

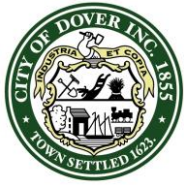
CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, June 11, 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 – Juneteenth Day & General Marquis De Lafayette Day**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
 - A. **CHAPTER 141, VEHICLES AND TRAFFIC, SECTIONS 48, 51, & 52**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. **AUTHORIZATION TO ACCEPT DONATION OF OFFICE FURNITURE FROM PINNACLE OFFICE SOLUTIONS**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - C. **AMENDMENT OF FY2026 SCHEDULE OF FEES FOR CERTAIN PARKING RATES AND FEES**
(VOTE TO OCCUR JUNE 25, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
 - D. **GENERAL FUND SCHOOL DEPARTMENT FY2026 BUDGET AMENDMENT – ADDITIONAL APPROPRIATION FOR DEBT SERVICES**
(VOTE TO OCCUR JUNE 25, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
 - E. **CAPITAL IMPROVEMENTS PROGRAM APPROPRIATION FOR DOVER HIGH SCHOOL ATHLETIC COMPLEX AND AUTHORIZATION FOR BONDING**
(VOTE TO OCCUR JUNE 25, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
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 – PRESENTATION OF FY2024 AUDIT AND ANNUAL COMPREHENSIVE FINANCIAL REPORT**
10. **APPROVAL OF MINUTES**
 - A. **May 21, 2025 – Workshop Meeting**
 - B. **May 28, 2025 – Regular Meeting**
11. **MAYOR'S REPORT**



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, June 11, 2025**
Meeting Time: **7:00 pm**

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

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

B. ORDINANCES IN THE 3RD READING

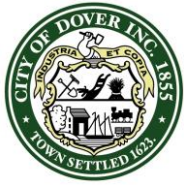
C. RESOLUTIONS

1. **AUTHORIZATION TO ACCEPT DONATION OF OFFICE FURNITURE FROM PINNACLE OFFICE SOLUTIONS**
SPONSORED BY MAYOR CARRIER BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **AUTHORIZATION TO RENAME WASHINGTON STREET BRIDGE OVER THE COCHECO RIVER TO THE CAPTAIN JACK T. CASEY USMC MEMORIAL BRIDGE**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **ADOPTING AMENDMENTS TO MERIT PLAN, CLASS PLAN, AND PAY PLAN**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **AUTHORIZATION TO PURCHASE LICENSING FROM CDW GOVERNMENT, LLC VIA OMNIA**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **AUTHORIZATION TO PURCHASE EXCHANGE SERVERS VIA NASPO**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **B25068 CATCH BASIN CLEANING SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **B25071 BITUMINOUS CONCRETE (ASPHALT) PICKED UP**
SPONSORED BY MAYOR CARRIER BY REQUEST
7. **DOVER SAND RECOVERY ADDITIONAL PERMITTING SUPPORT AND SOILS MANAGEMENT PLAN**
SPONSORED BY MAYOR CARRIER BY REQUEST
8. **AUTHORIZATION TO APPLY AND ACCEPT NHDES CLEAN DIESEL GRANT FOR REPLACEMENT OF 2000 LOADER**
SPONSORED BY MAYOR CARRIER BY REQUEST
9. **B25069 PFAS FIRE DEPARTMENT UNIFORM AND CLOTHING**
SPONSORED BY MAYOR CARRIER BY REQUEST
10. **AUTHORIZATION TO PURCHASE ONE (1) FORD F150 4 X 4 REGULAR CAB**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, June 11, 2025**
Meeting Time: **7:00 pm**

11. AUTHORIZATION TO PURCHASE ONE (1) FORD T350 HR CARGO VAN **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. Coheco Waterfront Development Advisory Committee (Carrier) |
| 7. Recreation Advisory (Retrosi) | 20. COAST (Shanahan) |
| 8. Energy Commission (Richer) | 21. Waterfront TIF Advisory Board (Warach) |
| 9. Parking Commission (Warach) | 22. Dover Main Street (Carrier) |
| 10. Legislative Liaison (Shanahan) | 23. Strafford Regional Planning Commission (Williams) |
| 111. Committee for Racial Equity and Inclusion (Nemeth) | 24. Government Affairs (Carrier) |
| 112. Graffiti Management Advisory Committee (Nemeth) | 25. Cemetery Board (Warach) |
| 113. Ordinance Committee (Shanahan) | 26. Joint Building Committee – Athletic Complex (Cullen) |

B. RESOLUTIONS

1. **LEASE AGREEMENT WITH JEWETT COMMERCIAL PARK LLC AND FY2026**
TRANSFER OF APPROPRIATION - GENERAL FUND CITY DEPARTMENTS
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B21069 CONSULTING DESIGN SERVICES FOR THE COURT AND UNION STREETS**
RECONSTRUCTION PROJECT – ADDITIONAL SCOPE OF WORK CONSTRUCTION
PHASE
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **AUTHORIZATION TO ACCEPT AND EXPEND THE NHDES CLEAN DIESEL GRANT**
FOR REPLACEMENT OF 2000 LOADER
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 25, 2025)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

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



PROCLAMATION

- WHEREAS:** Juneteenth commemorates June 19, 1865, when Union troops announced the Emancipation Proclamation in Texas — freeing all enslaved people — more than two months after the Civil War ended, and more than two years after the Proclamation was issued; and
- WHEREAS:** Dover recognizes Juneteenth's historic significance and our city's longstanding involvement in the cause of emancipation, with its anti-slavery movement beginning in the 1830s, thirty years before slavery's nationwide abolishment; and
- WHEREAS:** In 1833, *The Morning Star* moved to Dover from Maine, and in 1834 with its new editor William Burr, became the city's first anti-slavery newspaper; and
- WHEREAS:** Dover was the first New Hampshire city to elect state legislators who espoused strong anti-slavery sentiment, and at the federal level, Dover's John Parker Hale became the first openly anti-slavery elected U.S. Congressman and Senator; and
- WHEREAS:** Despite Dover's anti-slavery activism, census and other records indicate that enslaved individuals remained in some Dover households;
- WHEREAS:** On June 26, 1857, in response to the Dred Scott decision, the state legislature passed "An act to secure freedom and the rights of citizenship to persons in this State," affirming that neither skin color nor African descent would disqualify any person from "the full rights and privileges of a citizen," including "the right of suffrage;" and
- WHEREAS:** In addition to celebrating slavery's end, Juneteenth is a time to reflect on the grief and anguish caused by racially motivated violence, systemic injustice, and abuses of power; and
- WHEREAS:** We remember this day as a solemn reminder that words alone cannot fulfill the promises of freedom, individual rights, and equal justice for all — and though progress has been made, our work remains unfinished; and
- WHEREAS:** Juneteenth celebrates African American freedom and achievement, while encouraging continuous self-development and respect for all cultures.

**NOW, THEREFORE, I, ROBERT CARRIER, MAYOR OF THE CITY OF DOVER, NEW HAMPSHIRE,
AND THE ENTIRE DOVER CITY COUNCIL DO HEREBY PROCLAIM JUNE 19, 2025 as**

JUNETEENTH DAY

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Dover to be affixed this **11th Day of June, 2025**

Robert Carrier, Mayor
City of Dover, New Hampshire



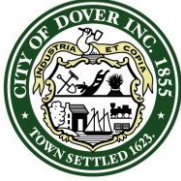
PROCLAMATION

- WHEREAS:** The American Friends of Lafayette and the National Society Daughters of the American Revolution are celebrating the Bicentennial of the Marquis de Lafayette's Farewell Tour of America in 2024 – 2025; and
- WHEREAS:** During the American Revolutionary War, the young Marquis de Lafayette was a courageous Revolutionary hero who played a vital role in the success of our nation's struggle for independence and was a strong ally to General George Washington; and
- WHEREAS:** General Lafayette tirelessly fought for America's independence from Great Britain. He was wounded at the Battle of Brandywine, and successfully led an independent command during the Virginia Campaign; and
- WHEREAS:** In recognition of his valiant service, General Lafayette was made an honorary citizen of the United States of America; and
- WHEREAS:** General Lafayette was a selfless leader, a constant advocate for freedom and independence, and an ardent supporter of the abolition of slavery. During his 13-month tour of America, he visited the then 24 states speaking about the ideals of liberty, justice, and democracy; and
- WHEREAS:** General Lafayette traveled to the State of New Hampshire and on June 22-23, 1825 visited Dover where he was greeted by its citizens as a cherished hero; and
- WHEREAS:** A Lafayette Trail Marker has been installed near the entrance of the former home of William Hale, where General Lafayette was hosted and stayed overnight; and
- WHEREAS:** June 2025 is the 200th Anniversary of General Lafayette's visit to our city.

NOW, THEREFORE I ROBERT CARRIER, MAYOR of the City of Dover, NH do hereby proclaim **JUNE 22, 2025** as **GENERAL MARQUIS DE LAFAYETTE DAY** in the City of Dover, and call this day to the attention of all citizens.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Dover to be affixed this 11th Day of June, 2025.

Robert Carrier, Mayor
City of Dover, New Hampshire

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.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:

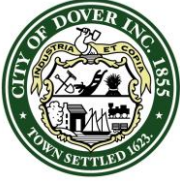
1. **PURPOSE**
- The purpose of this ordinance is to promote public interest and safety by enacting certain amendments to parking restrictions within Chapter 141.
2. **AMENDMENT**
- Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Sections 141-48 “Schedule I: No Parking at Any 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

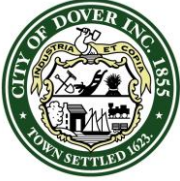
CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

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Chapter: 141
Section: Section 48 Schedule I: No Parking at Any Time
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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



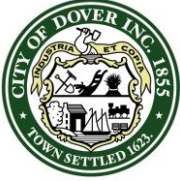
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Belknap Street	Westerly	From the intersection with Silver Street northerly to the intersection with Washington Street, between December 1 and April 1
Bellamy Road	Easterly	From Alumni Drive southerly for a distance of 440 feet
Bellamy Road	Easterly	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)



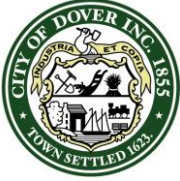
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Central Avenue	Easterly	From the intersection with Indian Brook Drive southerly to the PSNH pole number 1/71
Central Avenue	Easterly	From the intersection with South Pine Street Southerly to the PSNH pole number 1/147
Central Avenue	Easterly	From the 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



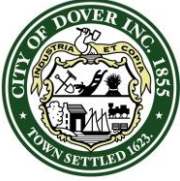
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Charles Street	Northerly	From Central Avenue easterly for a distance of 150 feet
Charles Street	Southerly	From Central Avenue easterly for a distance of 240 feet
Charles Street	Southerly	From Mill Street westerly for a distance of 70 feet
Chestnut 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



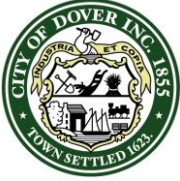
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Church Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Locust Street, except for school buses and parents picking up or discharging students or during church services at the First Parish Congregational Church. 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
Cocheco 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



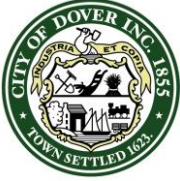
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Dover Street	Northerly	From the easterly corner of the property at 18-20 Dover Street, westerly for a distance of 135 feet, from 7:00 a.m. to 5:00 p.m. Monday through Friday
Durham Road	Both	From the intersection of Back River Road to the intersection 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,



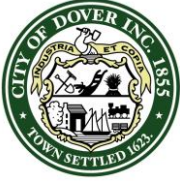
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Fifth Street	Northerly	From the intersection with Chestnut Street westerly to the intersection with Tammany Park, between December 1 and April 1
First Street	Northerly	From the westerly driveway of 1 First Street easterly to the intersection with Central 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
Freeman Court	Northerly	Entire length; between December 1 and April 1.



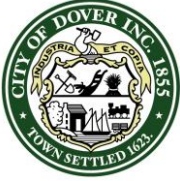
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Gage Street	Northerly	Entire length
Gage Street	Southerly	From the intersection with New Rochester Road easterly for a distance of forty (40) feet
Garrison Road	Southerly	From the intersection with Shadow Drive easterly to the intersection with Meridian 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



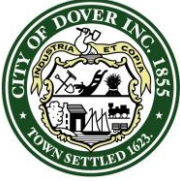
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Hampshire Circle	Northerly	From the southerly intersection with Whittier Street continuing around on that side of Hampshire Circle to the northerly intersection with Whittier Street
Hamilton Street	Northerly	From the intersection with Elm Street, westerly 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



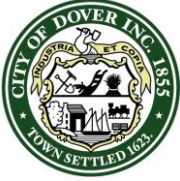
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CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.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

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



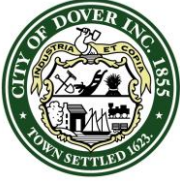
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Long Hill Road	Both	From the intersection with New Rochester Road (Route 108) westerly to the intersection with Old Rochester Road (Route 16B)
Main Street	Easterly	From the intersection with Washington Street northerly to the intersection with Chapel 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
Mt. Vernon Street	Easterly	From the intersection with Milk Street northerly to the intersection with Hough Street; between December 1 and April 1.
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



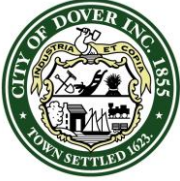
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Nelson Street	Southerly	From the intersection with Atkinson Street westerly to the intersection with Belknap Street
Nelson Street	Southerly	From the intersection with Locust Street westerly to the intersection with Atkinson Belknap Street, between 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 111/12 driveway between 25 and 27 New York Streets; between December 1 and April 1.
Northway Circle	Southerly	From the intersection with Plaza Drive easterly to the intersection with Princeton Way; between December 1 and April 1.
Northway Circle	Easterly	Northerly to the end, to include the turnaround area as posted; between December 1 and April 1.
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



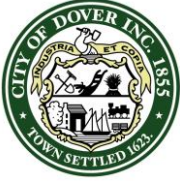
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Orchard Street	Both	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Orchard Street Lot service road	Both	Entire length from its intersection with Orchard Street northerly, then westerly to its exit to Orchard 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



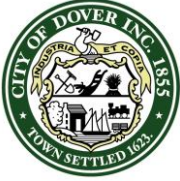
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Portland Avenue	Northerly	From PSNH pole 119/3A to the entrance of the Portland Avenue Parking Lot
Portland Avenue	Northerly	From the intersection with Chapel Street to the entrance with Portland Avenue parking lot
Portland Avenue	Southerly	The intersection 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



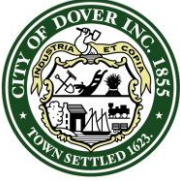
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Royer Lane	Both	Entire length
Sandpiper Drive	Southerly	From the intersection with Watson Road to the cul-de-sac
School Street	Southerly	From the westerly entrance to the School Street Parking Lot easterly to the intersection with Mechanic Street
Shaw's 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



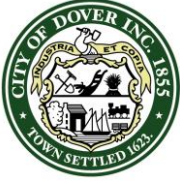
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St. John Street	Easterly	From the intersection with Broadway southerly to the intersection with Chapel Street
St. Thomas Street	Both	From the intersection with Chestnut Street westerly to the property line between 25 and 33 St. Thomas Street except 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



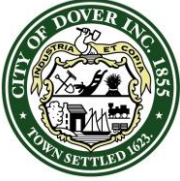
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		including the turnaround area; between December 1 and April 1
Third Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Third Street	Southerly	From the intersection with Chestnut Street westerly 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



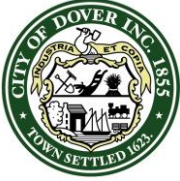
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Washington Street	Westerly	From the intersection of Morrison Lane northerly for a distance of 150 feet
West Concord Street	Northerly	From the intersection with Lexington Street, westerly to the intersection with Arch Street, between December 1 and April 1
Western Avenue	Southerly	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.
Westgate Drive	Westerly	From the intersection with Knox Marsh Road to the southerly end, including the traffic circle; between December 1 and April 1.
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



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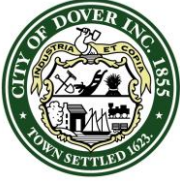
Young Street

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	



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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

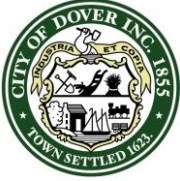
~~River Payne~~ Street Lot ~~31 River Street easterly of the Cochecho River and north of Henry Law Avenue~~ Easterly of Payne Street

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



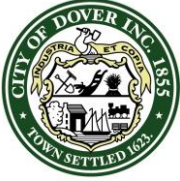
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Central Avenue	Easterly	From the intersection with Fourth Street southerly to the intersection with Kirkland Street
Central Avenue	Westerly	From the intersection with Fourth Street southerly to the driveway between 236 and 240 Central Avenue
Chapel 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



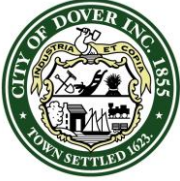
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Henry Law Avenue	Easterly	From the intersection with Washington Street southerly to George Street
Kirkland Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Academy Street
Locust Street	Both	From the intersection 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
Payne Street	Both	From the intersection with Henry Law Avenue, northerly to the intersection with Seaport Way.
River Street	Both Easterly	From the intersection with Henry Law Avenue northerly to the intersection with Washington Street Payne Street, northerly then easterly then southerly to the easterly intersection with Seaport Way.
Seaport Way	Both	From the Easterly end of Makem Bridge, easterly to the easterly intersection with River Street.
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



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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

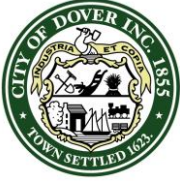
Transportation Center Lot

Parking Areas

Side

Location

Atkinson Street	Westerly	From the intersection with Washington Street, southerly to the intersection with St. Thomas Street
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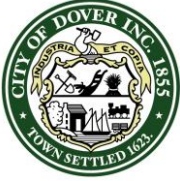
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Chapel Street	Southerly	From the intersection of Main Street easterly to the intersection with Mechanic Street
Chestnut Street	Westerly	From the intersection with First Street southerly to the intersection with Orchard Street
First Street	Northerly	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

Payne Street	Both	Entire length
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River Street	Both	From the easterly intersection with Seaport Way, northerly.
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Seaport Way	Both	Entire length
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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: Jennifer R. Wyatt
City Attorney

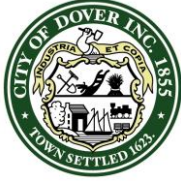
Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

Document Created by: Legal
Document Posted on: June 6, 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)
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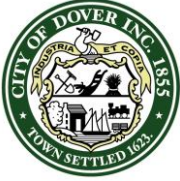
DOCUMENT ACTIONS:

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: June 6, 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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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.A.1.

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

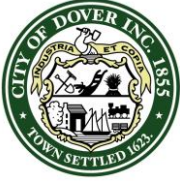
Sponsored by: Mayor Robert Carrier
By Request

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#: 12.A.1.

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.		

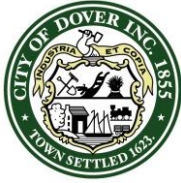
RESOLUTION BACKGROUND MATERIAL:

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#: 7.C.
PUBLIC HEARING ONLY**

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.

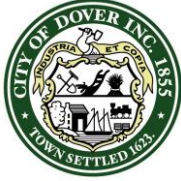
AUTHORIZATION

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#: 7.C.
PUBLIC HEARING ONLY**

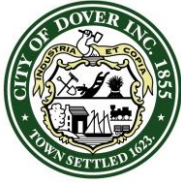
Resolution Number: **R – 2025.05.28 - 87**
Resolution Re: Amendment of FY2026 Schedule of Fees for Certain
Parking Rates and Fees

DOCUMENT HISTORY:

First Reading Date:	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#: 7.C.
PUBLIC HEARING ONLY**

Resolution Number: **R – 2025.05.28 - 87**
Resolution Re: Amendment of FY2026 Schedule of Fees for Certain
Parking Rates and Fees

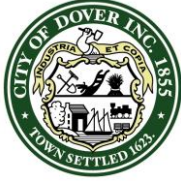
RESOLUTION BACKGROUND MATERIAL:

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#: 7.D.
PUBLIC HEARING ONLY**

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.

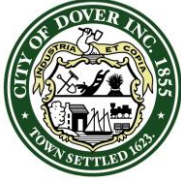
AUTHORIZATION

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#: 7.D.
PUBLIC HEARING ONLY**

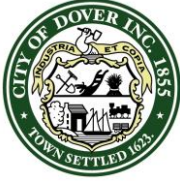
Resolution Number: **R – 2025.05.28 - 88**
Resolution Re: General Fund School Department FY2026 Budget
Amendment – Additional Appropriation for Debt Service

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#: 7.D.

PUBLIC HEARING ONLY

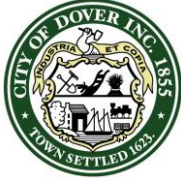
Resolution Number: **R – 2025.05.28 - 88**

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#: 7.E.
PUBLIC HEARING ONLY**

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.

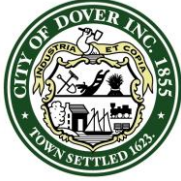
AUTHORIZATION

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#: 7.E.
PUBLIC HEARING ONLY**

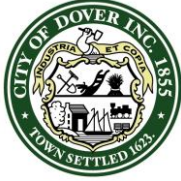
Resolution Number: **R – 2025.05.28 - 89**
Resolution Re: FY2026 Capital Improvements Program Appropriation for
Dover High School Athletic Complex and Authorization for
Bonding

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#: 7.E.
PUBLIC HEARING ONLY**

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%				

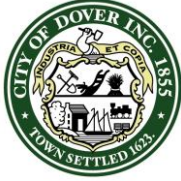
Notes: Legal debt limits are based on a percent of equalized assessed value. City 3%, School 7%, Water 10%.

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#: 7.E.
PUBLIC HEARING ONLY**

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	0.07	0.22	0.00		School	0.22	0.36	(0.05)	
Total Change	0.07	0.22	0.00		Total Change	0.57	0.55	(0.03)	
Est Tax Rate	18.24	18.46	18.46		Est Tax Rate	18.74	19.29	19.26	
% Change City	0.00%	0.00%	0.00%		% Change City	5.43%	2.80%	0.30%	
% Change School	0.79%	2.46%	0.00%		% Change School	2.48%	3.96%	-0.54%	
% Change Total	0.39%	1.21%	0.00%		% Change Total	3.14%	2.93%	-0.16%	
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	41	128	-	168
Including PY Authorizations				
Property Tax	331	319	(17)	633
Based on Net Change in Property Tax Rates				

City Manager's Report

June 11, 2025

Reporting On:
May 2025

By: J. Michael Joyal, Jr.
City Manager

Executive Department

Six Divisions  23 Employees

Office of Business Development (OBD)

Christopher Parker, Deputy City Manager; James Burdin, Business Development Coordinator; Reid Bickley, Business Development Specialist

Business Updates

Dover's business community continues to demonstrate resilience and innovation in the face of ongoing economic pressures. Retailers are embracing collaborative marketing, with events like the Dover Bouquet Walk, which successfully combined shopping incentives with community engagement. Participating shops offered fresh flowers with purchases, encouraging customers to visit multiple locations. Retailers report that these shared efforts are driving steady gains in monthly revenue.

Restaurants are leaning into the summer season, expanding outdoor dining and introducing value oriented menu updates to meet evolving consumer preferences. Retailored summer menus with flexible seasonal offerings are helping eateries maintain accessibility without sacrificing quality. While staffing shortages persist, many restaurant owners are hopeful that increased tourism and local foot traffic will strengthen revenues through the warmer months.

Commercial vacancy remains low in downtown Dover. Most spaces are in active negotiations before even hitting public listings, reflecting strong demand. New businesses consistently cite Dover's relative affordability and central location as key drivers of interest.

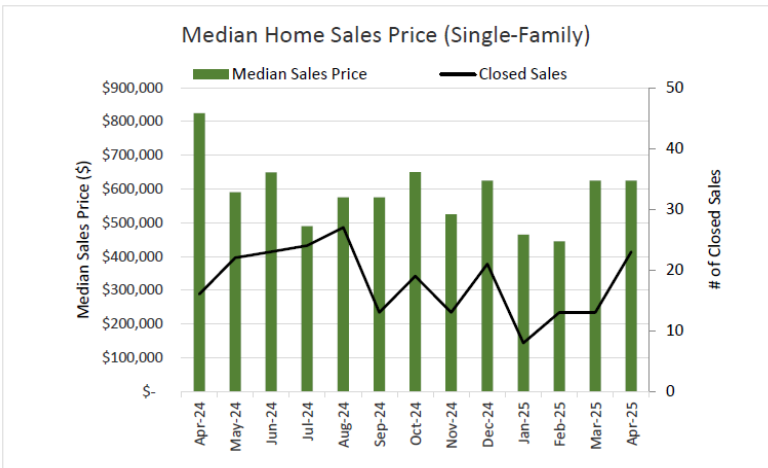
Some local businesses are navigating supply chain instability and tariff related vendor issues, which have complicated inventory planning. While these disruptions pose challenges, most firms are adapting and remain focused on long term planning.

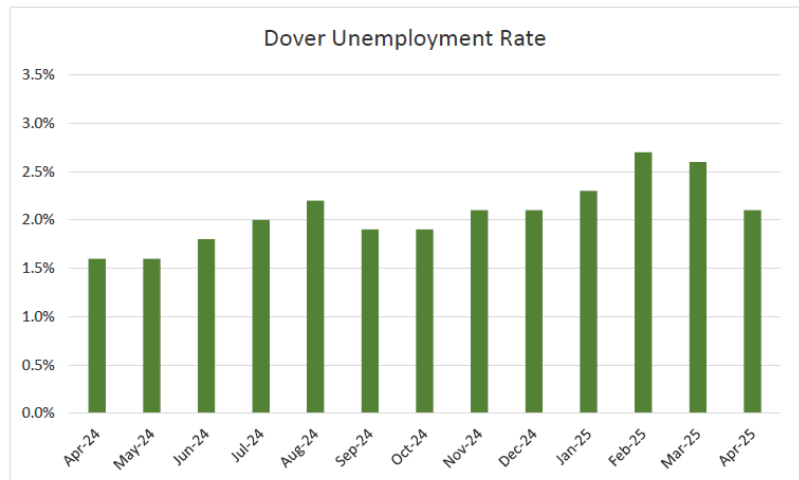
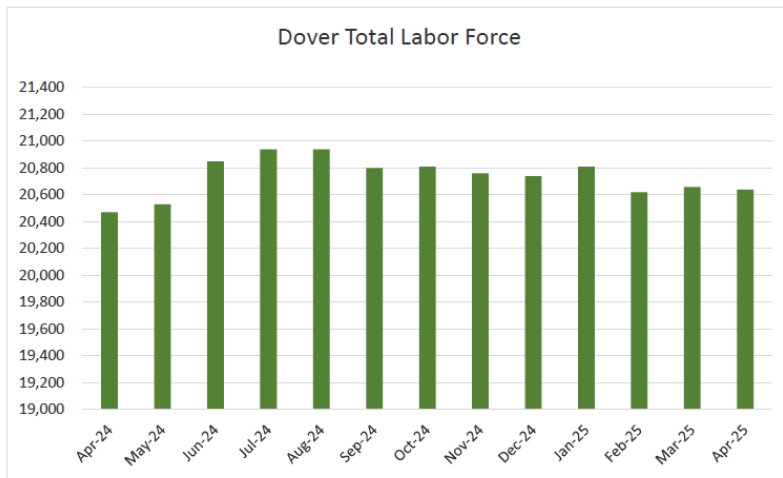
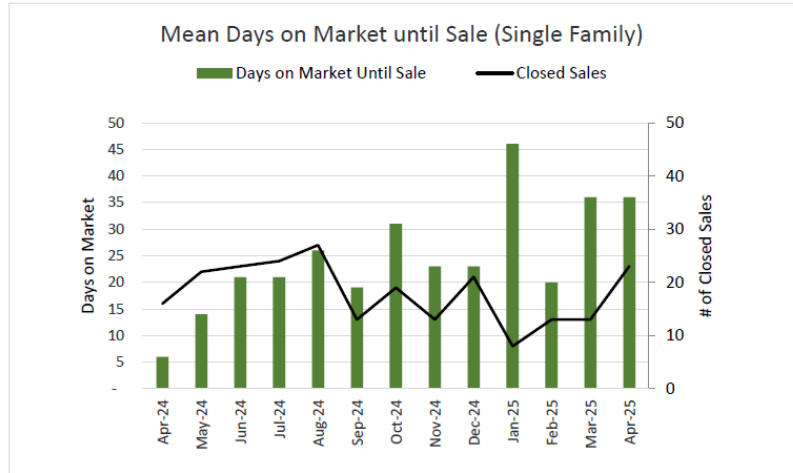
Digital visibility is an increasing priority. Many businesses are ramping up marketing spend to compete with non local companies, optimizing their online presence for Dover based searches. As a result, the need for SEO education and support is growing, and the Office of Business Development is working to provide resources to help local businesses stay competitive.

Economic Trends

- ★ New Hampshire saw a 1.8% increase in total industrial property inventory in 2024. Some speculative development was delivered vacant, leading to an increase in industrial vacancy rates. The 5.5% vacancy rate in the greater Dover submarket is in line with the statewide vacancy rate of 5.2% for Q1 2025. This new inventory has led to a decline in asking rents, particularly in warehousing, but comes after a period of significant growth (statewide industrial asking rates have increased by 53.7% over the past 5 years). Overall industrial demand remains strong and vacancy rates are expected to decline in 2025.
- ★ Total office inventory in NH dropped by 1.5% due to continued office to residential conversions, while the statewide vacancy rate continued to rise to 14.1%. Demand is strongest for smaller blocks of space (under 5,000 square feet), with medical office and financial services users being the largest industries. The Liberty Mutual campus continues to have an outsized impact on the vacancy rate in the Dover submarket, which was 39.6% in Q1.
- ★ Retail vacancy rates are not reported as consistently as industrial or office, but 2024 year end reports indicate a 3.8% vacancy rate in Dover, below its 5 year average.

	April 2024	April 2025	12-Mo. Avg.
Median Home Sales-Single Family	\$825,000	\$625,000	\$569,875
Average Days on Market	6	36	26
Total Labor Force	20,470	20,640	20,758
Unemployment Rate	1.6%	2.1%	2.1%





Businesses Reached Out for Assistance	Business Visitations Performed	Businesses Connected to Business Assistance Resources	Businesses Opened	New Businesses Contacted to Locate in Dover
43	23	20	2	2



Waterfront Update:

Overall Project Status:

Progress on the Dover waterfront development continues to advance steadily in May 2025, despite the frequent wet spring weather.

Private Improvements

- **Buildings C & D and Townhomes:** Significant progress is being made on interior construction, as exteriors are now largely weather-tight. Masons have commenced exterior façade work and concrete block treatments on both Buildings C & D.
- **Townhome Exteriors:** Exterior treatments for the 3-unit and 11-unit townhomes are nearing completion.
- **Retaining Walls:** Noteworthy progress is being observed on essential retaining wall elements situated behind the 11-unit and 9-unit townhome buildings.

Public Improvements

- **Power Supply:** Eversource is finalizing the installation of necessary conductors to provide power to the waterfront development. Power within the project has been energized.
- **Payne Street Work:** Work on Payne Street is ongoing, including the raising of utility castings within the City's right-of-way.
- **Payne Street Sidewalks:** Subgrading for sidewalks on Payne Street is well underway, with the curbing and sidewalk subcontractor expected to begin installation in the coming days.
- **Soil Processing and Placement:** The site contractor has initiated the processing of loam and planting soils. Loam placement has also commenced on Payne Street along the Riverwalk area.
- **Riverwalk Sidewalks:** Concrete sidewalk installation continues along some sections of the Riverwalk.

- **Park Area Preparations:** RAP closure and subgrade preparations are advancing towards completion in the park area around the pavilion building.
- **Shoreline Restoration:** The City and its engineering team are actively working on solutions to restore the shoreline in the former Army Corp bulkhead area. A meeting with the State of New Hampshire Department of Environmental Services (NH DES) is anticipated in the coming weeks.
- **Living Shoreline:** Living shoreline restoration work is progressing with the addition of planting soils, stabilization fabric, and coir log treatments in preparation for further plantings. This will enhance the ability to plant additional vegetation to help stabilize existing shoreline conditions.
- **Former Butler Building Site:** Following the demolition of the former Butler Building, the area has now been subgraded in preparation for RAP closure.



Demo of Maintenance Building

Office of the City Attorney (OCA)

Vacant, City Attorney; Jennifer Perez, Deputy City Attorney; Patricia Moniello, Legal Assistant

The Office of the City Attorney provides legal support to City Council, City Manager, City staff and to volunteer boards, commissions and committees of the City of Dover to assist efforts to provide services to constituents/customers. In addition, legal support is provided to the Dover School District and its officials.

Legal support levels are tracked to the extent feasible. The tracking of legal support efforts revolves around “matters” (legal questions and issues raised by staff and all other sources warranting ongoing attention), litigation, legal documents created or reviewed (contracts, deeds etc.), resolutions, and responses to Right to Know requests. It is important to note, however, that not all activity each month results in a new “matter” being created, as a considerable number of tasks performed each month relate to preexisting, in-progress matters that span months (or longer).

TRACKED UTILIZATION DATA FOR THE MONTH OF MAY 2025

	For Month	FY25 FYTD	FY24	FY23
Legal Matters/Questions Handled	66	756	1,072	1,061
Review Existing Legal Contracts & Draft Memo	4	121	156	153
Legal Contracts/Memo Created	12	211	213	201
Right to Know Requests Processed	6	76	81	100
Resolutions	6	42	72	70
Ordinances	1	8	16	17
Leases	1	9	10	4
Primex Auto Claims Handled	1	46	59	80
Primex Liability Claims Handled	6	42	56	67
Primex Property Claims Handled	3	47	52	54

Pursuant to RSA 91-A, the following Right to Know requests were received:

- Arcadius US, Inc. – Re: request for all petroleum products/hazardous materials documented at 200 Sixth Street
- Rochester Police Department – Re: 21 Brookmoor Drive - any billing and payment information for water and sewer invoices
- Keramida, Inc. – Re: 61 Industrial Park Drive, Dover for building and health department records of environmental issues and fire department records re: hazardous spill
- Dev Atma Khalsa– Re: 52 Page Street, Lot 37 - any documents referencing any complaints regarding parked car on property
- Global Zoning – Re: 40 & 40B Chestnut Street – any zoning documentation together with any employee emails regarding same
- Lightbox/PZR – Re: 8 Hotel Drive building/fire code violations, certificate of occupancy and approve site plan

The City Attorney's Office supported Council, Master Plan, and City Attorney's Office Strategic Plan goals by handling the following:

Assisted with closing on a conservation easement.

Monitored recent federal and state judicial decisions re developments in the law.

Other activities of potential interest during the month:

Review of Professional Literature: The Office also conducted normal review of applicable decisions of the New Hampshire Supreme Court, the United States District Court for the District of New Hampshire, and the United States First Circuit of Appeals (our federal circuit). The Office reviewed professional journals, as well as periodic review of federal legal developments in the field of education, labor, and other matters.

Staff Liaison to Boards/Committees: The City Attorney serves as the City Manager-designated chair of the City's Records Committee (as the City Manager appointee). The Office of the City Attorney assists the Ordinance Committee as staff liaison. The Office of the City Attorney also serves as staff liaison for the Ethics Committee. A representative of the Office also attends meetings of the City Council.

Departmental Assistance

Dover School District: Assisted with policy matters and contract reviews as requested.

Community Services: Assisted with general property rights and liability questions; assisted with procurement contracts; assisted with contract administration questions.

Executive Department: Assisted with Administrative Policy review.

Finance Department: Assisted with resolution of pending tax abatement matters; assisted with review of bid packages and specific Terms and Conditions needs.

Planning: Assisted with general easement and deed questions and planning board questions and communications.

Police: Assisted with subpoena motion to quash and attend District Court hearing.

Public Welfare: Assisted with updating welfare guidelines.

Recreation: Assisted with lease questions.

Pending Litigation Updates

The use of outside counsel to handle specialty matters continues and consists of environmental matters and labor negotiations. There are a small number of attorneys hired on a variety of smaller matters. For clarification, the list below does not include bankruptcy filings or cases filed under seal.

Most recent developments bolded.

Opioid Epidemic Litigation –

Retained services of Robbins Geller of Boca Raton, Florida for fraudulent marketing practices of pharmaceutical manufacturers. Suit filed in USDC in Concord. Case has been transferred to federal court in Ohio as part of a multi-district litigation consolidation. In 2021, the City received its first payment from the State of New Hampshire pursuant to RSA 126-A:83, II, by virtue of an opioid-related settlement entered into by the State of New Hampshire. A national settlement as to certain defendants was accepted in January 2022. Settlements or other payments in satisfaction of City claims may be forthcoming from other defendants, but would be required to be tendered to the State's Opioid Abatement Trust Fund per RSA 126-A:83, I. Certain of the City's opioid claims have become part of bankruptcy proceedings. Following is a list of remaining defendants with a brief note about status of each case:

- Purdue companies: Claims in bankruptcy; following a Second Circuit appeal ruling, the United States trustee has filed a motion to stay while seeking a writ of certiorari (i.e., acceptance of a discretionary appeal) from the United States Supreme Court. The United States Supreme Court has now granted certiorari and the appeal is believed to be in the briefing process. In June 2024, the United States Supreme Court issued an opinion affirming rejection of the proposed settlement and stating the Sacklers, as nondebtors, could not be discharged.

- Endo companies: Claims in bankruptcy, though a potential settlement may be underway.
- Mallinckrodt: Claims in bankruptcy, but money appears to have been distributed to the State of New Hampshire in January 2023.
- Sacklers (Individuals): See Purdue update above. In June 2024, the United States Supreme Court issued an opinion stating the Sacklers could not be discharged.
- Rite-Aid: Has now filed bankruptcy and this Office is working with the City's outside counsel to determine response options.

Mary Hebbard v. City of Dover, John & Karen Brough and Ryan Colbath -

Complaint and counterclaims concerning Old Garrison Road and Sprue Lane. Partial summary judgment rulings received in February 2021. Following trial in 2021, a final trial order was issued by the Court on April 1, 2022, finding in favor of the City on the width of Spruce Lane, the location of Old Garrison Road, several disputed issues of law concerning allowable uses on public roads, and issuing an injunction requiring remedial action. The Hebbards filed a motion for reconsideration, which the Court denied. The case was then appealed by Mr. and Mrs. Hebbard. The Hebbards filed an appeal brief in June 2023. The City and other parties submitted opposing briefs in August 2023. The Hebbards have filed a reply brief, which the City moved to strike portions of and the Court has not yet ruled upon. No appeal decision has been received. Case has still not yet been scheduled for oral argument. City received a notice of several Supreme Court Justices disqualifying themselves. No appeal decision has been received. Oral argument has not been scheduled. Case is awaiting either oral argument or final appeal decision. In June 2024, the parties received an Order on the merits affirming the trial court's rulings, granting the City's motion to strike in part, and denying the Hebbards' request for a new trial. In July 2024, Mr. and Mrs. Hebbard moved for reconsideration by the New Hampshire Supreme Court, which has now been denied and the appeal has concluded. Hebbards' removal of the case to Federal Court has now been remanded back to State Court. Implementation of State Court's Orders is ongoing. In December 2024, the City filed a motion to bring forward the case so as to request a status conference with the Court. A status hearing occurred in January 2025, with an expected Order to follow that has yet to issue. A Status Conference was held April 14, 2025 after which the Court issued an order documenting the City's intent to enforce the trial order and the Hebbard's objection to such enforcement.

City of Dover v. Mary and Rick Hebbard -

Complaint filed in October 2019 concerning drainage in the Tanglewood Subdivision. Partial summary judgment rulings were received in February 2021. Case was tried by City Attorney, Deputy City Attorney, and outside counsel on April 7, 8 and 9 of April 2021. The post-trial briefing was divided into two areas: (1) injunctive relief concerning removal of a berm, and (2) remaining issues, including enforcement of a stipulated Court-Order for an underground drainage system. In May 2021, the Court issued an order granting an injunction and requiring removal of the berm and restoration of surface drainage. In September 2021, the Court issued a final Order on the remaining trial issues, finding the defendants to be in contempt of a prior stipulation and requiring that the defendant's complete construction of the drainage project within 90 days of receiving additional materials from the City. The drainage system is now believed to be constructed and completed. The Court held an evidentiary hearing on September 9, 2022 relating to damages alleged by the defendants. No decision has issued yet on that damages hearing. The Hebbards have filed other post-hearing items since, to which the City has responded to the extent necessary. The parties are or should be in the process of fulfilling the other obligations of the earlier stipulation they entered into, which includes conveyance of an easement and a mutual release. To summarize, as of end of January 2024, the Hebbards have not yet fulfilled all of their obligations under the earlier stipulation, and the "damages" matter has

been briefed and is still awaiting decision, which includes the City's motion requesting an award attorney's fees (and/or used to setoff of any "damages" found to be due to Mr. and Mrs. Hebbard). In April 2024, City filed a motion for status conference. On May 28, 2024, the Superior Court held a brief telephonic status conference and indicated the Court would be issuing orders on pending motions/issues in the near future. **The Court issued an omnibus order ruling on outstanding motions/issues. The City and the Hebbards negotiated and agreed on terms of a drainage easement and mutual release.**

City of Dover v. Secretary of State (House Redistricting) -

On July 26, 2022, a complaint was filed with the Strafford County Superior Court. In October 2022, the defendants filed a Joint Motion to Dismiss. In November 2022, the plaintiffs filed an objection, to which the defendants filed a reply. Plaintiffs filed a brief surreply memorandum. Case has not yet been scheduled for discovery. In June 2023, the Superior Court (Howard, J.) issued an Order denying the defendants' motion to dismiss. Thereafter, the defendants moved for reconsideration, which the Court denied. In August 2023, the defendants filed an answer to the complaint. In October 2023, with the parties unable to agree on case scheduling, the Court conducted a structuring conference and issued a scheduling order. A deposition of the plaintiffs' expert occurred in December 2023. The parties have now each filed for motions summary judgment. A four-hour summary judgment hearing is scheduled to occur on February 7, 2024. In April 2024, summary judgment issued in favor of the defendants. Case is being appealed to New Hampshire Supreme Court. In May 2024, plaintiffs filed an appeal. The defendants did not file a cross-appeal. Appeal has been accepted and case is awaiting further procedural instructions on appeal. A transcript of two hearings before the trial court is now being prepared as the next step in the appeals process. Briefing order has now issued and appellants' opening appeal brief is due in September 2024. City filed its opening brief in September 2024. A non-profit organization named Coalition for Open Democracy also filed an amicus brief supporting the City/plaintiffs' position in the current appeal. In November 2024, the State filed its opposing appeal brief. On December 2, 2024, plaintiffs filed an appeal brief. Oral argument held on January 14, 2025. Case has now been submitted for appeal decision. **No decision has yet been issued.**

Richard Strahan v. William McNamara -

Declaratory judgment and injunction action filed in U.S. District Court by a citizen against the University of New Hampshire, the Town of Durham, and the City of Dover. In the Complaint, the plaintiff alleges various claims arising out of a no-trespass order related to UNH Wildcats Transit. Outside counsel is defending this matter and has moved to dismiss the claims asserted by the plaintiff against Chief Breault. The Court denied the plaintiff's requests for a preliminary injunction, following the most recent of which the plaintiff filed an interlocutory appeal to the U.S. First Circuit Court of Appeals. The First Circuit later dismissed the interlocutory appeal. Plaintiff moved to amend to assert claim against presiding judge. The United States District Court for New Hampshire has denied the motion to amend and has granted a motion to dismiss Chief Breault as a party. A new appeal to the First Circuit was recently filed. No appeal briefing has occurred yet. The First Circuit Court of Appeals issued an order allowing plaintiff to file brief late, but as of this report issuing no appeal briefing has occurred. In June 2024, the First Circuit Court of Appeals again issued an order allowing plaintiff to file a brief late, but as of this report issuing no appeal briefing has occurred. In July 2024, the First Circuit again extended the plaintiff's brief submission deadline to August 9, 2024. The plaintiff's brief deadline has been extended several times but to date no appeal brief has been filed. Plaintiff filed his appeal brief in September 2024. City is now drafting responsive appeal brief. As of this report's submission in early November, the individual chief defendants filed an appeal brief. No decision has yet been issued as of December 2024. No decision has yet been issued. Mr. Strahan attempted to

amend a state court complaint arising out of similar facts to include Chief Berault as a defendant; outside counsel had moved to dismiss.

NH Real Estate Comm. V. NE Coast to Country Realty Investments, LLC et al –

In December 2023, the City received a notice of a new civil receivership action commenced by the State through its Real Estate Commission. The Court has appointed a receiver to take over the assets of a real estate agency who allegedly committed various unlawful acts. The City appears to have received the notification because one possible real estate asset of the company's principal is owned in Dover, for which water/sewer liens have been perfected. The City Attorney filed an appearance and is monitoring the docket. A claims submission process has now been established for filing claims against this estate. A motion to approve the sale of property in Dover has been submitted to the Court in February 2025. The Court Approved the sale of the Dover property on March 12, 2025.

Fergus and Jennifer Cullen v. City of Dover:

Two residents have appealed an October 2024 denial by the Planning Board. The appeal has been filed with the New Hampshire Housing Appeals Board. The City has retained outside counsel to represent the City. Briefing before the Housing Appeals Board occurred recently, with the City filing its hearing memorandum through outside counsel in January 2025. The final hearing before the board took place in February 2025. The HAB issued an Order reversing and remanding the matter to the Planning Board. The City filed a Motion for Reconsideration and Clarification. On April 30, 2025 the HAB issued a Clarification Order reaffirming its prior decision. The Planning Board reheard the matter on May 27 and acted in accordance with the HAB Order.

Hilary Hamer and Merlin Mason v. City of Dover:

Two residents have appealed a January 2025 Planning Board decision approving a Transfer of Development Rights application. The appeal has been filed with the New Hampshire Housing Appeals Board. An Answer is due to the Board March 31, 2025. The City filed the Certified Record with the Board on March 31, 2025. The City filed the Answer with the HAB and a Hearing on the Merits is scheduled for May 27, 2025. **The City filed the Answer with the HAB and a prehearing conference was held May 13. The City filed a Hearing Memorandum on May 27. Hearing on the Merits is scheduled for June 3, 2025.**

ABATEMENT CASES – 2023

(Mandated settlement conferences are ongoing with certain matters settled as noted below):

121 Broadway, LLC v. City of Dover:

A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. The City Attorney will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by January 25, 2025. Hearing scheduled for September 9, 2025. **Matter has been settled and Hearing scheduled for September 9, 2025 is now cancelled.**

340 Central, LLC v. City of Dover:

A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. The City Attorney will be filing an appearance. A Report of Settlement Meeting & Order received

and meeting must take place by February 6, 2025. Hearing scheduled for September 24, 2025. **Matter has been settled and Hearing scheduled for September 24, 2025 is now cancelled.**

85 Industrial Park II, LLC v. City of Dover:

A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. The City Attorney will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by February 5, 2025. **Waiting on a hearing date from the BTLA.**

Double Diamond Holdings South, LLC v. City of Dover:

A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. The City Attorney will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by February 5, 2025. **Waiting on a hearing date from the BTLA. Matter has now been settled.**

Fortrose Bay 701, LLC, et al. v. City of Dover:

A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. The City Attorney will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by January 24, 2025. A hearing has been scheduled for July 1, 2025. **Matter has been settled and Hearing scheduled for July 1, 2025 is now cancelled.**

Third Street Holdings, LLC v. City of Dover:

A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. The City Attorney will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by January 25, 2025. Hearing scheduled for August 20, 2025. **Matter has been settled and Hearing scheduled for August 20, 2025 will be cancelled.**

Varney Brook Lands, LLC v. City of Dover:

A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. The City Attorney will be filing an appearance. A Report of Settlement Meeting & Order received and meeting must take place by February 6, 2025. **Waiting on a hearing date from the BTLA. Matter has been settled.**

Professional Development

The Office of the City Attorney places significant importance on professional development in areas germane to the City's needs. The Deputy City Attorney attends the bar's Law Related Education Committee and is a member of the local Inns of Court. In May the Deputy City Attorney attended the NHMA Hard Road to Travel seminar.

Management Framework

The activities of the Office of the City Attorney are guided by the management framework for the City of Dover, with a day-to-day emphasis on customer focus and results. The Office continues to review and explore ways to reinforce the management framework, generally and in concert with the City Council's goals and the City's Master Plan. The Office of the City Attorney has also adopted a new strategic plan this year to help guide priorities and processes in the future in keeping with the management framework and with a focus on results. More recently, the Office is continually reviewing its recently adopted strategic plan and possible updates to same.

Office of the City Manager (OCM)

Michael Joyal, City Manager; Colleen Bessette, Executive Assistant

In addition to the daily happenings and employee/citizen support, office staff handled the following throughout the month:

There were 4 workplace injuries throughout the City during the month in which the City Manager's Assistant (CMA) processed. One claim was a 'records only' and the others were medical claims. The CMA continued to monitor and update all open claims, coordinating efforts with PRIMEX.

Staff is continuing to recruit using JazzHR. This month, the City Manager's Assistant gathered information from various departments and processed 3 job postings during the month. Part of this process is making sure the hiring teams for each posting are continuing to monitor applicants as they come in and that positions are being closed out properly when an applicant is hired. There were 102 applicants that applied to all of the City of Dover's open positions during the month. At the time of this report, there are currently 19 open positions the City is recruiting for.

The City Manager's Assistant monitored new position and/or new hire physicals and background/motor vehicle checks for 7 employees. This oversight ensures all eligible employees and/or applicants are able to move on in the hiring process.

There was one Coordinating meeting held in May. A Coordinating meeting is where the City Manager, Planning Director, Community Services Director and City Engineer discuss various projects going on in the City of Dover.

The City Manager had one Department Head meetings this month. All department heads and executive division heads attend these meetings. Updates on department happenings and projects are given by each attendee. These meetings are very important to keep everyone on the same page and departments in sync and working together.

The CMA supported the Racial Equity & Inclusion Committee by working up and posting the agenda and minutes for their two monthly meetings. She also supported Dover Doers by placing requested orders. The CMA reposted the City Attorney position in various areas due to lack of applications coming in. The CMA attended the Information Technology Committee representing the Executive Department. She also attended the "Dos and Don'ts of Background Checks" webinar through NHMA.

The City Manager's Assistant is on the team coordinating the possible donation of office goods to the City from a local business. She, the Planning Director and Purchasing Agent visited the site, took photos and measurements of the donations. The Purchasing Agent is gathering wants/needs from the various departments and the team will go back to tour the facility again and make final decisions.

Various meetings took place during the month in the City Manager's Office surrounding turf, solar, legal issues, employee interview of the City Manager for Master's Program, a resident meeting, athletic complex, class plan and a grievance.

Office of Human Resources (OHR)

Heather Worrall, Director of Human Resources; Jean Tsouramanis, HR Assistant; Gwen Milliman, HR Office Assistant

Employee Anniversaries for June		
Employee Name	Employee Department	Length of Service
Young, Melissa	Police	30
Legere, Ann	Finance	27
Johnstone, Allan	CS	26
Moore, Michael	CS	26
Vermette, Raymond	CS	26
Langley, Donna	Finance	24
Dove, Anne	Executive	22
Driscoll, Brendan	Fire	20
Anderson, Nancy	Library	18
Downs, Robert	Fire	14
Duquette, David	Fire	14
Reynolds, Alexander	Fire	14
Clement, Lynne	Executive	8
Barham, Michael	CS	7
Pexton, Olivia	Library	5
Berdecia, Luis	Police	4
Merone, Michael	Police	2
Braile, Emily	Library	1
Endres, Zachary	Executive	1
LaBelle, Ian	Police	1
Mancuso, Jared	Executive	1
Taatjes, Alexis	Police	1
Watkinson, Wade	Police	1

May Employment Statistics

Employment Separations = 13		Employment New Hires = 10	
Community Services	2	Community Services	7
Planning	1	Planning	2
Police	1	Public Library	1
Recreation	9		

The Human Resources office coordinated a Mental Health First Aid course attended by 28 City employees; the training was administered by the Police Department. The Healthcare Committee met to discuss the City's current 457 plan and the potential to explore other options. The City was officially designated as a Recovery Friendly Workplace. This designation, part of a statewide initiative led by the State of New Hampshire, highlights our commitment to fostering a workplace culture that supports those in recovery and anyone impacted by substance misuse. It also connects our team with helpful state-run resources for mental health and recovery support.

The Human Resources Assistant coordinated Open Enrollment for all city employees and retirees. Open Enrollment occurs once a year during the month of May. This comprehensive month-long process begins with office personnel gathering, copying and updating benefit information for employees. Packets are then given to employees ahead of time so they can make informed decisions. An Open Enrollment session is then scheduled in the auditorium allowing employees to submit their benefit paperwork and ask any questions they may have. HR personnel then gathers all of the benefit information, submits it where needed and confirms benefits with employees. They track down those employees who didn't submit their paperwork, scans the info, files the info, and updates the system. All of this needs to be finalized before the end of June.

Office of Information Technology (OIT)

Annie Dove, Director of Information Technology; Kevin Foster, Deputy Director of IT; Kathleen Meyers, Asset Management Admin, Timothy Pine, Asset Management Tech; Zach Endres, Enterprise Systems Admin; Dave Peters, Systems Tech; Nathan Tong, Utility Systems Admin; Vacant, Utility Systems Tech; Matt Faucher, Public Safety IT Admin; Vacant, Public Safety IT Tech

Update for April 2025:

Office of Information Technology managed 125 total monthly IT Support Tickets in April 2025. The majority of tickets were created in the Police department. The majority of tickets were categorized as Application – Issue and User Account – Issue.

Effective 4/21/2025, published City of Dover, NH 2025 Paving List map for online review. See <https://dovernh.maps.arcgis.com>. This map includes 2022 Road Condition Inventory along with streets to be paved per bid award during summer 2025.

Deployed new wired/wireless voice and data network including customer traffic counter and access control systems to the new Inspection Services building.

Continued scheduled system replacement for Dover Police Department.

Migrate and update enterprise work order / asset management system test environment on new hardware systems.

Controlled shutdown of old enterprise geographic information system (GIS) services in old environment to prepare for retirement.

Five (5) client replacements remain for FY2025.

Continued improvement of user account and badge provisioning procedures.

Continued daily work in entering site plans into GIS.

Allied Universal and subcontractors continue municipal security project involving access control, camera systems and required wiring. Access control online at FGC Building, Transportation Center and new Inspection Services Building. Inspection Services Building work completed as a separate project.

Wiring work started to support new wireless access points at City Hall, Indoor Pool, Dover Arena and three smaller facilities. DoverNet purchased seven (7) additional APs for select locations as result of wireless survey.

Coordinate and complete annual renewal of enterprise GIS and PDF Editor applications.

Coordinate testing and training in preparation for launch of new back-end credit card processing for City of Dover Permit, Plan and Business License application.

Provide technical support of EV chargers located at Public Works building.

Office of Media Services (OMS)

Michael Gillis, Director of Media Services; Brian Early, Media Services Admin; Tom Zimmerman, Media Services Tech; Lynn Clement, Media Services Tech, Jared Mancuso, Camera Operator, Lucas Henry, Camera Operator

In May, Media Services provided numerous updates on a variety of city and school projects, public services, and current events. These included special events, special announcements, construction and infrastructure projects, and previews of upcoming meetings of public bodies.

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.

Media Services produced five episodes of the Dover Download podcast in May. Topics included episodes looking back at the Planning Board over the decades, a conversation with former Planning Director Steve Stancel, an update on COAST, and a segment on Public Works Appreciation Week. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker.

In May, Media Services Administrator Brian Early was a speaker during Seacoast Leadership Academy's visit to Dover for Government Day. Early spoke about Dover's efforts to maintain an open and transparent system of government.

Media Services helped organize and coordinate the annual Memorial Day ceremony, along with the Woodman Museum, at Pine Hill Cemetery. Media Services recorded the ceremony for rebroadcast online and on DoverTV.

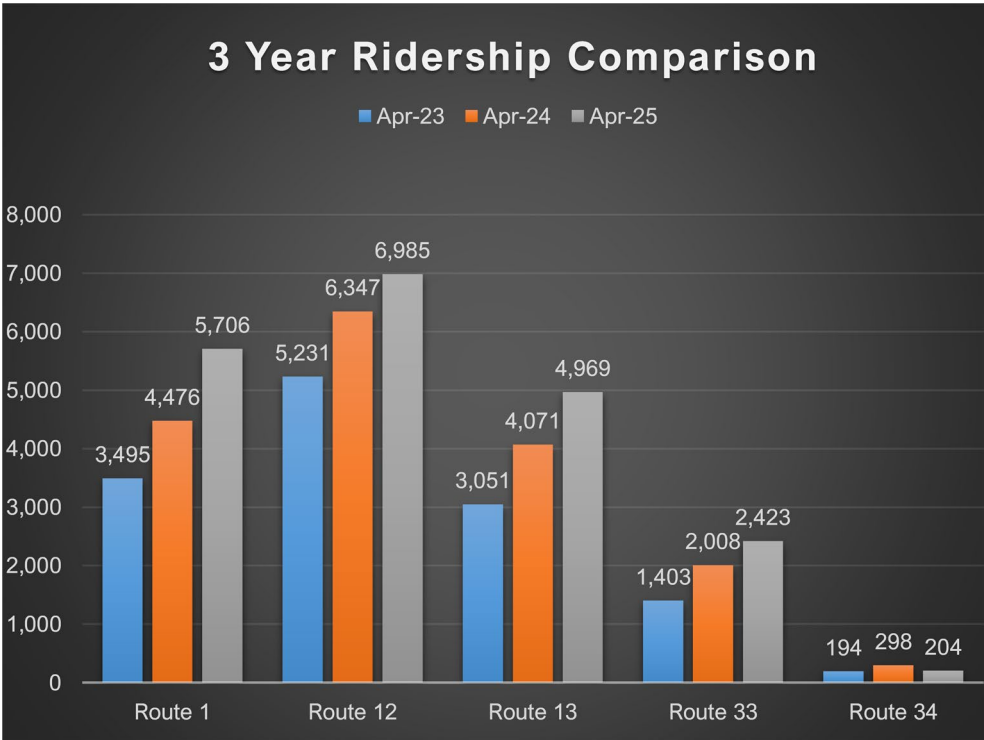
Media Services continued to provide content and design assistance to various informational projects and assets to several departments and divisions, including Community Services, Engineering, Planning, Business Development, Police, Fire and Rescue, and Recreation.

In May, Media Services produced content to help promote events sponsored by the City of Dover, Greater Dover Chamber of Commerce, and Dover Main Street, as well as other civic groups, including Don't Trash Dover.

Media Services sent out 55 email newsletters, including the weekly editions of Dover Download, special alerts, and departmental and project updates. These newsletters are designed to help communicate a wide variety of information to the public of general interest and for specific projects and topics and to instill the city's commitment to community stewardship. More than 200 updates were posted to social media and other external communications platforms.

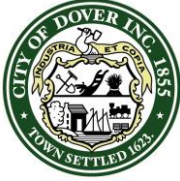
Media Services distributed news releases across multiple platforms for other city matters, including ongoing projects and special announcements.

Media Services provided live and taped televised and/or multimedia coverage of 24 meetings and special events in May.



Route 1	Dover/Somersworth/Berwick
Route 12	Rochester/Somersworth/Dover
Route 13	Dover/Portsmouth
Route 33	Downtown Dover/County Complex/Portland Ave
Route 34	Downtown Dover/Knox Marsh Rd

J. MICHAEL JOYAL, JR.
CITY MANAGER



CITY OF DOVER

JOINT MEETING OF CITY COUNCIL, SCHOOL BOARD AND JOINT BUILDING COMMITTEE DOVER HIGH ATHLETIC COMPLEX - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, May 21, 2025**
Meeting Time: **6:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Hackett led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

Council

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

School Board

Present: Robin Trefethen, Chair, Carolyn Mebert, Michelle Clancy, Maggie Fogarty, Elizabeth Goldman, Micaela Demeter, Carig Flynn

JBC – Athletic Complex

Present: Councilor Cullen, Councilor Nemeth, Michelle Clancy, Ronan O'Doherty, Craig Flynn

Absent: Ernie Clark

Also Present:

City Manager Joyal, City Clerk Vanslyvong-Bizier

5. DISCUSSIONS

A. JBC HIGH SCHOOL ATHLETIC FACILITY UPDATED REPORT

B. FIELD CONFIGURATION AND SURFACE OPTIONS

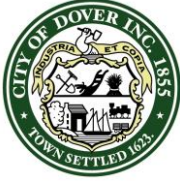
C. JBC RECOMMENDATION AND REVISED PROJECT COST ESTIMATES

D. NEXT STEPS FOR ESTABLISHING PROJECT SCOPE AND AUTHORIZING ADDITIONAL REQUIRED FUNDING

E. PANEL QUESTION AND ANSWERS

Councilor Cullen presented a PowerPoint Presentation to the Council and School Board with the findings and recommendations of the JBC Athletic Complex.

Councilor Cullen answered questions from the School Board and Council throughout the presentation.



CITY OF DOVER

JOINT MEETING OF CITY COUNCIL, SCHOOL BOARD AND JOINT BUILDING COMMITTEE DOVER HIGH ATHLETIC COMPLEX - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, May 21, 2025**
Meeting Time: **6:00 pm**

City Manager Joyal went over the funding procedure of the project and explained that the cost of the project would be mostly covered by bonding, the steps to bond will begin with the May 28th meeting, with an expected vote on June 25th. The Manager asked that the School Board give their recommendation to the Council no later than June 25th.

6. PUBLIC FORUM

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

John Atherton, 22 West Concord St, is concerned that the cost of synthetic turf is much higher than organic grass. Mr. Atherton feels that organic grass would be a fine choice for the athletic complex.

Ret Reed, DHS athlete, spoke in favor of the athletic complex project.

Susan Smith, 2 Susannah's Crossing, is concerned about the environment and safety aspect of the athletic complex.

Laura Winter-Reed, 4 Danielle Ln, spoke about the opportunities that this project could bring to the City. Ms. Winter-Reed suggested that the boosters and families could help with fundraising to offset the cost of the project.

Michelle Mastro Battista, 64 Ezra's Way, is currently coaching the DHS track team and is saddened by the state of the track at the high school, they are currently having to rent track space at other schools. Ms. Mastro Battista, along with other parents, are planning to start a non-profit to raise money for Dover athletics.

Cynthia Walter, 22 West Concord St, spoke about the cost of uses for a grass field and for a synthetic field.

Katherine Surman, 39 Sandra's Run, spoke about the cost of the project and the lack of state funding for school departments.

Jill Brooks, 60 Cushing St, spoke about the cost of the project and the concern with how expensive it is and how the project is funded.

Christine Baber, 5 Gerry's Ln, concerned with the cost of the athletic complex.

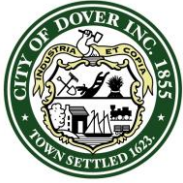
Dani Rezack, 28 West Concord St, took issue with the presentation downplaying the safety concerns with the synthetic turf and more consideration should be put into those issues.

Alex Barbahan, 835 Central Ave, frustrated that more information on organic grass was not provided during the presentation.

7. ADJOURNMENT

Councilor Retrosi moved to adjourn, seconded by School Board Member Elizabeth Goldman.

Vote: U/A.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

Councilor Williams led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Retrosi, Mayor Carrier

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

5. PROCLAMATIONS/AWARDS – Nikki Nocella

Deputy Mayor Shanahan presented Chef Nicole Nocella with a proclamation recognizing their achievements.

Deputy Mayor Shanahan presented a proclamation recognizing June 2025 as Pride Month in the City of Dover.

6. APPROVAL OF AGENDA

Councilor Williams moved to approve the agenda, seconded by Councilor Warach.

Two items to be amended, item 13.A.4. to be moved to after 13.B.4. as the resolution requires a public hearing, and item 13.B.4. to be substituted in the whole for the revised version of 13.B.4. presented to the Council.

Councilor Williams moved to accept the amendments, seconded by Councilor Nemeth.

Vote: 7-0.

Councilor Williams moved to approve the amended agenda, seconded by Councilor Warach.

Vote: 7-0.

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

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

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)**

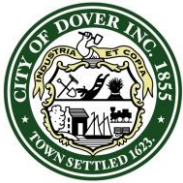
SPONSORED BY MAYOR CARRIER BY REQUEST

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

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

Aaron Williams, 51 Sixth St, spoke in favor of approval of the CDBG Plan.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 28, 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.A.3.

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing to the Council. City Manager Joyal reminded the Council that the second half tax year 2024 bill is due June 2. The Manager invited Fire Chief Plummer to the podium to present an award to the Dover Fire Fighters.

10. APPROVAL OF MINUTES

A. May 14, 2025 – Regular Meeting

Councilor Williams moved to approve the minutes, seconded by Councilor Hackett.
Vote: 7-0.

11. MAYOR'S REPORT

Deputy Mayor Shanahan gave a brief update to the Council in the absence of the Mayor.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

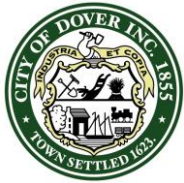
- 1. FY2025 DISSOLUTION OF PRIOR YEARS' CAPITAL PROJECT FUNDS INTO THE GENERAL FUND
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Councilor Williams moved to approve the resolution, seconded by Councilor Hackett.
City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 7-0.

- 2. 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**

Councilor Williams moved to approve the resolution, seconded by Councilor Nemeth.
City Manager Joyal gave an overview of the resolution to the Council.
Councilor Cullen thanked the Manager for providing a history of transfers to the general fund.
Roll Call Vote: 7-0.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

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

ENTITLEMENT FUNDS

SPONSORED BY COUNCILOR CULLEN

Councilor Williams moved to approve the resolution, seconded by Councilor Nemeth.
City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 5-0, with Councilor Warach and Councilor Hackett recused.

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 AND EXPEND DONATION FROM THE KENNEBUNK SAVINGS BANK**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **APPROVAL OF AMENDED WELFARE DEPARTMENT GUIDELINES**
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **APPROVAL OF DRAINAGE EASEMENT AND MUTUAL RELEASE FOR PROPERTY AT 97 SPRUCE LANE, DOVER, NH**
SPONSORED BY MAYOR CARRIER BY REQUEST
7. **AUTHORIZATION TO PURCHASE LIGHT EQUIPMENT FROM NORTHEAST ELECTRICAL VIA STATE OH NH CONTRACT 8003223**
SPONSORED BY MAYOR CARRIER BY REQUEST

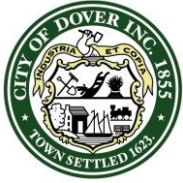
Councilor Williams moved to approve the Consent Calendar, seconded by Councilor Warach.

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) |
| 5. Planning Board (Cullen) | 18. Downtown TIF Advisory Board (Warach) |
| 6. School Board Liaison (Hackett) | 19. Cocheco Waterfront Development Advisory Committee (Carrier) |
| 7. Recreation Advisory (Retrosi) | 20. COAST (Shanahan) |
| 8. Energy Commission (Richer) | 21. Waterfront TIF Advisory Board (Warach) |
| 9. Parking Commission (Warach) | 22. Dover Main Street (Carrier) |
| 10. Legislative Liaison (Shanahan) | 23. Strafford Regional Planning Commission (Williams) |
| 11. Committee for Racial Equity and Inclusion (Nemeth) | 24. Government Affairs (Carrier) |



CITY OF DOVER

CITY COUNCIL - MINUTES

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

12. Graffiti Management Advisory Committee (Nemeth)
13. Ordinance Committee (Shanahan)

25. Cemetery Board (Warach)
26. Joint Building Committee – Athletic Complex (Cullen)

Councilor Nemeth gave an overview of the Arts Commission Report to the Council.

Councilor Williams gave an overview of the Conservation Commission Report to the Council.

Councilor Cullen and Deputy Mayor Shanahan gave an overview of the Planning Board Report to the Council.

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

B. RESOLUTIONS

1. B25065 AUTHORIZATION TO PURCHASE COMPACT LOADER & PLOW FROM ALTA EQUIPMENT

SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Williams moved to approve the resolution, seconded by Councilor Warach.

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

Roll Call Vote: 7-0.

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

Councilor Williams moved to refer the resolution to a public hearing, seconded by Councilor Nemeth.

Vote: 7-0.

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

Councilor Williams moved to refer the resolution to a public hearing, seconded by Councilor Richer.

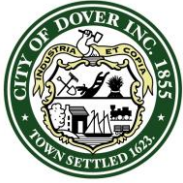
Vote: 7-0.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

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

Councilor Williams moved to refer the resolution to a public hearing, seconded by Councilor Nemeth.

Vote: 7-0.

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

SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Williams moved to refer the resolution to a public hearing on June 11, 2025, seconded by Councilor Richer.

Vote: 7-0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 141, VEHICLES AND TRAFFIC, SECTIONS 48, 51, & 52

SPONSORED BY MAYOR CARRIER BY REQUEST

Councilor Williams moved to refer the ordinance to a public hearing on June 11, 2025, seconded by Councilor Nemeth.

Vote: 7-0.

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

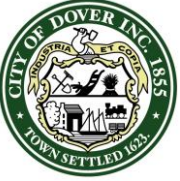
Deputy Mayor Shanahan attended Governance Day with the Seacoast Leadership Academy. The Deputy Mayor thanked Deputy City Manager Parker for the invitation.

Councilor Richer reminded the Council of the Dover Adult Learning Center graduation on June 4, and the Dover High School graduation on June 5.

16. ADJOURN

Councilor Cullen moved to adjourn, seconded by Councilor Richer.

Vote: 7-0.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.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:

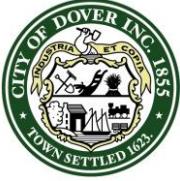
1. **PURPOSE**
- The purpose of this ordinance is to promote public interest and safety by enacting certain amendments to parking restrictions within Chapter 141.
2. **AMENDMENT**
- Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Sections 141-48 “Schedule I: No Parking at Any 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

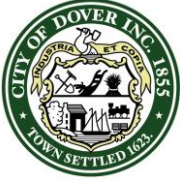
CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.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
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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



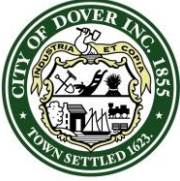
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Belknap Street	Westerly	From the intersection with Silver Street northerly to the intersection with Washington Street, between December 1 and April 1
Bellamy Road	Easterly	From Alumni Drive southerly for a distance of 440 feet
Bellamy Road	Easterly	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)



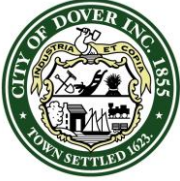
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Central Avenue	Easterly	From the intersection with Indian Brook Drive southerly to the PSNH pole number 1/71
Central Avenue	Easterly	From the intersection with South Pine Street Southerly to the PSNH pole number 1/147
Central Avenue	Easterly	From the 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



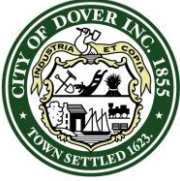
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Charles Street	Northerly	From Central Avenue easterly for a distance of 150 feet
Charles Street	Southerly	From Central Avenue easterly for a distance of 240 feet
Charles Street	Southerly	From Mill Street westerly for a distance of 70 feet
Chestnut 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



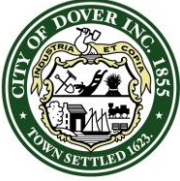
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Church Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Locust Street, except for school buses and parents picking up or discharging students or during church services at the First Parish Congregational Church. 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
Cocheco 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



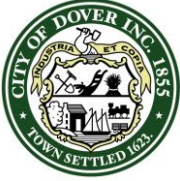
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Dover Street	Northerly	From the easterly corner of the property at 18-20 Dover Street, westerly for a distance of 135 feet, from 7:00 a.m. to 5:00 p.m. Monday through Friday
Durham Road	Both	From the intersection of Back River Road to the intersection 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,



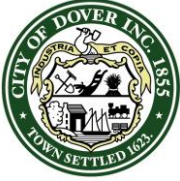
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Fifth Street	Northerly	From the intersection with Chestnut Street westerly to the intersection with Tammany Park, between December 1 and April 1
First Street	Northerly	From the westerly driveway of 1 First Street easterly to the intersection with Central 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
Freeman Court	Northerly	Entire length; between December 1 and April 1.



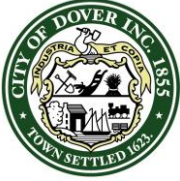
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Gage Street	Northerly	Entire length
Gage Street	Southerly	From the intersection with New Rochester Road easterly for a distance of forty (40) feet
Garrison Road	Southerly	From the intersection with Shadow Drive easterly to the intersection with Meridian 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



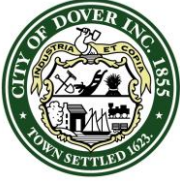
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Hampshire Circle	Northerly	From the southerly intersection with Whittier Street continuing around on that side of Hampshire Circle to the northerly intersection with Whittier Street
Hamilton Street	Northerly	From the intersection with Elm Street, westerly 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



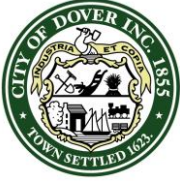
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Section 51 Schedule L: Parking Meter Zones
Section 52 Schedule M: Parking Permit Zones

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



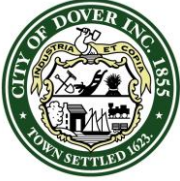
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.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

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
Mt. Vernon Street	Easterly	From the intersection with Milk Street northerly to the intersection with Hough Street; between December 1 and April 1.
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



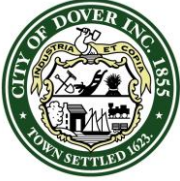
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Nelson Street	Southerly	From the intersection with Atkinson Street westerly to the intersection with Belknap Street
Nelson Street	Southerly	From the intersection with Locust Street westerly to the intersection with Atkinson Belknap Street, between 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 111/12 driveway between 25 and 27 New York Streets; between December 1 and April 1.
Northway Circle	Southerly	From the intersection with Plaza Drive easterly to the intersection with Princeton Way; between December 1 and April 1.
Northway Circle	Easterly	Northerly to the end, to include the turnaround area as posted; between December 1 and April 1.
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



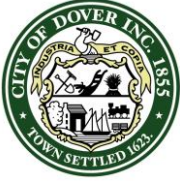
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Orchard Street	Both	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Orchard Street Lot service road	Both	Entire length from its intersection with Orchard Street northerly, then westerly to its exit to Orchard 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



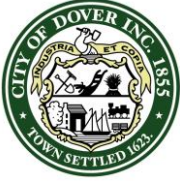
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Portland Avenue	Northerly	From PSNH pole 119/3A to the entrance of the Portland Avenue Parking Lot
Portland Avenue	Northerly	From the intersection with Chapel Street to the entrance with Portland Avenue parking lot
Portland Avenue	Southerly	The intersection 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



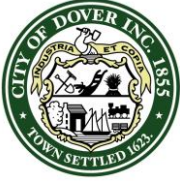
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Royer Lane	Both	Entire length
Sandpiper Drive	Southerly	From the intersection with Watson Road to the cul-de-sac
School Street	Southerly	From the westerly entrance to the School Street Parking Lot easterly to the intersection with Mechanic Street
Shaw's 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



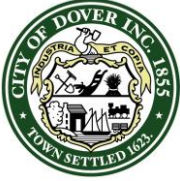
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St. John Street	Easterly	From the intersection with Broadway southerly to the intersection with Chapel Street
St. Thomas Street	Both	From the intersection with Chestnut Street westerly to the property line between 25 and 33 St. Thomas Street except 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



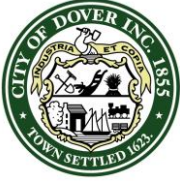
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		including the turnaround area; between December 1 and April 1
Third Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Third Street	Southerly	From the intersection with Chestnut Street westerly 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



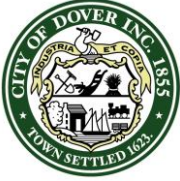
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Washington Street	Westerly	From the intersection of Morrison Lane northerly for a distance of 150 feet
West Concord Street	Northerly	From the intersection with Lexington Street, westerly to the intersection with Arch Street, between December 1 and April 1
Western Avenue	Southerly	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.
Westgate Drive	Westerly	From the intersection with Knox Marsh Road to the southerly end, including the traffic circle; between December 1 and April 1.
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



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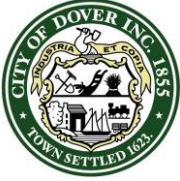
Young Street

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	



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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

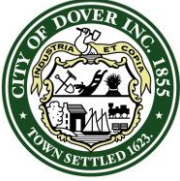
~~River Payne~~ Street Lot ~~31 River Street easterly of the Cochecho River and north of Henry Law Avenue~~ Easterly of Payne Street

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



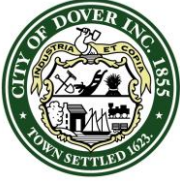
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Central Avenue	Easterly	From the intersection with Fourth Street southerly to the intersection with Kirkland Street
Central Avenue	Westerly	From the intersection with Fourth Street southerly to the driveway between 236 and 240 Central Avenue
Chapel 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



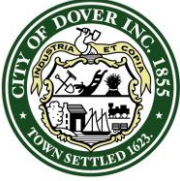
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Henry Law Avenue	Easterly	From the intersection with Washington Street southerly to George Street
Kirkland Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Academy Street
Locust Street	Both	From the intersection 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
Payne Street	Both	From the intersection with Henry Law Avenue, northerly to the intersection with Seaport Way.
River Street	Both Easterly	From the intersection with Henry Law Avenue northerly to the intersection with Washington Street Payne Street, northerly then easterly then southerly to the easterly intersection with Seaport Way.
Seaport Way	Both	From the Easterly end of Makem Bridge, easterly to the easterly intersection with River Street.
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



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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

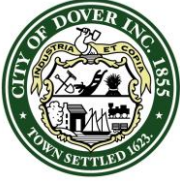
Transportation Center Lot

Parking Areas

Side

Location

Atkinson Street	Westerly	From the intersection with Washington Street, southerly to the intersection with St. Thomas Street
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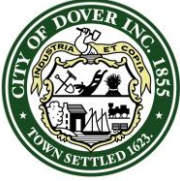
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Chapel Street	Southerly	From the intersection of Main Street easterly to the intersection with Mechanic Street
Chestnut Street	Westerly	From the intersection with First Street southerly to the intersection with Orchard Street
First Street	Northerly	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

Payne Street	Both	Entire length
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River Street	Both	From the easterly intersection with Seaport Way, northerly.
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Seaport Way	Both	Entire length
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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: Jennifer R. Wyatt
City Attorney

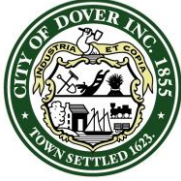
Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

Document Created by: Legal
Document Posted on: June 6, 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)
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 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.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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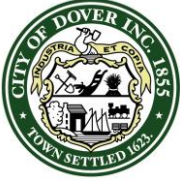
DOCUMENT ACTIONS:

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: June 6, 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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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.A.1.

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

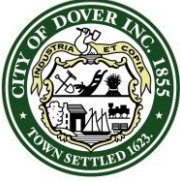
Sponsored by: Mayor Robert Carrier
By Request

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#: 12.A.1.

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.		

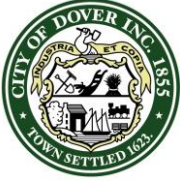
RESOLUTION BACKGROUND MATERIAL:

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.1.

Resolution Number: **R - 2025.06.11 - 90**

Resolution Re: Authorization to Rename the Washington Street Bridge
Over the Cocheco River to the Captain Jack T. Casey
USMC Memorial Bridge

WHEREAS: Captain Jack T Casey USMC, age 26, was a Dover native who served his country as a CH53E Super Stallion helicopter pilot.

WHEREAS: While training for his upcoming deployment to Japan, CPT Casey and four other crewmen were killed in a crash in the mountains outside San Diego on Feb 7, 2024.

WHEREAS: CPT Casey exemplified the quality of people and life here in Dover through his bravery, his kindness, his loyalty, and his deep caring of his community.

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

In honor of the exemplary life of dedicated service led by Captain Jack T Casey, the Washington Street Bridge adjacent to the Children's Museum is hereby renamed as the Captain Jack T Casey, USMC Memorial Bridge.

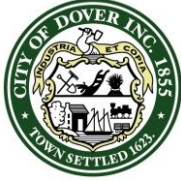
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert C. Carrier

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

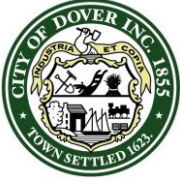
 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.1.	
Resolution Number: R - 2025.06.11 - 90 Resolution Re: Authorization to Rename the Washington Street Bridge Over the Cocheco River to the Captain Jack T. Casey USMC Memorial Bridge		

DOCUMENT HISTORY:

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

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R - 2025.06.11 - 90**
Resolution Re: Authorization to Rename the Washington Street Bridge
Over the Cocheco River to the Captain Jack T. Casey
USMC Memorial Bridge

RESOLUTION BACKGROUND MATERIAL:

Captain Jack T. Casey USMC, age 26, was a Dover native who made a conscious choice to serve his country, knowing the inherent risks of being a CH53E Super Stallion helicopter pilot. While training for his upcoming deployment to Japan, he and four other crewmen were killed in a crash in the mountains outside San Diego on Feb 7, 2024.

Jack's personality was a remarkable combination of drive, ambition, and intelligence, tempered with an incredible sense of humility, kindness, humor, and empathy. He had the unending ability to make any room he was in a happier place. As a boy growing up in Dover, and eventually becoming a Captain in the Marine Corps, Jack was a born leader, setting an example for his peers of honesty, positivity, and above all, loyalty. His unwavering commitment to improving the lives of others, coupled with his genuine desire to make people happy, left a lasting impact on all who knew him.

Jack found, as he travelled during his training and service, that people did not know much about New Hampshire, and certainly not Dover. He was sure to make known his utter love of the place he called home. Our mountains, ocean, lakes, and beautiful landscape were certainly on the top of his list, but more importantly, he told others about the quality of people and of life here in Dover. A classmate from Virginia Military Institute, where Jack graduated from college, dedicated her theses, in part, to "Captain Jack T Casey USMC, a Dover Man." There was not a soldier Jack knew who did not know our "Live Free or Die" state motto. Jack was so VERY proud of where he came from.

Since his commissioning in May 2019, Jack had achieved the rank of Captain, as well as earning the National Defense Medal and Navy and Marine Corps Achievement Medal.

Jack's so very vibrant life was cut short at age 26. People know these tragedies happen, but not so close to home. This happened to Jack. To his family. To our entire community. Jack deserves to be honored for his bravery, his kindness, his loyalty, and his deep caring of his fellow man.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2025.06.11 – 91**
Resolution Re: Adopting Amendments to Merit Plan, Classification Plan
and Pay Plan

- WHEREAS: The City Charter requires the City Manager to submit any amendments to the Merit Plan to the City Council as an item on a regular Council meeting agenda; and,
- WHEREAS: The City Council shall, within sixty days after having received the amendments, take action to approve or disapprove them at a regular Council meeting; and,
- WHEREAS: The Merit Plan includes, as specific attachments, (1) the Classification Plan, which establishes authorized position classifications and grade levels for each class of position in the City's Administrative Service, and (2) the Pay Plan, which provides minimum, maximum, and intermediate pay rates established for each grade; and,
- WHEREAS: To ensure that consistency remains between the Merit Plan and ratified Collective Bargaining Agreements, amendments to the Merit Plan and its accompanying documents are needed to reflect the correct grade assignments for all position classifications in the City's Administrative Service, and the pay rates negotiated for fiscal year 2026.

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

The City Council approves and adopts the attached Merit Plan, Classification Plan, and Pay Plans, as amended and submitted by the City Manager, effective July 1, 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: Jennifer R. Perez
Acting City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2025.06.11 – 91**
Resolution Re: Adopting Amendments to Merit Plan, Classification Plan
and Pay Plan

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

Roll Call Vote:

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

RESOLUTION BACKGROUND MATERIAL:

Attached and accompanying this resolution are: (1) Merit Plan (effective July 1, 2025); (2) Pay Plan (Wage Schedule) for Fiscal Year 2026; and (3) Classification Plan for Fiscal year 2026.

The Merit Plan includes a Classification Plan, which establishes position classifications and grade levels for each class of position in the City's Administrative Service, as well as a Pay Plan, which provides minimum, maximum, and intermediate pay rates established for each grade.

The amendment reflects the following changes to the Pay Plan from FY2025 to FY2026 as necessitated by recently ratified Collective Bargaining Agreements:

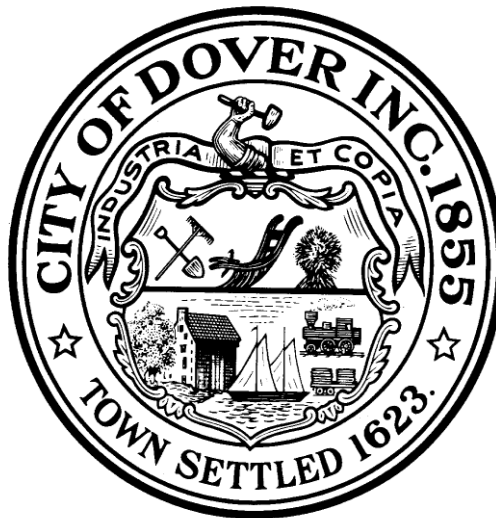
1. 3.2% COLA applied to all grades and steps for FY2026.

The amendment also reflects the following changes to the Classification Plan coinciding with recently ratified Collective Bargaining Agreements in order to maintain internal equity and external competitiveness for all positions in the City's Administrative Service:

1. "Police Lieutenant" from Grade D19 to D20
2. "Police Communications Supervisor" from D16 to D17
3. "Fire Division Chief" from D19 to D20
4. "Fire – Rescue Chief" from D24 to D25
5. Addition of "Deputy City Engineer" at D20
6. Addition of "Specialized Heavy Equipment Mechanic" at D14

MERIT PLAN

CITY OF DOVER
New Hampshire



Submitted by

J. Michael Joyal, Jr
City Manager

Effective July 1, 2026

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MERIT PLAN OF THE CITY OF DOVER, NH

ARTICLE I. PURPOSE

It is the purpose of this Merit Plan to give effect to the provisions of the Dover, New Hampshire City Charter. The rules and regulations that comprise the Merit Plan and are contained herein shall be applied in accordance with the purpose of section C7-2 of the City Charter, which is interpreted and declared to be as follows:

- Section 1: To provide for an efficient system of modern personnel administration based on the principles of merit and designed to ensure sound and consistent employment practices.
- Section 2: To provide for the selection, appointment, promotion, training, transfer, lay off, discipline, and removal of City of Dover employees on the basis of merit.
- Section 3: To provide for a position classification system within the Administrative Service of the City, to be known as the Classification Plan.
- Section 4: To provide for a compensation system for City of Dover employees holding positions in the Classified Service of the City, to be known as the Pay Plan.
- Section 5: To provide for City of Dover employees a definite policy regarding annual leave, personal illness leave, and other leaves of absence.
- Section 6: To provide for City of Dover employees a definite policy regarding eligibility for participation in a retirement plan and other benefits.
- Section 7: To provide for City of Dover employees a procedure for appeals related to the application of these rules and regulations.
- Section 8: To provide for other matters necessary to ensure the maintenance of efficient service and the improvement of working conditions.

ARTICLE II. AMENDMENT OF MERIT PLAN

The City Manager may amend the rules and regulations contained within this Merit Plan from time to time as deemed suitable and necessary to carry out the provisions of the City Charter by submission of such amendments to the City Council. An amendment shall become effective pursuant to the provisions of the Dover City Charter C7-2. The Classification Plan and the Pay Plan are appended to and made a part of this Merit Plan. All amendments to the Classification Plan and all amendments to the Pay Plan shall become effective only after approval of the Dover City Council through the use of the procedure contained in Dover City Charter C7-2

ARTICLE III. DEFINITIONS

For the purpose of the rules and regulations contained herein, the following words and terms shall have the meaning indicated below:

- Definition 1: ADMINISTRATIVE SERVICE shall mean the entire body of employees holding positions in the Classified Service, all of whom serve under the appointive powers of the City Manager and/or department heads.

- Definition 2: APPOINTING AUTHORITY shall mean the City Manager or department head, who shall have the authority to hire and/or terminate the employment of persons for the City of Dover in accordance with the duties and powers conferred by the City Charter and these rules and regulations.
- Definition 3: APPOINTMENT shall mean the selection and hiring by the Appointing Authority of a person to fill a position in the Classified Service of the City. Appointments shall be of the following types: Original, Temporary, Re-Employment, Transfer, Promotion, Demotion.
- Definition 4: CLASSIFICATION, OR CLASS OF POSITIONS shall mean a position or grouping of positions in the Classified Service of the City having similar duties and responsibilities and requiring similar qualifications.
- Definition 5: CLASSIFICATION PLAN shall mean the overall organization of positions into groups or classes on the basis of the duties and responsibilities of the position and knowledge, skill and ability necessary for adequate performance of the essential functions of the position.
- Definition 6: CLASSIFIED SERVICE shall mean the collection of all full-time and part-time positions included in the Classification Plan of the City which are subject to the appointing authority of the City Manager and/or department heads.
- Definition 7: DEMOTION shall mean a change of the employment status of an employee from a position in one class to a position in another class having a lower maximum salary rate.
- Definition 8: DISCRETIONARY AND PROFESSIONAL SERVICE shall mean department heads or other employees who are immediate subordinates and report directly to the City Manager. Such employees are particularly qualified and regularly and routinely as part of their duties, exercise discretion and judgment over the performance of their functions. These employees are considered part of the Classified Service, but shall not always be subject to all provisions of the Merit Plan. As such, for the purposes of recruitment and retention of this type of personnel, the City Manager may provide these employees with additional benefits or incentives. The City Manager may enter into employment and severance agreements with employees who are members of the Discretionary and Professional Service. A Resolution for each agreement shall be placed as a separate item on the next regular Council agenda prior to the execution of the agreement by the City Manager. The proposed written agreement shall be available to the Council and to the public. The City Council shall review and approve or disapprove the cost items of all employment and severance agreements at the first available regular council meeting or within thirty (30) days whichever is less. Persons employed as part of the Discretionary and Professional Service shall be appointed by reason of their particular training and experience as determined by the City Manager to be the best qualified and available person for the job. Such persons shall not necessarily be appointed or promoted according to standard promotional procedures as applicable for all other employees of the Classified Service. Discretionary and Professional Service employees shall receive a salary in compensation for their services rendered, irrespective of their regular hours of employment. Discretionary and Professional Service employees shall include, but not necessarily be limited to

the Assistant City Manager, City Attorney, City Clerk and the department heads or other administrative staff as may be defined in the Administrative Code.

Definition 9: EMPLOYEE shall mean any person who has been appointed to a position in the Classified Service of the City in accordance with the provisions of the City Charter and these rules and regulations.

Definition 10: ENTRANCE EXAMINATION shall mean a standard examination which may be given to all applicants for appointment to a position in the Classified Service of the City, to determine their general qualification for service with respect to the particular position for which they are applying.

Definition 11: HOURLY EMPLOYEE shall be any employee compensated for each hour of work performed at an hourly rate as stipulated in the Pay Plan of the City of Dover for their particular position and pay step. Hourly employees are Fair Labor Standards Act non-exempt employees and are distinguished from salaried employees.

Definition 12: ORIGINAL APPOINTMENT shall mean the appointment of a person having never been previously employed by the City to a position in the Classified Service of the City.

Definition 13: PROBATIONARY PERIOD shall mean an evaluation period following appointment to a position in the Classified Service of the City which shall be utilized as fully as possible to determine the ability of the employee to satisfactorily fulfill the requirements of the position to which they were appointed. All employees appointed to positions in the Classified Service whose employment is intended to exceed four (4) months in a single calendar year shall be subject to a probationary period.

Definition 14: PROMOTION shall mean a change of the employment status of an employee from a position in one class to a position in another class having a higher maximum salary rate.

Definition 15: PROMOTIONAL EXAMINATION shall mean a qualifying examination which may be given to all applicants for appointment to a higher classified position in the Classified Service of the City, to determine their general qualification for service with respect to the particular position for which they are applying.

Definition 16: PROVISIONAL APPOINTMENT shall mean a non-competitive appointment of a person to a position in the Classified Service of the City made on a temporary basis pending the completion of a selection and appointment process.

Definition 17: RE-EMPLOYMENT shall mean the appointment of a person having been previously employed by the City to a position in the Classified Service of the City.

Definition 18: REGULAR FULL-TIME EMPLOYEE shall mean an employee who works more than thirty-two (32) hours per week for twelve (12) or more consecutive calendar months in any position classification included in the Classification Plan of the City.

Definition 19: REGULAR PART-TIME EMPLOYEE shall mean an employee who works thirty-two (32) hours or less per week and who is retained to work twelve (12) or more consecutive calendar months in any position classification included in the Classification Plan of the City.

- Definition 20: SALARIED EMPLOYEE shall be any employee receiving a salary as stipulated in the Pay Plan of the City of Dover for their particular position and pay step as compensation for their services rendered, irrespective of their regular hours of employment. Salaried employees are Fair Labor Standards Act exempt employees and are distinguished from hourly employees.
- Definition 21: SEASONAL OR TEMPORARY FULL-TIME EMPLOYEE shall mean an employee who works more than thirty-two (32) hours per week for less than twelve (12) consecutive calendar months in any position classification included in the Classification Plan of the City.
- Definition 22: SEASONAL OR TEMPORARY PART-TIME EMPLOYEE shall mean an employee who works thirty-two (32) hours or less per week for less than twelve (12) consecutive calendar months in any position classification included in the Classification Plan of the City.
- Definition 23: TRANSFER shall mean a change of the employment status of an employee from a position in one class to a position in another class having an equal maximum salary rate.

ARTICLE IV. IMPLEMENTATION AND ADMINISTRATION

- Section 1: Status of Present Employees: Any person holding a position of employment in the City's service, upon the adoption and subsequent amendment of these rules and regulations, shall assume the status of the position held, and shall be presumed to have been appointed in accordance with the rules and regulations contained herein.
- Section 2: Personnel Officer: The City Manager shall be the Personnel Officer of the City of Dover, except as he/she may delegate such duties to another specific individual. Further, the City Manager may delegate limited aspects of the personnel function to other officers, department heads, or agents of the City. Duties of the Personnel Officer shall include the administration of all rules and regulations contained herein.
- Section 3: Applicability: The Merit Plan rules and regulations apply to all employees in the Classified Service of the City except, however, certain parts of these rules and regulations shall be superseded by any conflicting provision contained within an agreement executed pursuant to State Statute between the City of Dover and an authorized employee bargaining unit whose wages, benefits and conditions of employment are embodied in such agreement.
- Section 4: Regulatory Compliance: The City Manager shall have the authority to establish Administrative Regulations and such other administrative policies and procedures consistent with the intent and purpose of the Merit Plan as may be necessary to ensure ongoing compliance with federal and/or state employment regulations. The City Manager shall notify the City Council of proposed changes and shall provide the City Council with a written copy of the regulations and policies by placing a copy in the City Clerk's office.

ARTICLE V. CLASSIFICATION PLAN

- Section 1: There shall be a Classification Plan for all positions of service in the City. For each class of positions within the City, this Plan shall establish a class title, a

statement of purpose and general duties, authority and responsibility thereof, and the qualifications necessary or desirable for the satisfactory performance of the duties of said class. Any changes shall be approved by the City Council pursuant to the procedure stated in the City Charter C7-2.

Section 2: In maintaining the Classification Plan, the Personnel Officer shall approve and allocate to its appropriate class each position to be included in the Classified Service. In making such allocations, the Personnel Officer shall administer and provide for the uniform and equitable application of the Classification Plan to all positions of service in the City.

Section 3: The class titles set forth in the Classification Plan shall be used to designate positions in the Classified Service of the City in all official records, vouchers and communications, and no person shall be appointed or employed in a position in the Classified Service under any class title which has not been first approved and allocated by the Personnel Officer. This requirement shall not exclude the use of statutory or working titles that may be used informally as appropriate or expedient.

ARTICLE VI. PAY PLAN

Section 1: The Personnel Officer shall be responsible for the development and maintenance of a uniform and equitable Pay Plan, which shall consist of minimum and maximum rates of pay for each class of position and such intermediate steps or increments as considered necessary and equitable. Any changes shall be approved by the City Council pursuant to the procedures stated in the City Charter C7-2.

Section 2: The Pay Plan shall be linked directly with the Classification Plan and shall be established and amended with due regard to ranges of pay for each class of positions; requisite qualifications for each class; prevailing rates of pay for comparable work in other private and public employment within the Dover area, or other comparable municipalities; cost of living factors; suggestions from department heads; other benefits received by employees; the financial condition of the City; and other economic considerations.

Section 3: The compensation of each employee shall be reviewed annually by the City Manager and/or each department head for the purpose of determining which employee shall receive a wage adjustment. Wage adjustments shall mean an increase in the rate of pay, which will result in a move to the next higher step or increment of the established wage scale for the particular position of employment. Said increases in rate of pay shall be made in conjunction with the employee's annual performance evaluation, and shall be awarded on the first day of the pay period immediately following July 1st of the fiscal year after completion of the respective performance evaluation.

Section 4: Wage increases shall be based upon merit. An annual performance appraisal shall be completed for each employee by their supervisor(s) relating generally to their work habits, performance, and other related factors. Employees found to be performing satisfactorily by their supervisor(s) shall be recommended for a wage adjustment to the next higher pay step or increment on an annual basis. The performance review shall be made in order that employees who perform

satisfactorily shall be rewarded, thus providing incentive for continued efficient work. All personnel records, including an annual performance evaluation, tardiness, and absences from work, and length of service to the City, shall be considered when making recommendations for wage adjustments.

- Section 5: All other pay increases received by employees shall be limited to salary adjustments or increases in the Pay Plan itself as a result of those adjustments considered necessary and equitable.

ARTICLE VII. RECRUITMENT AND APPOINTMENT

- Section 1: Equal Employment Opportunity: Individuals shall be selected for employment with the City from the best qualified persons applying for said employment without discrimination as to sex, age, race, color, national origin, creed, religion, political affiliations or any other non-merit based factors; preference being given to citizens of the City of Dover when all other qualifications are equal.
- Section 2: Recruitment: Within the limits of time during which a position must be filled, there shall be as wide a search for qualified candidates as is practical. The character of such search will vary from position to position, but normally shall include posting of notices of vacancy, advertising, and contact with State and other employment offices.
- Section 3: Selection: After completing all candidate evaluation procedures as the Appointing Authority may determine as relevant, necessary, and within the limits of the law, selection shall be made by the Appointing Authority from among those persons who have qualified for appointment.
- Section 4: Promotion: Present employees shall be given maximum opportunity for advancement in the service of the City. Present employees shall be given first consideration in filling a vacancy and shall be afforded training opportunities to qualify for promotion. It is recognized that from time to time, the good of the service may require that a vacancy be filled from outside the current service of the City. Pay increases associated with a promotion shall conform to language provided in the respective collective bargaining agreements. Absence of such language shall be at the discretion of the Personnel Officer.
- Section 5: Probation: The probationary period shall be regarded as an integral part of the appointment process and shall be utilized for closely observing an employee's work, ensuring the most effective adjustment of a new employee to their position, and for rejecting any employee whose performance does not meet the required work standards. All original and promotional appointments shall be for a probationary period of twelve (12) consecutive calendar months which may be extended by the Appointing Authority as may be required, but not for a period of more than four (4) additional consecutive months. At a minimum, each probationary employee shall receive a six (6) month performance evaluation. In cases of original employment with the City, during the probationary period, an employee may be dismissed at any time without the right of appeal or hearing in any manner. An employee dismissed during the probationary period from a position to which he/she was promoted, may be reinstated to the position from which he/she was promoted, unless such dismissal is the result of a disciplinary

action. Any employee may be placed on probation for a period not exceeding twelve (12) months for cause after having completed probation, in which case the employee may be dismissed at any time without the right of an appeal or hearing in any manner. The provisions of this section apply to employees appointed to fill regular full-time and part-time positions in the Classified Service of the City.

Section 6: Training: In order that employees may perform their work more efficiently and be able to qualify for positions of increasing difficulty and responsibility, the Personnel Officer shall develop and implement educational training programs whenever possible.

Section 7: Transfer: If an employee, possessing the qualifications necessary to fill a vacant position within the Classified Service of the City, wishes to be transferred from their present department to another department, they shall be afforded an opportunity to apply and be considered for the position.

ARTICLE VIII. SENIORITY AND LENGTH OF SERVICE AWARDS

Section 1: When an employee transfers from one department to another, or is promoted within the Classified Service of the City, the date of original employment with the City shall count as the starting date for purposes of calculating seniority as it applies to longevity awards, vacation leave and other benefits. Classification seniority shall apply from the date of appointment to the most current position. Classification seniority and/or department seniority shall be distinguished from overall longevity or employment with the City. Employees who leave the employ of the City for a period greater than twenty-four (24) consecutive hours, and who do not work at least one (1) normal work day by reason of their termination of employment with the City, shall be considered permanently severed from employment with the City. Should a former employee of the City return to the employ of the City in either their former department or another department within one (1) year from the date of termination, they shall be entitled to consideration for the purposes of longevity pay and vacation benefits only. In all other respects, the re-employment of a former employee shall be considered as a new employment subject to all rules and regulations for new employees as of the date of their most current appointment.

Section 2: Longevity awards paid to employees for length of service shall be calculated on an annual basis from the date of first employment by the City and continuous employment thereafter. Longevity awards shall be paid to each employee on an annual basis as follows:

Five (5) years up to Ten (10) years	\$400/yr
Ten (10) years up to Fifteen (15) years	\$800/yr
Fifteen (15) years up to Twenty (20) years	\$1,200/yr
Twenty (20) years up to Twenty Five (25) years	\$1,600/yr
Twenty Five (25) years and greater	\$2,000/yr

The provisions of this section shall apply only to regular full-time employees and on a pro rata basis to regular part-time employees.

ARTICLE IX. POLITICAL ACTIVITY

- Section 1: No person holding a position in the Classified Service of the City shall seek or accept election, nomination or take an active part in, or make a contribution or donation to any municipal campaign or serve as a member of a committee of such club or organization or seek signatures to any petition provided for by any law, or act as a worker at the polls or distribute badges or pamphlets, or handbills of any kind favoring or opposing any candidate for election or for nomination to a municipal office. Nothing in this ordinance shall be construed to prevent any such employee or officer from becoming or continuing to be a member of a political organization, or from attendance at a political meeting, or enjoying entire freedom from all interference in casting their vote. Any person who wishes to accept or seek election or appointment to municipal office shall resign from the City Service upon indicating such intention by formal declaration or other evidence of candidacy. Any violation of this rule shall be sufficient grounds for the discharge of any officer or employee determined guilty of such violation.
- Section 2: Solicitation of Contributions: No officer or employee in the City service shall directly or indirectly contribute, solicit or receive, or be in any manner concerned in contributing, soliciting, or receiving any assessment, subscription, contribution, whether voluntary or involuntary, for any municipal political purpose whatever.

ARTICLE X. HOURS OF EMPLOYMENT, ATTENDANCE AND LEAVE

- Section 1: The City Manager and/or department heads shall establish hours of employment and work schedules of employees with due consideration for the varying requirements of the different City operations. Whenever possible, hours of employment for employees in the same class of the same work shall be uniform. The City Manager and/or department heads may, for temporary periods, change the work schedule to accommodate business needs.
- Section 2: Holidays: The following paid holidays shall be provided for employees by the City of Dover:
- | | |
|------------------------|--------------------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Day | Columbus Day/Indigenous People's Day |
| Washington's Birthday | Veterans' Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Day after Thanksgiving |
| Christmas Day | |
- When a holiday falls on a Sunday, the following Monday shall be declared a holiday for City Employees. When a holiday falls on a Saturday, the preceding Friday shall be declared a holiday. The provisions of this section shall apply to regular full-time employees and on a pro rata basis to regular part-time employees.
- Section 3: Annual Leave: Annual leave shall be afforded to regular full-time employees and on a pro rata basis to regular part-time employees. Annual leave shall

accrue from the date of original hire. An Employee may take annual leave only after the end of the probationary period. If an employee is terminated from employment with the City for any reason during the probationary period, no payment of annual leave will be made by the City. The posting of accrued leave shall occur each pay period in hourly units based on the employee's normal work day, or as otherwise prescribed by the City Manager. Normal work day shall be based on the number of hours usually assigned to an employee. This shall exclude overtime, call-ins or other unusual work assignments. For employees who work varying number of hours per day, the average hours per day over the pay cycle may be used as their normal work day. Accrued annual leave may not exceed three hundred (300) hours at any given time, excepting when upon application by an employee, the City Manager shall have granted an exception to this limitation. Any Annual leave to be taken shall be taken at the discretion of the employee's department head, and for department heads shall be taken at the discretion of the City Manager. The taking of annual leave will not be unreasonably denied. Accrual rates and other provisions related to the application for and usage of annual leave are as specified in the appropriate collective bargaining agreements or as may be prescribed by the City Manager for each class of position in the Classified Service. Employees maintaining a minimum of eighty (80) hours of accrued vacation shall be eligible to receive cash payment(s) to "buy-down" a portion of such accruals in an amount not to exceed the value of one hundred and eighty (180) vacation hours per fiscal year. To receive an accrual "buy-down" payment(s), a member will be required to complete and submit an accrual buy-down election form during the annual Benefit Open Enrollment process, or through payroll. Payment for the eligible weekly "buy-down" shall be made to the member weekly during the corresponding benefit plan year. Payment for the eligible lump sum "buy-down" shall be made to the member during the corresponding payroll week immediately following submittal of the election form. Any vacation buy-down payment made to a member shall be calculated based upon the member's base hourly rate in effect the first full pay period immediately following July 1 of the corresponding benefit plan year with vacation accruals awarded at 100%. The minimum and maximum hour limitations and application time periods specified herein may be waived solely at the discretion of the City Manager upon written request by the member.

Section 4: Personal Illness and Disability Leave: Personal illness and disability leave shall be afforded to regular full-time employees and on a pro rata basis to regular part-time employees. An employee must work twenty (20) or more hours per week to be eligible for disability leave. Personal illness and disability leave shall be considered a matter of grace and not a privilege and shall be allowed only in case of necessity and actual sickness, or disability of the employee. Employees who find it necessary to meet dental or doctor appointments or other illness prevention measures, including maternity and instances of mental health necessity, may also utilize personal illness leave time for such purposes, excepting when prior written City Manager and/or department head approval has been obtained, in which case no personal illness leave shall be charged. Personal illness leave, at the discretion of the City Manager and/or department head, may be granted in the instance of illness of a member of the employee's immediate family. At the discretion of the department head, a doctor's certificate may be required for absences due to illness or disability in excess of three (3) days. If the department head has a reasonable basis to believe or suspect an employee has abused personal illness leave privileges, they may require a doctor's certificate for an illness of less than three (3) days. Proof of

illness or disability may be required at any time by the City Manager, department head or division head. Abuse of personal illness and disability leave privileges may be cause of dismissal. Personal illness and disability leave shall be recorded regularly in the personnel records and the Personnel Officer shall review all illness and disability related leave records periodically and shall investigate any cases which indicate abuse of the privilege. Accrual rates and other provisions related to the application for and usage of personal illness and disability leave are as specified in the appropriate collective bargaining agreements or as may be prescribed by the City Manager for each class of position in the Classified Service.

Section 5: Injury Leave: All employees of the City who become injured while in the performance of their duties shall receive their regular salary while on injury leave, provided, however, that those who are covered by Workers' Compensation shall receive only the difference between Workers' Compensation and their regular rate of pay, by the City, for the first ninety (90) calendar day period of said job connected injury. The first ninety (90) calendar day period shall commence upon the first day the employee is out of work due to the job connected injury, but not including the day of the injury. At the expiration of the first ninety (90) day period, the employee shall receive the difference between Workers' Compensation and the employee's regular salary chargeable to their accrued annual and/or personal illness leave. Additionally, after expiration of the first ninety (90) day calendar period, the City Manager and/or department head may order a complete physical and/or mental examination of said employee by two registered physicians. If the report of their examination establishes the injury as one that permanently incapacitates said employee, application shall be made for retirement by the employee under the provisions of the New Hampshire Retirement Law. The commencement of payments under the New Hampshire Law shall end the Employer's obligation of payment on annual and/or accumulated personal illness leave and/or Workers' Compensation payments. Further, if it is determined by two registered physicians selected by the department head immediately after the employee is injured that said employee will not be able to return to their regular duties at any time in the future, the Employer shall not be obligated to pay the difference between Workers' Compensation and the employee's regular salary for the first ninety (90) calendar days of injury in compliance with this section. There will be a free exchange of medical data and reports during the period of incapacity and while such determinations are being made, and to facilitate such exchange, an incapacitated employee shall execute medical authorization directing their physician to release reports concerning the medical condition of the employee. Copies of such reports shall be provided to the employee.

Section 6: Emergency Leave: Emergency leave may be granted by the City Manager without loss of pay for emergency purposes, which shall include: critical illness or death in the immediate family; if an employee is subpoenaed to appear before a court, public body or commission; and such other situations considered meritorious by the City Manager who shall certify allowance or disallowance of the emergency leave sought. Emergency leave shall be supplementary to, and not in restriction of, personal illness leave, annual leave or other eligible leave

authorizations as herein provided. For the purpose of this section, immediate family shall be considered as spouse, children of either the member or spouse; mother, father, brother or sister of either the employee or spouse; grandchildren or grandparents of either the employee or spouse; or person residing in the same household, providing said person is not solely related to the member as a commercial tenant.

- Section 7: Military Leave: Any employee who is a member of the National Guard or Military Reserves, and is required to undergo field training therein, shall be entitled to a leave of absence with pay for the period of such training, but not to exceed two (2) weeks in any one year, and any such leave shall not affect the member's annual vacation leave. The amount of compensation paid to such employee for such leave of absence shall be the difference between the employee's compensation for military activities as shown by a satisfactory statement by military authorities giving the employee's rank, base pay and the amount of the employee's regular weekly pay. If the employee's base pay for military service is equal to or greater than the pay due as a City employee for the period covered by such military leave, then no payment shall be made.
- Section 8: Other Leave: The City may grant other leaves of absence for employees with or without pay and/or benefits and/or service credit at the discretion of the City Manager.
- Section 9: Care of Newborn Child (CNC): Each employee will be eligible for a leave of absence for care of a newborn child for a period of up to ninety (90) calendar days at any time within twelve (12) months from the date of birth inclusive of any period of disability, if applicable, associated with delivery. CNC Leave will be without pay, subject to any disability payments due but with full service credit and benefits. An employee may apply to the City Manager for an extension of CNC prior to expiration of the initial ninety (90) calendar days leave provided that: a) the employee will exhaust all vacation time prior to the start of any extended leave; and b) the request is substantiated by evidence that the child has a certified medical condition requiring extended parental attention and/or the operating needs of the City permit an extension of the leave; and c) that the total period of the initial CNC, vacation and the extended leave will not exceed 120 days from date of birth inclusive of any period of disability, if applicable, associated with delivery. Upon completion of the CNC leave, the employee shall return to work or be subject to disciplinary action. Upon completion of the CNC leave, the employee shall be reinstated to their position prior to their leave or other comparable position, except that in the event of a force reduction or reorganization, such employee will be treated in accordance with the layoff provisions contained herein. An employee on leave for CNC shall not be eligible to collect unemployment compensation. In the event a member applies for unemployment compensation during the period of CNC leave, he/she will be considered as having resigned. Nothing above will preclude a member from taking such leave by utilization of previously accrued and grandfathered personal illness leave and/or annual leave.
- Section 10: Jury Duty: An Employee called as a juror will be paid the difference between the fee received for such service and the amount of straight-time earnings lost by reason of such service. Satisfactory evidence of such service must be

submitted to the employee's immediate supervisor. Employees who are called to jury duty and are excused from jury duty for a day(s) shall report to their regular work assignment as soon as possible after being excused.

Section 11: Storm Days: When due to weather conditions, the City Manager determines that City services will be curtailed and/or limited, the affected employees so notified shall not be required to report to work, or employees who have reported for work shall be relieved without loss of pay. When an employee is unable to report to work due to weather conditions, and the City Manager has not curtailed and/or limited City services in accordance with the preceding paragraph, the employee may draw from their annual leave time or take a personal day as provided for above in this Article. Employees who are not working due to other leaves of absence, injuries, or choice, shall not be compensated for storm days. All other personnel will receive pay on an hour for hour basis. The provisions of this Article shall apply to regular full-time and seasonal/temporary full-time employees, and on a pro rata basis to regular part-time and seasonal/temporary part-time employees.

ARTICLE XI. RETIREMENT AND OTHER BENEFITS

Section 1: The Personnel Officer shall take the steps necessary to provide employees in the Classified Service of the City with membership in the State of New Hampshire Retirement System.

Section 2: All regular full-time and regular part-time employees shall be eligible for participation in the City's health, dental and life insurance programs and other benefit offerings. Provisions related to types of coverage, eligibility and premium contributions are as specified in the appropriate collective bargaining agreements or as may be prescribed herein for each class of position in the Classified Service.

Section 3: All employees of the City shall be subject to the benefits of Workers' Compensation regardless of their status in the City's service; whether an employee is considered regular, seasonal or temporary or full-time or part-time.

ARTICLE XII. SEPARATIONS AND DEMOTIONS

Section 1: Demotions: The City Manager and/or a department head may reduce the wage rate of an employee within the range provided in the Pay Plan, or demote an employee for cause. A written statement for the reasons for any such action shall be filed with the Personnel Officer and a copy shall be filed in the employee's personnel folder. No disciplinary demotion shall be made to a lower class of position if such action would cause an employee in the lower class to be laid off as a result of such action.

Section 2: Layoffs: The City Manager and/or a department head may lay off an employee in the Classified Service of the City by reason of shortage of work and/or funds, abolition of the position(s), other material changes in the organization, or for other reasons beyond the employee's control and which do not reflect discredit upon the service of an employee. No employee shall be laid off while another person in the same class in the department is employed on a probationary or

temporary basis. Layoff of employees shall be made in inverse order of employment in the class and department involved. The City Manager and/or a department head shall give written notice to the employee of any proposed layoff and reasons therefore, two weeks before the effective date of the action. A copy of such notice shall be filed with the Personnel Officer.

Section 3: Disciplinary Action: The City Manager, department head, or designated supervisory person may reprimand, orally or in writing; suspend, with or without pay; demote or dismiss an employee due to inefficiency, incompetence, misconduct, negligence, insubordination, or other sufficient cause. All disciplinary action shall be handled in a fair manner and shall be consistent with the infractions for which the disciplinary action is being taken. All suspensions and discharges must be stated in writing and the reasons shall be communicated to the employee at the time of the suspension or discharge. Disciplinary actions will normally be taken in the following order:

- a) A documented Verbal Warning or supervisory counseling
- b) Written Warning
- c) Suspension With or Without Pay
- d) Demotion or Discharge

Notwithstanding the above, however, the above sequence need not be followed if an infraction is sufficiently severe to merit immediate suspension or discharge.

Section 4: Resignations: The resignation of an employee, once submitted, shall be deemed to have been accepted by the City and shall not be subject to the grievance procedure afforded herein.

ARTICLE XIII: GRIEVANCE PROCEDURE

A grievance shall be defined as an alleged violation, misinterpretation of and/or misapplication of the provisions of this Merit Plan with respect to one or more City employees covered by the rules and regulations contained herein. Grievances regarding the terms and conditions of this Merit Plan shall be processed in the following manner:

Step #1: Any grievance shall be filed by the employee, in writing, within ten (10) calendar days from the date of the occurrence of the violation. Such filing shall be made to the department head and shall contain an abbreviated statement as to the nature of the grievance and shall state specifically the areas which the employee, or a designated representative, feels have been violated. The employee shall be required to sign the original grievance filed with the department head. Within ten (10) calendar days of receipt of the grievance, the department head shall conduct an informal inquiry concerning the grievance and render a decision, in writing, by no later than the close of the normal business day of the tenth day. The time requirements under this step may be extended by mutual consent of the department head and the employee and/or the designated representative.

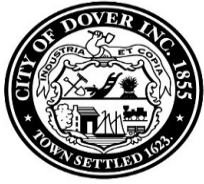
Step #2: If the aggrieved employee is not satisfied with the decision of the department head, or if no decision has been rendered within the ten (10) calendar day period as defined above, said employee may appeal their grievance, in writing, to the Personnel Officer within ten (10) calendar days of the receipt of the department

head's decision, or that date upon which such decision should have been rendered, provided however, that the aggrieved employee sets forth the specific reasons for such appeal and the terms and conditions of this plan and the specific areas which the employee feels have been violated. The Personnel Officer or a designated representative, shall hold an administrative hearing concerning the grievance within ten (10) calendar days of receipt of the aggrieved employee's appeal. The Personnel Officer or designated representative shall decide the grievance based upon the information supplied and any further information that he/she may request during or subsequent to the hearing. The Personnel Officer or designated representative shall render a decision, in writing, within ten (10) calendar days from the close of the hearing, said procedure to take not more than thirty (30) calendar days from receipt of the original grievance by the Personnel Officer. The time limitations under Step #2 may be extended by mutual consent of the Personnel Officer and the aggrieved Employee, or their designated representative.

Step #3: If the decision of the Personnel Officer, or the designated representative, is found to be unsatisfactory, or if no decision has been rendered during the time period specified above, said employee may within ten (10) calendar days appeal, in writing, the decision of the Personnel Officer setting forth an abbreviated statement as to why said decision has been found unsatisfactory and those specific areas which have been violated to the Personnel Advisory Board. The Personnel Advisory Board shall conduct their first hearing session regarding the grievance within fifteen (15) calendar days from the date of its receipt, and shall render their decision, in writing, within fifteen (15) calendar days from the close of their final hearing date. The written report, which shall be advisory only in nature, containing the Personnel Advisory Board's findings and recommendation, shall be issued to the City Manager. The Personnel Advisory Board shall have no power to reinstate and employee unless it finds, after investigation, that the action was taken against the employee for discrimination as to sex, age, race, color, national origin, creed, religion, or political affiliations or other non-merit based factor. The City Manager, after consideration of said report and other pertaining information, shall file a written statement of their decision within ten (10) calendar days, and such decision shall be final.

ARTICLE XIV: SEPARABILITY

If any portion of these rules and regulations, or the application thereof, to any person or circumstance, should be held invalid or unenforceable, the remainder these rules and regulations shall remain in full force and effect.



FY2026 Wage Schedule City of Dover, NH

Grade/Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
D01	\$11.04	\$11.38	\$11.72	\$12.08	\$12.43	\$12.76	\$13.11	\$13.46	\$13.80	\$14.15	\$14.49	\$14.84	\$15.19	\$15.53	\$16.00
D02	\$11.85	\$12.22	\$12.58	\$12.95	\$13.32	\$13.69	\$14.06	\$14.44	\$14.81	\$15.18	\$15.54	\$15.91	\$16.28	\$16.65	\$17.14
D03	\$12.73	\$13.13	\$13.52	\$13.90	\$14.30	\$14.69	\$15.09	\$15.49	\$15.88	\$16.27	\$16.66	\$17.05	\$17.44	\$17.84	\$18.39
D04	\$13.69	\$14.13	\$14.55	\$14.96	\$15.40	\$15.82	\$16.26	\$16.69	\$17.10	\$17.54	\$17.96	\$18.39	\$18.80	\$19.24	\$19.82
D05	\$14.73	\$15.20	\$15.66	\$16.10	\$16.57	\$17.04	\$17.51	\$17.96	\$18.42	\$18.89	\$19.35	\$19.80	\$20.27	\$20.72	\$21.34
D06	\$15.82	\$16.33	\$16.82	\$17.32	\$17.82	\$18.32	\$18.79	\$19.31	\$19.79	\$20.29	\$20.78	\$21.29	\$21.78	\$22.27	\$22.95
D07	\$17.02	\$17.55	\$18.07	\$18.62	\$19.13	\$19.68	\$20.21	\$20.72	\$21.26	\$21.79	\$22.31	\$22.85	\$23.37	\$23.91	\$24.63
D08	\$18.29	\$18.85	\$19.42	\$19.98	\$20.56	\$21.10	\$21.68	\$22.24	\$22.81	\$23.36	\$23.94	\$24.50	\$25.08	\$25.65	\$26.41
D09	\$19.68	\$20.28	\$20.90	\$21.50	\$22.12	\$22.73	\$23.33	\$23.95	\$24.56	\$25.17	\$25.79	\$26.39	\$27.02	\$27.61	\$28.44
D10	\$21.13	\$21.79	\$22.46	\$23.11	\$23.77	\$24.42	\$25.09	\$25.74	\$26.39	\$27.06	\$27.72	\$28.37	\$29.03	\$29.68	\$30.58
D11	\$22.73	\$23.42	\$24.13	\$24.84	\$25.54	\$26.24	\$26.95	\$27.65	\$28.36	\$29.06	\$29.77	\$30.46	\$31.18	\$31.88	\$32.84
D12	\$24.43	\$25.19	\$25.95	\$26.73	\$27.47	\$28.24	\$29.00	\$29.77	\$30.53	\$31.28	\$32.04	\$32.81	\$33.57	\$34.33	\$35.37
D13	\$26.26	\$27.09	\$27.91	\$28.73	\$29.54	\$30.36	\$31.19	\$32.00	\$32.82	\$33.63	\$34.46	\$35.27	\$36.10	\$36.91	\$38.03
D14	\$28.23	\$29.10	\$29.99	\$30.87	\$31.73	\$32.60	\$33.50	\$34.37	\$35.24	\$36.12	\$37.01	\$37.87	\$38.74	\$39.63	\$40.83
D15	\$30.34	\$31.29	\$32.24	\$33.19	\$34.14	\$35.08	\$36.03	\$36.97	\$37.92	\$38.87	\$39.80	\$40.75	\$41.70	\$42.65	\$43.94
D16	\$32.61	\$33.63	\$34.65	\$35.67	\$36.68	\$37.70	\$38.71	\$39.73	\$40.74	\$41.75	\$42.78	\$43.80	\$44.80	\$45.82	\$47.20
D17	\$35.07	\$36.17	\$37.28	\$38.36	\$39.45	\$40.55	\$41.65	\$42.75	\$43.84	\$44.93	\$46.04	\$47.12	\$48.22	\$49.31	\$50.81
D18	\$37.70	\$38.88	\$40.05	\$41.24	\$42.40	\$43.58	\$44.76	\$45.92	\$47.11	\$48.28	\$49.47	\$50.65	\$51.83	\$53.00	\$54.60
D19	\$40.53	\$41.78	\$43.04	\$44.30	\$45.55	\$46.82	\$48.07	\$49.32	\$50.59	\$51.85	\$53.10	\$54.36	\$55.61	\$56.88	\$58.60
D20	\$43.57	\$44.93	\$46.29	\$47.66	\$49.01	\$50.37	\$51.73	\$53.10	\$54.47	\$55.83	\$57.19	\$58.55	\$59.91	\$61.27	\$63.13
D21	\$46.84	\$48.28	\$49.75	\$51.20	\$52.65	\$54.11	\$55.55	\$57.01	\$58.46	\$59.92	\$61.37	\$62.83	\$64.27	\$65.74	\$67.72
D22	\$50.35	\$51.93	\$53.49	\$55.06	\$56.63	\$58.20	\$59.77	\$61.34	\$62.90	\$64.48	\$66.05	\$67.61	\$69.17	\$70.74	\$72.88
D23	\$54.14	\$55.81	\$57.49	\$59.17	\$60.86	\$62.55	\$64.23	\$65.91	\$67.60	\$69.28	\$70.97	\$72.65	\$74.33	\$76.03	\$78.32
D24	\$58.18	\$60.00	\$61.81	\$63.63	\$65.43	\$67.25	\$69.06	\$70.88	\$72.67	\$74.49	\$76.31	\$78.11	\$79.93	\$81.73	\$84.21
D25	\$62.26	\$64.20	\$66.13	\$68.09	\$70.01	\$71.95	\$73.89	\$75.84	\$77.76	\$79.70	\$81.65	\$83.58	\$85.52	\$87.45	\$90.10
D26	\$66.62	\$68.69	\$70.76	\$72.85	\$74.91	\$76.99	\$79.07	\$81.15	\$83.20	\$85.28	\$87.36	\$89.43	\$91.51	\$93.58	\$96.41



FY2026 Dover Classification Plan

Classification Title	Pay Plan Grade	Union
ACCOUNT CLERK I	D07	DMEA
ACCOUNT CLERK II	D09	DMEA
ACCOUNTANT I	D13	DMEA
ACCOUNTANT II	D20	DMEA
ADMINISTRATIVE ASSISTANT	D14	non-union
ADMINISTRATIVE MANAGER	D15	non-union
ANIMAL CONTROL OFFICER	D12	DPA
AQUATIC FACILITY MANAGER	D16	DPEA
ARENA FACILITY MANAGER	D17	DPEA
ARENA PROGRAM - MARKETING SUPERVISOR	D16	DPEA
ASSISTANT CITY ENGINEER	D18	DPEA
ASSISTANT CITY MANAGER	D23	non-union
ASSISTANT CITY PLANNER	D17	DMEA
ASSISTANT FIRE MECHANIC	D13	non-union
ASSISTANT LIBRARY DIRECTOR	D19	DMEA
ASSISTANT REC DIRECTOR	D18	DPEA
ASSISTANT TAX ASSESSOR	D17	DMEA
BOOKKEEPER	D12	DMEA
BUILDING INSPECTOR	D15	DMEA
BUILDING MAINTENANCE MECHANIC	D08	DMEA
BUILDING OFFICIAL	D19	DMEA
BUSINESS DEVELOPMENT MANAGER	D19	non-union
BUSINESS DEVELOPMENT SPECIALIST	D14	non-union
CITY ATTORNEY	D26	non-union
CITY CLERK-TAX COLLECTOR	D21	non-union
CITY ENGINEER	D21	DPEA
CITY PLANNER	D19	DMEA
CITY TAX ASSESSOR	D18	DMEA
CITY TREASURER	D18	non-union
CLERK TYPIST I	D06	DMEA
CLERK TYPIST II	D08	DMEA
CUSTODIAN	D07	DMEA
DEPUTY CITY ATTORNEY	D21	non-union
DEPUTY CITY CLERK	D12	DMEA
DEPUTY CITY ENGINEER	D20	DPEA
DEPUTY CITY MANAGER	D25	non-union
DEPUTY COMMUNITY SERVICES DIRECTOR	D21	non-union
DEPUTY FINANCE DIRECTOR	D22	non-union
DEPUTY INFORMATION TECHNOLOGY DIRECTOR	D22	non-union
DEPUTY PARKING MANAGER	D12	DPAAll
DEPUTY TAX COLLECTOR	D12	DMEA
DIRECTOR OF COMMUNITY SERVICES	D25	non-union
DIRECTOR OF FINANCE	D25	non-union
DIRECTOR OF HUMAN RESOURCES	D22	non-union
DIRECTOR OF INFORMATION TECHNOLOGY	D25	non-union
DIRECTOR OF MEDIA SERVICES	D22	non-union
DIRECTOR OF PLANNING & CDBG	D22	non-union
DIRECTOR OF PUBLIC LIBRARY	D21	non-union
DIRECTOR OF PUBLIC WELFARE	D19	non-union
DIRECTOR OF RECREATION	D21	non-union
ELECTRICAL INSPECTOR	D15	DMEA
ENGINEERING TECHNICIAN	D15	DPEA
ENVIRONMENTAL PROJECTS MANAGER	D19	DPEA
EXECUTIVE ASSISTANT TO CITY MANAGER	D17	non-union
EXECUTIVE SECRETARY	D13	non-union
EXECUTIVE SECRETARY TO PROSECUTOR	D13	DPAAll
EXECUTIVE SECRETARY TO POLICE CHIEF	D13	DPAAll
FIRE - RESCUE CHIEF	D25	non-union
FIRE ASSISTANT CHIEF	D20	DPFOA
FIRE CAPTAIN	D18	DPFOA
FIRE DEPUTY CHIEF	D21	DPFOA
FIRE DIVISION CHIEF	D20	DPFOA



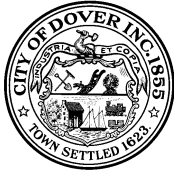
FY2026 Dover Classification Plan

Classification Title	Pay Plan Grade	Union
FIRE LIEUTENANT	D17	DPFOA
FIRE MECHANIC	D19	non-union
FIREFIGHTER-AEMT	D13	IAFF
FIREFIGHTER-EMT	D12	IAFF
FIREFIGHTER-PARAMEDIC	D15	IAFF
FIRE-LIFE SAFETY INSPECTOR	D15	DMEA
FLEET SUPERVISOR	D18	DPEA
FIRE/HEALTH INSPECTOR	D15	DMEA
HEAVY EQUIPMENT MECHANIC	D13	AFSCME
HEAVY EQUIPMENT OPERATOR I	D12	AFSCME
HEAVY EQUIPMENT OPERATOR II	D13	AFSCME
HUMAN RESOURCES ASSISTANT	D16	non-union
INFORMATION TECHNOLOGY ADMINISTRATOR	D16	non-union
INFORMATION TECHNOLOGY TECHNICIAN	D13	non-union
INVENTORY COORDINATOR	D12	AFSCME
LABORER	D09	AFSCME
LIBRARIAN I	D13	DMEA
LIBRARIAN II	D15	DMEA
LIBRARY ASSISTANT I	D08	DMEA
LIBRARY ASSISTANT II	D10	DMEA
LIBRARY PAGE	D03	DMEA
MAINTENANCE MECHANIC III	D15	DPEA
MAINTENANCE SPECIALIST	D11	AFSCME
MANAGEMENT ANALYST	D13	non-union
OFFICE MANAGER	D12	DMEA
OFFICE SUPPORT ASSISTANT	D06	non-union
PARKING ENFORCEMENT OFFICER	D09	DPA
PARKING MANAGER	D17	DPAAII
PAYROLL & BENEFITS ADMINISTRATOR	D12	DMEA
PERSONNEL ASSISTANT	D12	DPAAII
PLANT&PUMP STATION SUPERVISOR	D17	DPEA
PLUMBING INSPECTOR	D15	DMEA
POLICE CAPTAIN	D21	DPAAII
POLICE CHIEF	D25	non-union
POLICE COMMUNICATIONS SUPERVISOR	D17	DPAAII
POLICE CUSTODIAN	D07	DPA
POLICE DEPUTY COMMUNICATIONS SUPERVISOR	D15	DPAAII
POLICE DISPATCHER I	D11	DPA
POLICE DISPATCHER II	D13	DPA
POLICE LIEUTENANT	D20	DPAAII
POLICE OFFICER I	D14	DPA
POLICE OFFICER II	D16	DPA
POLICE PREVENTION COORDINATOR	D17	DPAAII
POLICE PREVENTION PROGRAMMER	D12	DPA
POLICE PROSECUTOR	D19	DPAAII
POLICE RECORDS SUPERVISOR	D15	DPAAII
POLICE SECRETARY I	D09	DPA
POLICE SECRETARY II	D10	DPA
POLICE SERGEANT	D18	DPAAII
POLICE SOCIAL WORK UNIT SUPERVISOR	D17	DPAAII
POLICE SOCIAL WORKER	D15	DPA
POLICE SYSTEMS IT TECHNICIAN	D13	DPAAII
POLICE VICTIM-WITNESS ADVOCATE	D15	DPA
PROJECT MANAGER	D19	DPEA
PUBLIC WELFARE TECHNICIAN I	D13	DMEA
PUBLIC WELFARE TECHNICIAN II	D14	DMEA
PUBLIC WELFARE TECHNICIAN III	D15	DMEA
PUBLIC WORKS SUPERVISOR	D17	DPEA
PUMP STATION OPERATOR I	D11	AFSCME
PUMP STATION OPERATOR II	D13	AFSCME
PUMP STATION OPERATOR III	D15	DPEA
PURCHASING AGENT	D19	DMEA



FY2026 Dover Classification Plan

Classification Title	Pay Plan Grade	Union
RECREATION PROGRAM ASSOCIATE I	D04	non-union
RECREATION PROGRAM ASSOCIATE II	D05	non-union
RECREATION PROGRAM ASSOCIATE III	D06	non-union
RECREATION PROGRAM SPECIALIST I	D07	non-union
RECREATION PROGRAM SPECIALIST II	D08	non-union
RECREATION PROGRAM SPECIALIST III	D09	non-union
RECREATION PROGRAM SPECIALIST IV	D10	non-union
RECREATION PROGRAM SUPERVISOR	D13	DPEA
SEASONAL MAINTENANCE WORKER I	D05	non-union
SEASONAL MAINTENANCE WORKER II	D06	non-union
SEASONAL MAINTENANCE WORKER III	D07	non-union
SECRETARY I	D09	DMEA
SECRETARY II	D10	DMEA
SOLID WASTE ASSISTANT	D12	AFSCME
SOLID WASTE COORDINATOR	D17	DPEA
SUPERINTENDENT OF FACILITIES, GROUNDS & CEMETERIES	D20	DPEA
SUPERINTENDENT OF PUBLIC WORKS	D20	DPEA
SUPERINTENDENT OF UTILITIES	D20	DPEA
SPECIALIZED HEAVY EQUIPMENT MECHANIC	D14	AFSCME
TAX ASSESSING DATA TECHNICIAN	D11	DMEA
TEEN CENTER COUNSELOR	D17	DPA
TELEVISION BROADCAST OPERATOR	D01	non-union
TRUCK DRIVER	D10	AFSCME
UTILITIES SYSTEM SUPERVISOR	D17	DPEA
WORKING FOREMAN	D16	DPEA
WWTP LAB TECHNICIAN	D13	DPEA
WWTP LAB/INDUSTRIAL PRETREATMENT COORDINATOR	D16	DPEA
WWTP SUPERVISOR	D19	DPEA
WWTP/ WTP OPERATOR I	D14	AFSCME
WWTP/WTP CHIEF OPERATOR	D17	DPEA
WWTP/WTP OPERATOR II	D16	AFSCME



CITY OF DOVER, NEW HAMPSHIRE

Supplemental Position Description

Position: Deputy City Engineer	Position Control No: XXX-XX-XXX
Classification-Series: Deputy City Engineer	FLSA Status: Exempt, Full-time 40 hrs/wk
Occupational Grouping: Professional & Managerial Services	Union – Grade: DPEA – Grade D20
Organizational Unit: Community Services Department	Primary Job Location: 271 Mast Road, Dover, NH

JOB SUMMARY: Performs routine and complex managerial, administrative, technical, and professional work in coordinating civil engineering projects generally related to the design, planning, data collection, procurement, and construction work for capital projects.

ACCOUNTABILITY: Works closely with and under the general direction of the City Engineer and Director of Community Services. Work requires considerable independent judgment and resourcefulness in determining work assignment priorities in coordination with City Engineer. Work is evaluated through regular meetings with City Engineer, regular inspection of projects, and in terms of overall effectiveness and economy of operations. Must be able to work under minimum supervision. Consults with City Engineer to establish project priorities, review objectives, and provide professional recommendations to the City Engineer and Director of Community Services.

SUPERVISION EXERCISED: Provides direct supervision of the Assistant City Engineer and general supervision, or oversight to Community Services staff including administrative staff, engineering technician, and engineering interns engaged in professional, paraprofessional and technical engineering functions; reviews work of consultants(s) and/or contractor(s) in progress and upon completion for conformance with instructions, timeliness, technical adequacy, and compliance with regulatory requirements. Serves as primary point of contact for assigned project. Assigns tasks to engineering interns, operations staff, and engineering technician to support capital projects.

TYPICAL EQUIPMENT USED: Computer; telephone/mobile phone; calculator; Computer Aided Design (CAD) Software; Bluebeam or other equivalent PDF reader/writer; Arc GIS software; Asset Management Software (Vueworks or equivalent); online permitting portal software; Microsoft Office; engineering scale; copy machine; plotter; shovel; hard hat; high visibility vest; steel toe boots; measuring wheel; pavement marking paint; GPS unit; motor vehicle.

TYPICAL WORK ENVIRONMENT: Inside: 70% Outside: 30%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

- 1) May serve as the City's primary Project Manager for Engineering related capital projects including but not necessarily limited to the following:
 - a. Annual Street Pavement Program
 - b. Annual Sidewalk Improvements Program
 - c. Signalized Intersection Management Program
 - d. Street Reconstruction Projects
 - e. Sewer connection and septic permit review coordinator
 - f. Utility Reconstruction Projects
 - g. Recreation Projects

- 2) Serves and actively participates, as the City's representative for the following organizations:
 - a. City of Dover TAC
 - b. Alternate to SRPC TAC
 - c. DUC and Abatement Review Team
 - d. May attend other organizations or committees as required to support the goals of the Department or in place of other Community Services staff.
- 3) Performs, or directs staff to perform, the following tasks as required to support ongoing capital projects, annual regulatory compliance reporting, and day to day Community Services operations:
 - a. Oversee the design and preparation of project documents (studies, plans, specifications, and opinions of costs) for various transportation or utility capital projects.
 - b. Research records, maps and other data to obtain such typical engineering data such as location of sewer stubs, water mains, drainage, hydrants, zoning district designations or special property assessments.
 - c. Assist in the preparation and maintenance of sanitary sewer, water, stormwater, street system maps, data bases, as-built, and other comprehensive engineering and infrastructure records and plans.
 - d. Assist in the selection and prioritization of projects for the annual Capital Improvement Project program. Tasks include developing opinions of cost, project descriptions, and supporting documentation on each project.
 - e. Attend and host meetings with the design consultants and contractors.
 - f. Maintain budget tracking spreadsheets for adherence to Council approved budgets
 - g. Wet weather inspections and clearing of drainage catch basin grates, if required.
 - h. Coordinate with abutters to obtain tree waivers, temporary easements, and permanent easements to complete the project
 - i. Coordinate with Media Services, including preparing documents for public outreach, to provide project updates
 - j. Coordinate with City Attorney's office for various project related correspondences.
 - k. Coordinate submittals, and Request for Information, as needed
 - l. Draft and calculate field notes to document quantities, alignment, grade and locations according to project plans or to document monthly and final progress estimates.
 - m. Prepare routine, cyclical and special records and reports of all activities, hours worked, and projects.
 - n. Prepare or review consultant construction cost estimates by calculating dimensions, profile specifications, and quantities of materials. Cost estimation preparation requires general knowledge of engineering principals and current market conditions for the construction industry.
 - o. Coordinate with the Finance Department on the development of Request for Proposals, Qualifications, or Bids.
 - p. Review proposals, qualifications, and construction bids and prepare recommendation to award based on lowest responsible bids, competency of vendors and consultants, and the selection criteria.
 - q. Lead Project Manager for the design and construction of transportation or utility important capital construction projects. Duties in this capacity include the review and comment on all project invoices to ensure conformance with approved City Council budget allocations.
 - r. Observe construction sites to determine conformance of sites to design specifications and to ensure that construction meet City minimum standards and project specifications.
 - s. Perform a variety of office related functions, including preparing permits, correspondence, maps, presentation materials, brochures, reducing field notes, printing materials, answering phones, and responding to inquiries from contractors, developers, property owners, staff, and the general public.
 - t. Prepare federal and state grant applications involving public works engineering; meet with and exchanges correspondence with federal, state and other municipal personnel.
 - u. Develop and maintain effective working relationships with public and private organizations, elected and appointed officials, City department heads, City employees, consultants, and the general public.
 - v. Familiar with and executes safe work procedures associated with assigned work.
 - w. Review and provide comments for private development projects (plans, specs, reports, studies, etc.) for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
 - x. Review and provide comment on proposed regulations from various regulatory agencies (NHDES, EPA, etc.)

- y. Review applications for utility permits, street use permits, franchise utility permits, etc. Issue routine permits.
- z. Prepare traffic, utility and other studies and reports.
- aa. May assume duties and responsibilities of City Engineer, Environmental Project Manager, or Engineering Technician, when necessary.
- bb. Familiar with and executes safe work procedures associated with assigned work.
- cc. Review, evaluate, and respond to public comments received through the City's Service Call platform and assigned to Engineering. Evaluation of comments may require field visits.
- dd. Draft standard operating procedures as assigned by the City Engineer for approval by Community Service Division Heads.
- ee. Perform other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -Up to 10 lbs.: Frequently required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Occasionally required. -Over 50 lbs.: Rarely required CARRY: -Up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Rarely required. -Over 50 lbs.: Not required. REACH: -Above shoulder height: Rarely required. -At shoulder height: Occasionally required. -Below shoulder height: Occasionally required.	PUSH/PULL: Frequently required. TWISTING: Rarely required. BENDING: Rarely required. CRAWLING: Rarely required. SQUATTING: Rarely required. KNEELING: Frequently required. CROUCHING: Frequently required. CLIMBING: Occasionally required. BALANCING: Occasionally required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Rarely required. FINGERING: Frequently required.
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

CONSECUTIVE HOURS: Sit: 4 hours Stand: 4 hours Walk: 2 hours	TOTAL HOURS: Sit: 4 hours Stand: 4 hours Walk: 2 hours
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COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Not necessary for communicating with others provided that standard accommodations are provided. HEARING: Not necessary for receiving instructions and information provided that standard accommodations are provided. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Sense of smell may be needed to detect noxious odors, substances, detecting fumes, gasses. and leaks.

TYPICAL WORK SURFACE(S): Standard office desk and chair drafting and work tables; asphalt, dirt and landscaped surfaces; uneven/unstabilized/active construction sites; cement, carpet and tile floors.

TYPICAL CONTROLS & EQUIPMENT: Computer; telephone/mobile phone; calculator; Computer Aided Design (CAD) Software; Bluebeam or other equivalent PDF reader/writer; Arc GIS software; Microsoft Office; engineering scale; copy machine; plotter; shovel; hard hat; high visibility vest; steel toe boots; measuring wheel; pavement marking paint; GPS unit; motor vehicle.

SUMMARY OF OCCUPATIONAL EXPOSURES: Exposure to outside environment including sunlight, extreme temperature (hot/cold), wind and rain; work may be near moving or mechanical parts, electrical equipment, and on or around heavy construction equipment. May be exposed to live traffic, sewer gas, fumes, fuels, paints, solvents, airborne particles, construction equipment, open trenches, dust, soot, poisonous insects and plants.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Thorough knowledge of the principles of civil engineering particularly as applied to the design and construction of highways, drainage, water, sewer and other public works facilities. Considerable knowledge of modern construction and maintenance techniques and materials; knowledge of green infrastructure storm water practices including design, performance and regulation; ability to set up and solve complicated engineering problems; ability to conduct engineering research work and to write technical reports; ability to communicate effectively both verbally and in writing; ability to establish and maintain effective working relationship with employees, city, state, and federal officials, consultants and contractors; ability to multi-task and have flexibility in arranging daily schedule.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Bachelor's degree with major course work in Civil Engineering, plus 10-15 years progressively responsible experience in the practice of civil engineering; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities including project management. Must possess valid motor vehicle operator's license. Professional Engineer Licensure in NH required (Civil or Environmental Engineering). Preference may be given for Local Public Agency (LPA) Certification for managing and overseeing federal aid for transportation related project. The applicant will be required to obtain certification as an LPA within six months after hire. Valid motor vehicle operator license required.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

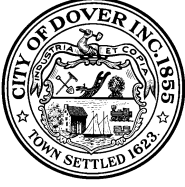
☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 4 years.
☐ 3. 30-90 days.	☐ 8. 4-10 years.
☐ 4. 91-180 days.	☒ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: There are overlaps in professional functions in this department because many duties and functions in the Engineering Department are very integrated and shared by the professional staff. Applicants with supervisory experience is preferred but not required.

Classification Established: 05/20/2024

Job Description Developed: 05/20/2024

Reviewed/revised: 10/18/2024



CITY OF DOVER, NEW HAMPSHIRE **Supplemental Position Description**

Position: Diesel Mechanic	Position Control No: XX-XXX-XX
Classification-Series: Specialized Heavy Equipment Mechanic	FLSA Status: Non-Exempt, Regular, FT 40 hrs/wk
Occupational Grouping: Labor & Trade Services	Union - Grade: AFSCME – Grade D14
Organizational Unit: Community Services Department	Primary Job Location: Public Works, Mast Road

JOB SUMMARY: Perform Highly skilled mechanical work in the repair and maintenance of gasoline and diesel-powered vehicles and heavy equipment.

ACCOUNTABILITY: Works under the general supervision of the Fleet Supervisor who assigns work. Employees of this class use extensive independent judgment regarding procedures and methods. Work is reviewed to assure conformance with instructions and maintenance standards.

SUPERVISION EXERCISED: None.

TYPICAL EQUIPMENT USED: Computer; computer tablet; telephone; calculator; personal protective equipment, various hand and power tools; analog and digital diagnostic/measuring devices; electronic, mechanical and hydraulic equipment; jacks, lifts and hoists; lathe and presses; welding and body repair equipment; two-way radio and pager; passenger and commercial motor vehicles; heavy equipment.

TYPICAL WORK ENVIRONMENT: Inside: 90% Outside: 10%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Overhauls, adjusts, maintains and repairs motor driven equipment such as automobiles, trucks, graders, tractors, sweepers, loaders and related mechanical equipment; installs or builds special accessory equipment and attachments.
2. Performs major repairs by disassembling, replacing worn or broken parts, assembling and adjusting gasoline and diesel engines, clutches, transmissions, drive trains, rear and front ends, suspension systems, electrical and ignition systems, brakes, hydraulic and pneumatic equipment, cooling systems, exhaust and pollution control devices and accessory power equipment.
3. Uses computer for diagnoses or trouble-shooting of fault codes on any piece of equipment with internal computer-based controls.
4. Performs minor and major tune up of electrical and fuel systems, using appropriate test and repair equipment and tools.
5. Make emergency repairs of equipment at job sites or equipment location, as required.
6. Weld and modify equipment and fabricate parts and devices as necessary or as directed. Fabricate and install special equipment for other city departments.
7. Installs lights, light brackets, mirrors and other accessories; install and replace snowplowing and sanding equipment.
8. Maintains digital Fleet Maintenance records by timely submitting repair information upon completion of a job.

9. Operates vehicles and equipment as necessary to ensure it is properly functioning.
10. May perform regularly scheduled maintenance on vehicles such as oil changes, grease and lubrication, tire changes and other service maintenance as required.
11. May occasionally repair small engines.
12. Maintains availability when requested to meet emergency situations.
13. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
14. Maintains familiarity with and executes safe work procedures associated with assigned work.
15. Maintains accurate computerized work logs, repair orders and maintenance records.
16. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Occasionally required. CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Occasionally required. REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Occasionally required.	PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Rarely required. SQUATTING: Rarely required. KNEELING: Occasionally required. CROUCHING: Occasionally required. CLIMBING: Occasionally required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

CONSECUTIVE HOURS: Sit: 1 hours Stand: 2 hour Walk: 1 hour	TOTAL HOURS: Sit: 2 hours Stand: 5 hour Walk: 1 hour
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COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Necessary for detecting noxious odors and leaks.
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TYPICAL WORK SURFACE(S): Service counter; work benches; tables; tile and concrete floors; ladders, stairs and scaffolding, outside surfaces including flat, sloped and uneven ground; within operator cabs, engine compartments; under and on trucks and heavy equipment/machinery.

TYPICAL CONTROLS & EQUIPMENT: Key board/pad; computer mouse; computer tablet; electronic, mechanical, hydraulic controls; radio/pager; motor vehicle.

SUMMARY OF OCCUPATIONAL EXPOSURES: Some exposure to outside environment including sunlight, extreme temperature (hot/cold), wind and rain; work is near moving or mechanical parts and on or around heavy equipment. Exposed to fumes, airborne particles, fuel, solvents, lubricants, and toxic or caustic chemicals.

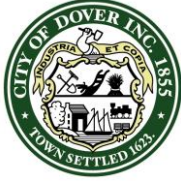
KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Thorough knowledge of standard practices, methods, materials, tool and equipment used in the maintenance and repair of heavy-duty gasoline and diesel engines/equipment. Thorough knowledge of heavy truck/equipment SCR/DPF systems, Thorough knowledge of heavy truck/equipment wiring systems, Thorough knowledge of current diesel high pressure fuel systems. Thorough knowledge of hydraulic systems, electrical systems, accessory power equipment, and welding and metal fabrication. Skill in the use of mechanic's tools, materials and equipment. Ability to follow detailed oral and written instructions, technical manuals, diagrams and electrical schematics. Ability to diagnose mechanical and electrical defects and determine parts and adjustments necessary for repair. Ability to advise equipment operator on technical and mechanical difficulties. Ability to maintain computerized work order system. Ability to perform strenuous physical labor indoors and outdoors in occasionally adverse and varying weather and climatic conditions.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High School diploma or equivalent. Seven (7) years' experience in the repair of heavy-duty gas and diesel engines/heavy equipment. Extensive training in SCR/DPF emissions systems, welding, electrical and fuel systems. Valid CDL-B with air brake and tanker endorsement. ASE Light/Heavy certification and NH Vehicle Inspection licenses. Diesel aftertreatment certificate.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 4 years.
☐ 3. 30-90 days.	☒ 8. 4-10 years.
☐ 4. 91-180 days.	☐ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.06.11 - 92**

Resolution Re: Authorization to Purchase Licensing from CDW Government, LLC via OMNIA

WHEREAS: The City of Dover is a member of OMNIA Partners, a group purchasing organization that offers procurement solutions and contracts for State and Local Governments. OMNIA has 90,000 parent agencies throughout the United States and, therefore, may purchase utilizing any of their cooperative purchasing agreements. In November of 2023, OMNIA solicited RFP#2024056 for Information Technology Solutions Products and Services which included software, equipment, accessories and supplies; and

WHEREAS: July 2, 2024, OMNIA awarded contract #2024056-01 to CDW Government LLC, Vernon Hills, IL. The City wishes to purchase additional services from existing managed security provider to include ingestion of firewall activity and extended log file retention, in the amount of \$27,243.77; 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 CDW Government for managed security provider additional services in the amount, not to exceed, \$27,243.77. 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
6100.1.550.49200.4341	Technical Services	141,618.34	27,243.77

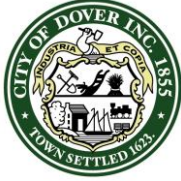
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.06.11 - 92**

Resolution Re: Authorization to Purchase Licensing from CDW
Government, LLC via OMNIA

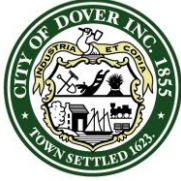
DOCUMENT HISTORY:

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.A.3.

Resolution Number: **R – 2025.06.11 - 92**

Resolution Re: Authorization to Purchase Licensing from CDW
Government, LLC via OMNIA

RESOLUTION BACKGROUND MATERIAL:

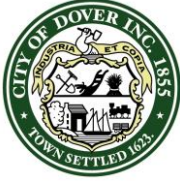
The City of Dover approved Award of Bid resolution R – 2024.01.10 - Cybersecurity Services in Fiscal Year 2024 as part of an ARPA-funded cybersecurity improvement project. At time of purchase, ingestion of third-party firewall logging and extended log file retention were not available in the government cloud tenant space. As these services are now available, the City of Dover has the option to add these services to strengthen its Security Information and Event Management (SIEM) capabilities. These costs were anticipated and are funded in the current fiscal year DoverNet / Office of Information Technology budget.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	n/a	Number of Responses:	n/a
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	Until Delivered	Estimated Delivery:	60 days
Recommended Award to:	CDW Government	Fund:	DoverNet Fund
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2025.06.11 - 93**

Resolution Re: Authorization to Purchase Exchange Servers via NASPO

WHEREAS: The City of Dover is a member of the National Association of State Procurement Officials (NASPO) who is a non-profit association for governments for procurement solutions for over 75 years. NASPO is comprised of central purchasing offices in each of the 50 states, the District of Columbia, and the territories of the United States and, therefore, may purchase utilizing any of their cooperative purchasing agreements; and

WHEREAS: In April, 2021, the State of Arizona solicited RFP BPM002338 for Software Value-Added Reseller (VAR) and in April, 2022 awarded contract CTR060028 to SHI International Corp, Vernon Hills, IL. The City wishes to purchase mail server licensing with added archival and information protection capabilities along with upgrade protection through May 2028, in the amount of \$91,964.56; 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 SHI International Corporation for mail server licensing in the amount, not to exceed, \$91,964.56. 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.

Account	Description	Appropriation	Balance
6100.1.550.49200.4745.09100.23	Technical Services	358,000.00	37,462.19
6100.1.550.49200.4745.09100.24	Computers & Communications	243,529.45	54,502.37

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

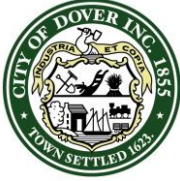
Approved as to Legal: Jennifer R. Perez
Form and Compliance: Acting City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

Document Created by: Purchasing
Document Posted on: June 6, 2025

R-2025.06.11 Authorization to Purchase Exchange
Services via NASPO
Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2025.06.11 - 93**

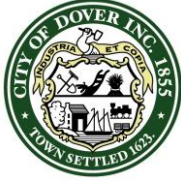
Resolution Re: Authorization to Purchase Exchange Servers via NASPO

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2025.06.11 - 93**

Resolution Re: Authorization to Purchase Exchange Servers via NASPO

RESOLUTION BACKGROUND MATERIAL:

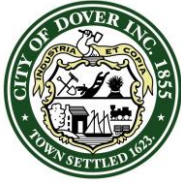
The City of Dover is requesting purchase of a long-term agreement for mail server licensing that allows for installation, operation and support of current release of mail application through May 2028. This will allow the City of Dover continued cost savings with its current mail server architecture. This purchase also includes enhanced licensing to support added e-mail archiving and information protection functionality.

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:	immediate
Recommended Award to:	SHI International	Fund:	DoverNet Fund
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2025.06.11 - 94**

Resolution Re: B25068 Catch Basin Cleaning Services

WHEREAS: A Sealed Request for Bid #B25068 was solicited and received on May 22, 2025 at 2:00 PM for Catch Basin Cleaning Services of approximately 1,696 catch basins in the South end of the City for work to begin after July 1, 2025 and completed no later than December 31, 2025; and

WHEREAS: Four (4) bid response were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. It is the recommendation by the Community Services Department, to award to Triton Storm Water, Harrisville, Rhode Island, at the rate of \$63.00 per basin for a total projected amount of \$106,848.00; 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 Triton Storm Water for Catch Basin Cleaning Services, Harrisville, Rhode Island, given the rates provided in conjunction with Bid #B25068 in the projected amount not to exceed \$106,848.00. 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	FY 26 Appropriation	Balance
1000.1.300.43155.4443.00000.00	Stormwater Rental of Equip.	146,300.00	146,300.00

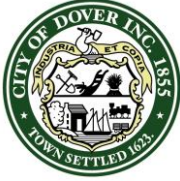
AUTHORIZATION

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 Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2025.06.11 - 94**

Resolution Re: B25068 Catch Basin Cleaning Services

DOCUMENT HISTORY:

First Reading Date:

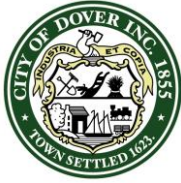
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2025.06.11 - 94**

Resolution Re: B25068 Catch Basin Cleaning Services

RESOLUTION BACKGROUND MATERIAL:

The City of Dover, NH has approximately 4959 catch basins in its storm water drainage system. The catch basins are divided into two sections of the city, a north end and a south end. The Community Services Department is responsible for the operation and maintenance of approximately 1,569 basins in the north end of the storm water system and 1,696 basins in the south end of the storm water system. Some of the catch basins are inaccessible via truck-mounted cleaning equipment, thus they are not included for bidding estimates. The City traditionally tackles roughly ½ of the total basins each year. Last year the City cleaned 1,531 in the north end of the city. This year's request for proposal was for approximately 1,696 basins in the south end of the city.

The City intends to identify a qualified vendor to remove all water and debris from approximately 1,696 catch basins in the south end of city while providing a basic condition assessment for each basin cleaned.

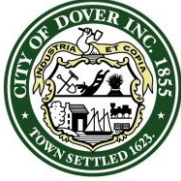
Attachment C is a map of the storm water system in the north end and indicates which structures are to be cleaned the summer of 2025. The successful vendor will be allowed to leave their equipment at the Dover Public Works Facility on Mast Road to help facilitate timely, daily operational activities, if they wish. The vendor selected will be responsible for transporting catch basin debris to the City of Dover Waste Water Treatment Plant 484 Middle Rd in Dover for proper disposal. All cleaning work is to be completed no later than December 31, 2025.

A Community Services Department employee will be assigned to the selected vendor for coordination and inspection of basins to ensure compliance with the city of Dover MS4 requirements. The City will provide the vendor with a location map. City staff will be notified immediately by the Vendor if a basin is found with a silt bag in it.

Community Services Department is making this recommendation to award Triton Storm Water, as they were the lowest bidder.

Award Information:

A purchase order will be issued to Triton Storm Water to authorize expenditures as outlined in this resolution.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

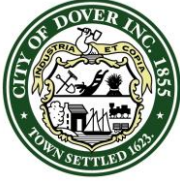
Resolution Number: **R – 2025.06.11 - 94**

Resolution Re: B25068 Catch Basin Cleaning Services

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	95	Number of Responses:	4
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	N/A	Contract:	Yes
Prices will hold for:	December 31, 2025	Estimated Delivery:	As needed, after July 1, 2025
Recommended Award to:	Triton Storm Water	Fund:	Operating
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.

[B25068 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2025.06.11 - 95**

Resolution Re: B25071 Bituminous Concrete (Asphalt) Picked Up

WHEREAS: A sealed Request for Bid #B25071 was requested and received for Bituminous Concrete (Asphalt) Picked up on June 3, 2025 at 2:00 p.m.; and

WHEREAS: The City requested pricing on four separate material items that include 1" Base, ¾" Binder, ½" Wearing and 3/8" Wearing. All materials will be picked up by City personnel or by City authorized contractors at the vendor's location on an as needed basis; and

WHEREAS: The City received only one response, which was reviewed for necessary qualifications, experience, costs, and plant location in proximity to Dover, NH. It is the recommendation to accept Brox Industries, Inc. of Dracut, MA for bituminous concrete (asphalt) to be picked up on an "as needed" basis for 1", ¾", ½" and 3/8" at \$75.50/ton to in Rochester, NH; and,

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

The Purchasing Agent is hereby authorized to issue purchase orders to Brox Industries, Inc. of Dracut, MA for the purchase of bituminous concrete (asphalt) to be picked up on an "as needed" basis. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	FY26 Appropriation	Balance
1000.1.300.43121.4715.00000.00	Streets - Land Improvement	2,258,000.00	2,258,000.00

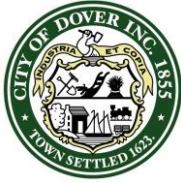
AUTHORIZATION

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.6.

Resolution Number: **R – 2025.06.11 - 95**

Resolution Re: B25071 Bituminous Concrete (Asphalt) Picked Up

DOCUMENT HISTORY:

First Reading Date:

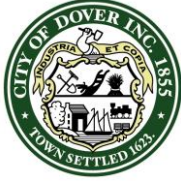
Public Hearing Date:

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.6.

Resolution Number: **R – 2025.06.11 - 95**

Resolution Re: B25071 Bituminous Concrete (Asphalt) Picked Up

RESOLUTION BACKGROUND MATERIAL:

The City goes through an annual bid process for hot-mix bituminous asphalt that staff can pick up on an as-needed, per-project basis. There are various needs for hot-mix asphalt such as water main breaks, roadway repairs, sidewalk rehabilitation, etc. While only 1 bid received, Brox has repeatedly been the City's selected vendor as they operate and maintain a hot-mix asphalt plant off Rochester Neck Road in Rochester. The close proximity is beneficial for the City.

The bituminous concrete must meet the most current NHDOT Standard Specifications for road construction. The total estimated annual quantity on all items for FY2025/2026 is projected to be 3,000 tons at an avg of \$75.50 per ton or \$226,500.00. Last year's bid price was \$74.50 per ton, so there is only a \$1.00 per ton price increase, or 1.3%.

Bid Information:

A sealed Request for bid #B25071 was requested and received for Bituminous Concrete (Asphalt) to be picked up on an as-needed basis on June 3, 2025 at 2:00 p.m.

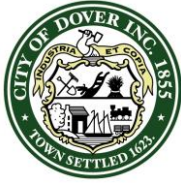
Award Information:

A purchase order will be issued to Brox Industries, Inc. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	148	Number of Responses:	1
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	6/30/2026	Estimated Delivery:	As needed
Recommended Award to:	Brox Industries, Inc.	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B25071 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2025.06.11 – 96**

Resolution Re: Dover Sand Recovery Additional Permitting Support and
Soils Management Plan

WHEREAS: After going through a request for proposal in 1999, GeoInsight, Inc. of Londonderry NH was hired to provide professional consulting services relative to the Cocheco River Dredge Cell project; and

WHEREAS: Several resolutions have been approved by City Council through the years allowing continued services from GeoInsight, Inc. for the ever changing and expanding scope of work including the completion of the lengthy permitting application process; and

WHEREAS: GeoInsight, Inc. was purchased by Verdantas LLC in 2020 and is offering additional engineering services for continued permitting support and soils management plan for the planned final filling and closure of the Dover Landing Dredge/Cocheco River maintenance Dredge Cell in the amount of \$51,050.00; and

WHEREAS: Per Dover Purchasing Code: 5-28b Formal Bidding may be waived by majority vote of the city Council which may be done at the time of making the award.; 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 revision to Verdantas LLC of Wilmington DE in the amount of \$51,0500 for additional engineering services related to Dover Landing Dredge/Cocheco River maintenance Dredge Cell. 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
4325.1.300.43230.4757.03190.22	Cocheco Dredge Cell Closure	3,300,000.00	2,494,281.00

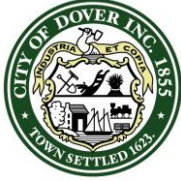
AUTHORIZATION

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 Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2025.06.11 – 96**

Resolution Re: Dover Sand Recovery Additional Permitting Support and
Soils Management Plan

DOCUMENT HISTORY:

First Reading Date:

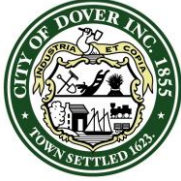
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2025.06.11 – 96**

Resolution Re: Dover Sand Recovery Additional Permitting Support and
Soils Management Plan

RESOLUTION BACKGROUND MATERIAL:

GeoInsight, Inc. is the engineering firm that designed and provided oversight during the construction and operation of the dredge facility. The City is requesting Verdantas LLC (firm that purchased GeoInsight) to provide the engineering oversight of the disposal of the urban soils and complete the design of the final cap and closure of the facility. Due to the excessive volume of material intended for the dredge cell facility, the City sought an Alteration of Terrain Permit from NH Department of Environmental Services to allow non-hazardous soil/fill to extend outside of the “cap-limits” of the dredge cell facility, and extend over the footprint of the adjacent Maglaras Park ballfields. The ballfields have remained out-of-service due to abutting construction activities.

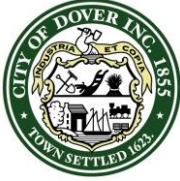
Most recently, the City received an additional scope of work in the amount of \$51,050.00. The engineering services to be provided are for development of a NH DES-mandated Soil Management Plan, which includes sampling and testing of soils/fill to ensure they meet the non-hazardous classification to extend beyond the footprint of the dredge cell. Upon approving proposed scope of work with Verdantas, a Soil Management Plan will be submitted to NH DES and soil/fill can start being moved to begin the dredge cell closure process. More than 50% of the proposed costs are related to NH DES-required sampling, testing and laboratory costs.

As the Dredge Cell moves toward closure, there is a pending FY27 CIP Project for “Park Improvements – Maglaras” such that the fields can be reconstructed and rehabilitated as the adjacent Dredge Cell gets closed and a new parking lot is installed.

Task 1	Initial Waiver Application	5,000.00
Task 2	Sampling, Testing & Laboratory Costs	27,950.00
Task 3	PBN Permitting	5,500.00
Task 4	Waterfront Development Soils Management Plan	8,100.00
Task 5	Project coordination, meetings, and management	4,500.00
	Total	51,050.00

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	As needed
Recommended Award to:	Verdantas LLC	Fund:	Cocheco Dredge Cell
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2025.06.11 - 97**

Resolution Re: Authorization to Apply and Accept the NHDES Clean Diesel Grant for Replacement of 2000 Loader

WHEREAS: The City has received notice from the New Hampshire Clean Diesel Grant Program and the State of New Hampshire Department of Environmental Services of the opportunity of a \$33,225 reimbursement grant for the purpose of replacing of 2000 John Deere 544H Loader #124 with a 2025 JCB loader; and

WHEREAS: This federal pass-through assistance grant requires a 75% city match which is reflected in the FY26 CIP and is contingent upon Governor and Council Approval; and

WHEREAS: The NHDES Clean Diesel Grant requires the city to acknowledge and accept awarded funds by June 12, 2025; and

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

The City Manager is authorized to apply for and accept grant funds allocated to the City of Dover on behalf of the New Hampshire Department of Environmental Services, Clean Diesel Grant Program. The City Council, in a majority vote, accepts the terms and requirements of the Grant, and authorizes the City Manager to sign all necessary paperwork for the grant as well as contract(s) with a vendor, consistent with the authority herein.

AUTHORIZATION

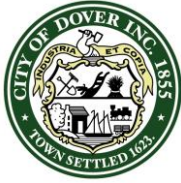
Approved as to Funding:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2025.06.11 - 97**

Resolution Re: Authorization to Apply and Accept the NHDES Clean Diesel Grant for Replacement of 2000 Loader

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

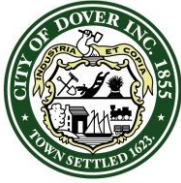
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor S. April Richer, Ward 1		
Councilor Robert Warach, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		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

RESOLUTION BACKGROUND MATERIAL:

The City of Dover has applied for and received notice of award of a \$33,225 reimbursement grant through the NH Clean Diesel Grant Program managed by the New Hampshire Department of Environmental Services, Air Resources Division (NHDES). This program aims to reduce emissions from diesel engines. This program is funded through the United States Environmental Protection Agency (EPA) through the Diesel Emissions Reduction Act (DERA). Grant opportunities are locally managed by the Technical Services Bureau within the State of New Hampshire Department of Environmental Services, Air Resources Division. More information about the NHCDGP program can be found at this link:

<https://www.des.nh.gov/business-and-community/loans-and-grants/dera>

The purpose of the grant referenced in this resolution is to be used towards the replacement of the 2000 John Deere 544H loader with a 2025 JCB 409 loader.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2025.06.11 - 98**

Resolution Re: B25069 PFAS Fire Department Uniform and Clothing

WHEREAS: A Sealed Request for Bid #B25069 was solicited and received on May 14, 2025 at 2:00 PM for PFAS Fire Department Uniform and Clothing; and

WHEREAS: Three (3) bid response were received and reviewed for necessary qualifications and the ability to comply with requirements outlined in the bid regarding relative to PFAS free uniforms and clothing. It is the recommendation by the Fire Department to award to both Galls, Lexington, KY and Forward Merch, LLC, Dover, NH per rates outlined in B25069; 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 Galls and Forward Merch, depending upon the need, given the rates provided in conjunction with Bid #B25069. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.220.42220.4615.00000.00	F&R Suppression - Clothing	133,391.00	61,505.61

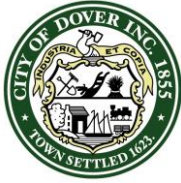
AUTHORIZATION

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.9.

Resolution Number: **R – 2025.06.11 - 98**

Resolution Re: B25069 PFAS Fire Department Uniform and Clothing

DOCUMENT HISTORY:

First Reading Date:

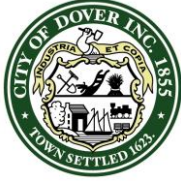
Public Hearing Date:

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.9.

Resolution Number: **R – 2025.06.11 - 98**

Resolution Re: B25069 PFAS Fire Department Uniform and Clothing

RESOLUTION BACKGROUND MATERIAL:

In August of 2024, NH HB 1352 was signed in to law (RSA 154:8) by the Governor to enhance the safety of firefighters by regulating the presence of perfluoroalkyl and polyfluoroalkyl substances (PFAS chemicals) in their personal protective equipment.

Starting January 1, 2025, fire departments will not be allowed to purchase firefighting station wear containing intentionally added PFAS or non-polymeric fire-resistive chemicals, and from July 1, 2025, they will not be allowed to wear such station wear.

Vendors are required to provide manufacturer's documentation confirming that items provided will meet the PFAS free standard.

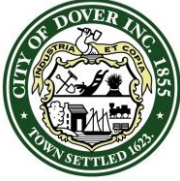
Award Information:

A purchase order will be issued to both Galls and Forward Merch to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	165	Number of Responses:	3
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	N/A	Contract:	Yes
Prices will hold for:	One years	Estimated Delivery:	As needed, after July 1, 2025
Recommended Award to:	Gall and Forward Merch	Fund:	Fire
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.

[B25069 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2025.06.11 - 99**

Resolution Re: Authorization to Purchase One (1) Ford F150 4 x 4 Regular Cab

WHEREAS: A sealed Request for Bid #2957-25 was solicited and received by the State of New Hampshire in September 2024 for pricing of various 2025 model year vehicles. Contracts were awarded to several vendors, including Grappone Ford, for several different types of vehicles for 2025; and

WHEREAS: Grappone Ford was awarded a 2025 Ford F150 4 x 4 Regular Cab short bed per State of NH Contract 80035670. The City would like to purchase, and Grappone has offered state discounts and incentives for, a 2025 Ford 150 4 x 4 long bed, in the amount of \$40,762.00; 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 Grappone Ford, of Bow NH for the purchase of One (1) 2025 Ford 150 4 x 4 in the amount of \$40,762.00. 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
6310.1.550.49200.4742.00000.00	Fleet Maintenance - Light Vehicles	101,455.12	43,629.06

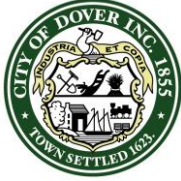
AUTHORIZATION

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 Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2025.06.11 - 99**

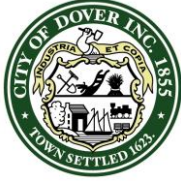
Resolution Re: Authorization to Purchase One (1) Ford F150 4 x 4 Regular Cab

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.10.

Resolution Number: **R – 2025.06.11 - 99**

Resolution Re: Authorization to Purchase One (1) Ford F150 4 x 4 Regular Cab

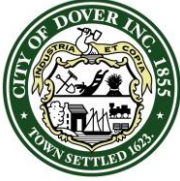
RESOLUTION BACKGROUND MATERIAL:

A sealed Request for Bid #2957-25 was solicited and received by the State of New Hampshire in August 2024 for pricing of various 2025 model year vehicles. Contracts were awarded to nine vendors for several vehicles for the period of one year, including Grappone Ford.

Community Services plans to deploy the 2025 Ford 150 4 x 4 for use at the Recycling Center and to support Solid Waste related functions. The FY26 pending Operations Budget included a new Maintenance Specialist position at the Recycling Center. The position was intended to help provide better coverage and service at the Center, but also to help respond to trash or illegal dumping complaints. Solid Waste & Recycling have been down a vehicle since 2019, when they transferred a 1-ton, rack-body style truck with plow to Recreation. Recreation needed a replacement vehicle to help plow parking lots at the Ice Arena and Indoor Pool. The proposed F-150 will have a plain body, and can be deployed to collect improperly disposed items. A couple of options are being added above the State Bid baseline pricing, which are wheel-well liners and mudflaps.

Purchasing Information:

Type:	Purchase Order	Advertised:	N/A
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	Until Delivery	Estimated Delivery:	TBD
Recommended Award to:	Grappone Ford	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waive competitive bidding.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2025.06.11 - 100**

Resolution Re: Authorization to Purchase One (1) Ford T350 HR Cargo Van

WHEREAS: A sealed Request for Bid #2957-25 was solicited and received by the State of New Hampshire in September 2024 for pricing of various 2025 model year vehicles. Contracts were awarded to several vendors, including Grappone Ford, for several different types of vehicles for 2025; and

WHEREAS: Grappone Ford was awarded a 2025 Ford Transit Cargo van (short base model) per State of NH Contract 80035670 but the City desires the long base model, which was not awarded to Grappone, but are offering state discounts and incentives for a 2025 Ford T350 HR Cargo Van (long base model), in the amount of \$56,545.00; 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, 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 Grappone Ford, of Bow NH for the purchase of One (1) 2025 Ford 350 HR Cargo in the amount of \$56,545.00. 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
6310.1.550.49200.4742.00000.00	Fleet Maintenance - Light Vehicles	101,455.12	26,497.06
5320.1.300.43250.4742.00000.00	CS- Sewer - Light Vehicles	30,000.00	11,115.00
5300.1.300.43320.4742.00000.23	Light Vehicles	11,810.00	11,810.00
5300.1.300.43320.4742.00000.00	CS- Water - Light Vehicles	30,000.00	9,990.00

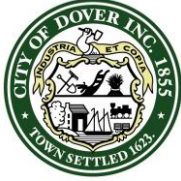
AUTHORIZATION

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.11.

Resolution Number: **R – 2025.06.11 - 100**

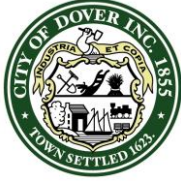
Resolution Re: Authorization to Purchase One (1) Ford T350 HR Cargo Van

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.11.

Resolution Number: **R – 2025.06.11 - 100**

Resolution Re: Authorization to Purchase One (1) Ford T350 HR Cargo Van

RESOLUTION BACKGROUND MATERIAL:

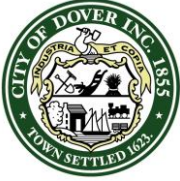
A sealed Request for Bid #2957-25 was solicited and received by the State of New Hampshire in August 2024 for pricing of various 2025 model year vehicles. Contracts were awarded to nine vendors for several vehicles for the period of one year, including Grappone Ford.

Community Services plans to deploy the 2025 Ford Transit to replace a vintage 2015, similar Ford Transit van that has in excess of 200,000 miles. The current van is assigned to the Water & Sewer Meters Division, and it is used extensively to meet customer appointments across the City. The Fleet Supervisor is skeptical the current van will pass State Vehicle Inspection and also noted that the rear main seal is leaking. At this point, further repairs are not recommended.

The van will be upfitted with a few options above the State-Bid price, such as fixed-shelving, extended range fuel tank, and a heavy-duty cargo floor covering.

Purchasing Information:

Type:	Purchase Order	Advertised:	N/A
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	Until Delivery	Estimated Delivery:	TBD
Recommended Award to:	Grappone Ford	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waive competitive bidding.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2025.06.11 - 101**
Resolution Re: Lease Agreement with Jewett Commercial Park LLC and
FY2026 Transfer of Appropriation – General Fund City
Departments

- WHEREAS: The City Council adopted the FY2026 Operating Budget on April 2, 2025; and
- WHEREAS: The South End Fire station is currently operating in a severely cramped environment. After several months of evaluating options, the Dover Fire & Rescue has identified a 5,312 sq. ft. industrial space at 30 Crosby Rd, units 11 and 12 that would be well-suited for the needs of the fire department maintenance operations; and
- WHEREAS: The leasing of space in lieu of constructing an addition to the South End Fire Station would be a more strategic and cost-effective alternative as outlined in the background section of this resolution; and
- WHEREAS: The City obtained a draft lease agreement from the Lessor, Jewett Commercial Park LLC, which is being reviewed by city legal staff. The lease agreement seeks a three (3) year term beginning July 1, 2025 at the cost of \$60,000 for year one, \$61,800 for year two, and \$63,654 for year three. The City will also be responsible for its own utilities used in the leased space; and
- WHEREAS: A transfer of appropriations is necessary to cover the lease rental expenditure no originally anticipated in the FY2026 department budget; and

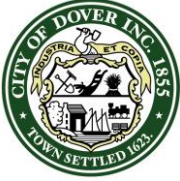
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
Pursuant to C6-8 of the City Charter, the City Manager is authorized to transfer FY2026 appropriations as deemed necessary between non-school departments within the General Fund as presented in the background section of this resolution.to cover the unanticipated expenditure.

AND, FURTHER BE IT RESOLVED THAT:
The Purchasing Agent is hereby authorized to issue a purchase order to Jewett Commercial Park, LLC in the amount of \$60,000.00 for year one, \$61,800 for year two and \$63,654 for year three. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.220.42210.4441.00000.00.000.000.300	F&R Admin. Rental of Land/Buildings	60,000.00	60,000.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2025.06.11 - 101**
Resolution Re: Lease Agreement with Jewett Commercial Park LLC and
FY2026 Transfer of Appropriation – General Fund City
Departments

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

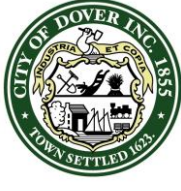
Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

DOCUMENT 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.1. Resolution Number: R - 2025.06.11 - 101 Resolution Re: Lease Agreement with Jewett Commercial Park LLC and FY2026 Transfer of Appropriation – General Fund City Departments
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RESOLUTION BACKGROUND MATERIAL:

Leasing Space in Lieu of Constructing an Addition to South End Fire Station

Facility Information

Location: Jewett Commercial Park, 30 Crosby Road – Unit 11 and 12

Owner: Jewett Commercial Park, LLC of 39 Freetown Rd., Unit #1, Raymond, NH 03077

5,312 sq ft industrial space

Background

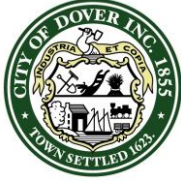
As you are aware, the South End Fire Station is currently operating in a severely cramped environment. This condition has become more challenging due to the integration of the department mechanic and maintenance operations within the same limited footprint. The resulting overcrowding raises safety concerns, reduces operational efficiency, and hinders our ability to meet current best practices for gear storage and emergency response readiness.

The mechanic, in particular, faces a difficult and inefficient workspace. Routine tasks such as waiting for parts often require a partially disassembled apparatus to be reassembled and relocated just to work on another vehicle. This not only creates additional work but also increases repair turnaround time, impacting fleet readiness.

Recognizing these long-standing challenges, approximately \$1.5 million has been earmarked in the current Capital Improvement Plan (CIP) to build an addition to the existing station to accommodate the maintenance operations. While this is a step in the right direction, we believe a more strategic and cost-effective alternative exists.

Key Concerns with an On-Site Addition:

- The proposed addition would be the third expansion on a facility that was never ideally suited for its current or future operations.
- Available lot space around the station is extremely limited, creating site constraints that complicate construction and future adaptability.
- A single-bay addition will still require shared space, leaving the fire department with limited improvement in operational capacity.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.1. Resolution Number: R - 2025.06.11 - 101 Resolution Re: Lease Agreement with Jewett Commercial Park LLC and FY2026 Transfer of Appropriation – General Fund City Departments
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Alternative Proposal: Lease Dedicated Maintenance Facility

After several months of evaluating options, we have identified a 5,312 sq ft industrial space that would be well-suited to our needs. This space would allow us to relocate all fire department maintenance operations off-site, providing the following benefits:

- **Improved efficiency** for the mechanic due to dedicated, spacious work areas.
- **Reduced repair turnaround times**, improving apparatus availability and operational readiness.
- **Reclaimed space** within the fire station for emergency response operations, alleviating current overcrowding.
- **Faster implementation** compared to the design, permitting, and construction timeline for an on-site addition.

The market value of the space is \$ 14.00 per sq ft. The only other space we could find available was in Somersworth at \$14.50 per sq ft. We negotiated a favorable price of \$11.29 per sq ft.

This option would allow the Council to rescind the existing debt authorizations (not bond) of approximately \$300,000 FY22 and \$850,000 FY26 (\$1,150,000).

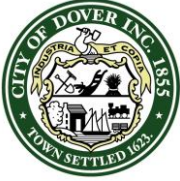
Conclusion

Leasing this readily available industrial space offers an immediate, efficient, and financially sound solution to our department's space and operational challenges. It enhances the mechanic's ability to work effectively, improves fleet readiness, and frees up much-needed space within the existing fire station. This approach supports both near-term efficiency and long-term flexibility.

This resolution does not increase appropriations.

In the FY2026 Operating Budget, the City budgeted anticipated debt service appropriations for the bonding of Capital Improvements Program (CIP) funding previously authorized for South End Fire Station Improvements. Since bonding of the CIP authorizations would not occur, the estimated savings of \$60,000.00 in debt service appropriation is available to transfer to Fire & Rescue Administration – Rental of Land & Buildings. This transfer of appropriation would fund the FY2026 lease agreement rental costs.

Account Number	Budget Description	Adopted Budget	Transfer Adjustment	Working Budget
1000.1.500.47100.4920.00000.00	Debt Service - City - Principal Payments on Bonds	4,230,892.00	(60,000.00)	4,170,892.00
1000.1.220.42210.4441.00000.00	Fire & Rescue Admin - Rental of Land/Buildings	0.00	60,000.00	60,000.00
		4,230,892.00	0.00	4,230,892.00

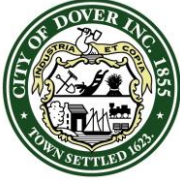


CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2025.06.11 - 101**
Resolution Re: Lease Agreement with Jewett Commercial Park LLC and
FY2026 Transfer of Appropriation – General Fund City
Departments



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2025.06.11 - 102**

Resolution Re: B21069 Consulting Design Services for the Court and Union Streets Reconstruction Project –Add'l SOW Construction Phase

WHEREAS: A sealed Request for Qualifications #B21069 was issued and received for Consulting Design Services for the Court and Union Streets Reconstruction Project on April 13, 2021 at 2:00 PM; and

WHEREAS: The City received four bid replies which were reviewed for necessary experience, technical and professional qualifications, understanding of project scope, approach for completing the work and commitment to project timeline, as well as possession of a satisfactory record of performance. Wright-Pierce of Portsmouth, NH was selected and awarded in the amount of \$305,371.00 via [R-2021.06.23-111](#).

WHEREAS: On May 14, 2025, the City Council approved a construction contract for Court and Union Reconstruction, per B25014, by SUR Construction via [R-2025.05.14-71](#); and a portion of the funding will tap the State Aid Highway funds that the City receives to improve its Class IV and V municipal roads; and

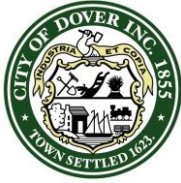
WHEREAS: On May 21, 2025, the City received an additional scope of work from Wright Pierce to oversee the Construction Phase of Court and Union Reconstruction Project in the amount of \$611,591.00; and

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 Wright-Pierce of Portsmouth, NH for Construction Phase Services for the Court and Union Streets Reconstruction Project in the amount not to exceed \$611,591.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
2240.1.300.43121.4751.03121.23	Spec HWY Block Grant Streets - Roadway	518,954.00	518,954.24
4024.1.300.43121.4751.03156.24	Street Reconstruction - Court/Union/Middle	1,268,000.00	102,961.89
5300.1.300.43320.4757.03551.24	Watermain Replacement - Court Street Area	1,808,000.00	189,474.45
5320.1.300.43250.4757.04567.25	Sewer Main Replacement - Court and Union	1,400,000	204,477.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2025.06.11 - 102**
Resolution Re: B21069 Consulting Design Services for the Court and Union Streets Reconstruction Project –Add'l SOW Construction Phase

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

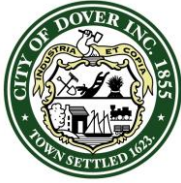
Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

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 – 2025.06.11 - 102**
Resolution Re: B21069 Consulting Design Services for the Court and Union Streets Reconstruction Project –Add'l SOW Construction Phase

RESOLUTION BACKGROUND MATERIAL:

Wright-Pierce was retained via a competitive selection process to design the full reconstruction of Court Street, from Central Avenue and extending out to the intersection of Hubbard Road; as well as the reconstruction of Union Street. Proposed work will address buried utilities such as water, sewer, and storm drainage. A sidewalk will be added along Court Street.

SUR Construction out of Rochester, NH was awarded the construction contract at the City Council meeting of May 14, 2025 in the amount of \$9,495,523. Wright-Pierce has proposed an engineering scope to provide engineering oversight and administration for the construction work. Due to the magnitude of the project, the timeframe is expected to extend over 2-years (up to 645 days). Wright-Pierce's proposal includes an allowance of \$197,037 to cover on-site inspection services (Resident Project Representative - RPR) for a period of 27 weeks. The City intends to perform the majority of the inspection work in an effort control costs and limit the need to utilize Wright-Pierce's time for RPR services.

Wright-Pierce will provide general Construction Administration services as the engineer-of-record. They will review shop drawings to ensure compliances with plans and specifications; process pay requisitions; review and address any formal Requests for Clarification regarding design; coordinate quality-control sampling; and prepare final As-Builts.

Bid Information:

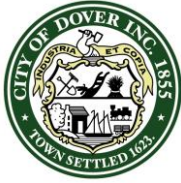
A sealed Request for Qualifications #B21069 was issued and received for Consulting Design Services for the Court and Union Streets Reconstruction Project on April 13, 2021 at 2:00 PM.

Award Information:

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

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	366	Number of Responses:	4
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	As Needed
Recommended Award to:	Wright-Pierce	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B21069 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.06.11 - 103**

Resolution Re: Authorization to Accept and Expend the NHDES Clean Diesel Grant for Replacement of 2000 Loader

WHEREAS: The City has received notice from the New Hampshire Clean Diesel Grant Program and the State of New Hampshire Department of Environmental Services of the opportunity of a \$33,225 reimbursement grant for the purpose of replacing of 2000 John Deere 544H Loader #124 with a 2025 JCB 409 loader.

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

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

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

AND, FURTHER BE IT RESOLVED THAT:

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

Financing			
Account	Description	Appropriation	Balance
TBD	NHDES Clean Diesel Grant	33,225.00	33,225.00

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

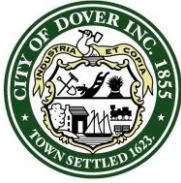
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.06.11 - 103**
Resolution Re: Authorization to Accept and Expend the NHDES Clean Diesel Grant for Replacement of 2000 Loader

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The City of Dover has applied for and received notice of award of a \$33,225 reimbursement grant through the NH Clean Diesel Grant Program managed by the New Hampshire Department of Environmental Services, Air Resources Division (NHDES). This program aims to reduce emissions from diesel engines. This program is funded through the United States Environmental Protection Agency (EPA) through the Diesel Emissions Reduction Act (DERA). Grant opportunities are locally managed by the Technical Services Bureau within the State of New Hampshire Department of Environmental Services, Air Resources Division. More information about the NHCDGP program can be found at this link:

<https://www.des.nh.gov/business-and-community/loans-and-grants/dera>

The purpose of the grant referenced in this resolution is to be used towards the replacement of the 2000 John Deere 544H loader with a 2025 JCB 409 loader.