their roles in the school setting effectively. Participants gained a solid understanding of the responsibilities of the School Resource Officer using National Association of School Resource Officer's (NASRO's) Triad Model of school-based policing. The course equipped officers to develop successful relationships with diverse students and support students with disabilities and behavioral health challenges. Participants also explored relevant public safety topics such as digital safety, human trafficking, mental health and substance abuse, and they learned the best practices for de-escalation, behavioral threat assessment, emergency operations planning, and armed assailant response.

On April 23, Officer Adin Sobel attended DRE (Drug Recognition Expert) Instructor Viewed Evaluation Re-certification held in Manchester, NH. A DRE certification expires every two years. Within those two years, an evaluator must complete at least eight hours of class training, four evaluations with one of them being an instructor view evaluation.

On April 25, Prosecutor Meagan Gann attended DUI Practices, held via Zoom. Topics covered included Preparation of the DWI Prosecution Case, Ethical Issues w/Challenging Clients, DWI Drugs, Case Preparation, Use of Field Sobriety Test, Ignition Interlock, ALS Hearings, DMV & DWI, Dealing with Difficult Facts, Case Law Updates, and Changes in Approach.

On April 27-30, Sergeant Juel Cooper, Officer Bryon Gore, and Officer Carmen Cusick attended the Crisis Negotiator's Conference held in Hyannis, MA. This annual conference, hosted by the New England Crisis Negotiators Association (NECNA) provided a variety of speakers and case studies.

On April 29-May 1, Officer Jonathan Palmer attended the 2025 National Cyber Crime Conference held in Norwood, MA. This event featured hundreds of different sessions on diverse digital evidence and cybercrime topics delivered by the top experts in the field.

On April 30, Officer Luis Berdecia participated in a webinar entitled "When Seconds Count: Will Safety Plan Hold Up?" Participants learned how to move beyond basic compliance and to build a proactive, integrated emergency management ecosystem that can help save lives in a school setting. Also discussed were ways to eliminate dangerous communication gaps, improve staff response time and confidence, how to align your technology and teams before, during, and after any event.

Special Services Bureau

Special Investigations Unit:

During the month of April 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 7 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 3 unattended deaths in April 2025.

In April 2025, SIU detectives conducted a sexual assault investigation. As a result, a Dover man was arrested for Felonious Sexual Assault and Endangering the Welfare of a Child.

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.

As a result of a SIU death investigation, a Dover woman was charged with Abuse of a Corpse. This charge is related to the fact that she knew a person in her apartment was dead for a significant period of time and she did not report the death.

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

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

SIU detectives referred 26 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.

At the conclusion of an SIU investigation, a Dover man was arrested for Criminal Threatening with a Deadly Weapon, Felon in Possession of a Dangerous Weapon, Disobeying an Officer, and Resisting Arrest

The Special Investigations Unit investigates Internet-based crimes occurring in Dover as assigned by the Internet Crimes Against Children (ICAC) Task Force. In April 2025, SIU detectives had 2 active ICAC cases.

At the end of April, detectives had 50 open investigations.

Parking Bureau

Parking Manager Bill Simons assisted a resident of an apartment complex off of Knox Marsh Road as it pertained to ADA requirements for parking lots and accessible space allocation. The resident felt the complex was not in compliance with state regulations. Having dealt with similar situations at several other developments over the years, Bill was able to start the conversations with the property manager and provide them with the regulations and state agency contacts to assist in getting the property in compliance.

Parking Bureau staff posted approximately 28 sections of streets for street sweeping during April. That was about 250 barricades.

April	Apr-25	Apr-24	Apr-23	Fiscal YTD 2025	FY 2024	FY 2023
Meter Activity - Total						
Meter Transactions	50,744	47,998	46,054	466,715	547,885	522,502
Income at Meters	\$121,073	\$100,588	\$89,903	\$1,061,499	\$1,127,158	\$1,028,074
Active Meter Days	26	26	25	251	301	301
Average Daily Meter Transactions	1,952	1,846	1,842	1,857	1,820	1,736
Meter Activity - Parking Garage						
Meter Transactions	2,429	2,704	2,412	25,731	29,338	32,802
Income from Meters	\$7,845	\$9,328	\$6,888	\$86,986	\$86,980	\$92,896
Active Meter Days	30	30	30	304	365	365
Average Daily Meter Transactions	81	90	80	85	87	109
Permit Activity						
Total Parking Permits Issued	824	816	772	8,249	9,743	9,420
Permit Income	\$25,080	\$31,802	\$22,246	\$364,591	\$381,967	\$362,741
Parking Ticket Activity						
Total Parking Tickets Issued	1,267	1,238	771	13,477	11,239	8,445
Parking Ticket Income	\$30,494	\$28,152	\$15,807	\$311,251	\$235,326	\$207,626
EV Activity						
Number of times Stations Used	22	66	54	550	800	693

K-9 Unit

In April, Officer David and K9 Vision were assigned to the Strafford County Regional Tactical Operations Unit, in addition to their regular patrol function. This addition provides the team with another way of locating suspects and another less than lethal option to utilize during incidents.

On April 21, 2025, Officer David and K9 Vision responded to the command post during a Strafford County Regional Tactical Operations Unit deployment. This incident stemmed from a call for service in Dover during which a male threatened someone with a pistol. During this deployment, K9 Vision was used on a criminal track in an attempt to locate the suspect. During this track, K9 Vision located clothing, which was confirmed to be clothing worn by the suspect at the time of the crime. The track continued, but ultimately ended near Durham Road without locating the suspect.

Accident Reconstruction Team

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

Dispatch Communications

	<i>April 2024</i>	<i>April 2025</i>
<i>Radio Transmissions</i>	17,539	16,098
<i>Phone Calls</i>	6,990	5,775
<i>911 Calls</i>	413	449
<i>Police Alarms Received</i>	83	56
<i>Fire/Medical Alarms Received</i>	94	43
<i>Lobby Traffic</i>	1,718	1,566

Patrol

Patrol Activity	April 2024	April 2025
Calls for Service	2,018	1,790
Traffic Stops	667	1,040
Initiated Non-Enforcement Related Contacts	206	114
Incidents handled by Patrol Officers	2,891	2,944
Responded to Emergency 911 Calls	14	18
Responded to Alarms	83	60
Responded to Traffic Accidents	94	77

Issued Traffic Citations	-	108
Arrests Made	69	68
Number of Police Reports, Department Wide	-	574

- 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>April 2024</u>	
Priority 1:	141
Priority 2:	77
Priority 3:	1,250
Priority 4:	1,018

<u>April 2025</u>	
Priority 1:	96
Priority 2:	86
Priority 3:	1,621
Priority 4:	764

Animal Control

Total Calls for Service: 57	Breakdown:
Handled by Officers/Dispatch: 37	Found/Loose Animals: 25
Handled by Animal Control Officer: 20	Welfare Checks: 11
	Animal Bites: 4
	Misc/Other: 17

The Animal Control Officer responded to 26 voicemail messages and followed up on five reports originally taken by patrol officers. One involved this dog, Hank, who was returned to his owner.



Hank

Public Library

Renovation work continues at the Dover Public Library. The foundation for the addition is in place, plumbing was added and the area was back filled. The sprinkler system in the building was removed in preparation for the new system installation. There is a lot of work being done in the original Children's area--there is now a doorway into the basement area which will be expanded space for kid's books and play space.

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



Programming

The Dover Public Library sponsored 62 programs in April and 1,672 patrons attended. Highlights of the month's programming are as follows:

The Dover Public Library offers "Book-A-Librarian" for Technology related help. Systems and Technology Librarian, Nick Gagnon, works with patrons in a 30 minute period to offer assistance with topics such as establishing an email account, transferring data to USB drives, utilize tools in the Microsoft Office suite and more. In 2024 the Library had over 150 Book-A-Librarian instances and these appointments help patrons build confidence with technology.



All Abilities Club

The Dover Public Library Children's Room once again offered its very popular Family Place Workshop from March 21 - April 18. This five week special event is offered by the library twice a year. Children's Librarian Crystal Lisbon and Library Assistant Inga Gardner ran the program, with four separate specialists visiting to discuss music/movement, speech, nutrition, and occupational therapy. The space at City Hall was wonderful for the program, and parents enjoyed getting a chance to speak directly to specialists and play with their children in a safe and contained environment.

On Saturday, April 26th The Dover Public Library Children's Room hosted a special STEM Saturday event celebrating Earth Day. This event was organized and run by Library Assistant Tina Harris. The event was geared towards all ages and families, and featured a variety of experiments, as well as some sustainable crafts. These STEM events happen every other month, and are generally very popular with families. This year we had 17 people attend.



Earth Day

Throughout the month of April, Dover Public Library hosted its 23rd Annual Poetry Contest in partnership with the Dover schools. A total of 275 entries were submitted by Dover residents and students in grades K-12, and the contest winners will be announced in mid-May.

The Children's Room staff at The Dover Public Library have continued to offer various outreach opportunities throughout the city. In the month of April, staff visited Headstart (April 8), Little Tree Education Center (April 9), and Smart Start Learning Academy (April 22) Each month staff bring different books within a theme to read to the children, and in the cases of Headstart and Little Tree staff also bring books to the center to rotate out. All total, these staff members have connected with 175 children within the community.

On April 22, 23, and 25, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover High School library to assist with a photosynthesis-themed Breakout Room for sophomore science classes. A total of 107 students participated in the Breakout Room which contained a series of puzzles for students to solve in order to unlock a box which contained a candy prize.

On Wednesday, April 9, Dover Public Library partnered with Garrison City Beerworks for a pop-up library card sign-up event and a round of "Beat the Librarians" trivia in honor of National Library Week. 25 people stopped by the Library's booth to register for library cards and spin the prize wheel, and 68 attendees tested their knowledge against the Library staff's at trivia night.

The Dover Public Library will not be a passport acceptance facility during the renovation in 2025. The Library notarized 43 items for a total of \$330 in revenue.

Dover Public Library staff participated in the community litter clean-up day on Tuesday, April 15th hosted by Don't Trash Dover.

Six Dover Public Library staff members attended the New Hampshire Library Association spring conference on April 17 & 18 in Meredith, NH. The theme of the conference was "Rooted in Community" and learning topics included cybersecurity, human resources, grants, sustainability, safety and child development.



Trash Clean Up Day

On April 18, Dover Public Library's Community Engagement Librarian Aimee Lockhardt presented at the New Hampshire Library Association's Spring Conference. The talk titled "Let's Talk Programming" introduced attendees to the NH Librarian's Adult Programming Manual, a year-long effort with librarians across the state to put together a comprehensive guide for those involved with adult programming in libraries.



Send off for Joanne

April 24th was Joanne Rano's last day at the DPL. Joanne has been with the Library for 19 years doing payroll and billing. Joanne looks forward to gardening, walking on the beach and spending time with her family (particularly her first grandchild) in her retirement. Library staff had a

pizza get together at Otto's to celebrate her retirement. The Library welcomes Lisa Hamcha as our new Account Clerk.

Library Metrics:

- April library circulation totaled 17,613 items. (5,344 adult + 5,676 children's print items; plus 6,593 items downloaded including 5,826 audiobooks & eBooks, 623 Hoopla streaming music, movies, and books, and 144 Kanopy plays).
- 96 new library patrons registered; total active cardholders 13,356.
- The Dover Public Library's Book a Librarian service helped 15 community members.
- The Dover Public Library's Homebound Delivery service made 13 visits this month.
- The Library's museum passes were borrowed 144 times saving our community members approximately \$4,758.88 in admission fees.
- 48 new patrons registered for downloadable audiobooks/ eBooks via Overdrive (total = 8,219) and 28 registered for Hoopla (total = 3,142) and 15 registered for Kanopy (total 621).
- Internet and PC uses by the public totaled 613 on library workstations.
- The library's website statistics showed 59,595 page views by 13,310 users in 25,441 sessions
- The Dover Public Library has 6,463 subscribers to its two monthly e-newsletters—Children's and Adults.
- Library staff posted 96 items to its various social media platforms. Total social media platform followers = 11,081.

Public Welfare

There were some preliminary discussions with Kevin Hebert concerning the possibility of Dover Welfare moving into one of the currently vacant spaces available in the McConnel Building. Reach for the Top is interested in renting our current space. Of the two available open locations

in McConnel one is too small to effectively accommodate our needs the other would need to be restructured to be useable. Met with Chris Parker and Kevin Hebert to discuss possibilities.

Dover Welfare served 92 Individuals this month. There are 41 Active cases of which 9 are new and 32 are continuing clients. There were 42 interviews.

Dover Welfare expended \$15,842 for Assistance this month. This is less than the amount Dover welfare usually spends per month and \$7,886 more than in March of 2025.

\$10,695 was for rental assistance and \$3,224 for Security Deposits for a total of \$13,919 for housing related expenditures.

Four payments were made for electric assistance, totaling \$532.

One cremation was paid for at the cost of \$1,000.

The remainder of the expenditures were for Natural Gas and transporting a client to a shelter.

There were 478 calls fielded this month, 195 outbound and 283 inbound.

The Town of Milton police Chief and another officer showed up with a homeless client stating that they could not find any assistance for them in their town. Dover Welfare could not contact anyone at the Town of Milton. As a courtesy to the officers and the client Dover Welfare agreed to find a shelter for the client, which we did. As the shelter was in Nashua client was sent by Uber to the shelter. Cost for transportation was billed to The Town of Milton who repaid The City of Dover.

There was a Fair Hearing scheduled for April 4th but the client did not show.

Recreation Department

Gym & Programs

Field requests were completed and all youth leagues were able to begin their seasons outdoors as of April 13th. Dover Baseball and Dover Youth Softball use a combination of own fields and City fields and Garrison City FC uses the fields at Shaw's Lane. Dover Little Green Cheerleading has also started their off-season conditioning in the DHS Auxiliary Gym. Outdoor Pickleball courts continue to be popular and are often full on the weekends, especially in the mornings. Use of the courts is consistent throughout weekdays as well; they are open on a first come first serve basis except for Tuesday & Friday mornings when they are reserved by the Dover Senior Center Program. Indoor courts remained popular in April since the weather outside proved challenging for play. The Recreation Department's Playgrounds and Camp Kool summer camp programs held registrations in person and online April 1st & April 16th. Both programs filled with Dover Residents within minutes the day their registrations opened.

The preview night and draft were held for the Spring 30+ basketball league April 7th, there are 6 teams in the league. Games are held on Monday evenings (5:15pm, 6:30pm, 7:45pm) and began on April 14th. The High School (6 teams) and Junior High School (8 teams) Spring basketball leagues began games on April 5th. These leagues play games on Saturdays at the McConnell Center's gym. High School level games are scheduled for 12:30pm, 1:45pm & 3:00pm, while the Junior High level games are scheduled for 4:15pm, 5:30pm, 6:45pm, & 8:00pm. Recreation Staff hosted 3 weeks of basketball skills & drills for boys and girls in grades 2-6. This program was held on Monday & Wednesday evenings at Woodman Park School. Summer camp staff have all been hired and training will begin in June. Recreation Staff assisted in the set up and cleanup of the Reds Race on April 12th, and were in attendance for Dover Baseball's Opening Day on April 19th. Birthday Parties: 0

Indoor Pool & Jenny Thompson Pool

Spring programs concluded this month. Participants are eager to register for the summer sessions. There is a gap in May for swim lessons while the staff transition to summer schedules and complete spring classes. Summer swim lessons will begin at the end of June and registration will be held in the middle of May. The April lifeguard course ran with 9 participants. There is a class advertised for May 31st, June 1st and June 7th. The May class is filling quickly but other Recreation Departments have reached out to fill the space with their candidates as there is a shortage of classes offered in the area. 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. The Easter Egg Dive family float night brought 44 families to the pool for a fun evening out. The final Family float night of the school year will be the Splash into Summer Luau on May 23rd. The pool will offer one Jenny Thompson Pool family float night in early August ahead of the closure to begin construction. Projects: The second pool motor for the Indoor Pool has arrived and will be installed the first week of June. The lights for the Indoor Pool have been ordered and when all parts arrive, the install will take 1-2 days where the pool will close for that install. A chlorinator pump for the Jenny Thompson pool has arrived and will be installed the first week of May. Birthday Parties: 3

Dover Ice Arena

Holt Rink had to be shut down for the season on Tuesday, April 22nd due to a mechanical issue with one of the pumps and the glycol tank. COED Winter League session ended the regular season on Monday, April 21st, no playoffs, missed 2 sessions. Beginner Adult Skills on Friday mornings ended on Friday, April 18th for the season, missed 3 sessions. Great Bay Figure Skating Club are here every Monday & Saturday for skating practices., ended on Monday, April 21st, missed 2 Monday and 3 Saturday sessions. Public Skate had solid numbers for the month. Youth Intro to Hockey ended on Wednesday, April 16th, missed 3 sessions. Rock Night ended on Saturday, April 19th, missed 3 sessions. Spring 3 on 3 ended on Friday, April 18th, missed 3 sessions. Off Ice rentals of Foster have started with Dover Youth Softball & Cocheco Valley Roller Club. Held the Flyball Dog Show on April 4th to 6th. Held Casco Bay Roller Derby on

April 11th to 13th, the event had extremely high attendance, with groups from all over the Northeast attending. Held Camp Kool registration on Wednesday, April 16th. Camp filled in 3 minutes and have 57 Campers this summer. Fully staffed for Camp Kool, with one new hire and six returning staff members. May 2025 With both rinks shut down, doing general maintenance and cleaning in the facility. Getting ready for Camp Kool. Birthday Parties: 0, 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, as well as daily games and activities. The Senior Center's UNH OT partnership concluded this month for the spring semester and members look forward to having them back in the fall. Senior Seminars included Scam Prevention (presented by Dover PD) and another on Natural Strategies for Better Sleep. The Senior Center travel schedule picked up with the South Africa (2026) info session, the Colorado Rockies Document Party and a trip to Seacoast Rep for The Wedding Singer.

FINAL 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	\$0.00	0.00	\$0.00	0.00	\$0.00	\$3,809.30
4/12/2025	Wet Snow	2.00	28.83	\$1,448.10	\$0.00	4.40	\$323.80	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$1,771.90
2024-2025 Season-Year to Date:		50.25	4,321.83	\$170,500.67	\$83,777.29	2,878.31	\$211,814.83	256.80	\$13,697.77	34.50	\$2,155.39	17,804.00	\$1,691.50	\$483,637.45
FY2025 Budget Spent:				102.10%	93.09%				82.60%					90.47%

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

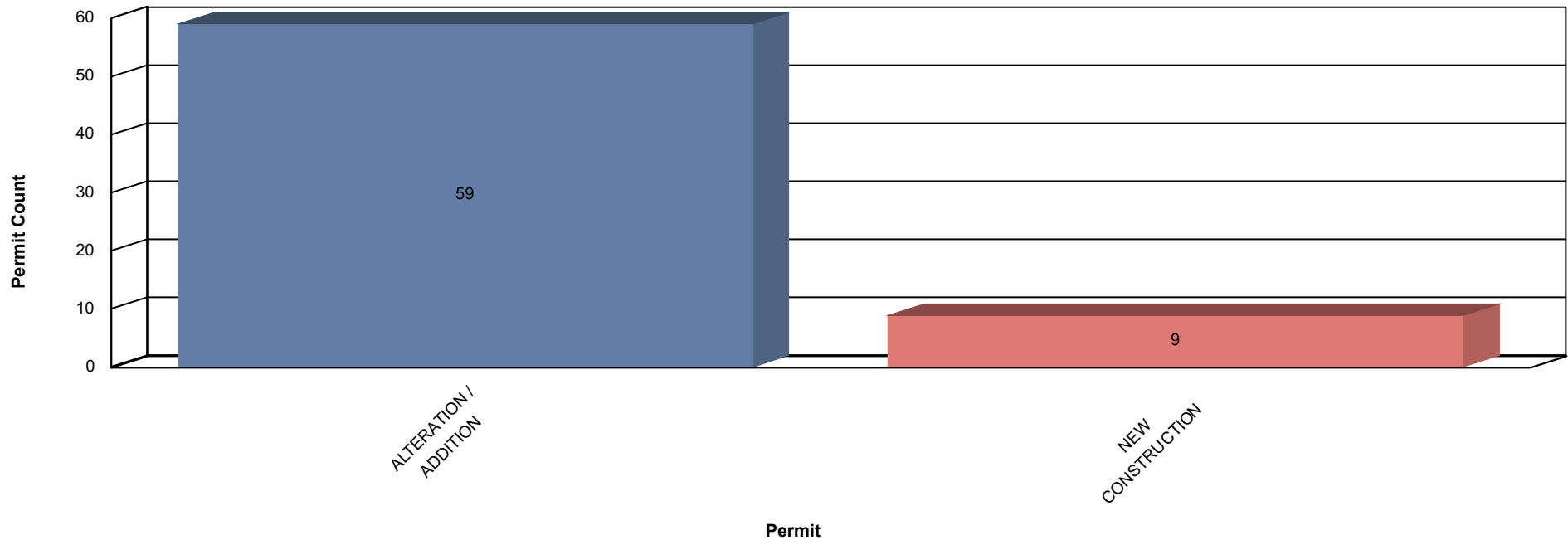
2019-2020 Parking Bans: 9
2020-2021 Parking Bans: 12
2021-2022 Parking Bans: 9
2022-2023 Parking Bans: 10
2023-2024 Parking Bans: 4
2024-2025 Parking Bans: 6

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 (04/01/2025 TO 04/30/2025) 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-2025-0125	Building - Minor 03/27/2025 HR Residential - Heritag	Alteration / Addition 04/02/2025 \$157.00	Issued 10/02/2025 780	114 Silver St, Dover, NH \$12,500.00	Residential	None Yes Jim Maxfield	12148-000000
	<i>Description: Demolition- Removal of detached barn</i>						
BLDM-2025-0130	Building - Minor 04/01/2025 R-20 Residential - Low	Alteration / Addition 04/02/2025 \$740.00	Issued 10/02/2025 0	4 Lisa Beth Dr, Dover, NH \$64,682.88	Residential	None Yes Thomas Abbott	H0070-000000
	<i>Description: Remove and install 20 windows-like sizes. No structural changes.</i>						
BLDM-2025-0116	Building - Minor 03/21/2025 R-20 Residential - Low	Alteration / Addition 04/07/2025 \$515.00	Issued 10/07/2025 2,400	35 Belanger Dr, Dover, NH \$40,000.00	Residential	None Yes Thomas Abbott	L0045-013000
	<i>Description: Siding and window project with a cost of \$40,000 for siding, windows and adding gutters.</i>						

PERMITS ISSUED BY WORK CLASS (04/01/2025 TO 04/30/2025)

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-2025-0128	Building - Minor 03/29/2025 R-12 Residential - Medi	Alteration / Addition 04/07/2025 \$300.00	Issued 10/07/2025 0	26 Highland St, Dover, NH \$25,000.00	Residential	None Yes Thomas Abbott	10016-000000
Description: Convert existing full bath on first floor to a half bath; remodel existing 2nd floor bath & add a full bath to second floor [net add 1/2 bath].							
BLDM-2025-0124	Building - Minor 03/27/2025 RM-U Residential - Urb:	Alteration / Addition 04/07/2025 \$75.00	Complete 10/07/2025 800	80 Sixth St, Dover 03820 04/07/2025 \$9,426.00	Residential	None Yes	34001-000000
Description: Project scope is to strip and reroof back part of house.							
BLDM-2025-0134	Building - Minor 04/04/2025 R-12 Residential - Medi	Alteration / Addition 04/07/2025 \$256.00	Complete 11/05/2025 0	20 Redden St, Dover, NH 05/09/2025 \$21,464.00	Residential	None Yes Thomas Abbott	36008-E00000
Description: REMOVE & REPLACE 8 WINDOWS; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES							
BLDM-2025-0141	Building - Minor 04/07/2025 R-20 Residential - Low	Alteration / Addition 04/08/2025 \$1,345.00	Issued 10/08/2025 500	4 Hilton Rd, Dover, NH \$120,000.00	Residential	None Yes Thomas Abbott	L0059-A00000
Description: Kitchen Remodel							
BLDM-2025-0094	Building - Minor 03/11/2025 RM-U Residential - Urb:	Alteration / Addition 04/08/2025 \$91.00	Issued 10/08/2025 100	19 Dover St, Dover, NH \$6,000.00	Non-Residential	None Yes Thomas Abbott	27048-000000
Description: adding 10'x10 overhead garage door for access into garage area at ground level. Add (1) header with proper jack studs.							
BLDM-2025-0098	Building - Minor 03/12/2025 R-40 Residential - Rura	Alteration / Addition 04/09/2025 \$355.00	Issued 10/09/2025 500	252 Long Hill Rd, Dover 03820 \$30,000.00	Residential	None Yes Thomas Abbott	A0051-008000
Description: To be completed: Remove master tub, licensed plumber to rework drain and shower valve, install custom shower, remove interior doors, install new doors and trim, inspect basement to ensure it is up to date and permit pulled, and install new newel post and handrail on staircase.							
BLDM-2025-0110	Building - Minor 03/18/2025 RM-U Residential - Urb:	Alteration / Addition 04/11/2025 \$75.00	Issued 10/11/2025 1,200	5 Forest St, Dover 03820 \$7,000.00	Residential	None Yes Thomas Abbott	24065-A00000
Description: replacing roof shingles							
BLDM-2024-0500	Building - Minor 10/30/2024 R-40 Residential - Rura	Alteration / Addition 04/11/2025 \$2,775.00	Issued 10/11/2025 1,400	39 Bay View Rd, Dover 03820 \$250,000.00	Residential	None Yes Thomas Abbott	J0019-000000
Description: Interior Renovations, New covered patio							
BLDG-2025-0042	Building - Major 03/31/2025 G Gateway District	Alteration / Addition 04/14/2025 \$6,361.00	Issued 10/14/2025 2,880	30 Lenox Dr, Dover 03820 \$576,000.00	Residential	None Yes Jim Maxfield	15040-A00001
Description: Construct a three story townhouse with one car garage and unfinished attic.							
BLDG-2025-0043	Building - Major 03/31/2025 G Gateway District	Alteration / Addition 04/14/2025 \$4,513.00	Issued 10/14/2025 2,040	36 Lenox Dr, Dover 03820 \$408,000.00	Residential	None Yes Jim Maxfield	15040-A00001
Description: Construct a three story townhouse with one car garage and unfinished attic							

PERMITS ISSUED BY WORK CLASS (04/01/2025 TO 04/30/2025)

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-2025-0154	Building - Minor 04/11/2025 R-20 Residential - Low	Alteration / Addition 04/14/2025 \$421.00	Issued 10/14/2025 1,460	21 Melody Tr, Dover, NH \$36,157.00	Residential	None Yes Thomas Abbott	G0024-J00126
Description: REMOVE & REPLACE 8 WINDOWS; 1 PATIO DOORS; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES							
BLDG-2025-0046	Building - Major 04/01/2025 G Gateway District	Alteration / Addition 04/14/2025 \$4,777.00	Issued 10/14/2025 2,160	34 Lenox Dr, Dover 03820 \$432,000.00	Residential	None Yes Jim Maxfield	15040-A00001
Description: Construct a three story townhouse with one car garage and unfinished attic							
BLDG-2025-0045	Building - Major 04/01/2025 G Gateway District	Alteration / Addition 04/14/2025 \$4,513.00	Issued 10/14/2025 2,040	32 Lenox Dr, Dover 03820 \$408,000.00	Residential	None Yes Jim Maxfield	15040-A00001
Description: Construct a three story townhouse with one car garage and unfinished attic							
BLDM-2025-0150	Building - Minor 04/10/2025 R-12 Residential - Medi	Alteration / Addition 04/15/2025 \$157.00	Issued 10/15/2025 0	9 Gradys Ln, Dover, NH \$12,442.00	Residential	None Yes Thomas Abbott	I0052-D00000
Description: REMOVE AND REPLACE 11 WINDOWS, LIKE FOR LIKE, SAME SIZE, NO STRUCTURAL CHANGES							
BLDM-2025-0135	Building - Minor 04/04/2025 CBD-G Central Busines	Alteration / Addition 04/15/2025 \$1,356.00	Issued 11/03/2025 1,500	5 Green St, Dover, NH \$121,000.00	Residential	None Yes Thomas Abbott	01041-000000
Description: Repairs from fire in unit 201, will be elec, insulation, walls, flooring cabinets and paint. Limited work in unit 101 from water damage							
BLDM-2025-0147	Building - Minor 04/09/2025 R-12 Residential - Medi	Alteration / Addition 04/15/2025 \$91.00	Complete 11/10/2025 0	2 Shadow Dr, Dover, NH \$6,460.00	Residential	None Yes	I0077-Y00000
Description: REMOVE AND REPLACE 4 WINDOWS AND 1 PATIO DOOR, LIKE FOR LIKE, SAME SIZE, NO STRUCTURAL CHANGES							
BLDM-2025-0137	Building - Minor 04/04/2025 RM-SU Residential - Su	Alteration / Addition 04/18/2025 \$366.00	Issued 10/18/2025 150	64 - 72 Sylvan Dr, Building 18, Dover 03820 \$31,180.00	Residential	None Yes Thomas Abbott	I0020-A00004
Description: BUILDING 18 : Replacing existing windows with new windows UNITS 64, 66, 68, 72 Sylvan Dr							
BLDM-2025-0140	Building - Minor 04/04/2025 RM-SU Residential - Su	Alteration / Addition 04/18/2025 \$366.00	Issued 10/18/2025 150	36 - 46 Adelle Dr, Building 22, Dover 03820 \$31,180.00	Residential	None Yes Thomas Abbott	I0020-A00005
Description: BUILDING 22 : Replacing existing windows with new windows UNITS 36, 38, 40, 42, 44, 46 Adelle Dr							
BLDG-2025-0028	Building - Major 03/06/2025 R-12 Residential - Medi	Alteration / Addition 04/21/2025 \$1,455.00	Issued 10/20/2025 1,152	3 Linda Av, Dover, NH \$130,000.00	Residential	None Yes Jim Maxfield	I0079-U00000
Description: Remove existing garage and foundation and construct 2 car garage with connecting breezeway to house							
BLDM-2025-0113	Building - Minor 03/19/2025 R-12 Residential - Medi	Alteration / Addition 04/21/2025 \$179.00	Issued 10/21/2025 196	15 Hull Av, Dover, NH \$14,000.00	Residential	None Yes Thomas Abbott	35053-000000
Description: Constructing new deck off back door							

PERMITS ISSUED BY WORK CLASS (04/01/2025 TO 04/30/2025)

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-2025-0095	Building - Minor 03/12/2025 R-12 Residential - Medi	Alteration / Addition 04/21/2025 \$740.00	Issued 10/21/2025 1,100	89 Stark Av, Dover 03820 \$65,000.00	Residential	None Yes Thomas Abbott	17038-000000
	Description: Interior remodel, demoing kitchen, bath, living room, bedrooms to studs. Rebuilding rooms afterwards.						
BLDM-2025-0056	Building - Minor 02/09/2025 CBD-G Central Busines	Alteration / Addition 04/22/2025 \$355.00	Issued 10/22/2025 3,846	368 Central Av, Dover 03820 \$30,000.00	Non-Residential	None Yes Thomas Abbott	02081-000000
	Description: Minor renovations including painting and flooring. Replacing external door to meet code. Removing internal door accessing other business/barbershop. This permit does not include any work to the DJ booth, or any alteration to the Assemble area, or the construction of a stage.						
BLDM-2025-0142	Building - Minor 04/07/2025 R-40 Residential - Rura	Alteration / Addition 04/22/2025 \$75.00	Issued 10/22/2025 47	15 Fairway Dr, Dover 03820 \$26,145.00	Residential	None Yes Thomas Abbott	N0014-J00000
	Description: Remove and replace roof.						
BLDM-2025-0153	Building - Minor 04/11/2025 CBD-G Central Busines	Alteration / Addition 04/22/2025 \$355.00	Issued 10/22/2025 250	85 Washington St, Dover, NH \$30,000.00	Mixed Use	None Yes Thomas Abbott	02040-A00000
	Description: Breakroom remodel. Installation of flooring						
BLDM-2025-0157	Building - Minor 04/14/2025 R-12 Residential - Medi	Alteration / Addition 04/22/2025 \$47.00	Issued 10/22/2025 6	12 Birch Dr, Dover 03820 \$1,850.00	Residential	None Yes Thomas Abbott	I0083-M00000
	Description: remove in-wall air conditioner in the kitchen and replace with small window						
BLDM-2025-0162	Building - Minor 04/16/2025 RM-U Residential - Urb	Alteration / Addition 04/23/2025 \$75.00	Issued 10/23/2025 4	10 Maple St, Dover, NH \$3,500.00	Residential	None Yes Thomas Abbott	30052-000000
	Description: Strip and re-roof right side low slope roof						
BLDM-2025-0165	Building - Minor 04/17/2025 R-20 Residential - Low	Alteration / Addition 04/23/2025 \$465.00	Issued 10/23/2025 324	48 Stocklan Cr, Dover, NH \$39,814.00	Residential	None Yes Thomas Abbott	G0024-J00162
	Description: FINISH BASEMENT USING OWENS CORNING BASEMENT FINISHING SYSTEM, 324SF, 2'X2' DROP CEILING FINISH HEIGHT 7'5", ROOM TO BE USED AS A FAMILY ROOM						
BLDM-2025-0160	Building - Minor 04/16/2025 R-40 Residential - Rura	Alteration / Addition 04/23/2025 \$75.00	Issued 10/23/2025 5,500	280 County Farm Rd, Dover, NH \$73,925.00	Non-Residential	None Yes Thomas Abbott	C0004-000000
	Description: New Roof						
BLDM-2025-0171	Building - Minor 04/20/2025 C Non-Residential - Cor	Alteration / Addition 04/23/2025 \$75.00	Issued 10/23/2025 2,200	90 New Rochester Rd, Dover 03820 \$11,000.00	Non-Residential	None Yes Thomas Abbott	40021-B00000
	Description: Replace vinyl siding on gable ends						

PERMITS ISSUED BY WORK CLASS (04/01/2025 TO 04/30/2025)

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-2025-0145	Building - Minor 04/08/2025 C Non-Residential - Cor	Alteration / Addition 04/23/2025 \$300.00	Complete 10/27/2025 8,000	900 Central Av, Dover, NH 04/30/2025 \$25,000.00	04/30/2025 Non-Residential	None Yes	38022-A00000
	Description: Paint walls, doors, install flooring, install service counter, install counter with new counter top. Install shelving and pallet racking in warehouse (significantly below sprinkler heads).						
BLDG-2025-0038	Building - Major 03/24/2025 R-40 Residential - Rura	Alteration / Addition 04/23/2025 \$33,025.00	Issued 10/23/2025 16,549	39 Bay View Rd, Dover, NH \$3,000,000.00	Residential	None Yes Jim Maxfield	J0019-000000
	Description: Renovate and add an addition to existing Main house structure as per plans.						
BLDM-2025-0170	Building - Minor 04/19/2025 CBD-G Central Busines	Alteration / Addition 04/24/2025 \$58.00	Issued 10/24/2025 48	4 Capital Dr, Dover, NH \$3,000.00	Residential	None Yes Thomas Abbott	10041-000000
	Description: Maintenance on our back deck due to rotting. Replacing boards, railings, and laying concrete footing for the stairs.						
BLDM-2025-0152	Building - Minor 04/11/2025 R-12 Residential - Medi	Alteration / Addition 04/24/2025 \$190.00	Issued 10/24/2025 750	24 Whittier St, Dover 03820 \$15,000.00	Residential	None Yes Thomas Abbott	35072-A00000
	Description: framing for egress window; widen existing doorway						
BLDM-2025-0155	Building - Minor 04/11/2025 R-20 Residential - Low	Alteration / Addition 04/24/2025 \$58.00	Issued 10/24/2025 4	493 Middle Rd, Dover, NH \$3,000.00	Residential	None Yes Thomas Abbott	M0054-004000
	Description: Removing small closet in guest room to gain 17" x 36" in the master bathroom shower.						
BLDM-2025-0159	Building - Minor 04/15/2025 R-40 Residential - Rura	Alteration / Addition 04/25/2025 \$658.00	Issued 11/11/2025 0	132 County Farm Cross Rd, Dover, NH 05/15/2025 \$53,000.00	Residential	None Yes Thomas Abbott	B0014-E00000
	Description: Repair and or replace damaged existing deck structure, including foundational support to add a roof structure to prevent and mitigate future ice and water damage.						
BLDM-2025-0175	Building - Minor 04/23/2025 R-40 Residential - Rura	Alteration / Addition 04/25/2025 \$190.00	Issued 10/25/2025 0	6 Brickyard Dr, Dover, NH \$14,955.33	Residential	None Yes Thomas Abbott	M0090-B00000
	Description: REMOVE & REPLACE 6 WINDOWS; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES						
BLDM-2025-0143	Building - Minor 04/08/2025 C Non-Residential - Cor	Alteration / Addition 04/25/2025 \$1,675.00	Issued 10/25/2025 2,790	15 Webb Pl, Dover, NH \$150,000.00	Non-Residential	None Yes Thomas Abbott	D0002-A00000
	Description: Restaurant fit up. Upgrades to current equipment. Nothing will be moved or changed. Exact items to be swapped out for newer items.						
BLDG-2025-0041	Building - Major 03/31/2025 R-12 Residential - Medi	Alteration / Addition 04/25/2025 \$0.00	Issued 10/25/2025 330	49 Picnic Rock Dr, Dover 03820 \$21,747.21	Residential	None No Jim Maxfield	16020-016000
	Description: Construct full dormer roof to the existing garage for 1 bedroom						
BLDM-2025-0148	Building - Minor 04/09/2025 R-12 Residential - Medi	Alteration / Addition 04/25/2025 \$80.00	Issued 10/25/2025 1,500	10 Whittier St, Dover, NH \$5,000.00	Residential	None Yes Thomas Abbott	36022-B00000
	Description: remove in-ground pool						

PERMITS ISSUED BY WORK CLASS (04/01/2025 TO 04/30/2025)

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-2025-0177	Building - Minor 04/24/2025 R-20 Residential - Low	Alteration / Addition 04/26/2025 \$284.00	Issued 10/26/2025 500	28 Lisa Beth Cr, Dover, NH \$19,194.87	Residential	None Yes Thomas Abbott	H0044-L00000
	Description: install 500sq ft siding including trim and gutters - no change to structure						
BLDM-2025-0156	Building - Minor 04/11/2025 R-40 Residential - Rura	Alteration / Addition 04/26/2025 \$190.00	Issued 10/26/2025 320	2 Country Club Estates Dr, Dover, NH \$15,000.00	Residential	None Yes Thomas Abbott	N0012-K00000
	Description: Renovation of existing screen porch						
BLDG-2025-0048	Building - Major 04/03/2025 R-40 Residential - Rura	Alteration / Addition 04/26/2025 \$18,132.00	Issued 11/10/2025 2,883	76 Hidden Valley Dr, Dover, NH \$1,133,000.00	Residential	None Yes Jim Maxfield	I0094-C00003
	Description: Construct a two story single family dwelling with two car attached garage consisting of unfinished attic and basement.						
BLDM-2025-0167	Building - Minor 04/18/2025 IT Non-Residential - Inn	Alteration / Addition 04/26/2025 \$80.00	Issued 10/26/2025 0	28 Cielo Dr, Dover, NH \$4,932.00	Residential	None Yes Thomas Abbott	H0004-000000
	Description: REMOVE & REPLACE 1 WINDOW; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES						
BLDM-2025-0178	Building - Minor 04/24/2025 C Non-Residential - Co	Alteration / Addition 04/28/2025 \$113.00	Issued 10/29/2025 1,400	66 Constitution Wy, Dover, NH \$8,000.00	Residential	None Yes Thomas Abbott	K0021-000000
	Description: Replace 250SF of insulation and sheetrock. Replace misc. interior trim.						
BLDM-2025-0186	Building - Minor 04/28/2025 R-12 Residential - Medi	Alteration / Addition 04/28/2025 \$575.00	Issued 10/28/2025 576	68 Horne St, Dover, NH \$50,000.00	Residential	None Yes Thomas Abbott	36029-B00000
	Description: Demo of kitchen and dining rooms. Remove a load bearing wall between rooms and install a new triple LVL beam. New insulation in exterior walls, electrical updates, and a new electric fireplace.						
	Remodel of kitchen						
BLDM-2025-0158	Building - Minor 04/14/2025 R-40 Residential - Rura	Alteration / Addition 04/29/2025 \$245.00	Issued 11/03/2025 650	15 Grandview Dr, Dover, NH \$20,000.00	Residential	None Yes Thomas Abbott	F0043-005000
	Description: Convert an attic into a room. Install stairs and an egress window. Update electrical with new outlets, switches, and lights Install smoke detectors. Include 2 knee walls on both sides.						
BLDM-2025-0176	Building - Minor 04/23/2025 R-40 Residential - Rura	Alteration / Addition 04/29/2025 \$58.00	Issued 10/29/2025 18	94 Littleworth Rd, Dover, NH \$3,000.00	Residential	None Yes Thomas Abbott	F0038-A00000
	Description: Demolition of sidedoor deck, 8x12 ft and about 2 ft high. Then replace with small precast cement stairs 5 ft wide, 3 stairs.						
BLDM-2025-0180	Building - Minor 04/25/2025 R-40 Residential - Rura	Alteration / Addition 04/29/2025 \$245.00	Issued 10/29/2025 0	345 Middle Rd, Dover, NH \$20,330.00	Residential	None Yes Thomas Abbott	M0082-E00000
	Description: REMOVE & REPLACE 3 WINDOWS; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES						

PERMITS ISSUED BY WORK CLASS (04/01/2025 TO 04/30/2025)

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-2025-0179	Building - Minor 04/25/2025 HR Residential - Heritag	Alteration / Addition 04/29/2025 \$75.00	Issued 10/29/2025 380	37 Summer St, Dover 03820 \$59,000.00	Residential	None Yes Thomas Abbott	12074-000000
Description: replace our current roof, replace the top floor shingles, one rubber roof, and removal of the slate areas and add premium look alike slate shingles, also re-flashing 4 chimneys							
BLDM-2025-0054	Building - Minor 02/06/2025 CBD-G Central Busines	Alteration / Addition 04/29/2025 \$850.00	Issued 10/29/2025 3,672	15-17 New York St, Dover 03820 \$75,000.00	Residential	None Yes Jim Maxfield	04068-000000
Description: Total Demolition of structure and foundation removal. This permit is solely for demolition any additional work will require additional permits.							
BLDM-2025-0191	Building - Minor 04/29/2025 HR Residential - Heritag	Alteration / Addition 04/29/2025 \$75.00	Issued 10/29/2025 400	49 Fisher St, Dover, NH \$3,180.00	Residential	None Yes Thomas Abbott	12139-000000
Description: Roof repair (porch) to correct damage from ice dams/rodent problems							
BLDM-2025-0181	Building - Minor 04/26/2025 R-40 Residential - Rura	Alteration / Addition 04/29/2025 \$75.00	Issued 10/29/2025 3,000	11 Pear Ln, Dover, NH \$22,900.00	Residential	None Yes Thomas Abbott	C0002-003000
Description: Roof Replacement							
BLDM-2025-0189	Building - Minor 04/28/2025 RM-U Residential - Urb	Alteration / Addition 04/30/2025 \$91.00	Issued 10/30/2025 400	55 East Concord St, Dover, NH \$6,500.00	Residential	None Yes Thomas Abbott	27190-000000
Description: Demolition of shed							
BLDM-2025-0174	Building - Minor 04/22/2025 R-40 Residential - Rura	Alteration / Addition 04/30/2025 \$75.00	Issued 10/30/2025 2,800	4 Fieldstone Dr, Dover, NH \$14,700.00	Residential	None Yes Thomas Abbott	A0039-040000
Description: Project Scope is a 2800 square Roof replacement with a total project cost of \$14,700.							
BLDM-2025-0182	Building - Minor 04/28/2025 RM-U Residential - Urb	Alteration / Addition 04/30/2025 \$355.00	Issued 10/30/2025 899	32 Forest St, Dover, NH \$30,000.00	Residential	None Yes Thomas Abbott	24007-000000
Description: Basic home renovation - kitchen cabinets, countertops, new appliances, new shower, new sink/vanity, flooring, and washer/dryer install							
BLDM-2025-0093	Building - Minor 03/11/2025 R-12 Residential - Medi	Alteration / Addition 04/30/2025 \$410.00	Issued 10/30/2025 350	153 Portland Av, Dover, NH \$35,000.00	Non-Residential	None Yes Thomas Abbott	25043-F00000
Description: Cooler replacing with new panel and Beer Cave with Updated HVAC. New flooring and furniture							
SUBTOTALS FOR ALTERATION / ADDITION:			82,904 Sq Ft	\$7,884,165.29	Residential:	51	PERMITS ISSUED: 59
						Non-Residential:	7
						Mixed Use:	1

NEW CONSTRUCTION

PERMITS ISSUED BY WORK CLASS (04/01/2025 TO 04/30/2025)

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-2023-0084	Building - Major 07/12/2023 G Gateway District	New Construction 04/01/2025 \$51,453.00	Fees Due 09/01/2025 8,800	2, 4, 6, 8 Stonington Dr, Dover 03820 10/25/2023 \$1,584,000.00	Residential	None Yes Jim Maxfield	14017-000000
Description: Construct 2 remaining foundations & construct 4 three story townhouses with unfinished attics and one car garages. This is an after the fact permit. Any further construction will require additional permits.							
BLDG-2023-0108	Building - Major 08/31/2023 G Gateway District	New Construction 04/01/2025 \$35,731.00	Fees Due 09/01/2025 9,808	10, 12, 14 & 16 Stonington Dr, Dover, NH 05/14/2024 \$1,741,440.00	Residential	None Yes Jim Maxfield	14017-000000
Description: Construct 4 three story townhouses with unfinished attics and one car garages.							
BLDM-2025-0131	Building - Minor 04/01/2025 R-40 Residential - Rura	New Construction 04/02/2025 \$80.00	Issued 10/02/2025 28	54 Bellamy Woods, Dover, NH \$5,400.00	Residential	None Yes Thomas Abbott	I0001-N00000
Description: replace existing front door landing with new construction and railings							
BLDG-2025-0033	Building - Major 03/16/2025 RM-U Residential - Urb	New Construction 04/08/2025 \$3,325.00	Issued 10/08/2025 2,000	36 Forest St, Unit 1 & Unit 2, Dover, NH \$300,000.00	Residential	None Yes Jim Maxfield	24006-000000
Description: Convert existing single family into a two family structure with no garage and unfinished basement and attic							
BLDG-2023-0014	Building - Major 02/11/2023 R-40 Residential - Rura	New Construction 04/16/2025 \$135.00	Complete 10/16/2025 768	87 Littleworth Rd, Dover 03820 04/16/2025 \$10,000.00	Residential	None No	F0032-000000
Description: foundation only for (future construction of a two car detached garage w/ADU on second floor of garage)							
BLDG-2025-0050	Building - Major 04/07/2025 HR Residential - Heritag	New Construction 04/21/2025 \$16,470.00	Issued 10/21/2025 6,502	136 Locust St, Apt. 100,101,102,103, Dover 03820 \$1,495,179.00	Residential	None Yes Jim Maxfield	12035-001000
Description: Four Unit multifamily dwelling with no garage or accessory structures and unfinished basement							
BLDG-2025-0030	Building - Major 03/13/2025 R-40 Residential - Rura	New Construction 04/23/2025 \$15,080.00	Fees Due 11/03/2025 2,788	112 Gulf Rd (Lot 13F) Gulf Rd, Dover, NH 05/05/2025 \$560,000.00	Residential	None Yes Jim Maxfield	N0013-F00001
Description: Construct a single family dwelling with two car attached garage and unfinished basement and attic per stamped plans							
BLDG-2025-0052	Building - Major 04/09/2025 CWD Cocheco Waterfr	New Construction 04/25/2025 \$1,125.00	Issued 10/25/2025 2,408	56-72 River St, Dover, NH \$100,000.00	Residential	None Yes Jim Maxfield	22001-006000
Description: Construct - New Retaining Wall #2							
BLDG-2025-0012	Building - Major 02/06/2025 G Gateway District	New Construction 04/28/2025 \$1,675.00	Issued 10/28/2025 1,000	36 New Rochester Rd, Unit 1 & Unit 2, Dover, NH \$150,000.00	Residential	None Yes Jim Maxfield	39104-000000
Description: Demo garage and build addition to existing house with new unit.							

PERMITS ISSUED BY WORK CLASS (04/01/2025 TO 04/30/2025)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	<i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	<i>Applied Online</i> <i>Assigned To</i>	Parcel	
SUBTOTALS FOR NEW CONSTRUCTION:			34,102 Sq Ft	\$5,946,019.00	Residential:	9	PERMITS ISSUED:	9
					Non-Residential:	0		
					Mixed Use:	0		
			117,006 Sq Ft	\$13,830,184.29	Residential:	60	GRAND TOTAL OF PERMITS:	68
					Non-Residential:	7		
					Mixed Use:	1		

NAME	STREET NAME	Type	Total Units	Units Built*	Units Left	Attainable Units	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
Mixed Use															
Wooden Ruler	42-44 Third St	M	58	0	58	No	6/27/2023	11/8/2022	Site	P22-60	6	32 & 40	6/27/2028	H	1.74
Equine Properties	239 Knox Marsh Road	M	64	0	64	12	9/26/2023	8/22/2023	Site	SITE2023-0010	H	37A	9/26/2028	W	1.92
Redgate 47 Chestnut	47 Chestnut Street	A	173	0	173	No	9/13/2022	5/10/2022	Site	P21-84	31	5	9/13/2027	H	5.19
Cochecho Waterfront Development	River Street	M	418	220	198	No	8/25/2022	6/14/2022	Site	P21-69	22	1-2 & 1-4	8/25/2027	G	12.54
Downtown Dover Storage, LLC	14 Broadway	A	24	0	24	No	9/13/2022	12/14/2021	Site	P21-29	4	5	9/13/2027	H	0.72
Pointe Place Phase V	Northfield Drive	A	84	72	12	No	10/13/2020	7/28/2020	Site	P20-32	K	19	10/13/2025	G	2.5
Fakhoury	12 Preble Street	A	12	0	12	No	9/23/2023	2/18/2019	Site	P19-11	4	76	9/23/2028	H	0.4
Soujiourn	66 Third Street	A	10	0	10	No	7/2/2020	1/29/2020	Site	P19-61	31	7	7/2/2025	H	0.3
Little Bay Marina	421 Dover Point Road	A	25	24	1	No	7/31/2020	2/25/2020	Site	P19-05	8	9,10,11	7/31/2025	G	0.8
Total: Mixed Use			868	316	552	12									26.0
Multi-Family:															
Our Place, Inc.	Durham Road	A	9	0	9	No		10/8/2024	Site	SITE-2024-0004	H	4-Jun		G	1.1
H.J. Stabile & Son, Inc.	Fisher St.	H	21	11	10	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	108	110	84									26.2
Major Subdivisions/Residential Site Plans:															
DBS Holdings, LLC	512 Sixth St	H	5	0	5	No		4/8/2025	TBD	Site-2024-0018	B	2	TBD	H	0.6
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	644	796	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					\$ 3,421,073.13		
Building Aid										\$ 191,731.18		
School Meals	\$ 106,081.95			\$ 63,938.27		\$ 136,805.59		\$ 126,617.31	\$ 3,191.83	\$ 23,362.65		
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	\$ 80,008.98	\$ 340,304.99		
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	\$ 454,096.84	\$ 3,976,471.95	\$ -	\$ -
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	\$ 13,791.97		
Lead Service Line Grants	\$ 5,846.91	\$ 13,162.03						\$ 28,548.27				
Pudding Hill Water Treatment		\$ 338,119.73								\$ 267,035.96		
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	\$ 280,827.93	\$ -	\$ -
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	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -
Public Safety Funds												
Overtime Reimbursemt	\$ 1,800.34		\$ 285.27	\$ 4,512.36								
SOR Reimburse								\$ 600.00	\$ 120.00			
Safe Streets Grant		\$ 1,386.06										
Seabrook Drill Training	\$ 6,750.00					\$ 6,750.00			\$ 3,375.00			
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 Svcs							\$ 45,187.75					
Granite Hammer Grant	\$ 5,989.08											
HSGP SWAT									\$ 5,010.49			
LETPA Grant									\$ 8,591.04			
<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	\$ 17,096.53	\$ -	\$ -
<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	\$ 1,694,660.40	\$ 4,274,396.41	\$ -	\$ -

City of Dover

Revenues of Major Funds
April 30, 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	882,021	62,734,363	54.0%	\$ 53,353,331	\$ -	\$ 53,353,331	46.0%
Licenses & Permits	7,582,679	816,549	7,253,888	96.0%	328,791	-	328,791	4.0%
Intergovernmental	5,924,368	120	3,915,014	66.0%	2,009,354	-	2,009,354	34.0%
Charges for Services	5,125,212	332,553	4,870,231	95.0%	254,981	-	254,981	5.0%
Miscellaneous Revenue	2,099,105	195,855	2,580,121	123.0%	(481,016)	-	(481,016)	-23.0%
Education	20,671,310	3,981,695	18,721,211	91.0%	1,950,099	-	1,950,099	9.0%
Operating Transfers In	446,507	-	30,499	7.0%	416,008	-	416,008	93.0%
Other Financing Sources	129,900	-	-	0.0%	129,900	-	129,900	100.0%
Sub-total : 1000 General Fund	\$ 158,066,775	6,208,793	100,105,326	63.0%	\$ 57,961,449	\$ -	\$ 57,961,449	37.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 395,000	25,080	364,591	92.0%	\$ 30,409	\$ -	\$ 30,409	8.0%
Parking Income	1,047,941	109,877	1,020,678	97.0%	27,263	-	27,263	3.0%
Parking Fines	184,000	30,494	311,251	169.0%	(127,251)	-	(127,251)	-69.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,626,941	165,450	1,696,520	104.0%	\$ (69,579)	\$ -	\$ (69,579)	-4.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	-	7,154	75.0%	\$ 2,430	\$ -	\$ 2,430	25.0%
Charges for Services	2,004,995	156,996	1,401,548	70.0%	603,447	-	603,447	30.0%
Miscellaneous Revenue	0	469	1,887	0.0%	(1,887)	-	(1,887)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 2,014,579	157,465	1,410,589	70.0%	\$ 603,990	\$ -	\$ 603,990	30.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 794,011	66,135	662,892	83.0%	\$ 131,119	\$ -	\$ 131,119	17.0%
Operating Transfers In	60,853	3,857	38,567	63.0%	22,286	-	22,286	37.0%
Sub-total : 3381 McConnell Center	\$ 854,864	69,991	701,459	82.0%	\$ 153,405	\$ -	\$ 153,405	18.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 425,490	55,445	291,208	68.0%	\$ 134,282	\$ -	\$ 134,282	32.0%
Miscellaneous Revenue	5,500	-	6,510	118.0%	(1,010)	-	(1,010)	-18.0%
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	55,445	297,718	66.0%	\$ 153,272	\$ -	\$ 153,272	34.0%
5300 Water Fund								
Intergovernmental	\$ 71,800	-	-	0.0%	\$ 71,800	\$ -	\$ 71,800	100.0%
Charges for Services	7,716,002	444,814	4,391,025	57.0%	3,324,977	-	3,324,977	43.0%
Miscellaneous Revenue	386,000	31,234	373,354	97.0%	12,646	-	12,646	3.0%
Other Financing Sources	87,500	87,500	92,349	106.0%	(4,849)	-	(4,849)	-6.0%
Sub-total : 5300 Water Fund	\$ 8,261,302	563,548	4,856,729	59.0%	\$ 3,404,573	\$ -	\$ 3,404,573	41.0%
5320 Sewer Fund								
Intergovernmental	\$ 163,524	-	32,253	20.0%	\$ 131,271	\$ -	\$ 131,271	80.0%
Charges for Services	9,936,082	571,909	5,652,829	57.0%	4,283,253	-	4,283,253	43.0%
Miscellaneous Revenue	70,000	11,339	76,228	109.0%	(6,228)	-	(6,228)	-9.0%
Other Financing Sources	391,150	-	-	0.0%	391,150	-	391,150	100.0%
Sub-total : 5320 Sewer Fund	\$ 10,560,756	583,247	5,761,310	55.0%	\$ 4,799,446	\$ -	\$ 4,799,446	45.0%
6100 Dovernet Fund								
Intergovernmental	\$ 351,620	-	-	0.0%	\$ 351,620	\$ -	\$ 351,620	100.0%
Charges for Services	1,708,778	125,251	1,252,540	73.0%	456,238	-	456,238	27.0%
Miscellaneous Revenue	50,000	-	2,500	5.0%	47,500	-	47,500	95.0%
Operating Transfers In	-	-	1,012	0.0%	(1,012)	-	(1,012)	0.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 6100 Dovernet Fund	\$ 2,110,398	125,251	1,256,053	60.0%	\$ 854,345	\$ -	\$ 854,345	40.0%
Total : REVENUES	\$ 183,946,605	7,929,190	116,085,703	63.0%	\$ 67,860,902	\$ -	\$ 67,860,902	37.0%

City of Dover

Expenditures of Major Funds

April 30, 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	\$ 51,884	\$ 145,603	23.0%	\$ 488,793	\$ 141,762	\$ 347,031	54.7%
Executive	2,494,022	155,115	\$ 1,770,474	71.0	723,548	394,132	329,416	13.2
Finance	2,833,972	198,950	\$ 2,112,617	75.0	721,355	433,297	288,057	10.2
Planning	2,464,029	136,918	\$ 1,496,914	61.0	967,115	363,355	603,760	24.5
Misc General Government	1,326,602	263	\$ 546,886	41.0	779,716	168,652	611,064	46.1
Police	11,191,487	798,209	\$ 8,808,515	79.0	2,382,972	1,630,872	752,100	6.7
Fire & Rescue	12,809,683	887,052	\$ 9,980,884	78.0	2,828,799	1,715,987	1,112,812	8.7
Community Service Public Works	11,412,271	874,697	\$ 5,796,525	51.0	5,615,746	2,379,860	3,235,886	28.4
Recreation	3,240,460	189,437	\$ 2,267,891	70.0	972,569	445,053	527,517	16.3
Public Library	1,933,196	130,541	\$ 1,428,138	74.0	505,058	286,546	218,512	11.3
Public Welfare	881,409	43,661	\$ 528,892	60.0	352,517	84,799	267,718	30.4
Debt Service	6,332,062	-	\$ 2,719,027	43.0	3,613,035	2,895,842	717,193	11.3
Other Financing Sources/Uses	4,645,609	180,214	\$ 4,463,288	96.0	182,322	-	182,322	3.9
School	84,642,799	6,704,942	\$ 58,906,459	70.0	25,736,340	23,019,274	2,717,065	3.2
Intergovernmental	11,224,778	-	\$ 11,224,778	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 158,066,775	\$ 10,351,883	\$ 112,196,892	71.0%	\$ 45,869,883	\$ 33,959,430	\$ 11,910,453	7.5%
3213 Parking Activity Fund								
Police	\$ 1,626,941	\$ 95,213	\$ 872,437	54.0%	\$ 754,504	\$ 162,050	\$ 592,453	36.4%
Sub-total : 3213 Parking Activity Fund	\$ 1,626,941	\$ 95,213	\$ 872,437	53.6%	\$ 754,504	\$ 162,050	\$ 592,453	36.4%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,106,737	\$ 125,921	\$ 1,396,343	66.0%	\$ 710,394	\$ 573,529	\$ 136,865	6.5%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,106,737	\$ 125,921	\$ 1,396,343	66.3%	\$ 710,394	\$ 573,529	\$ 136,865	6.5%
3381 McConnell Center Fund								
Recreation	\$ 854,864	\$ 38,827	\$ 346,077	40.0%	\$ 508,787	\$ 259,535	\$ 249,251	29.2%
Sub-total : 3381 McConnell Center Fund	\$ 854,864	\$ 38,827	\$ 346,077	40.5%	\$ 508,787	\$ 259,535	\$ 249,251	29.2%
3410 Recreation Special Revenue Fund								
Recreation	\$ 470,990	\$ 18,030	\$ 233,936	50.0%	\$ 237,054	\$ 32,692	\$ 204,362	43.4%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 470,990	\$ 18,030	\$ 233,936	49.7%	\$ 237,054	\$ 32,692	\$ 204,362	43.4%
5300 Water Fund								
Community Service Public Works	\$ 8,498,951	\$ 438,099	\$ 5,980,133	70.0%	\$ 2,518,818	\$ 1,000,768	\$ 1,518,050	17.9%
Sub-total : 5300 Water Fund	\$ 8,498,951	\$ 438,099	\$ 5,980,133	70.4%	\$ 2,518,818	\$ 1,000,768	\$ 1,518,050	17.9%
5320 Sewer Fund								
Community Service Public Works	\$ 10,700,777	\$ 948,540	\$ 7,833,867	73.0%	\$ 2,866,910	\$ 1,311,609	\$ 1,555,300	14.5%
Sub-total : 5320 Sewer Fund	\$ 10,700,777	\$ 948,540	\$ 7,833,867	73.2%	\$ 2,866,910	\$ 1,311,609	\$ 1,555,300	14.5%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 3,108,536	\$ 140,180	\$ 1,195,800	38.0%	\$ 1,912,736	\$ 561,655	\$ 1,351,081	43.5%
Sub-total : 6100 Dovernet Fund	\$ 3,108,536	\$ 140,180	\$ 1,195,800	38.5%	\$ 1,912,736	\$ 561,655	\$ 1,351,081	43.5%
Total : EXPENDITURES	\$ 185,434,572	\$ 12,156,693	\$ 130,055,488	70.1%	\$ 55,379,084	\$ 37,861,269	\$ 17,517,815	9.4%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) April 30, 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	40,223	1,103,942	96.8	36,893	0	36,893	3.2
Expenditures	1,321,297	74,568	1,021,473	77.3	299,824	177,815	122,008	9.2
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	<u>(180,462)</u>	<u>(34,345)</u>	<u>82,468</u>	<u>19.5</u>	<u>(262,930)</u>	<u>(177,815)</u>	<u>(85,115)</u>	<u>(6.0)</u>

CITY COUNCIL GOALS

2024-2025



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

The City has received awards totaling \$560,000 from the InvestNH Municipal Per-Unit Grant program in recognition of planning practices and partnerships that resulted in the creation of attainable housing units at both the Cottages at Back River Road and the Old Strafford County Court House. It is expected that funds received from this program will be leveraged to support the City's future efforts to address resident housing needs including the hiring of a Housing Planner who will likely start in May. The Housing Committee met twice in April and is working on finalizing their committee report for Council's review.

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.
-

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

City Planner Bassegio recorded an episode of the Dover Download podcast to recap April 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 1,128 subscribers). Two newsletters were sent in April. Content included meeting summaries, meeting previews, Master Plan updates, and various special topics such as information on upcoming Planning Board meetings, information on how to look up a project in Dover, an update on the Community Development Block Grant program, a summary of the national planning conference in Denver, volunteer groups for Earth Day, and an overview of the Dover Download podcast episodes that are featuring Planning Board history. Two Polco surveys question asked: "Are you familiar with the City of Dover's Community Development Block Grant (CDBG) program?" and "Are you aware that the Dover Energy Commission is involved in local energy projects, such as solar installations and energy efficiency initiatives?"

The Children's Room staff at The Dover Public Library have continued to offer various outreach opportunities throughout the city. In the month of April, staff visited Headstart (April 8), Little Tree Education Center (April 9), and Smart Start Learning Academy (April 22) Each month staff bring different books within a theme to read to the children, and in the cases of Headstart and Little Tree staff also bring books to the center to rotate out. All total, these staff members have connected with 175 children within the community.

On April 22, 23, and 25, Dover Public Library's Teen and Information Services Librarian Emily Ainaire visited the Dover High School library to assist with a photosynthesis-themed Breakout Room for

sophomore science classes. A total of 107 students participated in the Breakout Room which contained a series of puzzles for students to solve in order to unlock a box which contained a candy prize.

On Wednesday, April 9, Dover Public Library partnered with Garrison City Beerworks for a pop-up library card sign-up event and a round of “Beat the Librarians” trivia in honor of National Library Week. 25 people stopped by the Library’s booth to register for library cards and spin the prize wheel, and 68 attendees tested their knowledge against the Library staff’s at trivia night.

Throughout April, Officer Palmer conducted six ride a longs with citizens from the community involved in different leadership programs.

Officer Palmer visited Smart Start Learning Academy and Seacoast Charter School to conduct safety talks with youth in the daycare, preschool, and kindergarten programs. Children were able to explore a police cruiser, learn about the role of police officer, and learn about ways to be safe.

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.

Assistant City Planner Edgecomb staffed the Open Lands Committee on Thursday April 17th, where members discussed potential outreach initiatives and gave updates on proposed conservation land.

Assistant City Planner Edgecomb continues to work with City Planner Bassegio on drafting a Land Use Handbook for each board, with a draft scheduled to be available by June 2025.

Resilience Coordinator Merchant staffed the Energy Commission meeting on April 16th where the commission discussed city clean energy projects.

Resilience Coordinator Merchant and Assistant City Planner Edgecomb held an ocean cleanup event for Earth day at Hilton Park in April.

Resilience Coordinator Merchant and Assistant City Planner Edgecomb attended the Sustainability fair located in Portsmouth, NH.

Assistant City Planner Edgecomb is working with the Open Lands Committee to facilitate easement monitoring throughout the summer months.

Resilience Coordinator Merchant is analyzing responses to a recent bid for Energy Savings Performance Contracting Services to make energy efficiency upgrades throughout City buildings in a budget-neutral way.

GOAL 4: OUR CITY IS SAFE AND INVITING

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

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

On April 21, 2025, Lt. Mitrushi attended the Graffiti Management Committee meeting at which he is the staff liaison. The committee continued to discuss cleanup efforts and effective ways to manage graffiti in the City of Dover.

On April 3, Lt. Speidel met virtually with CSX officials to discuss the logistics of the railroad's ongoing tie replacement project, which spans the rail corridor between Plaistow, New Hampshire and Brunswick, Maine. Similar to roadway maintenance, tie replacement work is considered critical in maintaining the rail infrastructure. The project has significant regional impact because several communities like Dover have grade crossings that must be closed to accomplish the work.

Parking Manager Bill Simons assisted a resident of an apartment complex off of Knox Marsh Road as it pertained to ADA requirements for parking lots and accessible space allocation. The resident felt the complex was not in compliance with state regulations. Having dealt with similar situations at several other developments over the years, Bill was able to start the conversations with the property manager and provide them with the regulations and state agency contacts to assist in getting the property in compliance.

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.

Over the course of several days in April, Officer Gore, Youth & Family Social Worker Alexis Taatjes, and DHA Administrative staff worked to assist a DHA resident with severe mental health challenges who was a victim of a prolonged domestic violence relationship. The resident was successful relocated from her shared residence to a unit of her own. The police department continues to work with her to provide wrap-around services to assist her in her recovery.

On April 14, 2025, Lt. Mitrushi met with Dover Youth to Youth students to provide students with information about trends that the police department was seeing in the city related to substance use, harm reduction, syringe service programs (needle exchange), homelessness, and mental health.

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.

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

Planning 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. In April, staff were notified that the City had been awarded \$859,689 in grant funds towards the project.

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.

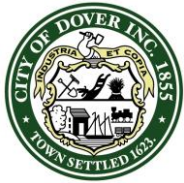
Planning staff continues to work with representatives from local and regional agencies, including One Sky Community Services, Our Place, & AbleNH, to better understand the challenges faced by residents with disabilities and those who care for them. This has included a collaborative review of a proposed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

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

City Planner Bassegio met with a representative from Seacoast Area Bicycle Riders (SABR) on April 29th to discuss a Bike to Work event on May 16th and how to promote SABR events and biking in Dover.

On April 25, 2025, Lt. Mitrushi and Officer Berdecia conducted a mobile Drug Take Back Day event for residents of the Dover Housing Authority. National Drug Take Back day was that following day, but some of the elderly and disabled residents of the DHA were unable to make it to the public event hosted at the Dover Police Department. The mobile event allowed Lt. Mitrushi and Officer Berdecia to visit each property at a specific time and collect expired or unused prescription medications from residents with mobility issues or those who did not have the access or ability to drive to the police department. All drugs collected from the mobile event were submitted to the national event the following day.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 14, 2025**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Shanahan led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Richer, Councilor Nemeth

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

5. PROCLAMATIONS/AWARDS – Evan Hennessey & Public Works Week

Mayor Carrier presented a proclamation to Stages Chef Evan Hennessey recognizing the achievements of the restaurant and the chef.

The Mayor presented a proclamation recognizing May 18 to May 24 as Public Works Week.

The Mayor asked Councilor Warach to read a proclamation recognizing May as National Jewish American Heritage Month.

6. APPROVAL OF AGENDA

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

Councilor Cullen read a statement in regards to agenda item 13.A.5.: "I hereby disclose that I have a business relationship with Reach for the Top, in that members of my household receive services from Reach for which my wife and I pay. I declare that I do not have any financial, personal, or professional interests that would create a conflict of interest in relation to this agenda item. I affirm that my evaluation of this agenda item is unbiased and impartial, with no influence from external parties." Councilor Cullen asked if any Councilors had any objections at this time, to which no Councilors responded.

Vote: 7-0.

7. PUBLIC HEARINGS

A. AUTHORIZATION TO ACCEPT AND EXPEND THE HOUSING CHAMPION HOUSING INFRASTRUCTURE MUNICIPAL GRANT FROM NH DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER BY REQUEST

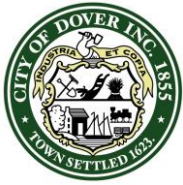
The Mayor, seeing no one wishing to speak, closed the Public Hearing.

B. ACKNOWLEDGEMENT AND ACCEPTANCE OF DONATION OF FUNDS FROM DOVER YOUTH HOCKEY FOR ARENA SCOREBOARD

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR CARRIER BY REQUEST

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 14, 2025**
Meeting Time: **7:00 pm**

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.

Eric Lever, 42 Main St & Aaron Williams, 51 Sixth St, spoke in favor of agenda item 13.B.3.

Cliff Blake, 1 Lisa Beth, gave an update about the blue crab statue.

Gail Daudelin, Main Street, gave an update about the Dover-wide cleanup. She thanked the Council for their support over the years.

Deb Clough, Don't Trash Dover, gave an update of the Power of an Hour event that was held on April 26.

9. CITY MANAGER'S REPORT

Deputy City Manager Parker presented the City Manager's report to the Council that they received in writing.

Deputy City Manager Parker invited Bob Landry to the podium to give an update to the Council in regards to the General Sullivan Bridge. Mr. Landry presented a PowerPoint presentation to the Council and answered questions.

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

Vote: 7-0.

10. APPROVAL OF MINUTES

A. April 23, 2025 – Regular Meeting

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

Vote: 7-0.

11. MAYOR'S REPORT

The Mayor gave an overview of meetings and events he attended over the last few weeks.

The Mayor reminded the Council that the Dover High School graduation is June 5th at 7pm, and the graduation for the Dover Adult Learning Center is June 4th at 6:30pm.

Deputy Mayor Shanahan moved to accept the Mayor's Report, seconded by Councilor Retrosi.

Vote: 7-0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

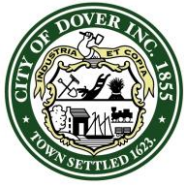
B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. AUTHORIZATION TO ACCEPT AND EXPEND THE HOUSING CHAMPION HOUSING INFRASTRUCTURE MUNICIPAL GRANT FROM NH DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

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, May 14, 2025**
Meeting Time: **7:00 pm**

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

Deputy City Manager Parker gave an overview of the resolution to the Council and answered questions.

Roll Call Vote: 7-0.

2. ACKNOWLEDGEMENT AND ACCEPTANCE OF DONATION OF FUNDS FROM DOVER YOUTH HOCKEY FOR ARENA SCOREBOARD (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.

Deputy City Manager Parker gave an overview of the resolution to the Council and answered questions.

Roll Call Vote: 7-0.

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. AUTHORIZATION TO PURCHASE FIRE/EMS PUBLIC SAFETY EQUIPMENT FROM FIRE, TECH AND SAFETY OF NEW ENGLAND VIA MASSACHUSETTS STATE CONTRACT PSE01**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. AUTHORIZATION TO ACCEPT AND EXPEND THE COMMUNITY ART WALL DONATION AND ACCEPTANCE OF LOCATION**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. APPROVAL OF THREE (3) PUBLIC ART INSTALLATIONS - DHS STUDENT MURAL ON CITY-OWNED TRAFFIC CONTROL BOXES**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. APPROVAL OF PERMANENT PUBLIC ART INSTALLATION AT CENTRAL AVE ENTRANCE TO JOE PARKS GARDEN**
COUNCILOR LINNEA NEMETH
- 5. APPROVAL OF REACH FOR THE TOP THERAPY SERVICES AMENDMENT TO LEASE AGREEMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST

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

No Councilors wished to pull any items.

Roll Call Vote: 7-0.

COMMITTEE REPORTS

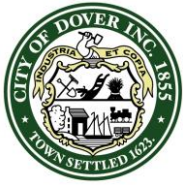
- | | |
|---|---|
| 1. Arts Commission (Nemeth) | 14. Solid Waste Advisory Committee (Hackett) |
| 2. Conservation Commission (Williams) | 15. Transportation Advisory Commission (Richer) |
| 3. Library Board of Trustees (Nemeth) | 16. Heritage Commission (Retrosi) |
| 4. Appointments Committee (Williams) | 17. Board of Health (Richer) |

Document Created by: Jerrica Vanslyvong-Bizier, City Clerk

Document Posted on: May 20, 2025

2025.05.14 City Council Minutes

Page 3 of 6



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 14, 2025**
Meeting Time: **7:00 pm**

- | | |
|---|--|
| <ul style="list-style-type: none">5. Planning Board (Cullen)6. School Board Liaison (Hackett)7. Recreation Advisory (Retrosi)8. Energy Commission (Richer)9. Parking Commission (Warach)10. Legislative Liaison (Shanahan)11. Committee for Racial Equity and Inclusion (Nemeth)12. Graffiti Management Advisory Committee (Nemeth)13. Ordinance Committee (Shanahan) | <ul style="list-style-type: none">18. Downtown TIF Advisory Board (Warach)19. Cocheco Waterfront Development Advisory Committee (Carrier)20. COAST (Shanahan)21. Waterfront TIF Advisory Board (Warach)22. Dover Main Street (Carrier)23. Strafford Regional Planning Commission (Williams)24. Government Affairs (Carrier)25. Cemetery Board (Warach)26. Joint Building Committee – Athletic Complex (Cullen) |
|---|--|

Councilor Williams presented the Council with one recommendation from the Appointments Committee:

Tyler Allen – Planning Board – Alternate member (term: 5/14/2025 to 5/14/2028)

Deputy Mayor Shanahan moved to accept the recommendation from the Appointments Committee, seconded by Councilor Retrosi.

Vote: 7-0.

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

B. RESOLUTIONS

1. APPROVAL TO APPLY FOR DHA GRANT TO ESTABLISH RECOVERY HOUSE ON AVON AVENUE

SPONSORED BY COUNCILOR RICHER

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Warach. Deputy City Manager Parker gave an overview of the resolution to the Council and answered questions.

Roll Call Vote: 7-0.

2. B25064 AUTHORIZATION TO PURCHASE A KENWORTH 10-WHEEL DUMP TRUCK FOR COMMUNITY SERVICES

SPONSORED BY MAYOR CARRIER BY REQUEST

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

Roll Call Vote: 7-0.

3. B25014 COURT AND UNION RECONSTRUCTION PROJECT

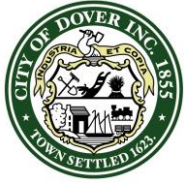
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Warach. Deputy City Manager Parker gave an overview of the resolution to the Council and answered questions.

Roll Call Vote: 6-0.

4. B25043 AWARD OF BID FOR WASTE WATER TREATMENT FACILITY SECONDARY CLARIFIER NO. 3 TO WATERLINE INDUSTRIES

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, May 14, 2025**
Meeting Time: **7:00 pm**

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Hackett.
Deputy City Manager Parker gave an overview of the resolution to the Council and answered questions.
Roll Call Vote: 7-0.

5. B11001 WRIGHT-PIERCE CONSTRUCTION ADMINISTRATION SERVICES FOR THE WASTE WATER TREATMENT FACILITY SECONDARY CLARIFIER NO. 3
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Williams.
Deputy City Manager Parker gave an overview of the resolution to the Council and answered questions.
Roll Call Vote: 7-0.

6. FY2025 TRANSFER OF APPROPRIATION – GENERAL FUND CITY DEPARTMENTS
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Retrosi.
Deputy City Manager Parker gave an overview of the resolution to the Council and answered questions.
Roll Call Vote: 7-0.

7. FY2025 DISSOLUTION OF PRIOR YEARS' CAPITAL PROJECT FUNDS INTO THE GENERAL FUND
(TO BE REFERRED TO A PUBLIC HEARING AND VOTE ON MAY 28, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

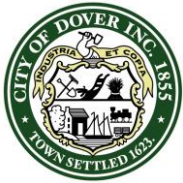
Deputy Mayor Shanahan moved to refer the resolution to a Public Hearing, seconded by Councilor Hackett.
Vote: 7-0.

8. FY2025 GENERAL FUND UNASSIGNED FUND BALANCE TRANSFERS TO CERTAIN SPECIAL REVENUE AND CAPITAL PROJECT FUNDS TO ADDRESS FUND DEFICITS
(TO BE REFERRED TO A PUBLIC HEARING AND VOTE ON MAY 28, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer the resolution to a Public Hearing, seconded by Councilor Cullen.
Vote: 7-0.

9. ACCEPTANCE OF THE FY26-FY30 CDBG CONSOLIDATED PLAN AND FY26 ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2026 CDBG ENTITLEMENT FUNDS
(TO BE REFERRED TO A PUBLIC HEARING AND VOTE ON MAY 28, 2025)
SPONSORED BY COUNCILOR CULLEN

Deputy Mayor Shanahan moved to refer the resolution to a Public Hearing, seconded by Councilor Warach.
Vote: 7-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 14, 2025**
Meeting Time: **7:00 pm**

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

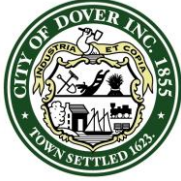
Deputy Mayor Shanahan thanked for Councilor Richer filling in as Deputy Mayor while he was away.

The Deputy Mayor reminded those watching and attending the meeting that they approve large projects that have been in the works for many years.

The Mayor asked for those who know of any residents turning 100 to please let him and Councilor Hackett know so that they may honor the resident with a proclamation and key to the City.

16. ADJOURN

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



CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2025.05.14 - 75**
Resolution Re: FY2025 Dissolution of Prior Years’ Capital Project Funds into the General Fund

- WHEREAS: On an annual basis the City Council adopts the City’s six-year Capital Improvements Plan and in conjunction adopts appropriations for projects to be debt financed or reserved financed; and
- WHEREAS: On an annual basis a Capital Project fund is being created for each annual adoption of appropriations; and
- WHEREAS: Due to extraordinary circumstances certain Capital Project Funds have an existing fund balance or fund deficit and upon completion of projects within certain Capital Project funds revenues are actually greater than or less than expenditures resulting in fund balances or deficits; and

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

The following Capital Project Fund, with a fund deficit, is hereby dissolved and will be closed out into the General Fund as of June 30, 2025. The following amount is to be appropriated from General Fund Unassigned Fund Balance and transferred to the respective Fund listed in table below to close out the Capital Project Fund.

Budget Adjustment:		Transfer	
		Fund	From
Fund	Description	Deficit	General Fund
4016	Capital Projects Fund FY2016	(43,206)	43,206
	Total Transfer From General Fund		43,206

Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

Mayor Robert Carrier
By Request

Approved as to Legal Form and Compliance:

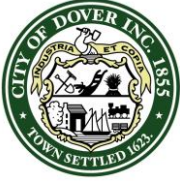
Jennifer R. Perez
Acting City Attorney

Recorded by:

Jerrica Vanslyvong-Bizier
City Clerk

Document Created by: Finance Department
Document Posted on: May 23, 2025

R-2025.05.14 FY2025 Dissolution of Prior Years’ Capital Project Funds into the General Fund
Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

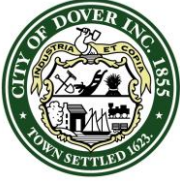
Resolution Number: **R – 2025.05.14 - 75**
Resolution Re: FY2025 Dissolution of Prior Years' Capital Project Funds
into the General Fund

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor S. April 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 – 2025.05.14 - 75**

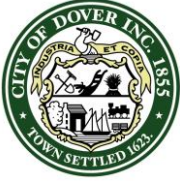
Resolution Re: FY2025 Dissolution of Prior Years' Capital Project Funds
into the General Fund

RESOLUTION BACKGROUND MATERIAL:

A Capital Project fund is created to account for the appropriations adopted on an annual basis as part of the Capital Improvements Plan. This annual fund is put in place to account for appropriations to be debt or reserve financed consistent with the resolutions adopted by City Council. The Capital Project funds listed in this resolution are ready to be closed out as the projects have been completed, yet the funds have existing fund balances. A portion of these balances could have been created due to posting of revenues to the incorrect capital project year, resulting in revenues greater than expenditures.

Capital Project Fund 4016 has a fund deficit that can be closed into the General Fund. This resolution is authorizing the close out of the fund by transferring General Fund Unassigned Fund Balance to Capital Project Fund 4016. Capital Project Fund 4016 was established to account for the revenues and expenditures associated with FY2016 approved Capital Improvements Projects (CIP). The FY2016 CIP projects are completed and therefore this Fund can now be closed.

The Finance Department's accounting practice for capital projects is to ensure projects have a complimenting appropriation account and revenue account to ensure project expenditures are agreeing to project revenues. Internal controls are in place to track projects that are reserved financed and annually track that the necessary transfers are being made from the appropriate capital reserves for eligible project expenditures.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2025.05.14 - 76**
Resolution Re: FY2025 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

WHEREAS: The City Council has adopted the creation of Special Revenue Funds to account for specific sources of revenue and account for the expenditure of those revenues for said purpose; and

WHEREAS: On an annual basis the City Council adopts the City's six-year Capital Improvements Plan and in conjunction adopts appropriations for projects to be debt financed or reserved financed, with a capital project fund being created for each annual adoption of appropriations; and

WHEREAS: Due to extraordinary circumstances certain Special Revenue Funds have an existing fund deficit; and certain Capital Project funds anticipated revenues are actually less than planned and costs are higher than originally planned resulting in fund deficits; and

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

To address the following Special Revenue and Capital Project Funds existing and projected Fiscal Year 2025 fund deficits, the following amounts are to be appropriated from General Fund Unassigned Fund Balance and transferred to the respective Funds listed in table below.

Budget Adjustment:		Transfer	
		Fund	From
Fund	Description	Deficit	General Fund
4320	Tolend Road Landfill Closure Fund	(813,233)	813,233
3320	Residential Solid Waste Fund	(472,857)	472,857
	Total Transfer to Other Funds		1,286,090

Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter.

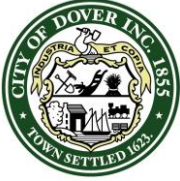
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

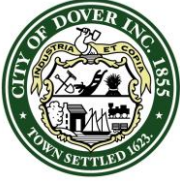
Resolution Number: **R – 2025.05.14 - 76**
Resolution Re: FY2025 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2025.05.14 - 76**
Resolution Re: FY2025 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

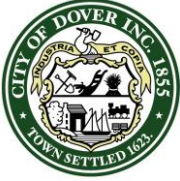
RESOLUTION BACKGROUND MATERIAL:

The Tolend Road Landfill Fund was established by City Council to track the expenditures incurred for closure and post closure maintenance of the former landfill. The City debt financed the closure costs and post closure costs had been debt financed as well. Starting in FY2017 the City began financing post closure costs through annual operating budget transfers into the Tolend Road Landfill Fund.

Upon EPA completing the Five Year Review of the landfill post closure operations, recommendations for additional work at the former landfill including the Eastern Plume, and additional work for the Southern Plume were issued by EPA. Two new contaminants are a national concern for EPA and sampling is being required for these contaminants in the landfill and in the two extended plumes. The FY2025 City operating budget reflected an annual operating budget transfer of \$550,000 to the Tolend Road Landfill Fund to finance the estimated annual operations and maintenance costs. However, the annual operations and maintenance costs for FY2025 are expected to be \$1,363,232 for the City's obligations. This results in an operating deficit of \$813,232. This resolution will appropriate and transfer the amount of \$813,232 from General Fund Unassigned Fund Balance to the Tolend Road Landfill Fund to resolve the deficit for FY2025.

The Residential Solid Waste Fund was established by City Council, effective July 1, 1992, to account for the sale of solid waste bags and tags or other receipts as budgeted annually, to be used to pay the cost of collection and disposal of residential solid waste and such other direct and indirect costs as budgeted annually.

The Residential Solid Waste Fund finished FY2024 with expenditures greater than revenues by \$394,351.00. This resulted in the Residential Solid Waste Fund ending FY2024 with an unassigned fund deficit of \$33,424. The FY2025 operating results for the Residential Solid Waste Fund are projected to be expenditures greater than revenues by \$439,433.00, resulting in an unassigned fund deficit of \$472,857.00 (\$33,424 + \$439,433). This resolution will appropriate and transfer the amount of \$472,857.00 from General Fund Unassigned Fund Balance to the Residential Solid Waste Fund to resolve the deficit for FY2025.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2025.05.14 - 77**
Resolution Re: Acceptance of the FY26-FY30 Consolidated Plan and
FY26 Action Plan and the expenditures for Fiscal Year
2026 CDBG Entitlement Funds

- WHEREAS: The City of Dover will have funds available for appropriation from the FY26 CDBG Entitlement year, including program income; and
- WHEREAS: The Planning Department is required by HUD to prepare, and the Governing Body adopt the "Consolidated Plan" which is a needs assessment and detailed expenditure plan for the use of CDBG funds in meeting the needs of very low, low and moderate income residents of Dover; and
- WHEREAS: The Planning Board has reviewed proposed projects for said funds and has held a public hearing for the purpose of obtaining citizens' viewpoints, on the recommended expenditures; and
- WHEREAS: City administration and the Planning Board have reviewed the proposals and derived a recommended expenditure plan; and
- WHEREAS: The recommended disbursements of funds have been reviewed for compliance with HUD statutory requirements and for meeting national objectives; and

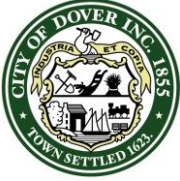
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The FY26-FY30 Consolidated Plan and FY26 Action Plan are adopted and the City Manager is authorized to enter into sub-recipient contracts as part of this Action Plan for expenditure of FY26 CDBG Entitlement Funds, FY26 Program Income and FY25 Program Income.

AND, FURTHER BE IT RESOLVED;

Should Congress adopt a budget that results in a grant amount that is different than anticipated in the Action Plan, or should the program income amounts received be different than anticipated for use in the Action Plan, the City Manager is authorized to adjust the amounts of the Action Plan allotments per HUD guidance and as described in the Action Plan.

THIS RESOLUTION REQUIRES A PUBLIC HEARING PRIOR TO ADOPTION



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2025.05.14 - 77**

Resolution Re: Acceptance of the FY26-FY30 Consolidated Plan and
FY26 Action Plan and the expenditures for Fiscal Year
2026 CDBG Entitlement Funds

Financing Estimated Revenue

Account	Description	Appropriation
2100.1.180.46311.3311.06311.26.000.000.R30	FY26 Federal Grant	\$315,000.00
2100.1.180.46311.3933.06311.26.000.000.R90	FY26 Program Income	\$11,800.00
2100.1.180.43611.3933.06311.25.000.000.R90	FY25 Program Income	\$11,800.00
TOTAL		\$338,600.00

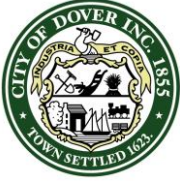
Financing Appropriations

Account	Description	Appropriation
2100.1.180.46348.4835.06367.26.000.000.800	AIDS Response	\$7,120.00
2100.1.180.46348.4835.06398.26.000.000.800	Alliance for Community Transportation	\$4,120.00
2100.1.180.46348.4835.06362.26.000.000.800	CASA of NH	\$3,120.00
2100.1.180.46348.4835.06333.26.000.000.800	Community Partners	\$4,120.00
2100.1.180.46348.4835.06351.26.000.000.800	Cornerstone VNA	\$3,120.00
2100.1.180.46348.4835.06377.26.000.000.800	Cross Roads	\$7,320.00
2100.1.180.46348.4835.06361.26.000.000.800	HAVEN	\$6,120.00
2100.1.180.46348.4835.06342.26.000.000.800	My Friends Place	\$7,720.00
2100.1.180.46348.4835.06395.26.000.000.800	Strafford Nutrition Meals on Wheels	\$3,120.00
2100.1.180.46348.4835.06360.26.000.000.800	Dover Welfare Sec Deposit	\$3,120.00
2100.1.180.46525.4835.06396.26.000.000.800	Dover Econ Loan Pool & Business Assistance	\$10,000.00
2100.1.180.46341.4835.06388.26.000.000.800	City Hall Second Floor Bathrooms - Barrier Removal	\$1,000.00
2100.1.180.46341.4835.06380.26.000.000.800	Home for Now - Bathroom	\$1,000.00
2100.1.180.46341.4835.06346.26.000.000.800	MFP Transitional Housing Roofs	\$1,000.00
2100.1.180.46341.4835.06332.26.000.000.800	Sidewalk Ramps - Barrier Removal	\$111,300.00
2100.1.180.46341.4835.06343.26.000.000.800	Universal Changing Stations	\$75,000.00
2100.1.180.46323.4835.06335.26.000.000.800	Weatherization & Energy Efficiency Program	\$25,000.00
2100.1.180.46311.4110.06311.26.000.000.800	Gen Administration & Planning	\$65,300.00
TOTAL		\$338,600.00

AUTHORIZATION

Document Created by: Finance Department
Document Posted on: May 23, 2025

Acceptance FY26-FY30 CDBG Consolidated Plan and
FY26 Action Plan
Page 2 of 8



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2025.05.14 - 77**
Resolution Re: Acceptance of the FY26-FY30 Consolidated Plan and
FY26 Action Plan and the expenditures for Fiscal Year
2026 CDBG Entitlement Funds

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Fergus Cullen
Ward 6 Councilor

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

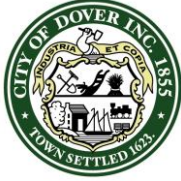
Recorded by: Jerrica Vanslyvong-Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 12.C.3. Resolution Number: R – 2025.05.14 - 77 Resolution Re: Acceptance of the FY26-FY30 Consolidated Plan and FY26 Action Plan and the expenditures for Fiscal Year 2026 CDBG Entitlement Funds
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RESOLUTION BACKGROUND MATERIAL:

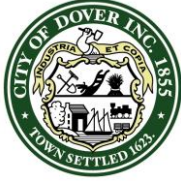
FY26-FY30 CONSOLIDATED PLAN

Every five years the City of Dover adopts a new Consolidated Plan for the Community Development Block Grant (CDBG) program. The Consolidated Plan serves as a strategic plan for addressing issues such as homelessness, housing, public services, community development needs and economic development opportunities. These efforts are targeted towards very low, low and moderate income persons within the community. One of the functions of the Consolidated Plan is to provide direction for funding decisions made through each of the five Action Plans that will be adopted during the life of the Consolidated Plan.

Throughout the fall of 2024 and the winter of 2025, the City engaged in an extensive public outreach process to gather input from citizens, organizations, business community and City Departments. The outreach involved listening sessions with the general public, meetings with service providers, an online survey and a public hearing. This input was used to help shape the priorities identified in the proposed FY26-FY30 Consolidated Plan. July 1, 2025 will mark the beginning of the next 5-year Consolidated Plan cycle.

FY26-FY30 Consolidated Plan Goals:

1	Goal Name	Access to Services
	Goal Description	To provide assistance for residents of Dover who require shelter, transportation, housing, care, recreation and related human services.
2	Goal Name	Barrier Removal and Transportation
	Goal Description	To remove barriers to access and provide transportation related services and improvements.
3	Goal Name	Affordable Housing
	Goal Description	To provide assistance to programs and projects that address the housing needs of Dover residents.
4	Goal Name	Public Improvements
	Goal Description	To assist with the development of facilities and infrastructure that support vulnerable populations of the community.
5	Goal Name	Economic Development
	Goal Description	To provide assistance to businesses and the business community that supports opportunities for business development and economic growth.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 12.C.3. Resolution Number: R – 2025.05.14 - 77 Resolution Re: Acceptance of the FY26-FY30 Consolidated Plan and FY26 Action Plan and the expenditures for Fiscal Year 2026 CDBG Entitlement Funds
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FY26 ACTION PLAN

To implement the Consolidated Plan, the community annually adopts an Action Plan that identifies activities and projects that will receive CDBG funds. The Action Plan serves as a means to assure that the funded activities are consistent with the Consolidated Plan and that the activities comply with HUD National Objectives.

FY26 ACTION PLAN – HUD MANDATED FUNDING CAPS

The Action Plan identifies the Activities that will receive CDBG funding for the next fiscal year. Per HUD regulations, the maximum amount of funding that can be provided for all Public Services allocations combined, and for General Administration & Planning, is capped as follows:

- Public Services Cap: Fifteen percent of the anticipated FY26 grant amount plus fifteen percent of the anticipated FY25 program income: **\$49,000.00.**
- General Administration & Planning Cap: Twenty percent of the anticipated FY26 federal grant plus twenty percent of the anticipated FY26 program income: **\$65,300.00.**

FY26 ACTION PLAN - FUNDING CATEGORIES

PUBLIC SERVICES

AIDS Response Seacoast

Amount Requested:	\$10,000.00
Planning Board Recommendation:	\$7,120.00

Partially support the salaries and benefits of the Case Management Department staff, consisting of a Program Manager, Medical Case Managers and a Financial Administrator.

Alliance for Community Transportation

Amount Requested:	\$4,200.00
Planning Board Recommendation:	\$4,120.00

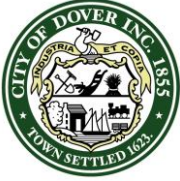
Operate TripLink, a regional transportation call center; operate Community Rides that provides transportation to healthcare for seniors and individuals with disabilities; provide staffing for Regional Coordination Council to provide greater access to community transportation resources.

CASA of NH

Amount Requested:	\$5,000.00
Planning Board Recommendation:	\$3,120.00

Recruitment and training/support of additional CASA Volunteer Advocates to serve the victimized children of Dover

Document Created by: Finance Department Document Posted on: May 23, 2025	Acceptance FY26-FY30 CDBG Consolidated Plan and FY26 Action Plan Page 5 of 8
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2025.05.14 - 77**
Resolution Re: Acceptance of the FY26-FY30 Consolidated Plan and
FY26 Action Plan and the expenditures for Fiscal Year
2026 CDBG Entitlement Funds

Community Partners

Amount Requested: \$5,000.00
Planning Board Recommendation: \$4,120.00

Provide rental assistance including security deposits, and first month's rent assistance for individuals and families in Dover with mental illness or a developmental disability who are in threat of becoming homeless.

Cornerstone VNA

Amount Requested: \$25,000.00
Planning Board Recommendation: \$3,120.00

Offset underinsured or free care provided to Dover residents in need. It would also offset subsidized homemaking services, community education, and caregiver support in Dover.

Cross Roads

Amount Requested: \$20,000.00
Planning Board Recommendation: \$7,320.00

Provide emergency and transitional shelter and supportive services for families and individuals from Dover who are experiencing homelessness.

HAVEN

Amount Requested: \$7,500.00
Planning Board Recommendation: \$6,120.00

Funds requested will pay a portion (approximately 5%) of the rental costs of our new Strafford County 6-unit Domestic Violence shelter

My Friend's Place

Amount requested: \$30,000.00
Planning Board Recommendation: \$7,720.00

General operating cost to run both the Emergency Shelter and the Transitional Housing programs.

Strafford Nutrition & Meals on Wheels

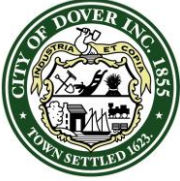
Amount requested: \$5,000.00
Planning Board Recommendation: \$3,120.00

Help provide meals to homebound, elderly & low-income disabled Dover residents. Approximately 5,000 meals.

Welfare Department - Dover

Amount requested: \$12,000.00
Planning Board Recommendation: \$3,120.00

Security deposit program. Help Dover residents move into apartments when they cannot afford security deposits.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2025.05.14 - 77**
Resolution Re: Acceptance of the FY26-FY30 Consolidated Plan and
FY26 Action Plan and the expenditures for Fiscal Year
2026 CDBG Entitlement Funds

PUBLIC FACILITIES PROJECTS

City Hall Second Floor Bathrooms – Barrier Removal

Amount Requested: \$120,000.00
Planning Board Recommendation: \$1,000.00

Renovations to City Hall second floor bathrooms for Barrier Removal related improvements.

Home for Now – Bathroom

Amount Requested: \$15,500.00
Planning Board Recommendation: \$1,000.00

Funding for installation of a new bathroom in the basement of the shelter.

MFP Transitional Housing – Roof Replacement

Amount Requested: \$30,000.00
Planning Board Recommendation: \$1,000.00

Funding for roof replacement at two transitional housing buildings.

Sidewalk Ramps – Barrier Removal

Amount Requested: \$120,000.00
Planning Board Recommendation: \$111,300.00

Funding for installation of sidewalk ramps/tip-downs and for installation of lighting and pedestrian activated crossing beacons, where appropriate, with sidewalk ramp/tip-down installations.

Universal Changing Stations – Barrier Removal

Amount Requested: \$75,000.00
Planning Board Recommendation: \$75,000.00

Funding for acquisition and installation of universal changing stations at existing publicly accessible buildings.

Weatherization & Energy Efficiency Program

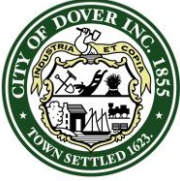
Amount Requested: \$25,000.00
Planning Board Recommendation: \$25,000.00

Funding to supplement the Weatherization Assistance Program for Dover residents.

ECONOMIC DEVELOPMENT

City of Dover - Economic Development Activities:

Amount Requested: \$10,000.00
Planning Board Recommendation: \$10,000.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2025.05.14 - 77**
Resolution Re: Acceptance of the FY26-FY30 Consolidated Plan and
FY26 Action Plan and the expenditures for Fiscal Year
2026 CDBG Entitlement Funds

Funding for the DELP loan pool, job training and related economic development activities.

ADMINISTRATION

General Administration & Planning

Amount Requested: \$65,300.00

Planning Board Recommendation: \$65,300.00

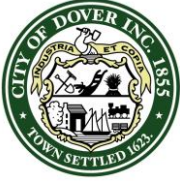
Activities associated with overall administration of the CDBG program. Activities include development of the Action Plan; quarterly, semi-annual and annual reporting; training & legal notices. The amount proposed equals the maximum amount permissible per HUD regulations.

Activity Administration

Amount Requested: \$0.00

Planning Board Recommendation: \$0.00

Administrative costs associated with individual Activities. Activity specific costs include contract development & administration, processing requests for reimbursement, site visits, subrecipient monitoring and environmental review.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2025.05.28 - 78**
Resolution Re: Q22-015 Material Testing for Dover Public Library

WHEREAS: A sealed Request for Quote, Q22-015 Material Testing Services, was issued and received for as needed testing services on February 23, 2022 at 2:00 p.m.

WHEREAS: Vendors are utilized on an as-needed basis for various projects to include testing for quality assurance and compliancy, particularly soil testing, concrete testing and inspection, and asphalt testing; and,

WHEREAS: The City received two (2) submittals which were reviewed for necessary experience, technical and professional qualifications, as well as cost., and the proposal deemed most advantageous to the City was submitted by John Turner Consulting of Dover, NH. Rates to hold for the 2023 season and negotiated for two additional one-year extension with increases, if any, to not exceed the current Consumer Price Index (Boston); and,

WHEREAS: On May 12, 2025, the City received a proposal for material testing and inspection services for the Dover Public Library Addition, in the amount of \$ 25,621.20.

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 John Turner Consulting for rates and scope of work in conjunction with Q22-015. The City Manager, or designee, is hereby authorized to contract with the vendors consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1009.1.390.45500.4725.00000.24	Building Improvements	12,500.00	11,532.97
4024.1.190.41941.4725.01109.24	Building Improvements	50,000.00	20,793.75

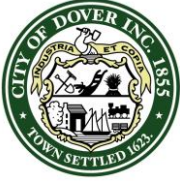
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

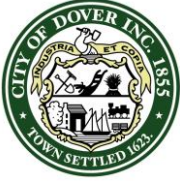
Resolution Number: **R – 2025.05.28 - 78**
Resolution Re: Q22-015 Material Testing for Dover Public Library

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 – 2025.05.28 - 78**
Resolution Re: Q22-015 Material Testing for Dover Public Library

RESOLUTION BACKGROUND MATERIAL:

The Dover Public Library renovation project is a \$7,100,000 renovation and expansion being carried out by Bonnette, Page and Stone (B25029). Over the course of this year long project, various third-party testing services will be required, including concrete and reinforced steel field sampling and testing, soils field testing, and structural special inspections.

John Turner Consulting is currently a pre-qualified vendor, via Q22-015 Material Testing Services, and the City is seeking to engage them for the Dover Public Library project. This will ensure proper third-party oversight and quality assurance throughout construction.

As the cost for the testing will exceed \$24,999 it meets the criteria to seek council approval.

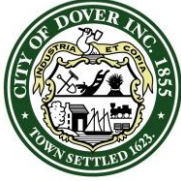
Bid Information:

A sealed Request for Proposal #Q22-015 was issued on February 22, 2023 at 2:00 p.m. EST.

Award Information:

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

Type:	Purchase order	Advertised:	Yes
Invitations Mailed:	40	Number of Responses:	2
Warranty:	No	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	3/1/25 – 3/1/26	Estimated Delivery:	ASAP
Recommended Award to:	John Turner Consulting	Fund:	Split between General and 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 subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2025.05.28 - 79**

Resolution Re: B25054(a) Rebid Authorization to Purchase Snow Removal Equipment for Bobcat Track Loaders from Allied Equipment

WHEREAS: A sealed Request for Proposal, Bid #B25054(a), was issued and received for Purchase of Snow Removal Equipment for Bobcat Track Loaders on May 8th, 2025 at 2:00 p.m.; and,

WHEREAS: Three (3) vendors responded and the proposal deemed most advantageous was from Allied Equipment, Hartland, Maine, in the amount of \$76,924.00; and,

WHEREAS: Allied Equipment is offering snow removal equipment for city owned 2025 Bobcat T450 Skid Steers and a 2018 Bobcat Toolcat, including all the appropriate quick connects; 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 Allied Equipment of Hartford Maine, in the amount of \$76,924.00. 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
4024.1.300.43121.4743.03110.24	Heavy Equipment	200,737.00	55,248.00
4026.1.300.43121.4743.03110.26	Heavy Equipment	800,000.00	259,300.64

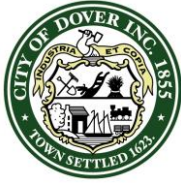
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal Form and Compliance: Jennifer R. 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 – 2025.05.28 - 79**

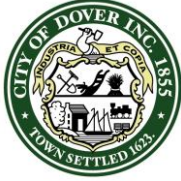
Resolution Re: B25054(a) Rebid Authorization to Purchase Snow Removal
Equipment for Bobcat Track Loaders from Allied Equipment

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 – 2025.05.28 - 79**

Resolution Re: B25054(a) Rebid Authorization to Purchase Snow Removal Equipment for Bobcat Track Loaders from Allied Equipment

RESOLUTION BACKGROUND MATERIAL:

The City utilizes 3 Bobcat skid-steer, tracked mini-loaders for sidewalk plowing. Plowing efforts are supplemented with a wheeled Bobcat Toolcat utility vehicle. The City requested price proposals for replacing the blowers and plows for the skid steers, and just a plow for the Toolcat.

The blowers and plows all needed to be provided with appropriate quick-disconnect couplings for the hydraulic feeds and any electrical wiring and controls.

The skid-steers will be equipped with articulating “V-plows” to help navigate tight spaces along sidewalks. The plows will be Metal Pless SDX532SS Sidemaxx v-plows. The blowers will be Erskine 901699 60-inch wide. The Toolcat plow will be Metal Pless Plowmass PLLT-0727-12 equipped with carbide edges.

Allied Equipment was the low bidder, and their proposed equipment met all the specification requirements.

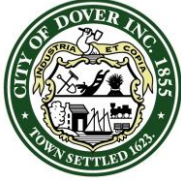
Award Information:

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:	186	Number of Responses:	3
Warranty:	Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Delivered	Estimated Delivery:	2-3 weeks
Recommended Award to:	Allied Equipment	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 subsequent to a bid solicitation

[B25054\(a\) Bid Document](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.05.28 - 80**

Resolution Re: B09064 Authorization to Replace Existing Parking Meters
with Next Generation Technology Meters

WHEREAS: Sealed Request for Proposal B09064 was requested and received for the purchase of Pay & Display Parking meters on April 13, 2009 @ 2:00 pm; and

WHEREAS: Three vendors meeting specifications were evaluated and recommendation to award to Parkeon was approved by City Council via resolution [R-2009.07.22-097](#); and,

WHEREAS: Since 2009, the City has been using the meters but desires to upgrade these meters to current technology that is more customer friendly and more efficient; and,

WHEREAS: On 5/20/2025, the City received a proposal from Flowbird (previously Parkeon), via Sourcewell Contract 0803121-PRK, for 13 Strada S5 Generation 3 Parking Meters, including reader for each, in the amount of \$109,200.00; 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 Flowbird for the purchase of the thirteen (13) parking meters, and reader for each, for the total amount of \$109,200.00. The City Manager, or designee, is hereby authorized to finalize contract language with the vendor, consistent with the Purchase Order authorized herein, for the City Manager's signature.

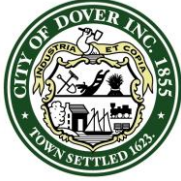
Financing

Account	Description	Appropriation	Balance
3219.1.210.42130.4741.00000.23	Machinery & Equipment	3,716.73	2,070.09
3219.1.210.42130.4741.00000.24	Machinery & Equipment	5,000.00	5,000.00
3219.1.210.42130.4745.00000.23	Computers & Communication	32,405.00	31,305.00
3219.1.210.42130.4745.00000.24	Computers & Communication	15,874.29	15,874.29
4026.1.210.42130.4741.02390.26	Machinery & Equipment	60,900.00	60,900.00

**B09064 Authorization to Replace Existing
Parking Meters with Next Generation
Technology Meters**

Document Created by: Purchasing
Document Posted on: May 23, 2025

Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.05.28 - 80**

Resolution Re: B09064 Authorization to Replace Existing Parking Meters
with Next Generation Technology Meters

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal: Jennifer R. 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:

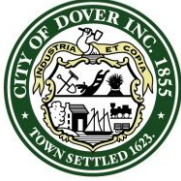
DOCUMENT ACTIONS:

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.		

**B09064 Authorization to Replace Existing
Parking Meters with Next Generation
Technology Meters**

Document Created by: Purchasing
Document Posted on: May 23, 2025

Page 2 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.05.28 - 80**
Resolution Re: B09064 Authorization to Replace Existing Parking Meters
with Next Generation Technology Meters

RESOLUTION BACKGROUND MATERIAL:

The parking meters currently in use were expected to last 8-10 years. They were purchased between 2009 and 2011 (14-16 years ago) and in need of replacement. The Strada 5 is the next generation of meters which allow for on-screen interaction and instructions. They also add tap and go (chip) credit card and phone payments options. The purchase of the meters was presented to City Council as part of the joint City Council/Parking Commission meeting on August 7, 2024.

These meters will be needed for the Dover Waterfront.

Bid Information:

Sealed Request for Proposal B09064 was requested and received for the purchase of Pay & Display Parking meters on April 13, 2009.

Award Information:

A purchase order will be issued to Flowbird to authorize expenditures as outlined in this resolution.

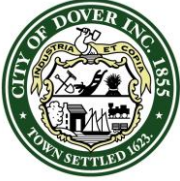
Purchasing Information:

Type:	Purchase orders	Advertised:	na
Invitations Mailed:	na	Number of Responses:	na
Warranty:	Yes	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Delivered	Estimated Delivery:	2025
Recommended Award to:	Parkeon	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 subsequent to a bid solicitation

**B09064 Authorization to Replace Existing
Parking Meters with Next Generation
Technology Meters**

Document Created by: Purchasing
Document Posted on: May 23, 2025

Page 3 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2025.05.28 - 81**
Resolution Re: Authorization to Accept Donation of Office Furniture
from Pinnacle Office Solutions

WHEREAS: The City of Dover received an invitation from Pinnacle Office Solutions to tour the Dover Campus of the Liberty Mutual building located at 150 Liberty Way; and,

WHEREAS: Pinnacle Office Solutions was hired by a trust company for Liberty Mutual in assisting with decommissioning their building and donating all furniture assets within the building. Estimated value is in excess of \$5,000 thereby requiring a public hearing and council approval; and

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

In accordance with NH RSA 31:95-e, the City Manager is authorized to accept the donation from Liberty Mutual to the City of Dover. Prior to acceptance of any such gift with a value of \$5,000 or more, the board shall hold a public hearing on the proposed acceptance; and,

Financing

Account	Description	Appropriation	Balance
n/a			

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

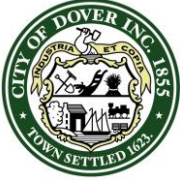
Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2025.05.28 - 81**
Resolution Re: Authorization to Accept Donation of Office Furniture
from Pinnacle Office Solutions

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.		

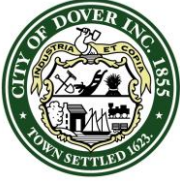
RESOLUTION BACKGROUND MATERIAL:

On 5/16/2025, Pinnacle Office Solutions, out of Danvers, MA, approached the City to invite representatives to come in for a tour of the Liberty Mutual Building, located at 150 Liberty Way in Dover.

Liberty Mutual engaged Furniture Trust, Arlington, MA in decommissioning their building and donating all furniture assets within the building. Pinnacle Office Solutions was hired by Furniture Trust to assist in this process.

The items include decks, chairs, conference tables, lounge chairs, café furniture, lobby furniture, patio furniture, couches and other miscellaneous items available for donation.

On 5/22/25, representatives from the City did tour the building and identified numerous items that could be used within multiple city departments.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2025.05.28 - 82**
Resolution Re: Authorization to Accept and Expend Donation from the
Kennebunk Savings Bank

WHEREAS: The City of Dover received a \$500.00 donation from the Kennebunk Savings to support the Dover Public Library Children's Summer Reading Program; 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) authorization by the City Council to expend the donation for the purposes intended as needed; and

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b Section IIIb; unanticipated fund amounts less than \$10,000.00 requires only City Council approval and not public hearing; and

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

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

AND, FURTHER BE IT RESOLVED THAT:

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

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

Financing			
Account	Description	Appropriation	Balance
TBD	Library Gifts	500.00	500.00

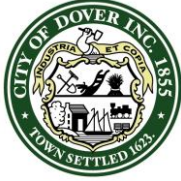
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.5.	
Resolution Number: R – 2025.05.28 - 82 Resolution Re: Authorization to Accept and Expend Donation from the Kennebunk Savings Bank		

DOCUMENT HISTORY:

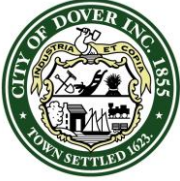
First Reading Date: Approved Date:	Public Hearing Date: Effective Date:
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DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The City of Dover received a \$500.00 donation from the Kennbunk Savings for the anticipated purchase of summer reading books.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2025.05.28 - 83**

Resolution Re: Approval of Amended Welfare Department Guidelines

WHEREAS: The City of Dover is in need of revising its Human Services (Welfare) Guidelines for the City; and

WHEREAS: The Guidelines were most recently revised in 2022; and

WHEREAS: The attached Guidelines have been revised and updated for use by the City.

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

The attached City of Dover Welfare Guidelines are adopted by the City of Dover.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

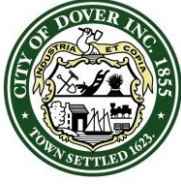
Approved as to Legal
Form and Compliance: Jennifer R. Perez
Deputy City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.6. Resolution Number: R - 2025.05.28 - 83 Resolution Re: Approval of Amended Welfare Department Guidelines
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DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

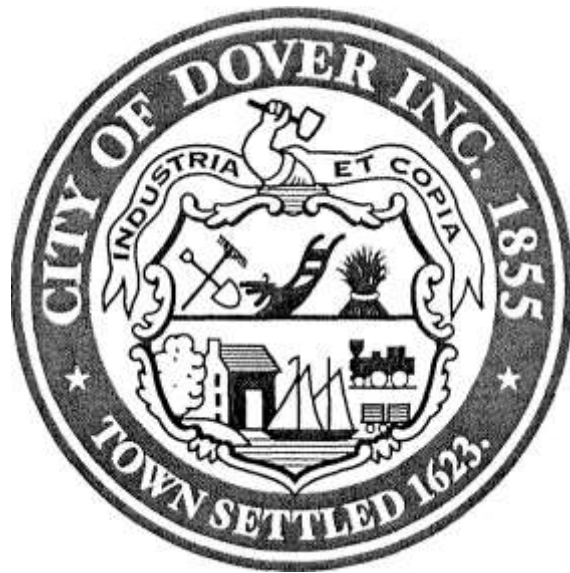
By statute (RSA 165:1, II), every local welfare office must have written guidelines. It is on the basis of these guidelines (and RSA 165) that decisions in our Welfare Department are made. A marked version of the Welfare Guidelines is attached showing all changes made to the 2022 version.

April 2025 Welfare Guideline changes by page number:

- 3 – In the TABLE of CONTENTS, Under XV. Liens; Added “B. Civil Judgements”.
- 4 – Added “Form W” to list.
- 9-10 – Added; “3” (language about client needing to self-care.)
- 35 – Update; “C 1-a, Procedures” and “2.”
- 37-39 – Updated; “Appendix A.”
 - I.A. – Added (Rent amounts may be adjusted to reflect actual costs of rent)
 - III. – Updated amounts in Maintenance/Personal Items.
 - V. – Updated Transportation Amounts. Added new wording.
 - X. – Updated Burial Allowance to comply with RSA 165.
- 40-41- Appendix B. Replaced with new Ethics Resolution.
- 50 – Added to 8. Criminal Information; (This information used to assist with referrals including housing and other programs).
- 57 – Updated Form E, Applicants Authorization to Furnish Information.
- 59 – Form G, (Added clarification to form).
- 75 – Added “Form W; Reimbursement Invoice Decision Guide”.

Document Created by: Legal Document Posted on: May 23, 2025	R-2025.05.28 Approval of Amended Welfare Department Guidelines Page 2 of 2
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CITY OF DOVER WELFARE GUIDELINES



REVISED 2025

Table of Contents

INTRODUCTION	5
I. DEFINITIONS	6
II. SEVERABILITY	8
III. CONFIDENTIALITY OF INFORMATION.....	8
IV. ROLES OF LOCAL GOVERNING BODY AND WELFARE OFFICIAL.....	8
V. MAINTENANCE OF RECORDS	8
A. Legal Requirement	8
B. Case Records	9
VI. APPLICATION PROCESS	9
A. Right to Apply.....	9
B. Welfare Official's Responsibilities at Time of Application.....	10
C. Responsibility of Each Applicant and Recipient	11
D. Actions on Applications.....	12
E. Home Visits	13
VII. VERIFICATION OF INFORMATION	13
A. Required Verifications.....	13
B. Verification Records	14
C. Other Sources of Verification	14
D. Written Consent of Applicant	14
E. Legally Liable Relatives	14
F. Refusal to Verify Information	15
VIII. DISBURSEMENTS	15
IX. DETERMINATION OF ELIGIBILITY AND AMOUNT	15
A. Eligibility Formula.....	15
B. Legal Standard and Interpretation	15
C. Non-Financial Eligibility Factors	16
D. Available Assets.....	19
E. Standard of Need.....	19
F. Income	23
G. Residents of Shelters for Victims of Domestic Violence and Their Children	24
X. Non-Residents	25
B. Standards.....	25
C. Verification	25
D. Temporary or Emergency Aid	25
E. Determination of Residence	25
F. Return Home Transportation	26

G. Recovery.....	26
XI. Municipal Work Programs.....	26
A. Participation	26
B. Reimbursement Rate.....	26
C. Continuing Financial Liability.....	26
D. Allowance for Employment Search.....	26
E. Workfare Program Attendance	26
F. Workfare Hours	27
G. Workers Compensation	27
XII. Burial & Cremations	27
XIII. Right to Notice of Adverse Action	28
A. Right to a Written Decision	28
B. Action Taken for Reasons Other Than Noncompliance with the Guidelines	28
C. Suspension for Noncompliance with the Guidelines	29
XIV. Fair Hearings	31
A. Requests.....	31
B. Time Limits for Hearings.....	31
C. Requests for Postponements	31
D. The Fair Hearing Officer(s)	32
E. Fair Hearing Procedures	32
F. Decisions.....	33
XV. Liens	33
A. Real Estate - RSA 165:28	33
B. Civil Judgement- RSA 165:28-a.....	33
XVI. Recovery of Assistance.....	34
A. Recovery from Responsible Relatives	34
B. Recovery from the Municipality of Residence	34
C. Recovery from Former Recipient's Income	34
D. Recovery from State and Federal Sources	35
E. Delayed State Claims	35
XVII. Application of Rents Paid by the Municipality	35
A. Payment Arrears	35
B. Order of Priority	35
C. Procedure	35
XVIII. Department Threat Policy.....	36
XIX. Child Protection Act.....	36
APPENDIX A	37
APPENDIX B.....	40

APPENDIX C.....	42
APPENDIX D	44
FORM A.....	45
FORM B.....	53
FORM C.....	55
FORM D	56
FORM E.....	57
FORM F.....	58
FORM G	59
FORM H	60
FORM I.....	61
FORM J.....	62
FORM K.....	63
FORM L	64
FORM M	65
FORM N	66
FORM O	67
FORM P.....	68
FORM Q.....	69
FORM R.....	70
FORM S	71
FORM T	72
FORM U	73
FORM V.....	74
FORM W.....	75

INTRODUCTION

The local governing body, as defined in RSA 672:6, of every town and city in the state shall adopt written guidelines relative to general assistance. The guidelines shall include, but not be limited to the following:

- A. The process for application for general assistance.
- B. The criteria for determining eligibility.
- C. The process for appealing a decision relative to the granting of general assistance.
- D. The process for the application of rents under RSA 165:4-b, if the municipality used the offset provisions of RSA 165:4-a,
- E. A statement that qualified state assistance reductions under RSA 167:82, VIII may be deemed as income, if the local governing body has permitted the welfare administrator to treat a qualified state assistance reduction as deemed income under RSA 165:1-e.

These Guidelines are the City of Dover's Guidelines in the assessment and determination of assistance to be provided through the Welfare Department. These Guidelines include general factors to be considered when determining "need." This is not a guarantee of assistance, or a formula used. The Welfare Department's purpose is to provide temporary emergency assistance to residents of Dover in an attempt to stabilize difficult situations that may arise. The determination of "need" and type of assistance provided, if any, lies within the discretion of the Welfare Officials.

I. DEFINITIONS

AGENCY: Any health, social service or other entity that provides services to a client. Any such entity to which a Welfare Official may refer a client for additional resources and/or assistance.

APPLICANT: A person who expresses a desire to receive general assistance or to have his/her eligibility reviewed and whose application has not been withdrawn. This may be expressed either in person or by an authorized representative of the applicant.

APPLICATION (RE-APPLICATION): Written action by which a person requests assistance from a Welfare Official. This application must be made on a form provided by the Welfare Official. The application form may be written or completed electronically (if available) by means of an interview conducted by a welfare official and verified by the applicant's signature.

ASSETS: All cash, real property, personal property and future assets owned by the applicant in whole or in part.

AVAILABLE LIQUID ASSETS: Amount of assets after exclusions enumerated in Section IX(D). Includes, but not limited to, cash on hand, checking accounts, bank deposits, credit union accounts, stocks, bonds and securities. IRA (Individual Retirement Account), 401K accounts, insurance policies with a loan value, and non-essential personal property shall be considered as available liquid assets when they have been converted into cash.

CASE MANAGEMENT: A holistic collaborative process of assessment, planning, facilitation and advocacy for options and services to meet an individual's and/or household's short and long-term emergency needs through communication and available resources to promote safe, cost effective outcome.

CASE RECORD: Official files including, but not limited to, general applications, office forms, correspondence, relevant case notes, determination of eligibility, details provide to client of expectations, reasons for decisions and description of assistance given. The case record may be maintained electronically (if available). A hard copy of all relevant and signed documents should be maintained during the active phase of any applications and 7 years thereafter, in accordance with state law.

CITY MANAGER: The duly authorized City Manager for the City of Dover.

CLAIMANT: A recipient or applicant who has requested, either in person or through an authorized representative, a fair hearing under Section XIV of these guidelines.

CLIENT: An individual who receives services from the welfare department. This may be a single person or encompass a household as defined per welfare guidelines.

ELIGIBILITY: Determination by a Welfare Official, in accordance with the guidelines, of an applicant's need for general assistance under the formula provided in Section IX.

FAIR HEARING: A hearing which the applicant or recipient may request to contest a denial, termination or reduction of assistance. The standards for such a hearing are in Section XIV.

GENERAL ASSISTANCE: Financial assistance provided to applicants in accordance with RSA 165 and these guidelines.

HOMELESS SHELTER: A temporary housing provider through which an individual or family may seek emergency housing until permanent housing is obtained.

HOUSING:

- **Emergency Shelter:** A temporary or non-permanent and non-tenancy housing which is a temporary housing from a housing provider through which an individual or family may seek emergency housing when no other housing is available.
- **Non-Permanent Non-Tenancy Housing:** Applicant(s) pay for room(s) in Rooming or Boarding House; Hotels, Motels, Inns or Tourist Home or other dwellings which rent for recreational or vacation use. Room(s) in a single-family home with no lease which is the primary and usual residence of the owner. Other occupancies noted as nontenancy under RSA 540:1, IV.
- **Permanent Tenancy Housing:** Applicant(s) rent apartment, home or room or real property for the sole purpose of residential and non-transient purposes. Applicants(s) may or may not have lease or contract.
- **Transitional Housing:** A non-permanent and non-tenancy housing which is usually provided by an Assistance Program which can require rules or policies to stay in their housing and programs.
- **Tenant or Tenancy:** Permanent Housing where occupants shall be deemed to rent at will or have a contract or lease in which have protections of eviction as noted in NH RSA chapter 540.

HOUSEHOLD: A household is defined as:

The applicant/recipient and persons residing with the applicant/recipient in the relationship of father, mother, stepfather, stepmother, son, daughter, husband, wife, or legal domestic partner; and/or

The applicant/recipient and any adult (including an unrelated person) who resides with the applicant/recipient "in loco parentis" (in the role of a substitute parent) to a minor child (a person under 18 years of age). A person "in loco parentis" is one who intentionally accepts the rights and duties of a natural parent with respect to a child not their own and who lived with the child long enough to form a "psychological family."

MINOR: A person under 18 years of age.

NEED: The basic maintenance and support requirements of an applicant, as determined by a Welfare Official under the standards of Section IX (E) of these guidelines.

RECIPIENT: A person who is receiving general assistance.

"RELIEVE AND MAINTAIN": The sustaining of basic needs necessary to the health and welfare of the household.

RESIDENCE/RESIDENCY: Residence or residency shall mean an applicant's place of abode or domicile. The place of abode or domicile is that place designated by the applicant as their principle place of physical presence for the indefinite future to the exclusion of all others. Such residence or residency shall not be interrupted or lost by temporary absence from it, if there is an intent and/or means to return to such residence or residency as the principal place of physical presences. RSA 165: 1 (l); 21:6-a.

RESIDENTIAL UNIT: All persons physically residing with the applicant, including persons in the applicant's household and those not within the household.

UTILITY: Any service such as electric, gas, oil, water or sewer necessary to maintain basic health and welfare of the household.

VENDOR/ PROVIDER: Any landlord, utility company, store or other business which provides goods or services needed by the applicant/recipient.

VOUCHER SYSTEM: The system whereby a municipality issues vouchers to the recipient's vendors and providers rather than cash to the recipient. RSA 165:1(III). See Section VIII.

WELFARE OFFICIAL: The official of the municipality, or designee, who performs the function of administering general assistance. Such person has the authority to make all decisions regarding the granting of assistance under RSA 165, subject to the overall fiscal responsibility vested in the selectpersons, board of alderpersons, city or town manager, or city or town council. The term includes "overseers of public welfare" (RSA 165:1; 41:46) and "administrator of town or city welfare" RSA 165:2.

WORKFARE: Labor performed by welfare recipients at municipal sites or human service agencies as reimbursement for benefits received. RSA 1.65:31.

II. SEVERABILITY

If any provision of these guidelines is held at law to be invalid or inapplicable to any person or circumstances, the remaining provisions will continue in full force and effect.

III. CONFIDENTIALITY OF INFORMATION

Information given by or about an applicant or recipient of general assistance is confidential and privileged, and is not a public record under the provisions of RSA 91 -A. Such information will not be published, released, or discussed with any individual or agency without written permission of the applicant or recipient except when disclosure is required by law, or when necessary to carry out the purposes of RSA 165. RSA 165:2-c. In order to maintain the privacy of applicants and the confidentiality of information provided, the use of video or audio recording devices is prohibited within the public welfare office.

IV. ROLES OF LOCAL GOVERNING BODY AND WELFARE OFFICIAL

The responsibility of the day to day administration of the general assistance program should be vested in the appointed Welfare Official. The Welfare Official shall administer the general assistance program in accordance with the written guidelines of the municipality. The local governing body (city council) is responsible for the adoption of the guidelines relative to general assistance. RSA 165:1 (II).

V. MAINTENANCE OF RECORDS

A. Legal Requirement

Each Welfare Official is required by RSA 41:46 to keep complete paper and/or electronic records concerning the number of applicants given assistance and the cost of such support. Separate case records shall be established for each individual or family applying for general assistance. A paper copy of these records will be kept during the active phase of any application plus 7 years, after which they will be destroyed. The purpose for keeping such records is:

1. To provide a valid basis of accounting for expenditure of the municipality's funds;
2. To support decisions concerning the applicant's eligibility;
3. To assure availability of information if the applicant or recipient seeks administrative or judicial review of the welfare official's decision;

4. To provide the Welfare Official with accurate statistical information; and
5. To provide a complete history of an applicant's needs and assistance that might aid the Welfare Official with ongoing or potential future case management and in referring the applicant to appropriate agencies and other support entities.

B. Case Records

The Welfare Official shall maintain case records containing the following information:

1. The complete application, including any authorizations signed by the applicant allowing the Welfare Official to obtain or verify any pertinent information in the course of assisting the recipient, to include a signed Authorization to Release Information from the New Hampshire Division of Health and Human Services.
2. Written grounds for approval or denial of application, contained in a Notice of Decision.
3. A narrative history recording assistance sought, the results of investigations of applicants' circumstances, referrals, changes in status and other relevant communications as determined by the Welfare Official.
4. A Client Account Summary which has complete data regarding the type, amount and dates of assistance given which may be kept on paper or electronically.

VI. APPLICATION PROCESS

A. Right to Apply

1. Anyone may apply for general assistance by appearing in person or through authorized representation (if in person is impossible) and completing a written or available electronic application form. If more than one adult resides in a household, each may be required to appear at the welfare office and apply for assistance, unless one is working at a place of employment or otherwise reasonably unavailable.

Unrelated adults in the applicant's residential unit may be required to apply separately if they do not meet the definition of household as defined in these guidelines. Each adult in the household may be requested to sign a separate release of information forms.

2. The Welfare Official shall not be required to accept an application for general assistance from a recipient who is subject to a suspension pursuant to Section XIII(C) of these guidelines (RSA 165:1-b, VI); provided that any applicant who contests a determination of continuing noncompliance with the guidelines may request a fair hearing as provided in Section XIII (C)(7); and provided further that a recipient who has been suspended for at least six months due to continued noncompliance may submit a new application.

3. All individual Dover Welfare applicants when being assisted with Emergency Housing in either a Shelter or Motel/Hotel provided or procured by Dover Welfare must be ambulatory and fully able to self-care.

Client must be able to stand on their own, get in and out of bed, use the toilet and shower unassisted, take care of daily hygiene needs, have the ability to procure and prepare the food they will need and feed themselves.

If referral for services are being requested by an outside agency or organization written, dated and signed medical verification from a licensed medical provider must be provided stating that client is able to self-care and will be safe by themselves in the location they will be staying.

B. Welfare Official's Responsibilities at Time of Application

When an application is made for general assistance, the Welfare Official shall inform the applicant of:

1. The requirement of submitting an application and intake form. The Welfare Official shall provide assistance to the applicant in completing the application, if necessary (e.g. applicant is physically or mentally unable to complete the application);
2. Eligibility requirements, including a general description of the guideline amount and the eligibility formula;
3. The applicant's right to a fair hearing and the manner in which a review may be obtained, if sought;
4. The applicant's responsibility for reporting all facts necessary to determine eligibility and for presenting records and documents as requested and as reasonably available to support statements;
5. The joint responsibility of the Welfare Official and applicant to exploring facts concerning eligibility, needs and potential resources;
6. Verifications needed as listed in Section VII;
7. That an investigation will be conducted in order to verify facts and statements presented by the applicant;
8. The applicant's responsibility to notify the Welfare Official of any change in circumstances that may affect eligibility;
9. Other forms of assistance for which the applicant may be eligible if sought;
10. The requirement of placing a lien on any real property owned by the recipient, or any civil judgments or property settlements, for any assistance given, except for good cause;
11. Reimbursement from the recipient will be sought if he/she becomes able to repay the amount of assistance given; and
12. The applicant's right to review the guidelines, if sought.

13. The availability of the Welfare Official to make home visits by mutually-agreed appointment to take applications and to conduct ongoing case management for applicants who cannot leave their homes;
14. The applicant's responsibility not to voluntarily terminate employment without good cause, as required by RSA 165:1-d;
15. The fact that the Child Protection Act requires the Welfare Official, or any other person, who has reason to believe that a child under the age 18 has been abused or neglected, to report that suspicion immediately to NH DHHS Division of Children, Youth and Families (DCYF). RSA 169-C:29-31;
16. The fact that the Adult Protection Law requires the Welfare Official, or any person, who has reason to believe that a venerable adult has been subjected to abuse, neglect, exploitation or self-neglect, to make a report immediately to the NH DHHS Bureau of Elderly & Adult Services (BEAS). RSA 161-F:46; and
17. Any other responsibility the applicant has or will have, as provided in Section VI C.

C. Responsibility of Each Applicant and Recipient

At the time of initial application, and at all times thereafter, the applicant/recipient has the following responsibilities:

1. To provide accurate, complete and current information concerning needs and resources and the whereabouts and circumstances of relatives who may be responsible under RSA 165:19;
2. To notify the Welfare Official promptly when there is a change in needs, resources, address, or household size;
3. To apply for immediately, but no later than seven (7) days from completed application, and accept any benefits or resources, public or private, that will reduce or eliminate the need for imminent or potential future general assistance. RSA 165:1-b, I(d);
4. To keep all appointments as scheduled;
5. To provide records and other pertinent information and access to said records and information when requested;
6. To provide a verifiable doctor's statement if claiming an inability to work due to medical problems;
7. Following a determination of eligibility for assistance, to diligently search for employment, and provide a verifiable job search as determined by the Welfare Official, to accept employment when offered (except for documented reasons of good cause (RSA 165: 1-d)), and to maintain such employment. RSA 165:1-b (c);
8. Following a determination of eligibility for assistance, to participate in the workfare program (if required) and if physically and mentally able. RSA 165: 1-b, I(b); and

9. To reimburse assistance granted if returned to an income status and if such reimbursement can be made without financial hardship. RSA 165:20-b.

An applicant shall be denied assistance if he/she fails to fulfill any of these responsibilities without reasonable justification. A recipient's assistance may be terminated or suspended for failure to fulfill any of these responsibilities without reasonable justification, in accordance with Section XIII(C).

Any recipient may be denied or terminated from general assistance, in accordance with Section XIII, or may be prosecuted for a criminal offense, if he/she, by means of intentionally false statements or intentional misrepresentation, or by impersonation or other willfully fraudulent act or devices, obtains or attempts to obtain any assistance to which he/she is not entitled.

D. Actions on Applications

1. **Decision:** The Welfare Official uses these guidelines and the general factors contained herein, to determine the eligibility of an applicant/ recipient, while ensuring that each applicant/ recipient receives due process. Unless an application is withdrawn, the Welfare Official shall make a decision concerning the applicant's eligibility immediately in the case of emergency, or within five (5) working days after submission of the application. Business hours are considered to be Monday through Friday during posted operating hours of the municipality. A written notice of decision shall be provided on the same day or next business/working day following the making of the decision. The notice of decision shall state that assistance of a specific kind and amount has been given and the time period of aid, or that the application has been denied, in whole or in part, with reasons for denial. The notice of decision shall contain a first notice of conditions for assistance and shall notify the applicant of his/her right to a fair hearing if dissatisfied with the Welfare Official's decision.
2. **Pending Notice of Decision:** A decision may also be made to pend an application subject to receipt of specified information, documentation, or verifications from the applicant within a specific amount of time not to exceed five (5) business days.
3. **Emergency Assistance:** If, at the time of initial contact, the applicant demonstrates and verifies that an emergency need exists, because of which the applicant may suffer a loss of a basic necessity of living and imminent threat to life or health (such as loss of shelter, utilities, heat, lack of food, or life-saving/sustaining prescriptions) and no reasonable alternative can be found, then temporary aid to fill such immediate need shall be provided to prevent the imminent threat to life or health, pending a decision on the application. Such emergency assistance shall not obligate the Welfare Official to provide further assistance after the application process is completed.
4. **Temporary Assistance:** In circumstances where required records are not available, the Welfare Official may give temporary limited approval of an application pending receipt of required documents. Temporary status shall not extend beyond two (2) weeks. The Welfare Official shall not insist on documentary verification if such records are totally unavailable.
5. **Withdrawn Applications:** An application shall be considered withdrawn if:
 - a. The applicant has refused to complete an application or has refused to make a good faith effort to provide required verifications and sufficient information for the completion of an application. If an application is deemed withdrawn for these reasons, the Welfare Official shall so notify the applicant in a written notice of decision;

- b. The applicant dies before assistance is rendered;
- c. The applicant avails him/herself of other resources to meet the need in place of assistance;
- d. The applicant requests that the application be withdrawn (preferably in writing); or
- e. The applicant does not contact the Welfare Official after the initial interview after being requested to do so.

E. Home Visits

A home visit may be made by a mutually agreed appointment at the request of any applicant, but only when it is impossible for the applicant or their representative to apply in person. Home visits will be made in pairs (i.e. no Welfare Official shall make a home visit alone). If an in-person home visit is impossible, as deemed by the Welfare Official, a telephonic or video appointment may occur.

The home visit shall be conducted in such a manner as to preserve, to the greatest extent possible, the Welfare Official's health and safety, and the privacy and dignity of the applicant. To this end, the person conducting the visit shall not be in uniform or travel in a marked law enforcement vehicle, shall be polite and courteous, and shall not knowingly discuss or mention the application within the listening area of someone who is not a member of the household.

Applicant housing is expected to meet local health and safety codes standards. During the house visit the Welfare Official may discuss any in line of sight possible housing safety code violations by the landlord/owner with the applicant and may report all possible violations to proper municipal departments/authorities.

VII. VERIFICATION OF INFORMATION

Any determination or investigation of need or eligibility shall be conducted in a manner that will not violate the privacy or personal dignity of the individual or harass or violate his/her individual rights.

A. Required Verifications

Verification will be required of the following:

1. Applicant's address;
2. Facts relevant to the applicant's residence, as set forth in Section IX(B) and X.
3. Names of persons in applicant's residential unit;
4. Applicant's and household income and assets;
5. Applicant's and household's financial obligations;
6. The physical and mental condition of household members, only where relevant to their receipt of assistance, such as ability to work at a place of employment, determination of needs or referral to other forms of assistance;

7. Any special circumstances claimed by applicant;
8. Applicant's employment status and availability in the labor market;
9. Names, addresses, and employment status of potentially liable relatives;
10. Current utility costs;
11. Current housing costs;
12. Current prescription costs; and
13. Any other costs that the applicant wishes to claim as a necessity.

B. Verification Records

Verification may be made through records provided by the applicant (for example, birth and marriage certificates, pay stubs, pay checks, rent receipts, bank statements, relevant police reports, etc.) as primary sources. The failure of the applicant to bring such records does not affect the Welfare Official's responsibility to process the application promptly. The Welfare Official shall inform the applicant what records are necessary and the applicant is required to produce records possessed as soon as possible for application consideration. However, the Welfare Official shall not insist on documentary verification if such records are not reasonably available, but shall ask the applicant to provide alternative means of verification.

C. Other Sources of Verification

Verification may also be made through other sources, such as relatives, landlords, employers, former employers, banks, school personnel, and social or government agencies. The cashier of the national bank or a treasurer of a savings and trust company is authorized by law to furnish information regarding amounts deposited to the credit of an applicant or recipient. RSA 165:4.

D. Written Consent of Applicant

When information is sought from such other sources, the Welfare Official shall explain to the applicant or recipient what information is desired, how it will be used, and the necessity of obtaining it in order to establish eligibility. Before contact is made with any other source, the Welfare Official shall obtain written consent of the applicant or recipient, unless the Welfare Official has reasonable grounds to suspect fraud. In the case of suspected fraud, the Welfare Official shall carefully record his/her reasons and actions, and before any accusation or confrontation is made, the applicant shall be given an opportunity to explain or clarify the circumstances in question.

E. Legally Liable Relatives

"The relation of any poor person in the line of father, mother, stepfather, stepmother, son, daughter, husband or wife shall assist or maintain such person when in need of relief. Said person shall be deemed able to assist such person if his/her income is more than sufficient" to avoid causing a financial hardship. RSA 165:19

F. Refusal to Verify Information

Should the applicant or recipient refuse comment and/or indicate an unwillingness to have the Welfare Official seek further information that is necessary, assistance shall be denied for lack of eligibility.

VIII. DISBURSEMENTS

The City of Dover provides assistance and payment in the form of vouchers, checks or by credit card payable directly to the vendors (landlords, utilities, stores, etc.) involved, in accordance with the City's financial policies. No cash reimbursement is provided to recipients. RSA 165:1(III).

The amount shown on the voucher is the maximum amount to be used for payment. In accordance with the municipality's finance policies, a recipient may be required to sign the voucher to insure proper usage. The vendor returns the voucher with the required documentation for payment to the Welfare Official. After the initial transaction, if there is any unspent money, the voucher shall be returned to the municipality for payment of the actual amount listed on an itemized bill or register tape. Vouchers altered by the recipient or vendor shall not be honored.

A voucher previously issued, but not yet paid, may be revoked and voided under certain circumstances. If facts are discovered that would negate such issuance or fraud is determined the voucher will be cancelled promptly. If fraud is involved, the facts surrounding the matter will be given to the appropriate law enforcement authorities for action. The revocation of assistance is not meant to replace the suspension process for issues of noncompliance.

IX. DETERMINATION OF ELIGIBILITY AND AMOUNT

A. Eligibility Formula

An applicant is eligible to receive assistance when:

1. He/she meets the non-financial eligibility factors listed in Section C below; and
2. The applicant's basic welfare maintenance need, as determined under Section E below, exceeds his/her available income (Section F below) plus available liquid assets (Section D below). If available income and available liquid assets exceed the basic maintenance need (as determined by the guideline amounts), the applicant is not eligible for general assistance. If the need exceeds the available income/assets, the amount of assistance granted to the applicant shall be the difference between the two amounts, in the absence of circumstances deemed by the Welfare Official to justify an exception.

B. Legal Standard and Interpretation

"Whenever a person in any town is poor and unable to support himself he shall be relieved and maintained by the overseers of public welfare of such town, whether or not he has a residence there." RSA 165:1.

1. An applicant cannot be denied an application for assistance because he/she is not a resident of the City. See Section X in these Guidelines.

2. "Whenever" means at any or whatever time a person is poor and unable to support him/herself and without reasonable alternative options to deem general assistance unnecessary.
 - a. The Welfare Official, or person authorized to act on his/her behalf, shall be available during normal business hours.
 - b. The eligibility of any applicant for general assistance shall be determined no later than five (5) business/working days after the application is submitted. If the applicant has an emergency life safety need, then the assistance for such emergency need shall be provided in accordance with Section VI (D)(3), (4); provided an application is submitted.
 - c. Assistance shall begin as soon as the applicant is determined to be eligible.
3. "Poor and unable to support" means that an individual lacks income, available liquid assets, and resources to adequately provide for the basic welfare maintenance needed of him/herself or family as determined by the guidelines.
4. "Relieved" means an applicant shall be assisted to meet those basic welfare needs described by Dover Welfare guidelines.
5. "Maintained" means that assistance could be continued as long as the applicant is eligible as determined by the guidelines.

C. Non-Financial Eligibility Factors

1. Age: General assistance cannot be denied any applicant because of the applicant's age. Minor applicants shall be referred to Protective Services of the NH Division of Children, Youth and Families for support and case management. Minors have the residence of their parent(s) or legal guardian(s). Minors are the financial responsibility of the parent(s) or legal guardian(s), unless circumstances warrant otherwise.
2. Support Action: No applicant or recipient shall be compelled, as a condition of eligibility or continued receipt of assistance, to take any legal action against any other person. The municipality may pursue recovery against legally liable persons or governmental units. See Section XVI.
3. Eligibility for Other Categorical Assistance: Recipients who are, or may be, eligible for any other form of public assistance must apply for such assistance immediately, but no later than seven (7) days after being advised to do so by the Welfare Official. Failure to do so may render the recipient ineligible for assistance and subject to action pursuant to Section XIII of these guidelines.
4. Employment: An applicant who is gainfully employed, but whose income and assets are not sufficient to meet basic necessary household expenses, may be eligible to receive general assistance. However, recipients who without good cause refuses a job offer or referral to suitable employment, participation in the workfare program, or who voluntarily leave a job without good cause, may be ineligible for continuing general assistance in accordance with the procedures for suspension outlined in the guidelines. The Welfare Official shall first determine, whether there is good cause for such refusal, taking into account the ability and physical and mental capacity of the applicant, available transportation, working conditions that might involve unreasonable risks to health or safety, availability of safe and reasonable child care, or any other factors that might make refusing a job reasonable considering the financial situation of the household. Employment requirements shall extend to all adult members of the household.

5. Registration with the New Hampshire Department of Employment Security (NHES) and Employment Search Requirements: All unemployed recipients and adult members of their households shall, within seven days (7) after completing and intake or after having been granted assistance, register with NHES to attain employment and must conduct a reasonable, verifiable job search as determined by the Welfare Official. Each recipient must apply for employment to each employer to whom he/she is referred by the Welfare Official. These employment search requirements apply unless the recipient and each other adult member of the household is:
- a. Gainfully employed full-time and permanent employment status;
 - b. A dependent eighteen (18) years of age or under who is regularly attending secondary school;
 - c. Unable to work at a place of employment due to illness or mental or physical disability of him/herself or another member of the household, as verified by the welfare official; or
 - d. Solely responsible for the care of a child under the age of one. RSA 165:31. A recipient responsible for the care of a child aged one to twelve (12) shall not be excused from employment search requirements, but shall be deemed to have good cause to refuse a job requiring employment during hours the child is not usually in school, if there is no reasonable responsible person available to provide care and it is verified by the Welfare Official that no other care is available.
 - e. The Welfare Official shall give all reasonably necessary assistance to ensure compliance with registration and employment requirements, including the granting of allowances for transportation and clothes for employment as part of an allowable budget expense. Failure of a recipient to comply with these requirements without good cause will be reason for denial of assistance.
6. Students: Applicants who are post-secondary school students with unreasonable employment availability limitations or refusing to seek full-time employment are not eligible for general assistance.
7. Non-Citizens: The Welfare Officer may, in his/her sole discretion, provide limited emergency life-safety needs assistance to non-citizens not otherwise eligible for general assistance.
- a. A non-citizen who is not:
 - i A qualified alien under 8 USCA 1641;
 - ii A non-immigrant under the federal Immigration and Nationality Act;
 - iii An alien paroled into the United States for less than one year under 8 USCA 1621 (a).
- is not eligible for general assistance from the municipality. 8 USCA 1621(a)
- b. Qualified aliens include aliens who are lawfully admitted for permanent residence under the Immigration and Nationality Act (8 USCA 1101 et seq.), aliens who are granted asylum under that act, certain refugees and certain battered aliens. 8 USCA 1641.
 - c. A non-citizen who is not eligible for general assistance may be eligible for state assistance with health care items and services that are necessary for the treatment of emergency medical condition, which is defined as a medical condition (including emergency labor and child delivery) manifesting itself by acute symptoms of sufficient severity including severe pain such that the absence of immediate medical attention could reasonably be expected to result in:

- i. Placing the patient's health in serious jeopardy;
 - ii. Serious impairment to bodily functions; or
 - iii. Serious dysfunction of any bodily organ or part. 8 USCA 1621(b) and 42 USCA 1396(v)(3).
- d. A non-citizen may also be eligible for general assistance for treatment of any emergency medical condition, pursuant to Section IX (E)(8)(a) of these guidelines.
- e. Non-citizen applicants for general assistance may be required to provide proof of eligibility. 8 USCA 1625.
- 8. Property Transfers: No applicant who is otherwise eligible shall receive such assistance if he/she has made an assignment, transfer or conveyance of property for the purpose of rendering him/herself eligible for assistance within three (3) years immediately preceding his/her application. RSA 165:2-b.
- 9. Employment of Household Members: The employment requirements of these guidelines, or participation in the workfare program, shall be required for all adults aged eighteen (18) to sixty-five (65) years residing in the same household, except those regularly attending secondary school or employed on a full-time, permanent employment status basis, who are:
 - a. Members of the recipient's household;
 - b. Legally liable to contribute to the support of the recipient and/or children of the household; and
 - c. Not prevented from maintaining employment and contributing to the support of the household by reason of physical or mental disability or other justifiable cause as verified by the Welfare Official.

The Welfare Official may waive this requirement where failure of the other household members to comply is not the fault of the recipient and the Welfare Official decides it would be unreasonable for the recipient to establish a separate household. RSA 165:32.

- 10. Disqualification for Voluntary Termination of Employment: Any applicant eligible for assistance who voluntarily terminated employment shall be ineligible to receive assistance for ninety (90) days from the date of employment termination, provided the applicant:
 - a. Has received local welfare in the past three hundred sixty-five (365) days;
 - b. Has been given notice that voluntary termination of employment without good cause could result in disqualification;
 - c. Has terminated employment of at least twenty (20) hours per week without good cause within sixty (60) days of an application for local welfare;
 - d. Is not responsible for supporting minor children in his/her household, which caused an inability to maintain employment; or
 - e. Did not have a verifiable mental or physical impairment, which caused an inability to maintain employment.

Good cause for termination of employment shall include any of the following: discrimination, unreasonable employment demands or unsuitable employment, retirement, leaving a job in order to accept a bona fide job offer, migrant farm labor or seasonal construction, and lack of transportation or child care. An applicant shall be considered to have voluntarily terminated employment if the applicant fails to report for employment without good cause. An applicant who is fired or resigns from a job at the request of the employer due to applicant's inability to maintain the employer's normal work productivity standard shall not be considered to have voluntarily terminated employment. RSA 165:1-d.

D. Available Assets

1. Available Liquid Assets: Cash on hand, bank deposits, credit union accounts, securities, and retirement plans (i.e.; IRA's deferred compensation, Keogh's etc.) are available liquid assets. Insurance policies with a loan value and nonessential personal property may be considered as available liquid assets when they have been converted into cash. The Welfare Official shall allow a reasonable time for such conversion. However, tools of a trade, livestock and farm equipment, and necessary and ordinary household goods are essential items of personal property which shall not be considered as available assets.
2. Automobile Ownership: The ownership of one (1) automobile by an applicant/recipient or his/her dependent does not affect eligibility if it is essential for transportation to seek or maintain employment, to procure frequent medical services or rehabilitation services, or if its use is essential to the maintenance of the individual or the family, and if alternative transportation is not available or not cost effective.
3. Life Insurance: The ownership of a life insurance policy(s) does not affect eligibility. However, when a policy has cash or loan value, the recipient will be required to obtain and/or borrow all available funds, which shall then be considered available liquid assets. Payments made for the continuation of life insurance policies may not be considered a needed allowable expense.
4. Real Estate: The type and amount of real estate owned by an applicant does not affect eligibility, although rent or other such income from property shall be considered as available to meet needs. Applicants owning real estate property, other than that occupied as their primary residence, shall be expected to make reasonable efforts to dispose of it at fair market value. Applicants shall be informed that a lien covering the amount of any general assistance they receive shall be placed against any real estate they own. RSA 165:28.

E. Standard of Need

The basic financial requirement for general assistance is that an applicant be poor and unable to support him/herself. An applicant shall be considered poor when he/she has insufficient available income/assets to purchase either for him/herself or dependents any of the following:

1. Payment Levels for Allowable Expenses: When adopting these guidelines, the municipal governing body shall establish levels for various allowable expenses which shall be based on actual local market conditions and costs. The payment levels shall be reviewed by the Welfare Official annually and modifications presented to the municipal governing body where market conditions have changed. RSA 165:1 ii.
2. Permanent Housing/Shelter: The amount to be included as "need" for permanent housing/shelter, including tenancy, is the actual cost of rent or mortgage necessary to provide

shelter in the City as determined either by the most recent HUD Fair Market Rents, New Hampshire Housing Finance Authority Rental Survey or by minimum reasonable local market rent factors, as chosen by the Welfare Official.

- a. Permanent Housing/Shelter Arrearages: Shelter arrearages are not normally included in factoring need. The Welfare Official may assist in the least costly manner, or provide alternate means to accommodate the health and safety of the household unit. The Welfare Official may, in his/her sole discretion, assist with shelter arrearages if, and only if, such payment is necessary to prevent eviction or foreclosure and to protect the health and safety of the household, and if household can verify ability to afford/maintain housing based on present and/or projected verifiable income. However, if the amount of such mortgage or rental arrearage substantially exceeds the cost of alternative, available housing which complies with local health and housing code standards, or if the payment of arrears will not prevent eviction or foreclosure, the Welfare Official may instead authorize payment of first month rent, for such alternative housing if, under the circumstances of the case, it is reasonable to do so and would provide for basic health and safety needs for the applicant household. Other alternative housing may include transitional housing or homeless shelters. Preference will be given to seeking local area transitional housing and homeless shelter options. Special consideration will be given to assisting an applicant/client residing in federally subsidized housing or other substantially below market rent housing to retain such housing. It is not the responsibility of the Welfare Officer to locate permanent housing.
 - i. Residents seeking rent or mortgage assistance within the first three (3) months of occupancy may be expected to verify ability to reasonably financially maintain said expenses at time of move in.
 - ii. Housing is expected to meet local ordinance and code standards as verified by the local building/ code inspector for consideration of financial housing assistance.
- b. Hotel, Motel and Inns: Occupants of hotels, motels, inns and classified as such, are not normally considered "tenants" and are exempt from the legal eviction process defined in RSA 540: 1-a. Persons residing in housing exempt from the legal eviction process are not normally considered to be residing in permanent housing under these guidelines.
- c. Single Family Home Boarders: Occupants of single-family homes in which the occupant has no lease, which is the primary and usual residence of the owner are not normally considered "tenants" and are exempt from the legal eviction process defined in RSA 540:1-a. Persons residing in housing exempt from the legal eviction process is not normally considered to be residing in permanent housing under these guidelines.
- d. First Month Rent: Assistance with first month's rent will be considered only in the event of a verifiable emergency need, (i.e. inability to financially maintain current housing's basic expenses) homelessness, uninhabitable housing as determined by the local building/code inspector or other appropriate local authority, and the verified ability at the time of application to financially maintain such proposed housing is verified. Applicant is expected to seek first month rental assistance prior to moving into proposed housing, including receiving rental keys from the landlord/owner or moving personal belongings into proposed rental housing.
- e. Security Deposits: Security deposits may be included in the "need" formula if, and only if, the applicant is unable to secure alternative housing for which no security deposit is required or is unable to secure funds, either him/herself or from alternative sources, for payment of the deposit. Any security deposit provided by the general assistance program which is returned under RSA 540-A: 7 shall be returned to the municipality, not the recipient.

- f. Relative Landlords: Whenever a relative of a client is also the landlord for the client, that landlord will be presumed able to assist his/her relatives pursuant to RSA 165: 19 and must prove an inability to assist without causing a financial hardship to him/herself before any aid payment for rent is made. A financial analysis will be conducted to determine any potential hardship as per RSA165:19.
 - g. Emergency Temporary Shelters: The Welfare Official may provide referrals to homeless shelters and/or transitional housing when appropriate or needed to resolve a basic health and safety housing need. Shelter and/or transitional housing recipients are expected to abide by shelter/transitional housing rules and policies. In cases in which an appropriate referral for emergency temporary housing/shelter is provided and the applicant/recipient refuses to accept such a referral, or if a client is involuntarily exited from an emergency shelter for violation of rules/policies City Welfare will not be liable for any alternative housing/shelter but may consider other forms of non-housing assistance to which he/she is otherwise eligible. The applicant must accept the least costly alternative for emergency housing assistance that is deemed suitable by the Welfare Official for the applicant's household. The New Hampshire Division for Children, Youth and Families may be contacted to provide support for families involuntarily exited or voluntarily leaving the provided shelter without a reasonable housing/shelter option for their children/family. RSA 169-C: 29.
3. Utilities: When utility costs are not included in the shelter expense, the most recent outstanding monthly utility bill will be included as part of "need" by the Welfare Official (service must be in the client's name). Arrearages will not normally be included in "need" except as set forth below.

NOTE: The New Hampshire Public Utilities Commission (PUC) has established comprehensive rules governing the provision of some utility services. Generally speaking, the PUC governs electric, telephone, water and sewer; it does not govern any municipal utilities, propane tanks or fuel oil. With the exception of telephone, the rules are consistent across utilities. These rules and regulations cover the initiation of service, the requirement of deposits, municipal guarantees and guarantees from other third parties. There are special rules as to winter termination. The Welfare Official should be familiar with these rules in order to ensure that needs are properly met at the lowest available cost. The PUC has a toll-free consumer assistance number: 1-800-852-3793.

- a. Arrearages: Arrearages will not be included except when necessary to ensure the health and safety of the applicant household or to prevent termination of utility service where no other resources or referrals can be utilized. In accordance with the rules of the PUC relating to electric utilities, arrearage for electric service need not be paid if the Welfare Official notifies the electric company that the municipality guarantees payment of average electric bills as long as the recipient remains eligible for general assistance.
- b. Restoration of Service: When utility service has been terminated and the Welfare Official has determined that alternative utility service is not available and safe alternative housing is not available or feasible, arrearages will be included in "need" when restoration of service is negotiated with the utility for payment of less than the full amount of the arrears and/or may attempt to arrange a repayment plan to obtain restoration of service.
- c. When electric service has been terminated and restoration is required, arrearages may either be included as set forth in the above paragraph or may be paid in accordance with a reasonable payment plan entered into by the applicant and the electric company. The Welfare Official may hold the recipient accountable for the payment arrangement for as long as the recipient continues to request general assistance on a regular basis. Payment of a payment plan may be a required element of a notice of decision or case plan.

- d. Deposits: Utility service deposits will be considered as "need" if, and only if, the applicant is not able to secure the funds for the payment of the deposit and is unable to secure utility services without a deposit. Such deposit shall, however, be the property of the municipality.
- 4. Food: The Federal Supplemental Nutrition Program amount included as "need" for food purchases will be in accordance with the most recent standard allotment, as determined under the Federal Supplemental Nutrition Program administered by the New Hampshire Department of Health and Human Services. An amount in excess of the standard food allotment may be granted if one or more members of the household require a special diet, as verified by the Welfare Official, the documented cost of which is greater than can be purchased with the family's allotment for food. Food vouchers may not be used for alcohol, tobacco, or pet food. Referrals to food pantries and feeding programs/meal centers may be given to meet applicant's basic emergency food needs.
- 5. Household Maintenance Allowance: Applicants may include, in calculating "need" the cost of providing personal and household necessities determined by the Welfare Official and used consistently for individuals and families. Need allowance for diapers shall be calculated based on usage.
- 6. Telephone: If the absence of a telephone would create an unreasonable risk to the applicant's health or safety as verified by the Welfare Official or for other good cause as determined by the Welfare Official, the lowest available basic monthly rate will be budgeted as "need."
- 7. Transportation: If the Welfare Official determines that transportation is necessary (e.g. for health or medical reasons, to maintain employment or to comply with conditions of assistance) "need" should include the costs of public transportation, where available. If, and only if, the transportation need cannot be reasonably provided by cost effective alternative means, such as public transportation or volunteer drivers, a reasonable amount for car payment, required insurance, necessary repairs, registration, inspection, and fuel should be included as part of "need" when determining eligibility or amount of aid.
- 8. Maintenance of Medical Insurance: In the event that the Welfare Official determines that the self-maintenance of medical insurance is essential, an applicant may include as "need" the reasonable cost of such premiums, especially in the event that insurance payments are less than the cost of prescriptions.
- 9. Emergency and Other Expenses: In the event that the applicant has the following current expenses, the actual cost shall be included as emergency and other expenses to determine eligibility and amount of assistance:
 - a. Medical Expenses: The Welfare Official shall not consider including amounts for medical, dental, or eye services unless the applicant can verify that all other potential sources have been investigated and that there is no source of assistance other than local welfare. Other sources to be considered shall include state and federal programs, local and area clinics, area service organizations, and area hospital indigent programs designed for such needs. When an applicant requests non-hospital related medical service, life-saving/sustaining prescriptions, including dental service to treat infection or eye service, the local Welfare Official may require verification from a doctor, dentist, or person licensed to practice optometry in the area, indicating that these services are absolutely necessary and cannot be postponed without creating a significant risk that the applicant's health will be placed in serious jeopardy. This office will consider only those medications that are considered life-saving/sustaining and the New Hampshire Division of Health and Human Services Medicaid program would consider reimbursable. Generic medications must be used unless specified otherwise by a licensed

medical provider. The City of Dover Welfare Department will not normally authorize assistance for medications which would not meet the criteria of treating a diagnosed life-threatening medical condition.

- b. Legal Expenses: Except for those specifically required by statute, no legal expenses, including fines/citations will be included in "need."
- c. Clothing: If the applicant has an emergency clothing need which cannot be met in a timely fashion by other community resources (i.e.; Salvation Army, Red Cross, church groups) the expense of reasonably meeting that emergency clothing need will be included in "need."
- d. Miscellaneous: Normally, cost to prevent repossession of any kind, moving expenses, storage charges, household items, and any other nonessential expenses as determined by the Welfare Official shall not be considered allowable expenses.

10. Unusual Needs Not Otherwise Provided for in These Guidelines: If the Welfare Official determines that the strict application of the standard of need criteria will result in unnecessary or undue hardship (e.g. needed services are inaccessible to the applicant), such Official may make minor adjustments in the criteria or may make allowances using the emergency need standards stated in Section VI(D)(3) of these guidelines. Any such determination and the reasons therefore, shall be stated in writing in the applicant's case record.

11. Shared Expenses: If the applicant/recipient household shares shelter, utility or other expenses with a non-applicant/recipient (i.e. is part of the residential unit), then need should be determined on a pro rata share, based on the number of adults in the residential unit (e.g. three adults in residential unit, but only one applies for assistance, shelter need is 1/3 of shelter allowance for a household of three adults).

F. Income

In determining eligibility and the amount of assistance, the standard of need shall be compared to the available income/assets. Computation of income and expenses will be by the week or month. The following items will be included in the computation:

- 1. Earned Income: Income in cash or in-kind earned by the applicant or any member of the household through wages, salary, commissions or profit, whether self-employed or as an employee, is to be included as income. Rental income and profits from items sold are considered earned income. With respect to self-employment, net income is calculated by subtracting business expenses from total profit in accordance with standard accounting principles. When income consists of wages, the amount computed should be that available after income taxes, social security and other payroll deductions required by state, federal or local law, court ordered support payments and child care cost and employment related clothing costs have been deducted from income. Wages that are trusted or income similarly unavailable to the applicant or applicant's dependents should not be included.
- 2. Income or Support from Other Persons: Contributions from relatives or other household members shall be considered as income only if available and received by the applicant or recipient. The income of non-household members of the applicant's residential unit shall not be counted as income. Expenses shared with non-household members may affect the level of need. See Section IX(E)(IO) regarding determination of need in cases of non-household residential units.

3. Income from Other Assistance or Social Insurance Programs:

- a. State categorical assistance benefits, OASDI payments, Social Security payments, VA benefits, unemployment insurance benefits, and payment from other government sources shall be considered income.
 - b. Federal Supplemental Nutrition Program (SNAP) allotments cannot be counted as income pursuant to federal law (7 USC 2017(b)).
 - c. Fuel Assistance cannot be counted as income pursuant to federal law (42 USC 8624 (f)(1)).
4. Court-Ordered Support Payments: Alimony and child support payments shall be considered income only if received by the applicant or recipient.
5. Income from Other Sources: Payment from pension, trust funds, and similar programs shall be considered income.
6. Earnings of a Child: No inquiry shall be made into the earnings of a child fourteen (14) years of age or less unless that child makes a regular and substantial contribution to the family.
7. Option to Treat a Qualified State Assistance Reduction as Deemed Income: The Welfare Official may deem as income all or any portion of any qualified state assistance reduction pursuant to RSA 167:82, VIII. The following criteria shall apply to any action to deem income under this section. RSA 165:1-e.
- a. The authority to deem income under this section shall terminate when the Qualified State Assistance Reduction is no longer in effect.
 - b. Applicants for general assistance may be required to cooperate in obtaining information from the Department of Health and Human Services as to the existence and amount of any Qualified State Assistance Reduction. No applicant for general assistance may be considered to be subject to a Qualified State Assistance Reduction unless the existence and amount has been confirmed by the Department of Health and Human Services.
 - c. The Welfare Official shall provide the applicant with a written decision which sets forth the amount of any deemed income used to determine eligibility for general assistance.
 - d. Whenever necessary to prevent an immediate threat to the health and safety of children in the household, the Welfare Official shall waive that portion, if any, of the Qualified State Assistance Reduction as necessary.

G. Residents of Shelters for Victims of Domestic Violence and Their Children

An applicant residing in a shelter for victims of domestic violence and their children who has income, and owns resources jointly with the abusive member of the applicant's household, shall be required to cooperate with the normal procedures for purposes of verification. Such resources and income may be excluded from eligibility determination unless the applicant has safe access to joint resources at the time

of application. The verification process may be completed through an authorized representative of the shelter of residence. The normal procedures taken in accordance with these guidelines to recover assistance granted shall not delay such assistance.

X. Non-Residents

A. Eligibility

Applicants who are temporarily in a municipality which is not their municipality of residence and who do not intend to make a residence there are nonetheless eligible to receive general assistance, provided they are poor and unable to support themselves. RSA 165:1-c. No applicant shall be refused assistance solely on the basis of residence. RSA 165:1. The applicant's residence, prior to the temporary relocation, may be contacted if it is learned the temporary relocation was caused, in part, by the municipal welfare departments unavailability or unwillingness to assist with the emergency situation. The applicant may be assisted with a referral to the former municipality if time, available transportation and type of emergency makes it reasonable to do so.

B. Standards

The application procedure and eligibility standard of need shall be the same for nonresidents as for residents.

C. Verification

Verification records shall not be considered unavailable, nor the applicant's responsibility for providing such records relaxed, solely because they are located in the applicant's municipality of residence.

D. Temporary or Emergency Aid

The standard for the fulfilling of immediate or emergency needs of nonresidents and for temporary assistance pending final decision shall be the same as for residents, as set forth in Section VI (D)(2).

E. Determination of Residence

Determination of residence shall be made if the applicant requests return home transportation (See paragraph F below) or if the Welfare Official has reason to believe the applicant is a resident of another New Hampshire municipality from which recovery can be made under RSA 165:20.

1. Minors: The residence of a minor applicant shall be presumed to be the residence of his/her custodial parent or guardian.
2. Adults: For competent adults, the standard for determining residence shall be the overall intent of the applicant, as set forth in the Section I definition of "residence". The statement of an applicant over eighteen (18) as to his/her residence or intent to establish residence shall be accepted in the absence of strongly inconsistent evidence or behavior.

F. Return Home Transportation

At the request of a nonresident applicant, any aid, temporary or otherwise, to which he/she would be otherwise entitled under the standard set forth in these guidelines may be used at the Welfare Official's discretion to cause the applicant to be returned to his/her municipality of residence. RSA 165:1-c.

G. Recovery

Any aid given to a nonresident, including the costs of return home transportation, may be recovered from his/her municipality of residence using the procedures of Section XVI(B).

XI. Municipal Work Programs

A. Participation

Any recipient of general assistance who is able and not gainfully employed may be required to work for the municipality or an appropriate local human service agency at any available bona fide job that is within his/her capacity (RSA 165:31) for the purpose of reimbursement of benefits received. Participants in the workfare program are not considered employees of the municipality, and any work performed by workfare participants does not give rise to any employee-employer relationship between the recipient/workfare participant and the municipality.

B. Reimbursement Rate

The workfare participant shall be allotted the prevailing municipal wage for work performed, but in no case less than the minimum wage. No cash compensation shall be paid for workfare participation; the wage value of all hours worked shall be used to reimburse the municipality for assistance given. No workfare participant shall be required to work more hours than necessary to reimburse aid rendered.

C. Continuing Financial Liability

If, due to lack of available municipal work or other good cause, a recipient does not work a sufficient number of hours to fully reimburse the municipality for the amount of his/her aid, the amount of aid received less the value of workfare hours completed shall still be owed to the municipality.

D. Allowance for Employment Search

The municipality shall provide reasonable time during working hours for the participant to conduct a documented and verifiable employment search, as determined by the Welfare Official.

E. Workfare Program Attendance

With prior notice to the Welfare Official, a recipient may be excused from workfare participation if he/she:

1. Has a conflicting job interview;
2. Has a conflicting interview at a service or welfare agency;

3. Has a medical appointment or illness;
4. As a parent or person "in loco parentis", must care for a child under the age of five (5). A recipient responsible for a child age five (5) but under twelve (12) shall not be required to participate in workfare during the hours the child is in not in school, if there is no responsible person available to provide care and no other care is available;
5. Is unable to participate in workfare due to mental or physical disability as verified by the Welfare Official;
6. Must remain at home because of illness or disability to another member of the household, as verified by the Welfare Official; or
7. Does not possess the materials or tools required to perform the task and the municipality fails to provide them.

However, the workfare participant should attempt to schedule appointments so as not to conflict with the workfare program and must notify his/her supervisor in advance of the appointment. The Welfare Official may require participants to provide documentation of their attendance at a conflicting interview or appointment.

F. Workfare Hours

Workfare hours are subject to approval of the supervisor and the Welfare Official. Failure of the participant to adhere to the agreed workfare hours (except for the reasons listed above) will prompt review of the recipient's eligibility for general assistance and may result in a suspension or termination of assistance. See Section XIII (C)(2)(b).

G. Workers Compensation

The municipality shall provide workers compensation coverage to participants in workfare programs in the same manner such coverage is provided to other municipal employees. RSA 281-A:2, VII(b).

XII. Burial & Cremations

The Welfare Official shall provide for required burial or cremation of eligible persons found in the municipality at time of death. In such cases where the deceased, at the time of death, has a residence in another city, town or state the next of kin or other responsible party will be referred to contact the appropriate agency. If the deceased was a resident of municipality at the time of death, assistance may be applied for on behalf of the deceased person, however, the application should be made before any burial or cremation expenses are incurred. The expense may be recovered from the deceased person's municipality of residence or from a liable relative pursuant to RSA 165:3 II. If there are liquid assets at death from the deceased person's bank accounts, there shall be an automatic assignment to the funeral director or the person who paid for the funeral and burial or cremation of the deceased to the extent of funeral and burial or cremation costs up to \$2,000 pursuant to RSA 165:27-a. If the Welfare Official verifies relatives or other private persons, the state or other sources are unable to cover the entire burial/cremation expense, the municipality will pay up to \$1000 for burial/cremation, the total burial/cremation expense is not to exceed \$2000. RSA 165-3, RSA 165:1-b, RSA 165:27 and 165:27-a.

Special religious rites, beyond the maximum amount the municipality will pay, will not be paid for at the public expense.

The municipality will not pay burial and/or cremation benefits in the instance of past funeral charges. The request should be made prior to the burial and/or cremation, in a timely manner, immediately following the time of death.

Unclaimed Body. Per RSA 611-B:25 the medical examiner shall release a dead body if unclaimed for a period of not less than 48 hours following completion of the death investigation to the overseer of public welfare in the town or, in the case of an unincorporated place, to a county commissioner, who shall decently bury or cremate the body, or, with the consent of the commissioners or the overseer, it may be sent to the medical department of a medical school or university, to be used for the advancement of the science of anatomy and surgery.

XIII. Right to Notice of Adverse Action

A. Right to a Written Decision

All persons have a constitutional right to be free of unfair, arbitrary, or unreasonable action taken by government. This includes applicants for and recipients of general assistance whose aid has been denied, terminated or reduced. Every applicant and recipient shall be given a written notice of every decision regarding assistance (Section VI(D) for notice where application is granted). The Welfare Official will make every reasonable effort to ensure that the applicant understands the decision.

B. Action Taken for Reasons Other Than Noncompliance with the Guidelines

1. Whenever a decision is made to deny assistance or to refuse to grant the full amount of assistance requested, a notice of the decision shall be given or mailed to the applicant either the same day or next business/work day following the making of the decision or within five (5) business/work day from the time the application is completed and submitted, whichever occurs first.
2. In any case where the Welfare Official decides to terminate or reduce assistance for reasons other than noncompliance with the guidelines, the Official shall send notice at least seven (7) days in advance of the effective date of the decision to the recipient stating the intended action.
3. The notice required by paragraphs 1 and 2 above shall contain:
 - a. A clear statement of the reasons for the denial or proposed termination or reduction.
 - b. A statement advising the recipient of his/her right to a fair hearing and that any request for a fair hearing must be made in writing within five (5) business/work days.
 - c. A form on which the recipient may request a fair hearing, if such a hearing is sought.
 - d. A statement advising the recipient of the time limits which must be met in order to receive a fair hearing;
 - e. In accordance with Section XIV fair hearing guidelines, a statement that assistance may continue, if there was initial eligibility, until the date of hearing, if requested by the claimant. Aid must be repaid if the claimant fails to prevail at the hearing.

C. Suspension for Noncompliance with the Guidelines

1. Due Process: Recipients must comply with these guidelines and the reasonable requests of Welfare Officials. Welfare Officials must enforce the guidelines while ensuring that all recipients and applicants receive due process. Recipients should be given reasonable notice of the conditions and requirements of eligibility and continuing eligibility and notice that noncompliance may result in termination or suspension.
2. Conditions: Any applicant/recipient otherwise eligible for assistance shall become ineligible under RSA 165: 1-b if he/she willfully and without good cause fails to comply with the requirements of these guidelines relating to the obligation to:
 - a. Disclose and provide verification of income, resources or other material financial data, as set out in Section VI(C) and VII of these guidelines, including any changes in this information;
 - b. Participate in the workfare program under Section VI(C), to the extent assigned by the Welfare Official;
 - c. Comply with the employment search requirements imposed by the Welfare Official under Section VI(C); and
 - d. Within seven (7) days, apply for other public assistance, as required by the Welfare Official under Section VI(C).
3. First Notice: No recipient otherwise eligible shall be suspended for noncompliance with conditions unless he/she has been given a written notice of the actions required in order to remain eligible and a seven (7) day period within which to comply. The first notice should be given at the time of the notice of decision and thereafter as conditions change. Additional notice of action required should also be given, as eligibility, is redetermined, but without an additional seven (7) day period unless new actions are required. RSA: 165-b, II.
4. Noncompliance:
 - a. If a recipient willfully and without good cause fails to come into compliance during the seven (7) day period, or willfully falls into non-compliance within thirty (30) days from receipt of a first notice, the Welfare Official shall give the recipient a suspension notice, as set forth in Paragraph 5.
 - b. If a recipient falls into noncompliance for the first time more than thirty (30) days after receipt of a first notice, the Welfare Official shall give the recipient a new first notice with a new seven (7) day period to comply before giving the recipient the suspension notice. RSA 165:1-b, (III).
5. Suspension Notice: Written notice to a recipient that he/she is suspended from assistance due to failure to comply with the conditions required in a first notice shall include:
 - a. A list of the guidelines with which the recipient is not in compliance and a description of those actions necessary for compliance;
 - b. The period of suspension (See paragraph 6 below);

- c. Notice of the right to a fair hearing on the issue of willful noncompliance and that such request must be made in writing within five (5) days of receipt of the suspension notice;
 - d. A statement that assistance may continue in accordance with the prior eligibility determination until the fair hearing decision is made if the recipient so requests on the request form for the fair hearing, however, if the recipient fails to prevail at the hearing:
 - i. the suspension will start after the decision; and
 - ii. such aid must be repaid by the recipient.
 - e. A form on which the individual may request a fair hearing and the continuance of assistance pending the outcome.
6. Suspension Period: The suspension period for failure to comply with the guidelines shall last:
- a. Seven (7) days, unless the recipient has a prior suspension which ended within the past six months, in which case the suspension shall last fourteen (14) days.
 - b. If the recipient, upon the expiration of the seven (7) or fourteen (14) day suspension period, continues to fail to carry out the specific actions set forth in the notice, the suspension shall last until the recipient complies with the guidelines.
 - c. Notwithstanding paragraph C(6)(b) above, a recipient who has been suspended for continued noncompliance for at least one (1) calendar year may file a new application for assistance without coming back into compliance.
7. Fair Hearing on Continuing Noncompliance: A recipient who has been suspended until he/she complies with the guidelines may request a fair hearing to resolve a dispute over whether he/she has satisfactorily complied with the required guidelines; however, no assistance shall be available under paragraph C(5)(d) above.
8. Compliance After Suspension: A recipient who has been subject to a suspension and who has come back into compliance shall have his/her assistance resumed, provided he/she is still otherwise eligible. The notice of decision stating that assistance has been resumed should again set forth the actions required to remain eligible for assistance, but need not provide a seven (7) day period for compliance unless new conditions have been imposed.
9. Misrepresentation: Misrepresentation of information by a client is grounds for denial and suspension of City Welfare assistance and may result in prosecution for the crimes, including but not limited to Unsworn Falsification, RSA 641:3, Theft by Deception RSA 637:4, and/or Identity Fraud RSA 638:27.
10. The Welfare Official is not required to accept further applications for assistance during a period of suspension.

XIV. Fair Hearings

A. Requests

A request for a fair hearing is a written expression, by the applicant or recipient or any person acting for him/her, to the effect that he/she wants an opportunity to present his/her case to a higher authority. When a request for assistance is denied, or when an applicant desires to challenge a decision made by the Welfare Official relative to the receipt of assistance, the applicant must present a request for a fair hearing to the welfare official within five (5) business/working days of receipt of the notice of decision at issue. RSA 165:1'b, (III).

B. Time Limits for Hearings

Hearings requested by claimants must be held within seven (7) business/working days of the receipt of the request. The Welfare Official shall give notice to the claimant setting the time and location of the hearing. This notice must be given to the claimant at least forty-eight (48) hours in advance of the hearing, or mailed to the claimant at least seventy-two (72) hours in advance of the hearing.

C. Requests for Postponements

A claimant who has verifiable good cause to request a postponement of a scheduled fair hearing shall contact the Welfare Official at the earliest possible time prior to the fair hearing. Upon receiving documentation deemed by the Welfare Official to be verifiable good cause, the fair hearing will be rescheduled at next the earliest available date. A claimant shall provide documentation of such verifiable emergency circumstances to the Welfare Official within three (3) business/working days of the date that the request for postponement has been made. Claimants are entitled to only one (1) such postponement per fair hearing request.

1. Verifiable Good Cause: The claimant shall include, but not be limited to, verified medical emergency or other verified unforeseen emergency circumstances, which precludes the claimant from attending the scheduled fair hearing.
2. Request for Postponement Prior to Three (3) Days of the Fair Hearing: If a claimant requests a postponement earlier than three (3) business/working days of the fair hearing date and documentation deemed by the Welfare Official to be verifiable good cause is not provided to the Welfare Official within the three (3) business/working days, the scheduled fair hearing date will be honored.

If the claimant provides documentation deemed by the Welfare Official to be verifiable good cause within the three (3) business/working days the fair hearing will be rescheduled at the next earliest available date.

3. Requests for Postponement Within Three (3) Days of the Fair Hearing Date: If a claimant makes a request for postponement within three (3) business/working days of a fair hearing date, the scheduled fair hearing will be held in abeyance pending receipt of documentation deemed to be verifiable good cause by the Welfare Official. The documentation must be provided to the Welfare Official within three (3) business/working days of the date of the request for postponement.

If the claimant provides documentation deemed by the Welfare Official to be verifiable good cause within the three (3) business/working days, the fair hearing will be rescheduled at the earliest available date. If the claimant does not provide documentation deemed by the Welfare

Official to be verifiable good cause within the three (3) business/working days, the fair hearing will not be rescheduled and the request for the fair hearing shall be deemed to be withdrawn by the claimant. The notice of adverse action at issue will be upheld.

D. The Fair Hearing Officer(s)

The fair hearing officer(s) shall be chosen by the Welfare Director. The person(s) serving as the fair hearing authority must:

1. Not have participated in the decision causing dissatisfaction;
2. Be impartial;
3. Be sufficiently skilled in interviewing to be able to obtain evidence and facts necessary for a fair determination; and
4. Be capable of evaluating all evidence fairly and realistically, to explain to the claimant the laws and regulations under which the Welfare Official operated, and to interpret to the Welfare Official any evidence of unsound, unclear or inequitable policies, practices or action.

E. Fair Hearing Procedures

1. All fair hearings shall be conducted in such a manner as to ensure due process of law. Fair hearings shall not be conducted according to strict rules of evidence. The burden of proof shall be on the claimant, who shall be required to establish his/her case by a preponderance of the evidence.
2. The Welfare Official responsible for the disputed decision shall attend and testify about his/her actions and the reasons therefore.
3. Both parties shall be given the opportunity to offer evidence and explain their positions as fully and completely as they wish. The claimant shall have the opportunity to present his/her own case or, at the claimant's option, with the aid of others, and to bring witnesses, to establish all pertinent facts, to advance any arguments without undue interference, to question or refute testimony or evidence, including the opportunity to confront and cross examine adverse witnesses.
4. A claimant or his/her duly authorized representative has the right to examine, prior to a fair hearing, all records, papers and documents from the claimant's case file which either party may wish to introduce at the fair hearing, as well as any available documents not contained in the case file but relevant to the Welfare Official's action of which the claimant complains. The claimant may introduce any such documents, papers or records into evidence. No record, paper or document, which the claimant has requested to review but has not been allowed to examine prior to the hearing, shall be introduced at the hearing or become part of the record unless the claimant consents.
5. The Welfare Official (or a duly authorized representative) shall have the right to examine at the fair hearing all documents on which the claimant plans to rely on at the fair hearing and may request a twenty-four (24) hour continuance if such documents contain evidence not previously provided or disclosed by the claimant. Should the applicant have new documentation relevant to the dispute, he/she may reapply for assistance and file a written withdrawal of the fair hearing request.

6. The decision of the fair hearing officer(s) must be based solely on the record, in light of these guidelines. Evidence, both written and oral, which is admitted at the hearing shall be the sole contents of the record. The fair hearing officer shall not review the case record or other materials prior to introduction at the hearing.
7. The parties may stipulate to any facts. Such stipulations shall be noted in the Record.
8. All fair hearings shall be electronically recorded and retained for six (6) months.

F. Decisions

1. Fair hearing decisions shall be rendered within seven (7) business/working days of the hearing. Decisions shall be in writing setting forth the reasons for decision and the facts on which the fair hearing officer relied in reaching the decision. A copy of the decision shall be mailed or delivered to the claimant and to the Welfare Official.
2. Fair hearing decisions will be rendered on the basis of the officer's findings of facts, these guidelines and state and federal law. The fair hearing decision shall set forth any required relief.
3. The decision shall be dated. In the case of a hearing to review a denial of aid, the decision is retroactive to the date of the action being appealed. If a claimant fails to prevail at the hearing, the assistance given pending the hearing shall be a debt owed by the individual to the municipality.
4. The Welfare Official shall keep all fair hearing decisions on file in chronological order, consistent with applicable law and retention policies.
5. None of the procedures specified herein shall limit any right of the applicant or recipient to subsequent court action to review or challenge the adverse decision.

XV. Liens

A. Real Estate - RSA 165:28

The law requires the municipality to place a lien for welfare aid received on any real estate owned by an assisted person in all cases except for just cause. This section does not authorize the placement of a lien on the real estate of legally liable relatives, as defined by RSA 1.65:19. The Welfare Official shall be authorized by the City Council to file a Notice of Lien with the County Registry of Deeds, complete with the owner's name and a description of the property sufficient to identify it. Interest at the rate of six percent (6%) per year shall be charged on the amount of money constituting the lien commencing one (1) year after the date the lien is filed, unless waived by the municipality. The lien remains in effect until enforced or released or until the amount of the lien is repaid to the municipality. The lien shall not be enforced so long as the real estate is occupied as the sole residence of the assisted person, his/her surviving spouse, or his/her surviving children who are under age eighteen (18) or blind or permanently and totally disabled. At such time as the lien may become enforceable, the Welfare Official shall attempt to contact the attorney managing the real estate or estate before enforcing the lien. Upon repayment of a lien, the municipality must file written notice of the discharge of the lien with the County Register of Deeds. RSA 165:28.

B. Civil Judgments — RSA 165:28-a.

1. A municipality shall be entitled to a lien upon property passing under the terms of a will or by intestate succession, a property settlement or a civil judgment for personal injuries (except Workers Compensation) awarded any person granted assistance by the municipality for the amount of assistance granted by the municipality.
2. The municipality shall be entitled to the lien only if the assistance was granted no more than six (6) years before the receipt of the inheritance or the award of the property settlement or civil judgment. When the Welfare Official becomes aware of such a claim against a civil judgment, he/she shall contact the attorney representing the recipient.
3. This lien shall take precedence over all other claims.

XVI. Recovery of Assistance

The Welfare Official shall seek to recover money expended to assist eligible applicants. There shall be no delay, refusal to assist, reduction, or termination of assistance while the Welfare Official is pursuing the procedural or statutory avenues to secure reimbursement. Any legal action to recover must be filed in court within six (6) years after the expenditure. RSA 165:25.

A. Recovery from Responsible Relatives

1. The amount of money spent by a municipality to assist a recipient who has a father, mother, stepfather, stepmother, husband, wife, or child (who is no longer a minor) of sufficient ability to also support the recipient, may be recovered from the liable relative. Sufficient ability shall be deemed to exist when the relative's income is more than sufficient to provide a reasonable subsistence compatible with decency and health.
2. The Welfare Official may determine that "in kind" assistance or the provision of products/services to the client is acceptable as a relative's response to liability for support.
3. Written notice of money spent in support of a recipient must be given to the liable relative. The Welfare Official shall make reasonable efforts to give such written notice prior to the giving of aid, but aid to which as applicant is entitled under these guidelines, shall not be delayed due to inability to contact possible liable relatives. RSA 165:19.

B. Recovery from the Municipality of Residence

The Welfare Official may seek to recover from the municipality of residence the amount of money spent by the municipality to assist a recipient who has a residence in another municipality. Written notice of money spent in support of a recipient must be given to the welfare official of the municipality of residence. In any civil action for recovery brought under RSA 165: 20, the court shall award costs to prevailing party. RSA 165:19 and 20. (See RSA 165:20-a providing for arbitration of such disputes between communities.) RSA 165:20.

C. Recovery from Former Recipient's Income

A former recipient who is returned to an income status after receiving assistance may be required to reimburse the municipality for the assistance provided, if such reimbursement can be made without financial hardship. RSA 165:20-b.

D. Recovery from State and Federal Sources

The amount of money spent by a municipality to support a recipient who has made an initial application for SSI and has signed HHS FORM 151 "AUTHORIZATION FOR REIMBURSEMENT OF INTERIM ASSISTANCE" shall be recovered through the SSA and New Hampshire Department of Health and Human Services. Prescription expenses paid by the municipality for applicants who have applied for Medicaid shall be recovered through the New Hampshire Department of Health and Human Services if and when the applicant is approved for medical coverage.

E. Delayed State Claims

For those recipients of general assistance deemed eligible for state assistance, New Hampshire Department of Health and Human Services shall reimburse a municipality the amount of general assistance as a result of delays in processing within the federally mandated time periods. Any claims for reimbursement shall be held until the end of the fiscal year and may be reimbursed on a pro-rated basis depending upon the total claims filed per year. RSA 165:20-c. A form 340 "REQUEST FOR STATE REIMBURSEMENT" may be obtained from the New Hampshire Department of Health and Human Services for this purpose.

XVII. Application of Rents Paid by the Municipality

Whenever the owner of property rented to a person receiving general assistance from the municipality is in arrears in sewer, water, or tax payments to the municipality, the municipality may apply the assistance which the property owner would have received in payment of rent on behalf of such assisted persons to the property owner's delinquent balances, regardless of whether such delinquent balances are in respect of property occupied by the assisted person, RSA 165:4-b.

A. Payment Arrears

A payment shall be considered in arrears if more than thirty (30) days have elapsed since the mailing of the bill or in the case of real estate taxes, if interest has begun to accrue pursuant to RSA 76:13, RSA 165:4-a.

B. Order of Priority

Delinquent balances will be offset in order of the following priority: 1) taxes, 2) water, 3) sewer.

C. Procedure

1. The Welfare Official shall issue a voucher on behalf of the tenant to the landlord for the allowed amount of rent. The voucher will indicate any amount to be applied to a delinquent balance owed by the landlord, specifying which delinquency and referring to the authority of RSA 165:4-a. A copy of this Voucher is then sent to the Finance office for processing who notifies the landlord of the payment being used for delinquent balances that are owed.
2. The Finance office shall make payment to the appropriate department (i.e. tax collector, sewer department, water department, or municipal electric facility), which shall forward the voucher to the treasurer or finance director for payment. Upon receipt of payment, the Finance department will issue a receipt of payment to the delinquent landlord.

XVIII. Department Threat Policy

To assure safety and healthy working conditions, applicants/clients who make threatening statements and/or actions against welfare staff/personnel may be prohibited from returning to the Welfare Department Office. In such cases, applicants/clients may be required to conduct the application process with appropriate safety measures to ensure the safety of welfare personnel. Threats shall be reported to appropriate authorities.

XIX. Child Protection Act

RSA 169-C:29 Persons Required to Report. Any physician, surgeon, county medical examiner, psychiatrist, resident, intern, dentist osteopath, optometrist, chiropractor, psychologist, therapist, registered nurse, hospital personnel (engaged in admission, examination, care and treatment of persons), Christian Science practitioner, teacher, school official, school nurse, school counselor, social worker, child care worker, any other child or foster care worker, law enforcement official, priest, minister or rabbi, or any other person having reason to suspect that a child has been abused or neglected shall report the same in accordance with this chapter.

APPENDIX A

ALLOWABLE LEVEL OF ASSISTANCE PAYMENTS FOR THE CITY OF DOVER: Schedule of General Assistance

The following are values for various allowable expenses. The values are based on actual local market conditions and costs.

I. Housing _____

Housing costs shall be determined by using the latest New Hampshire Housing Costs Survey for Strafford County.

A. Rental Properties (Rent amounts may be adjusted to reflect actual cost of rents)

Only the last four weeks of rent will be considered as "need". Rent arrears will be included in the "need" formula if, and only if, such payment is necessary to prevent eviction or foreclosure or to protect the health and safety of the household. An applicant's name must be on the lease in order for rental assistance to be rendered. Rents will not be paid to non-landlords such as friends and relatives.

B. Owner Occupied Properties

Calculation of "need" shall include an amount for mortgage minus any property taxes included in the mortgage. Home repairs **may** be considered as "need" if they are necessary for health and/or safety. When an applicant owns a home and is otherwise eligible for assistance, payment for taxes not included in the mortgage and insurance may be included in the calculation of "need" by the Welfare Department to prevent foreclosure. As stated in the Application for General Assistance through the City of Dover and in accordance with State of New Hampshire law, all applicants who own real estate will have a lien, in the amount of assistance provided, placed on their property.

II. Food _____

The amount included as "need" for food purchases will be in accordance with the most recent standard SNAP allotment as determined under the Food Stamp Program administered by the New Hampshire Department of Health and Human Services. Food vouchers may not be used for alcohol, tobacco or pet food.

III. Maintenance/Personal Items _____

Applicants may include, in calculating "need," the cost of providing personal and household necessities in an amount not to exceed:

Household Size	Maximum Allotment Level
1	\$50.00
Each additional member, add:	\$25.00

IV. Heating and Cooking Fuel _____

Only one hundred (100) gallons maximum per month allowed. This is available only during the heating season, as determined by the Welfare Official. Usually this is no earlier than October fifteenth (15) and ends April fifteenth (15). These dates can be dependent on the weather and temperature.

Fuel for Hot Water will be provided on a case by case basis as determined by the Welfare Official.

V. Transportation _____

If the Welfare Official determines that transportation is necessary (e.g., for health or medical reasons, to maintain employment or to comply with conditions of assistance), approved benefits **may**, at the sole discretion of the Welfare Official, include cost of transportation (e.g., bus passes, donated gas card, volunteer driver, etc.), fuel costs **up to two hundred dollars (\$200)** for **the** past thirty (30) days based on mileage submitted to the Welfare **Official** car payments {up to **four** hundred fifty dollars (**\$400**)}, necessary insurance payments up to **one hundred fifty dollars a month (\$150)**, repairs **necessary for safe operation of the vehicle**, registration and inspection costs.{ Receipts for all expenses are required.}

VI. Utilities _____

When utility costs are not included in the housing expense, the most recent outstanding monthly utility bill will be included as part of “need” by the Welfare Department. Arrears will not be included except when necessary to ensure the health and safety of the applicant household or to prevent termination of utility service where no other resources or referrals can be utilized.

1. A disconnect notice must be provided as proof of “need”.
2. Utility Bill must be in applicant’s name.
3. Utility security deposits shall be considered as “need” if, and only if, the applicant is unable to secure funds for the payment of the deposit and is unable to secure utility service without a deposit. Such deposits shall, however, be the property of the City of Dover.
4. Basic local telephone service shall be allotted a maximum of \$60.00/month in the “need” formula.
5. Cable television costs shall not be considered as “need”.
6. Internet service may be considered as “need” at the discretion of the Welfare Official.

VII. Medical Expenses and Prescription’s _____

The Welfare Department shall not consider including amounts for prescription costs, medical, dental or eye services as “need” unless the applicant can verify that all other potential sources have been investigated and that there is no source of assistance other than local welfare. Other sources to be considered shall include state and federal programs, local and area clinics, area service organizations and area hospital indigent programs designed for such needs. When an applicant requests medical service, prescriptions, dental service or eye service, the local welfare official may require verification from a doctor, dentist or person licensed to practice optometry in the area, indicating that these services are absolutely necessary and cannot be postponed without creating a significant risk that the applicant’s health and/or well-being will be placed in serious jeopardy.

VIII. Clothing _____

Donated consignment vouchers and/or referrals may be given out for clothing to provide necessary protection from the elements. The Welfare Official may consider reasonable laundry expenses in calculating “need.”

IX. Child/Dependent Care _____

Allowed as “need” on a case by case basis only if applicant has to purchase care for dependent or child so the applicant can be employed or seek employment, to fulfill conditions of welfare application or other official agency requirements. As solely determined by the welfare official.

X. Burial Allowance _____

If applicable, the **City of Dover** will pay up to one thousand dollars (\$1000) towards a funeral or cremation. The entire cost the family pays for the funeral or cremation cannot exceed **two thousand dollars (\$2000)**.

XI. Shared Expenses _____

If the applicant/recipient household shares shelter, utility, or other expenses with a non-applicant/recipient (i.e.: is part of a residential unit), then “need” shall be determined on a pro rata share, based on the total number of adults in the residential unit (e.g.: three adults live in a residential unit, but only one applies for assistance/shelter, “need” is 1/3 of the shelter allowance for a household of three adults).

XII. Exceptions _____

All applicants for aid will be reviewed on their individual merits. Necessity of other expenses can be considered on a case by case basis, as solely determined by the welfare official, and must be necessary for safety or health. Referrals will be made to appropriate agencies where such action is indicated. If need dictates, the limits established in this document may be increased at the discretion of the Welfare Official.

APPENDIX B

Towards maximum self-sufficiency...

NEW HAMPSHIRE LOCAL WELFARE ADMINISTRATORS ASSOCIATION ETHICS RESOLUTION

PURPOSE: The purpose of this ethics resolution is to acknowledge the varying dynamics of municipalities across the state, including proximity to assistance services, and to establish a fair and equitable agreement on residency in relation to permanent and emergency temporary housing placement outside of a municipality of origin. This resolution will provide increased collaboration and consistent liability expectations, further establish general assistance best practices, and foster increased municipal support for temporary emergency assistance by clarifying municipal liability due to temporary emergency housing placements.

The following standards should be observed when communicating with a current or potential applicant for general assistance and collaborating with any municipality:

I. A welfare official should not attempt to end, or avoid acquiring, local welfare financial responsibility by encouraging, persuading or pressuring a person:

A. not to apply for assistance, or to discontinue residence in the municipality in which they currently reside, or

B. to establish a residence in another municipality.

II. A welfare official should make a good faith effort to contact the welfare official of another municipality when a person is being directed to them and explain why the person may be inquiring and/or applying to their municipality. This applies whether or not the welfare official has accepted initial financial responsibility for the person. Applicable state confidentially statutes shall apply. Temporary, non-resident assistance may be necessary to provide for a person even if that person is being directed to another municipality, depending on the circumstances, including transportation and timing of need for assistance (165:1-c Nonresidents.)

III. Welfare officials should not grant any assistance that he/she knows will be used to relocate or help establish the recipient's residence in another municipality, unless:

A. a good faith effort is made to explore local resources, after which it is discovered that none are reasonably available.

B. the person has indicated a need and/or intent to move to another municipality for nonlocal welfare-related reasons.

C. an assessment of financial sustainability for proposed first month's rental assistance into new housing has been completed by the municipality of origin.

IV. When a recipient of general assistance decides of their own volition to relocate to another municipality, the welfare official from the municipality of origin should contact the welfare official of the other municipality in advance of the move and pay up to one month's eligible assistance following the move, if necessary, due to known or unanticipated circumstances. The municipality of origin should work with the receiving municipality and pay reasonable housing costs.

A. Persons who are sanctioned by municipal welfare and arrive in another community are not the liability of the community where the sanction originated. However, arrangements may be made between the two communities to have the sanction resolved.

B. When a person contacts a welfare official in a municipality in which they do not currently reside, or appears in a municipality, for the sole purpose of applying for assistance to avoid applying for or pursuing

assistance in their municipality of origin, the welfare official may contact the official in the municipality of origin to determine a proper course of action. This may include establishing an appointment with the municipality of origin, the municipality of origin accepting 30-day local welfare liability, or other agreed upon courses of action.

V. According to RSA 126-A:30, persons receiving short-term emergency housing (e.g. shelter or motel) shall continue to maintain their legal residence in the municipality of origin, for local welfare purposes, as it existed at the time of entering the emergency housing. Therefore, the New Hampshire Local Welfare Administrators' Association supports and encourages the following municipal local welfare best practices:

A. A person does not gain or lose residency while in emergency housing, hospital or treatment program center until such a time said person has acquired more permanent residence (i.e.: apartment).

B. A person that leaves emergency housing of their own free will and remains in a situation of homelessness, or is exited from emergency housing for non-compliance or policy violations, for local welfare purposes, remains a resident of the municipality of origin for thirty (30) days.

C. A person assisted by a municipality, or other assistance providers, with emergency housing assistance in a motel in another municipality, who then self pays for a consecutive thirty (30) days without municipal or other provider assistance should, for local welfare purposes, transition residency to the new municipality.

D. Temporary urgent assistance may need to be provided to meet basic needs of transient individuals or residents of other municipalities. Municipalities should communicate and coordinate assistance options with each other, including reimbursements from municipalities of origin (RSA 165:20-a), when it is determined unreasonable for the person to physically return to the municipality of origin due to transportation, timing of need for assistance or residency is unclear.

V. If good faith efforts to abide to any parts of this resolution agreement are unsuccessful, applicable state statutes shall prevail.

Approved 06/15/2022

APPENDIX C

EXPLANATION FOR DISQUALIFICATION FOR NONCOMPLIANCE WITH GUIDELINES

NH RSA165:1-B

The following is written to help explain and standardize the process of “Disqualification for Noncompliance with Guidelines,” RSA 165:1-b. Please refer to **FORM L - NOTICE OF DECISION** which may be used by your local welfare office.

Once you determine that an applicant is eligible and you provide assistance, you can impose conditions on the person’s continued receipt of assistance. The conditions may require the recipient to comply with written guidelines relating to:

- 1) Disclosure of income and resources,
- 2) Participation in a work program,
- 3) Conducting an adequate work search, and/or
- 4) Applying for public assistance through other agencies as outlined in the Model Guidelines.

Willful failure to comply with the conditions imposed can lead to the suspension of a recipient’s assistance, but there is a process which must be followed. Prior to suspension, a recipient must be given written notice from the local welfare office of the specific actions which must be taken and the recipient must be given at least seven (7) days in which to comply prior to suspension. There can be no exception.

The **Notice of Decision** form may be used to grant an assistance application and *simultaneously* give notice of the conditions imposed on the recipient’s continued receipt of assistance. The **Notice of Decision** form may also be used to give notice of the conditions that must be complied with, if that notice was not given at the time assistance was granted or if the conditions to be complied with have changed.

If a recipient does not comply with the conditions in the time period allowed, he/she can be “sanctioned” and his/her assistance suspended. How long the suspension lasts depends on whether there have been other suspensions within the previous 6 months and whether there are actions the recipient can take to come into compliance. A written decision (the **Notice of Decision** form can be used) must be given notifying the recipient of the term of the suspension, the specific reason(s) for the suspension citing the guidelines, any action(s) which must be taken to come back into compliance, and notice of the right to request a fair hearing within 5 days of receipt of the notice.

If this is a first sanction, assistance may be suspended for seven (7) days. If it is possible for the recipient to take action(s) to come into compliance, then assistance can remain suspended after the seven (7) day period *and until* such time as the recipient takes the action(s) required to come into compliance (e.g. recipient only made 3 work search contacts instead of 10-the recipient must complete 7 more work search contacts; e.g. the recipient failed to apply for food stamps-if the recipient applies within the initial 7 day suspension, then the suspension ends after 7 days, otherwise, the suspension continues until the recipient applies). After the 7-day suspension period, the sanction must be lifted upon compliance with the condition.

If this is the second sanction (or more) for the recipient within a 6-month period, assistance may be suspended for

fourteen (14) days. The reason for the sanction need not relate to previous sanctions to extend the suspension period to 14 days. If it is possible for the recipient to take action to come into compliance, then assistance can remain suspended after the 14-day period and until compliance, as described above.

If more than six months elapses between the first and second sanctions, follow the procedures for a first sanction.

All notices of decision telling a recipient that he/she has been suspended must provide an opportunity for the recipient to request a fair hearing. If the recipient timely requests a hearing, the welfare officer must provide the recipient with the option of continuing to receive assistance consistent with any prior eligibility determination until the fair hearing decision is made. If there is a dispute over whether the recipient has taken the actions required to come back into compliance, the recipient must be provided the opportunity for a fair hearing on that issue, but there shall be no assistance provided pending the outcome of that hearing.

The Welfare Officer is not required to accept applications for assistance during a period of suspension.

APPENDIX D

FORMS

These forms are offered as tools or guides to administer local assistance programs. Use of these forms is recommended but not mandatory.

- A. APPLICATION FOR ASSISTANCE
- B. NOTICE OF RIGHTS AND RESPONSIBILITIES
- C. HHS RELEASE
- D. COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY RELEASE FORM
- E. APPLICANT'S GENERIC AUTHORIZATION
- F. APPLICANTS SPECIFIC AUTHORIZATION
- G. BASIC NEED POLICY
- H. REQUIRED VERIFICATIONS
- I. INTAKE FORM
- J. MEDICAL RELEASE AND REPORT
- K. EMPLOYMENT VERIFICATION FORM
- L. RENTAL VERIFICATION
- M. BUDGET WORKSHEET
- N. NOTICE OF DECISION
- O. EMPLOYMENT SEARCH RECORD
- P. FAIR HEARING REQUEST
- Q. NOTICE OF FAIR HEARING
- R. FAIR HEARING DECISION
- S. NOTICE OF PROPERTY LIEN
- T. NOTICE OF PROPERTY LIEN DISCHARGE
- U. RENT VOUCHER – LANDLORD DELINQUENCY
- V. APPLICATION UPDATE FORM
- W. **Reimbursement Invoice Decision Guide**

FORM A
CITY OF DOVER WELFARE DEPARTMENT
APPLICATION FOR GENERAL ASSISTANCE
(PLEASE ANSWER ALL QUESTIONS)

Date of Application _____ Social Security # _____
Referred by: _____

1. General Information:

Name _____ Date of Birth _____

Address _____

Mailing Address if Different: _____

How long at this address? _____ Telephone _____

Phone: _____ Work Phone: _____

Email _____ US Citizen? ☐ Yes ☐ No

Type of Housing: ☐ House ☐ Apt ☐ Mobil Home ☐ Other

Marital Status: ☐ Single ☐ Married ☐ Widowed ☐ Separated ☐ Divorced

Spouse/Co-Applicant Name _____ SS# _____

Date of Birth _____ Telephone _____

Spouse address (if not same as applicant) _____

Assistance Requested _____

Reason for request _____

Have you applied for local assistance before? _____ When? _____

Where? _____ Under what name? _____

List below all persons living in your household:

<u>Full Name</u>	<u>Relationship</u>	<u>Date of Birth</u>	<u>Social Security #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If at your current address less than 12 months, please list past 12 month's addresses:

<u>Street</u>	<u>Town/City</u>	<u>State</u>	<u>Dates of Residence</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Housing Information:

Rent amount _____ per (month/week) _____ Date last paid _____ Date due _____

Do you have a current: ☐ Demand for Rent ☐ Notice to Quit ☐ Landlord/Tenant Writ

Total rent owed _____ Do you have a housing subsidy? _____

Utilities Included: ☐ Heat ☐ Electric ☐ Gas ☐ Water/Sewer ☐ Other _____

LANDLORD INFO: Name _____ Telephone _____

Address _____

IF HOME-OWNER: Mortgage Amount _____ Date last paid _____ Owed _____

Bank/Mortgage Co _____ Address _____

3. Education / Training / Employment

	<u>Highest Grade Attended</u>	<u>G.E.D. or Diploma</u>	<u>Special Training or Skills</u>	<u>Military Service</u>
Applicant:	_____	_____	_____	_____
Spouse/Co-Applicant:	_____	_____	_____	_____

Applicant Work History:

Are you employed now? _____ Employer _____ Position _____

When work began _____ Date/Amount of most recent check _____

Are you unemployed now? _____ Reason _____

Date last worked _____ Employer _____ Date/Amount last check _____

Are you able to work now? _____ If not able, why not? _____

Current and two most recent jobs of yourself and all household members aged 18 & older:

<u>Name</u>	<u>Employer</u>	<u>Pay</u>	<u>Weekly/ Biweekly</u>	<u>Employment Dates</u>	<u>Reason for Leaving</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

4. Household Assets:

Provide information regarding accounts held by you and all household members:

<u>Name</u>	<u>Bank/Credit Union</u>	<u>Savings Acct. #</u>	<u>Savings Balance</u>	<u>Checking Acct. #</u>	<u>Checking Balance</u>

Provide current value of any assets held by you and all household members:

Cash on hand (all household members)_____ Certificates of Deposit (CD's)_____

Savings Bonds_____ Mutual Funds_____ Annuities_____ Stocks_____

Trust Funds_____ Retirement Accounts_____ Insurance Policies (cash value)_____

401k_____ Property other than primary residence_____ Location_____

Other Investments_____ Motorcycles/Boats/Snowmobiles/ATV's/RV's_____

Other Assets (please list)_____

Claims/settlements/income due to you or any household member:

IRS Refund: _____ Date Rec: _____ Insurance Claim: _____ Date Rec: _____

Retroactive disability check: _____ Date Rec: _____

Retroactive unemployment or worker's compensation check: _____ Date Rec: _____

Inheritance: _____ Date Rec: _____

Other Lump Sum Payment (Explain): _____

Do you currently have an attorney pursuing any civil suit, workers compensation claim, a social security denial, etc.?

Lawyer Name/Address_____

Reason_____

Do you or any household member have a lawsuit pending?_____ Who?_____

Please give details_____

Lawyer Name/Address_____

Motor vehicles owned by you and all household members:

<u>Owner</u>	<u>Auto Make</u>	<u>Model</u>	<u>Year</u>	<u>Value</u>	<u>Payments</u>	<u>Insurance</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

5. Household Income

Indicate any benefits or income received or applied for by you or any household member:

	<u>Name</u>	<u>Date Applied</u>	<u>Date Last Received</u>	<u>Monthly Amount</u>
ANB (Aid to the Needy Blind)	_____	_____	_____	_____
APTD	_____	_____	_____	_____
Child Support	_____	_____	_____	_____
Disability (Employer)	_____	_____	_____	_____
Food Stamps	_____	_____	_____	_____
Fuel Assistance	_____	_____	_____	_____
Gifts/Loans	_____	_____	_____	_____
Maternity Benefits	_____	_____	_____	_____
Medicaid	_____	_____	_____	_____
OAA (Old Age Assistance)	_____	_____	_____	_____
Retirement	_____	_____	_____	_____
Severance Pay	_____	_____	_____	_____
Social Security	_____	_____	_____	_____
SSDI (SS Disability)	_____	_____	_____	_____
SSI (Supplemental Security)	_____	_____	_____	_____
TANF/FAP	_____	_____	_____	_____
Unemployment	_____	_____	_____	_____
Vacation Pay	_____	_____	_____	_____
Veteran's Pension	_____	_____	_____	_____
Worker's Compensation	_____	_____	_____	_____
Income Tax Refund	_____	_____	_____	_____
IRS Stimulus Payment	_____	_____	_____	_____
Other: [_____]	_____	_____	_____	_____

6. Household Expenses

List actual or estimated regular monthly expenses. (Not all expenses will be allowable to be included in your eligibility determination, but all should be listed to show your financial situation.)

Expense	Monthly Expense	Any Amounts Past Due	Comments
Auto Fuel	_____	_____	_____
Auto Insurance	_____	_____	_____
Auto Loan	_____	_____	_____
Auto Registration/Inspection ...	_____	_____	_____
Auto Repairs	_____	_____	_____
Bank Fees	_____	_____	_____
Condo Assoc Fee	_____	_____	_____
Child Care	_____	_____	_____
Child Support Paid	_____	_____	_____
Credit Card	_____	_____	_____
Credit Card	_____	_____	_____
Dental Care	_____	_____	_____
Diapers/Wipes	_____	_____	_____
Driver's License	_____	_____	_____
Electric	_____	_____	_____
Food	_____	_____	_____
Legal Fees/Fines	_____	_____	_____
Loan (Used for _____)	_____	_____	_____
Oil Heat	_____	_____	_____
Propane (Used for _____)	_____	_____	_____
Natural Gas (Used for _____)	_____	_____	_____
Health Insurance	_____	_____	_____
Home Repairs	_____	_____	_____
Home/Renter Insurance	_____	_____	_____
Laundry	_____	_____	_____
Medical Expenses	_____	_____	_____
Mortgage	_____	_____	_____
Prescriptions	_____	_____	_____
Rent (Including _____)	_____	_____	_____
Rent – Option to Own	_____	_____	_____
Rent – MH Lot	_____	_____	_____
Storage Unit	_____	_____	_____
Taxes (Income/Property)	_____	_____	_____
Telephone (Landline/Cell)	_____	_____	_____
Telephone (Cable/Internet)	_____	_____	_____
Transportation (Bus/Cab)	_____	_____	_____
Water/Sewer Bill	_____	_____	_____
Other: _____	_____	_____	_____

EXTENDED PAYMENT ARRANGEMENTS

Do you or any household members currently have an EXTENDED PAYMENT ARRANGEMENT with an electric or fuel company, or with your landlord? ____ Yes ____ No If YES, complete the following:

Utility Company or Landlord Name	Amount	(Circle one)	weekly	biweekly	monthly
_____	_____	(Circle one)	weekly	biweekly	monthly
_____	_____				

_____ (Circle one) weekly biweekly monthly
 _____ (Circle one) weekly biweekly monthly

7. Other Assistance

Has any other organization(s) or individual helped you pay any of your bills in the last four (4) weeks?

_____ Yes _____ No If YES, complete the following:

Organization/Individual's Name	Bill Paid	Amount	Date Assisted
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. Criminal Information (This information used to assist with referrals Including housing and other programs)

Have you or any member of your household ever been convicted of a felony which has not been annulled?

☐ Yes ☐ No If yes, who? _____ When? _____

Town/City & State of conviction _____ Details of conviction: _____

Are you or any member of your household presently on parole or probation? ☐ Yes ☐ No

If yes, who? _____ Court or jurisdiction? _____

Name & phone number of parole/probation officer _____

9. Liability for Support Information

Parents/step-parents, spouse or grown children may be called upon to assist in time of need. Provide the following:

Applicant

	Name	Address	Phone #
Father	_____	_____	_____
Mother	_____	_____	_____
Spouse, if not living with you	_____	_____	_____

Co-Applicant

	Name	Address	Phone #
Father	_____	_____	_____
Mother	_____	_____	_____
Spouse, if not living with you	_____	_____	_____

Adult Children:

List name, address and phone # of any adult children not living with you:

Name	Address	Phone #
_____	_____	_____

10. Certifications and Signatures

Applicant

Co-Applicant

Print Name: _____ Print Name: _____

I understand that if I receive assistance from the municipality I may be required to participate in the welfare work ("workfare") program. (RSA 165:31)

I understand that I may be required to repay any assistance provided, after deduction of the value of workfare hours I have completed, if I am returned to an income status which enables me to reimburse without financial hardship. (RSA 165:20-b).

I understand that if I am assisted the municipality may place a lien against any real property which I own. (RSA 165:28)

I hereby certify that if I have a lawsuit, worker's compensation claim, or aid from any other social service agency now pending, I have listed these in this application. I further agree to notify the Welfare Official immediately upon receipt of any money from or upon the settlement of such claim. I understand that if I am assisted, the municipality may place a lien against any property settlement or civil judgment for personal injuries which I receive within six years of receiving municipal assistance. (RSA 165-28a)

I hereby certify that the information I have provided on this application is complete to the best of my knowledge and belief and provides a true summary of my income, assets and needs. I understand I may be required to provide documents and/or other forms of verification to prove the information requested on this application. I hereby certify that all information I will provide in response to questions asked by the welfare official is true and complete to the best of my knowledge and belief. I understand that if I knowingly give false information or withhold information related to my receipt of assistance, now or in the future, I may be prosecuted for the crime of Unsworn Falsification (RSA 641:3)

I understand that if I obtain a job after I am assisted by the municipality, and I later quit the job without good cause, I may be ineligible for local assistance from the municipality and any other New Hampshire municipality for a period of up to ninety days. (RSA 165:1-d)

I understand that if I am a recipient of Temporary Assistance for Needy Families (TANF) cash benefits and I fail to comply with TANF regulations, leading to a sanction and loss of income, the municipality may, under certain circumstances, disregard this decrease in my income. (RSA 165:1-e)

Authorization to Release or Exchange Information*

I/We authorize any relative, physician, attorney, banker, employer, insurance company, landlord/shelter staff or any other person(s) or organization(s) having information concerning my circumstances to furnish such information to the City of Dover Welfare Administrator. The Social Security Administration, the Division of Health & Human Services and the Department of Employment Security may release information in their files to this office. I/we authorize the City of Dover Welfare Department to release information as requested to the Division of Health & Human Services, Social Security Administration, Department of Employment Security, school personnel, attorney, physician, landlord, other city or town welfare offices, or any agencies providing supportive services regarding medical, house/shelter, or financial assistance.

Applicant Signature

Date

Spouse or Co-applicant Signature

Date

Signature of person completing form
(if not applicant)

Date

** The above authorization to release or receive information is in effect for as long as the applicant is currently seeking assistance from the City of Dover Welfare Administrator or up to six (6) months after assistance has ended.*

FORM B

NOTICE OF RIGHTS AND RESPONSIBILITIES OF ANYONE RECEIVING ASSISTANCE FROM THE CITY OF DOVER

You have the following rights:

1. You have a right to make a written application for assistance, even if the welfare officer tells you that you are not eligible.
2. You have a right to receive a prompt written decision telling you whether or not you will receive assistance each time you apply for assistance.
3. You have a right to have in writing the reason why you have been denied assistance or have been given only some of the assistance you requested.
4. You have a right to appeal any decision you do not agree with. You must appeal within five (5) working days after you received your decision.
5. You have a right to have a hearing to present your case.
6. You have a right have your assistance continued if you are already receiving assistance when you request a fair hearing.
7. You have a right to review the information in your file before your hearing.
8. You have a right to see the guidelines used by the Welfare Officer in making decisions on your application.
9. You have a right to be given a written notice of conditions before you are suspended from receiving assistance for failing to obey the guidelines.
10. You have a right to refuse to participate in municipal workfare program if you must care for a child under the age of five (5), or to conduct a job search if you must care for a child under the age of one year (1), if you are disabled or ill, or if you must take care of a member of your family who is disabled or ill.

You have the following responsibilities:

1. To provide accurate, complete and current information concerning needs and resources and the whereabouts and circumstances of relatives who may be responsible under RSA 165:19;
2. To notify the Welfare Official promptly when there is a change in needs, resources, address, or household size;

3. To apply for immediately, but no later than seven (7) days from completed application, and accept any benefits or resources, public or private, that will reduce or eliminate the need for imminent or potential future general assistance. RSA 165:1-b, I(d);
4. To keep all appointments as scheduled;
5. To provide records and other pertinent information and access to said records and information when requested;
6. To provide a verifiable doctor's statement if claiming an inability to work due to medical problems;
7. Following a determination of eligibility for assistance, to diligently search for employment, and provide a verifiable job search as determined by the Welfare Official, to accept employment when offered (except for documented reasons of good cause (RSA 165: 1-d)), and to maintain such employment. RSA 165:1-b (c);
8. Following a determination of eligibility for assistance, to participate in the workfare program (if required) and if physically and mentally able. RSA 165: 1-b, I(b); and
9. To reimburse assistance granted if returned to an income status and if such reimbursement can be made without financial hardship. RSA 165:20-b.
10. To not voluntarily terminate employment without good case as determined by the Welfare Officer. If you voluntarily terminate employment, you shall be ineligible to receive assistance for ninety (90) days from the date of employment termination.

Once the Welfare Officer makes a decision, a written notice of decision shall be provided on the same day or next business/working day. The notice of decision shall state that assistance of a specific kind and amount has been given and the time period of aid, or that the application has been denied, in whole or in part, with reasons for denial. The notice of decision shall contain a first notice of conditions for assistance and shall notify the applicant of his/her right to a fair hearing if dissatisfied with the Welfare Official's decision.

I/We have read and reviewed the Welfare Rights and Responsibilities with the Welfare Administrator.

Applicant Signature

Date

Co-Applicant Signature

Date

FORM C

NH Department of Health & Human Services (DHHS)
Bureau of Family Assistance (BFA)

BFA Form 11
10/19

Authorization to Release Information

Printed Name of Person to Whom the Release of Information Pertains

Case #, RID #, or MID #, if known

I hereby authorize and request:

Name and Address of
Individual or Agency
Providing the Information:

to provide the following information:

to:

Name and Address of
Individual or Agency
Receiving the Information:

I grant my permission for the reproduction of the above information to be given to the individual or agency named. Release of confidential information is subject to State and Federal laws. By signing this release, I acknowledge my permission to release the specified information to the individual/agency I have named.

This authorization expires 12-months from the date this form is signed.

Information released cannot be re-released by the receiving individual/agency without additional authorization.

(Signature)

(Date)

(Printed Name)

If the signature above is not that of the person to whom the information pertains, the relationship of the signer to that person must be indicated. In addition, the signature must be witnessed.

(Relationship)

(Witness)

(Date)

BFA SR 19-29
(3YC)

FORM D

Community Action Partnership of Strafford County Release Form

Case # _____

I, (please print full name clearly) _____ grant Community Action Partnership of Strafford County permission to release information to the following organization and/or any third party as stated below related to the case deemed by the client.

1. _____
2. _____
3. _____
4. _____

I grant permission for the following specific information from my record at Community Action Partnership of Strafford County to be released to the above named individuals:

- ☐ Attend appointment on my behalf
- ☐ Energy Program Assistance benefit status and amount
- ☐ Status of application, including discussing missing information
- ☐ Household financials for each individual
- ☐ All aspects of the Weatherization Program
- ☐ All aspects of housing and personal welfare
- ☐ Other: _____

This Release Form is good for 1 year from date of signature below

Client Signature

Date

Client Printed Name

Client Signature

Date

Client Printed name

FORM E

Applicants Authorization to Furnish Information

I (WE) AUTHORIZE AND REQUEST ANY RELATIVE, PHYSICIAN, PHARMACIST, LAWYER, BANKER, EMPLOYER, INSURANCE CO., LANDLORD (WHICH SHALL INCLUDE OWNER/MANAGER OF HOTEL/MOTEL OR OTHER TEMPORARY HOUSING), SHELTER, SOBER LIVING FACILITY, LOCAL WELFARE OFFICE, HOSPITAL, MEDICAL PROVIDER, MENTAL HEALTH PROFESSIONAL, CHURCH GROUP, SOCIAL WORKER, OR ANY OTHER ORGANIZATION OR PERSON HAVING INFORMATION CONCERNING MY/OUR ELIGIBILITY FOR ASSISTANCE TO FURNISH SUCH INFORMATION TO THE DOVER WELFARE DEPARTMENT. I/WE ALSO AUTHORIZE THE SOCIAL SECURITY OFFICE, NEW HAMPSHIRE LEGAL SERVICES, DEPARTMENT OF HEALTH AND HUMAN SERVICES (IN ALL OF ITS DIVISIONS), LOCAL OR STATE POLICE, DEPARTMENT OF EMPLOYMENT SECURITY, VETERANS ADMINISTRATION, SCHOOL PERSONNEL, COMMUNITY ACTION PROGRAM, OR ANY PERSON, NON-PROFIT ORGANIZATION, OR OTHER ORGANIZATION TO SUPPLY ANY INFORMATION NEEDED IN ORDER TO CONDUCT WELFARE INQUIRIES AND FOR DOVER WELFARE TO SHARE SUCH INFORMATION AS NECESSARY SO AS TO DETERMINE MY/OUR ELIGABILITY FOR GENERAL ASSISTANCE.

THIS INFORMATION MAY BE TRANSMITTED BY PHONE, FAX, EMAIL, US MAIL OR IN PERSON.

THIS AUTHORIZATION SHALL REMAIN EFFECTIVE FOR ONE YEAR FROM THE DATE GIVEN BELOW.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

PRINT NAME: _____

FORM F

APPLICANT'S AUTHORIZATION TO FURNISH INFORMATION

I understand that as part of the administration of the general assistance program, a municipal welfare official may verify information I have provided on my application for assistance and any other information that would affect my eligibility. My signature below authorizes _____, City of Dover Welfare Official, to obtain information from _____ (*specific agency/individual*) regarding factors relevant to my application for general assistance benefits. This authorization shall expire one year from the date it is signed. A photocopy of this signed authorization may be used in place of an original.

Applicant Signature

Date

Welfare Official

FORM G

BASIC NEEDS POLICY

Per City of Dover Welfare Guidelines, it is the applicant/recipient's responsibility to utilize any available benefits or resources to reduce the need for Municipal General Assistance. The Welfare Department will direct the applicant/recipient to apply for all other resources and also will require the applicant/recipient to use current resources to meet basic needs in order to reduce the need for Municipal General Assistance.

Under continuing Municipal General Assistance or in applying in the future, you will be required to use your earned or unearned resources for allowable basic need expenses only. ALLOWABLE EXPENSES are:

- | | |
|--|--|
| ☐ Rent/Mortgage | ☐ Diapers |
| ☐ Food | ☐ Current Utility Bills |
| ☐ Non-food hygiene products | ☐ Prescriptions |

These costs are allowed for certain conditions:

- | | |
|--|---|
| ☐ Transportation costs for work, medical or assistance program appointments | |
| ☐ Telephone basic service to find or keep employment | |
| ☐ Medical expenses | ☐ Child/ dependent care |
| ☐ Laundry | ☐ Internet for school and employment search |

The following are examples UNALLOWABLE expenses in determining eligibility:

- | | |
|--|---|
| ☐ Telephone beyond basic service for 1 per household. | ☐ Bail payments. |
| ☐ Credit Card Payments | ☐ Repayment of Personal Loans |
| ☐ Loan Payments | ☐ Restaurant/Fast Food |
| ☐ Cable | ☐ Tobacco/Alcohol products |
| ☐ Insurance Payments | ☐ Entertainment/Movie Services |

As a Condition of Assistance, you will be required to first use all available resources, as directed, to meet your basic needs. Unaltered, dated receipts for these expenses may be required. Should you choose to use your resources for other than basic expense needs as outlined above and/or in your written decision from the Welfare Department, those amounts will be considered available to you and your assistance will be reduced accordingly and a sanction or denial may be issued.

I/We have read and reviewed the Basic Needs Policy with the Welfare Administrator.

Applicant Signature

Co-Applicant Signature

Date

Date

Please note: This is an example form. Your Municipal Welfare Guidelines may have different allowance basic need expenses. You will need to adjust this form to your Municipality Welfare Guidelines that reflect your municipality expenses and allowances.

FORM H

DOVER PUBLIC WELFARE REQUIRED VERIFICATIONS

Phone: 603-516-6500 Fax: 603-519-6508

d.balian@dover.nh.gov or s.gaston@dover.nh.gov or j.carnes@dover.nh.gov

Name: _____ Date/Time: _____
Address: _____ Phone: _____
Social Security Number: _____ DOB: _____
in household: _____ Assistance Requested: _____
Email: _____

YOUR APPOINTMENT IS SCHEDULED FOR: _____

You must provide the following verification/documentation at this appointment or assistance may be delayed or denied:

- _____ Application Form ****If this is not filled out for your appointment we will need to reschedule****
- _____ Rental Verification Form ****If this is not completed by your landlord we will need to reschedule****
- _____ Last four weeks pay-stubs or other proof of net wages. Self Emp. – Profit/Loss for last 30 days
- _____ Last four week's receipts or other proof of bills paid or currently due.
- _____ Employment verification Form from your employer (blue form)
- _____ Employment termination Form I from your last employer
- _____ You have applied for / are receiving Social Security or Veterans benefits
- _____ You have applied at DHHS: 150 Wakefield St., Rochester 332-9120 www.nheasy.nh.gov
☐ Emergency Food Stamps ☐ SNAP (Food Stamps) ☐ TANF/Other ☐ Childcare ☐ APTD/MA
- _____ You have applied for / are receiving Fuel Assistance benefits through CAP 460-4237
- _____ You have applied for Dover Housing Authority
- _____ Verification of injury or illness (green medical form)
- _____ You have applied for/are receiving Unemployment Compensation 742-3600 www.nhes.nh.gov
- _____ Picture ID (Adults); Birth certificate/SS card (minors)
- _____ Vehicle registration
- _____ Savings and checking account, liquid asset statements, bank/debit card (Last 30-day printout of all account activity)
- _____ Proof of Income tax refund and Stimulus Refund (Documentation/proof of where refund was spent)
- _____ Employment Search Record (Showing 3-5 job searches per day required)
- _____ Statement child support payments received / Child support court-ordered payments made
- _____ Statement from room-mate(s) regarding division of expenses
- Other: _____

I understand that failure to provide the indicated information may result in delay and/or denial of my request for assistance, and I understand that if approved for assistance I may be required to do a job search and participate in workfare.

Welfare Staff signature

Applicant signature

FORM I

CITY OF DOVER WELFARE INTAKE

COMPLETE

{Insert Phone #}

SECTION I: DATE: _____

Appt. Date /Time: _____

Name: _____
Last / other names used First Middle

Physical Address: _____
Street Town or City How long at this address?

Date of Birth: _____ Social Security# _____

Please list all other household members with ages: _____

Income Amount & Source: _____

What type of emergency assistance are you **requesting** at this time? _____

Have you **received** prior assistance from this office? ☐ Yes ☐ No If yes, when? _____

PHONE#: _____ CELL PHONE #: _____

Applicant Signature/Date _____ Signature of person completing form (if not applicant) _____

***** BELOW FOR OFFICE USE ONLY: *****

Notes

DO NOT COMPLETE

SECTION II: PROVIDE THE FOLLOWING ITEMS CHECKED AND/OR REQUESTED BELOW FOR YOUR APPOINTMENT OR POTENTIAL ASSISTANCE COULD BE DELAYED.

- ☐ Application Form – (Completed)
- ☐ Picture ID
- ☐ Last 4 Weeks RECEIPTS / BILLS
- ☐ **VERIFICATION YOU HAVE APPLIED TO THE FOLLOWING DHHS RESOURCES:**
 - ☐ FOOD STAMPS ☐ TANF ☐ MEDICAID ☐ APTD
- ☐ Fuel Assistance Application/Appointment
- ☐ Rental Verification form completed by the Landlord & **COPY OF YOUR LEASE**
- ☐ Rochester Housing Authority /NH Housing Authority
- ☐ Employment Verification form ☐ Employment Termination Request form
- ☐ Verification of injury or illness (Medical Form)
- ☐ Verification of application for Unemployment Compensation
- ☐ You may be REQUIRED to provide documented JOB SEARCHES

VERIFICATION OF THE FOLLOWING RESOURCES:

- ☐ Child Support
- ☐ Unemployment Compensation
- ☐ SS / SSI / SSD
- ☐ TANF/APTD/OAA
- ☐ Last 4 weeks proof of income
- ☐ Checking Account/Debit Card (Statement)
- ☐ Savings Account (Bank Statement)

FORM J
MUNICIPAL WELFARE DEPARTMENT
MEDICAL RELEASE AND REPORT

APPLICANT NAME/SS#: _____
Date of Birth: _____

I hereby request the release by a doctor, hospital or clinic to the Municipal Welfare Department, or its authorized representative, any information regarding my medical diagnosis, medical history, treatment plan or hospitalization. A photocopy of this signed release may be used in place of an original, in effect for six months from date of my signature below:

APPLICANT SIGNATURE **DATE**

TO THE PHYSICIAN OR CLINIC:

The person named above has indicated that he/she is currently unable to work and is in treatment with you. New Hampshire General Assistance laws require able-bodied welfare applicants to seek and retain work as a condition of continued assistance, with the goal of minimizing the period of assistance necessary. The Municipality also may require welfare recipients to work in any capacity that the recipient is able in exchange for assistance. For these reasons, will you please briefly respond to these questions:

What is the condition(s) for which you are treating this person? _____

What is the nature and extent of this individual's limitations? _____

Is this person disabled? ☐ No ☐ Yes (*If yes, please clarify below*)
☐ Temporarily ☐ Permanently ☐ Partially ☐ Totally

Date incapacity began: _____ Expected to end: _____

When will this individual be capable of returning to work? What type of work would be suitable for this individual? Please describe any limitations: _____

Medications Prescribed: _____

Physician Name / Signature **Date**

*Thank you for taking the time to complete this form.
Please contact the Municipal Welfare Department if you have any questions.*

FORM K

EMPLOYMENT VERIFICATION FORM

I, _____, authorize the release of information regarding my employment to the City of Dover.

Signature of Employee: _____ Date _____

Full Name of Employee: (print) _____

This form must be completed by the employer/former employer in order to be valid documentation for the purpose of administration of municipal assistance.

Employer _____ Phone _____

Address: _____

Employee Name: _____

Date of Hire _____ Date starting/started work _____ Hourly Pay Rate _____

Full/part time _____ Hours per week _____ Paid: ☐ weekly ☐ biweekly ☐ Other _____

Pay Period Ending	Actual Date of Payment	Gross Pay	Net Pay	Check/Direct Deposit
-------------------	------------------------	-----------	---------	----------------------

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

=====

If _____ is no longer employed by your company:

Date of termination/separation _____ Date/net amount of last paycheck _____

Reason for termination/separation _____

Authorized Signature and Title

Date

Print Name

Phone # or Email

FORM L

RENTAL VERIFICATION FORM

THIS FORM MUST BE COMPLETED BY THE LANDLORD

THIS FORM IS FOR ASSESSMENT OF ELIGIBILITY. A FINAL ELIGIBILITY OF RENT ASSISTANCE MAY NOT BE YET DETERMINED. A WRITTEN NOTICE OF DECISION WILL BE GIVEN TO YOUR TENANT.

Tenant's Name: _____ Date: _____

Address: _____

(Number/Street)

(Apt. #)

(City)

(State)

Number of adults in apartment: _____ Number of children in apartment: _____

List of people in apartment:

Occupancy date: _____ Security Deposit: Amount: \$ _____ Date paid: _____

Rent amount: \$ _____ paid ☐ monthly ☐ weekly ☐ other _____

Number of Bedrooms: _____ If subsidized rent, please list tenant portion: _____

Rent Includes: ☐ All utilities ☐ No Utilities ☐ Hot Water ☐ Heat ☐ Electric

Type of Heat: ☐ Electric ☐ Oil ☐ Gas ☐ Other _____

Date last rent was paid: _____ Amount Paid: \$ _____ Back rent owed: \$ _____

(if back rent is owed, please attach accounting of months and amounts)

For IRS reporting, landlord's Tax ID or Social Security # must be provided:

Tax ID #: _____ OR Social Security #: _____

Failure to provide the correct Tax ID or Social Security # may subject payments to backup withholding.

CHECK IS TO BE MADE PAYABLE TO: (PLEASE PRINT)

Landlord's Name

Telephone / Fax Numbers

Landlord Address

Name of Manager or other Representative

Landlord Signature

Date

FORM M

BUDGET WORKSHEET

Name: _____ Date: _____

A. Available assets and income:

	mo/wk
	mo/wk
	mo/wk
	mo/wk

A. Total available income: _____

B. Allowable Expenses:

	Actual Expenses	Allowed Expenses	Ineligible Expenses
Rent/Board/Mortgage	_____ mo/wk	_____ mo/wk	_____
Electric	_____ mo/wk	_____ mo/wk	_____
Gas	_____ mo/wk	_____ mo/wk	_____
Fuel Oil	_____ mo/wk	_____ mo/wk	_____
Water/sewer	_____ mo/wk	_____ mo/wk	_____
Cooking fuel	_____ mo/wk	_____ mo/wk	_____
Telephone	_____ mo/wk	_____ mo/wk	_____
Food	_____ mo/wk	_____ mo/wk	_____
Personal & Household	_____ mo/wk	_____ mo/wk	_____
Medical/Prescription	_____ mo/wk	_____ mo/wk	_____
Transportation	_____ mo/wk	_____ mo/wk	_____
Childcare/Daycare	_____ mo/wk	_____ mo/wk	_____
Car payment	_____ mo/wk	_____ mo/wk	_____
Gasoline	_____ mo/wk	_____ mo/wk	_____
Other	_____ mo/wk	_____ mo/wk	_____
Other	_____ mo/wk	_____ mo/wk	_____
Other	_____ mo/wk	_____ mo/wk	_____
Other	_____ mo/wk	_____ mo/wk	_____

B. Total Allowed Expenses: _____

C. Eligibility: [A. Income (-) B. Expenses]: _____

(If A is greater than B, applicant is ineligible. If A is less than B, applicant is eligible.)

Assistance will be provided as follows:

	\$	
	\$	
	\$	

Note: This form should accompany a Notice of Decision. The welfare official should use discretion in accepting actual expenses relative to employment, work search, medical needs, etc.

FORM N

NOTICE OF DECISION

Name: _____ Date: _____

☐ Your application for general assistance is **GRANTED**. You will receive:

☐ You must **COMPLY** with the following conditions in order to be eligible to continue to receive assistance. You must comply within 7 days of receipt of this notice, unless another time period is indicated. Willful failure to comply with these conditions may result in a suspension of assistance.

☐ Your application for general assistance is **DENIED** for the following reason(s).

☐ Do Not Meet Standard of Need

☐ Other, specifically: _____

☐ Your assistance is **SUSPENDED** from _____ to _____ for the following reason(s):

☐ Failure to complete required work search

☐ Failure to complete assigned workfare hours

☐ Failure to apply for other forms of assistance, specifically _____

☐ Misrepresentation of material facts, specifically _____

☐ Other, specifically: _____

☐ You are also suspended until you comply with the conditions imposed by taking the following actions: _____

=====

☐ **Your next appointment is** _____.

I understand the action described above. I further understand that if my assistance has been denied or suspended I have the right to request a fair hearing within five (5) working days of receipt of this notice, and that if I am currently receiving assistance, my assistance may be continued, at my request, until the hearing.

Welfare Applicant

Date

Welfare Official

Date

FORM O

Employment Search Record

NAME: _____

*[In order to remain eligible for assistance you are required to complete a job search of 3-5 contacts daily.
Use this form to list each employer you contact.]*

	DATE	EMPLOYER	PHONE NUMBER/ E-MAIL	JOB OR TYPE OF WORK	TYPE OF CONTACT Visit/Phone/ Mail/Online	PERSON CONTACTED/ WEBSITE	TIME OF DAY	RESULTS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

FORM P

FAIR HEARING REQUEST

You have the right to request a Fair Hearing within five (5) business days of receipt of the Notice of Decision of denial or suspension of benefits, or a decision which you do not believe is consistent with the Municipal Welfare Guidelines or State Laws. To review this decision the Fair Hearing will be conducted by an impartial hearings officer. You will have an opportunity to review the content of your welfare file prior to your hearing and present your case to the hearing officer, who will render a decision within seven (7) business days from the hearing.

I/We, _____ hereby request a Fair Hearing to review the decision dated _____ regarding my application for general assistance.

I/We ☐ want / ☐ do not want my current assistance to continue until my hearing has been decided. I understand that if I lose my hearing, I will be obligated to repay the assistance provided to me during the time the appeal is being decided.

Applicant Signature Date

Co-Applicant Signature Date

Address of Applicant(s)

Within seven (7) working days of receipt of this notice by the Welfare Official a hearing will be scheduled. You will be notified in writing of the place, date and time of the hearing.

FORM Q

NOTICE OF FAIR HEARING

DATE: _____

TO: _____

ADDRESS: _____

☐ Your Fair Hearing has been scheduled for:

Date: _____

Time: _____

Place: _____

If you are unable to appear at this time, please contact the Welfare Official immediately. Failure to appear may result in the denial of your Fair Hearing request.

☐ Your request for a Fair Hearing has been denied for the following reason (s):

Sincerely,

Welfare Official

Client Name	VS	Represented by
Municipality		
Date of Hearing	Hearing Officer(s)	

*(Include Guidelines, facts relied upon, reasons for decision and any relief ordered.
Use extra paper if necessary, or attach written decision to this signed form)*

Date _____ Hearing Officer _____

FORM S

NOTICE OF PROPERTY LIEN

TO: Register of Deeds for the County of Strafford

RE: Lien on Real Property pursuant to RSA 165:28 and any and all acts in Amendment thereof for aid given by the City of Dover.

DESCRIPTION Land and Building(s) located at No. _____ Street,
OF PROPERTY: City/Town of _____ being Assessor's Map(s) And
Lot(s) No. and/or Volume and Page No. _____

RECIPIENT: _____ of the
City/Town of _____ in the
County of _____, State of New Hampshire

BE IT KNOWN: that the City of Dover has expended funds for and on behalf of the above-named recipient for which funds the City/Town is entitled to a Lien and hereby asserts a Lien pursuant to RSA 165:28 and any and all acts in amendment thereof.

STATE OF NEW HAMPSHIRE

CITY/TOWN OF _____, ss.
(County)

BY OF _____ **DATE:** _____
Director of Welfare/Human Services

Subscribed and sworn to before me:

(Notary Public) **My commission expires:** _____

NOTE: Lien is valid even without acknowledgement/Signature of recipient.

NOTE: County Register of Deeds requires 1-3" top margin with 1" all other margins (margins displayed are not in conformity) – no less than 10 pitch in Times New Roman or Arial (Sample is Times New Roman 12 pitch which is acceptable).

FORM T

NOTICE OF PROPERTY LIEN DISCHARGE

TO: Register of Deeds for the County of Strafford

RE: Lien on Real Property pursuant to RSA 165:28 and any and all acts in Amendment thereof for aid given by the City of Dover.

DESCRIPTION Land and Building(s) located at No. _____ Street,
OF PROPERTY: City/Town of _____ being Assessor's Map(s) And
Lot(s) No. and/or Volume and Page No. _____

RECIPIENT: _____ of the
City/Town of _____ in the
County of _____, State of New Hampshire

BE IT KNOWN: that the above-referenced property lien is hereby satisfied and discharged.

STATE OF NEW HAMPSHIRE

CITY/TOWN OF _____, ss.
(County)

BY OF _____ **DATE:** _____
Director of Welfare/Human Services

Subscribed and sworn to before me:

_____ **My commission expires:** _____
(Notary Public)

NOTE: County Register of Deeds requires 1-3" top margin with 1" all other margins (margins displayed are not in conformity) – no less than 10 pitch in Times New Roman or Arial (Sample is Times New Roman 12 pitch which is acceptable).

FORM U

RENT VOUCHER – LANDLORD DELINQUENCY

The municipality of _____ hereby authorizes
payment to _____ on behalf of _____ of
_____ *[landlord]* _____ *[tenant]*
_____ in the amount of \$ _____
_____ *[tenant address]*
for rent due and owing for the period _____ to _____

NOTICE OF APPLICATION OF RENT PAYMENTS TO DELINQUENCIES

TO: _____
[landlord]

You are hereby notified that, pursuant to RSA 165:4-a, \$ _____ of the above-authorized payment will be applied to your delinquent ☐ TAX ☐ SEWER ☐ WATER ☐ ELECTRIC bill owed to the municipality for your property located at _____ (address of property with delinquency). You are also notified that, pursuant to RSA 540:9-a, any application by a municipality of amounts owed to it by a landlord pursuant to RSA 165:4-a, shall constitute payment by the tenant of the amount applied by the municipality to delinquent balances of the landlord.

Welfare Official

☐ Landlord copy☐ Town/City copy (tax, sewer, water, electric)

Note: send lower portion only

☐ Welfare copy

FORM V

APPLICATION UPDATE FORM

(Needs to be reviewed and updated for changes from first application at each time of request of assistance.)

DATE: _____ NAME: _____
Last First Middle

ADDRESS: _____
Street / # / Apartment Town Zip

TELEPHONE: _____

WHAT TYPE OF ASSISTANCE ARE YOU REQUESTING AT THIS TIME? _____

CHANGES OF ALL HOUSEHOLD MEMBERS: _____

LIST ALL CHANGES OF SOURCES AND AMOUNTS OF HOUSEHOLD'S EARNED AND UNEARNED INCOME.
THIS INCLUDES CASH, SAVINGS AND CHECKING/BANK ACCOUNTS:

INDICATE ANY UPDATES OR CHANGES IN YOUR ASSISTANCE OR APPLICATIONS FOR FOOD STAMPS, CASH ASSISTANCE, SOCIAL SECURITY, FUEL ASSISTANCE, UNEMPLOYMENT, ETC.

INDICATE ANY CHANGES IN YOUR PERSONAL SITUATION SINCE YOUR LAST REQUEST.

I understand that if I knowingly give false information or withhold information related to my receipt of assistance, now or in the future, I may be prosecuted for a crime.

SIGNATURE

FORM W

Reimbursement Invoice Decision Guide

FROM:

City of Dover Public Welfare
61 Locust Street
Dover, NH 03820
603-516-6500

TO:

Municipality
Street Address
City, ST ZIP Code
Phone: Phone Fax: Fax

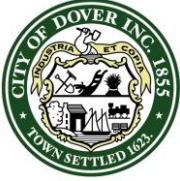
REIMBURSEMENT INVOICE**DATE:****REIMBURSEMENT INVOICE DECISION GUIDE:**

- I have knowledge or reasons to believe the person, with a different municipality of origin, has been staying in a hospital, a correctional facility, a treatment program center, or a hotel or motel paid for by a municipality or other service provider in my municipality pursuant to RSA 165:1-c,II.
[Yes or No]
- I have knowledge or reasons to believe a person from a different municipality of origin left emergency housing of their own free will and remained in a situation of homelessness or was removed from emergency housing for non-compliance or policy violations from emergency housing or local welfare regulations within 30 days, pursuant to RSA 165:1-c,III.
[Yes or No]
- I have attempted to communicate and coordinate assistance options with the municipality of origin, pursuant to RSA 165:1-c,V.
[Yes or No]
- I have communicated and coordinated assistance options with the municipality of origin, including reimbursements from the municipality of origin pursuant to RSA 165:1-c,V.
[Yes or No]
- Temporary urgent assistance was needed and provided to meet basic needs of a transient individual or resident of a different municipality pursuant to RSA 165:1-c,V.
[Yes or No]
- A person's municipality of origin has agreed to reimburse for type and amount of assistance indicated below.
[Yes or No]
- Domestic Violence, including stalking has been reported occurring in the municipality of origin and the person wants name and current location confidential from the municipality or origin.
[Yes or No]

[Chapter 165 AID TO ASSISTED PERSONS \(state.nh.us\)](#)

DATE	DESCRIPTION OF ASSISTANCE PROVIDED	TOTAL
TOTAL REIMBURSEMENT		

Make all checks payable to City of Dover Name.] If you have any questions concerning this reimbursement invoice contact this office at above number.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2025.05.28 - 84**

Resolution Re: Approval of Drainage Easement and Mutual Release for
Property at 97 Spruce Lane, Dover, NH

WHEREAS: Mary and Richard Hebbard (“Hebbards”) own property at 97 Spruce Lane, Dover, New Hampshire, Assessor’s Tax Map I, Lot 100 (“Property”).

WHEREAS: As contemplated in the Stipulation/Order resulting from *Mary Hebbard v. City of Dover* Strafford County Superior Court case, a drainage system has been constructed on the Property as depicted on the attached Drainage Easement Plan; and

WHEREAS: The City and the Hebbards have negotiated terms of the attached Drainage Easement and Mutual Release

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

The City Manager is hereby authorized to negotiate, finalize, sign, acquire, and accept a mutual release and a permanent easement granted to the City for installed drainage utility infrastructure from Mary and Richard Hebbard, the owners of Map I, Lot 100, and to take any necessary steps to record said release and easement at the Strafford County Registry of Deeds.

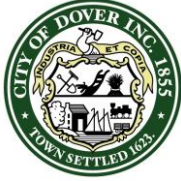
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Carrier
By request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.7.	
Resolution Number: R - 2025.05.28 - 84 Resolution Re: Approval of Drainage Easement and Mutual Release for Property at 97 Spruce Lane, Dover, NH		

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 and Hebbards have negotiated and reached agreement on the attached Drainage Easement and Mutual Release. Also attached is an Easement Plan prepared by McEneaney Survey Associates.

Return To:
City of Dover
City Attorney's Office
City Hall
288 Central Avenue
Dover, NH 03820

DRAINAGE EASEMENT

Mary A. Hebbard and Richard E. Hebbard, Jr., of 97 Spruce Lane, Dover, New Hampshire 03820, (hereinafter, collectively, "Grantors") for good and valuable consideration, hereby acknowledged, on behalf of themselves, their successors, and assigns, do hereby convey, and grant to the **CITY OF DOVER**, a municipal corporation, having a mailing address of 288 Central Avenue, Dover, New Hampshire 03820 (hereinafter "Grantee") and Grantee's successors and assigns, with WARRANTY COVENANTS, the following permanent easement rights in the Drainage Easement Area (hereinafter defined) with respect to the Grantors' property situate at 97 Spruce Lane, Dover, Assessor's Tax Map I, Lot 100, Strafford County, New Hampshire, acquired by Quitclaim Deed dated May 9, 2024 and recorded in Book 5183, Page 506 of the Strafford County Registry of Deeds (the "Premises").

1. Permanent Easement: Grantors convey and grant to the CITY OF DOVER a permanent easement in the "Drainage Easement Area" shown on an easement plan entitled "Easement Plan Prepared for the City of Dover, Located on Land of Mary Hebbard, Tax Map I, Lot No. 100, 97 Spruce Lane, City of Dover, County of Strafford, State of New Hampshire", prepared by McEneaney Survey Associates of New England, dated November 29, 2022 (revision date February 23, 2023), and recorded in the Strafford County Registry of Deeds as Plan # _____ ("the Plan"). The easement area is more particularly described as follows:

Beginning at a point on the boundary of the Premises abutting Tax Map I, Lot No. 99Q (27 Tanglewood Drive), thence N75° 28' 53"E for an approximate distance of 152.78 feet, thence turning and running S56° 17' 35"E for a distance of 197.09 feet, thence S51° 31' 40"E for a distance of 177.95 feet, thence S45° 51' 15"E for an approximate distance of 108 feet to the westerly sideline of Old Garrison Road,

thence southerly approximately 27 feet along Old Garrison Road, thence N45° 51' 15"W a distance of approximately 125 feet, thence N51° 31' 40"W a distance of 176.12 feet, thence N56° 17' 35"W a distance of 187.31 feet, thence S75° 28' 53"W an approximate distance of 159.19 feet, thence N23° 00' 39"E a distance of approximately 25.22 feet along Tax Map I, Lot No. 99T (25 Tanglewood Drive) back to the point of beginning.

Said easement area comprising 12,837 square feet, more or less, as shown on the Plan. For clarification, the courses and distances recited herein are approximate and the aforesaid easement area is intended to and shall run from the westerly side of the Premises in an easterly direction over the Premises to the westerly sideline of Old Garrison Road.

As part of this conveyance, Grantors also hereby grant and convey to the CITY OF DOVER ownership and operational control of installed drainage infrastructure and appurtenances located within the Drainage Easement Area, with the exception of the "18" HDPE CULVERT" extending southwesterly from the drainage structure known on the Plan as DMH 105, "CATCH BASIN ATRIUM TYPE" ("the Retained Culvert"), which Retained Culvert shall remain property and sole maintenance responsibility of the Grantors.

2. Purpose and Rights. The Grantee shall have a permanent, non-exclusive easement in, under, across and over the Drainage Easement Area for the sole purpose of operating, maintaining, repairing, and/or replacing a single underground drainage pipe system and appurtenances used to convey drainage water only by the underground drainage pipe system through the Drainage Easement Area. Grantee shall have the right to inspect and, if necessary, repair, replace, and/or maintain installed drainage structures and appurtenances within the Drainage Easement Area. Grantee shall provide 10 days advance notice to the owner of the Premises of any inspection and/or work to be performed within the Drainage Easement Area, except that, in an emergency situation, the Grantee shall provide notice as soon as reasonably practicable – but, in no instance, shall Grantee be limited in its ability to address an emergent situation by any lack of prior notice. Grantors also have the right to drain surface water into the drainage system, employing proper sediment control best management practices to – among other things – ensure that debris or other material is not allowed to block or otherwise obstruct the drainage pipe. Only for the purpose of actual repairs, maintenance to, and/or replacement of the drainage infrastructure and/or actual repairs or maintenance to the Grantors' property, the Grantee shall have the right to remove obstructions in the Drainage Easement Area including, but not limited to, trees, shrubs and pavement. The City acknowledges that no other utilities or uses that are not authorized herein can be used within the Drainage Easement Area without further condemnation of that property.
3. Grantee's Responsibility to Restore. With the exception of any work related to the Retained Culvert, areas disturbed by Grantee within the Drainage Easement Area shall be revegetated or otherwise restored to a pre-existing or better condition, determined by the Grantee. Landscaping disturbed or removed by the Grantee during the course of exercising its rights under this instrument, shall be replaced and/or restored to the same degree of equal or superior condition within a reasonable amount of time at the Grantee's expense.
4. Grantors' Retained Rights. Grantees, their successors and assigns, shall not interfere with Grantors' rights to freely use and enjoy Grantors' interests in the Drainage Easement Area insofar as the exercise of rights thereof does not endanger or interfere with the purposes of

this instrument. For example, while Grantors may use the Drainage Easement Area, including the installation of temporary or movable structures, Grantors may not install permanent structures thereon. Grantors represent that they have existing underground utilities that the Drainage Easement Area crosses. Provided that the Grantors properly mark and locate such utilities prior to Grantee performing any work on the drainage system or in the Drainage Easement Area, then any damage caused by the Grantee in the use of its easement to the Grantors' utilities shall be repaired without delay by the Grantee.

5. Easement to Run with Land. All rights and privileges, obligations and liabilities created by this instrument shall inure to the benefit of, and be binding upon, the heirs, devisees, administrators, executors, successors and assignees of the Grantee and of the Grantor, the parties hereto, and all subsequent owners of the Premises and shall run with the land.

MEANING AND INTENDING to convey a permanent easement over a portion of the premises conveyed to the within Grantors by Quitclaim Deed of Mary A. Hebbard dated May 9, 2024 and recorded in Book 5183, Page 506 of the Strafford County Registry of Deeds.

In accordance with N.H. RSA 78-B:2, I, this deed is exempt and recorded without the payment of N.H. Real Estate Transfer Tax.

Acceptance of this easement was authorized by vote of the Dover City Council on _____.

GRANTORS

Mary A. Hebbard

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by Mary A. Hebbard, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument, who acknowledged this instrument for the purposes set forth herein.

Justice of the Peace/Notary Public
Printed Name:
My Commission Expires

Richard E. Hebbard, Jr.

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

The foregoing instrument was acknowledged before me this ____ day of _____, 2025,
by Richard E. Hebbard, Jr., known to me or satisfactorily proven to be the person whose name is
subscribed to the foregoing instrument, who acknowledged this instrument for the purposes set
forth herein.

Justice of the Peace/Notary Public
Printed Name:
My Commission Expires

Accepted by:

**GRANTEE,
CITY OF DOVER**

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

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

The foregoing instrument was acknowledged before me this ____ day of _____, 2025,
by J. Michael Joyal, Jr., City Manager of the City of Dover, known to me or satisfactorily proven
to be the person whose name is subscribed to the foregoing instrument, who acknowledged this
instrument for the purposes set forth herein.

Justice of the Peace/Notary Public
Printed Name:
My Commission Expires:

MUTUAL RELEASE

WHEREAS, Mary Hebbard and Richard E. Hebbard own real property located at 97 Spruce Lane, Dover, New Hampshire 03820; and

WHEREAS, in 2008, Mary Hebbard initiated a civil action in the Strafford County Superior Court by filing a “Bill in Equity for Temporary and Permanent Restraining Orders and Monetary Damages” (hereinafter “Equity Petition”) against the City of Dover concerning drainage from an abutting subdivision known as the Tanglewood Subdivision, which matter was captioned *Mary Hebbard v. City of Dover*, Docket No. 219-2008-EQ-0312 (Strafford Superior Court) (hereinafter “Drainage Litigation”); and

WHEREAS, the City of Dover answered the Equity Petition, denying any liability; and

WHEREAS, Mary Hebbard and the City of Dover resolved the Drainage Litigation by way of a stipulation executed by Mary Hebbard, the City of Dover, and Richard E. Hebbard, which stipulation was later entered as an order of the Strafford Superior Court in the Drainage Litigation (“Stipulation/Order”). The Stipulation/Order required, among other things, that “[u]pon completion of the construction of the drainage system pursuant to the design and requirements of the Defendant’s engineering firm, the conveyance of the drainage easement, and the payment of the amounts required by this Stipulation have been made, the parties and Mr. Hebbard shall exchange mutual releases of liability with respect to the claims which were made or could have been made in this litigation”.

WHEREAS, as contemplated in the Stipulation/Order, the drainage system has been constructed, the referenced easement to the City of Dover has been granted, and all amounts due have been paid.

NOW THEREFORE, the parties below enter into this Mutual Release as follows:

- **MARY HEBBARD AND RICHARD E. HEBBARD**, of 97 Spruce Lane, Dover, New Hampshire 03820, for good and valuable consideration hereby acknowledged, hereby remise, release and forever discharge and by these presents do for their predecessors, successors, assigns, heirs, executors and administrators remise, release and forever discharge the said **City of Dover** and its officials, employees, agents, successors and assigns, of and from any and all manner of action and actions, cause and causes of action, suits, damages, judgments, executions, claims for personal injuries, property damage and demands whatsoever, in law or in equity, which **Mary Hebbard and/or Richard E. Hebbard** ever had or now have or may have against the **City of Dover** that arises out of or relates to the claims asserted in the Drainage Litigation or was or could have been asserted in the Drainage Litigation. For clarification, Mary Hebbard and Richard E. Hebbard fully reserve, and do not in any way release the City of Dover from, the parties’ obligations set forth in the Stipulation/Order as well as any related claim, cause of action, judgment, assessment of litigation costs, or assessment of litigation fees in the action brought now or in the future to enforce the Stipulation/Order, including but not limited to the matter docketed as *City of Dover v. Mary and Richard Hebbard*, Docket No. 219-2019-CV-00567 (Strafford Superior). For additional clarification, nothing within this release is intended to release any claim for contribution, indemnity, or other relief against the **City of Dover** arising out of or in relation to any claims or causes of action asserted against **Mary Hebbard and/or Richard E. Hebbard** by a non-party to the Drainage Litigation.

- The **CITY OF DOVER, NEW HAMPSHIRE**, of 288 Central Avenue, Dover, New Hampshire 03820 (hereinafter “**City of Dover**”), for good and valuable consideration hereby acknowledged, hereby remises, releases and forever discharges and by these presents does for its predecessors, successors, assigns, heirs, executors and administrators remise, release and forever discharge the said **Mary Hebbard and Richard E. Hebbard** and their successors, assigns, heirs, executors and administrators of and from any and all manner of action and actions, cause and causes of action, suits, damages, judgments, executions, claims for personal injuries, property damage and demands whatsoever, in law or in equity, which the **City of Dover** ever had, now have or which its heirs, executors or administrators hereafter can, shall, or may have against **Mary Hebbard and/or Richard E. Hebbard** that arises out of or relates to the claims asserted in the Drainage Litigation or was or could have been asserted in the Drainage Litigation. For clarification, the City fully reserves, and does not in any way release either Mary Hebbard or Richard E. Hebbard from, the parties’ obligations set forth in the Stipulation/Order as well as any related claim, cause of action, judgment, assessment of litigation costs, or assessment of litigation fees in the action brought now or in the future to enforce the Stipulation/Order, including but not limited to the matter docketed as *City of Dover v. Mary and Richard Hebbard*, Docket No. 219-2019-CV-00567 (Strafford Superior). For additional clarification, nothing within this release is intended to release any claim for contribution, indemnity, or other relief against **Mary Hebbard and/or Richard E. Hebbard** arising out of or in relation to any claims or causes of action asserted against the **City of Dover** by a non-party to the Drainage Litigation.

The parties to this Mutual Release fully retain all of their respective real property rights. Nothing in this Mutual Release is meant to waive, impact, or in any way release the parties’ respective real property rights.

ACCEPTED AND AGREED:

Mary Hebbard

Date

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this _____ day of _____, 2025 before me personally appeared Mary Hebbard, to me known to be the person described herein, and who executed the foregoing release, and acknowledged that she executed the same intending to be bound thereto.

Notary Public/Justice of the Peace
My Commission Expires _____.

Richard E. Hebbard

Date

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this _____ day of _____, 2025 before me personally appeared Richard E. Hebbard, to me known to be the person described herein, and who executed the foregoing release, and acknowledged that he executed the same intending to be bound thereto.

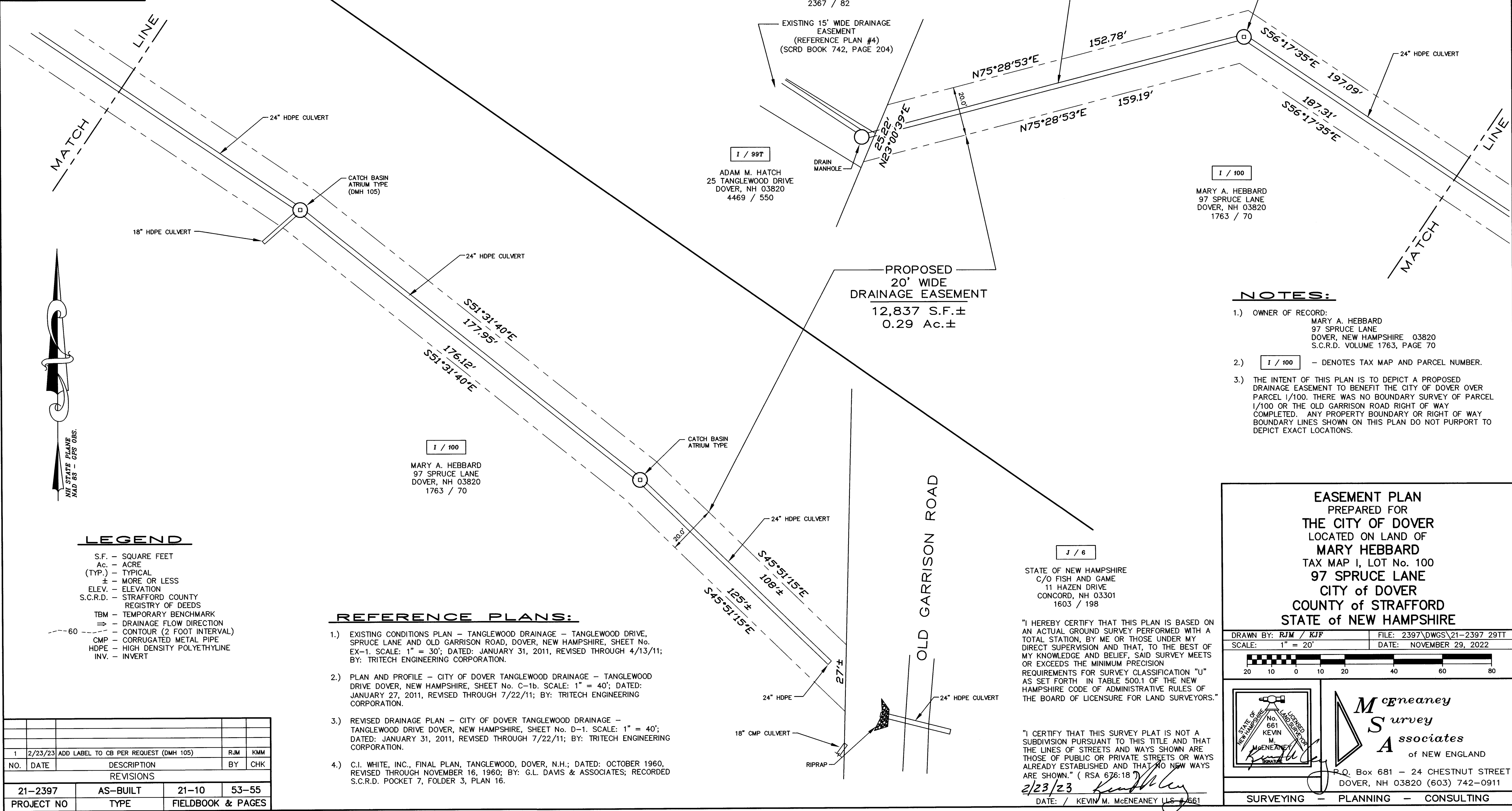
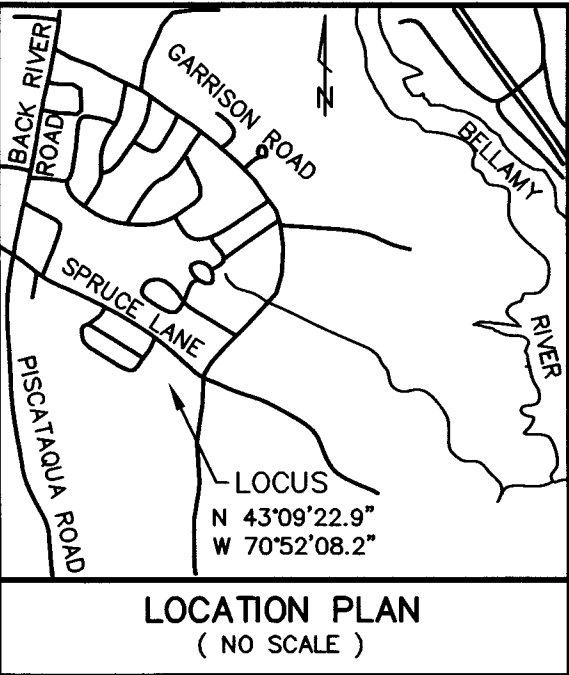
Notary Public/Justice of the Peace
My Commission Expires _____.

J. Michael Joyal, Jr.
City Manager, City of Dover

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this _____ day of _____, 2025 before me personally appeared J. Michael Joyal, Jr., in his capacity as City Manager, to me known to be the person described herein, and who executed the foregoing release, and acknowledged that he executed the same intending for the City of Dover to be bound thereto.

Notary Public/Justice of the Peace
My Commission Expires _____.



- NOTES:**
- OWNER OF RECORD:
MARY A. HEBBARD
97 SPRUCE LANE
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 1763, PAGE 70
 - I / 100** – DENOTES TAX MAP AND PARCEL NUMBER.
 - THE INTENT OF THIS PLAN IS TO DEPICT A PROPOSED DRAINAGE EASEMENT TO BENEFIT THE CITY OF DOVER OVER PARCEL 1/100. THERE WAS NO BOUNDARY SURVEY OF PARCEL 1/100 OR THE OLD GARRISON ROAD RIGHT OF WAY COMPLETED. ANY PROPERTY BOUNDARY OR RIGHT OF WAY BOUNDARY LINES SHOWN ON THIS PLAN DO NOT PURPORT TO DEPICT EXACT LOCATIONS.

LEGEND

- S.F. – SQUARE FEET
Ac. – ACRE
(TYP.) – TYPICAL
± – MORE OR LESS
ELEV. – ELEVATION
S.C.R.D. – STRAFFORD COUNTY
REGISTRY OF DEEDS
TBM – TEMPORARY BENCHMARK
⇒ – DRAINAGE FLOW DIRECTION
CONTOUR (2 FOOT INTERVAL)
CMP – CORRUGATED METAL PIPE
HDPE – HIGH DENSITY POLYETHYLENE
INV. – INVERT

REFERENCE PLANS:

- EXISTING CONDITIONS PLAN – TANGLEWOOD DRAINAGE – TANGLEWOOD DRIVE, SPRUCE LANE AND OLD GARRISON ROAD, DOVER, NEW HAMPSHIRE, SHEET No. EX-1. SCALE: 1" = 30'; DATED: JANUARY 31, 2011, REVISED THROUGH 4/13/11; BY: TRITECH ENGINEERING CORPORATION.
- PLAN AND PROFILE – CITY OF DOVER TANGLEWOOD DRAINAGE – TANGLEWOOD DRIVE DOVER, NEW HAMPSHIRE, SHEET No. C-1b. SCALE: 1" = 40'; DATED: JANUARY 27, 2011, REVISED THROUGH 7/22/11; BY: TRITECH ENGINEERING CORPORATION.
- REVISED DRAINAGE PLAN – CITY OF DOVER TANGLEWOOD DRAINAGE – TANGLEWOOD DRIVE DOVER, NEW HAMPSHIRE, SHEET No. D-1. SCALE: 1" = 40'; DATED: JANUARY 31, 2011, REVISED THROUGH 7/22/11; BY: TRITECH ENGINEERING CORPORATION.
- C.I. WHITE, INC., FINAL PLAN, TANGLEWOOD, DOVER, N.H.; DATED: OCTOBER 1960, REVISED THROUGH NOVEMBER 16, 1960; BY: G.L. DAVIS & ASSOCIATES; RECORDED S.C.R.D. POCKET 7, FOLDER 3, PLAN 16.

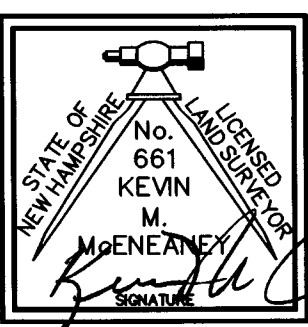
I / 6
STATE OF NEW HAMPSHIRE
C/O FISH AND GAME
11 HAZEN DRIVE
CONCORD, NH 03301
1603 / 198

"I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL GROUND SURVEY PERFORMED WITH A TOTAL STATION, BY ME OR THOSE UNDER MY DIRECT SUPERVISION AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SURVEY MEETS OR EXCEEDS THE MINIMUM PRECISION REQUIREMENTS FOR SURVEY CLASSIFICATION "U" AS SET FORTH IN TABLE 500.1 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS."

"I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN." (RSA 676:18)
2/23/23
DATE: / KEVIN M. McENEANEY LLS # 661

EASEMENT PLAN
PREPARED FOR
THE CITY OF DOVER
LOCATED ON LAND OF
MARY HEBBARD
TAX MAP I, LOT No. 100
97 SPRUCE LANE
CITY of DOVER
COUNTY of STRAFFORD
STATE of NEW HAMPSHIRE

DRAWN BY: **RJM / KJF** FILE: 2397\DWGS\21-2397 29TT
SCALE: 1" = 20' DATE: NOVEMBER 29, 2022

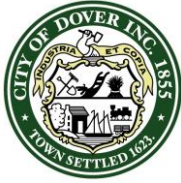


McEneaney
Survey
Associates
of NEW ENGLAND

P.O. Box 681 – 24 CHESTNUT STREET
DOVER, NH 03820 (603) 742-0911

SURVEYING – PLANNING – CONSULTING

NO.	DATE	DESCRIPTION	BY	CHK
1	2/23/23	ADD LABEL TO CB PER REQUEST (DMH 105)	RJM	KMM
REVISIONS				
21-2397	AS-BUILT	21-10	53-55	
PROJECT NO	TYPE	FIELDBOOK	& PAGES	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2025.05.28 - 85**

Resolution Re: Authorization to Purchase Light Equipment from Northeast Electrical via State of NH Contract 8003223

WHEREAS: A sealed Request for Bid RFB 2730-23 was solicited and received by the State of New Hampshire in April of 2023 for pricing of Electrical Supplies and Devices. On May 31, 2023, State of NH awarded contract #8003223 to Sonepar Distribution NE, Inc., d/b/a Northeast Electrical, Concord, NH for a term through to April 30, 2026 which offers discounts of 6% - 78.50% on various Electrical Supplies and Devices; and,

WHEREAS: The City's FY2021 CIP included a holistic project for "Downtown Traffic Efficiency Improvements" intended to improve both safety and efficiency of pedestrians, bicyclists, and vehicles; and,

WHEREAS: The City has undertaken a pilot-project at Upper Square/Franklin Square to begin replacing street-lighting, and to see what electrical feeds, conduit, etc. could be salvaged in order to minimize overall costs, and now would like to continue replacing additional street lights along Central Avenue; 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 Northeast Electrical for the purchase of Electrical Supplies and Devices at costs that correspond with prices provided in State of New Hampshire Bid# 2730-23. The City Manager, or designee, is hereby authorized to contract with the vendor(s), consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4021.1.180.43122.4751.03340.21	Downtown Traffic Efficiency Improv	471,420.36	253,163.73

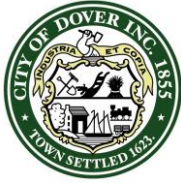
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2025.05.28 - 85**

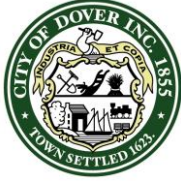
Resolution Re: Authorization to Purchase Light Equipment from Northeast
Electrical via State of NH Contract 8003223

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.8.

Resolution Number: **R – 2025.05.28 - 85**

Resolution Re: Authorization to Purchase Light Equipment from Northeast Electrical via State of NH Contract 8003223

RESOLUTION BACKGROUND MATERIAL:

In 2015, the City retained the Cecil Group to undertake a study to rebalance the circulation within downtown Dover while preserving and enhancing the neighborhood's character, businesses, and pedestrian and vehicular experience. While the study included all of downtown, it focused on the northern portion with specific care given to the intersection of Washington Street and Central Avenue, Chestnut Street from Washington Street to Central Avenue, and Central Avenue from Sixth Street to Washington Street.

Subsequently, The FY2021 CIP included a project for "Downtown Traffic Efficiency Improvements" to help accomplish a series of goals to continue the revitalization of Dover's historic urban core, including rebalancing the entire circulation and streetscape network within the downtown so that future conditions will support a mixed-use environment that is more convenient, pleasant, and economically vibrant. Greenman-Pedersen, Inc. (GPI) was selected as a consultant to review and conceptually design two-way circulation patterns within the downtown study area, taking consideration of reconfiguring intersections, adjusting street profiles, and the creating a complete and safe sidewalk and crosswalk network.

Funds remain after the GPI work and the City is using Community Services staff to undertake replacement of aging or failed street lights to support improved illumination, crosswalk safety, and overall aesthetics. A pilot project was recently completed at Upper Square/Franklin Square to assess how much of the existing electrical feeds and conduit could be salvaged. Staff intend to procure a batch of 22 additional street lights to hopefully swap out all of the streetlights on Central Ave, from the railroad track crossing and heading south; such that the easterly side would be addressed down to Chapel Street intersection; and the westerly side would be addressed down to 2nd Street. If all goes well with the next phase of Central Avenue, the next focus would be on Joe Parks Riverwalk.

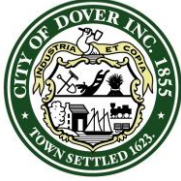
Award Information:

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:	asap
Recommended Award to:	Northeast Electrical	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

[State of NH 8003223 Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2025.05.28 - 86**

Resolution Re: B25065 Authorization to Purchase Compact Loader & Plow
from Alta Equipment

WHEREAS: A sealed Request for Proposal, Bid #B25065 was issued and received for Purchase of a Compact Loader & Plow on April 30, 2025 at 2:30 p.m.; and,

WHEREAS: Five (5) vendors responded and proposals were reviewed to determine compliance with the specifications. The lowest bidder was deemed not to meet specs. Subsequently, the City arranged to test and demo units from the next two lowest bidders; and,

WHEREAS: After conducting demo's the City deemed the proposal most advantageous was from Alta Equipment Co, Concord, NH (lowest compliant bidder) in the amount of \$125,400.00 plus a 6 Year warranty for \$7,500.00, for a total amount of \$132,900.00; and,

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Alta Equipment Co., Concord, NH, for a JCB 409 Compact Loader in the amount of \$132,900.00. 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
4026.1.300.43121.4743.03110.26	Heavy Equipment	800,000.00	312,376.64

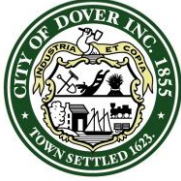
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Jennifer R. 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 – 2025.05.28 - 86**

Resolution Re: B25065 Authorization to Purchase Compact Loader & Plow
from Alta Equipment

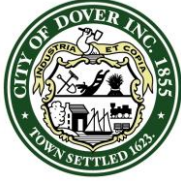
DOCUMENT HISTORY:

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.1.

Resolution Number: **R – 2025.05.28 - 86**

Resolution Re: B25065 Authorization to Purchase Compact Loader & Plow
from Alta Equipment

RESOLUTION BACKGROUND MATERIAL:

The City seeks to purchase a JCB 409 Compact Loader to replace a vintage 2000 John Deere 544 loader that has approximately 17,000 run hours. The existing 544 loader is in poor condition and in need of replacement.

The City has 4 large loaders like the John Deere 544, that while used throughout the year for various tasks, they really play a significant role in winter snow removal as they are all equipped with full plow & wing gear, and are much nimbler and more maneuverable than a fully equipped dump truck used for plowing. The 544 to be replaced has an operating weight of 27,000 pounds and a rated horsepower of 166 HP. The intent is to replace with a smaller unit (12,000-pound operating weight and approximately 70 HP). The proposed replacement unit will be much more efficient, and will be equipped with a length-adjustable, and articulating plow system that should help ensure effective snow removal within the general Downtown, pending Waterfront, and neighborhood areas where sidewalk “bump-outs” are being added for pedestrian safety.

City staff arranged for a demonstration of the unit, and also of the next lowest bidder. Staff preferred the JCB 409 (lowest spec-compliant bid) due to operability and visibility from the operating cab. The unit will come with an adjustable “live-edge” plow system that is expected to significantly improve snow removal and overall scraping efficiency. Live-edge plows have adjustable cutting edges that help contour better to the roadway surface. The expectation is that better scraping action will help lessen the amount of road salt required for follow-up anti-icing treatments.

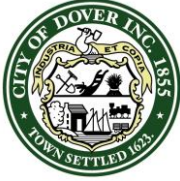
Award Information:

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:	238	Number of Responses:	5
Warranty:	Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Delivered	Estimated Delivery:	Within 45 days
Recommended Award to:	Alta Equipment	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 subsequent to a bid solicitation

[B25065 Bid Document](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2025.05.28 - 87**

Resolution Re: Amendment of FY2026 Schedule of Fees for Certain
Parking Rates and Fees

WHEREAS: The City adopted the FY2026 City of Dover Schedule of Fees on April 2, 2025, and;

WHEREAS: Parking Commission voted on May 20, 2025 to amend certain Parking Rates and Permit Fees as presented in background section of this resolution, and;

WHEREAS: The City Council regulates parking rates and permit fees, and;

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

The City Council authorizes changes to the Police Department Section of the approved FY2026 Schedule of Fees – Parking Meter Rates, Parking Monthly Permit Fees, and Parking Other Rates/Fees, to reflect amending the rates and fees, effective July 1, 2025, as noted in the Resolution Background Material section of this resolution.

NOTE: THIS RESOLUTION REQUIRES A PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL.

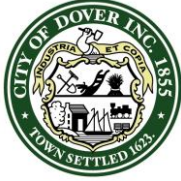
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2025.05.28 - 87**

Resolution Re: Amendment of FY2026 Schedule of Fees for Certain
Parking Rates and Fees

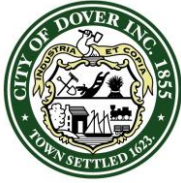
DOCUMENT HISTORY:

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.2.

Resolution Number: **R – 2025.05.28 - 87**
Resolution Re: Amendment of FY2026 Schedule of Fees for Certain
Parking Rates and Fees

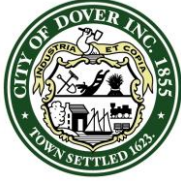
RESOLUTION BACKGROUND MATERIAL:

This is based on the May 20, 2025 vote of the Parking Commission for the amendment of certain Parking Rates and Parking Permit Fees as presented in the table below.

Add the following fees:

PARKING PERMIT MONTHLY FEES:

Payne Street Lot: \$30/month
Seaport Way Lot: \$20/month
Seaport Way: \$60/month
River Street: \$60/month
Payne Street: \$30/month



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.05.28 - 88**

Resolution Re: General Fund School Department FY2026 Budget
Amendment – Additional Appropriation for Debt Service

WHEREAS: The Dover City Council adopted the City of Dover FY2026 operating budget on April 2, 2025; and

WHEREAS: The City Council approved debt financing of an appropriation for the Dover High School Athletic Complex resulting in additional debt service obligations for the School department at an estimated amount of \$1,933,571, which the amount was not contained in the FY2026 operating budget previously adopted in April 2025; and

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

The amount of One Million Nine Hundred Thirty-Three Thousand and Five Hundred Seventy-One Dollars (\$1,933,571.00) is hereby appropriated to the Dover School Department as part of the FY2026 General Fund budget for the purposes noted in the table below:

Account Number	Account Description	Adopted Budget	Budget Amendment	Revised Budget
REVENUE				
1000.1.150.41520.3110.00000.00.000.000.R10	Property Tax - Local School Tax Levy	61,173,322.00	1,933,571.00	63,106,893.00
		61,173,322.00	1,933,571.00	63,106,893.00
APPROPRIATIONS				
1000.2.600.46900.4920.00000.00.000.000.900	Education - Principal Payments	3,560,651.00	1,001,850.00	4,562,501.00
1000.2.600.46900.4921.00000.00.000.000.900	Education - Interest - Bonds	2,567,773.00	931,721.00	3,499,494.00
		6,128,424.00	1,933,571.00	8,061,995.00

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

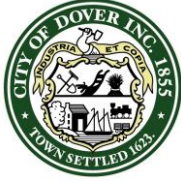
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

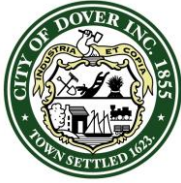
Resolution Number: **R – 2025.05.28 - 88**
Resolution Re: General Fund School Department FY2026 Budget
Amendment – Additional Appropriation for Debt Service

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

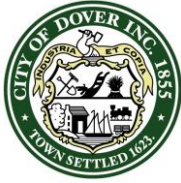
Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.05.28 - 88**
Resolution Re: General Fund School Department FY2026 Budget
Amendment – Additional Appropriation for Debt Service

RESOLUTION BACKGROUND MATERIAL:

In accordance with City Charter C6-6 *Appropriations After Adoption of the Budget*, the City Council is seeking to adopt a FY2026 General Fund School Department Budget Amendment to appropriate \$1,933,571.00 for additional debt service payments. The appropriation to be funded through property tax levy.

The City Council approved debt financing of an appropriation for the Dover High School Athletic Complex resulting in additional debt service obligations for the School department at an estimated amount of \$1,933,571, which that amount was not contained in the FY2026 operating budget previously adopted in April 2025.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2025.05.28 - 89**

Resolution Re: FY2026 Capital Improvements Program Appropriation for
Dover High School Athletic Complex and Authorization for
Bonding

WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital project is appropriated, with estimated useful life in excess of the length indicated, as part of the FY2026 Capital Improvements Program:

		Proposed			
Item #	Description	Appropriations	Life/Yrs	Department	Fund
1	Dover High School Athletic Complex	\$ 20,037,000	20	School - Education	General Fund
	Total	<u>\$ 20,037,000</u>			

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.

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

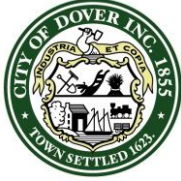
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Fergus Cullen
Councilor Ward 6

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2025.05.28 - 89**

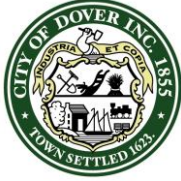
Resolution Re: FY2026 Capital Improvements Program Appropriation for
Dover High School Athletic Complex and Authorization for
Bonding

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.4.

Resolution Number: **R – 2025.05.28 - 89**

Resolution Re: FY2026 Capital Improvements Program Appropriation for Dover High School Athletic Complex and Authorization for Bonding

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for the FY2026 Capital Improvements Program project Dover High School Athletic Complex financed by debt and authorizes the sale of bonds.

Debt Authorization versus Debt Retirement

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

Description	School
FY2026 Authorization	20,037,000
FY2026 Retirement	3,560,651
Net Change	16,476,349

Legal Debt Limits

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

Description	City	School	Water	Downtown TIF	Waterfront TIF	Exempt	Total
Debt Outstanding	39,897,855	72,437,759	19,101,640	6,635,000	11,238,457	22,147,362	171,458,073
Authorized - Unissued	49,235,210	9,161,100	36,408,287	3,300,000	19,212,500	31,533,965	148,851,062
Total Issued & Unissued	89,133,065	81,598,859	55,509,927	9,935,000	30,450,957	53,681,327	320,309,135
This Authorization	0	20,037,000	0	0	0	0	20,037,000
Grand Total	89,133,065	101,635,859	55,509,927	9,935,000	30,450,957	53,681,327	340,346,135
Legal Debt Limit	214,422,288	500,318,672	714,740,960	NA	NA	NA	
Unused Capacity	125,289,223	398,682,813	659,231,033				
Percent Unused	58.4%	79.7%	92.2%				

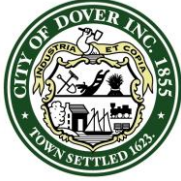
Notes: Legal debt limits are based on a percent of equalized assessed value. City 3%, School 7%, Water 10%.

Exempt includes Sewer and Tolend Road Landfill debt.

Debt exempt from legal debt limits are Sewer, Tolend Road Landfill debt, Downtown TIF, Waterfront TIF

Financial Policy Considerations

The City Council adopted Financial Policies will be adhered to with the proposed debt authorization contained in this resolution.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2025.05.28 - 89**

Resolution Re: FY2026 Capital Improvements Program Appropriation for Dover High School Athletic Complex and Authorization for Bonding

Rate Impacts

The following tables summarize the change from year to year on the Property Tax Rate related to the project proposed to be bonded in FY2026. The left table reflects the impact of the new CIP project only; the right table reflects the combined impact of the new CIP project and anticipated debt related to prior year authorizations. The rate changes have been adjusted for any amendments to projects from the proposed CIP.

CIP Authorization Only					Including Prior Year Authorizations				
Net Change in Property Tax Rates					Net Change in Property Tax Rates				
	2026	2027	2028			2026	2027	2028	
City	0.00	0.00	0.00		City	0.35	0.19	0.02	
School	0.04	0.17	0.17		School	0.19	0.31	0.12	
Total Change	0.04	0.17	0.17		Total Change	0.54	0.50	0.14	
Est Tax Rate	18.44	18.83	19.19		Est Tax Rate	18.71	19.21	19.35	
% Change City	0.00%	0.00%	0.00%		% Change City	5.43%	2.79%	0.30%	
% Change School	0.45%	1.91%	1.88%		% Change School	2.14%	3.43%	1.31%	
% Change Total	0.22%	0.93%	0.93%		% Change Total	2.97%	2.67%	0.75%	
Rate per \$1,000 of Assessed Value					Rate per \$1,000 of Assessed Value				

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 taxes, based on the FY25 assessed value at \$580,809.

Impact to Average Single Family Home				
				Change
				After
Description	Yr1	Yr2	Yr3	3 Years
CIP Only				
Property Tax	23	99	99	221
Including PY Authorizations				
Property Tax	314	290	81	685

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.1. Ordinance Number: O – 2025.05.28 - 4 Ordinance Title: Vehicles and Traffic Chapter: 141 Section: Section 48 Schedule I: No Parking at Any Time Section 51 Schedule L: Parking Meter Zones Section 52 Schedule M: Parking Permit Zones
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The City of Dover Ordains:

1. **PURPOSE**
- The purpose of this ordinance is to promote public interest and safety by enacting certain amendments to parking restrictions within Chapter 141.
2. **AMENDMENT**
- Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Sections 141-48 “Schedule I: No Parking at Any Time” 141-51 (Schedule L: Parking Meter Zones” and 141-52 “Schedule M: Parking Permit Zones” as follows:

a. **THE FOLLOWING ARE AMENDED:**

§ 141-48. Schedule I: No Parking at Any Time.

In accordance with the provisions of § 141-17, it shall be unlawful for the owner of any vehicle or any persons having custody or control of any vehicle to park it or permit it to be parked in the following locations within the City of Dover, and any vehicle found to be in violation of the aforementioned provisions may be towed by the direction of the Police Department and the expense of such towing borne by the owner of the vehicle:

Street or Location	Side or Area	Location/Date(s) If Applicable
Abbey Lane	Southerly	From the intersection with Rutland Street easterly to the end of said Abbey Lane
Abbott Street	Southerly	From the intersection with Central Avenue westerly to the intersection with Mount Vernon Street
Academy Street	Both	Northerly for a distance of 100 feet starting at the intersection of Church Street
Adelle Drive	Southerly	Southerly side from the westerly outside edge (as posted) and including both sides of the traffic circle, easterly to the end of the road including the turnaround area;



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2025.05.28 - 4**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: Section 48 Schedule I: No Parking at Any Time
Section 51 Schedule L: Parking Meter Zones
Section 52 Schedule M: Parking Permit Zones

between December 1 and April 1.

Alumni Drive	Both	From the intersection with Bellamy Road easterly to the intersection of Durham Road
Angle Street	Northerly	From Academy Street to Central Avenue
Arch Street	Both	From the intersection with Silver Street northerly to the intersection of West Concord Street
Ash Street	Southerly	From intersection with Central Avenue westerly to the parking lot entrance in the rear of No. 678 Central Avenue
Atkinson Street	Easterly	From the intersection with Washington Street southerly to the intersection with Silver Street
Ayers Lane	Both	Entire length
Baker Street	Southerly	From the intersection of East Concord Street easterly for a distance of 300 feet
Baker Street	Northerly	From the intersection with East Concord Street, easterly to the intersection with Broadway, between December 1 and April 1
Belknap Street	Easterly	From the intersection with Silver Street, southerly to the intersection with Fisher Street, between December 1 and April 1
Belknap Street	Easterly	From the intersection with Washington Street to the intersection with St. Thomas Street



CITY OF DOVER

CITY OF DOVER - ORDINANCE

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Belknap Street	Westerly	From the intersection with Silver Street northerly to the intersection with Washington Street, between December 1 and April 1
Bellamy Road	Easterly	From Alumni Drive southerly for a distance of 440 feet
Bellamy Road	Easterly	From the intersection with Cataract Avenue southerly to Alumni Drive
Bellamy Road	Westerly	From the Bellamy River Bridge southerly to 200 feet beyond Lisa Beth Drive
Boyle Street	Northerly	From Court street Easterly for a distance of 200 feet
Brick Road	Northerly	From the intersection of Central Avenue easterly for a distance of 100 feet
Broadway	Easterly	From the PSNH Pole No. 114/25 (a point across from Florence Street) northerly to the intersection with Oak Street
Canney Lane	Northerly	Entire length
Central Avenue	Both	From the intersection with Back River Road easterly to the intersection with Stark Avenue
Central Avenue	Easterly	From the intersection with Ham Street northerly for a distance of 35 feet
Central Avenue	Easterly	From the intersection with Pierce Street northerly to the driveway of 547 Central Avenue (formerly Seacoast Savings Bank)



CITY OF DOVER

CITY OF DOVER - ORDINANCE

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Central Avenue	Easterly	From the intersection with Indian Brook Drive southerly to the PSNH pole number 1/71
Central Avenue	Easterly	From the intersection with South Pine Street Southerly to the PSNH pole number 1/147
Central Avenue	Easterly	From the PS Pole No. 1/1305 to the island of PS Pole No. 1/130A
Central Avenue	Easterly	From the south property line of 633 Central Avenue to the driveway of 655 Central Avenue
Central Avenue	Easterly	From the southerly driveway of 189 Central Avenue northerly to the intersection with George Street
Central Avenue	Easterly	From Washington Street north for a distance of 320 feet.
Central Avenue	Westerly	From Church Street to Silver Street, except during Sunday Religious Services at the First Parish Church
Central Avenue	Westerly	From the driveway to 146 Central Avenue southerly to a point 30 feet south of intersection with Trakey Street
Central Avenue	Westerly	From the intersection with Indian Brook Drive southerly to the intersection with Reservoir Street
Chapel Street	Both	From the intersection with Portland Avenue westerly to St. John Street
Chapel Street	Northerly	From the intersection with Main Street easterly to St. John Street



CITY OF DOVER

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Charles Street	Northerly	From Central Avenue easterly for a distance of 150 feet
Charles Street	Southerly	From Central Avenue easterly for a distance of 240 feet
Charles Street	Southerly	From Mill Street westerly for a distance of 70 feet
Chestnut Street	Both	From the intersection with Washington Street southerly to the intersection with St. Thomas Street
Chestnut Street	Easterly	From the intersection with Washington Street northerly to the intersection with Third Street
Chestnut Street	Westerly	From the intersection with Washington Street northerly to the intersection with Orchard Street
Chestnut Street	Westerly	From the intersection with First Street northerly to the intersection with Third Street
Chestnut Street	Westerly	From the intersection with Fourth Street northerly for 50 feet



CITY OF DOVER

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Church Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Locust Street, except for school buses and parents picking up or discharging students or during church services at the First Parish Congregational Church. When both student pick-up/discharge and church services occur at the same time, school buses alone shall take precedence
Clifford Street	Northerly	From the intersection with Towle Avenue easterly for a distance of 30 feet
Cochecho Street	Southeasterly	Southeasterly side from the intersection with Portland Avenue, northeasterly 200' to across from the City of Dover pumping station, 20 Cochecho Street, between December 1 and April 1
Court Street	Northerly	From Central Avenue to Boyle Street
Court Street	Northerly	From the intersection with Union Street easterly for a distance of 110 feet
Court Street	Southerly	From the intersection with Central Avenue to the intersection with Union Street
Court Street	Southerly	From South Pine Street westerly for a distance of 100 feet
Cushing Street	Easterly	The entire length, between December 1 and April 1



CITY OF DOVER

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Dover Street	Northerly	From the easterly corner of the property at 18-20 Dover Street, westerly for a distance of 135 feet, from 7:00 a.m. to 5:00 p.m. Monday through Friday
Durham Road	Both	From the intersection of Back River Road to the intersection of Mast Road
Durrell Street	Northerly and westerly	The entire length from St. John's Street to Winter Street
East Watson Street	Both	From the intersection with Central Avenue easterly to the intersection with South Watson Lane
Elm Street	Westerly	From the intersection with Silver Street, southerly to the intersection with Fisher Street, between December 1 and April 1
Emerald Lane	Interior of circle	Even-numbered side, on the interior of the circle between 92 Emerald Lane and 216 Emerald Lane
Essex Street	Southwesterly	From the intersection with Portland Avenue northwesterly to the dead end, between December 1 and April 1
Everett Street	Westerly	From the intersection with Baker Street, southerly to the intersection with Ham Street, between December 1 and April 1
Ezra's Way	Easterly	Entire length
Fern Court	Westerly	From the intersection with Folsom Street, northerly, and then westerly to the dead end
Fifth Street	Northerly	From the intersection with Central Avenue westerly to Chestnut Street,



CITY OF DOVER

CITY OF DOVER - ORDINANCE

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Fifth Street	Northerly	From the intersection with Chestnut Street westerly to the intersection with Tammany Park, between December 1 and April 1
First Street	Northerly	From the westerly driveway of 1 First Street easterly to the intersection with Central Avenue
Folsom Street	Southerly	The entire length, between December 1 and April 1
Forest Street	Northwesterly	The entire length, between December 1 and April 1
Fourth Street	Southerly	From the intersection with Chestnut Street westerly to the intersection with Grove Street, between December 1 and April 1
Fourth Street	Southerly	From the intersection with Chestnut Street westerly for a distance of 100 feet
Fourth Street	Southerly	From the intersection with Chestnut Street easterly to Public Service Pole No. 53/1A
Fourth Street	Southerly	From the Cochecho River bridge easterly to the intersection of Frances Drive, a distance of 250 feet
<u>Freeman Court</u>	<u>Northerly</u>	<u>Entire length; between December 1 and April 1.</u>



CITY OF DOVER

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Gage Street	Northerly	Entire length
Gage Street	Southerly	From the intersection with New Rochester Road easterly for a distance of forty (40) feet
Garrison Road	Southerly	From the intersection with Shadow Drive easterly to the intersection with Meridian Drive
George Street	Northwesterly	From the intersection with Sonnett Street to the intersection with Henry Law Avenue, except where individual parking spaces are marked by the City
George Street	Southeasterly	From the northeast corner of the property line of 233 Central Avenue northeasterly to the intersection with Sonnett Street
Greenfield Drive	Northerly	From the intersection with Garrison Road easterly to the northwest corner of Greenfield Drive traffic circle
Grove Street	Easterly side	Easterly side (odd numbered) from the intersection with Sixth Street, northerly to the intersection with Hough Street; between December 1 and April 1
Grove Street	Westerly side	Westerly side (even numbered) from the intersection with Hough Street, northerly to the intersection with Ash Street; between December 1 and April 1
Ham Street	Northerly	From Central Avenue to Park Street



CITY OF DOVER

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Hampshire Circle	Northerly	From the southerly intersection with Whittier Street continuing around on that side of Hampshire Circle to the northerly intersection with Whittier Street
Hamilton Street	Northerly	From the intersection with Elm Street, westerly to the intersection with Belknap Street, between December 1 and April 1
Hancock Street	Southwesterly	The entire length, between December 1 and April 1
Hanson Street	Both	Entire length
Henry Law Avenue	Easterly	From the Maglaras Park entrance road to Browning Drive
Henry Law Avenue	Westerly	From the intersection of Browning Drive northerly for a distance of 75 feet
Henry Law Avenue	Westerly	From the intersection of George Street southerly to a point directly across from Towne Drive
Henry Law Avenue	Westerly	From the intersection with Williams Street southerly to the intersection with George Street
High Ridge Drive	Southerly	From the intersection with Floral Avenue easterly to the dead end, between December 1 and April 1



CITY OF DOVER

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Horne Street	Westerly	From the intersection with Glencrest Avenue southerly to the driveway of 68 Horne Street
Industrial Park Drive	Easterly then southerly (inside of curve)	From the westernmost driveway from 89 Industrial Park Drive (Eversource Pole No. 305/12B) northerly, then easterly to the driveway of 115 Industrial Park Drive (Eversource Pole No. 305/15BS), from November 1 to April 1
Ivan's Lane	North	Entire length
Kirkland Street	Southerly	
Lexington Street	Easterly	The entire length, between December 1 and April 1
Lincoln Street	Southerly	From the intersection with Chestnut Street, westerly to the intersection with Grove Street, between December 1 and April 1
Lisa Beth Drive		
Locust Street	Easterly	From the intersection with Silver Street southerly to the intersection with Central Avenue
Locust Street	Easterly	From the intersection with St. Thomas Street southerly to the intersection with Silver Street



CITY OF DOVER

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Long Hill Road	Both	From the intersection with New Rochester Road (Route 108) westerly to the intersection with Old Rochester Road (Route 16B)
Main Street	Easterly	From the intersection with Washington Street northerly to the intersection with Chapel Street
Maple Street	Easterly	Easterly side (odd numbered) from the intersection with Sixth Street, northerly to the intersection with Ash Street; between December 1 and April 1
Mechanic Street	Both	From intersection of School Street northerly to the intersection of Chapel Street
Mill Street	Both	From a point 370 feet from Central Avenue easterly for a distance of 700 feet
Mineral Park Drive	Northerly	From the intersection with Washington Street to the intersection with Pleasant View Circle
Morin Street	Both	From the intersection with Central Avenue, westerly to PSNH Pole No. 1/18B
<u>Mt. Vernon Street</u>	<u>Easterly</u>	<u>From the intersection with Milk Street northerly to the intersection with Hough Street; between December 1 and April 1.</u>
Nantucket	Easterly	Easterly side from the intersection with Henry Law Avenue to the end and including the turnaround area, between December 1 and April 1



CITY OF DOVER

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Nelson Street	Southerly	From the intersection with Atkinson Street westerly to the intersection with Belknap Street
Nelson Street	Southerly	From the intersection with Locust Street westerly to the intersection with Atkinson Belknap Street, between December 1 and April 1
New York Street	Both	From the intersection with Broadway to the intersection with East Street
New York Street	Southerly	From the intersection with Central Avenue easterly to the ~~Public Service Pole~~ <u>411/42 driveway between 25 and 27 New York Streets; between December 1 and April 1.</u>
<u>Northway Circle</u>	<u>Southerly</u>	<u>From the intersection with Plaza Drive easterly to the intersection with Princeton Way; between December 1 and April 1.</u>
<u>Northway Circle</u>	<u>Easterly</u>	<u>Northerly to the end, to include the turnaround area as posted; between December 1 and April 1.</u>
Old English Village Road	Southerly	From the intersection with Central Avenue easterly to the Rollinsford Town Line
Old Garrison Road	Both	Along the entire 510 foot frontage of Tax Map J, Lot 10-6, owned by State of New Hampshire Fish and Game Department
Old Rollinsford Road	Both	From the intersection with Central Avenue to the Wentworth Douglass Hospital



CITY OF DOVER

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Orchard Street	Both	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Orchard Street Lot service road	Both	Entire length from its intersection with Orchard Street northerly, then westerly to its exit to Orchard Street Lot
Overlook Drive Park Street Park Parking Lot	Westerly	Entire length No parking during the hours of 8:30 p.m. to 7:00 a.m. during the period of April 1 through September 30 and during the hours of 7:00 p.m. to 7:00 a.m. during the period of October 1 through March 31
Paul Street	Easterly	From the intersection with Henry Law Avenue, to the intersection with Wallingford Street
Pierce Street	Both	Entire length
Plaza Drive	Easterly	From the intersection with Glenwood Avenue northerly to the intersection with Northway Circle
Plaza Drive	Easterly	From the intersection with Northway Circle, northerly to the end of the Street, between December 1 and April 1
Pleasant View Circle	Westerly	From the intersection with Washington Street northerly to the intersection with Whittier Street
Portland Avenue	Easterly	From the north boundary of 161 Portland Avenue southerly to the north boundary of 149 Portland Avenue



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2025.05.28 - 4**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: Section 48 Schedule I: No Parking at Any Time
Section 51 Schedule L: Parking Meter Zones
Section 52 Schedule M: Parking Permit Zones

Portland Avenue	Northerly	From PSNH pole 119/3A to the entrance of the Portland Avenue Parking Lot
Portland Avenue	Northerly	From the intersection with Chapel Street to the entrance with Portland Avenue parking lot
Portland Avenue	Southerly	The intersection with Chapel Street easterly and westerly for a distance of 100 feet
Portland Avenue	Westerly	From the intersection of Oak Street southerly for a distance of 600 feet
Preble Street	Southerly	From the intersection with Central Avenue easterly then southerly along the westerly side to the intersection with Pierce Street
Quaker Lane	Westerly	Entire length
Richmond Street	Westerly	Entire length
River Street	Easterly	From the intersection with Henry Law Avenue northerly for a distance of 130 feet
River Street	Westerly	From the intersection with Henry Law northerly to Washington Street
Rogers Street	Southwesterly	The entire length, between December 1 and April 1
Rogers Street	Westerly	From the intersection with Cochecho Street northerly for a distance of 400 feet



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2025.05.28 - 4**
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Section: Section 48 Schedule I: No Parking at Any Time
Section 51 Schedule L: Parking Meter Zones
Section 52 Schedule M: Parking Permit Zones

Royer Lane	Both	Entire length
Sandpiper Drive	Southerly	From the intersection with Watson Road to the cul-de-sac
School Street	Southerly	From the westerly entrance to the School Street Parking Lot easterly to the intersection with Mechanic Street
Shaw's Lane	Easterly	Entire length from Garrison Road to Tideview Drive
Silver Street	North	From the intersection with Central Avenue westerly to the intersection with Knox Marsh Road
Silver Street	South	From the intersection with Central Avenue westerly to the intersection with Knox Marsh Road
Smith Well Road	Westerly	From Glenwood Avenue to Barry Street
Sonnet Street	Both	From the intersection with George Street easterly to the intersection with Hanson Street
South Pine Street	North	From the intersection with Central Avenue easterly and northerly to the intersection with Court Street
South Pine Street	Southerly	From the intersection with Central Avenue easterly and northerly to the intersection with Court Street excluding the area between public service pole 150/4 easterly to public service pole 150/7A
Spring Street	Northerly	From Central Avenue to Locust Street
Spruce Lane Park	All	All parking within this park, between December 1 and April 1



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2025.05.28 - 4**
Ordinance Title: Vehicles and Traffic
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Section: Section 48 Schedule I: No Parking at Any Time
Section 51 Schedule L: Parking Meter Zones
Section 52 Schedule M: Parking Permit Zones

St. John Street	Easterly	From the intersection with Broadway southerly to the intersection with Chapel Street
St. Thomas Street	Both	From the intersection with Chestnut Street westerly to the property line between 25 and 33 St. Thomas Street except for vehicles whose driver or passenger is conducting business at the NH Circuit Court between the hours of 8 am and 5 pm, Monday through Friday
St. Thomas Street	Southerly	The angled spaces between the McConnell Center and Atkinson Street except for vehicles whose driver or passenger is conducting business at the NH Circuit Court between the hours of 8 am and 5 pm, Monday through Friday
St. Thomas Street	Northerly	From the intersection with Atkinson Street, westerly to intersection with Belknap Street, between December 1 and April 1
St. Thomas Street	Northerly	Two spaces in front of 33/35 St. Thomas Street, between December 1 and April 1
Summer Street	Southerly	From the intersection with Central Avenue westerly to the intersection with Belknap Street, between December 1 and April 1
Susannah's Crossing	Southerly	Entire length of publicly accepted portion of the street
Sylvan Drive	Northerly	Northerly side from the westerly outside edge (as posted) and including both sides of the traffic circle easterly to the end of the road

O-2025.05.28 Vehicles and Traffic Chapter 141 Sections 48, 51, and 52 Parking Restrictions
O2025.05.28 Ch 141



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2025.05.28 - 4**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: Section 48 Schedule I: No Parking at Any Time
Section 51 Schedule L: Parking Meter Zones
Section 52 Schedule M: Parking Permit Zones

		including the turnaround area; between December 1 and April 1
Third Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Third Street	Southerly	From the intersection with Chestnut Street westerly to the intersection with Grove Street, between December 1 and April 1
Third Street	Northerly	From the driveway of 33 Third Street westerly for 15 feet
Towle Avenue	Easterly	From the intersection with Clifford Street northerly for a distance of 30 feet
Towle Avenue	Westerly	From the intersection with Clifford Street northerly for a distance of 30 feet
Twombly Street	Northerly and easterly	From the intersection with Preble Street easterly and southerly to the intersection with Pierce Street
Union Street	Westerly	From the intersection with Court Street northerly to the intersection with Federal Street
Washington Street	Easterly	Between the intersection with Pleasant View Circle northerly to the intersection with Mineral Park Drive
Washington Street	Southerly	From the intersection with Locust Street westerly for a distance of 56 feet
Washington Street	Southerly	From the easterly most driveway of 150 Washington Street to Atkinson Street



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2025.05.28 - 4**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: Section 48 Schedule I: No Parking at Any Time
Section 51 Schedule L: Parking Meter Zones
Section 52 Schedule M: Parking Permit Zones

Washington Street	Westerly	From the intersection of Morrison Lane northerly for a distance of 150 feet
West Concord Street	Northerly	From the intersection with Lexington Street, westerly to the intersection with Arch Street, between December 1 and April 1
<u>Western Avenue</u>	<u>Southerly</u>	<u>From the intersection with Westgate Drive easterly to the end at Footbridge Lane to include the turnaround area as posted; between December 1 and April 1.</u>
<u>Westgate Drive</u>	<u>Westerly</u>	<u>From the intersection with Knox Marsh Road to the southerly end, including the traffic circle; between December 1 and April 1.</u>
Whittier Street	Both	From the intersection with Mineral Park Drive northerly to the Whittier Street Bridge
Wildewood Lane	Both	From the intersection of Cottonwood Drive to the beginning of the cul-de-sac
Wildewood Lane	Northeasterly	From Sixth Street to Cottonwood Drive
Williams Street	Both	From the intersection with Central Avenue easterly to the intersection with Henry Law Avenue
Winter Street	Both	From the intersection with St. John Street easterly to the intersection with Durrell Street
Winter Street (formerly Cedar Street)	Northerly	From the intersection with Durrell Street easterly to the dead end
Young Street	Northerly	From the intersection with Main Street and Portland Avenue easterly to the Cochecho River



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2025.05.28 - 4**
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Chapter: 141
Section: Section 48 Schedule I: No Parking at Any Time
Section 51 Schedule L: Parking Meter Zones
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Young Street

Southerly

From the intersection of Main Street
easterly to the Cochecho River, between
December 1 and April 1

§ 141-51. Schedule L: Parking Meter Zones.

Metered Parking Garage	Location
Orchard Street Parking Garage	Parking spaces on levels 1 and 2 within the parking structure which is south of Orchard Street, between Chestnut Street and Central Avenue, not including the 3 posted Police Station visitor spaces on the first floor of the parking garage unless otherwise posted
Metered Parking Lot	Location
Belknap Lot	320 Central Avenue and 18 Locust Street; southerly of Washington Street between Central Avenue and Locust Street
Fourth Street Parking Lot	East of Chestnut Street, south of Fourth Street and west of the railroad tracks. All spaces except as otherwise posted
Henry Law Avenue Recreation Parking Lot - Henry Law Avenue	6 Henry Law Avenue, easterly and then northerly of Henry Law Avenue
Locust Street Lot	



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2025.05.28 - 4**
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Section: Section 48 Schedule I: No Parking at Any Time
Section 51 Schedule L: Parking Meter Zones
Section 52 Schedule M: Parking Permit Zones

Orchard Street Lot	North of Orchard Street southerly of the Cochecho River between Central Avenue and Chestnut Street not including 2 posted spaces in the northeast corner of the lot, 2 posted spaces in front of 40 Chestnut Street (Cochecho Park Apartments) that are free 15 minute limit spaces, and 2 posted Police Station visitor spaces in front of 40 Chestnut Street (Cochecho Park Apartments)
Portland Avenue Lot	Westerly side of Portland Avenue between 44 Portland Avenue and Chapel Street
~~River Payne~~ Street Lot	~~31 River Street easterly of the Cochecho River and north of Henry Law Avenue~~ <u>Easterly of Payne Street</u>
Third Street Lot	North of Third Street southerly of the railroad tracks between Chestnut Street and Central Avenue
Transportation Center Lot	The entire lot at 33 Chestnut Street westerly of Chestnut Street between First Street and Third Street, with the exception of designated two-hour spaces as set forth within § 141-49B and the fifteen-minute parking set forth in § 141-49E

Metered On-Street Parking Spaces

	Side	Location
Atkinson Street	Westerly	From the intersection with Washington Street, southerly to the intersection with St. Thomas Street
Broadway	Southerly	From the intersection with Central Avenue easterly to the intersection of St. John Street



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2025.05.28 - 4**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: Section 48 Schedule I: No Parking at Any Time
Section 51 Schedule L: Parking Meter Zones
Section 52 Schedule M: Parking Permit Zones

Central Avenue	Easterly	From the intersection with Fourth Street southerly to the intersection with Kirkland Street
Central Avenue	Westerly	From the intersection with Fourth Street southerly to the driveway between 236 and 240 Central Avenue
Chapel Street	Southerly	From the intersection with Central Avenue easterly to the driveway on the west side of 15 Chapel Street
Chestnut Street	Easterly	From the intersection with Fourth Street northerly to the intersection with Fifth Street
Chestnut Street	Westerly	From the intersection with Orchard Street northerly to the intersection with First Street. Metering will only be available by use of Pay-by-Phone unless and until a meter is installed.
First Street	Northerly	From the westerly edge of 1 First Street westerly to the intersection with Chestnut Street
First Street	Southerly	From the intersection with Central Avenue westerly to the end of public parking at the rear of 432 Central Avenue
Fourth Street	Both	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Grove Street	Both	From the intersection with Third Street, southerly to the end of the street.
Hale Street	Both	From the intersection with Central Avenue westerly to the intersection with Locust Street



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2025.05.28 - 4**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: Section 48 Schedule I: No Parking at Any Time
Section 51 Schedule L: Parking Meter Zones
Section 52 Schedule M: Parking Permit Zones

Henry Law Avenue	Easterly	From the intersection with Washington Street southerly to George Street
Kirkland Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Academy Street
Locust Street	Both	From the intersection with Hale Street northerly to the intersection with Washington Street, unless otherwise posted
Main Street	Westerly	From the intersection with Washington Street northerly to the intersection with School Street
<u>Payne Street</u>	<u>Both</u>	<u>From the intersection with Henry Law Avenue, northerly to the intersection with Seaport Way.</u>
River Street	<u>Both</u> ~~Easterly~~	From the intersection with ~~Henry Law Avenue northerly to the intersection with Washington Street~~ <u>Payne Street, northerly then easterly then southerly to the easterly intersection with Seaport Way.</u>
<u>Seaport Way</u>	<u>Both</u>	<u>From the Easterly end of Makem Bridge, easterly to the easterly intersection with River Street.</u>
St. John Street	Westerly	From the intersection of Broadway southerly to the intersection with Chapel Street
School Street	Both	Both sides from the intersection with Main Street easterly to the intersection with Mechanic Street
Second Street	Both	Both sides from the intersection with Chestnut Street easterly to the intersection with Central Avenue



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2025.05.28 - 4**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: Section 48 Schedule I: No Parking at Any Time
Section 51 Schedule L: Parking Meter Zones
Section 52 Schedule M: Parking Permit Zones

St. Thomas Street	Both	Both sides from the intersection with Central Avenue westerly to the intersections with Locust Street
Third Street	Southerly	Southerly side from the intersection with Chestnut Street easterly to the intersection with Central Avenue
Third Street	Both	From the intersection with Chestnut Street, westerly to the intersection with Grove Street.
Washington Street	Both	Both sides from intersection of Chestnut Street easterly to the intersection of River Street

§ 141-52. Schedule M: Business Parking Permit Zones.

The following parking lots/areas are authorized for permit parking as authorized by § 141-20, Business parking permit program, unless otherwise restricted:

Parking Lots

Fourth Street Lot

Orchard Street Lot

Orchard Street Parking Garage

Spaces designated by the Chief of Police

Portland Avenue (Grimes) Lot

~~River Street Lot~~ Payne Street Lot

Easterly of Payne Street

Seaport Way Lot

Third Street Lot

Transportation Center Lot

Parking Areas	Side	Location
Atkinson Street	Westerly	From the intersection with Washington Street, southerly to the intersection with St. Thomas Street



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2025.05.28 - 4**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: Section 48 Schedule I: No Parking at Any Time
Section 51 Schedule L: Parking Meter Zones
Section 52 Schedule M: Parking Permit Zones

Chapel Street	Southerly	From the intersection of Main Street easterly to the intersection with Mechanic Street
Chestnut Street	Westerly	From the intersection with First Street southerly to the intersection with Orchard Street
First Street	Northerly	City-controlled areas
Fourth Street	Northerly	From the intersection with Chestnut Street, westerly to the intersection of Grove Street
Green Street	Both	From the intersection with Fayette Street westerly, then southerly to the intersection with Washington Street
Henry Law Avenue	Easterly	From Washington Street southerly to River Street
Kirkland Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Locust Street
Main Street	Westerly	From the intersection with Washington Street northerly to the intersection with School Street
<u>Payne Street</u>	<u>Both</u>	<u>Entire length</u>
<u>River Street</u>	<u>Both</u>	<u>From the easterly intersection with Seaport Way, northerly.</u>
<u>Seaport Way</u>	<u>Both</u>	<u>Entire length</u>



CITY OF DOVER

CITY OF DOVER - ORDINANCE

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Section 52 Schedule M: Parking Permit Zones

School Street	Northerly	Northerly side angled spaces only
Second Street	Both	From the driveway between 20 and 22 Second Street westerly to Chestnut Street
Third Street	Northerly	From the intersection with Chestnut Street, westerly to the intersection of Grove Street

3. TAKES EFFECT

This ordinance shall take effect upon passage. The City Clerk shall cause publication of notice as required by RSA 47:18.

REQUIRES PUBLIC HEARING

TO BE REFERRED TO A PUBLIC HEARING ON JUNE 11, 2025

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

Document Created by: Legal
Document Posted on: May 23, 2025

O-2025.05.28 Vehicles and Traffic Chapter 141 Sections
48, 51, and 52 Parking RestrictionsO2025.05.28 Ch 141
Vehicles and Traffic (1)
Page 26 of 27

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.1. Ordinance Number: O – 2025.05.28 - 4 Ordinance Title: Vehicles and Traffic Chapter: 141 Section: Section 48 Schedule I: No Parking at Any Time Section 51 Schedule L: Parking Meter Zones Section 52 Schedule M: Parking Permit Zones
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DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

At the request of the Community Services Director to facilitate plowing and winter road maintenance, the above locations were recommended by the Parking Commission at their April 15, 2025 meeting to be added to the one-side Dec 1 to April 1 parking restriction. Additionally, parts of the Dover waterfront project are expected to open as early as October 2025. The 435 residential units in combination with numerous commercial (retail/restaurants) and public amenities will require a parking management system in place. The Dover Waterfront Committee voted unanimously on April 15, 2025 to support metering of the above locations as amended in §141-51. The Parking Commission also voted on May 20, 2025 in support of this ordinance. The changes in §141-52 allow the sale of parking permits in certain locations in the waterfront district subject to guidelines established by the Parking Commission. The Parking Commission voted to add these locations at their May 20, 2025 meeting.

Document Created by: Legal Document Posted on: May 23, 2025	O-2025.05.28 Vehicles and Traffic Chapter 141 Sections 48, 51, and 52 Parking RestrictionsO2025.05.28 Ch 141 Vehicles and Traffic (1) Page 27 of 27
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