

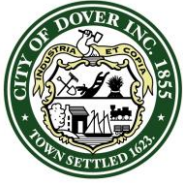
CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, July 23, 2025**
Meeting Time: **7:00 pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS – ST. THOMAS GIRLS LACROSSE, ST. THOMAS GIRLS SOFTBALL & ALEX MOLDA**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
 - A. **CHAPTER 141, SECTION 42 SCHEDULE C**
SPONSORED BY MAYOR CARRIER BY REQUEST
8. **PUBLIC FORUM**

Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
 - A. **July 9, 2025 – Regular Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING**
 1. **CHAPTER 141, SECTION 42 SCHEDULE C**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. **ORDINANCES IN THE 3RD READING**
 - C. **RESOLUTIONS**
13. **NEW BUSINESS**
 - A. **CONSENT CALENDAR**
 1. **APPROVAL OF THE COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION MEMORANDUM OF AGREEMENT WITH THE CITY OF DOVER**
SPONSORED BY MAYOR CARRIER BY REQUEST
 2. **ADOPTING AMENDMENTS TO CLASSIFICATION PLAN**
SPONSORED BY MAYOR CARRIER BY REQUEST
 3. **B21048-RFP22-002 ADDITIONAL SCOPE OF WORK DESIGN CONSULTING SERVICES FOR THE FIFTH & GROVE STREETS RECONSTRUCTION PROJECT AMENDMENT #6**
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, July 23, 2025**
Meeting Time: **7:00 pm**

4. B25074 HOUSEHOLD HAZARDOUS WASTE COLLECTION SERVICES

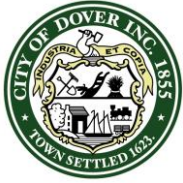
SPONSORED BY MAYOR CARRIER BY REQUEST

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

B. RESOLUTIONS

1. **B24026 FIFTH & GROVE RECONSTRUCTION PROJECT - AUTHORIZATION TO INCREASE CONTINGENCY**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **RESCIND FY2025 CAPITAL IMPROVEMENTS PROGRAM \$2.5 MILLION APPROPRIATION AND AUTHORIZATION FOR BONDING FOR DOVER HIGH SCHOOL TURF & TRACK REPLACEMENT PROJECT**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 13, 2025 WITH A VOTE TO OCCUR AUGUST 27, 2025)
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **RESCIND FY2026 CAPITAL IMPROVEMENTS PROGRAM APPROPRIATION AND AUTHORIZATION FOR BONDING FOR SOUTH END FIRE STATION ADDITION**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 13, 2025 WITH A VOTE TO OCCUR ON AUGUST 27, 2025)
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **FY2026 GENERAL FUND BUDGET AMENDMENT – APPROPRIATION FOR TRANSFER TO SCHOOL FACILITIES CAPITAL RESERVE AND OFFSETTING REDUCTION TO SCHOOL DEBT SERVICE APPROPRIATION**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 13, 2025 WITH A VOTE TO OCCUR ON AUGUST 27, 2025)
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **REPROGRAM UNEXPENDED CIP APPROPRIATIONS FROM SELF CONTAINED BREATHING APPARATUS REPLACEMENT TO FIRE TRAINING FACILITIES PROJECT**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)



CITY OF DOVER

CITY COUNCIL - AGENDA

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(TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 13, 2025 WITH A VOTE TO OCCUR ON AUGUST 27, 2025)

SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



PROCLAMATION

- WHEREAS:** The St. Thomas Aquinas High School Girls Lacrosse Team has demonstrated outstanding athletic excellence, sportsmanship, and perseverance throughout the 2025 season; and
- WHEREAS:** The Saints secured the NHIAA Division III Girls Lacrosse Championship with a hard-fought 15–11 victory over Gilford High School at Exeter High School; and
- WHEREAS:** This victory marks back-to-back championships for the program—defeating Gilford in both 2024 and 2025—to claim the first and second girl’s lacrosse state titles in school history; and
- WHEREAS:** St. Thomas concluded their championship season with an exceptional 17–1 record, bringing their two-year combined record to an extraordinary 34–1, with their only loss in that time coming against Division I powerhouse Portsmouth High School; and
- WHEREAS:** This historic run began with a commitment to excellence following a loss in the 2023 championship game to Bow High School, proving the Saints’ remarkable resilience, growth, and team spirit; and
- WHEREAS:** The players and coaches of the St. Thomas Aquinas Girls Lacrosse Team have represented their school and community with integrity, determination, and pride both on and off the field;

NOW, THEREFORE, I, Robert Carrier, Mayor of the City of Dover and the entire City Council do hereby extend our heartfelt congratulations to the St. Thomas Aquinas Girls Lacrosse Team for their 2025 Division III State Championship, and commend them for their extraordinary accomplishments and inspiring dedication.

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

Robert Carrier, Mayor
City of Dover, New Hampshire



PROCLAMATION

- WHEREAS:** The St. Thomas Aquinas High School Girls Softball Team has displayed exceptional talent, determination, and resilience throughout the 2025 season, culminating in a thrilling 5–4 walk-off victory to capture the NHIAA Division III State Championship; and
- WHEREAS:** In a dramatic comeback against three-time defending state champions and New Hampshire powerhouse Prospect Mountain, the Saints rallied from a 4–1 deficit, with Brielle Kelly delivering a sacrifice fly in the bottom of the seventh inning to score Amelia Anderson and secure the title; and
- WHEREAS:** This victory marks the second state championship in school history for St. Thomas Aquinas Softball, and the first since 2007—capping off a season of excellence; and
- WHEREAS:** The Saints finished the season undefeated with a perfect 19–0 record, including a historic regular-season road win against Prospect Mountain that ended the nation’s longest active softball winning streak of 71 games; and
- WHEREAS:** Led by the steady leadership and strong pitching of senior Abbie Gaynor, along with the impressive contributions from a rising group of talented freshmen, the Saints delivered a season to remember; and
- WHEREAS:** Under the guidance of Coach McGrath, the team not only achieved perfection on the field but demonstrated the spirit, unity, and perseverance that define championship character;

NOW, THEREFORE, I, Robert Carrier, Mayor of the City of Dover and the entire City Council do hereby congratulate the St. Thomas Aquinas High School Girls Softball Team on their 2025 NHIAA Division III State Championship and commend the players and coaches for their extraordinary accomplishment and inspirational season.

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

Robert Carrier, Mayor
City of Dover, New Hampshire



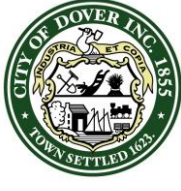
PROCLAMATION

- WHEREAS:** Alex Molda, representing St. Thomas Aquinas High School, entered the 2025 NHIAA Boys State Singles Tennis Championship as the #1 seed, exemplifying excellence, determination, and skill; and
- WHEREAS:** Competing against the top 32 student-athletes from across all divisions throughout the week, Alex delivered a commanding performance, defeating the #7 seed from Kearsarge in the semifinal round 6–0, 6–4, and then capturing the state title with an impressive 6–0, 6–1 victory over the #3 seed from Bedford High School in the championship match at Southern New Hampshire University; and
- WHEREAS:** This marks only the third time in school history—and the first time since 2000—that a St. Thomas student-athlete has claimed the NHIAA Boys Singles Tennis Championship title; and
- WHEREAS:** As a junior, Alex has already achieved 100 match wins at St. Thomas Aquinas and has maintained an undefeated record in singles play throughout team competition, a testament to his consistency, focus, and elite performance; and
- WHEREAS:** Alex’s remarkable achievement, guided by the leadership of Coach Molda, reflects the highest standards of sportsmanship, dedication, and class, and brings great pride to the St. Thomas Aquinas community and the City of Dover;

NOW, THEREFORE, I, Robert Carrier, Mayor of the City of Dover and the entire City Council do hereby congratulate Alex Molda for winning the 2025 NHIAA Boys State Singles Tennis Championship and commend him for his extraordinary accomplishment and inspiring representation of excellence.

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

Robert Carrier, Mayor
City of Dover, New Hampshire

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.1. Ordinance Number: O – 2025.07.09 - 1 Ordinance Title: Vehicles and Traffic Chapter: 141 Section: Section 42 Schedule C: Stop Intersections
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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 the one-sided seasonal parking restrictions within Chapter 141.

2. AMENDMENT

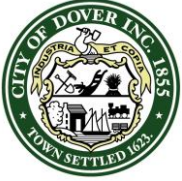
Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Section 141-42 “Schedule C: Stop Intersections” as follows:

a. THE FOLLOWING ARE AMENDED:

§ 141-42. Schedule C: Stop Intersections.

In accordance with § 141-8, the following streets are designated as full stop street intersections:

Stop Sign on	At Intersection of:
Abbott Street	Central Avenue
Abbott Street	Mount Vernon Street
Academy Street	Church Street
Adelle Drive	Durham Road
Alder Lane	Wilbrod Avenue
Allan Street	Old Rochester Road
Alumni Drive	Bellamy Road
Alumni Drive	Durham Road
Amy Lane	Sixth Street
Angle Street	Central Avenue
Apache Street	Old Rochester Road
Applevale Drive	Middlebrook Road
Arch Street	Washington Street
Ash Street	Central Avenue
Ash Street	Grove Street



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

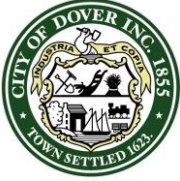
Ordinance Number: **O – 2025.07.09 - 1**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: Section 42 Schedule C: Stop Intersections

Ash Street	Horne Street
Ash Street	Mt. Vernon Street
Ash Street (4-way)	Maple Street
Atkinson Street	St. Thomas Street
Atkinson Street	Silver Street
Atkinson Street	Washington Street
Atlantic Avenue	Portland Avenue
Auburn Street	New Rochester Road
Augusta Way	Middle Road
Austin Drive	Garrison Road
Ayers Lane	Royer Lane
Back Road	Henry Law Avenue
Baker Street	East Concord Street
Beech Road	Longmeadow Road
Beech Road	Stark Avenue
Belanger Drive	Dover Point Road
Belknap Street	Fisher Street
Belknap Street	Silver Street
Belknap Street	Washington Street
Bellamy Road	Durham Road
Benjamin Way	Danielle Lane
Beverly Lane	Bellamy Road
Birchwood Place [Added 4-25-2018 by Ord. No. 2018.04.11-003]	Central Avenue
Boxwood Lane	Cottonwood Drive
Brickyard Drive	Isaac Lucas Drive
Browning Drive	Tennyson Avenue
Cailey Anna Lane	Corbin Drive
Canney Lane	Overlook Drive

O-2025.07.09 - Ch 141 Vehicles and Traffic § 42 Schedule

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C: Stop Intersections
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CITY OF DOVER

CITY OF DOVER - ORDINANCE

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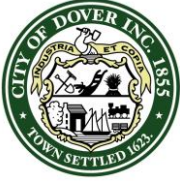
Canney Lane	Quaker Lane
Cataract Avenue	Bellamy Road
Cataract Avenue	Rutland Street
Chandler Way	Knox Marsh Road
Chapel Street	Portland Avenue
Charles Street	Central Avenue
Cherrywood Drive	Sixth Street
Chestnut Street	Central Avenue
Chestnut Street (4-way)	Sixth Street
Church Street	Central Avenue
Church Street	Locust Street
Clearwater Drive	Spur Road
Clifford Street	Rutland Street
Clifford Street [Added 1-28-2015 by Ord. No. 2015.01.14-001]	Towle Avenue
Cobble Hill Drive	Elmview Circle
<u>Fairfield Drive</u>	<u>Sunset Drive</u>
<u>Fairfield Drive Hartswood</u>	
Hough Street	Horne Street
Hough Street	Maple Street
Hough Street	Mt. Vernon Street
Hubbard Road	Hawthorne Road
Hubbard Road	Middle Road
Industrial Park Drive	Littleworth Road
Ironwood Lane	Cherrywood Drive
Ironwood Lane	Cottonwood Drive
Isaac Lucas Circle	Middle Road
Ivans Lane	Dover Point Road
Karens Way	Cordeiro Drive
Keating Avenue [Added 4-22-2020 by Ord. No. 2020.48.08-004]	Renaud Avenue

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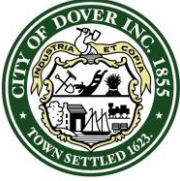
Kent Avenue [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Newport Road
Kent Avenue [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Applevale Drive and Middlebrook Road
Kirkland Street	Central Avenue
Kirkland Street	Locust Street
Landing Way	Dover Point Road
Leathers Lane	Back River Road
Leighton Road	Dover Point Road
Lexington Street	Silver Street
Lexington Street	Washington Street
Locust Street	Washington Street
Long Hill Road	Old Rochester Road
Long Hill Road	Sixth Street
Longmeadow Road	Woodland Road
Lowell Avenue	Central Avenue
Maple Street	Ash Street
Maple Street	Hough Street
Maple Street	Sixth Street
Maplewood Avenue [Added 10-11-2023 by Ord. No. 2023.09.27-11]	Old Rochester Road
Martin Lane	Henry Law Avenue
Mast Road	Back River Road
Mast Road	Spruce Lane
Mathes Hill Drive	Danielle Lane (south)
Mathes Hill Drive	Mast Road
Mechanic Street	Chapel Street
Merry Street [Added 12-26-	Central Avenue

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C: Stop Intersections

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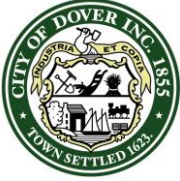
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2016 by Ord. No. 2016.10.12-013]	
Merry Street	Ridge Street
Middle Road	Back Road
Middle Road	Dover Point Road
Middlebrook Road	Stark Avenue
Milk Street	Central Avenue
<u>Milk Street</u>	<u>Mount Vernon Street</u>
Mineral Park Drive	Pleasant View Circle
Mohawk Drive	Shawnee Lane
Morningside Drive (southerly)	River Dale Avenue
Mt. Vernon Street [Added 5-11-2022 by Ord. No. 2022.04.27-007]	Abbott Street and Roosevelt Avenue
Mt. Vernon Street	Hough Street
Mt. Vernon Street	Lowell Avenue
Mt. Vernon Street	Sixth Street
Mt. Vernon Street (4-way)	Ash Street
Mulligan Drive	Back Road
Mulligan Drive	Samuel Hanson Avenue
Nelson Street	Atkinson Street
Newport Road	Middlebrook Road
Newport Road [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Hawthorne Road
Newton Street	New Rochester Road
New Bellamy Lane	Dover Point Road
New Bellamy Lane	Spur Road
New York Street	Broadway
Niles Street	Henry Law Avenue

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CITY OF DOVER

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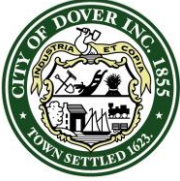
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Northam Drive	Glenwood Avenue
Northway Circle	Plaza Drive
Oak Street	Atlantic Avenue
Old Dover Point Road	Dover Point Road
Old Littleworth Road	Littleworth Road
Olde Madbury Lane	Knox Marsh Road
Old Rochester Road	Indian Brook Drive
Old Rochester Road	Long Hill Road
<u>Old Rollinsford Road (all way)</u>	<u>Walker Way at Wentworth-Douglass Hospital (private)</u>
Old Stage Road	Littleworth Road
Orchard Street	Central Avenue
Overlook Drive	Tuttle Lane
<u>Page Avenue</u>	<u>Lowell Avenue</u>
Park Street	Ham Street
Park Street [Added 3-27-2019 by Ord. No. 2019.03.13-005]	Hill Street
Park Street	New York Street
Park Street	Oak Street
Parker Street	Rutland Street
Parker Street	Woodman Park Drive
Pearl Street [Added 5-11-2022 by Ord. No. 2022.04.27-007]	Park Street
Pearson Drive	Dover Point Road
Penny Lane	Henry Law Avenue
Philip Street	Long Hill Road

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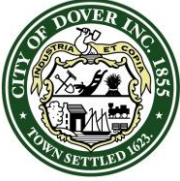
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Philip Street	Old Rochester Road
Pierce Street	Broadway
Pierce Street	Central Avenue
Pinecrest Lane	Weeks Lane
Pineview Drive	Dover Point Road
Plaza Drive	Glenwood Avenue
Pleasant View Circle	Whittier Street
Pointe Place [Added 3-27-2019 by Ord. No. 2019.03.13-005]	Julia Drive and Teresa Drive
Pondview Drive	Mast Road
Portland Avenue	Main Street
Production Drive	Sixth Street
Progress Drive	Knox Marsh Road
Quail Drive	Sixth Street
Quaker Lane	Tuttle Lane
Redden Street	Horne Street
Renaud Avenue [Added 4-22-2020 by Ord. No. 2020.48.08-004]	Shamrock Lane
Reservoir Street	Mt. Vernon Street
Reyner's Brook Drive	Sixth Street
Richmond Street	Washington Street
<u>Richardson Drive</u>	<u>Old Stage Road</u>
Ridge Street	Driveway of 833 Central Avenue
River Street	Henry Law Avenue
Riverside Drive	Dover Point Road
Roberta Drive	Dover Point Road
Roberts Road	Dover Point Road
Rogers Street	Portland Avenue

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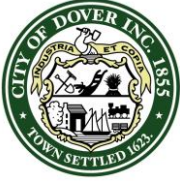
Roosevelt Avenue	Horne Street
Roosevelt Avenue	Mt. Vernon Street
Rutland Street	Central Avenue
Rutland Street	Silver Street
St. John Street	Broadway
St. John Street	Chapel Street
St. Thomas Street (westerly)	Atkinson Street
St. Thomas Street (westerly)	Belknap Street
St. Thomas Street (westerly)	Locust Street
Salem Avenue [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Applevale Drive
Samuel Hanson Avenue	Back Road
Sandpiper Drive	Watson Road
School Street	Main Street
Seaborne Drive	Garrison Road
Second Street	Chestnut Street
Shamrock Lane [Added 4-22-2020 by Ord. No. 2020.48.08-004]	Renaud Avenue
Shawnee Lane	Old Rochester Road
Shaw's Lane	Garrison Road
Sixth Street	Central Avenue
Sixth Street (4- way)	Chestnut Street
South Pine Street	Central Avenue
South Watson Lane	East Watson Street
South Watson Lane	Stark Avenue
Southwood Drive	Mast Road

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CITY OF DOVER

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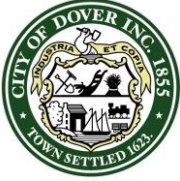
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Spring Street	Central Avenue
Spring Street	Locust Street
Spruce Lane (easterly and westerly)	Back River Road
Spur Road [Added 4-1-1992 by Ord. No. 04-92]	Gerrish Road
Station Drive	Sixth Street
Stiles Lane [Added 10-11-2023 by Ord. No. 2023.09.27-11]	Old Rochester Road
Strafford Road	Old Rochester Road
Sullivan Drive	Old Rochester Road
Summer Street	Central Avenue
Summer Street [Added 3-27-2019 by Ord. No. 2019.03.13-005]	Elm Street
Summer Street	Locust Street
Sumner Drive	Knox Marsh Road
Sunnybrooke Drive	Mast Road
Sunset Drive	Bellamy Road
Sunset Drive [Added 10-11- 2023 by Ord. No. 2023.09.27-11]	Cataract Avenue
Susannah's Crossing [Added 12-9-2015 by Ord. No. 2015.10.28-026]	Emerald Lane
Susannah's Crossing [Added 10-11-2023 by	Ezra's Way

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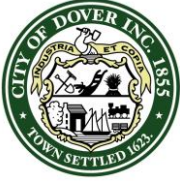
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Ord. No. 2023.09.27-11]	
Sylvan Drive	Durham Road
Tennyson Avenue	Court Street
Tennyson Avenue	Henry Law Avenue
Third Street	Chestnut Street
Third Street	Grove Street
Third Street (westerly)	Chestnut Street
Thornwood Drive [Added 3-27-2019 by Ord. No. 2019.03.13-005]	Julia Drive and Teresa Drive
Three Rivers Farm Road	Gulf Road
Towle Avenue	Clifford Street
Towne Drive	Henry Law Avenue
Trakey Street	Central Avenue
Trakey Street	Locust Street
Tuttle Lane	Dover Point Road
Tuttle Lane	Middle Road
Union Street	Court Street
Upper Factory Road [Added 4- 23-2014 by Ord. No. 2014.04.09-007]	Tolend Road
Wallace Drive	Columbus Avenue
Washington Street [Added 12-26-2016 by Ord. No. 2016.10.12-013]	Arch Street
Watson Road	County Farm Road
Watson Road	Tolend Road

O-2025.07.09 - Ch 141 Vehicles and Traffic § 42 Schedule

Document Created by: Legal
Document Posted on: July 17, 2025

C: Stop Intersections
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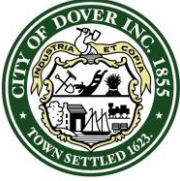
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2025.07.09 - 1**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: Section 42 Schedule C: Stop Intersections

Wentworth Douglass Hospital Driveway	Old Rollinsford Road
Wentworth Douglass Hospital ER Entrance	Central Avenue
Wentworth Terrace	Hilton Park Drive
Westgate Drive	Knox Marsh Road
Westwood Circle	Littleworth Road
Whittier Street	Glenwood Avenue
Whittier Street	Tolend Road
Wilbrod Avenue	Glenwood Avenue
Wildewood Drive	Cottonwood Drive
Wildewood Drive	Sixth Street
Willand Avenue	New Rochester Road
Willand Avenue	Old Rochester Road
Williams Street	Henry Law Avenue
Willow Street	Tolend Road
Wingate Lane	Back River Road
Winston Avenue [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Applevale Drive
Winston Avenue [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Applevale Drive and Middlebrook Road
Woodland Road	Stark Avenue
Woodman Park Drive	Clifford Street
Young Street	Main Street



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2025.07.09 - 1**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: Section 42 Schedule C: Stop Intersections

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 PUBLIC HEARING ON July 23, 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
Deputy City Attorney

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

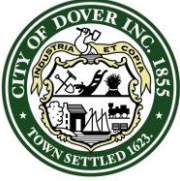
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

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:		
Ordinance does does not pass.		

Document Created by: Legal
Document Posted on: July 17, 2025

O-2025.07.09 - Ch 141 Vehicles and Traffic § 42 Schedule
C: Stop Intersections
Page 12 of 13



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2025.07.09 - 1**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: Section 42 Schedule C: Stop Intersections

ORDINANCE BACKGROUND MATERIAL:

The amendments at Richardson, Milk, Page, and both Fairfield were endorsed by the Transportation Advisory Commission following review of resident concerns pertaining to traffic safety, increased traffic volumes and the need to clarify the right-of-way between minor and major streets for traffic approaching these intersections. All of these locations meet engineering warrant requirements for stop signs in the Manual of Uniform Traffic Control Devices and are supported by the Police, Planning and Community Services Departments. Richardson Drive is a loop with two intersections at Old Stage; both are proposed for new stop signs.

At Old Rollinsford Road, WDH facilities staff met with City staff to review pedestrian safety considerations at the four-way intersection of Old Rollinsford Road, Walker Way, and the former 17 Old Rollinsford Road medical office complex which was recently acquired by WDH. Presently, only one leg (Walker Way) exiting the hospital grounds has a stop sign. WDH staff are exploring ways to improve pedestrian safety and connectivity between the main hospital campus and the 17 Old Rollinsford Road property, which will become part of its campus. Police, Planning and Engineering staff are in agreement that new stop signs on Old Rollinsford Road (the City street) will help reduce conflict at the intersection and an appropriate interim measure to make it safer for pedestrians to cross the road here while WDH explores funding opportunities for sidewalk upgrades. As recommended by City staff, WDH has committed to placing barriers at one of the two medical office driveways, so that this would become a three-way intersection and all-way stop. This ordinance revision – conditioned on the concurrent action by WDH of barricading one of the driveways – was endorsed by the Transportation Advisory Commission.

CITY MANAGER'S REPORT

REPORTING ON: JUNE 2025

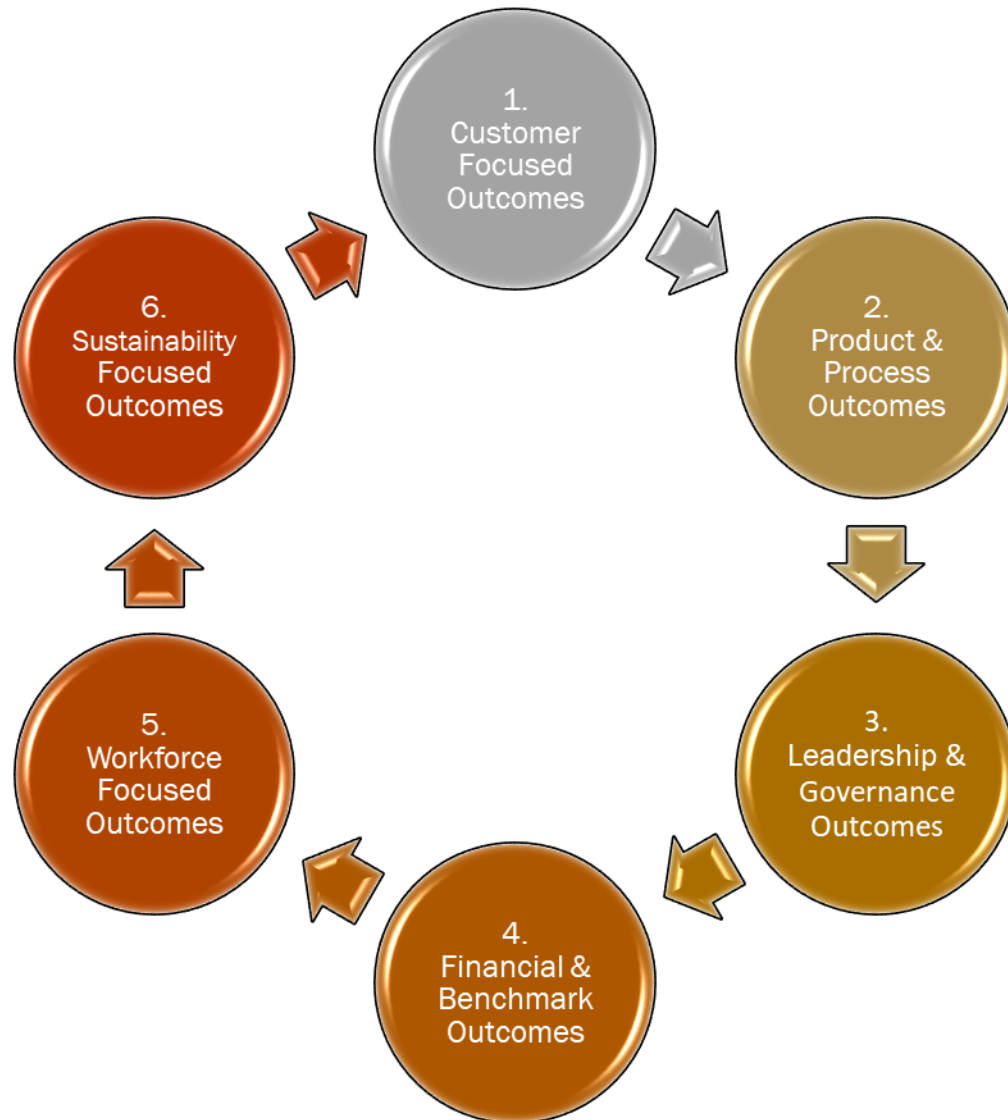


Emily at the Dover Public Library Summer Reading Program kickoff event.

July 23, 2025

By: City Manager J. Michael Joyal, Jr.

The City Manager's Report is a collaboration of City department updates provided each month to update the City Council and general public on the intricate workings of the City of Dover. The updates are broken out by department reflecting the six categories of intended outcomes relating back to the City of Dover's strategic management framework which you will find below.



The department updates are then highlighted at the end of the report to show how these updates fit into supporting the seven 2024 – 2025 City Council Goals below:

Goal #1
Our City has Diverse Housing

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

Goal #2
Our City is Civically Engaged

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

Goal #3
Our City is Resilient

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

Goal #4
Our City is Safe and Inviting

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

Goal #5
Our City is Inclusive and Welcoming

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

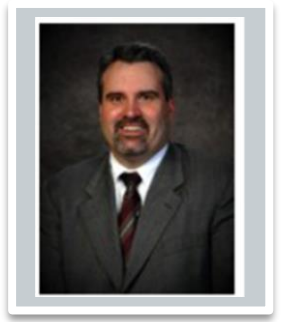
Goal #6
Our City has Sustainable Financial Policies

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

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

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

City of Dover's Municipal Leadership Team



City Manager
J. Michael Joyal, Jr.



David Balian
Public Welfare
Director



Donna Benton
Planning & CDBG
Director



William Breault
Police Chief



Annie Dove
Information
Technology Director



Michael Gillis
Media Services
Director



Kevin Hebert
Recreation Director



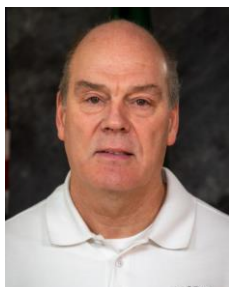
Denise LaFrance
Public Library
Director



Daniel Lynch
Finance Director



Christopher Parker
Deputy City Manager



Perry Plummer
Fire & Rescue Chief
Emergency Management
Director



John Storer
Community Services
Director



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



Heather Worrall
Human Resources
Director

Pending

City Attorney

Community Services Department

Administration



Ken Mavrogeorge, City Engineer, Jillian Semprini, Deputy City Engineer, Krystian Kozlowski, Assistant Engineer, attended the TTC-T-0091-06242025 ADA and Pedestrian Infrastructure Accessibility – Municipality “Musts”, presented by University of New Hampshire. The course was held in Concord, NH.

Al Mandigo, Working Foreman, Shane Lefebvre, WWTP Operator I, and Jamie Stevens, Waterfront Construction Manager, attended the Leadership Summit 2025, presented by New Hampshire Water Works Association. The Summit was held in Meredith, NH.

Michael Nadeau, Superintendent of Utilities, attended the 2025 Drinking Water Source Protection Conference, presented by New Hampshire Department of Environmental Services. The Conference was held in Pembroke, New Hampshire.

Utilities Division-Water



Community Services | Dover, NH

In June, the City of Dover produced approximately 66 million gallons of water, maintaining a daily average of 2.2 million gallons. Operational wells included Cummings, Campbell, Calderwood, Bouchard, Willand Pond Well 1, Ireland, and DPH-1.

The recently commissioned PFAS Water Treatment Facility significantly enhanced production capacity, contributing approximately 1.0 million gallons per day. This additional capacity enabled certain wells to remain offline, supporting aquifer recovery efforts. Willand Pond 2 and Hughes wells remained offline for the duration of the month.

The Garrison Hill Tank rehabilitation continues, with project completion anticipated by the end of July.

Operations and maintenance activity included:

- 26 service requests addressed
- 131 work orders completed

- Response to three water main breaks:
 - Oak Street
 - Washington Street
 - Cricket Brook

Additional notable actions:

- Oak Terrace water main break was repaired by SUR Construction, with service disruption lasting approximately half a day.
- A 2-inch private water line leak on Cricket Brook, initially identified last month, was repaired by a contractor with assistance from the Utilities Division.
- A yard hydrant was installed at Guppy Park to support ballfield irrigation.

The Lead Service Line Inventory (LSLI) project remains a departmental priority. In accordance with EPA and NHDES regulations, over 8,000 informational letters were mailed to initiate the identification of both privately and publicly owned service lines. This outreach has generated significant resident engagement, requiring substantial staff time for support and clarification. The wells crew continues to conduct water sampling, service line surveys, and coordination for resident-submitted “first draw” samples.

The meters crew focused on service and inventory management. No new meter installations were reported for the month.

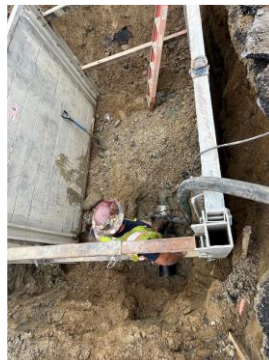
Key activities included:

- 132 work orders completed
- 7 service requests responded to
- Ongoing support for the LSLI project, including resident inspections
- 38 new registrations on the EyeOnWater platform, bringing total enrollment to 947 users

Continued promotion of EyeOnWater is recommended to support customer engagement and water conservation.



Water main break on Oak Terrace.



Repairing Water main break on Oak Terrace.



Water line, Cricket Brook



Yard hydrant installation at Guppy Park

Utilities Division-Sewer Pump Stations & Collection



The Sewer Collection division handled 6 service requests and completed 12 work orders in June.

Routine maintenance efforts included proactive cleaning of targeted sections within the collection system identified as vulnerable to operational issues.

A sinkhole reported on Third Street near Tri Star Gymnastics led to the discovery of a cracked sewer main. Repairs were completed the same day with the affected sewer service addressed at the same time.

Key Observations and Recommendations:

- The PFAS Water Treatment Facility has proven critical in maintaining production stability and supporting aquifer sustainability.
- The LSLI project continues to demand considerable staffing resources. Adequate support should be maintained to ensure regulatory compliance and effective public engagement.
- Ongoing monitoring of production and distribution systems remains essential to ensuring reliability, particularly during high-demand periods or unexpected system disruptions.
- Expansion of the EyeOnWater program is encouraged to enhance customer access to water usage data and support conservation goals.

Streets & Stormwater



Report Summary:

In June, the Streets team completed several key maintenance activities to improve road safety and appearance across the community. Staff focused on repairing road surfaces by filling potholes as well as cutting and patching spots throughout the area. Work continued on our annual paving and striping programs, marking the beginning of a broader effort to restore and enhance roadway conditions for the summer season.

Service Requests

Month	Service Requests Logged	Service Requests Closed
March 2025	85	105
April 2025	50	60
May 2025	73	83

Majority of the service requests logged and closed were pothole, animal collection and tree and brush overgrowth related. 73 service requests remain open and are in various stages of being resolved.

Looking Ahead

- **Street Paving:** The division will continue to work on the 2025 street paving with work being performed by Continental Paving of Londonderry.
- **Service Request Follow-up:** Continued attention will be given to the remaining service requests, and efforts will be made to address them promptly.
- **Street Sweeping:** Weather permitting the street sweepers will be out on an as needed basis primarily focusing on keeping the downtown area clean.
- **Potholes:** Continued attention to filling potholes will be a focus throughout the summer.
- **Striping:** Continuing yearly striping which includes re-painting all crosswalks, arrows, stop bars, parking stalls as well as all roads that have a yellow centerline and a white fog line.
- **Roadside Mowing:** The loader with the mowing attachment will continue to be out daily.



Brox Industries has completed the overlay of Piscataqua Road from Back River Road to the town line. Following the paving, shoulder gravel was installed as needed on both sides of the road to protect the new surface and ensure stability. The road is now scheduled to be laid out for re-striping.



Elmwood Ave and Fairview Dr



Dover Street

Continental Paving performed roadway rehabilitation on Elmwood Avenue, Fairview Drive, Cross Street, and Dover Street. Scope of work included cold-planing (milling) of existing asphalt surfaces, driveway apron trimming, and adjustment or replacement of utility castings based on condition assessments. Where base course deficiencies were identified, localized full-depth excavation and pavement reconstruction were conducted to restore structural integrity. Following sub-base and base layer verification, new asphalt binder and surface courses were installed to specification.

Pavement marking activities are being carried out by K5 Corporation under the City's annual striping contract. Work includes the reapplication of painted markings, including crosswalks, stop bars, directional arrows, and parking stall delineations.

Operations are scheduled during overnight hours to minimize impacts to vehicular and pedestrian traffic and to ensure optimal curing conditions. Marking efforts will continue on a rolling basis throughout the summer, subject to weather conditions and surface readiness.



As is typical in late spring and early summer, the City has seen an increase in reports of overgrown vegetation—specifically trees and shrubs—obstructing sidewalks and impairing visibility at intersections and driveways.

Property owners are reminded that, under Dover City Ordinances Chapter 125-17.B and Chapter 133-6.A, it is their responsibility to maintain vegetation in a manner that does not impede the safe and orderly passage of pedestrians or obstruct visibility, thereby creating a public hazard.

Specifically, the ordinance requires:

- Vegetation must not obstruct any portion of a public sidewalk.
- A minimum vertical clearance of 10 feet must be maintained over any sidewalk.
- Vegetation must not obstruct the view of intersections, driveways, traffic signs, or signals.



The image above illustrates a typical example of pedestrian access being hindered by overgrown vegetation. Residents are encouraged to inspect and maintain their property frontage accordingly. Continued non-compliance may result in enforcement action.

Facilities, Grounds & Cemeteries

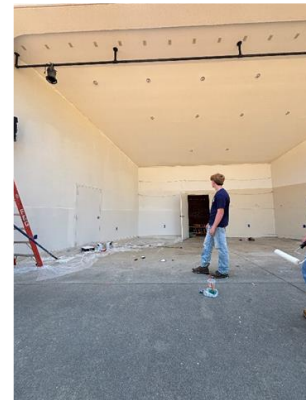


The Facilities, Grounds and Cemetery Division received 142 Service Requests of which 129 were closed, and 151 Work Orders of which 139 were completed and closed in the month of June.

There were twelve work orders pertaining to cemetery issues, thirty-four work orders pertaining to facility issues, eighteen work orders pertaining to grounds issues, twenty-three work orders related to sign issues, nineteen work orders related to traffic and street light issues, twenty-seven work orders related to recreation, one report of graffiti and seventeen work orders pertaining to tree issues.

Five full burials, nine ash burials, and one columbarium niche interments were conducted in the Pine Hill Cemetery this month. Ten full graves, three cremation graves, and one columbarium niche were sold this month.

Crews replaced last years '400th Anniversary' banners on the decorative light poles along the Silver Street corridor with new banners. Also on Silver Street, five trees that had been planted several years ago as part of the renovation, but have not survived, have been removed to make room for new replacement trees. Crews painted the Rotary Pavilion stage now that the façade has been repaired.



Rotary Pavilion

As part of a renewed effort to maintain the Adopt-a-Spot program, the city has taken over responsibilities of monitoring the upkeep of these locations as well as working with and finding new adopters when needed.



Pinkham Cemetery Sign

Some other items taken care of around town, a new sign was made and installed in the historic Pinkham Cemetery on Dover Point Road. With the end of the school year, school zone lights were turned off for the summer. The kick wall at Shaw's Lane soccer fields was rebuilt. A new 'Art' wall was built and installed in the Park Street Park at the request of the city's Arts Commission.

The month of June saw some flag activity at City Hall. The Pride flag was raised in a ceremony at the beginning of the month to acknowledge Pride Month. Pride Month, sometimes specified as LGBTQ Pride Month, is a month-long observance dedicated to the celebration of LGBTQ pride, commemorating the contributions of lesbian, gay, bisexual, transgender and queer culture and community. Pride Month is currently celebrated each year in the month of June to honor the 1969 Stonewall Uprising in Manhattan. The Stonewall Uprising was a tipping point for the Gay Liberation Movement in the United States.



Kick wall at Shaw's Lane

An additional ceremony was held to raise the Juneteenth Flag. Juneteenth is named as such because it's a combination of "June" and "nineteenth," commemorating the date of June 19, 1865. This was the day when enslaved African Americans in Galveston, Texas, were informed of their freedom under the Emancipation Proclamation, more than two years after it was initially issued.

Engineering:



- Ken Mavrogeorge, PE – City Engineer
- Bill Boulanger – Special Projects Advisor
- Jillian Semprini, PE – Deputy City Engineer
- Krystian Kozlowski, PE – Assistant City Engineer
- Eric Sanderson – Facilities Project Manager
- Jamie Stevens – Waterfront Construction Manager
- Jordan Chambers – Engineering Technician
- Tim Puls, PE – Environmental Project Manager
- Meaghan Salito – Secretary I
- Gage Lamontagne – Engineering Intern

We're thrilled to shine a spotlight on one of the dedicated individuals ensuring our city's buildings run smoothly – Eric Sanderson, our Facilities Project Manager.

Eric brings a wealth of experience to the Community Services Department. With an Associate's degree in Architecture from UNH and a Bachelor's in Facilities Planning and Management from Wentworth Institute of Technology, he has the academic background to match his hands-on expertise. Before joining the City of Dover in December 2021, Eric successfully owned and operated Spinney Hill Landscaping for a decade based out of Portsmouth. He also spent 7.5 years with the Dover Housing Authority, where he advanced to the position of Capital Improvements Coordinator.



Eric Sanderson
Facilities Project

So, what does a Facilities Project Manager do? A lot! Eric is the go-to person for coordinating facilities-based projects, from installing a new microwave to overseeing a complete renovation like the one at the Dover Public Library. He's also instrumental in helping all city departments with their facility needs and works closely with our administrative team to develop the city's annual 5-year Capital Improvement Plan.

When Eric isn't busy making sure our city's infrastructure is top-notch, you can find him right here in Dover with his wife, Aimee, and their two daughters, ages 11 and 8. The family stays busy with basketball and track events, enjoys fitting in a round of golf, and during the summer, they love to go camping in their camper at Danforth Bay in Freedom, NH. We're incredibly fortunate to have Eric's expertise and dedication on our team!

Dover Utilities Commission (Krystian Kozlowski): The meeting scheduled for June was cancelled.

Planning Board (Ken Mavrogeorge): Planning Board met twice in June. The meetings were held on June 10th and 24th. Topics on the agendas included:

- Consideration and acceptance of a conditional use permit for Summit Land Development, Inc. (Proposal is to establish a residential commercial mixed-use district as part of a mixed use commercial and residential master concept plan.)
- Consideration and acceptance of a conditional use permit for Crosby 180, LLC (Proposal to allow wetland buffer.)
- Multiple consideration and acceptance of minor subdivisions (5 Sherman Street, LLC - proposal to subdivide lot into two new lots for a total of three lots & 200 Sixth Street, LLC - proposal to create one additional lot.)
- Multiple consideration and acceptance of transfer of development rights (25 Dover Point, LLC - Proposal to purchase fourteen units through TDR for a total of twenty-one units & Drowned Valley Holdings, LLC - Proposal to request one unit through TDR for a total of two residential units.)
- Multiple consideration and acceptance of site plans (Crosby 180, LLC - Proposal to construct a loading dock addition with site improvements & site plan amendment for Saint Thomas Aquinas High School - Proposal for the construction of a chapel addition.)
- Consideration and acceptance of a lot line adjustment for Raghbir Singh (proposal to adjust lines between three parcels.)

Transportation Advisory Committee (TAC) (Jillian Semprini): TAC met on June 23rd. The main topic discussed at the recent TAC meeting was the report entitled “Bicycle Infrastructure Recommendations; For the City of Dover, NH Street Paving 2025-26” dated May 9, 2025 and prepared by Strong Towns Seacoast (STS).

- The purpose of the document was to provide recommendations for bicycle infrastructure on the streets to be paved in this year’s Annual Street Paving Program. Many of the recommendations voted by TAC included narrowing travel lanes and adding sharrows. Jill Semprini, Deputy City Engineer, acknowledged that the Engineering division will need to discuss the best approach to assess the layout of streets for bike infrastructure, and to determine whether any additional support of consultants is necessary.

Municipal Alliance for Adaptive Management (MAAM): There was no meeting of MAAM in June.

Seacoast Stormwater Coalition (SSC): A meeting on June 18th, 2025 at Somersworth Town Hall to discuss the Salt Impairments Report, PTAPP submissions, SSC Blog training videos, Great Bay Sweeping program, and 2025 NH Stormwater Manual. Meeting moved to Somersworth Pollinator Garden to tour and discuss impact on neighborhood.

TIF Advisory Committee/Cocheco Waterfront Development Committee (CWDAC)/Park Subcommittee: There was no TIF advisory meeting in June. The CWDAC meeting took place on June 3rd. The main topics included:

- Construction updates pertaining to power from Eversource and preparations for switch gear.

- Review of amendment to Site Plan for building F and the Courtyard between buildings C and D. Motions were presented to endorse proposed changes and recommended to the Planning Board approval.

Portsmouth Safe Water Advisory Group (SWAG):

Portsmouth’s SWAG met on June 18th, 2025. Director of Community Services, John Storer was in attendance as a focus of the agenda pertained to the Dover Landfill. John presented at the meeting highlighting the Bellamy water quality as well as the success of the remediation system, which was met with great appreciation from the SWAG group.

In addition to supporting other City departments and working on Capital Projects, Engineering staff takes Service Calls from the public and responds to them as quickly as they can. The team meets regularly to review open Service Calls and discuss how to respond. The Table below shows the total Engineering related calls year to date and over the past month.

Time Period	Logged Service Calls	Resolved Service Calls
May 2025	15	27
June 2025	16	9
2025 YTD	69	64

Projects

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

Fifth and Grove Reconstruction:

The contractor, N. Granese & Sons, Inc., continued to advance the remaining project work, which consists of installation of concrete sidewalks, restoration of private property, installation of loam and seed, and testing of the new street lights. Paving and striping will be scheduled following the completion of the other remaining work. Street lighting shields will be installed to reduce the amount of light exiting the City’s right of way.

Sixth Street Bridge:

The city’s consultant, VHB, prepared the necessary regulatory permit applications to be submitted following the city’s review. Through the initial phase of the project development, the removal of the upstream remnant structure was identified as an integral part of the proposed project scope. The remnant structure removal will impact an existing upstream Conservation

Easement, thus triggering coordination and review by National Resource Conservation Service (NRCS). The NRCS requirements, including development of a mitigation plan, created additional permitting, design modifications, and easement coordination that are beyond the original scope of work. These additional services were approved at the June 25, 2025 Council Meeting.

Cochecho Waterfront Redevelopment:

In June 2025, progress on the Dover waterfront development continued to advance despite wet weather. Private improvements are moving forward, with Buildings C & D exterior stonework. Interior construction on townhomes made significant progress, with exteriors nearing completion, developed weather tight. A group of three-unit townhomes is also nearing interior completion and pre-occupation utility testing is underway. Overall, base pavement preparations around the entirety of the site are ongoing in support of all of the townhome groups.

Great progress also continues on the City's public infrastructure improvements. Regarding Eversource connections, the temporary construction power is now complete, and the City is now waiting on two switch gear components for the permanent hook-ups. On Payne Street, the stormwater treatment basin is nearing completion with final curbing and backfilling underway. The sidewalks and granite curbing are mostly installed, and the loam areas have been hydroseeded.

The City's site Contractor is busy processing stockpiled loam and planting soils, and work continues on the Pavilion Area, focusing on rap closure and subgrade preparations.

For Shoreline Restoration, the City and our engineering consultants are actively working on solutions for the former Army Corps bulkhead area, with a meeting scheduled with the NHDES. The living shoreline restoration is largely finished, and the City be adding more plantings, stabilization fabric, and coir log treatments for long-term erosion control. Significant strides have also been made on Bio stormwater basin #1 and the stormwater treatment basin/pocket wetland area, both of which we expect to be completed in the next few weeks.

Finally, construction has begun on the New Park Pavilion Building with Pine Brook as the subcontractor. Pier supports have been installed as have strip footings for the lower-level interior concrete masonry walls. The methane monitoring system build-out is almost complete, and Pine Brook plans to pour the slab on grade in the coming weeks. The steel contractor will mobilize shortly after the slab is poured which is when the building will begin to take shape.

Cochecho Street Outfall:

Community Services has been working with Eversource and the consultant, Kleinfelder, to advance the design of this outfall reconstruction. At present, Eversource is looking to move forward on utility investigations on Cochecho Street. The project involves coordination between Eversource who needs to permit and remediate soil contamination clean up and the City who needs to permit a new outfall to replace a failed one. Work on the remediation and outfall replacement is expected to proceed in late 2026.

County Farm Road Culvert:

The Engineering division received and reviewed the final recommendations from the consultant, Apex, to address the hydraulically-insufficient crossing. The recommendation is to replace the

existing culvert with two larger sized culverts to increase the hydraulic capacity of the existing crossing. Engineering will be working with the consultant to design and permit the final recommendation.

Garrison Hill Water Tank Rehabilitation:

Sargent Corporation is currently working on the rehabilitation of the 4+ million-gallon tank atop Garrison Hill. In June the internal walls and floor of the tank were cleaned followed by the lining of the interior walls. Spot repairs were also made to the interior of the roof structure. The tank rehabilitation is on track for completion by mid-summer. The interior work is highly weather dependent which has made the process progress slower than originally anticipated. Community Services has issued a voluntary water conservation advisory to alleviate stress on the system caused by the rehabilitation project. The City's water system is currently being served by the newer million gallon tank at Smyth Well Rd. Public access to the Garrison Hill Park and community garden may be limited during construction and parkgoers are encouraged to check with the City's website for updates on the park's availability.



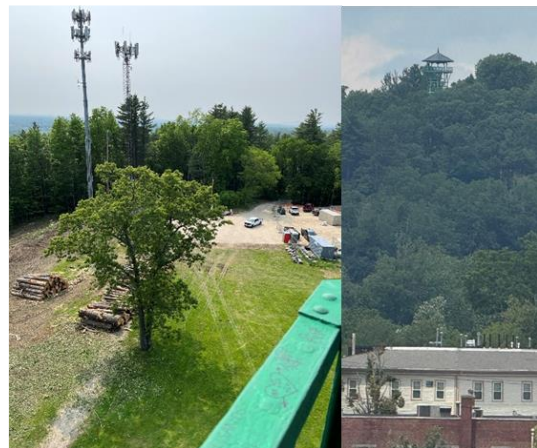
Garrison Hill Water Tank Interior Coating

Mill St Pump Station Reconstruction:

Surveying of the project area wrapped up in June. The design of the new pump station will begin once the survey is finalized and provided to the City's consultant, Woodard & Curran. It is expected that the PS will be reconstructed in 2026.

Garrison Hill and Oak St. Water Main:

Special Project Advisor Bill Boulanger worked with engineering firm Underwood Engineers to design water main improvements in the Broadway area. This area has experienced a number of major water main breaks in the past few years as the water main dates back to the late 1800s. The water main upgrades will run first from the Garrison Hill Tank down to Oak St. Then, from Oak St the water main will head east down towards Broadway before heading south towards Florence St. SUR Construction was selected to construct the project during a competitive bidding process in March. Tree clearing started along the top of Garrison Hill and down the existing utility easement to Oak Street in June. SUR has installed gate valves at intersections on Broadway to isolate existing water mains and to maintain water service.



Garrison Hill Water Main Work site & Improved Tower Visibility

Source Water Exploration:

The City has been working with GZA engineers to source out properties for sources of groundwater to expand the City's future capacity. The process includes a series of test wells and assessment of the existing aquifer characteristics. In addition, a review of the historical

information regarding Griffin Well and hydrogeology in the vicinity of Griffin Well has been completed to support future groundwater pumping from this well. GZA also prepared a pumping test plan, required for review by NHDES, and installed equipment necessary for completion of the pumping test. Dover's Pudding Hill Treatment Plant staff are working on revisions to the operations and maintenance plan requested by NHDES following monitoring by the NHDES of the Pudding Hill Artificial Recharge Facility.

Central Avenue (Central Core Phase I) Water Main Replacement:

The City has been working with Underwood Engineers on revising plans for the next phase of the central avenue water main replacement project. On June 25th, 2025 the City Council voted to approve additional engineering funding for Central Core Phase One, which will cover funding through the final design stage.

Downtown Lighting Improvements:

After successfully completing the pilot program to replace five (5) street lights in the Upper Square/Franklin Square in the downtown area, engineering staff are planning to replace 22 additional lights on Central Ave from the railroad tracks and heading south; to Chapel Street on the easterly side and to second street on the westerly side. Engineering staff have procured the additional street lights and bases, which are expected to be delivered in the next few weeks in July.

Sidewalk Improvements:

The sidewalk bids came in higher than anticipated and as a result the City has decided to postpone the reconstruction of the Horne St and Joe B Parks walkways until additional funding can be secured. In June, Engineering met with members of the Executive Department at City Hall regarding bump outs planned for later this year to improve pedestrian safety downtown. Dover Community Services staff expects to send out a request for bids in July as the first step in working through a backlog of sidewalk reconstruction work that will improve accessibility across the City. Priority will be given to sidewalks within school zones and in highly utilized pedestrian areas such as commercial districts before moving on to less utilized areas. This project is a good example of how the Engineering Staff is looking to expand its in house design capabilities to save the City on consultant costs.

Dredge Cell Closure:

The draft dredge cell closure plan was provided to the City Engineering staff in May and will likely have final the solid waste permit submitted to the state for approval in July. It is expected that the approvals will take approximately 9 months.

Maglaras Park Reconstruction:

An Alteration of Terrain permit was approved for the first phase of reconstruction for Maglaras Park. The approvals allow for the City to move materials excavated from the waterfront. In June, the Council approved an amendment for the City's consultant Verdantas to provide additional services related to the design and construction support for this project.

Lower Central Ave Street Reconstruction:

The City met with their consultant, Sebago Technics, and the NHDOT in June to discuss the required public meetings and temporary construction easements required for the project to

proceed. The project will include the rebuilding of Central Ave from Stark Ave to Silver Street including new utilities, sidewalks, and drainage.

Traffic Signage Improvements:

The City of Dover's Community Services Department is working through a process to review the 2022 comprehensive city-wide sign inventory with a focus on removing outdated regulatory signs and ensuring all remaining signage is up-to-date, compliant, and in excellent condition. The first goal of the process is to remove signage from utility poles, and relocate or replace the sign on its own post. Signs are not supposed to be attached to the utility poles; therefore, removing signs from them will help aid in the process of removing double poles throughout the city. Another goal of the process will be to eliminate duplicate signs. This ongoing effort will enhance clarity and safety on Dover's roads.

Facilities Projects:

Rotary Arts Pavilion:

The City of Dover's Community Services Department, in collaboration with the Recreation Department, has undertaken a restoration project to repair and preserve the façade of the Rotary Arts Pavilion, a valued community asset located in Henry Law Park. Following a competitive selection process, Unified Builders of Barrington, New Hampshire, was awarded the contract based on their qualifications and experience in structural restoration. The scope of work included the complete repair and reinforcement of the pavilion's façade, ensuring both structural integrity and visual appeal. In addition to addressing the immediate repair needs, Unified Builders incorporated a series of preventive measures designed to protect the structure from future deterioration, including moisture infiltration and material degradation. These enhancements are intended to extend the lifespan of the pavilion and reduce the need for future maintenance, supporting the City's commitment to the long-term stewardship of its public spaces and infrastructure.



Rotary Arts Pavilion

Library Expansion Renovation:

The Dover Community Services Department is actively collaborating with the Library Department on its significant renovation project. June saw substantial progress, starting with the completion of the demolition at the beginning of the month. The plaster was repaired on the top floor, as well as steel was placed in the bottom floor for structural support. In addition, concrete was poured to support the new steel for the addition. The project remains on schedule, with completion anticipated in late 2026, and library patrons are encouraged to contact the Library directly with any questions regarding access to materials during the renovation period.

Energy Services Performance Contract (ESPC):

The City of Dover's Community Services Department, in coordination with the Planning Department, recently completed a competitive selection process to identify a qualified firm to conduct a comprehensive energy audit and develop a long-term strategy for implementing

energy efficiency improvements across municipal facilities. A Request for Proposals (RFP) was issued in early May, resulting in nine submissions from experienced energy service providers. After evaluating the proposals based on technical approach, relevant experience, and the ability to deliver guaranteed energy savings through an ESPC, four firms were shortlisted for interviews. These interviews, held in early June, provided additional insight into each firm's methodology, staffing, and project implementation capabilities. Following this detailed review, the City selected Energy Efficiency Investments (EEI) as the preferred partner to move forward with the ESPC initiative. The City of Dover's Community Services Department, in coordination with the Planning Department, is currently undertaking the selection of a qualified firm to conduct a comprehensive energy audit and to develop a long-term strategy for implementing energy efficiency improvements across municipal facilities. As part of this effort, a RFP was issued, resulting in nine submissions from energy service providers in early May. After a detailed evaluation of the proposals, four firms were shortlisted for interviews based on their experience, approach, and ability to deliver measurable energy savings. These interviews were conducted in early June to further assess each firm's suitability for entering into an Energy Services Performance Contract (ESPC) with the City.

Morningside Park Rehabilitation:

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

City Hall HVAC Renovation:

The City of Dover has received multiple bids in response to Request for Bid for the replacement of air conditioning systems at City Hall. This project includes the full removal and replacement of mini-split units, a new condenser system, updated refrigerant and condensate lines, and compatible digital thermostats. A mandatory on-site walkthrough was held for all interested contractors as part of the bid qualification process. At this time, no final decision has been made regarding contractor selection. The City is currently reviewing all submitted proposals and will announce the awarded vendor once the evaluation process is complete.

Griffin Well Building Upgrades:

The City of Dover is preparing to release a RFP for upcoming upgrades to the Griffin Well building. The planned scope of work will include the installation of a new HVAC system—comprising a condenser and two mini-split units—along with structural improvements such as new exterior doors, patching of existing wall openings, and the construction of a small roof extension to shelter the condenser. All work will be expected to meet applicable codes and permitting requirements. Full RFP details, submission instructions, and deadlines will be made available upon release. Interested contractors are encouraged to monitor the City's bid portal for updates.

Permits & Licenses

Permit & License Summary Three Month Overview	April 2025	May 2025	June 2025
Driveway Permits:	11	14	06
Utility Licenses:	08	02	02
Paving Licenses:	06	02	01
Excavation Permits:	08	09	17
Certificate of Occupancy Inspections	04	05	05
Construction Permits	01	04	01
Obstruction Permits:	03	01	03
Sewer Connection Permit:	00	01	01
Septic Design Reviews:	01	01	01

Site Review / Project Oversight Support

The City's Engineering staff typically takes between 1 to 4 hours for each review as part of the Technical Review Committee. The review focuses on engineering related design elements such as utilities (water and sewer), stormwater, parking lot layout and pedestrian pathways. To ensure that projects efficiently move through the TRC process, City Engineering staff is available for preapplication meetings with applicants. To schedule a meeting with staff, call 603-516-6450.

Seven (7) projects came to TRC in June that required Engineering review:

- 197 Dover Point Road (Chapel addition to STA high school)
- Littleworth Road (light industrial building)
- 100 Liberty Way (mixed use development of the former Liberty Mutual property)
- Grapevine Drive (proposed fast food restaurant)
- 11 McIntosh Drive (Amendment to the approved mixed-use development)
- 40 River Street (Amendment to the approved private waterfront project)
- 141 Sixth Street (TDR project with 10- 1,400 sf residential units)

There was one preconstruction meeting held in June for a mixed-use development at 30 Grapevine Drive.

Construction Oversight:

Engineering Technician, Jordan Chambers, continues to conduct oversight of over 65 private construction projects approved by the Planning Board. Projects that are underway or have been completed include:

- 725 Central Ave Development (Central Ave and Brick Rd.)
- Ember Dr (New Rochester Rd.)
- Mixed Use Residential – The Station (2 Grove St)
- Waterfront Private Development
- Chase Bank on Central Ave
- Pointe Place
- Fisher St. Residential (Lenox Dr)
- 48 Whittier St. Residential
- McIntosh Commons
- 59 Tolend Rd.
- 110-114 Silver Street
- 180 Tolend Road
- 17 Summer Street
- 73 Locust Street (Dover Public Library)
- Dover Fields (Route 108 & Mast Road)



Lennox Drive Construction Site



Future Automation Quality Way

Finance Department

Administration:

On June 9th, Deputy Finance Director, Ann Legere, attended an in-person training session called Leadership in 3 Acts in Rochester sponsored by Primex. The three Acts consisted of presenters for Session 1-Positive Leadership=Positive Culture: A Winning Equation, Session 2 was Dealing With Multi-Generational Workforce and Session 3 was Administrative Betrayal: Perceptions is Reality and Reality Bites.

On June 11th, Deputy Finance Director, Ann Legere attended a webinar sponsored by City of Dover Accounting Firm, CBIZ named Strategies for Federal Grants; Terminating Management Risk & Mitigation Impact. Learning Objectives included an update on grant terminations observed across federal agencies in the Trump Administration.

City Clerk Tax Collection (CC/TC)

On June 10, 2025 Stormy Prentiss began her employment with the City as an Account Clerk II in the City Clerk/Tax Collection office in City Hall.

On Tuesday July 1, 2025 Chloe Langmaid began her employment with the City as an Account Clerk II in the City Clerk/Tax Collection office in City Hall.

On June 17, 2025 City Clerk/Tax Collector Jerrica Vansylyvong-Bizier attended a Primex training session on Managing Employee Performance.

The City Clerk/Tax Collection office had a very busy month of June with property tax bills due on June 2nd, on June 11th the first quarter water & sewer utility bills were due, and delinquent dog licensing notices were issued to 749 dog owners.

Finance / Accounting / Purchasing

On June 12th, Deputy Finance Director and Assistant City Manager attended a virtual meeting with EPA to discuss Congressional Designated Spending (CDS) funds for Cochecho River Shoreline Stabilization.

On June 23rd, Deputy Finance Director submitted the SRF Loan Application to NHDES for the Dover Infill & Infiltration Removal at Bellamy Rd, Knox March Rd and Mt. Vernon St. This planning loan is a \$250,000 loan with \$100,000 principal forgiveness.

On June 24th, Deputy Finance Director, Ann Legere attended a webinar sponsored by Citizens Bank named Solving for Speed and Security in Payments. The webinar discussed the evolving payments landscape and shared exclusive insights into the results of the Citizens 2025 Payment Trends Survey. This webinar in addition to the one on October 3, 2024 Deputy Finance Director

attended with Citizens Bank to discuss a vendor analysis as it relates to use of City Credit Card payments is an effort to streamline the Accounts Payable process.

The Purchasing Department is finalizing the FY25 Open Purchase Orders and closing those that are no longer valid. Through the annual Purchase Order rollover process, the department will roll open purchase orders forward to FY2026 during the last week of July. This annual rollover process results in closing out the FY2025 budget group.

The City's Fiscal Year 2024 Annual Comprehensive Financial Report and accompanying auditor's report were presented to the City Council on Wednesday June 11, 2025.

On June 26, 2025 the Finance Director and Senior Accountant joined folks in Community Services department to conduct fiscal year-end inventory of Fleet Maintenance vehicle parts, Utility Division's water and sewer parts, and Solid Waste Division's bag and tags.

Tax Assessment

The Tax Assessment office, in conjunction with City's Office of Information Technology, continues to work with the City's new CAMA software vendor to complete implementation of the software system. City personnel met with software vendor personnel on June 11th to review open items impacting functional operation of the new CAMA system. A follow up meeting was held on June 23rd. The goal is to conduct follow up meetings every other week to address open items and have functioning CAMA system by the fall.

Water/Sewer Utility Billing

On June 3, 2025 the office completed the May 2025 monthly billing of 21.3 million gallons of usage for 845 accounts, representing a total amount billed of \$513,771.00.

Bid Solicitation:

Department	Bid #	Bid Date	Description
CS	B25-082	6/9/2025	Bulk Oil and Lubricants
CS	Q25-019	6/10/2025	Purchase of Roll off Containers
CS	B25-074	6/13/2025	Household Hazardous Waste Collection

Purchase Orders over \$5,000:

Department/Division	PO Date	Vendor	Amount
Finance Office	6/24/2025	JEWETT COMMERCIAL PARK LLC.	\$10,000.00
Finance Office	6/12/2025	HAIGHT ENGINEERING DBA MCENEANEY	\$15,550.00
Finance Office	6/3/2025	CARENO CONSTRUCTION COMPANY LLC	\$46,000.00
Info Technology	6/30/2025	DATA TRANSFER SOLUTIONS, LLC	\$7,560.00
Info Technology	6/25/2025	PRESIDIO NETWORKED SOLUTIONS, INC	\$15,298.83
Community Services	6/10/2025	SUR CONSTRUCTION, INC.	\$5,500.00
Community Services	6/25/2025	STATE OF NH-DES AIR RESOURCES	\$8,000.00
Community Services	6/18/2025	TRI-STATE SEALCOATING & PAVING, INC.	\$8,925.00
Community Services	6/16/2025	NORTHEAST ELECTRICAL DISTRIBUTORS	\$12,066.00
Community Services	6/10/2025	GC/AAA FENCES, CO., INC.	\$12,100.00
Community Services	6/12/2025	SHEA CONCRETE PRODUCTS	\$13,882.00
Community Services	6/25/2025	EQUIPMENT EAST, LLC	\$14,103.40
Community Services	6/12/2025	SUR CONSTRUCTION, INC.	\$15,000.00
Community Services	6/19/2025	PEST-END, INC.	\$15,240.00
Community Services	6/25/2025	CS PRODUCTS, INC.	\$17,685.00
Community Services	6/9/2025	WATER INDUSTRIES, INC.	\$20,975.40
Community Services	6/18/2025	JM HAYDEN EQUIPMENT CO	\$24,333.00
Community Services	6/27/2025	K-FLY, LLC dba EASTERN WEAR PARTS	\$50,593.60
Community Services	6/23/2025	CALGON CARBON CORPORATION	\$141,600.00
Executive	6/13/2025	COAST	\$6,000.00
Fire and Rescue	6/16/2025	SANDOWN WIRELESS	\$7,075.00
Fire and Rescue	6/17/2025	NEW ENGLAND VEHICLE OUTFITTERS,	\$7,735.00
Fire and Rescue	6/17/2025	UNIFIED BUILDERS, INC.	\$8,000.00
Fire and Rescue	6/30/2025	JSR MERCHANDISING	\$9,951.00
Fire and Rescue	6/17/2025	DENNIS MUNSON PLUMBING HEATING	\$10,000.00
Fire and Rescue	6/17/2025	NEGM ELECTRIC, LLC.	\$12,200.00
Fire and Rescue	6/17/2025	UNIFIED BUILDERS, INC.	\$23,203.62
Fire and Rescue	6/27/2025	FIRE TECH & SAFETY OF NEW ENGLAND,	\$53,040.00
Planning	6/30/2025	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$5,000.00
Planning	6/27/2025	HAIGHT ENGINEERING DBA MCENEANEY	\$19,700.00
Recreation	6/20/2025	SCOREBOARD ENTERPRISES, INC.	\$22,020.00

Fire & Rescue

Calls for Service / Activity Statistics

Calls tracked through the National Fire Incident Reporting System (NFIRS), are typically categorized into the following types:

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

Calls for Service – 3 Month Comparison		
	Number of Calls	Average calls in 24-hr period
April	544	18
May	617	20
June	665	22

Simultaneous Calls and Resource Management

Simultaneous calls—when multiple emergency incidents occur at the same time—can pose operational challenges. When crews are already committed to an incident and a new call is received before the initial one is resolved, it can strain available resources. This occasionally requires units to respond from outside their designated district, potentially impacting response times.

Dover Fire & Rescue is typically staffed to handle two simultaneous emergency calls without compromising service delivery. A third call can often be managed depending on factors such as crew availability and call location. Multi-company incidents, such as structure fires, are managed through a coordinated response plan.

Simultaneous Call Statistics		
	2 Calls Simultaneously	3 Calls Simultaneously
February 2025	197	121
March 2025	195	87
April 2025	174	60
May 2025	200	97
June 2025	210	101

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

Division of Emergency Medical Services (EMS):

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

Facility	State	# of individuals June 2024	# of individuals June 2025
Boston Children's Hospital	MA		
Brigham and Woman's Hospital	NH		
Cheshire Medical Center	NH		3
Concord Hospital	NH		
Dartmouth Hitchcock Medical	NH		
Elliot Hospital	NH		
Exeter Hospital	NH		
Free Standing ER – Dover (HCA)	NH	31	15
Frisbie Memorial Hospital	NH		
Maine Medical	ME		
Mass General Hospital	MA		
Portsmouth Regional Hospital	NH	8	7
St. Joseph's Hospital	NH		
Tufts Medical Center	MA		
Wentworth Douglass Hospital	NH	264	320
York Hospital	ME		1
Total Transports		303	346
**Non Transports/Sign offs/Refusal of Care		122	162

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

EMS Mutual Aid:

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

<i>Municipality Assisted</i>	<i>EMS Service</i>	<i>June 2024 Assists</i>	<i>June 2025 Assists</i>
Barrington	Barrington Fire		
Berwick	Stewart's Ambulance		
Durham	McGregor EMS		
Eliot	Stewart's Ambulance		
Farmington	Farmington Fire	1	1
Greenland	Greenland Fire		
Keene	Keene Fire		4
Kensington	Kensington Fire		
Lee	McGregor EMS		
Kittery	Stewart's Ambulance		
Madbury	McGregor EMS		
New Durham	New Durham Fire		
Newington	Newington Fire	1	
North Hampton	North Hampton Fire		
Northwood	Northwood Fire		
Pease ANGB	Pease ANGB Fire		
Rochester	Frisbie EMS		3
Rollinsford	York Ambulance	2	1
Seabrook	Seabrook Fire	1	
Somersworth	Stewart's Ambulance	1	6
South Berwick	York Ambulance	3	2
	Total	9	17

Breakdown of Patient Contacts by Age Group & Acuity

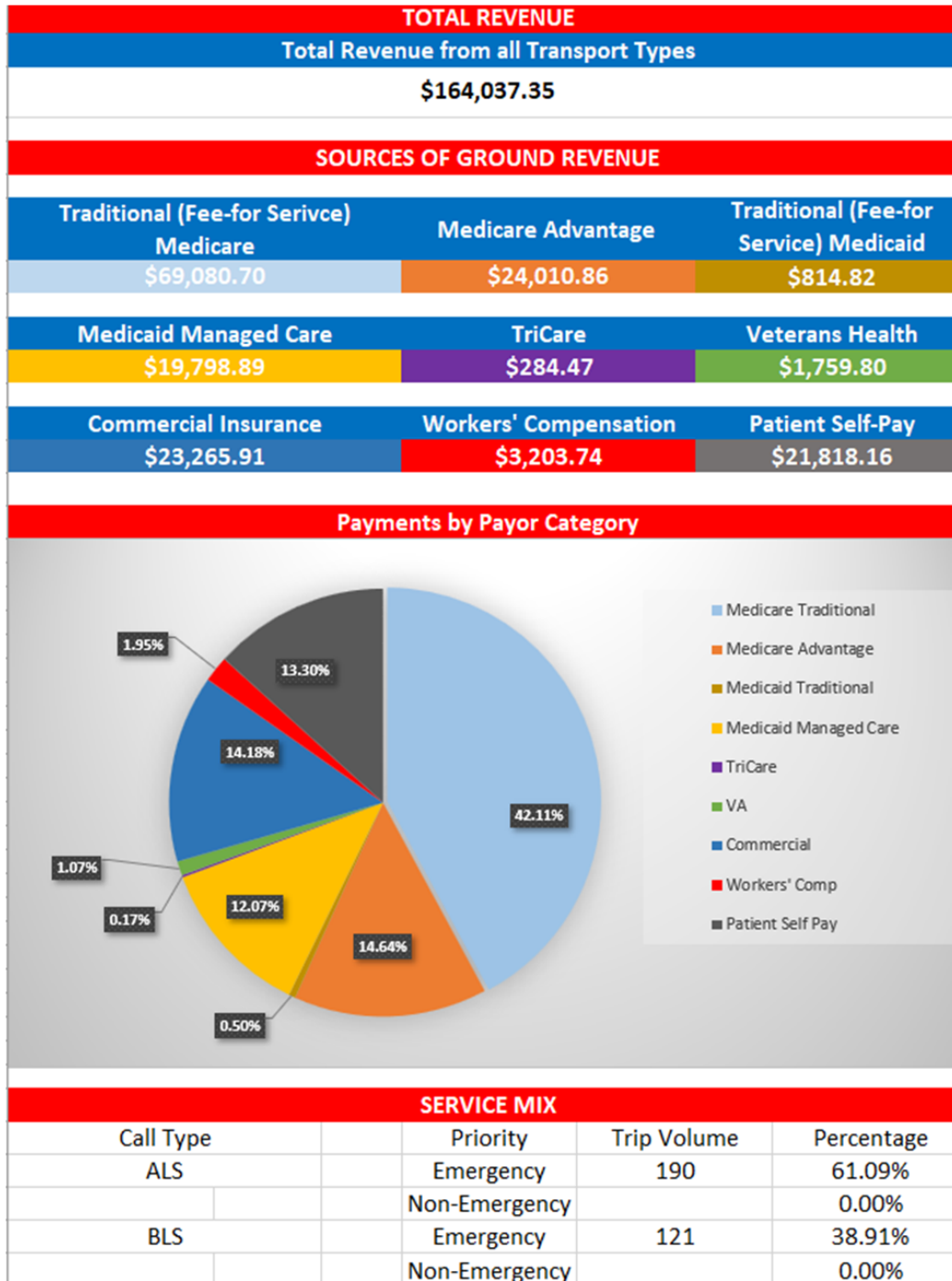
Age Range	Number	Average Age	Status I (Critical)	Status II (Emergent)	Status III (Lower Acuity)	Status IV (non-acute)	Obvious Death
0-9	8	2.3	1		5	2	
10-19	16	114.4			11	5	
20-29	36	25.6		1	21	14	
30-39	37	34.9		1	25	11	
40-49	32	44.1		2	18	12	
50-59	41	55.4		3	25	13	
60-69	79	64.5		7	47	24	1
70-79	80	74.7	1	7	57	14	1
80-89	98	84.2		4	70	23	1
90-99	57	93.2	1	2	38	15	1
100-120							

On June 20th, Dover Fire & Rescue proudly supported the City of Keene by providing an ambulance crew to staff their Central Station for a 12-hour shift. Fire departments from across New Hampshire and Vermont came together to supply apparatus and personnel to ensure full coverage of the City of Keene over a 48-hour period. This coordinated effort allowed the members of the Keene Fire Department to honor and mourn the loss of one of their own, who passed away from occupational lung cancer.



As Dover Fire & Rescue undergoes one of the most significant leadership transitions in its history, we embraced the opportunity to reset our organizational compass with the launch of our first-ever Fire Officer Boot Camp. This intensive four-day leadership development program was designed not just to educate—but to inspire. With new Battalion Chiefs, reassigned Division Chiefs, and recently promoted Captains and Lieutenants, this was a critical moment to unify our leadership vision, reinforce accountability, and elevate our operational excellence. The Boot Camp provided a clear framework for expectations, empowered officers to lead with confidence and integrity, and reinforced our commitment to a culture rooted in trust, safety, and mission-driven service. This initiative is more than training—it is an investment in our people, our values, and the future of the department. We are not simply preparing leaders; we are shaping the legacy of Dover Fire & Rescue.

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



Dover Fire & Rescue, in collaboration with Wentworth-Douglass Hospital, conducted the Spring Medic Rounds—an essential event that underscores the vital role of ongoing education, clinical excellence, and inter-agency collaboration in emergency medical services. This biannual training initiative, supported through our agreement with the Dover Professional Fire Fighters Association, IAFF Local 1312, is designed to ensure our paramedics remain at the forefront of lifesaving care.

This spring's session focused on advanced 12-lead EKG interpretation—an area where early recognition of cardiac anomalies can directly influence and improve patient outcomes. Understanding subtle changes on an EKG can mean the difference between early intervention and missed diagnosis in time-sensitive emergencies such as myocardial infarction, arrhythmias, or cardiac ischemia. Paramedics also received critical refresher training in advanced airway techniques, including both needle and surgical cricothyrotomies, using the Quick Trach Needle Cricothyrotomy System and the Control Cric Surgical Cricothyrotomy System. These skills are rarely used but can be the only option to save a life in a “can’t intubate, can’t ventilate” scenario.

The importance of paramedicine in modern public safety cannot be overstated. Paramedics are often the first and only line of advanced medical intervention during the most critical minutes of a medical emergency. Whether it's stabilizing a patient in cardiac arrest, managing a traumatic injury, or recognizing a stroke in progress, their ability to deliver expert care in the field saves lives, reduces hospital stays, and improves long-term patient outcomes. The decisions made in those first few minutes—guided by training, experience, and teamwork—can mean everything to a patient and their family.

Medic Rounds like these not only sharpen technical proficiency but also foster a culture of excellence, accountability, and collaboration. By training alongside physicians and hospital-based clinicians, our paramedics gain critical insights that strengthen the continuum of care from the patient's side to the emergency department. This partnership between prehospital and hospital providers reflects the best of what modern EMS can offer—a seamless, integrated approach to lifesaving care.

Dover Fire & Rescue remains committed to being a leader in paramedicine. Through continuous training, clinical partnerships, and professional development, we are investing in our people so they can continue doing what they do best: saving lives.

This month, the department conducted an intensive and highly competitive two-day promotional process to select our new Battalion Chiefs—one of the most critical leadership roles in Dover Fire & Rescue. The process included a complex, real-time simulation where candidates were required to command multiple fire companies during a major emergency, including managing a firefighter mayday situation. Candidates also faced a challenging human resources scenario designed to reveal their leadership, decision-making, and supervisory abilities under pressure. A rigorous oral interview was conducted by a panel of respected fire service leaders, testing each candidate's vision, communication skills, and ability to lead others. In addition, candidates participated in a customer service exercise that reflected our department's strong commitment to professionalism and community engagement. This process was designed to assess not only tactical decision-making but also the essential "soft skills" needed in a modern fire officer—such as empathy, clear communication, adaptability, problem-solving, and the ability to build trust.

These well-rounded qualities are critical to leading Dover Fire & Rescue into the future while maintaining our high standards of safety, service, and accountability.

In June, the department completed several important administrative and operational initiatives that directly support our ability to deliver efficient, compliant, and high-quality services.

The department finalized the review of EMS supply bids submitted by seven vendors. This competitive process ensures that Dover Fire & Rescue continues to receive high-quality medical supplies at the best possible value. Draft bid awards were submitted to the City's Finance Department for agreement development and legal review, with final approval pending from the City Manager. Maintaining a reliable and cost-effective EMS supply chain is critical to our mission of providing timely and effective patient care.

The department successfully completed the required five-year revalidation process with the Maine Medicaid Program (MaineCare). As part of this process, a virtual tour of Central Station and Ambulance 5 was conducted with a MaineCare representative. Continued compliance with Medicaid regulations is essential to preserving our ability to receive reimbursement for cross-border patient transports and to remain in good standing with all federal and state healthcare funding sources.

Additionally, uniform contracts were awarded this month following a review of departmental needs and vendor capabilities. The department will now be working with two vendors—one specializing in public safety apparel and the other operating locally—to supply uniforms for our personnel. Proper uniform provision not only ensures professional appearance and identity but also contributes to safety, functionality, and consistency across the department.

These efforts reflect our continued commitment to operational excellence, regulatory compliance, and fiscal responsibility, all of which are foundational to supporting our personnel and the community we serve.

This month, Dover Fire & Rescue conducted comprehensive water rescue training, including hands-on sessions at the indoor pool and rescue boat operations in the



bay. Water rescues are among the most complex and hazardous emergencies firefighters face—combining the dangers of swift water, limited visibility, and the need for rapid victim recovery. This high-quality training ensured that every member of the department was equipped with the skills, confidence, and teamwork required to respond effectively to these life-threatening situations. Pool-based training allowed personnel to practice victim retrieval, personal flotation, and rescue techniques in a controlled environment, while open-water boat drills focused on navigation, victim access, and crew coordination. This well-rounded training

reinforces our department's preparedness and commitment to saving lives in every environment, especially in a coastal community where water-related emergencies are a real and present risk.

Dover Fire & Rescue is currently in the midst of a comprehensive, three-part Driver Operator Certification Program approved by the State of New Hampshire. Each component of the program consists of more than 30 hours of instruction and is certified separately. The training includes: All Vehicle Operations, Pump Operator Training, and Aerial Apparatus Operations.

In June, the department successfully completed the second phase—Pump Operator Training—with outstanding participation from our members. What makes this achievement especially noteworthy is that all participants are completing this training on a voluntary basis, dedicating their personal time outside of scheduled shifts. This level of commitment underscores the exceptional dedication and professionalism of our team. We are proud of their efforts and grateful for their continued pursuit of excellence in service to the City of Dover.



In June, Dover Fire & Rescue proudly revived the Fire Safety Festival after a six-year pause, reaching over 1,200 elementary students across the city. The centerpiece was an original, firefighter-written theatrical performance that taught critical fire safety messages such as "stop, drop, and roll," home escape planning, and emergency preparedness. Most notably, the entire festival was made possible without the use of city funds—thanks to generous community sponsors and the incredible dedication of department members who volunteered their time to write, rehearse, perform, and coordinate the event. This inspiring effort showcased Dover's commitment to public education, safety, and fiscal responsibility.

This month, the department finalized a fiscally responsible initiative to purchase NFPA 1951-compliant extrication PPE for operational personnel. This forward-thinking approach replaces the overuse of structural firefighting gear on non-fire incidents—such as vehicle crashes, brush fires, and technical rescues—with task-specific gear that is lighter, more breathable, and better suited for these environments. This transition not only improves firefighter health, reduces heat stress, and limits carcinogen exposure, but it also extends the life of our more expensive PFAS-free structural turnout gear—helping to avoid premature wear, reduce laundering and repair costs, and delay costly replacements. The project is fully funded through a budget-neutral reallocation within the current operating budget and will save an estimated \$3,000–\$4,000 per firefighter over time. This effort reflects national safety standards and best practices from NFPA, IAFF, NIOSH, and the Firefighter Cancer Support Network, reinforcing our commitment to innovation, firefighter safety, and long-term cost control.

Planning & Community Development

Inspection Services:

Inspections & Permits	April 2025	May 2025	June 2025
Life Safety Inspections	27	57	64
Business Inspections	5	3	6
Sprinkler / Alarm Inspections	43	498	21
Building Inspections	182	340	309
Electrical Inspections	149	128	186
Plumbing / Mechanical Inspections	287	468	366
Blasting Inspections	0	0	0
Health/Housing Standards Inspections	40	24	60
School / Daycare Inspections	9	10	4
Oil Burner Inspections	0	0	0
Woodstove / Fireplace Inspections	1	0	0
Building Permits	66	59	43
Blasting Permits	0	0	0
Certificate of Occupancy Permits	2	2	6
Walk-in Customers	101	94	94

Construction value for the month of June was approximately 15.4 million

Inspection Services new building is substantially complete and officially opened to the public on June 9th. Staff is in the process of assembling new furniture between daily duties.

Inspection Services performed interviews and is in the hiring process for the position of building inspector.

Administration

Private developments approved by the Planning Board are underway as shown in the subdivision and site plan report including the status on building permits. Staff has heard from some of the developments such as the mixed-use project at 47 Chestnut St have been on hold due to budgetary reasons. McIntosh Commons came before the Planning Board for an amendment and phase 1 is currently under construction. The residential project list has an “attainable” column which indicates the number of units that are restricted in size or HUD Fair Market rates. The applicant for 47 Chestnut St. asked for extension request (for vesting purposes) in March to the Planning Board.

The Planning Board voted in September to set the impact fee to \$0 and to not charge impact fees to projects that came to PB for approval in 2024 since discussions about impact fees began. The goal is that those savings get passed on to the residents to help with housing costs. The Board voted on further clarification and draft policy in October. A zoning amendment was posted in March 2025 and a public hearing will occur this summer.

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

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

Director Benton attended the Housing Appeals Board meeting in June for the case regarding 103 Court Street.

Assistant City Planner Galloway-Burke attended the Workforce Housing Coalition of the Greater Seacoast’s Spring Policy Session, which featured legislators and policy experts discussing housing-related legislation from the 2025 State Legislative Session.

Planning and Media Services staff continued to develop and enhance an electronic “newsletter” for planning related items (with 1,147 subscribers). Two newsletters were sent in June. Content included meeting summaries, meeting previews, and various special topics such as information on upcoming events that the department held like the Community Trail ChalkFest. Readers were also provided information on the new Inspections Services building and an overview on the episode of the Dover Download podcast that reviewed the Master Plan update. Readers were

encouraged to respond to the National Community Survey and an additional Polco survey question was asked: "Are you planning to attend ChalkFest on Sunday, June 8 on the Community Trail?"

Planning Staff continues to update a webpage on the City website dedicated to Transfer of Development Rights. The page includes an overview of the ordinance and information on individual applications received by the Planning Department; this includes links to project materials, project address, and status updates. There were no TDR applications to add to the webpage in June.

Planning staff met with several prospective developers and real estate agents to discuss proposed residential and commercial project viability for several properties in the City's Central Business and Commercial zoning district, as well as several single-family homeowners to discuss various home addition plans and the construction of Accessory Dwelling Units.

Zoning Administrator Crouser staffed the Dover Arts Commission meeting on June 2, 2025. The Commission discussed steps for the installation of the "Reaching Across" sculpture to be installed on Central Ave. near the Joe Parks Park entrance, in addition to reviewing artwork for the second phase of traffic control box painting, the naming of the Blue Crab at the Children's Museum, and the new downtown light pole banners and discussions on future season designs featuring local artists.

City Planner Bassegio staffed the Community Trail Advisory Committee meeting on June 3rd. CTAC reviewed completed and ongoing projects such as planning for the ChalkFest event on June 8th and reviewed future outreach events like Knockout the Knotweed.

Resilience Coordinator Merchant staffed the Energy Commission meeting on June 18th where the commission discussed updates to the Wastewater Treatment Facility solar project and Energy Tips from the Energy Commission for the Dover Download.

Assistant City Planner Edgecomb staffed the Conservation Commission on Monday, June 16th where they reviewed local Conditional Use Permits, NHDES wetlands application update letters.

Zoning Administrator Crouser staffed the June 19th ZBA meeting, where property owners of 9 Maple Street, 169 Spur Road, and 200 Sixth St. were all granted relief for their respective projects.

Zoning Administrator Crouser attended the June 20th Heritage Commission meeting, where the Commission reviewed proposed interpretive panels to commemorate the General Sullivan Bridge.

Assistant City Planner Edgecomb presented a rough draft of the Conservation handbook to members.

Assistant City Planner Edgecomb applied for a preservation grant for the historic Water Works building on Lowell Ave

Assistant City Planner Edgecomb begins working on registering the Ricker Chapel as a historic site.

Resilience Coordinator Merchant, in conjunction with the Energy Commission, released multiple Energy Tips in the Dover Download focused on lowering summer electricity costs.

Zoning Administrator Crouser received one (1) resident complaint during the month of June, for various illegal temporary signs around the City. A sign sweep of the City was conducted with close to 35 signs being removed. Additionally, Notices of Violation were issued to 137 Fourth Street (2nd NOV for a rooster), 24 Redden Street (chicken violation), 124 Broadway (lighting plan violation) and 81-85 Broadway (violation for illegal auto repair operation).

Assistant City Planner Edgecomb attended a Salt Marsh webinar on Thursday June 12th.

Assistant City Planner Edgecomb attended a Substantial damage and Improvements requirement training in Newmarket, on Tuesday June 17th.

Resilience Coordinator Merchant with Director Benton, Facilities Project Manager Sanderson and Engineering Intern Lamontagne completed interviews with the ESCOs for the Energy Savings Performance Contract and selected EEI.

Staff from Planning, Business Development, Community Services, and the Police Department have worked on a bicycle plan for the city to help ensure better bikeability throughout the city which was presented to the Transportation Advisory Committee with revisions and discussion to continue and a final version accepted later in the summer.

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

This summer, Director Benton will begin collecting CIP requests from various departments and began putting together draft CIPs. In August and September, she will work with the Finance Director, Deputy City Manager, and City Manager to draft the CIP. The CIP is planned to be revealed to the City Council and Planning Board in the middle of fall. Both the Planning Board and City Council will hold discussions and public hearings. The Planning Board will then make a recommendation on the CIP to the City Council and the City Council can choose to vote to adopt the CIP.

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

With the use of CDBG funds, new accessible tables and chairs were added to the downtown.

Planning Staff attended a tour of the new Pudding Hill Water Treatment Facility as part of the internal professional development goal of the Department's Strategic Plan.

City staff participated in an existing land use exercise with consultants from Resilience Planning to assist in finalizing a land use map for review and comment by the project Steering Committee

and residents as part of update project for the Land Use Analysis Chapter of the Master Plan. The next meeting of the Steering Committee is planned for June.

Planning Board Chair Gina Cruikshank was awarded the NH Planners Association Citizen Planner of the Year award.

Director Benton attended the Transportation Advisory Committee meeting on June 23rd where it focused on this year's paving projects and potential striping for bike lanes or sharrows.

Community Development Planner Carpenter performed Department of Labor required Davis Bacon monitoring at a CDBG funded project.

Zoning Administrator Crouser and Planning Director Benton, via the New Hampshire Planners Association Legislative Committee, attended the final meeting in which a synopsis of this year's legislative session and outcomes were reviewed.

Inspection Services staff have successfully moved into the new building and it was opened to the public on June 9, 2025.

Building Inspector Tom Abbott ended his employment with the City at the end of May. Building Official Maxfield and Director Benton reviewed applications and held interviews in June and offered the position to a candidate whom accepted and is slated to start at the end of July.

Police Department

Prevention Services Unit

Seven members of Dover Youth to Youth conducted a one-hour presentation of History of Lies to the entire 5th grade at Dover Middle School. The audience of 230 students received an advanced overview of the history of nicotine products and the way they have and are still being marketed to young people.



Youth to Youth students attending the 12th Annual Granite Youth Alliance Film Festival at the Portsmouth Music Hall.

The Granite Youth Alliance Film Festival took place on June 9th at The Music Hall in Portsmouth. The event featured 7 student made films on topics ranging from substance use to mental health. The event attracted over 200 people and was a huge success. Prior to the Film Festival, Granite



Youth to Youth students presenting certificates to local businesses who successfully passed tobacco compliance checks.

United Way hosted a donor event where Vicki and Dani spoke to the group of staff and donors at The Music Hall Members Lounge. Following the event, the attendees walked over to The Music Hall and participated in the festival.

On June 11th 6 students from the Wednesday Night team accompanied the Strafford County Public Health Network in handing out certificates of completion to several local business who were successful in their yearly tobacco sales compliance checks.

On June 18th Y2Y hosted the annual end of year banquet at the Dover Elks Lodge. There were 120 guests attending this event. All 4 Youth to Youth teams performed a skit they prepared. Activities also included dinner, a video overview of the year's activities, scholarships to two students who completed 7 years with Youth to Youth and several students were presented with awards for advocacy, commitment and leadership.

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

- The Monday High School Student Team met 2 times
- Older middle school students on the Wednesday Evening Team met 2 times.
- Y2Y members in grade 6 and 7 met on two teams after school – one on Wednesday and another on Thursday. These groups stopped meeting regularly in April.

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

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

- Dana Mitchell continues to assist High school students and adult staff from Indian Lake, NY in developing the ability to conduct presentations, and he has been assisting the Coalition in Cohasset, MA in developing a plan for a fall training day for their youth advocate program.
- Samantha Skunk materials were provided to the staff at the State of Kentucky Division of Substance Use Disorder.

During this month, Toolkits were provided to:

(3) Coastal Horizons Center- Prevention Services in Wilmington, NC.

Dover Teen Center

During the month, there was a total of 305 youth in attendance over 17 days of programming at the Dover Teen Center. The average was about 18 youth per day.

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

- ★ *TC After School Program – June 2025*
- ★ *Program Features...*
- ★ *“Friday Flix” (Movie & Popcorn Afternoon)*
- ★ *9-Ball Billiards Tournament*
- ★ *Alley Hoops Hot-Shot Contest*
- ★ *Ring-Toss Challenge*
- ★ *The Annual... “School’s Out” BBQ*
- ★ *HS Senior Graduation Night and TC Celebration Event*



Teen Center youth participants during an intense game of billiards at the Teen Center.

- ***TC Summer Zone Warm-Up Weeks – June 2025***

Program Features...

- * York Beach Trip
- * Old Orchard Beach Trip
- * Alton Bay BBQ & Swim
- * TC Chill Zone Afternoons w/ Games & Snacks
- * Portland Sea Dogs Baseball Game Trip
- * Canobie Lake Park

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

Continued efforts made to maintain the TC Facebook bulletin page and Sign-Up Genius scheduling portal with resources, program/schedule announcements, inspirational messaging and best practices. The Teen Center staff also share photos of TC youth participants to continue to promote all opportunities provided at the TC.

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

A weekly email is sent to connected families and youth, to encourage sign-ups for the daily afternoon reservation slots through the Sign-Up Genius online portal. Announcements, webinars, trainings and opportunities are also shared on a weekly basis.

With the Spring Undergraduate Interns graduating in May 2025, the Teen Center has welcomed new “Summer” (June-August) interns (4) to the program.

The TC received (5) new registrations in June 2025.



Teen Center Director Steve Pappajohn and in-coming Dover High School Resource Officer and former Teen Center Intern Jacob Watkins celebrating with some graduating Dover High School Teen Center Seniors.

Diversion Program

The Diversion Committee met on Tuesday, June 3, 2025.

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

- (0) case in active Diversion Contracts
 - (0) case in active Alternative Suspension Program
 - (0) successful completion and release from Diversion Contract (JUNE 2025)
 - (1) new Diversion case heard (JUNE 2025)
 - (0) new Alternative Suspension cases heard (JUNE 2025)
 - (1) successful completion for Alternative Suspension (JUNE 2025)
 - (1) new Diversion case hearing, anticipated (JULY 2025)*
 - (0) cases sent back to Detectives for “failure to comply”
- (* = at the time of report)

Community Response & Engagement Unit (CREU)

Throughout June, Lieutenant Alex Mitrushi provided supervision and support to members of the Community Outreach Bureau.

On June 2, 2025, Lt. Mitrushi and Officer Jalbert presented the “New Hampshire Safe Streets and Roads for All” presentation to approximately 20 residents at The Residences at Silver Square. On June 9, 2025, they presented at Maple Suites to another 25 residents.

On June 16, 2025, Lt. Mitrushi and Officer Palmer presented at Bishop Gendron Apartments to 12 residents. The purpose of this training is to promote safety on the roadways and provide education to drivers, cyclists, and pedestrians to address and prevent the risks inherent in our enormous and complex transportation system. Following the presentations, Lt. Mitrushi, Officer Jalbert, and Officer Palmer answered questions about the City of Dover and engaged in casual conversations with attendees.

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Lt. Mitrushi presenting the New Hampshire Safe Streets and Roads for All presentation to residents of Maple Suites and Bishop Gendron Apartments.

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In June, Lt. Mitrushi met with the Strafford County Public Health Network and Dover Mental Health Alliance to discuss a training program focused on mental health awareness for Strafford County first responders. The training, developed by Kent State University is known as AID Training- or Awareness Interaction Direction training. The goal of the training for first responders is to increase confidence in recognizing and approaching someone in mental health distress.



Lt. Nadeau and Lt. Mitrushi presenting “How to Avoid Scams” fraud training to Dover residents and members of the Dover Rotary.

On June 20, 2025, Lt. Mitrushi coordinated a quarterly meeting for the Seacoast NH Critical Incident Stress Management and Peer team at the Dover Police Department.

On June 24, 2025, Lt. Mitrushi and Lt. Mark Nadeau of the Special Services Bureau presented a fraud training to 24 members of the Dover Rotary as well as members of the general public. The goal of the training was to highlight common scams that people often fall victim to and offer ways to prevent becoming a victim.

Problem-Oriented Police Officer

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

During June, Officer Palmer conducted foot and bike patrols of the Downtown Business District and Dover Community Trail. Officer Palmer assisted patrol throughout the month of June and made twelve (12) arrests.

Officer Palmer located one active campsite on private property, Officer Palmer worked with the business owner in cleaning the campsite. Several subjects experiencing homelessness/substance abuse disorders were offered assistance and connected to the Social Work Unit. Officer Palmer has worked with several property owners to issue trespass notifications to individuals loitering or sleeping in apartment complexes and businesses without permission.

During the month of June, Officer Palmer assisted the Special Investigations Unit with drug-related cases in Dover, and these cases are ongoing.

Dover Middle School Liaison Officer

In the month of June, Officer Berdecia handled a variety of calls for service between his duties as School Resource Officer (SRO) and following the conclusion of school mid-June, his duties patrolling the Downtown Business District as a Community Response and Engagement Unit (CREU) Officer. These calls included ten community contacts, three welfare checks, and three check-ups. Of the calls Officer Berdecia handled, two resulted in arrests and one resulted in school sanctions.



Officer Berdecia showing the interior of a Dover Police Cruiser and Officer Palmer handing out police stickers to children at Kids Culture during a “Touch-a-Truck” event.

On June 18 and 19, 2025, Officer Berdecia joined Problem Oriented Police Officer Palmer by visiting Kid’s Culture daycares located in the City of Dover. During the visits, the children were given stickers and police cruiser tours. For the children old enough to understand, the officers explained their role in the community and how they could be called upon for help when needed.

Dover High School Liaison Officer

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

Officer Jalbert presented the first annual Dover Police Charities Law Enforcement Scholarship Award at Senior Awards Night. Applicants for the Dover Police Charities Scholarship must demonstrate a strong commitment to public service, academic achievement, and a passion for contributing to the safety and well-being of their community. The scholarship is an investment in

future leaders who will uphold the values of integrity, service, and dedication. By offering this support, Dover Police Charities seeks to inspire students to achieve their educational and professional goals while strengthening the foundation of public safety in Dover and beyond.

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

Officer Jalbert finished her assignment as the DHS SRO on Friday June 13th, 2025, and assumed her role as the Juvenile Services Detective on Monday June 16th, 2025.

Officer Jacob Watkins will begin his role as the DHS SRO in August 2025.

Whittier Falls Liaison Officer

During the month of June 2025, Officer Gore responded to numerous calls for service, participated in several community outreach efforts, and maintained a visible and approachable presence within the DHA communities and the City of Dover.

Officer Gore conducted multiple proactive patrols within the DHA community to include foot patrols, property checks, motor vehicle stops, and assisted patrol with non-DHA calls for service. In addition to proactive patrols, Officer Gore handled various calls for service to include; assistance calls, checkups, welfare checks, motor vehicle accidents, domestic disturbances, and alarms. Officer Gore investigated a potential domestic assault at a DHA residence. Upon confirming that an assault occurred, he took the defendant into custody and remained on scene to ensure the victim received appropriate medical care and child care arrangements. Officer Gore later drafted a warrant for Stalking for that same defendant.

Officer Gore regularly attends and engages in community events, strengthening relationships and enhancing public trust within the DHA and broader Dover communities. In the month of June, Officer Gore participated in the Special Olympics Law Enforcement Torch Run, participated in a touch-a-truck event at Portsmouth Christian Academy and Bill Dube Ford, and took part in the second annual rib cook-off at The Residence of Silver Square (winning second place).



Officer Gore explaining all of the equipment inside a Dover Police cruiser while visiting with Portsmouth Christian Academy Eagle Camp attendees

In the month of June, Officer Gore spoke with a family member of a DHA resident who expressed interest in pursuing a career in law enforcement. He provided detailed information about the profession and the application process, serving as a motivational influence to encourage them to take their first step.

Throughout the month of June, Officer Gore met regularly with DHA employees in an effort to strengthen relationships with DHA and the police department.

Officer Gore remains a reliable, friendly, and approachable figure in the DHA community. His efforts continue to build trust, ensure public safety, and enhance the quality of life for DHA residents.

Social Work Unit

Social Work Unit Supervisor

Kaitlin Jones had 15 new cases in June 2025. In total, Kaitlin Jones has had 48 cases in 2025.

Throughout the month of June, Kaitlin Jones attended and participated in a number of events and meetings. This included weekly case review with the Tri-City Homeless Outreach meeting, biweekly case review with the Directors of Dover City Welfare and Dover Housing Authority and the NH PSW Peer Support Group monthly meeting, in addition to a networking meeting with Jack O'Connor from Live Free Recovery, Jamie Paolini from The Ridge Treatment Center, Diana Bealeu from Alliance Property Management, and Adam Scalingi from Center for Life Management – Section 811 Program. Kaitlin Jones completed a CQI Community Interview with Planning Data Analyst & Community Benefits Manager, Meaghan Heusler, of Wentworth-Douglass Hospital. Kaitlin Jones attended and participated in the Community Action Partnership of Strafford County 60th Anniversary Celebration at Strawberry Banke, and Seacoast CISM Team Meeting at Dover PD.

Kaitlin Jones met with Tamworth PD Chief, Dana Littlefield, to provide consultation on implementation of a Police Social Worker for Town of Tamworth, NH.

Kaitlin Jones met with Dover Fire & Rescue Chief, Perry Plummer, and 22 additional participants from DFD and WDH to discuss a mutual, juvenile in need of wrap-around support. Kaitlin Jones facilitated the meeting at DFD Headquarters.

Outreach Social Worker (OSW):

This position was still vacant in the month of June. Interviews were conducted in March, a background investigation was conducted in April and May, and a job offer was made to a candidate. The position has now been filled and Shannon Snyder will begin July 7, 2025.

Youth & Family Social Worker

Alexis Taatjes had 18 new cases in June 2025. In total, Alexis Taatjes, has had a total of 73 cases in 2025.

General case management is offered to youth and families when a child is involved in a call for service (CFS) or if they are referred for additional supports. This is also offered to youth and families referred by the Juvenile Services Detective, to collaborate with the assigned DCYF CPSW to provide supplemental case management.

Throughout the month of June, Alexis Taatjes participated in meetings and trainings with various local organizations in an effort to build new connections and maintain collaboration with providers, to include: Collaborative Meeting with Live Free Recovery, CAPSC Homeless Outreach Case Review, 2025 Juvenile Court Diversion Network Summit, CAPSC 60th Anniversary Celebration, Collaboration Meeting with the Ridge RTC, Children's Advocacy Center Case Review, Collaborative Meeting with CAPSC at Home for Now Family Shelter, and attended the Trust Based Relational Intervention Training at the Dover Children's Home.

Traffic Bureau

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

<i>Permit Applications Submitted/Reviewed</i>			
<i>Taxi Cab Licenses</i>	<i>0</i>	<i>Road Toll Permits</i>	<i>0</i>
<i>Notifications to City Hall</i>	<i>0</i>	<i>Dance / Entertainment</i>	<i>0</i>
<i>Raffle/Tagging Permits</i>	<i>3</i>	<i>Gun - Seller</i>	<i>0</i>
<i>Block Party Permits</i>	<i>3</i>	<i>Hawker / Peddler</i>	<i>12</i>
<i>Parade Permits</i>	<i>1</i>	<i>Road Race</i>	<i>0</i>
<i>License to Carry Firearm</i>	<i>6</i>	<i>Other</i>	<i>0</i>

Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) at its scheduled meetings on June 5, 12 and 26. Projects under review during these meetings included a school addition on Dover Point Road, a light industrial/office building on Littleworth Road, a potential residential office building conversion on Liberty Way, a mixed use site plan amendment on Cataract Avenue, a mixed use site plan amendment on River Street, a restaurant/drive thru facility on Grapevine Drive, and a residential site plan on Sixth Street. Staff review of each project helps flesh out technical aspects in the purview of police, fire, engineering, and economic development to resolve potential conflicts before submission to the Planning Board.

On June 6, Dover Police employees participated in the New Hampshire Special Olympics Law Enforcement Torch Run. Police officers, civilian staff, and family members from around the state relayed the “Flame of Hope” over hundreds of miles of New Hampshire roads in a ceremonial start to the Special Olympics Summer Games, which occurs annually in June. The Law Enforcement Torch Run is one of the largest Special Olympics fundraising events in New Hampshire. Every branch of state, municipal, county and federal law enforcement has participated in the Torch Run, raising more than one million dollars in its history.



Members of the Dover Police team pose with members of the Somersworth Police team in the Stafford Farms Restaurant parking lot as the two teams exchange the torch at the end of Somersworth's leg and the beginning of Dover's.

Lt. Speidel worked closely with organizers of the 81st annual New Hampshire Soap Box Derby to facilitate its event on Sunday, June 8. The event involved the complete closure of Broadway between Hill and Oak Streets, with on street parking restrictions and resident notifications. Officers from the Dover and Rollinsford Police Departments provided traffic control, barricades and signs to coordinate the detour. The NH Soap Box Derby is an annual event for boys and girls ages 7 to 20 involving gravity-powered cars racing in side-by-side competition. Dover is the site of the annual New Hampshire local championship. Top seeded racers in each region are eligible to compete in the All-American Soap Box Derby in Akron, Ohio.

Lt. Speidel worked with staff and volunteers from Greater Seacoast Community Health in coordinating the annual Father's Day 5K road race event on June 15. This was another of the ten scheduled events in the Dover Race Series. Lt. Speidel prepared the police operational plan for the deployment of directional signs, barricades and cones to facilitate road closures, parking restrictions and traffic diversions, which included assignments for detail officers working the event. Nearly 400 registered participants completed the race.

The Dover Police Department's Driver Feedback and Speed Monitoring mobile trailer was deployed during the month of June in several locations - including Sixth Street, Tolend Road, Long Hill Road, and Old Rochester Road.

On June 23, Lieutenant Speidel joined staff from the Planning and Community Services Departments at a special meeting of the Transportation Advisory Commission, which was organized specifically to address a time-sensitive proposal from Strong Towns Seacoast to incorporate pavement marking changes to roadways on Dover's 2025 paving list to enhance the City's bicycle friendly streetscapes. Lt. Speidel prepared the meeting agenda and related materials and helped coordinate correspondence with citizens with interest in agenda items. Lt. Speidel also coordinated staff preparation and follow-up of the committee recommendations.

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

- American Cancer Society Relay for Life team road toll fundraiser, June 1

- Funeral procession, St. Thomas Episcopal Church to Saint Charles Cemetery, June 6
- Parish of the Assumption Eucharistic Procession, June 7
- Children's Museum Maker Faire event at Henry Law Park, June 7
- Garrison Elementary School Color Run event, June 8
- Seacoast Eat Local Dover Farmer's Market at Dover Ice Arena, June 4, 11, 18 and 25
- ALS Therapy Institute's Tri-State Trek bicycle event, June 22

Standards Unit

On June 2-3, Officers Chris Gibbons and Jacob Watkins attended Drug Interdiction and Conducting the Complete Traffic Stop held in Nashua, NH. This two-day course provided an in-depth look at the latest criminal patrol techniques being utilized by successful drug interdiction units. Students were able to recognize potential criminal indicators and what these indicators could mean. The course encompassed professional roadside interviews and officer safety issues. Students walked through each step, from the initial traffic stop to the post-seizure arrest.

On June 9, Lieutenant Alex Mitrushi attended a four-hour session entitled Leadership in 3 Acts: Leadership held in Rochester. The session, hosted by Primex, was focused on cultivating and enhancing leadership skills. The session was dedicated to empowering each attendee with the tools, insights, and strategies needed to lead with confidence, inspire teams, and navigate challenges with resilience.

On June 9, Officers Molly Jalbert and Jacob Watkins attended the New Hampshire Juvenile Court Diversion Summit held in Concord, NH. The Summit had inspiring, actionable, and innovative educational sessions centered on juvenile justice, youth, and family issues. The Summit offered essential training for those who play a vital role in positively impacting the lives of young people.

On June 12, Officer Molly Jalbert attended a two-hour online course entitled Child Sexual Abuse Investigations. The course, hosted by Homefront Protective Group Law Enforcement Training, taught participants important information for those assigned to investigate child sexual abuse cases. Case studies will be utilized to enhance learning. Participants gained knowledge and confidence to assist in working on these cases in the future and keeping children safe from abusers. Course topics included: Safety of the child, sexual assault medical forensic exam, victim interview, suspect behavior and interview, collection and preservation of evidence, and trauma.

On June 12, Social Work Unit Supervisor Kaitlin Jones attended Managing Employee Performance, hosted by Primex, in Concord, NH. The training reviewed and addressed several broad elements of an effective performance management system including conducting evaluations/appraisals, goal setting, one-on-one discussions, difficult discussions, and 9 box grid.

On June 23-25, Sergeant Adam Gaudreault attended Report Authors Course, held in Hoover, Alabama. This course was designed for students who write digital forensic reports. Students

gained knowledge as to what is involved in writing factual, grammatically correct, and technically sound digital forensics examination reports which will be used as a basis for legal process and courtroom testimony. Students gained hands on experience through authoring digital forensics reports, addressing legal issues, and provided common and easily understood explanations of their technical writings.

On June 24-26, Social Worker Alexis Taatjes attended Dover Children's Home Trust Based Relational Intervention training. This training is an evidence-based, trauma-informed approach that helps adults build strong, healing relationships with children from hard places. This training offered practical tools for connection, correction, and empowering youth in safe, respectful ways.

Special Services Bureau

Special Investigations Unit:

During the month of June 2025, 11 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

SIU detectives presented 14 investigations to a Grand Jury for indictment. All of the presentations resulted in a "true bill", meaning the Grand Jury determined that probable cause existed that the accused committed a crime. Cases presented to the Grand Jury are classified as a felony offense or a misdemeanor with an enhanced penalty.

SIU detectives investigated 3 unattended deaths in June 2025.

In June 2025, SIU detectives continued an investigation after patrol officers arrested a Manchester man for multiple DV crimes. As a result of the joint investigation, the defendant was charged with Second Degree Assault - a felony offense, and multiple misdemeanor crimes including Sexual Assault, Simple Assault, Criminal Threatening, and Theft.

Throughout June 2025, SIU detectives conducted targeted drug operations with local, county, and federal law enforcement. These investigations are ongoing.

SIU detectives attended 3 forensic interviews at the Strafford County Child Advocacy Center. These interviews are designed to document detailed information about alleged crimes that were experienced or witnessed by children.

As a result of a long-term drug investigation, SIU detectives executed a search warrant at a local apartment complex resulting in the arrest of four people and the recovery of approximately 600 grams of fentanyl, 680 grams of cocaine, \$2,350 in cash, and small quantities of LSD, crack, psilocybin mushrooms, marijuana, and various pills

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

SIU detectives obtained 1 search warrant to further ongoing a criminal investigation.

SIU detectives referred 7 police reports to the Division of Children, Youth and Families. These informational referrals are for incidents that officers responded to in which children witnessed or were alleged victims of criminal acts or other concerning conduct.

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

Parking Bureau

The Parking Bureau discovered that two private parking lots in the downtown area offer a parking phone app for its patrons to pay for parking. Like the Flowbird app used for public parking in Dover, this other app uses the phone locator technology to provide the parking location map for the user. Unfortunately, it has caused confusion for the customer resulting in them paying the private app while using public parking, resulting in parking tickets being issued. The parking manager contacted the private company with the goal of encouraging them to provide clearer information to its customers on the exact location of the private lots.

Summertime preventative maintenance on the Orchard Street Parking Garage started in June. The work focused on the top floor of the garage and included power washing and applying sealant.

Several parking restriction barricades were placed by Parking Bureau staff to assist Community Service efforts involving street paving and other road work projects. Barricades were also used to assist with residential move-ins and a commercial delivery by a tractor-trailer through some narrow streets.

June	Jun-25	Jun-24	Jun-23	Fiscal YTD 2025	FY 2024	FY 2023
Meter Activity - Total						
Meter Transactions	46,770	47,362	49,560	563,361	547,885	522,502
Income at Meters	\$112,935	\$95,568	\$98,849	\$1,298,991	\$1,127,158	\$1,028,074
Active Meter Days	25	25	26	302	301	301
Average Daily Meter Transactions	1,871	1,894	1,906	1,865	1,820	1,736
Meter Activity - Parking Garage						
Meter Transactions	1,858	2,378	2,581	29,917	29,338	32,802
Income from Meters	\$6,249	\$7,343	\$7,070	\$101,175	\$86,980	\$92,896
Active Meter Days	30	30	30	365	365	365
Average Daily Meter Transactions	62	79	86	62	87	109
Parking Permit Activity						
Total Parking Permits Issued	830	818	771	9,891	9,743	9,420
Permit Income	\$32,211	\$17,549	\$13,612	\$424,938	\$381,967	\$362,741
Parking Ticket Activity						
Total Parking Tickets Issued	1,104	1,011	583	15,838	11,239	8,445
Parking Ticket Income	\$30,749	\$25,957	\$14,969	\$382,319	\$235,326	\$207,626
Number of times Stations Used	47	87	61	649	800	693

K-9 Unit

On June 7, 2025, in the early morning, Officer David and K9 Vision responded to a burglary in Somersworth, NH, where the suspect was still inside of the commercial building. Ultimately, the male exited the building prior to K9 Vision being deployed.

On June 7, 2025, Officer David and K9 Vision responded to a residence in the downtown area of Dover to locate a missing juvenile who was suicidal. Officer David arrived on scene and began speaking with family to gather information about the juvenile's last known direction. While doing so, the juvenile returned home.

On June 13, 2025, Officer David and K9 Vision responded to Farmington, NH for a Strafford County Regional Tactical Operations Unit deployment. This operation was to locate a suspect who had active warrants, stemming from a shooting in Concord, NH. During this deployment, K9 Vision was used on perimeter and to clear several outdoor structures. The suspect was ultimately taken into custody during the incident.

On June 27, 2025, Officer David and K9 Vision took part in a narcotics search at the Strafford County Department of Corrections. During this search, K9 Vision was used to search common areas and 36 separate cells, to assure that there were no illicit narcotics inside.

Accident Reconstruction Team

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

Dispatch Communications

	<i>June 2024</i>	<i>June 2025</i>
<i>Radio Transmissions</i>	18,949	18,751
<i>Phone Calls</i>	7,752	7,073
<i>911 Calls</i>	478	542
<i>Police Alarms Received</i>	84	68
<i>Fire/Medical Alarms Received</i>	69	63
<i>Lobby Traffic</i>	1,925	1,664

Patrol

Patrol Activity	June 2024	June 2025
Calls for Service	2,268	1,868
Traffic Stops	481	772
Initiated Non-Enforcement Related Contacts	146	124
Incidents handled by Patrol Officers	2,895	2,764
Responded to Emergency 911 Calls	14	20
Responded to Alarms	84	68
Responded to Traffic Accidents	81	86
Issued Traffic Citations	--	40
Arrests Made	88	67
Number of Police Reports, Department Wide	--	557

- Conducted checks of the Community Trail.
- Conducted daily checks of the Transportation Center.
- Conducted daily checks of City parks.
- Conducted daily checks of the parking garage
- Conduct daily checks of the McConnell Center / Library parking area.

Calls for Service by Priority Code:

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

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

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

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

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

Total Calls by Priority for June 2024	
Priority 1	137
Priority 2	106
Priority 3	1,277
Priority 4	958

Total Calls by Priority for June 2025	
Priority 1	116
Priority 2	113
Priority 3	1,450
Priority 4	728

Animal Control

Total Calls for Service: 55	Breakdown:
Handled by Officers/Dispatch: 41	Found/Loose Animals: 24
Handled by Animal Control Officer: 14	Welfare Checks: 11
	Animal Bites: 4
	Misc/Other: 16

The Animal Control Officer responded to 30 voicemail messages and followed up on five reports originally taken by patrol officers.

Public Library

Renovation work continues at the Dover Public Library. There has been a lot of work done on the basement level to tie the Children's Room area into the historic basement stacks. This will give the Children's Room more room for books and play space. Steel columns were put in place in areas where parts of walls were removed. Steel is also being put into place outside of the building as part of our addition. Ceilings on the main and top floor have been repaired and painted—this allows work on replacing our sprinkler system to begin. It is exciting to seeing it all take shape.

Don't forget to visit the DPL staff in our temporary location in the McConnell Center next door the DPL.

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

Programming

The Dover Public Library sponsored 109 programs in June and 4,339 patrons attended. Highlights of the month's programming are as follows:

The Dover Public Library summer reading program, Color Our World, began on Monday, June 23 and continues through Saturday, August 2. Many enthusiastic patrons of all ages have visited the library's temporary home in the McConnell Center to register for the program and others have chosen to participate online with the Beanstack application. Children, Teens, and Adults have the opportunity to win prizes throughout the six week program by tracking their reading activity. Art-themed programs are also being offered at the McConnell Center and at various locations around the city. After the first few days, there are 160 children, 50 teens, and 191 adults enrolled in the program.

On Thursday, June 26 The Dover Public Library hosted a kickoff event for the 2025 Summer Reading Program, Color Our World. The theme was carnival based, with large, inflatable games from Studios 2 Go, along with a cotton candy machine, glow in the dark bracelets, and many items from the Library of Things collection. Children and Teens were able to sign up for summer reading and receive raffle tickets for attending the event. Though the weather didn't cooperate, the library still had a very large turnout of 235 people. The Kona Ice truck attended the event, which was a big hit. Teen Librarian Emily Ainaire was in charge of the cotton candy machine, while the Friends of the Library manned a lemonade stand to assist in fundraising. Library Assistant's Inga Gardener and Kyla Yoder signed patrons up for the program, while Children's Librarian Crysall Lisbon assisted throughout the event. Overall, this was a big success for the library!



Reading Program kickoff event

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

Dover Public Librarian Rachel Gogan partnered with 603 Equality and the Seacoast Queer Choir under the direction of Maggie O'Neill, accompanied by Adelyn Nelson, to put on a free community concert at the Dover City Hall Auditorium. Rachel is also a member of the choir. This June second show was the first concert given by the Seacoast Queer Choir. The choir performed a wide variety of musical pieces, performing to a standing room only crowd of approximately 250 attendees. The library received enthusiastic thanks and positive feedback in the days after the concert from library patrons and community members.



On

Queer Choir

Sunday, June 8th, the Dover Public Library Children's Room attended Dover's first annual Chalk Fest hosted by the Dover Arts Commission. This event was sponsored by businesses around Dover like La Festa, Wing Itz, and Otto Pizza and was attended by Children's Librarian Assistants Meghan Stewart and Kyla Yoder. They had a table at the entrance to Chalk Fest and promoted the 2025 Summer Reading Program. They handed out SRP brochures and talked about different library services. They connected with about 30 people. Chalk Fest offered Dover residents of all ages the opportunity to create a piece of artwork using chalk to be featured on the Dover Community Trail. Families, children, teens, and adults all participated and there was a contest for each age group. The event was well attended with over 40 entries and the community loved the artwork on the trail. It was a great opportunity to connect with patrons, answer questions about library programming and support local artists.

On June 3 and June 4, Dover Public Library's Teen & Information Services Librarian Emily Ainaire visited Dover High School to promote this year's Teen Summer Reading Program. A total of ten English classes with 151 students were visited and learned about this summer's events and how to register for the Summer Reading Program. Emily also hosted a booth in the cafeteria during lunches where 327 students stopped by to spin the Library's prize wheel and win a small prize, such as stickers, candy, and cute pens and pencils, as well as learn more about the Teen Summer Reading Program and Library services. On June 5, Emily visited Dover Middle School to promote the Library's Teen Summer Reading Program, where 24 classrooms were visited with approximately 480 students.

During the week of June 9th, Children's Librarian Crystal Lisbon visited the three Dover School District Elementary Schools. On Monday June 9th, she visited Woodman Park Elementary School, speaking to each grade level about the upcoming Summer Reading Program, Color Our World. She saw a total of 440 students at Woodman Park Elementary School. On Wednesday, June 11 Crystal visited Garrison Elementary School, seeing 415 students. The final school visit took place on Thursday, June 12 at Frances G. Hopkins at Horne Street, where she spoke to 480 students. At each location she introduced the Summer Reading Program, along with the theme, read a story, and then talked about how the program works. The students at all of the schools had a number of insightful questions, and were excited to learn about the program, and signing up!

The Dover Public Library organized Dover's location of the Black Heritage Trail's annual Frederick Douglass speech reading on Saturday, June 28th. Due to the Library's building renovation, the event was held in Dover's City Hall Auditorium. The event was attended by 48 people, and approximately 40 of them took part in the reading. Adult Services Librarian Susan Dunker recruited readers for this event, and invited City Councilors, Dover's NH State Representatives and Dover's Congressional Representative Chris Pappas, who sent a letter to be read, because he was unable to attend in person. Special appreciation to Library Trustee Cliff Blake, who again acted as emcee for the event.



The Dover Public Library staff made 12 visits to community members via the Homebound Delivery Service in June. Homebound Delivery is steadily growing and provides a vital link to Library services for those who cannot come to the physical building.

Library Metrics:

- June library circulation totaled 18,279 items. (5,477 adult + 6,576 children's print items; plus 6,226 items downloaded including 5,499 audiobooks & eBooks, 551 Hoopla streaming music, movies, and books, and 176 Kanopy plays).
- 129 new library patrons registered; total active cardholders 13,403.
- The Dover Public Library's Book a Librarian service helped 15 community members.
- Community members took advantage of the Library's 3D printer to print 28 items.
- The Library's museum passes were borrowed 131 times saving community members approximately \$3894.40 in admission fees.
- Internet and PC uses by the public totaled 469 on library workstations.
- The library's website statistics showed 73,440 page views by 16,368 users in 33,327 sessions.
- The Dover Public Library has 6,524 subscribers to its two monthly e-newsletters—Children's and Adults.
- Library staff posted 155 items to its various social media platforms. Total social media platform followers = 11,256.

Public Welfare

The summer months tend to be somewhat less costly and requests for assistance less frequent.

Staff has spent the time updating the Welfare Guidelines, Application, Forms and Website.

There is also an ongoing file reorganization and removal of records no longer needing to be retained.

Another UNH Intern has been requested for the upcoming fall semester.

This month Dover Welfare had:

93 client contacts. 82 individuals were assisted.

A total of \$16,693 was spent for assistance. A decrease of \$5,503 over last month.

Expenditures for rent were \$15,242 with another \$1,100 spent for hotels.

The other expenditures were for assistance with electric shut offs and transportation.

489 phone calls were handled with 263 inbound and 226 outbound.

The use of the recreation facilities for showers, that has been coordinated between Dover Welfare and the Recreation Department, has seen limited use

The rules to use the showers remains:

1. Showers are to be by appointment only.
2. Dover Welfare will remain the contact to schedule a shower.
3. Welfare will contact Recreation to be sure that it is a convenient time.
4. A staff person from either Welfare, Recreation or the outside sending agency must be with the person showering the entire time they are using the facilities.
5. Showers are to last around 15 minutes from start to finish.

Laundry cards have also been requested a few times this month.

Police Social workers and Ryan Cosby from Dover Public Housing met two times to discuss shared clients, Dave Carpenter about CBDG funds, A Pop-Up Village event that was held at Dover Public Housing that brought a number of service providers together to offer services to the community. All staff went to The Art of Welfare training put on by NHMA.

Dover Welfare ended the 2025 fiscal year having expended \$280,232 which is an average of \$23,352 a month. These amounts were \$145,475 less a year and 2,123 less a month than in fiscal year 2024.

Recreation Department

Gym & Programs

June 7th Camp Staff completed their American Red Cross First Aid, CPR, AED trainings. June 14th McConnell Center Staff completed the same training. The training is split with an online class that teaches the steps and procedures to performing first aid, CPR and using an AED, then followed by the in-person skills session. Although Red Cross certificates are valid for 2 years Camp Staff are required to attend the in-person skills session each year as a refresher and to practice life saving measures.

June 19th, the Recreation Assistant Director led a staff training for Summer Camp and pool staff. Topics included water safety, dealing with difficult campers/ patrons, bus procedures and general day to day procedures. Dover Fire Division Chief Craig Comeau also attended the training to reiterate basic first aid procedures, discuss EMS response times to facilities and to encourage staff not to hesitate to call EMS if they feel they are needed.

The high school division of spring basketball finished June 14th, with the Black Team winning the Championship. Individual awards were given to Yavier Morales- Perez for winning the Scoring Tittle and to Soren Anderson for winning the Free Throw Championship. The 30+ Basketball League wrapped up on June 23rd, with the Gray Team winning the Championship.

Tuesday night Adult Open Gym continues to be extremely popular with over 20 participants each night. Badminton continues Friday nights throughout the summer. Personal basketball training with “Bub” Conway continued in June. Now that camp has begun, times will be limited in July and August.

The Recreation Department’s Playground Program is full and running out of the Horne Street Playground. The 7-week program began on Monday, June 23rd. Monday- Thursday campers participate in activities at the playground 8:30am-11:15am, then a bus brings them to the Jenny Thompson Pool where they have lunch and swim, until they return to the park at 3:15pm. Camp goes on weekly field trips on Friday to NH State Parks. On Friday June 27th, the camp took their first field trip to White Lake State Park.

Recreation Staff implemented a new Whiffle Ball Program on June 29th. The program is open to participants 18+ years old and takes place in the Butterfield Gym, Sunday mornings (pictures included). Outdoor pickleball courts remain very busy – time limits have been implemented to help with court turnover during the most popular times. Senior center designated times see 30-50 people on a regular basis. Birthday Parties: 0



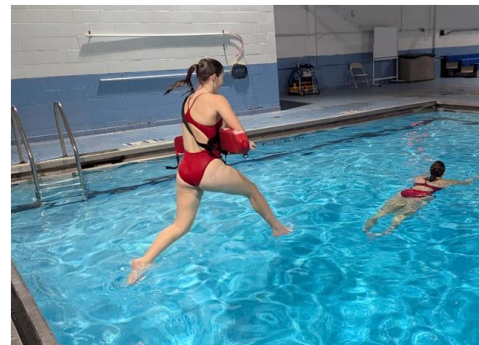
30+ Champions



High School Champions

Indoor Pool & Jenny Thompson Pool

Summer programming has been mostly filled with heavy waitlists. Session 1 in June ran smoothly. Were able to open up a few waitlist spots but due to staffing shortages with lifeguards, management has had to take a swim instructor off to lifeguard. The next set of lessons is also full with a few waiting on lists. Our preschool swim classes run with 1 instructor and 4 students and our Level programs run 1 instructor to 6 students. This is to keep a safe ratio. Also staff two lifeguards on deck. Ran a lifeguard course with 12 participants, only 2 applied to Dover Pools. Most were going to UNH, The Works and Portsmouth. The class had 10 successful certified. Staff training has been implemented and running consistently for a few months now. The next Lifeguard In-service will be July 20th. In-service training allows lifeguards to practice emergency rescues and work as a team through scenarios. Have had excellent staff participation. June's in-service was replaced with the all staff to get acquainted with camp staff!



Lifeguard staff has been instrumental in helping run a smooth season thus far, helping out wherever they can despite the limited number of staff members.

Staff have reached out to Fillion to come and look at the chlorinators as they have not been operating properly and have required a lot of attention and hands on work.

The pool hosted two successful swim meets that went great thanks to an amazing aquatic team.

Camps have started and been coming most week days to the pool to swim during rec swim.

Swim teams practice in the afternoons has operated without complications.

Upcoming; Masters Swim Meet July 13th and the Silvers Meet end of July weekend. Pool Rentals: Commonwealth Current North, Atlantis and Oyster River, Birthdays: 0

Dover Ice Arena

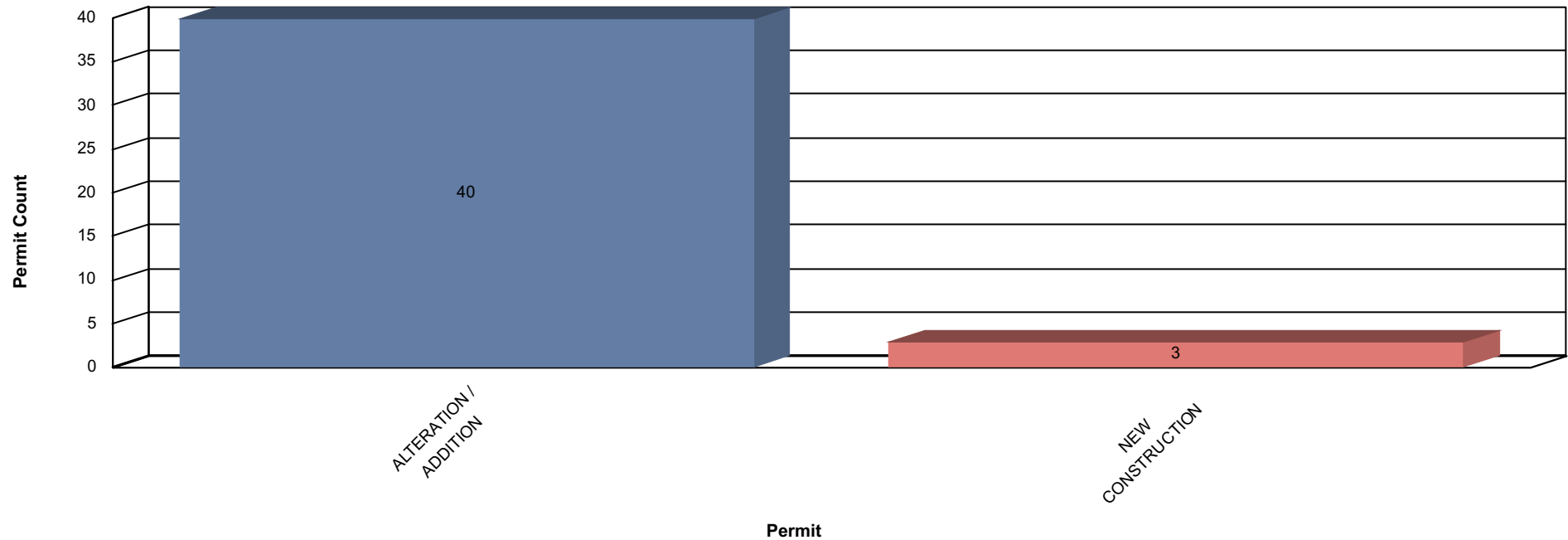
June at the Dover Arena is busy as start preparation of another season here. Busy with regular maintenance of the facility; cleaning, painting and other projects around the facility. Camp Kool started the last week of June and is full with 56 kids and 7 councilors. Roller derby continued practices on Tuesdays, Thursdays and Sundays. The process of putting the Holt Ice back in started on June 11th and as of June 30th ready to open on July 6th. Arena programs of Adult Stick Practice, Public Skate, Youth Stick Practice, Parent Tot and Adult Skills all start back up in July. Many of our weekly private rentals start back up in July. Birthday Parties: 0, Adult and Youth Stick Practice: 0

Dover Senior Center

This month the Senior Center continued to hold Chair Yoga, Yoga for Bone Strength, Tai Chi, Dance class, pickleball, as well as daily games and activities. The presentation for our 2026 Cowboy Country trip through Wyoming and South Dakota was held and Senior Center members went to Block Island, RI for an overnight & island tour. 12 members attended info session on Cowboy Country 2026 Trip.



PERMITS ISSUED BY WORK CLASS (06/01/2025 TO 06/30/2025) FOR CITY OF DOVER, N.H.



Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	<i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	<i>Applied Online Assigned To</i>	Parcel
ALTERATION / ADDITION							
BLDM-2025-0205	Building - Minor 05/07/2025 C Non-Residential - Cor	Alteration / Addition 06/02/2025 \$201.00	Issued 12/02/2025 9,000	865 Central Av, Dover, NH \$16,000.00	None Yes Non-Residential	Jim Maxfield	38006-A00000
<i>Description: Demolition of vinyl flooring and suspended ceiling tiles. This permit is for demolition only, additional work will require additional permits.</i>							
BLDG-2025-0077	Building - Major 05/09/2025 CBD-G Central Busines	Alteration / Addition 06/02/2025 \$135.00	Issued 12/02/2025 8,000	376 - 378 Central Av, Dover 03820 \$10,000.00	None Yes Non-Residential	Jim Maxfield	02080-000000
<i>Description: Interior demolition of open/unused space on floors 2, 3 and 4. This permit is for demolition ONLY. Additional work will require additional permits and municipal approvals.</i>							
BLDM-2025-0164	Building - Minor 04/17/2025 R-20 Residential - Low	Alteration / Addition 06/04/2025 \$91.00	Issued 12/04/2025 353	4 Ivans Ln, Dover, NH \$6,000.00	None Yes Residential	Jim Maxfield	M0052-002000
<i>Description: remove/reinstall solar panels in order to complete roof replacement.</i>							

PERMITS ISSUED BY WORK CLASS (06/01/2025 TO 06/30/2025)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	Applied Online Assigned To	Parcel
BLDM-2025-0223	Building - Minor 05/17/2025 R-12 Residential - Medi	Alteration / Addition 06/04/2025 \$75.00	Issued 12/04/2025 1,428	13 Arbor Dr, Dover, NH \$20,746.01	Residential	None Yes Jim Maxfield	I0079-G00000
Description: Replace existing roof with new roof, except for carport.							
BLDG-2025-0039	Building - Major 03/26/2025 R-12 Residential - Medi	Alteration / Addition 06/04/2025 \$2,500.00	Issued 12/04/2025 1,440	81 Garrison Rd, Dover, NH \$225,000.00	Residential	None Yes Jim Maxfield	I0074-G00000
Description: Addition off the back of the back side of the house that relocates kitchen and adds a bedroom and bathroom above.							
BLDM-2025-0161	Building - Minor 04/16/2025 R-12 Residential - Medi	Alteration / Addition 06/06/2025 \$388.00	Issued 12/06/2025 1,300	15A Hillcrest Dr, Dover, NH \$33,000.00	Residential	None Yes Thomas Abbott	35057-B00000
Description: Bathroom remodel/flooring 2nd floor							
BLDM-2025-0187	Building - Minor 04/28/2025 R-12 Residential - Medi	Alteration / Addition 06/06/2025 \$2,005.00	Issued 12/06/2025 3,900	51 Webb Pl, 110, Dover 03820 \$180,000.00	Non-Residential	None Yes Jim Maxfield	D0002-000000
Description: Modify/add offices to existing suite							
BLDM-2025-0255	Building - Minor 06/04/2025 IT Non-Residential - Inn	Alteration / Addition 06/06/2025 \$80.00	Complete 12/06/2025 0	100 Lighthouse Dr, Dover 03820 07/10/2025 \$5,100.00	Non-Residential	None No	E0027-B00001
Description: install a 20' x 30' event tent							
BLDM-2025-0228	Building - Minor 05/22/2025 R-40 Residential - Rura	Alteration / Addition 06/09/2025 \$69.00	Issued 12/09/2025 72	53 County Farm Rd, Dover 03820 \$4,500.00	Residential	None Yes Jim Maxfield	B0023-C00001
Description: To replace an existing six foot by twelve foot ground level deck							
BLDM-2025-0240	Building - Minor 05/27/2025 R-20 Residential - Low	Alteration / Addition 06/09/2025 \$520.00	Issued 12/09/2025 0	35 Finch Ln, Dover 03820 \$45,000.00	Non-Residential	None Yes Jim Maxfield	K0035-A00000
Description: Verizon Wireless to remove (9) antennas and (6) radios and replace with (11) antennas and (8) radios as well as ancillary antenna equipment at the 140' level of the tower.							
BLDM-2025-0252	Building - Minor 06/03/2025 CBD-G Central Busines	Alteration / Addition 06/11/2025 \$955.00	Issued 12/11/2025 8,500	282 Central Av, Dover 03820 \$79,500.00	Non-Residential	None Yes Jim Maxfield	09114-000000
Description: Strip and re-roof 85sq full roof replacement							
BLDM-2025-0256	Building - Minor 06/06/2025 R-40 Residential - Rura	Alteration / Addition 06/13/2025 \$1,510.00	Issued 12/13/2025 0	430 Old Garrison Rd, Dover 03820 \$135,000.00	Residential	None Yes Jim Maxfield	J0021-A00000
Description: Interior remodel of kitchen, mudroom and bathroom.							
BLDM-2025-0210	Building - Minor 05/10/2025 R-12 Residential - Medi	Alteration / Addition 06/13/2025 \$245.00	Issued 12/16/2025 576	5 Bartlett St, Dover, NH 06/19/2025 \$20,000.00	Residential	None Yes Jim Maxfield	36015-C00000
Description: Out building, shed replacement, 24x24 monolithic pad foundation with 24x18 enclosed building with 6 ft overhang covered area							

PERMITS ISSUED BY WORK CLASS (06/01/2025 TO 06/30/2025)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	Applied Online Assigned To	Parcel
BLDM-2025-0266	Building - Minor 06/10/2025 R-40 Residential - Rura	Alteration / Addition 06/16/2025 \$58.00	Issued 12/16/2025 48	8 Westwood Cr, Dover 03820 \$2,800.00	Residential	None Yes Jim Maxfield	F0018-Y00000
	Description: Replace/Install Outside staircase to back door						
BLDM-2025-0271	Building - Minor 06/12/2025 R-12 Residential - Medi	Alteration / Addition 06/16/2025 \$75.00	Complete 12/24/2025 2,610	30 Back River Rd, Dover, NH 06/27/2025 \$22,650.00	Residential	None Yes Jim Maxfield	16024-000000
	Description: Stripping both buildings, laying half 1/2 plywood then Replace existing roofs with a new roofs on main dwelling and barn						
BLDM-2025-0269	Building - Minor 06/11/2025 R-40 Residential - Rura	Alteration / Addition 06/16/2025 \$75.00	Issued 12/16/2025 1,683	94 County Farm Cross Rd, Dover 03820 \$19,465.00	Residential	None Yes Jim Maxfield	B0012-B00000
	Description: Tear off and reroof-Asphalt 16.83 SQ main roof only, no outbuildings						
BLDM-2025-0273	Building - Minor 06/13/2025 R-12 Residential - Medi	Alteration / Addition 06/16/2025 \$75.00	Issued 12/16/2025 26	6 Florence St, Dover, NH \$50,000.00	Residential	None Yes Jim Maxfield	27172-000000
	Description: Strip roof, install ice & water shield, and install Permalock roofing system.						
BLDM-2025-0272	Building - Minor 06/13/2025 R-12 Residential - Medi	Alteration / Addition 06/16/2025 \$157.00	Issued 12/16/2025 77	14 Wingate Ln, Dover, NH \$12,500.00	Residential	None Yes Jim Maxfield	I0005-000000
	Description: Remodel Bathroom, No structural changes. Replacing existing fixtures, flooring with new.						
BLDG-2025-0089	Building - Major 06/09/2025 RM-U Residential - Urb	Alteration / Addition 06/16/2025 \$795.00	Issued 12/16/2025 725	51 Park St, Dover, NH \$70,000.00	Residential	None Yes Jim Maxfield	27124-000000
	Description: Construct new exterior stairway and interior renovations						
BLDM-2025-0261	Building - Minor 06/09/2025 R-12 Residential - Medi	Alteration / Addition 06/17/2025 \$75.00	Issued 12/17/2025 1,972	11 South Watson Ln, Dover, NH \$16,291.00	Residential	None Yes Jim Maxfield	17083-000000
	Description: replace roof on house						
BLDG-2025-0067	Building - Major 04/28/2025 IT Non-Residential - Inn	Alteration / Addition 06/17/2025 \$1,565.00	Issued 12/17/2025 247	178 Tolend Rd, Dover 03820 \$140,000.00	Non-Residential	None Yes Jim Maxfield	F0002-000000
	Description: Proposed Verizon Wireless antenna co-location on the future Vertical Bridge monopole facility.						
BLDG-2025-0032	Building - Major 03/13/2025 IT Non-Residential - Inn	Alteration / Addition 06/17/2025 \$4,150.00	Issued 12/17/2025 5,625	178 Tolend Rd, Dover 03820 \$375,000.00	Non-Residential	None Yes Jim Maxfield	F0002-000000
	Description: Proposed construction of wireless monopole facility, as approved by the Dover Planning Board on 5/14/24.						
BLDM-2025-0215	Building - Minor 05/13/2025 IT Non-Residential - Inn	Alteration / Addition 06/18/2025 \$245.00	Issued 12/18/2025 120	3 Sierra Hill Dr, Dover 03820 \$20,000.00	Residential	None Yes Jim Maxfield	K0019-003000
	Description: Project scope is minor back deck expansion						

PERMITS ISSUED BY WORK CLASS (06/01/2025 TO 06/30/2025)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	Applied Online Assigned To	Parcel
BLDM-2025-0234	Building - Minor 05/26/2025 R-40 Residential - Rura	Alteration / Addition 06/18/2025 \$135.00	Issued 12/18/2025 144	28 French Cross Rd, Dover, NH \$10,000.00	06/10/2025 Residential	None Yes Jim Maxfield	F0012-C00000
Description: Taking old deck down and putting new one in the same place							
BLDM-2025-0249	Building - Minor 06/02/2025 R-40 Residential - Rura	Alteration / Addition 06/18/2025 \$80.00	Complete 01/05/2026 28	14 Bellamy Woods, Dover 03820 \$5,200.00	07/08/2025 Residential	None Yes	I0001-N00000
Description: Replace front door landing with a new structure. Handrail and handicap rail on 1 side							
BLDM-2025-0246	Building - Minor 05/31/2025 R-12 Residential - Medi	Alteration / Addition 06/18/2025 \$278.00	Issued 01/05/2026 220	90 Old Rochester Rd, Dover, NH \$23,100.00	07/08/2025 Residential	None Yes Jim Maxfield	A0013-K00000
Description: Replace Existing deck. Same size as existing deck.							
BLDM-2025-0265	Building - Minor 06/10/2025 R-12 Residential - Medi	Alteration / Addition 06/20/2025 \$586.00	Issued 12/20/2025 196	121 Back River Rd, Dover, NH \$51,400.00	Residential	None Yes Jim Maxfield	I0046-C00000
Description: Breezeway renovation							
BLDM-2025-0242	Building - Minor 05/29/2025 C Non-Residential - Co	Alteration / Addition 06/20/2025 \$245.00	Issued 12/20/2025 780	90 New Rochester Rd, Dover, NH \$20,000.00	Non-Residential	None Yes Thomas Abbott	40021-B00000
Description: Replace front canopy roof section							
BLDM-2025-0250	Building - Minor 06/02/2025 R-40 Residential - Rura	Alteration / Addition 06/23/2025 \$1,092.00	Issued 12/23/2025 1,854	44 Labrador Ln, Dover, NH \$97,246.00	Residential	None Yes Jim Maxfield	A0051-009008
Description: INSTALLATION OF BLUESTONE PATIO AND CONCRETE PAD FOR HOT TUB -REAR OF HOUSE 1450 SF -OUTDOOR FIREPLACE 294 SF -REPLACE FRONT WALKWAY 110 SF See plan sheets A100 and A101							
BLDM-2025-0260	Building - Minor 06/09/2025 R-12 Residential - Medi	Alteration / Addition 06/23/2025 \$234.00	Issued 12/23/2025 1,400	6 Redden St, Dover, NH \$19,000.00	Residential	None Yes Jim Maxfield	36005-D00000
Description: Interior renovations, flooring, painting, bathroom remodel with some window and patio door replacements							
BLDM-2025-0282	Building - Minor 06/19/2025 R-20 Residential - Low	Alteration / Addition 06/26/2025 \$75.00	Complete 12/26/2025 2,000	62 Bellamy Rd, Dover, NH \$14,271.00	06/30/2025 Residential	None Yes	H0006-S00000
Description: 2000sq roof replacement with asphalt architectural shingles Stripping the roof							
BLDM-2025-0270	Building - Minor 06/12/2025 R-12 Residential - Medi	Alteration / Addition 06/26/2025 \$157.00	Issued 12/26/2025 0	18 Sunset Dr, Dover 03820 \$11,898.00	Residential	None Yes Jim Maxfield	14005-T00000
Description: Removing and replacing 11 windows, replacing like with like, no structural changes.							
BLDM-2025-0281	Building - Minor 06/19/2025 R-40 Residential - Rura	Alteration / Addition 06/27/2025 \$212.00	Issued 12/27/2025 0	24 Old Stage Rd, Dover, NH \$17,351.04	Residential	None Yes Jim Maxfield	G0035-C00000
Description: REMOVE & REPLACE 2 WINDOWS; 1 ENTRY DOOR; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES							

PERMITS ISSUED BY WORK CLASS (06/01/2025 TO 06/30/2025)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	Applied Online Assigned To	Parcel	
BLDM-2025-0280	Building - Minor 06/19/2025 R-40 Residential - Rura	Alteration / Addition 06/27/2025 \$91.00	Issued 12/27/2025 0	46 Fieldstone Dr, Dover, NH \$5,854.00	Residential	None Yes Jim Maxfield	A0039-023000	
Description: REMOVE & REPLACE 1 PATIO DOOR; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES								
BLDM-2025-0258	Building - Minor 06/09/2025 CBD-G Central Busines	Alteration / Addition 06/27/2025 \$69.00	Issued 12/27/2025 1,500	24 Chestnut St, Dover, NH \$3,500.00	Non-Residential	None Yes Jim Maxfield	06009-000000	
Description: The existing business expansion. Remove a non-load bearing partition and changing the swing on another existing door.								
BLDM-2025-0293	Building - Minor 06/24/2025 R-40 Residential - Rura	Alteration / Addition 06/27/2025 \$0.00	Issued 12/27/2025 160	271 Mast Rd, Dover, NH \$46,000.00	Non-Residential	None Yes Jim Maxfield	H0058-000000	
Description: Remove & Replace damaged steel overhead door header								
BLDM-2025-0286	Building - Minor 06/23/2025 R-20 Residential - Low	Alteration / Addition 06/30/2025 \$597.00	Issued 12/30/2025 196	4 Homestead Ln, Dover, NH \$51,894.00	Residential	None Yes Jim Maxfield	L0049-F00000	
Description: REMOVE & REPLACE 14 WINDOWS; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES								
BLDM-2025-0239	Building - Minor 05/27/2025 RM-U Residential - Urb	Alteration / Addition 06/30/2025 \$102.00	Issued 12/30/2025 300	28 Mount Vernon St, Dover 03820 \$7,000.00	Residential	None Yes Jim Maxfield	30099-000000	
Description: Adding a small deck around an above ground pool that was placed in the fall of 2024.								
BLDM-2025-0283	Building - Minor 06/20/2025 R-20 Residential - Low	Alteration / Addition 06/30/2025 \$157.00	Issued 12/30/2025 0	538 B Middle Rd, B, Dover 03820 \$12,398.00	Residential	None Yes Jim Maxfield	M0055-A00000	
Description: TO REMOVE AND REPLACE (4) WINDOWS. LIKE FOR LIKE; NO STRUCTURAL ALTERATIONS.								
BLDG-2025-0086	Building - Major 06/06/2025 R-40 Residential - Rura	Alteration / Addition 06/30/2025 \$1,150.00	Issued 12/30/2025 731	315 Middle Rd, Unit 2, Dover, NH \$50,000.00	Residential	None Yes Jim Maxfield	M0089-000000	
Description: Finish lower level to create Accessary Dwelling Unit in basement. This is an after the fact permit application with conditions of approval. See portal for identified items								
SUBTOTALS FOR ALTERATION / ADDITION:			57,211 Sq Ft	\$1,954,664.05	Residential:	29	PERMITS ISSUED:	40
					Non-Residential:	11		
					Mixed Use:	0		
NEW CONSTRUCTION								
BLDG-2025-0081	Building - Major 05/20/2025 R-40 Residential - Rura	New Construction 06/11/2025 \$4,403.00	Issued 12/11/2025 1,988	5 Charlotte Drive (Lot 3), Dover, NH \$397,600.00	Residential	None Yes Jim Maxfield	B0002-000000	
Description: New construction of 1,988 sq ft single family home								

PERMITS ISSUED BY WORK CLASS (06/01/2025 TO 06/30/2025)

Permit #	Type <i>Application Date</i> <i>Zone</i>	Workclass <i>Issue Date</i> <i>Fee Total</i>	<i>Expiration</i> <i>Sq Ft</i>	Main Address <i>Last Inspection</i> <i>Valuation</i>	<i>Finaled Date</i> <i>Project Zone</i>	<i>Applied Online</i> <i>Assigned To</i>	Parcel
BLDG-2025-0063	Building - Major 04/22/2025 R-12 Residential - Medi	New Construction 06/12/2025 \$1,620.00	Issued 12/30/2025 2,500	60 Horne St, Dover, NH 07/03/2025 \$145,000.00	06/10/2025 Residential	None Yes Jim Maxfield	35034-000000
<i>Description: Project Scope is a 2,500 sq ft new construction project cost of \$145,000=building \$100,000., electrical \$9,000., plumbing \$3,000., insulation \$8,000., site work \$25,000</i>							
BLDG-2025-0049	Building - Major 04/07/2025 CWD Cocheco Waterfr	New Construction 06/13/2025 \$0.00	Issued 12/13/2025 4,550	28 River St, Dover 03820 \$1,363,000.00	Mixed Use	None Yes Jim Maxfield	22001-001000
<i>Description: New Construction for a 4,550 square foot outdoor Park Pavilion consisting of concrete, masonry, structural steel and heavy wood timber frame construction.</i>							
SUBTOTALS FOR NEW CONSTRUCTION:			9,038 Sq Ft	\$1,905,600.00	Residential:	2	PERMITS ISSUED: 3
					Non-Residential:	0	
					Mixed Use:	1	
			66,249 Sq Ft	\$3,860,264.05	Residential:	31	GRAND TOTAL OF PERMITS: 43
					Non-Residential:	11	
					Mixed Use:	1	

* Indicates active hold(s) on this permit

NAME	STREET NAME	Type	Total Units	Units Built*	Units left	Attainable Units	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	L0T	EXPIRATION DATE	SCHOOL	Students**
Mixed Use															
Wooden Ruler	42-44 Third St	M	58	0	58	No	6/27/2023	11/8/2022	Site	P22-60	6	32 & 40	6/27/2028	H	1.74
Equine Properties	239 Knox Marsh Road	M	64	0	64	12	9/26/2023	8/22/2023	Site	SITE2023-0010	H	37A	9/26/2028	W	1.92
Redgate 47 Chestnut	47 Chestnut Street	A	173	0	173	No	9/13/2022	5/10/2022	Site	P21-84	31	5	9/13/2027	H	5.19
Cochecho Waterfront Development	River Street	M	418	220	198	No	8/25/2022	6/14/2022	Site	P21-69	22	1-2 & 1-4	8/25/2027	G	12.54
Downtown Dover Storage, LLC	14 Broadway	A	24	0	24	No	9/13/2022	12/14/2021	Site	P21-29	4	5	9/13/2027	H	0.72
Pointe Place Phase V	Northfield Drive	A	84	72	12	No	10/13/2020	7/28/2020	Site	P20-32	K	19	10/13/2025	G	2.5
Fakhoury	12 Preble Street	A	12	0	12	No	9/23/2023	2/18/2019	Site	P19-11	4	76	9/23/2028	H	0.4
Soujour	66 Third Street	A	10	0	10	No	7/2/2020	1/29/2020	Site	P19-61	31	7	7/2/2025	H	0.3
Little Bay Marina	421 Dover Point Road	A	25	24	1	No	7/31/2020	2/25/2020	Site	P19-05	8	9,10,11,	7/31/2025	G	0.8
Total: Mixed Use			868	316	552	12									26.0
Multi-Family:															
DBS Holdings, Inc	512 Sixth St	H	5	0	5	No	4/22/2025	4/8/2025	Site	SITE-2024-0018	B	2	4/22/2030	H	0.6
Our Place, Inc	Durham Road	A	9	0	9	No	12/10/2024	10/8/2024	Site	SITE-2024-0004	H	6-4	12/10/2029	G	1.1
H.J. Stabile & Son, Inc.	Fisher St.	H	21	17	10	No	7/23/2024	6/11/2024	Site	SITE-2023-0015	15	40-A	7/23/2029	W	2.5
Robert Baldwin	Ember Drive/34 New Rochester	H	15	12	3	TBD	5/6/2024	1/23/2024	Site	SITE-2023-0007	39	103	5/6/2029	H	1.8
Knox Marsh Development LLC	757 Central Ave	M	7	1	6	No	11/21/2022	7/26/2022	Site	P22-15	28	7	11/21/2027	H	0.8
DHA Whittier Street	48 Whittier Street	A	6	6	0	6	9/13/2022	6/28/2022	Site	P21-37	33	1-A	9/13/2027	W	0.7
McIntosh Dover, LLC	23 Cataract	A	128	78	50	78	8/13/2024	6/25/2024	Site	WAIV-2024-0010	13	23 & 34	8/13/2029	W	15.4
Marker 44	87 Portland Ave	A	32	0	32	No	6/11/2019	11/13/2018	Site	P-18034	24	114	6/11/2024	H	3.8
Total: Multi-family			218	114	110	84									26.2
Subdivisions:															
Sophie/Banner Part 2	Cold Springs/Sophie	H	8	1	7	No	5/27/2025		Site	SITE-2025-0015	H	47-A		W	1.0
566 Sixth St	566 Sixth St	H	5	1	4	No	5/27/2025		Subdivision	SUBM-2024-0005	B	4-F		H	1.0
210 Tolend Rd LLC	210 Tolend Road/Emerald Ln	H	32	1	31	No	5/13/2025			SUBM-2025-0001	F	3		W	3.8
Stonearch Development Corp	63 & 65 Tolend & 22 SunHawk	H	27	5	22	No		8/23/2023		SUBD-23-0005	E	65 & 65-1		W	3.2
Chinburg Development, LLC	Gulf Rd & Oak St.	H	11	5	6	No	9/26/2023	6/27/2023	10/25/2023	SUBD-23-0001	N	13-1	9/26/2028	H	1.3
Settlement on Sixth	447 Sixth Street	H	11	10	1	No	2/8/2022	11.9.2021	Site	P21-43	B	5	2/8/2027	H	1.3
Khavari	Leather's Lane	H	40	40	0	No	4/27/2021	12/15/2020	Site	P20-71	I	4-A	4/27/2026	G	4.8
Georgakilas/Middle Road	Hayden Drive	H	13	8	5	No	12/15/2020	10/27/2020	12/15/2020	P20-51	M	102-12	12/15/2025	G	1.6
Lawrence & Cheryl Mulcahy	71 Glenwood Road	H	7	0	7	No	4/27/2021	1/26/2021	4/27/2021	P20-18	D	20	4/27/2026	H	0.8
Porch Light Drive	Cataract Ave	H	18	16	2	No	5/10/2022	3/8/2022	5/11/2022	P19-80B	14	10-G	5/10/2027	W	2.2
RV Paolini Construction, LLC	Cottage Park Drive	M	5	2	3	No	6/18/2019	12/11/2018	Site	P18-45	M	6	6/18/2024	G	0.6
Ayer	Eagan Drive	H	17	11	6	No	11/17/2017	4/11/2017	1/10/2018	P16-25	N	18	11/17/2022	G	2.0
Arch St	Fresian Drive	H	11	0	11	No	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	1.3
Hidden Valley Drive	Hidden Valley Dr	H	10	8	2	No	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	1.2
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	4	5	No	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	H	1.1
StoneCroft	Carriage Hill Ln	H	11	10	1	No	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	1.3
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	30	2	No	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	3.8
Weeden	Garrison Rd	H	4	3	1	No	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	0.5
Total: Subdivisions			226	152	74	0									27.1
Elderly:															
Arbor Woods Townhomes	Cielo Dr	H	56	0	56	No	12/29/2023	11/14/2023	Site	P06-25F	H	4	12/29/2028	W	6.7
Arbor Woods	Cielo Dr	H	72	68	4	No	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	8.64
Total: Elderly			128	68	60	0									
TOTAL APPROVED UNITS			1440	650	796	96									

City of Dover
FY25 State of NH Aid/Grant Revenue

Aid By Category	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	
Education													
Adequate Education			\$ 2,281,643.00		\$ 2,281,643.00					\$ 3,421,073.13			
Building Aid										\$ 191,731.18			
School Meals	\$ 106,081.95			\$ 63,938.27		\$ 136,805.59		\$ 126,617.31	\$ 3,191.83	\$ 23,362.65	\$ 178,322.63	\$ 70,735.39	
Special Education	\$ 196,704.97		\$ 54,628.35	\$ 3,354.95	\$ 15,351.62	\$ 64,357.74	\$ 5,167,084.66	\$ 141,041.70	\$ 292,316.52	\$ 181,246.81		\$ 90,063.06	
Tuition & Transportation						\$ 470,628.64			\$ 2,707.76	\$ 1,592.80	\$ 3,504.16	\$ 2,867.04	
Emergency Relief Funds	\$ 377,093.70			\$ 3,332,440.38	\$ 581,347.95								
Local Education Improvements	\$ 353,814.10	\$ 56,061.73	\$ 107,745.05	\$ 91,518.22	\$ 337,354.92	\$ 171,111.30		\$ 266,487.60	\$ 80,008.98	\$ 106,530.50	\$ 108,645.23	\$ 114,892.02	
Adult Education	\$ 97,398.54	\$ 13,391.14	\$ 53,014.19	\$ 34,275.66	\$ 43,420.97	\$ 43,011.05			\$ 75,871.75	\$ 50,934.88	\$ 50,054.75	\$ 44,788.92	
<i>Total Education</i>	\$ 1,131,093.26	\$ 69,452.87	\$ 2,497,030.59	\$ 3,525,527.48	\$ 3,259,118.46	\$ 885,914.32	\$ 5,167,084.66	\$ 534,146.61	\$ 454,096.84	\$ 3,976,471.95	\$ 340,526.77	\$ 323,346.43	\$ 22,163,810.24
Environmental													
State Aid Grants - Wastewater				\$ 14,512.00		\$ 11,154.00		\$ 58,844.00	\$ 8,274.00		\$ 200,400.00	\$ 66,713.00	
SRF - Chapel St. Revine			\$ 597.42					\$ 36,819.38			\$ 7,668.36		
SRF - River St Pump Station				\$ 4,055,554.27		\$ 1,056,020.76			\$ 1,211,097.45			\$ 494,891.34	
SRF - Secondary Clarifier								\$ 6,949.21			\$ 59,623.66		
SRF - Henry Law Park Stormwater									\$ 15,339.61	\$ 13,791.97			
Lead Service Line Grants	\$ 5,846.91	\$ 13,162.03						\$ 28,548.27			\$ 27,442.79		
Pudding Hill Water Treatment		\$ 338,119.73								\$ 267,035.96		\$ 191,647.57	
Community Trail Land Improvements		\$ 22,508.58											
<i>Total Environmental</i>	\$ 5,846.91	\$ 373,790.34	\$ 597.42	\$ 4,070,066.27	\$ -	\$ 1,067,174.76	\$ -	\$ 131,160.86	\$ 1,234,711.06	\$ 280,827.93	\$ 295,134.81	\$ 753,251.91	\$ 8,212,562.27
Other Gen. Funds													
Meals & Rooms Distribution						\$ 3,250,398.63							
InvestNH; HOP Housing Navigator		\$ 33,398.65		\$ 34,902.72			\$ 35,312.09	\$ 17,152.42					
InvestNH; HOP Grant Reimbursement		\$ 20,523.35	\$ 7,233.98	\$ 7,499.75			\$ 6,162.74						
Household Hazardous Waste Collection				\$ 7,154.00									
SCADA (ARPA)		\$ 58,321.39											
Opioid Settlement					\$ 43,322.53		\$ 11,073.16						
Other			\$ 11,064.84	\$ 1.70	\$ 2,024.00				\$ 5,252.50			\$ 51.73	
<i>Total Other Gen. Funds</i>	\$ -	\$ 112,243.39	\$ 18,298.82	\$ 49,558.17	\$ 45,346.53	\$ 3,250,398.63	\$ 52,547.99	\$ 17,152.42	\$ 5,252.50	\$ -	\$ -	\$ 51.73	\$ 3,550,850.18
Highway Funds													
Highway Block Grants	\$ 190,396.86			\$ 190,396.86			\$ 126,931.25				\$ 127,799.53		
Highway Construction Aid													
Municipal Bridge Aid													
<i>Total Highway Funds</i>	\$ 190,396.86	\$ -	\$ -	\$ 190,396.86	\$ -	\$ -	\$ 126,931.25	\$ -	\$ -	\$ -	\$ 127,799.53	\$ -	\$ 635,524.50
Public Safety Funds													
Overtime Reimbursemnt	\$ 1,800.34		\$ 285.27	\$ 4,512.36									
SOR Reimburse								\$ 600.00	\$ 120.00				
Safe Streets Grant			\$ 1,386.06										
Seabrook Drill Training	\$ 6,750.00					\$ 6,750.00			\$ 3,375.00				
Highway Safety Grant	\$ 1,786.21	\$ 23,647.38			\$ 238.22								
DRE Call Out	\$ 67.00												
NH Safe Streets	\$ 1,625.95												
DHHS - Coalition Support Srvs							\$ 45,187.75				\$ 21,397.64		
Granite Hammer Grant	\$ 5,989.08												
HSGP SWAT									\$ 5,010.49				
LETPA Grant									\$ 8,591.04				
FEMA Public Assistance Grant												\$ 26,527.01	
<i>Total Public Safety</i>	\$ 1,800.34	\$ 16,218.24	\$ 25,318.71	\$ 4,512.36	\$ 238.22	\$ 6,750.00	\$ 45,187.75	\$ -	\$ 600.00	\$ 17,096.53	\$ 21,397.64	\$ 26,527.01	\$ 165,646.80
<i>Grand Total</i>	\$ 1,329,137.37	\$ 571,704.84	\$ 2,541,245.54	\$ 7,840,061.14	\$ 3,304,703.21	\$ 5,210,237.71	\$ 5,391,751.65	\$ 682,459.89	\$ 1,694,660.40	\$ 4,274,396.41	\$ 784,858.75	\$ 1,103,177.08	\$ 34,728,393.99

City of Dover

Revenues of Major Funds
June 30, 2025

(General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 116,087,694	11,192,676	118,314,640	102.0%	\$ (2,226,946)	\$ -	\$ (2,226,946)	-2.0%
Licenses & Permits	7,582,679	676,056	8,595,222	113.0%	(1,012,543)	-	(1,012,543)	-13.0%
Intergovernmental	5,924,368	4,504	4,048,996	68.0%	1,875,372	-	1,875,372	32.0%
Charges for Services	5,125,212	238,379	5,533,605	108.0%	(408,393)	-	(408,393)	-8.0%
Miscellaneous Revenue	2,099,105	274,387	3,055,556	146.0%	(956,451)	-	(956,451)	-46.0%
Education	20,671,310	1,088,171	20,127,187	97.0%	544,123	-	544,123	3.0%
Operating Transfers In	446,507	-	30,499	7.0%	416,008	-	416,008	93.0%
Other Financing Sources	944,900	129,900	129,900	14.0%	815,000	-	815,000	86.0%
Sub-total : 1000 General Fund	\$ 158,881,775	13,604,073	159,835,604	101.0%	\$ (953,829)	\$ -	\$ (953,829)	-1.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 395,000	32,211	424,938	108.0%	\$ (29,938)	\$ -	\$ (29,938)	-8.0%
Parking Income	1,047,941	103,114	1,270,641	121.0%	(222,700)	-	(222,700)	-21.0%
Parking Fines	184,000	30,749	382,394	208.0%	(198,394)	-	(198,394)	-108.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,626,941	166,074	2,077,973	128.0%	\$ (451,032)	\$ -	\$ (451,032)	-28.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,584	-	7,154	75.0%	\$ 2,430	\$ -	\$ 2,430	25.0%
Charges for Services	2,004,995	134,610	1,660,331	83.0%	344,664	-	344,664	17.0%
Miscellaneous Revenue	0	685	2,617	0.0%	(2,617)	-	(2,617)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 2,014,579	135,295	1,670,102	83.0%	\$ 344,477	\$ -	\$ 344,477	17.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 794,011	65,644	794,248	100.0%	\$ (237)	\$ -	\$ (237)	0.0%
Operating Transfers In	60,853	3,857	46,280	76.0%	14,573	-	14,573	24.0%
Sub-total : 3381 McConnell Center	\$ 854,864	69,500	840,528	98.0%	\$ 14,336	\$ -	\$ 14,336	2.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 425,490	64,856	384,017	90.0%	\$ 41,474	\$ -	\$ 41,474	10.0%
Miscellaneous Revenue	5,500	-	6,610	120.0%	(1,110)	-	(1,110)	-20.0%
Operating Transfers In	20,000	-	-	0.0%	20,000	-	20,000	100.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 450,990	64,856	390,627	87.0%	\$ 60,364	\$ -	\$ 60,364	13.0%
5300 Water Fund								
Intergovernmental	\$ 71,800	-	-	0.0%	\$ 71,800	\$ -	\$ 71,800	100.0%
Charges for Services	7,716,002	587,608	5,650,175	73.0%	2,065,827	-	2,065,827	27.0%
Miscellaneous Revenue	386,000	4,978	388,199	101.0%	(2,199)	-	(2,199)	-1.0%
Other Financing Sources	87,500	-	92,349	106.0%	(4,849)	-	(4,849)	-6.0%
Sub-total : 5300 Water Fund	\$ 8,261,302	592,585	6,130,723	74.0%	\$ 2,130,579	\$ -	\$ 2,130,579	26.0%
5320 Sewer Fund								
Intergovernmental	\$ 163,524	11,981	94,224	58.0%	\$ 69,300	\$ -	\$ 69,300	42.0%
Charges for Services	9,936,082	736,925	7,202,135	72.0%	2,733,947	-	2,733,947	28.0%
Miscellaneous Revenue	70,000	3,828	94,573	135.0%	(24,573)	-	(24,573)	-35.0%
Other Financing Sources	391,150	-	-	0.0%	391,150	-	391,150	100.0%
Sub-total : 5320 Sewer Fund	\$ 10,560,756	752,734	7,390,931	70.0%	\$ 3,169,825	\$ -	\$ 3,169,825	30.0%
6100 Dovernet Fund								
Intergovernmental	\$ 351,620	-	-	0.0%	\$ 351,620	\$ -	\$ 351,620	100.0%
Charges for Services	1,708,778	125,251	1,503,041	88.0%	205,737	-	205,737	12.0%
Miscellaneous Revenue	50,000	-	2,500	5.0%	47,500	-	47,500	95.0%
Operating Transfers In	-	-	1,012	0.0%	(1,012)	-	(1,012)	0.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 6100 Dovernet Fund	\$ 2,110,398	125,251	1,506,554	71.0%	\$ 603,844	\$ -	\$ 603,844	29.0%
Total : REVENUES	\$ 184,761,605	15,510,368	179,843,042	97.0%	\$ 4,918,563	\$ -	\$ 4,918,563	3.0%

City of Dover

Expenditures of Major Funds

June 30, 2025

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 634,396	\$ 21,206	\$ 172,035	27.0%	\$ 462,361	\$ 128,658	\$ 333,703	52.6%
Executive	2,494,022	181,826	\$ 2,137,621	86.0	356,402	72,618	283,784	11.4
Finance	2,833,972	195,101	\$ 2,540,677	90.0	293,295	44,719	248,576	8.8
Planning	2,464,029	155,154	\$ 1,875,802	76.0	588,227	45,200	543,028	22.0
Misc General Government	1,326,602	45,694	\$ 677,649	51.0	648,953	142,919	506,034	38.1
Police	11,191,487	1,045,139	\$ 10,806,163	97.0	385,324	38,780	346,544	3.1
Fire & Rescue	12,809,683	988,815	\$ 12,048,467	94.0	761,216	220,202	541,014	4.2
Community Service Public Works	11,412,271	670,908	\$ 7,192,889	63.0	4,219,382	1,827,830	2,391,552	21.0
Recreation	3,240,460	224,565	\$ 2,711,032	84.0	529,428	197,850	331,578	10.2
Public Library	1,933,196	127,528	\$ 1,711,534	89.0	221,662	37,767	183,894	9.5
Public Welfare	881,409	46,135	\$ 623,928	71.0	257,481	7,062	250,419	28.4
Debt Service	6,332,062	1,595,869	\$ 5,301,205	84.0	1,030,857	-	1,030,857	16.3
Other Financing Sources/Uses	5,460,609	180,214	\$ 5,638,715	103.0	(178,106)	-	(178,106)	(3.3)
School	84,642,799	11,122,434	\$ 76,224,269	90.0	8,418,530	6,083,659	2,334,871	2.8
Intergovernmental	11,224,778	-	\$ 11,224,778	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 158,881,775	\$ 16,600,587	\$ 140,886,762	88.7%	\$ 17,995,013	\$ 8,847,265	\$ 9,147,748	5.8%
3213 Parking Activity Fund								
Police	\$ 1,626,941	\$ 428,494	\$ 1,393,378	86.0%	\$ 233,563	\$ 30,466	\$ 203,097	12.5%
Sub-total : 3213 Parking Activity Fund	\$ 1,626,941	\$ 428,494	\$ 1,393,378	85.6%	\$ 233,563	\$ 30,466	\$ 203,097	12.5%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 2,106,737	\$ 183,616	\$ 1,733,797	82.0%	\$ 372,940	\$ 322,678	\$ 50,262	2.4%
Sub-total : 3320 Residential Solid Waste Fund	\$ 2,106,737	\$ 183,616	\$ 1,733,797	82.3%	\$ 372,940	\$ 322,678	\$ 50,262	2.4%
3381 McConnell Center Fund								
Recreation	\$ 854,864	\$ 200,647	\$ 585,884	69.0%	\$ 268,980	\$ 37,966	\$ 231,015	27.0%
Sub-total : 3381 McConnell Center Fund	\$ 854,864	\$ 200,647	\$ 585,884	68.5%	\$ 268,980	\$ 37,966	\$ 231,015	27.0%
3410 Recreation Special Revenue Fund								
Recreation	\$ 470,990	\$ 33,123	\$ 288,034	61.0%	\$ 182,956	\$ 35,901	\$ 147,056	31.2%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 470,990	\$ 33,123	\$ 288,034	61.2%	\$ 182,956	\$ 35,901	\$ 147,056	31.2%
5300 Water Fund								
Community Service Public Works	\$ 8,498,951	\$ 499,907	\$ 7,051,090	83.0%	\$ 1,447,861	\$ 396,738	\$ 1,051,123	12.4%
Sub-total : 5300 Water Fund	\$ 8,498,951	\$ 499,907	\$ 7,051,090	83.0%	\$ 1,447,861	\$ 396,738	\$ 1,051,123	12.4%
5320 Sewer Fund								
Community Service Public Works	\$ 10,700,777	\$ 700,484	\$ 9,324,280	87.0%	\$ 1,376,497	\$ 373,931	\$ 1,002,565	9.4%
Sub-total : 5320 Sewer Fund	\$ 10,700,777	\$ 700,484	\$ 9,324,280	87.1%	\$ 1,376,497	\$ 373,931	\$ 1,002,565	9.4%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 3,108,536	\$ 318,999	\$ 1,652,961	53.0%	\$ 1,455,576	\$ 747,600	\$ 707,976	22.8%
Sub-total : 6100 Dovernet Fund	\$ 3,108,536	\$ 318,999	\$ 1,652,961	53.2%	\$ 1,455,576	\$ 747,600	\$ 707,976	22.8%
Total : EXPENDITURES	\$ 186,249,572	\$ 18,965,857	\$ 162,916,186	87.5%	\$ 23,333,386	\$ 10,792,544	\$ 12,540,842	6.7%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) June 30, 2025

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenues	1,140,835	14,482	1,120,667	98.2	20,168	0	20,168	1.8
Expenditures	1,321,297	63,531	1,166,513	88.3	154,784	85,051	69,733	5.3
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	<u>(180,462)</u>	<u>(49,049)</u>	<u>(45,846)</u>	<u>9.9</u>	<u>(134,616)</u>	<u>(85,051)</u>	<u>(49,565)</u>	<u>(3.5)</u>

CITY COUNCIL GOALS

2024-2025



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

GOAL 1: OUR CITY HAS DIVERSE HOUSING

The following objectives support a Dover which has housing that is attainable and available.

- Continue actions which promote and incentivize diverse and resilient housing options in Dover.
- Educate the public on growth rates and how the City is working to accommodate those rates, rather than discourage them.
- Review land use regulations to promote density in appropriate locations and context, and ensure fees do not hinder growth.
- Utilize Public Private Partnerships to enhance the City's ability to meet these goals and participate in developments.
- Understand housing needs and impediments to affordable housing by analyzing data and trends as well as anecdotes.
- Integrate options for income indexed, market rate and other diverse housing formats into the community as a whole.

Dover is the only NH municipality to appear on a recent list of 104 suburban communities that gained 1,000 or more renter households between 2018 and 2023.

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

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

Assistant City Planner Galloway-Burke attended the Workforce Housing Coalition of the Greater Seacoast's Spring Policy Session, which featured legislators and policy experts discussing housing-related legislation from the 2025 State Legislative Session.

GOAL 2: OUR CITY IS CIVICALLY ENGAGED

The following objectives ensure that the public is part of the community's governance and has multiple channels to provide feedback.

- Communicate in a manner which will meet people where they are, in content, communication style and format.
 - Reboot the City of Dover website to be more collaborative, accessible and informative.
 - Increase public engagement through innovative and diverse citizen feedback options.
 - Create topic based symposiums for the public on areas affecting the community.
 - View all customer interactions as an opportunity to communicate with the public.
-

Media Services produced five episodes of the Dover Download podcast in June. Topics included episodes on the waterfront development project, an update to the Land Use Chapter of the Master Plan, an interview with Superintendent of Schools Bill Harbron, who retired in June, and a look at some of the major infrastructure projects planned in Dover. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker.

Planning Staff continues to update a webpage on the City website dedicated to Transfer of Development Rights. The page includes an overview of the ordinance and information on individual applications received by the Planning Department; this includes links to project materials, project address, and status updates. There were no TDR applications to add to the webpage in June.

On June 16, 2025, Lt. Mitrushi and Officer Palmer presented at Bishop Gendron Apartments to 12 residents. The purpose of this training is to promote safety on the roadways and provide education to drivers, cyclists, and pedestrians to address and prevent the risks inherent in our enormous and complex transportation system. Following the presentations, Lt. Mitrushi, Officer Jalbert, and Officer Palmer answered questions about the City of Dover and engaged in casual conversations with attendees.

GOAL 3: OUR CITY IS RESILIENT

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

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

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

Sargent Corporation is currently working on the rehabilitation of the 4+ million-gallon tank atop Garrison Hill. In June the internal walls and floor of the tank were cleaned followed by the lining of the interior walls. Spot repairs were also made to the interior of the roof structure. The tank rehabilitation is on track for completion by mid-summer. The interior work is highly weather dependent which has made the process progress slower than originally anticipated. Community Services has issued a voluntary water conservation advisory to alleviate stress on the system caused by the rehabilitation project. The City's water system is currently being served by the newer million gallon tank at Smyth Well Rd. Public access to the Garrison Hill Park and community garden may be limited during construction and parkgoers are encouraged to check with the City's website for updates on the park's availability.

Resilience Coordinator Merchant staffed the Energy Commission meeting on June 18th where the commission discussed updates to the Wastewater Treatment Facility solar project and Energy Tips from the Energy Commission for the Dover Download.

GOAL 4: OUR CITY IS SAFE AND INVITING

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

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

In June, the Streets crew completed several key maintenance activities to improve road safety and appearance across the community. They focused on repairing road surfaces by filling potholes as well as cutting and patching spots throughout the area. Work continued on our annual paving and striping programs, marking the beginning of a broader effort to restore and enhance roadway conditions for the summer season.

The city's consultant, VHB, prepared the necessary regulatory permit applications to be submitted following the city's review. Through the initial phase of the project development, the removal of the upstream remnant structure was identified as an integral part of the proposed project scope. The remnant structure removal will impact an existing upstream Conservation Easement, thus triggering coordination and review by National Resource Conservation Service (NRCS). The NRCS requirements, including development of a mitigation plan, created additional permitting, design modifications, and easement coordination that are beyond the original scope of work. These additional services were approved at the June 25, 2025 Council Meeting.

The Dover Community Services Department is actively collaborating with the Library Department on its significant renovation project. June saw substantial progress, starting with the completion of the demolition at the beginning of the month. The plaster was repaired on the top floor, as well as steel was placed in the bottom floor for structural support. In addition, concrete was poured to support the new steel for the addition. The project remains on schedule, with completion anticipated in late 2026, and library patrons are encouraged to contact the Library directly with any questions regarding access to materials during the renovation period.

The City of Dover's Community Services Department, in collaboration with the Recreation Department, has undertaken a restoration project to repair and preserve the façade of the Rotary Arts Pavilion, a valued community asset located in Henry Law Park. Following a competitive selection process, Unified Builders of Barrington, New Hampshire, was awarded the contract based on their qualifications and experience in structural restoration. The scope of work included the complete repair and reinforcement of the pavilion's façade, ensuring both structural integrity and visual appeal. In addition to addressing the immediate repair needs, Unified Builders incorporated a series of preventive measures designed to protect the structure from future deterioration, including moisture infiltration and material degradation. These enhancements are intended to extend the lifespan of the pavilion and reduce the need for future maintenance, supporting the City's commitment to the long-term stewardship of its public spaces and infrastructure.

On June 2, 2025, Lt. Mitrushi and Officer Jalbert presented the "New Hampshire Safe Streets and Roads for All" presentation to approximately 20 residents at The Residences at Silver Square. On June 9, 2025, they presented at Maple Suites to another 25 residents.

On June 16, 2025, Lt. Mitrushi and Officer Palmer presented at Bishop Gendron Apartments to 12 residents. The purpose of this training is to promote safety on the roadways and provide education to drivers, cyclists, and pedestrians to address and prevent the risks inherent in our enormous and complex transportation system. Following the presentations, Lt. Mitrushi, Officer Jalbert, and Officer

Palmer answered questions about the City of Dover and engaged in casual conversations with attendees.

The City of Dover's Community Services Department is working through a process to review the 2022 comprehensive city-wide sign inventory with a focus on removing outdated regulatory signs and ensuring all remaining signage is up-to-date, compliant, and in excellent condition. The first goal of the process is to remove signage from utility poles, and relocate or replace the sign on its own post. Signs are not supposed to be attached to the utility poles; therefore, removing signs from them will help aid in the process of removing double poles throughout the city. Another goal of the process will be to eliminate duplicate signs. This ongoing effort will enhance clarity and safety on Dover's roads.

GOAL 5: OUR CITY IS INCLUSIVE AND WELCOMING

The following objectives support a Dover that is welcoming to all no matter socio economic background.

- Continually recruit volunteers from all areas of the community to ensure the volunteer boards represent the full community.
- Review the mission and purpose for each Board, Committee and Commission for relevancy.
- Update Board, Committee and Commission expectations, for volunteers to understand their role and the need to be inclusive.
- Integrate inclusivity into all aspects of strategic planning and report on progress.
- Develop/curate materials related to promoting inclusivity.
- Continue having the City Council model healthy civic debate in the community.

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

With the use of CDBG funds, new accessible tables and chairs were added to the downtown.

In June, Lt. Mitrushi met with the Strafford County Public Health Network and Dover Mental Health Alliance to discuss a training program focused on mental health awareness for Strafford County first responders. The training, developed by Kent State University is known as AID Training- or Awareness Interaction Direction training. The goal of the training for first responders is to increase confidence in recognizing and approaching someone in mental health distress.

GOAL 6: OUR CITY HAS SUSTAINABLE FINANCIAL POLICIES

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

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

The City of Dover's Community Services Department, in coordination with the Planning Department, recently completed a competitive selection process to identify a qualified firm to conduct a comprehensive energy audit and develop a long-term strategy for implementing energy efficiency improvements across municipal facilities. A Request for Proposals (RFP) was issued in early May, resulting in nine submissions from experienced energy service providers. After evaluating the proposals based on technical approach, relevant experience, and the ability to deliver guaranteed energy savings through an ESPC, four firms were shortlisted for interviews. These interviews, held in early June, provided additional insight into each firm's methodology, staffing, and project implementation capabilities. Following this detailed review, the City selected Energy Efficiency Investments (EEI) as the preferred partner to move forward with the ESPC initiative. The City of Dover's Community Services Department, in coordination with the Planning Department, is currently undertaking the selection of a qualified firm to conduct a comprehensive energy audit and to develop a long-term strategy for implementing energy efficiency improvements across municipal facilities. As part of this effort, a RFP was issued, resulting in nine submissions from energy service providers in early May. After a detailed evaluation of the proposals, four firms were shortlisted for interviews based on their experience, approach, and ability to deliver measurable energy savings. These interviews were conducted in early June to further assess each firm's suitability for entering into an Energy Services Performance Contract (ESPC) with the City.

Assistant City Planner Edgecomb applied for a preservation grant for the historic Water Works building on Lowell Ave

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

The following objectives support a Dover that has inviting public spaces for all people living in, working in or visiting the City.

- Universal design is incorporated into all infrastructure improvements.
- Development of the waterfront includes amenities and opportunities for all to enjoy.
- Enhance access for all to Dover's rivers and trail networks, through additional recreation outlets.
- Educate the public on the causes of housing insecurity with the goal of destigmatizing homelessness while developing pragmatic solutions to manage the issue.
- Educate the public and volunteer boards on the effects of mental health and opioid issues in the community.

In June, 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

Kaitlin Jones met with Dover Fire & Rescue Chief, Perry Plummer, and 22 additional participants from DFD and WDH to discuss a mutual, juvenile in need of wrap-around support. Kaitlin Jones facilitated the meeting at DFD Headquarters.

During the week of June 9th, Children's Librarian Crystal Lisbon visited the three Dover School District Elementary Schools. On Monday June 9th, she visited Woodman Park Elementary School, speaking to each grade level about the upcoming Summer Reading Program, Color Our World. She saw a total of 440 students at Woodman Park Elementary School. On Wednesday, June 11 Crystal visited Garrison Elementary School, seeing 415 students. The final school visit took place on Thursday, June 12 at Frances G. Hopkins at Horne Street, where she spoke to 480 students. At each location she introduced the Summer Reading Program, along with the theme, read a story, and then talked about how the program works. The students at all of the schools had a number of insightful questions, and were excited to learn about the program, and signing up!

The Dover Public Library staff made 12 visits to community members via the Homebound Delivery Service in June. Homebound Delivery is steadily growing and provides a vital link to Library services for those who cannot come to the physical building.

Great progress also continues on the City's public infrastructure improvements. Regarding Eversource connections, the temporary construction power is now complete, and the City is now waiting on two switch gear components for the permanent hook-ups. On Payne Street, the stormwater treatment basin is nearing completion with final curbing and backfilling underway. The sidewalks and granite curbing are mostly installed, and the loam areas have been hydroseeded.

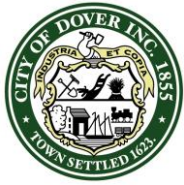
The City's site Contractor is busy processing stockpiled loam and planting soils, and work continues on the Pavilion Area, focusing on rap closure and subgrade preparations.

For Shoreline Restoration, the City and our engineering consultants are actively working on solutions for the former Army Corps bulkhead area, with a meeting scheduled with the NHDES. The living shoreline restoration is largely finished, and the City be adding more plantings, stabilization fabric, and coir log treatments for long-term erosion control. Significant strides have also been made on Bio

stormwater basin #1 and the stormwater treatment basin/pocket wetland area, both of which we expect to be completed in the next few weeks.

Finally, construction has begun on the New Park Pavilion Building with Pine Brook as the subcontractor. Pier supports have been installed as have strip footings for the lower-level interior concrete masonry walls. The methane monitoring system build-out is almost complete, and Pine Brook plans to pour the slab on grade in the coming weeks. The steel contractor will mobilize shortly after the slab is poured which is when the building will begin to take shape.

With the use of CDBG funds, new accessible tables and chairs were added to the downtown.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Shanahan led a pledge of allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Warach

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

5. PROCLAMATIONS/AWARDS – PLASTIC POLLUTION REDUCTION MONTH

Mayor Carrier read a proclamation recognizing July as Plastic Pollution Reduction Month.

The Mayor also recognized and commended the Unified Volleyball Team on their 2025 championship.

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to substitute two items in the whole, item 13.B.3. and item 13.C.1., seconded by Councilor Retrosi.

Vote: 8-0.

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

Vote: 8-0.

7. PUBLIC HEARINGS

8. PUBLIC FORUM

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

Rachel Rullard, 4 Old Stage Rd, spoke on behalf of Cocheco Valley Roller Derby League, the league is looking for recommendations on a warehouse or a place that they can practice during the fall and winter months.

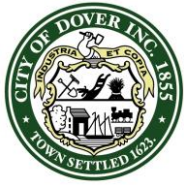
Meredith Alley, 13 Old Stage Rd, spoke the positivity that roller derby brings to a community.

Brian Russo, 48 Dunn's Bridge Ln, spoke about the athletic complex project as well as the willand warming center.

9. CITY MANAGER'S REPORT

City Manager Joyal gave an overview of his City Manager's report to the Council. The Manager informed the Council that the filing period for the 2025 Municipal Election will begin September 8 and end September 19th.

Deputy City Manager Parker gave an update to the Council on two large projects; one on Littleworth Road and another at the Liberty Mutual property.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

Jamie Stevens, Project Manager, presented a video of the waterfront project and gave an update on the progress.

James Burdin, Business Development Coordinator, gave an update to the Council in regards to the Dover Business and Industrial Development Authority.

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

Vote: 8-0.

10. APPROVAL OF MINUTES

A. June 25, 2025 – Regular Meeting

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

11. MAYOR'S REPORT

Mayor Carrier and Deputy Mayor Shanahan gave an overview of the events and meetings they attended over the last few weeks.

Deputy Mayor Shanahan moved to accept the Mayor's report, seconded by Councilor Hackett.
Vote: 8-0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

- 1. AFFIRMATION OF VOTE ON AMENDED RESOLUTION FOR FY2026 SCHOOL DEPARTMENT GENERAL FUND BUDGET AMENDMENT (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**
SPONSORED BY MAYOR CARRIER BY REQUEST

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

Deputy Mayor Shanahan moved to amend the resolution to replace the amount of \$1,933,571.00 with \$1,741,571.00 throughout the resolution as it appears, seconded by Councilor Retrosi.

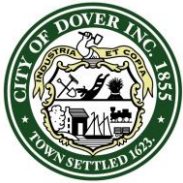
Roll Call Vote: 6-2, with Councilor Richer and Councilor Hackett opposed.

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

Roll Call Vote: 8-0.

13. NEW BUSINESS

A. CONSENT CALENDAR



CITY OF DOVER

CITY COUNCIL - MINUTES

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

1. **B25082 BULK OIL AND LUBRICANT PRODUCTS**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B24081 PROFESSIONAL SUPPORT SERVICES FOR (SCADA) SUPERVISORY CONTROL AND DATA ACQUISITION – WOODARD & CURRAN – ADDITIONAL SCOPE OF WORK**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **LIBRARY BOOKS & MEDIA PURCHASES BAKER AND TAYLOR INC.**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **LIBRARY BOOKS & MEDIA PURCHASES INGRAM LIBRARY SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **ACKNOWLEDGEMENT AND ACCEPTANCE OF DONATION BY MY HANDYMAN OF DOVER**
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **AUTHORIZING DOG WARRANT FOR UNLICENSED DOGS**
SPONSORED BY MAYOR CARRIER BY REQUEST

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

No items were asked to be pulled.

Roll Call Vote: 8-0.

COMMITTEE REPORTS

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

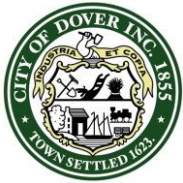
Councilor Nemeth gave an overview of the Arts Commission report to the Council.

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

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

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

Councilor Richer gave an overview of the Energy Commission report to the Council.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

B. RESOLUTIONS

- 1. PUDDING HILL CONTAMINATION MONITORING 2025-2026 WITH EMERY & GARRETT GROUNDWATER INVESTIGATIONS, LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST

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

Roll Call Vote: 8-0.

- 2. CITYWIDE 2025-2026 GROUNDWATER MONITORING PROGRAM WITH EMERY & GARRETT GROUNDWATER INVESTIGATIONS, LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Nemeth.
City Manager Joyal gave an overview of the resolution to the Council.

Roll Call Vote: 7-1, with Councilor Richer opposed.

- 3. EXPANSION OF GROUNDWATER EXPLORATION PROGRAM - EMERY & GARRETT GROUNDWATER INVESTIGATIONS, LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Williams.
City Manager Joyal gave an overview of the resolution to the Council.

Roll Call Vote: 7-1, with Councilor Richer opposed.

C. ORDINANCES IN 1ST READING

- 1. CHAPTER 141 SECTION 42 SCHEDULE C**
(TO BE REFERED TO A PUBLIC HEARING ON JULY 23, 2025)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer the ordinance to a public hearing, seconded by Councilor Retrosi.

Vote: 8-0.

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Cullen thanked citizen Larry Upton for his efforts on cleaning up graffiti.

Councilor Richer reminded the Council that there will be an event on Florence Street on July 19th from 10am to 2pm.

16. ADJOURN

Councilor Retrosi moved to adjourn, seconded by Councilor Nemeth.

Vote: 8-0.



Ad-Hoc Committee to Address Community Housing Needs Summary of Recommendations

Access to safe, affordable, and sustainable housing is essential for the well-being of our residents and the overall vitality of our community. In response to growing concerns about housing availability, affordability, and accessibility, the Committee to Address Community Housing Needs was established to support the City Council in reviewing data, exploring solutions, and identifying long-term strategies for responsible development that support Dover's housing needs through 2035.

Key Findings

Through extensive research, stakeholder engagement, and public outreach, the committee identified critical housing challenges facing Dover:

- **The need for additional Affordable Housing:** A growing gap in housing affordability, with rising rental prices and limited options for middle-income and low-income residents.
- **Regulatory and Zoning Barriers:** Although Dover is often considered as having progressive land-use policies, it continues to explore ways to improve those policies to encourage additional opportunities for diverse housing development.
- **Homelessness and Housing Insecurity:** Increased demand for low-barrier shelters, supportive housing, and services for vulnerable populations, including individuals with disabilities and seniors.
- **Workforce Housing Shortage:** Essential workers, including teachers, healthcare professionals, and first responders can struggle to find housing within city limits.
- **Community Concerns and Misconceptions:** Public feedback highlights the need for education on housing policies, affordability solutions, the economic benefits of diverse housing stock, and lack of public forum to engage in concerns about housing issues impacting Dover.

PRO-HOUSING ZONING REFORMS SINCE 2021

Allowing smaller more affordable homes to be built on lots smaller

Allowing more than one ADU, if the additional ADU is rent restricted to affordable rates

Allowing 2 family conversions if the home looks and operates like a single family home

Allowing new construction of two-family homes single family districts

Populations of Concern

Unsheltered

Disabled

Essential Workers

44% OF DOVER RENTERS ARE COST BURDENED

<3% OF STRAFFORD CO. HOUSING STOCK IS AFFORDABLE

1734 NEW HOUSING UNITS IN DOVER NEEDED BY 2035

26.12% OF LAND IN DOVER IS DEVELOPABLE

Housing Affordability for Strafford County's Workforce

**EMPLOYEES
SURVEYED = 47,720**

	Entry Level	Median	Experienced
Average Yearly Income, All Occupations	\$31,393	\$47,976	\$76,532
Maximum Affordable Monthly Rent	\$785	\$1,199	\$1,913
Maximum Affordable Home Purchase Price	\$92,000	\$140,500	\$224,500

**AVERAGE MONTHLY RENT IN
STRAFFORD CO. = \$1,981**

**AVERAGE PURCHASE PRICE
STRAFFORD CO. = \$430,000**

Source: NHES 2023

Median Sale Price of Homes in Dover

● 2016 ● 2020 ● 2024

2016 EXISTING HOME:
\$250,000

2016 NEW CONSTRUCTION:
\$359,900

2020 EXISTING HOME:
\$336,300

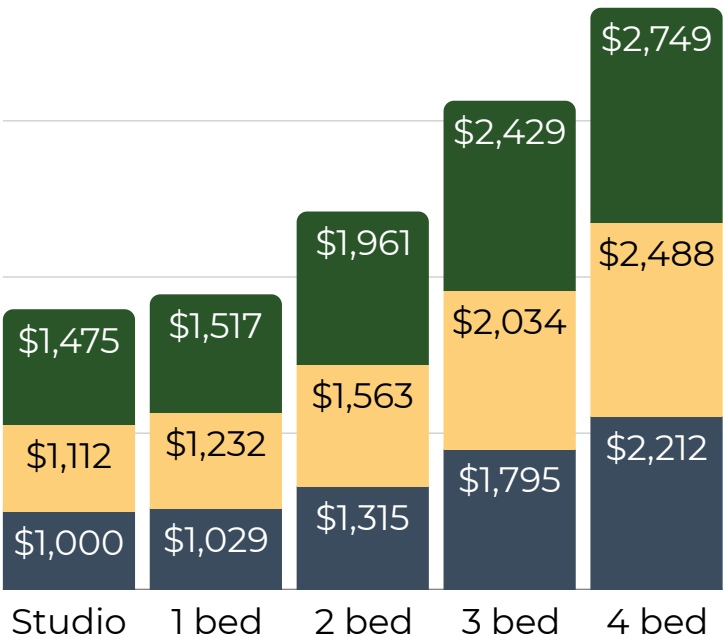
2020 NEW CONSTRUCTION:
\$479,000

2024 EXISTING HOME:
\$540,000

2024 NEW CONSTRUCTION:
\$683,300

Portsmouth-Rochester Fair Market Rents*

● 2020 ● 2023 ● 2025



*FMR is an estimation set by HUD of what rent should cost for a unit in a given market.

Summary of Recommendations

To address these challenges, the committee proposes policy actions, zoning amendments, and financial strategies that align with Dover's 2035 Housing Vision:

1. **Increase Community Engagement and Education:**

- Launch public information campaigns on the benefits of affordable housing and supportive housing programs in the city.
- Involve local schools and community organizations in housing discussions and workshops.

2. **Expand Affordable and Workforce Housing:**

- Require an affordable housing component in all new major developments, an approach known as inclusionary zoning
- Establish consistency measures (standardized policies, criteria, and procedures) for tax incentives and financial assistance programs for homeowners and developers to create affordable units.

3. **Revise Zoning and Land-Use Policies:**

- Reduce minimum lot sizes and frontage requirements to allow for denser, mixed-use development.
- Relax regulations and increase financing options to encourage Accessory Dwelling Units (ADUs), creating additional lower-cost housing units

4. **Address Homelessness and Housing Insecurity:**

- Expand low-barrier shelter availability and wraparound support services through defining and allowing shelters within the zoning ordinance.
- Establish a land trust to preserve affordable housing and prevent displacement.

5. **Strengthen Public-Private Partnerships:**

- Collaborate with local businesses to develop Employer-Assisted Housing Programs..
- Work with financial institutions to provide low-interest housing loans and affordability programs.

6. **Promote Inclusive and Sustainable Housing Development:**

- Encourage mixed-income neighborhoods through inclusionary zoning policies.
- Support adaptive reuse of vacant properties for residential use.

7. **Create a City Housing Commission:**

- Chartering of official standing housing commission for the city
- Grant oversight powers for many housing-related policies, administrative oversights, programmatic implementations, and financial powers.

Call to Action

Dover is at a critical juncture in addressing its housing challenges. The committee urges the City Council, planning officials, business leaders, and residents to work together in implementing these recommendations. The success of these initiatives depends on a unified, city-wide commitment to:

- Explore the full report from the Ad-Hoc Committee to better understand Dover's housing challenges and the solutions being proposed.
- Adopt progressive housing policies that foster economic growth and social equity. Publicly commit to growing housing for all outlined in the community vision and in the upcoming Land Use Master Plan Chapter.
- Prioritize investments in housing infrastructure and support programs for vulnerable populations.
- Engage residents in housing discussions to ensure broad community support.
- Hold developers and policymakers accountable for delivering results that align with Dover's long-term housing goals.

The committee calls upon city leadership to act with urgency and intention in making these recommendations a reality.

By taking decisive action now, Dover will continue to build on its strengths as a regional leader in innovative, inclusive housing solutions that benefit all residents, businesses, and community stakeholders.

The future of housing in Dover depends on our collective commitment to ensuring affordability, accessibility, and sustainability for generations to come.



Ad-Hoc Committee to Address Community Housing Needs **Report on Findings and Recommendations**

Introduction

Access to safe, affordable, and sustainable housing is essential for the well-being of our residents and the overall vitality of our community. In response to growing concerns about housing availability, affordability, and accessibility, the Committee to Address Community Housing Needs was established to support the City Council in reviewing data, exploring solutions, and identifying long-term strategies for responsible development.

Guided by its charter, the Committee has worked diligently to assess the current housing landscape, consider diverse perspectives, and develop recommendations that address the needs of residents across all income levels, ages, and abilities. Through regular meetings and discussions, the Committee has gathered valuable insights into the challenges facing our housing market and the opportunities for thoughtful, strategic growth.

This report represents the culmination of the Committee's efforts, providing a comprehensive overview of our findings and proposed strategies. It serves as a roadmap for future policy decisions aimed at fostering a more inclusive and sustainable housing environment. Our recommendations are designed to ensure that all members of our community have access to stable and affordable housing, supporting economic growth and social well-being.

The Committee will formally submit this final report to the City Council by December 31, 2025, in accordance with its charter.

Committee Membership

The Committee is composed of dedicated individuals representing a range of expertise in government, housing, planning, and community services. Their collective efforts have been instrumental in shaping the findings and recommendations presented in this report.

Committee Members:

- Mayor Robert Carrier, City Council, Chair
- Betsey Andrews Parker, Community Action Partnership of Strafford County, Vice-Chair
- Pam Lessard, Secretary (Alternate)
- Robert Baldwin, Real Estate Developer Representative
- Ernie Clark, Resident Property Owner, Representative
- Ryan Crosby, Dover Housing Authority Representative
- Mary Beth Rudolph (Alternate)
- George DeBoer, Planning Board Representative
- Krysta Gingue, Resident Renter Representative
- Mark O'Dell, Employer/Business Representative
- Mark Speidel, Planning Board (Alternate) Representative
- Dorothy Wagner, Landlord/Property Manager Representative

As the City Council reviews this report, we encourage continued collaboration and community engagement to implement sustainable housing solutions that align with our city's vision for the future.

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- 3.3 Regional Dynamics: Dover vs Strafford County
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- 3.6 Stakeholder Input and Community Engagement
- 3.7 Areas for Improvement & Proposed Plans

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- 4.2 Zoning and Land Use Policies
- 4.3 Homelessness and Vulnerable Populations
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- 4.5 Impact of Short-Term Rentals

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- 5.1 Goal - Pillar 4-1: Housing is affordable, and attainable to a variety of individuals, families, and households at a range of income levels.
- 5.2 Goal – Pillar 4.2. Diversity of housing options are available, including single family and multi-family homes, and safe, well-maintained rental units.
- 5.3 Goal - Pillar4.3. Housing types are interspersed to foster neighborhoods that are multigenerational and socioeconomically diverse.

5.4 Goal – Pillar 4.4. We are supporting varying housing needs including availability of one-level housing, assisted living, and long-term care options to meet the needs of residents of all ages and abilities.

5.5 Goal – Pillar 4.5. Housing and property taxes are affordable to older residents on fixed incomes seeking to age in place in Dover.

5.6 Goal – Pillar 4.6. Housing in the downtown area is available for walkable, car-less living.

5.7 Goal – Pillar 4.7. Large single-family housing can be converted into multi-family housing where appropriate.

5.8 Goal – Pillar 4.8. Housing is available to adults with disabilities.

5.9 Goal – Pillar 4.9. High quality healthcare and specialists, including behavioral and mental healthcare, are accessible and available to all community members.

5.10 Goal – Pillar 4.10. Low-barrier shelter and support services are available and utilized by people experiencing housing insecurity and homelessness.

5.11 Goal – Pillar 4.11. Creative housing solutions, incorporating the ‘housing-first’ model of shelter and case management, that meets the needs of residents experiencing homelessness or housing insecurity.

5.12 Goal – Pillar 4.12. Collaborative public and private partnerships address homelessness and housing needs in Dover, including supportive resources and specialists within local government and departments.

6. Conclusion

6.1 Summary of Recommendations

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1. Executive Summary

1.1 Purpose of the Report

The Ad-Hoc Committee to Address Community Housing Needs was established in response to growing concerns about housing affordability, availability, and accessibility in Dover. The committee was tasked with reviewing housing data, engaging with stakeholders, and developing long-term strategies to ensure sustainable and inclusive housing development. This report outlines the committee's findings, community engagement efforts, key challenges, and recommended policy solutions to support Dover's housing needs through 2035.

1.2 Key Findings

Through extensive research, stakeholder engagement, and public outreach, the committee identified critical housing challenges facing Dover:

- **The need for additional Affordable Housing:** A growing gap in housing affordability, with rising rental prices and limited options for middle-income and low-income residents.
- **Regulatory and Zoning Barriers:** Although Dover is often considered as having progressive land-use policies, it continues to explore ways to improve those policies to encourage additional opportunities for diverse housing development.
- **Homelessness and Housing Insecurity:** Increased demand for low-barrier shelters, supportive housing, and services for vulnerable populations, including individuals with disabilities and seniors.
- **Workforce Housing Shortage:** Essential workers, including teachers, healthcare professionals, and first responders, struggle to find housing within city limits.
- **Community Concerns and Misconceptions:** Public feedback highlights the need for education on housing policies, affordability solutions, and the economic benefits of diverse housing stock, and lack of public forum to engage in concerns about housing issues impacting Dover.

1.3 Summary of Recommendations

To address these challenges, the committee proposes policy actions, zoning amendments, and financial strategies that align with Dover's 2035 Housing Vision:

1. **Creation of a City Housing Commission:**
 - Chartering of official standing housing commission for the city
 - Grant oversight powers for many housing related policies, administrative oversights, programmatic implementations, and financial powers.
2. **Expand Affordable and Workforce Housing:**
 - Require an affordable housing component in all new major developments, an approach known as inclusionary zoning
 - Establish consistency measures (standardized policies, criteria, and procedures) for tax incentives and financial assistance programs for homeowners and developers to create affordable units.

3. Revise Zoning and Land-Use Policies:
 - Reduce minimum lot sizes and frontage requirements to allow for denser, mixed-use development.
 - Relax regulations and increase financing options to encourage Accessory Dwelling Units (ADUs), creating additional lower-cost housing units
4. Address Homelessness and Housing Insecurity:
 - Expand low-barrier shelter availability and wraparound support services through defining and allowing structures.
 - Establish a land trust to preserve affordable housing and prevent displacement.
5. Strengthen Public-Private Partnerships:
 - Collaborate with local businesses to develop Employer-Assisted Housing Programs.
 - Work with financial institutions to provide low-interest housing loans and affordability programs.
6. Promote Inclusive and Sustainable Housing Development:
 - Encourage mixed-income neighborhoods through inclusionary zoning policies.
 - Support adaptive reuse of vacant properties for residential use.
7. Increase Community Engagement and Education:
 - Launch public information campaigns on the benefits of affordable housing and supportive housing programs in the city.
 - Involve local schools and community organizations in housing discussions and workshops.

1.4 Housing as a Right – Dover’s Commitment

The City of Dover is committed to ensuring that safe, stable, and affordable housing is accessible to all residents, regardless of income, age, or ability. This report provides a roadmap for future housing policies that support economic vitality, community well-being, and long-term sustainability.

The committee urges the City Council to adopt these recommendations and take decisive action so that Dover continues to be a leader in developing progressive solutions to the housing challenges we face.

2. Activities of the Committee: Background, Support, & Overview of Activities

2.1 Committee Implementation and Composition:

The Ad-Hoc Committee to Address Community Housing Needs was established on May 24, 2023 with the passage of Resolution 2023.05.24 – 084 by Dover City Council. The Committee was established with the purpose of conducting and analyzing community feedback and reviewing relevant data, with the ultimate goal of recommending long-term strategies to City Council and the City Manager to encourage and incentivize thoughtful development that meets the needs of residents of all incomes, ages, and abilities. In order to ensure a holistic analysis of the issue, the Committee was established with a clearly defined composition intended to ensure greater diversity of expertise and experience. Members of the Committee were subsequently appointed to represent a variety of resident and stakeholder interests as outlined below:

- City Council
- Planning Board
- Dover Housing Authority (DHA)
- Community Action Partnership of Strafford County (CAPSC)
- Real Estate Developer
- Employer/Business Owner
- Landlord/Property Manager
- Resident Property Owner
- Resident Renter

Interviews of prospective candidates were conducted by the City Appointments Committee throughout the summer of 2023, with members named and appointed by City Council in October. The Committee held its first meeting on October 31, 2023.

2.2 Housing Navigator:

In October of 2022, the City of Dover was one of five NH communities to be awarded funding (in Dover's case \$250,000) to hire a Community Housing Navigator for a period of approximately two years. This grant award was made possible by the State's reallocation of \$10,000,000 of American Rescue Plan Act (ARPA) funds to create InvestNH, a designated funding source intended to address barriers to development and incentivize new housing production. The City's Housing Navigator was hired in April of 2023 with an initial directive of analyzing the City's demographics and land use regulations, engaging community members and stakeholders on the subject of housing and affordability, and proposing long-term solutions to address the housing needs of the City's residents. To ensure resident oversight and participation in these initiatives, the Planning Department staff proposed the creation of the Ad-Hoc Committee to Address Community Housing Needs, serving as support and staff liaison.

2.3 Additional InvestNH Funding:

The InvestNH Program provided several municipal grant opportunities in addition to the Housing Navigator program. City staff maintained regular contact with the program administrators at both NH Housing and the Department of Business and Economic Affairs (BEA), applying for applicable funding opportunities as they became available. These efforts resulted in additional InvestNH grant awards, totaling \$765,000, from three other programs, as outlined below:

- Municipal Demolition Grant: \$140,000
 - The Municipal Demolition Grant program, administered by BEA, was created to assist municipalities and developers with site preparation expenses for new housing creation and community revitalization. The City applied for these funds in partnership with Dover Coast, LLC to fund the site clearance for the redevelopment of 725-727 Central Ave, a project that includes 17 units of deed-restricted attainable housing.
- Municipal Per Unit Grant: \$560,000
 - The Municipal Per Unit Grant program, also administered by BEA, was established to incentivize municipal planning and permitting practices that resulted in the creation of new affordably priced units. Municipalities were awarded \$10,000 for each qualifying unit within developments meeting the program criteria. Funds received through this program are unrestricted and can be leveraged by recipient municipalities as dictated by their respective legislative bodies. The City of Dover received two awards from this program, detailed below, with the use of funds yet to be determined.
 - The Cottages at Back River Road – \$440,000 awarded in recognition of the 44 units developed by GSD Construction LLC, all of which are price-restricted in perpetuity at Fair Market Rent, as calculated by the Department of Housing and Urban Development (HUD) for the Portsmouth-Rochester area. The development’s price restrictions were the result of the density provisions outlined in the City’s innovative Transfer of Development Rights (TDR) ordinance, which exists to incentivize development in areas with existing infrastructure in exchange for support of conservation initiatives and long-term commitments of affordability.
 - The Old Strafford County Court House - \$120,000 awarded in recognition of 12 units, out of a total of 58, within the redevelopment of the Old Strafford County Court House by Chinburg Properties Inc. These 12 units, representative of 20% of the project’s residential composition, are designated for residents earning 80% or less of the Area Median Income (AMI) for a period of 21 years, with rent amounts not to exceed 30% of 80% of AMI, as calculated annually by NH Housing. These affordability restrictions, along with preservation of the historic building and improvements to nearby public infrastructure, were agreed to as part of a Development Agreement between the City and the developer, in exchange for the application of property tax relief provisions authorized by RSA 79-E for a period of 7 years.
- Housing Opportunity Planning (HOP) Grant: \$65,000
 - The HOP Grant program, administered by NH Housing and PlanNH, was established to assist municipalities with consultant expenses for the review and revision of regulatory policies and practices related to housing and land use. Municipalities were invited to apply for funding for up to three phases of work, Phase 1: Housing Needs Analysis & Planning, Phase 2: Regulatory Audit, and Phase 3: Regulatory Development. The City applied for funding for both Phase 2 and Phase 3 activities, receiving an award of \$65,000 on June 15, 2023. It is worth noting that the program’s success in communities throughout the State

resulted in a temporary shortage of qualified planning consultants, which resulted in significant delays in the City's solicitation efforts. After three bid issuances, the City eventually selected Strafford Regional Planning Commission (SRPC) as the preferred consultant to conduct both the Regulatory Audit and Regulatory Development phases. Work with SRPC, overseen by the SRPC Dover Housing Audit Steering Committee, with additional input from the Ad-Hoc Committee to Address Community Housing Needs, began in February of 2024 and concluded in November of 2024, the findings and deliverables of which will be covered later in this report.

2.4 Housing Needs Survey

Prior to the appointment of members to the Ad-Hoc Committee to Address Community Housing Needs, the City launched an online survey in an effort to establish a baseline of the community's understanding of, and solutions for addressing, the issue of housing affordability and availability. The survey consisted of three free form questions;

1. What do you think is Dover's biggest housing challenge?
2. How would you address that housing challenge?
3. What would more housing look like to you?

This survey was launched to coincide with the Dover 400 Block Party on July 1, 2023, where it was publicized by the Housing Navigator at the City's Planning Booth throughout the event. It was similarly advertised during National Night Out in August and Apple Harvest Day in October. The survey also featured on the websites and newsletters of the City, Chamber of Commerce, and several other local organizations before it closed on October 31, 2023 with 189 responses. The survey responses were provided in full to the Ad-Hoc Committee to Address Community Housing Needs at their initial meeting, also on October 31, 2023. Members were asked to review and analyze responses to identify recurring themes that would be used to direct the Committee's work and areas of focus going forward.

2.5 Three Pillars: Zoning & Regulatory Reform, Community Engagement & Education, and Economic Vitality

The common themes arising from the survey responses indicated that the City faces a lack of available housing options priced within the means of many of its residents. This problem was cited as especially pronounced for those living with disabilities, residents at or below the area median income, older residents on fixed incomes, and those seeking to purchase their first home. To further distill this feedback and prioritize actions, the Committee's own analysis of survey responses highlighted three primary areas of focus, or Pillars, to frame the content of this report:

1. Zoning & Regulatory Reform: It was clear in the survey responses that the primary avenue for addressing these concerns was to review the City's regulations and propose modifications aimed at increasing diverse supply, removing unnecessary barriers to development, and attempting to streamline processes to decrease developer and resident costs.
2. Community Engagement & Education: Responses also highlighted the need for greater community engagement and education on the subject of housing and land use. This was

due to apparent confusion over what was already permissible in the City coupled with persistent misunderstandings about the people most impacted by housing insecurity.

3. Economic Vitality: There was broad recognition of the economic consequences of housing inaccessibility, particularly its effects on workforce retention and local economic activity. Respondents also highlighted the importance of transportation options, walkability, and access to essential services in shaping community resilience and economic vitality.

3. Current State of Affairs Analysis – Existing Conditions

3.1 SRPC Overview and Dover Successes

In 2024, Strafford Regional Planning Commission was tasked with auditing land use policies in Dover and presenting opportunities for growth to address housing needs in the city. The analysis showed that Dover currently provides a wide range of opportunities to encourage the creation of attainable and affordable housing.

The City of Dover's awarding of the Housing Champion designation in 2024 highlights the effectiveness of the city's dedication to finding opportunities to address housing needs. The New Hampshire Department of Business and Economic Affairs recognized Dover's commitment to fostering innovative and sustainable solutions to address the state's housing needs. The city demonstrated its eligibility for the Housing Champion designation by meeting criteria that included encouraging and establishing workforce housing and other housing types that will help continue economic development.

The designation does not come with direct funding; however, it provides Dover with preferential access to state resources including, but not limited to, discretionary state infrastructure funds, to continue the city's efforts in addressing housing challenges that contribute to the overall goal of solving the state's housing crisis. The state legislature created the voluntary Housing Champion Designation and Grant Program and provided \$5 million in grant funding through RSA 12-O:71-76¹. The NHBEA administers the designation process and related programming.

Dover's use of tax-incentive programs and land-use policies, such as the State's Community Revitalization Tax Incentive (RSA 79-E) and Dover's Transfer of Development Rights Program (TDR) have been used to encourage developments such as The Cottages at River Road by GSD Group and Bellamy Road development by Knox Marsh Development. These developments, their public recognition of innovation, and the partnership required with the city highlights the continued commitment of the city and its local developers to provide innovative and timely solutions to add relevant housing stock for the city.

Within the community and with support from non-profits working in the housing sector, Dover should continue to exhaust all avenues for creating, supporting, and championing housing development. Dover received numerous suggestions and recommendations for the city to address housing needs. The SRPC audit offers opportunities to grow housing stock through ADU's, new construction, conversions, land use policy changes, other housing types, and financial tools for incentivization. Dover could effectively address many of these proposals through thoughtful coordination of the planning and community development department, city

¹ The NH State Legislative has declined to allocate funding to the Housing Champion Designee grant programs in the upcoming biennium.

council, planning and zoning boards, and a newly created Housing Commission to implement and oversee suggestions for growing housing options in the city.²

The prevailing sentiment through our current state of affairs analysis, as a committee and through the SRPC audit, is that Dover is a leader in the implementation of programs to address the growing housing crisis that affects New Hampshire, however to meet the growing need for our city, we must be vigilant in continuing to manage as well as grow our programs to address housing at all ages, incomes, and abilities.

3.2 Current Housing Landscape, Demographics and Economic Trends

The housing landscape in Dover, as well as the demographic and economic trends, are outlined in detail through the SRPC audit (7.2). Some highlights to note for the issues Dover is facing include:

- City of Dover is in need of at least 1,754 housing units by 2035 to constitute a balanced housing supply, which would accommodate population growth in the city of approximately 1% per year or 10% over the next decade.
- As much as 35% of all households and 44% of renting households pay 30% or more of their household income on housing in Dover, the traditional threshold for a household to be considered “cost-burdened” by housing.
- Dover’s growth has come from in-migration rather than natural growth (where births outpace deaths).
- 7.62 square miles or 26.12% of the city, is deemed “developable.”

3.3. Regional Dynamics: Dover vs Strafford County

Dover exhibits a notably different housing landscape compared to Strafford County as a whole. While 67% of county residents own their homes and 33% rent, Dover presents a nearly even split, with only 52% homeowners and 48% renters. This higher proportion of renters, coupled with a median rent that is 26% higher than the county average, underscores the heightened housing cost burden many Dover residents face.

Although progress has been made in improving housing quality—such as reducing the number of homes lacking basic plumbing—structural gaps in affordable housing remain. One key difference lies in the availability of mobile home parks. Unlike neighboring towns such as Rochester and Farmington, where mobile home parks are more prevalent and serve as a crucial source of affordable housing, Dover has only a few such options — and higher lot fees often limit their affordability. As a result, residents in search of lower-cost living arrangements are often forced to relocate outside the city, contributing to displacement and weakening community ties.

² <https://nhfpi.org/blog/multiple-affordable-housing-barriers-adversely-impact-communities-adding-housing-expands-tax-base-beyond-key-costs/#:~:text=A%20confluence%20of%20interrelated%20factors,second%20homes%20and%20short%2Dterm>

This regional imbalance suggests an opportunity for Dover to invest in housing solutions that are both affordable and community-centered. By diversifying its housing stock and aligning more closely with the needs of its residents, Dover can enhance both housing equity and community resilience in the face of growing economic pressures.

3.4 Populations of Concern

Through both quantitative and qualitative data points and evidence, the following populations were found to be at a higher risk of housing insecurity.

- Unhoused/Experiencing Homelessness: a growing population of currently unhoused people live in Dover and experience hardship due to their lack of stable housing. (In 2025, the annual Point-in-Time count, a HUD report to estimate homelessness, found 119 unsheltered individuals in Strafford County.)
- Developmentally Delayed: adults, and soon-to-be adults who are reliant on their guardians and/or other social services to assist with care are at a higher risk of housing insecurity due to loss of guardian, limited social services, and limited self-sufficiency.
- Disabled/Differently Abled-bodied: individuals with mobility impairments can be housing insecure due to the lack of housing option available that meet their needs for self-sufficiency.
- “Missing Middle”: households that earn too much to qualify for traditional subsidized housing, yet have difficulty finding housing and struggle to afford market-rate rents. This group includes essential workers such as teachers, healthcare professionals, and first responders, often referred to as the workforce.

These populations are not all encompassing of the groups of people deeply affected by lack of affordable housing. However, it is important to note that the shortage of housing is impacting them in a disproportionate way due to lack of other options with transportation and or accessibility restrictions.

3.5 Affordability Challenges

Affordability challenges continue to be a large topic in the overall housing crisis in New Hampshire and Dover. According to New Hampshire Fiscal Policy Institute (NHFPI) a confluence of interrelated factors may be contributing to the limited availability of affordable housing in the Granite State, including changing demographics, reduction in housing construction between the early 2000s and 2010s, concerns about local property tax increases, and the increasing number of second homes and short-term rentals in New Hampshire. The state’s housing shortage creates challenges to Granite Staters’ well-being. These challenges include slower economic growth, increased strain on family resources, and loss of housing entirely. As Dover grapples with a housing stock shortage for all populations, including the over-housed who wish to down size, transplants, middle and high-income families, the impact of lack of affordable housing, especially for populations of greatest need, should continue to be an area of concern for policy makers to create policies and programs to increase housing availability.

3.6 Stakeholder Input and Community Engagement

Prior to the establishment of the Ad-Hoc Committee to Address Community Housing Needs and after the Committee's inception, the City's Housing Navigator, with the support of other Planning Department staff, engaged in a variety of activities to solicit resident and stakeholder feedback. This combined 2023-2024 summary highlights the substantial progress made in community engagement, policy development, and regional housing advocacy in Dover. Key takeaways and impact from community engagement include:

- Expanded public engagement through events, surveys, and community discussions, increasing awareness of housing challenges.
- Strengthened partnerships with housing organizations, financial institutions, and policymakers to advance attainable housing efforts.
- Implemented zoning reforms to encourage housing development and accessibility.
- Launched financing programs and studies to address housing affordability, ADU financing, and lead safety challenges.
- Established a city-wide ad-hoc Housing Committee to consider long-term housing strategies.

3.7 Areas for Improvement & Proposed Plans

Several housing initiatives intended to increase the supply of available housing, and, in turn, affordability have been implemented in the State of New Hampshire since 2023. The implementation of the [Housing Champion Program](#), as enacted in 2023, made \$5 million dollars in grant funding available to municipalities that voluntarily meet several requirements including zoning and land use ordinances that support increases in workforce housing. The City of Dover was designated a Housing Champion in 2024, in recognition its ongoing commitment to addressing housing needs through proactive planning and forward-thinking policy initiatives.

There were also [several housing law changes](#) during the 2024 Legislative Session to increase the amount of available housing, including reduced barriers to housing construction and time for approvals. Changes included potential tax incentives for owners and developers who convert office space into residential space, including mixed-use buildings, easing parking space requirements for certain types of units, fire code exceptions for buildings with four or fewer units, and the creation of housing opportunity zones.

New Hampshire Housing is working to reduce misconceptions associated with affordable and workforce housing through their "[Housing Fact or Fiction](#)" series, including highlighting multiple reports that found no evidence that increases in workforce and affordable housing result in influxes of children who cause local property tax increases to fund schools. The series highlights that many people have lived, or currently live, in workforce housing, but do not realize they do; affordable housing and workforce housing were not commonly used historically because most housing was affordable to Granite Staters who were employed. The Workforce Housing Coalition of the Greater Seacoast continues to work with businesses to encourage public-private partnerships and direct employer investment in providing housing for their employees.

NHFPI notes that without additional investments and enhanced understanding of effective and sustainable policies that support housing access, more New Hampshire residents may struggle to afford to live, work, and thrive in the Granite State.

Dover received numerous suggestions and recommendations for the city to address housing needs. The SRPC audit offers opportunities to grow housing stock through ADU's, new construction, conversions, land use policy changes, other housing types, and financial tools for incentivization. Dover could effectively address many of these proposals through thoughtful coordination of the planning and community development department, city council, planning and zoning boards, and a newly created Housing Commission to implement and oversee suggestions for growing housing options in the city.³

4. Key Issues Identified by the Committee

4.1 Barriers and Pathways to Affordable Housing

Development of affordable housing in Dover involves a complex interplay of economic, regulatory, and community factors. In order to ensure thoughtful development of housing for residents of all ages, incomes, and abilities, we must first understand both the barriers and pathways to affordable housing.

Economic realities represent the greatest barriers to affordable housing in Dover. According to the NH Fiscal Policy Institute, rental prices in Dover have surged significantly in recent years, up nearly 32% between 2020-2024⁴. It remains extremely challenging for low- and moderate-income households to find affordable units. Research also reveals “the missing middle,” those who earn 80% or more of the Area Median Income (AMI) whose incomes are slightly too high to qualify for subsidized units-- but still do not earn enough to afford market priced homes. Overall inventory of affordable units is low, with insufficient new construction to meet the need; with high inflation and a surging economy, developers are hesitant to build low-margin affordable units when market-rate units offer a much stronger return on investment.

Developers also point to regulatory and policy barriers as impediments to affordable housing development. While Dover's local zoning laws are among the most progressive and forward-thinking in the State of New Hampshire, local restrictions and policies limit where affordable units can be built. This compounds when lengthy and costly discretionary approval processes for new developments are considered, as these add to construction costs and delay housing production. Limited funding for affordable housing initiatives and restrictive land-use policies hinder progress, which combined with community opposition to higher-density or low-cost housing developments can slow or block projects, despite efforts to educate residents on the benefits of such initiatives. Affordable housing projects that push the limits of allowable zoning in pursuit of greater density risk angering neighbors, whose collective action as NIMBYs (Not In My Backyard) can deter, delay, or halt further development of affordable housing.

³ <https://nhfpi.org/blog/multiple-affordable-housing-barriers-adversely-impact-communities-adding-housing-expands-tax-base-beyond-key-costs/#:~:text=A%20confluence%20of%20interrelated%20factors,second%20homes%20and%20short%2Dterm>

⁴ <https://nhfpi.org/blog/new-hampshire-rental-costs-continued-to-rise-in-early-2024-increasing-impacts-on-tenant-household-budgets/>

Developing the pathways to enable affordable housing requires innovative development strategies and persistent engagement by developers, policy-makers, and citizens alike:

- Redevelopment or adaptive reuse projects (e.g., apartments at Tuttle Square, Washington Street Mill, Bellamy Mill Apartments, the Orpheum, etc.) demonstrate how repurposing underutilized buildings can create affordable units while preserving historical features.
- Innovation in existing spaces is another pathway to affordable housing.
- Dover has also promoted additional dwelling units (ADUs) as a way to increase housing supply.
- New financing programs, such as second-lien loans offered by Kennebunk Savings Bank, can help residents build ADUs affordably.
- Other housing types that have fallen out of favor, such as single-room occupancy (SROs), are also options; SROs are a type of low-cost housing with small, furnished single rooms for dwelling, with shared bathrooms and communal kitchens.

Dover's willingness to take on policy and regulatory reforms has also enabled development of affordable housing.

- By allowing "by-right" development of multi-family housing in certain zones, Dover has helped reduce regulatory and cost barriers by eliminating lengthy approval processes that would otherwise derail these projects.
- Dover's use of inclusionary zoning programs is also commendable-- offering incentives (density bonuses, variances, conditional use permitting) for developers who include affordable units in their projects has encouraged more development of both affordable and market-priced units. Increasing the overall inventory of housing is essential to ensuring all residents have appropriate housing throughout their lifetimes.

Another pathway exists through community engagement and education initiatives.

- By engaging community members as early as possible in the planning process, developers build trust and support for affordable housing projects, particularly when targeting distressed, blighted, or problem properties for redevelopment.
- Collaborative efforts with public-private partnerships between city officials, developers, and financial institutions are also essential pathways that help address barriers to housing development collectively.

If economic realities are one of the greatest barriers to affordable housing, the use of all available financial tools and creative financing models is the pathway to enabling its creation. This means using all state and local funding sources to make projects financially viable, using creative financing models and programs that allow homeowners to finance ADU or affordable unit construction to offer cost-saving opportunities for expanding housing options.

In summary, while Dover faces significant barriers to affordable housing-- high costs, restrictive zoning, and limited funding—there are pathways to enable development, like redevelopment and adaptive reuse projects; policy reforms; innovative financing tools; and community collaboration. By leveraging creative solutions, policy makers can ensure thoughtful development of housing for residents of all ages, incomes, and abilities.

4.2 Zoning and Land Use Policies

In this section we review Dover's current zoning and land use policies:

The City of Dover has four Chapters regarding land use policy, including housing policy in their Code. These include Chapter 101 (Manufactured Home Parks), Chapter 153 (Site Review Regulations), Chapter 157 (Land Subdivision Regulations), and Chapter 170 (Zoning). Each year, the Planning Board (and in the case of Zoning, the City Council) reviews potential amendments to these Chapters to ensure the strategic plan, master plan, Council goals, and state statute are being followed.

Over the past several years, the City has been very active in responding to issues of housing. Since 2021, the Planning Board and City Council approved additional Zoning Amendments to reduce barriers to housing availability including:

- Allowing smaller homes to be built, without zoning relief, on lots smaller than 5,000 sf;
- Allowing more than one ADU, if the additional ADU is HUD rent restricted;
- Allowing conversion of single-family homes to two family homes, by right, in all single family zones if the home looks and operates like a single family home;
- Allowing new construction of two-family homes in the R-12 and R-40 single family districts;
- Removing the dimensional requirement for conversion of a two-family home in the urban multifamily district into a 3 or 4 family by special exception if the owner agrees the new units will follow HUD rent restrictions.

A non-Zoning action was to incorporate allowances for additional tax credit relief under the Community Revitalization Tax Credit Program for mixed use buildings downtown, if there are HUD rent rate units included.

As already noted, in 2023 and 2024, the City partnered with SRPC through the InvestNH Housing Opportunity Program (HOP), to do a regulatory audit of the zoning code and other land use regulations to look for opportunities to create additional density in the City. A full report was provided to the Housing Committee and amendments will start being recommended in 2025.

Currently, Dover allows multi-family housing in over half of the City, manufactured housing in most residential areas, a variety of densities throughout the city such as 1 unit per 2,000 s.f. of lot size in "urban" areas and 1 unit per 40,000 s.f. in "rural" areas, as well as rooming houses in the urbanized areas. Dover also incentivizes attainable housing through a Transfer of Development Right's Ordinance, which allows property owners to purchase density from lots elsewhere in the City. There are a variety of options such as some homes being size restricted, or allowing density increase if rent rates are restricted. Additionally, developers can build above 5 stories in the downtown area if additional units are HUD rent restricted.

Since 2010, the City has increased density by removing density calculation from residential projects downtown, allowing higher density in the Gateways into the Dover or if HUD restricted elsewhere, and allowing commercial/industrial properties to have residential density (1 unit per 2,000 s.f. of commercial building space) within industrial zones for new construction over 40,000 s.f.

For decades, Dover has recognized the value in creating commercial and residential mixed-uses. Within most non-residential zones, and in the Residential/Commercial Mixed Use Overlay district, the community has zoning that allows mixed use buildings, so long as there is commercial on the first floor of the building. This allows both commercial growth and high density residential options in the city such as Pointe Place.

Dover has allowed Accessory Dwelling Units or ADUs since 2010. Dover also allows Customary Home Occupations, which in many cases increases options for live/work. Finally, Dover does not have a “family” requirement for Single Family homes, nor do we prevent private leases between parties for rooms. If the life safety code is met, you may have multiple unrelated people sharing a home, so co-housing or similar tenancy can occur.

Several housing regulation topics are currently being discussed by the City for possible modification:

- **Transfer of Development Rights (TDR):** The Transfer of Development Rights (TDR) program has proven to be a tool for both increasing housing stock and conserving land. The flexibility of the existing TDR ordinance allows for creative design and development, making it a mechanism for addressing Dover’s evolving housing needs.
- **Accessory Dwelling Units (ADUs):** Adjusting the ADU policy could create additional housing opportunities while enabling property owners to contribute directly to housing solutions.
- **Lot Restoration and Adjustments:** Lot restoration has been instrumental in supporting infill development throughout Dover, particularly when benefiting from non-conforming lot status. However, current regulations prevent property owners from applying for a lot line adjustment without forfeiting this status. Policy revisions could allow property owners to seek lot line adjustments that improve lot conformity while maintaining development eligibility.
- **Commercial Land Use and Housing Integration:** Dover could benefit from increased flexibility in commercial zoning requirements.

Additionally, the SRPC audit report included many specific suggestions for addressing city policies to increase housing stock, to encourage affordable housing development, and create programs to better match housing stock with those in need.

1. Accessory Dwelling Units

- Allow a second HUD Fair Market Rental unit in the R-40 District with provisions to maintain the R-40's rural character.
- Eliminate the requirement for dedicated off-street parking if located within walking distance of downtown, public transit or can be accommodated by another acceptable alternative parking solution.

2. Conversion of Existing Dwellings

- Review parking requirements for conversion units to reduce or eliminate if located within walking distance of downtown, public transit or can be accommodated by another acceptable alternative parking solution.
- Allow conversions of up to four units in the RM-U, CWD and HR Districts by right.
- Allow conversions of existing dwelling units in the Office, Hospital, and Little Bay Waterfront Districts.

3. New Two Unit Dwellings

- Allow two-family dwellings by right in the R-40 District with provisions to maintain R-40's rural character.

4. New Three – Four Unit Dwellings

- Allow 3-4 family dwellings in the H and R-12 Districts.
- Update the Special Exception and Conditional Use Permit criteria in RM-U and HR Districts, including a review of parking and setback requirements.
- In the R-40 District, allow by Special Exception (with existing density of 40,000 sf per unit) in areas with water and sewer or with lot areas that can meet onsite utility requirements.
- Consider a pause on impact fees to encourage new development.

5. New Multi-family Dwellings

- Consider revising the Conditional Use Permit language to clarify standards for ground floor residential units in the CBD General, CBD Mixed-Use and TOD.
- Consider allowing increased heights in the CBD to accommodate additional density.
- Incentivize the building of ADA-compliant units, with additional incentives for those who specialize in affordable housing and/or supportive housing for those with disabilities.

6. Other Development Types

- The City could consider allowing Emergency Shelters through Conditional Use Permit or Special Exception, possibly along Routes 108 and 155 (in the CBD, C & G zones).
- Include a sample or example yield calculation for Transfer of Development Rights
- Consider modifications to better support attainable (price-restricted) homes for purchase
- Consider further reducing the minimum lot size for RCM with TDR.
- Allow developments with HUD Fair Market Rental units to correspondingly reduce the commercial percentages required in the RCM overlay.
- Consider reviewing the RM-U and Office districts lot sizes so more lots are in conformity.
- Consider relaxing the non-conforming lot regulations in these districts to allow for more infill.

7. Housing Opportunity Zone

- The City could consider incorporating the HOZ overlay into the TDR, RCM, or Open Space Regulations to incentivize the development of affordable housing.

For additional examples to expand zoning options, see the SRPC recommendations in the appendix. These examples were developed by SRPC and are provided to inform local discussions.

4.3 Homelessness and Vulnerable Populations

The housing challenges in Strafford County are both acute and multifaceted, placing a significant burden on vulnerable populations, including individuals facing homelessness and housing insecurity. While Dover-specific data is not readily available, the figures presented below reflect housing issues across the entire county. Collecting and analyzing more localized data would enhance the ability to develop targeted and effective housing solutions tailored to the Dover community.

- Cost-burdened households—defined as those spending more than 30% of their income on housing—represent 31.87% of households in the county, a higher rate than the state and national averages. Renters are disproportionately affected, with 49% of renter households classified as cost-burdened. For homeowners, 34% of those with mortgages and 21% without mortgages fall into this category. High housing costs are compounded by a severe shortage of affordable units; less than 3% of the housing stock is priced below an affordable rent compared to 14% statewide, while vacancy rates remain at an all-time low of 1.4%.
- Housing quality also poses significant challenges. Over 31% of occupied housing units in Strafford County have at least one substandard condition, such as inadequate plumbing or kitchen facilities, overcrowding, or high housing costs relative to income. This trend, combined with higher rates of cost-burdened households and low vacancy rates, places additional pressure on residents, especially those with limited financial resources.
- Homelessness remains a pressing concern, with the number of people experiencing homelessness consistently outpacing the 170 shelter bed capacity for all of Strafford County. The Willand Pond Emergency Warming Center served 136 unique individuals over the course of the 24-25 season. According to the NH Coalition to End Homelessness, these individuals are often at higher risk of health complications and mortality due to hazardous living conditions and limited access to care. While housing authorities in Dover, Rochester, and Somersworth manage Housing Choice (Section 8) Vouchers and other affordable housing programs, waiting lists for assistance extend up to three years, leaving many residents without immediate support. Expanding affordable housing options and addressing systemic barriers to stable housing are critical to improving outcomes for the region's most vulnerable populations.

4.4 Workforce Housing Needs

Workforce housing is defined as housing affordable to households earning between 60 and 120 percent of area median income (AMI). Workforce housing is an essential resource that provides housing options for middle-income earners, like police officers, firefighters, teachers, health care workers, retail and service economy workers, and so on. These professions earn wages that often don't equal the costs of market-rate housing in their communities, which is crucial for maintaining a stable workforce and a healthy local economy. Households who need workforce housing may not always qualify for housing subsidized by the [Low-Income Housing Tax Credit](#)

(LIHTC) program or the [Housing Choice Vouchers](#) program (formerly known as Section 8), which are two major programs in place for addressing affordable housing needs.

As Dover's economy has grown, rents and mortgages have grown as well—but wages have not, and a large portion of Dover's workforce is priced out of nearby residences and must commute from other municipalities. This unravels the civic and social fabric by taking people's most precious commodity—their time—as lengthy commutes pull people away from their families, and deter their participation in civic, political, and community events. To mend this condition, we must make it possible for people at all income levels to work and live in Dover.

One workforce housing solution is employer-assisted housing (EAH). EAH programs can close the renter and homeownership affordability gap and allow workers to rent apartments and/or purchase homes in the communities they serve. In collaboration with local businesses, Dover should explore ways to raise awareness of EAH programs among employers, lenders, and community groups as a way to effectively leverage public and private funds to address housing affordability challenges and community revitalization.

4.5 Impact of Short-Term Rentals

Seasonal or vacation homes may also reduce available housing units. National 2020 estimates from the U.S. Census Bureau suggest seasonal units may constitute [approximately half of vacant housing](#) nationwide. In New Hampshire, the average rate of seasonal, recreational, or occasional use housing in 2020, the most recently available data with reliable municipal-level estimates, was estimated to be [8.8 percent](#), but at a municipal level, Dover was estimated to be at less than 1%.

While the use of seasonal or vacation homes is not a significant problem in Dover today, it will be important to ensure future housing policies account for the negative impacts that short term rentals can have on a community and to avoid them taking hold in Dover.⁵

⁵ <https://nhfpi.org/blog/multiple-affordable-housing-barriers-adversely-impact-communities-adding-housing-expands-tax-base-beyond-key-costs/#:~:text=A%20confluence%20of%20interrelated%20factors,second%20homes%20and%20short%2Dterm>

5. Recommendations Related to the 2035 Community Vision – Pillar 4 Housing and Vision Elements

Goal - Pillar 4-1: Housing is affordable, and attainable to a variety of individuals, families, and households at a range of income levels.			
Deliverable	Timeline	Responsibility	Impact
Establish a Housing Commission in Dover, NH to address the city’s current and future housing needs. The commission will create a comprehensive housing policy for the city and focus on strategies to ensure affordable, accessible, and sustainable housing options for all residents while supporting economic growth and community well-being.	End of 2025	City Council	Assess Housing Needs: Conduct a comprehensive assessment of current housing conditions, affordability, and future housing demand. Policy Development: Develop recommendations for housing policies that align with the city’s Master Plan and long-term growth objectives. Community Engagement: Create opportunities for residents, stakeholders, and businesses to participate in the housing dialogue. Advocate for Funding: Identify and pursue funding opportunities, such as state and federal grants, for housing development and preservation.
Use available data on housing (inventory, pricing and affordability needs assessments, etc.) to determine concrete needs for Dover’s housing stock, and then apply that data to drive policies that encourage development or reuse of the most-needed types housing.	Annual reporting and analysis; Biennial needs assessment	Housing Planner (data aggregator) Housing Commission (recommends policy)	Planning Dept uses data to drive developer incentives and shape zoning policies, influencing developers to build most-needed types of housing. Annual Out of Reach Report, Paycheck to Paycheck Database, State/local data on development

Goal - Pillar 4-1: Housing is affordable, and attainable to a variety of individuals, families, and households at a range of income levels.

Deliverable	Timeline	Responsibility	Impact
Continue to offer an affordable component to all TDR applications. Offer increased density for affordable, workforce, and attainable units. Incentivize development for affordable/attainable priced homes (price restricted) for purchase. Reduce lot sizes and frontage requirements. Plans w/ greatest affordability are offered the greatest incentives.	NLT 2026; review annually, assess w/ biennial Housing Needs Assessment	Housing Commission Planning Dept Planning Board Dover City Council	Infrastructure costs are reduced through additional density. Developers build more affordable options w/ increased market rate unit density. Single Family Home construction often includes ADUs deed-restricted to HUD FMR rents. RSA 673:10 City Code, Ch 153, 157, 170
Relax ADU regulations to allow more flexibility.	End of 2025	Planning Dept Planning Board City Council	Improved affordability for current residents, especially those on fixed incomes, to be able to remain in remain in their homes with rental income either from the ADU unit or the main house. Home purchasers can qualify for a mortgage with anticipated ADU rental income and thus afford to purchase a home in Dover.
City of Dover to explore developing a housing assistance program for police, firefighters, teachers and other city employees in order to attract and retain quality candidates for Dover's open positions.	End of 2026	Housing Commission City Council	Dover has fully staffed Police, Fire and School Departments and can more easily attract quality candidates when openings do occur.
Conduct a Comprehensive Needs Assessment for Dover: The assessment will identify current and future housing needs, with a specific focus on underserved and vulnerable populations, and	Mid 2026	Planning Department	Analyze the current housing inventory, affordability, and gaps. Identify Vulnerable Populations: Highlight the needs of underserved groups such as low-income households, seniors, individuals

Goal - Pillar 4-1: Housing is affordable, and attainable to a variety of individuals, families, and households at a range of income levels.

Deliverable	Timeline	Responsibility	Impact
provide data-driven recommendations to inform housing policies and programs.			with disabilities, and people experiencing homelessness. Forecast Future Demand: Predict housing needs based on demographic and economic trends. Support Strategic Planning: Provide actionable insights to guide the development of housing policies, programs, and funding decisions.
Craft a Balanced Housing Policy to address Dover's housing needs for inclusion in Dover's Master Plan. The goal is to promote equitable, sustainable, and diverse housing solutions that support affordability, accessibility, community growth, and economic development while preserving neighborhood character and environmental sustainability.	End of 2025	City Council/ Planning Board	Incentivize Affordable Housing: Propose tax incentives, density bonuses, or streamlined permitting for developers prioritizing affordable housing units. Develop a landlord incentive program in Dover, NH, that encourages property owners to accept housing vouchers by addressing common barriers such as financial risks and administrative burdens. The program will provide funding for security deposits, offer financial support for damage repairs, and streamline communication and processes to foster positive landlord-tenant relationships and expand affordable housing opportunities. Preserve Existing Housing Stock: Develop programs for the maintenance and rehabilitation of older homes. Conduct workshops, town hall meetings, and surveys to gather

Goal - Pillar 4-1: Housing is affordable, and attainable to a variety of individuals, families, and households at a range of income levels.

Deliverable	Timeline	Responsibility	Impact
			public input on housing priorities. Collaborate with local organizations, businesses, and housing advocates to ensure broad representation.
Establish public-private partnerships (PPPs) to increase the development and availability of affordable and supportive housing in Dover, NH. These partnerships will leverage the resources, expertise, and capital of both the public and private sectors to address housing challenges while fostering innovation and cost-effective solutions.	Medium-Long Term	City Council/ Planning Board	Expand Affordable Housing: Increase the number of affordable units available for low- and moderate-income residents. Develop Supportive Housing: Provide housing paired with wraparound services for individuals with complex needs, including those experiencing homelessness, seniors, and individuals with disabilities. Leverage Resources: Combine public funding and incentives with private investment to maximize impact. Foster Collaboration: Build lasting partnerships between government, private developers, nonprofits, and community stakeholders.
Identify and study comparable communities across the country that have successfully expanded affordable housing and implemented effective programs to alleviate housing shortage. By analyzing best practices, Dover, NH can develop and adapt proven strategies to address local	Medium-Long Term	City Council/ Planning Board	Identify Comparable Communities: Locate cities or towns with similar demographics, economic profiles, and housing challenges to Dover, NH. Document Best Practices: Gather data on successful affordable

Goal - Pillar 4-1: Housing is affordable, and attainable to a variety of individuals, families, and households at a range of income levels.

Deliverable	Timeline	Responsibility	Impact
housing challenges and improve services for vulnerable populations.			housing initiatives and homelessness alleviation programs. Assess Transferability: Evaluate which strategies can be adapted to Dover's unique needs and constraints. Inform Local Policies: Provide actionable recommendations based on proven models.
Explore modification to HUD restricted housing to include purchase option.	Mid 2026	Planning/ Housing Commission	Expands options for affordable home ownership.

Goal – Pillar 4.2. Diversity of housing options are available, including single family and multi-family homes, and safe, well-maintained rental units.

Deliverable	Timeline	Responsibility	Impact
Approved plans are consistent with Dover Master Plan, reviewed to ensure inclusion of visual attractiveness; cohesion and connectivity throughout the entire city (walkability, bike lanes, public transit); thoughtful growth; and protecting and enhancing a vibrant urban core along with its surrounding residential neighborhoods, business districts, and rural residential, agricultural, and open lands.	Jan 2026	All Boards Housing Commission Planning Dept TRC Planning Board	Dover's development pleases residents, contributing to a more cohesive, visually appealing, and well-connected city. Ensures walkability, expanded bike lanes, and accessible public transit are prioritized, enhancing mobility and connectivity for all residents. Thoughtful growth strategies support a vibrant urban core while preserving the character and vitality of surrounding residential neighborhoods, business districts, and rural open spaces.

Goal – Pillar 4.2. Diversity of housing options are available, including single family and multi-family homes, and safe, well-maintained rental units.

Deliverable	Timeline	Responsibility	Impact
			Promotes a balanced, sustainable city that reflects community values and supports long-term quality of life. RSA 673:10 City Code, Ch 153, 157, 170
Explore using fines from Code enforcement violations to contribute to housing related funds.	Medium-Long term	Housing Commission City Council	Offers a locally controlled revenue stream to support affordable housing development, enhancing long-term housing stability efforts.

Goal – Pillar 4.3. Housing types are interspersed to foster neighborhoods that are multigenerational and socioeconomically diverse.

Deliverable	Timeline	Responsibility	Impact
Encourage a mix of housing stock by enabling special exceptions for mixed-styles of housing, with multifamily buildings and single-family homes side-by-side in projects of certain sizes.	Jan 2026	All Boards Housing Commission Planning Dept TRC Planning Board	A mixture of housing stock in neighborhoods enables a diversity of housing options while maintaining Dover’s unique character. Developers innovate to include greater density and mixed affordability in new developments. Dover’s stock of workforce housing enables residents to live/work/play in their community. RSA 673:10 City Code, Ch 153, 157, 170

Goal – Pillar 4.3. Housing types are interspersed to foster neighborhoods that are multigenerational and socioeconomically diverse.

Deliverable	Timeline	Responsibility	Impact
Investigate and identify developers and nonprofits that have been successful in securing funding through the New Hampshire Housing Finance Authority (NHHFA) program for apartment complex developments as seen Rochester and other cities.	Intermediate	Planning Dept or Housing Commission	Identify successful strategies for NHHFA funding Improve future application competitiveness Ensure effective use of public funds Support the development of impactful affordable housing in Dover
Review and analyze Current Manufactured Home Park Codes in Dover.	2026	Planning Dept	Provide informed recommendations for updating Dover’s codes to accommodate modern tiny homes or revamped manufactured home parks, fostering affordable housing solutions and ensuring regulations reflect current housing trends.
Analysis and Evaluation of Single Room Occupancy (SRO) Style Group Living Models as seen in Boston.	2026	Planning Dept or Housing Commission	Provide recommendations for improving or replicating the model, considering factors such as structured self-sufficiency support, resident participation, space utilization, and program effectiveness.
Review Design Evaluation of Apartment Buildings with Ground-Level Storefronts and ADA Apartments.	Long Term	Planning Dept AND Housing Commission	Evaluate the design’s effectiveness in balancing residential and commercial needs, enhance accessibility for ADA residents, and provide actionable recommendations for optimizing and replicating this mixed-use model in future developments.
Review incentives for building housing units with a wide mix of incomes (Low-to moderate Income) to achieve Housing Integration.	Long Term	Planning Dept AND Housing Commission	This structured approach will provide a thorough evaluation of the integration of low-income housing in a multi-story condominium setting, offering insights into its success and

Goal – Pillar 4.3. Housing types are interspersed to foster neighborhoods that are multigenerational and socioeconomically diverse.

Deliverable	Timeline	Responsibility	Impact
			potential for wider application in future housing developments.

Goal – Pillar 4.4. We are supporting varying housing needs including availability of one-level housing, assisted living, and long-term care options to meet the needs of residents of all ages and abilities.

Deliverable	Timeline	Responsibility	Impact
Offer the greatest possible incentives for accessible and supportive housing developers. Use all legal, financial, and planning tools to promote ADA-compliant, single-story, accessible and “ADA-ready units” development. Offer incentives for mixed use multi-family units with assisted-living, long-term care, or memory care facilities in the same neighborhoods.	2026; review annually, assess w/ Biennial Housing Needs Assessment	Housing Commission Planning Dept Planning Board Dover City Council	Supportive and accessible housing development measurably increases. Developers innovate to offer accessible and supportive multifamily units, and single-story accessible homes, in neighborhoods with mixtures of multifamily and single-family units; increased development of assisted, long-term, nursing, and memory care facilities. RSA 673:10 City Code, Ch 153, 157, 170

Goal – Pillar 4.5. Housing and property taxes are affordable to older residents on fixed incomes seeking to age in place in Dover.

Deliverable	Timeline	Responsibility	Impact
Develop, enhance or expand Senior Property Tax Relief Program specifically for older residents on fixed incomes.	End of 2025	City of Dover Tax Assessor's Office, Senior advocacy groups, local Nonprofits	Reduces the financial burden of property taxes, allowing seniors to remain in their homes.

Goal – Pillar 4.5. Housing and property taxes are affordable to older residents on fixed incomes seeking to age in place in Dover.

Deliverable	Timeline	Responsibility	Impact
Create Affordable Senior Housing Development Incentives: Encourage the development of affordable, age-friendly housing units through zoning incentives and public-private partnerships.	Intermediate	Dover Planning and Zoning Departments, Private Developers, State Housing Agencies	Expands affordable housing options tailored to older residents’ needs. Ensure proximity to healthcare, public transit, and community amenities. Provide density bonuses, tax abatements, or expedited permitting for developers building senior housing.
Establish "Aging in Place" Home Modification Grant Program: Create a grant or low-interest loan program to assist older residents in making their homes more accessible and energy-efficient.	Intermediate	Dover Community Development Office. State and Federal Housing Programs (e.g., NHHFA, Local Charities	Improves safety, comfort, and affordability, enabling seniors to age in place. Funding for modifications such as ramps, grab bars, stairlifts, and weatherization improvements. Partnerships with local contractors for affordable services.

Goal – Pillar 4.6. Housing in the downtown area is available for walkable, car-less living.

Deliverable	Timeline	Responsibility	Impact
Explore options to address “last mile” deficiencies.	Medium-Long term	Housing Commission	Increases access to jobs, education, healthcare, and essential services.
Consider incorporating elements of “15-minute cities” to enhance neighborhood livability.	Medium-Long term	City Council/ Zoning Department	Reduces environmental impact, improves quality of life, and promote equity by ensuring that all residents — regardless of income or background — have convenient access to daily necessities.

Goal – Pillar 4.7. Large single-family housing can be converted into multi-family housing where appropriate.

Deliverable	Timeline	Responsibility	Impact
Consider expansion to Allow 2-4 family units by right in the R-40 district with provisions to maintain R-40's rural character.	2026	Planning Board	Building density and adding units, without impacting rural character.

Goal – Pillar 4.8. Housing is available to adults with disabilities.

Deliverable	Timeline	Responsibility	Impact
Use all legal, financial, and planning tools to promote ADA-compliant, single-story, accessible, and “ADA-ready units” development. Provide incentives for accessible and supportive housing developers.	2026; review annually, assess w/ Biennial Housing Needs Assessment	Housing Commission Planning Dept Planning Board Dover City Council	Supportive and accessible housing development measurably increases. Developers innovate to offer accessible and supportive multifamily units, and single-story accessible homes, in neighborhoods with mixtures of multifamily and single-family units. Increased development of assisted, long-term, nursing, and memory care facilities. RSA 673:10 City Code, Ch 153, 157, 170

Goal – Pillar 4.9. High quality healthcare and specialists, including behavioral and mental healthcare, are accessible and available to all community members.

Deliverable	Timeline	Responsibility	Impact
City of Dover to develop a housing assistance program for private employers in order to attract and retain quality candidates for regional open positions.	End of 2026	City of Dover Local coalitions and housing partners	Dover has adequate workforce can more easily attract quality candidates when openings occur.

Goal – Pillar 4.10. Low-barrier shelter and support services are available and utilized by people experiencing housing insecurity and homelessness.

Deliverable	Timeline	Responsibility	Impact
Establish/Expand Low-Barrier Shelters: Develop or enhance shelters that prioritize access by minimizing entry requirements, such as sobriety, income, or ID.	Short term	Shelter providers, Municipal governments, Continuum of Care (CoC) organizations	Increased access to safe, temporary housing for individuals and families, leading to a reduction in unsheltered homelessness.
Enhance Support Services Integration: Provide wraparound services, including case management, mental health support, substance use treatment, job training, and healthcare, directly at shelter sites or through partnerships.	Ongoing	Shelter providers, social service agencies, State agencies (e.g., NH Department of Health and Human Services), community partners	Improved stability and pathways to permanent housing for shelter residents.
Community Outreach and Awareness Campaigns: Educate communities and potential service users about the availability and benefits of low-barrier shelters and services.	Short Term, Ongoing	CoC organizations, local housing advocacy groups, Media partners, local governments	Increased utilization of shelters and reduction of stigma around homelessness.

Goal – Pillar 4.10. Low-barrier shelter and support services are available and utilized by people experiencing housing insecurity and homelessness.

Deliverable	Timeline	Responsibility	Impact
Measure and Track Outcomes: Develop metrics to monitor shelter usage, housing placement rates, and individual outcomes post-shelter stay.	Short Term, Ongoing	Shelter operators, CoC data teams, Academic or Research Institutions, Funders	Evidence-based improvements in service delivery and funding allocation.
Expand Funding Sources: Advocate for increased funding from public and private sources to sustain and scale low-barrier shelters and services.	Immediate to Short Term, Ongoing	Nonprofit Organizations, Municipal Governments, Philanthropic Organizations, State Legislators	Long-term sustainability of low-barrier shelters and associated services.
Create sanctioned campgrounds for homeless individuals in Dover, NH. These campgrounds will provide essential services, including showers, laundry facilities, garbage collection, and transportation, offering a safe and dignified living environment while facilitating access to supportive resources and pathways to permanent housing.	Intermediate	City Council/ Nonprofit organizations	Provide Safe Shelter: Offer a secure and designated space for homeless individuals to reside temporarily. Improve Quality of Life: Ensure access to basic amenities like hygiene facilities and waste management. Connect to Resources: Provide transportation to facilitate access to social services, healthcare, and employment opportunities. Promote Community Well-being: Reduce unauthorized encampments and their associated impacts on public spaces and safety.

Goal – Pillar 4.10. Low-barrier shelter and support services are available and utilized by people experiencing housing insecurity and homelessness.

Deliverable	Timeline	Responsibility	Impact
Create respite beds in Dover, NH, designed to provide short-term, safe, and supportive accommodations for individuals experiencing homelessness who are recovering from illness, injury, or medical treatment. Respite beds bridge the gap between healthcare services and permanent housing, ensuring vulnerable individuals receive the care and rest they need to recover and rebuild stability.	Medium-Long term	City Council/ Planning	Improve Health Outcomes: Provide a safe space for recovery after medical care, reducing readmissions and emergency room visits. Support Vulnerable Populations: Offer services tailored to the needs of medically fragile individuals experiencing homelessness. Integrate Services: Facilitate access to healthcare, case management, and housing support. Relieve Healthcare System Strain: Reduce the burden on hospitals and emergency services by providing an appropriate care setting.

Goal – Pillar 4.11. Creative housing solutions, incorporating the ‘housing first’ model of shelter and case management, that meets the needs of residents experiencing homelessness or housing insecurity.

Deliverable	Intermediate	Responsibility	Impact
Expand Short-Term Rental Assistance Programs: Increase funding and accessibility to short-term rental assistance for individuals and families facing eviction due to income loss or unforeseen financial hardship.	Short Term, Ongoing	Local housing authorities, CAPSC, City Welfare offices	Prevent evictions and reduce homelessness by helping households maintain their housing. Maintaining housing is more cost-effective than rehousing individuals.
Establish Landlord Education and Support Program: Implement educational resources and training for landlords to identify early	Short term	Local housing authorities, CAPSC, City Welfare offices	Educate landlords on eviction prevention strategies and resources to support tenants, stabilizing households and reducing evictions.

warning signs of tenant struggles, communicate effectively, and collaborate with social services.			
Expand Homeless Prevention Services and Record-Clearing Clinics: Broaden the scope of services addressing the root causes of homelessness, including assistance with clearing criminal records and providing tailored case management.	Ongoing	Local housing authorities, CAPSC, Police Department, City Welfare offices, Legal Aid	Provide families with resources to remain housed, reduce barriers to housing for individuals with criminal records, and promote long-term self-sufficiency.

Goal – Pillar 4.12. Collaborative public and private partnerships address homelessness and housing needs in Dover, including supportive resources and specialists within local government and departments.

Deliverable	Intermediate	Responsibility	Impact
Dover should establish and fund a Land Trust to provide appropriately located land for development of affordable and low-income housing.	Long term	City Council/ Planning Department	Creates a stable, community-controlled mechanism for preserving land for affordable housing. Ensure development occurs in appropriate, well-connected locations—close to jobs, schools, and transit, advancing equity and access.
Local landlords ensure that those awarded vouchers have a choice of affordable, accessible, conveniently located living units of various sizes.	Medium Term	Planning Dept, Housing Commission, Housing Authority, CAPSC	Offers attainable housing options for families of diverse income levels, enabling residents to live in communities that align with their preferences and meet their housing needs.

Goal – Pillar 4.12. Collaborative public and private partnerships address homelessness and housing needs in Dover, including supportive resources and specialists within local government and departments.

Deliverable	Intermediate	Responsibility	Impact
Determine next steps with the SRPC inventory of buildable large tracts of land that are buildable	Medium to Short Term	Strafford Regional Planning & Planning Dept.	Include landowners in the long term planning of housing, schools, recreation and open space in the city.
Bring together local developers to discuss their financial needs and building code restrictions with local employers (hospital, restaurants, retail, schools) sharing the housing needs and support service needs (medical, child care, transportation) required to attract employees.	Medium Term	Housing Commission	Provide “cooperative” housing development of affordable and workforce housing apartments and condominiums to allow employees to live near where they work, and support services are available and convenient to home and work.
Conduct a series of group discussions, round tables, think tanks with local professionals (local housing developers, landlords, property managers, assisted housing agencies, social service providers, municipal and county welfare officials) and seek their opinions on how best to deal with homelessness and how to best build quality affordable housing.	Immediate to Short Term, Ongoing	Planning Dept, Housing Commission, Housing Authority, CAPSC	Consider the advice of professionals dealing with housing concerns every day. Develop new relations and possibly create new partnerships.
Hire a full-time, dedicated housing grant writer to secure funding for affordable housing development, supportive housing programs, and other housing-related initiatives in Dover, NH. A dedicated grant writer will enhance the city’s ability to identify, apply for, and	Short-term (1 st year)	City Council/City Manager	Increase Funding: Secure federal, state, and private grants to address Dover’s housing needs. Support Housing Development: Provide financial resources for creating affordable and supportive housing.

Goal – Pillar 4.12. Collaborative public and private partnerships address homelessness and housing needs in Dover, including supportive resources and specialists within local government and departments.			
Deliverable	Intermediate	Responsibility	Impact
manage grants, ensuring sustainable financial support for critical housing projects.			Streamline Grant Management: Ensure compliance with grant requirements and improve reporting efficiency. Enhance Collaboration: Work with city departments, nonprofits, and private developers to pursue funding opportunities.

6. Conclusion

6.1 Summary of Recommendations

The Ad-Hoc Committee to Address Community Housing Needs has conducted extensive research, stakeholder engagement, and policy analysis to develop strategic recommendations that will ensure Dover’s housing landscape remains accessible, affordable, and sustainable. Key recommendations include:

1. Commit to Addressing Housing Needs through City Housing Commission
 - Creation of standing Housing Commission to oversee affordable housing policy, grant funds, advising of community, and oversight of existing and incoming housing related funding
 - Serve as an advising body for residents, businesses and developers for a more holistic growth in Dover
 - Oversight of consistent application of housing related incentives included TDR, 79E, Housing Opportunity Zones, and any other incoming state-wide housing programs
 - Expected deliverables include yearly update of community impact, creation and oversight of housing opportunity zone mapping, consistent policies of housing incentivization programs, housing champion designation oversight, liaison with Assistant City Planner of Housing & Community Development
 - Chartered with commission including, but not limited to: A renter representative, a developer representative, a landlord representative, a property owner representative, a representative from DBIDA, a school board member, a representative from the planning or zoning boards, a city council member, with

ex-officio membership from Dover Housing Authority and Community Action Partnership of Strafford County

- Award oversight of the creation and updating of housing related chapters in the master plan including the Land Use Chapter, Community Vision, and possibility of a housing-specific chapter

2. Expand Affordable and Workforce Housing

- Require affordable housing components in new developments.
- Incentivize ADUs, mixed-use housing, and multi-family housing through regulatory adjustments.
- Support creative financing solutions for homebuyers and renters, including workforce housing initiatives.

3. Revise Zoning and Land-Use Policies

- Reduce minimum lot sizes and allow denser housing development in targeted areas.
- Encourage adaptive reuse of underutilized commercial and industrial spaces for residential housing.
- Implement inclusionary zoning policies to ensure a balanced mix of housing options.

4. Address Homelessness and Housing Insecurity

- Expand low-barrier shelters and supportive housing programs.
- Create a housing assistance program to help cost-burdened residents remain in their homes.
- Partner with regional organizations to develop transitional housing solutions.

5. Strengthen Public-Private Partnerships

- Establish Employer-Assisted Housing Programs to retain essential workers in Dover.
- Expand funding for public-private affordable housing projects.
- Work with local landlords to increase participation in Housing Choice Voucher programs.

6. Enhance Community Engagement and Housing Education

- Increase public awareness campaigns on housing policies and affordability solutions.
- Involve local businesses, schools, and community organizations in housing discussions and advocacy.
- Conduct regular housing needs assessments to guide future policy adjustments.

6.2 Call to Action

Dover is at a critical juncture in addressing its housing challenges. The committee urges the City Council, planning officials, business leaders, and residents to work together in implementing these recommendations. The success of these initiatives depends on a unified, citywide commitment to:

- Adopt progressive housing policies that foster economic growth and social equity. Publicly commit to growing housing for all outlined in the community vision and in the upcoming Land Use Master Plan Chapter.
- Prioritize investments in housing infrastructure and support programs for vulnerable populations.
- Engage residents in housing discussions to ensure broad community support.
- Hold developers and policymakers accountable for delivering results that align with Dover's long-term housing goals.

The committee calls upon city leadership to act with urgency and intention in making these recommendations a reality.

6.3 Next Steps

To ensure immediate progress, the following action items are recommended for 2025 and beyond:

1. City Council Review & Adoption
 - Present this report to the City Council for formal approval.
 - Integrate key recommendations into the City's Master Plan and upcoming policy decisions.
2. Policy Implementation & Zoning Adjustments
 - Revise zoning and land-use policies in collaboration with the Planning Board including possible implementation of Housing Opportunity Zones.
 - Develop a comprehensive Housing Plan that includes financial and regulatory incentives.
3. Housing Development & Investment
 - Secure state and federal funding for affordable and workforce housing initiatives.
 - Identify and fast-track development projects that align with housing goals.
4. Community Engagement & Education
 - Launch public workshops and informational sessions on housing initiatives.
 - Strengthen partnerships with local businesses, nonprofits, and housing advocates.
5. Annual Housing Progress Review
 - Establish a Housing Commission to oversee progress and report to the City Council annually.

- Continuously evaluate the effectiveness of new policies and make adjustments as needed.

By taking decisive action now, Dover can become a regional leader in innovative, inclusive housing solutions that benefit all residents, businesses, and community stakeholders. The future of housing in Dover depends on our collective commitment to ensuring affordability, accessibility, and sustainability for generations to come.

7. Appendices

7.1 Housing Terms Glossary

- **15-minute Cities:** An urban planning concepts where all essential needs can be accessed within a 15-minute walk or bike ride from a person's home.
- **Accessory Dwelling Unit (ADU):** A secondary housing unit on a single-family residential lot, often used as an affordable housing option or for multigenerational living.
- **Adaptive Reuse:** the process of repurposing old or existing buildings for new uses, different from their original design or function.
- **Affordable Housing:** Housing units affordable to households earning 80% or less of the area median income (AMI), often with costs not exceeding 30% of gross income.
- **Area Median Income (AMI):** The median household income for a region, used to determine eligibility for affordable housing programs.
- **Attainable Housing:** Attainable housing refers to housing that is affordable to moderate- or middle-income households, typically those earning between 80% and 120% of the Area Median Income (AMI). Unlike affordable housing, which is often subsidized and targeted at lower-income households, attainable housing is generally unsubsidized and priced so that middle-income workers—such as teachers, healthcare providers, and public safety personnel—can realistically afford it without public financial support.
- **Continuum of Care (CoC):** A coordinated regional system for addressing homelessness, including prevention, outreach, housing, and supportive services.
- **Emergency Shelter:** A facility that provides temporary or transitional shelter for the homeless in general or for specific populations.
- **Employer Assisted Housing (EAH):** programs or benefits provided by employers to help their employees afford housing. These initiatives are often designed to make it easier for employees to live near their workplace, reducing commute times and improving quality of life.
- **Homeless (as defined by HUD):** An individual or family lacking a fixed, regular, and adequate nighttime residence or living in a shelter, institution, or place not designed for sleeping.
- **Housing Choice Vouchers:** See also Section 8 Vouchers. A federal program that provides rental assistance to low-income households by subsidizing a portion of rent in privately-owned housing.
- **Housing Density:** The number of housing units per acre of land, used to describe how concentrated housing is in a given area.
- **Housing First:** A strategy prioritizing providing permanent housing to people experiencing homelessness as a foundation for addressing other challenges.
- **HUD (United States Department of Housing and Urban Development):** The federal agency overseeing national housing programs, policies, and assistance.
- **Inclusionary Zoning:** A policy requiring or incentivizing developers to include a certain percentage of affordable housing units in new developments.
- **Last Mile Deficiencies:** the gap between a public transit stops (like a bus or train station) and a person's final destination, such as their home, workplace, or school.
- **Lot Restoration and Adjustments:** The State of New Hampshire legislature has approved a statute that provides that lots “involuntarily merged” prior to September 29,

2010 shall be restored to their premerger status upon request of the owner provided the City cannot prove that the merger was voluntary.

- **Low-Income:** At or below 80% of the area median adjusted income.
- **Low-Income Housing Tax Credit (LIHTC):** A federal program offering tax credits to developers to incentivize the construction or rehabilitation of affordable housing.
- **Market-Rate Housing:** Housing that is rented or sold without any income restrictions, priced based on supply and demand.
- **Missing Middle:** those who earn 80% to 120% of the Area Median Income (AMI) whose incomes are slightly too high to qualify for subsidized units-- but still do not earn enough to afford market priced homes.
 - The term missing middle in housing refers to a range of multi-unit or clustered housing types—such as duplexes, triplexes, fourplexes, townhouses, cottage courts, and small apartment buildings—that are compatible in scale with single-family homes and fill the gap between detached single-family houses and large apartment complexes
- **Mixed-Use Development:** Developments combining residential, commercial, and/or industrial uses, designed to reduce sprawl and encourage walkability.
- **Overlay District:** A zoning tool that applies specific regulations to a designated area, supplementing the existing zoning.
- **Section 8 Voucher:** A federal program that provides rental assistance to low-income households by subsidizing a portion of rent in privately-owned housing. See also Housing Choice Vouchers.
- **Shelter:** Housing, with varying levels of services, for people who are homeless.
- **Single Room Occupancy (SRO):** A residential property that includes multiple single-room dwelling units for occupancy by eligible individuals.
- **Supportive Housing:** Housing that combines affordable units with support services for individuals with disabilities, mental health conditions, or experiencing homelessness.
- **Supportive Services (as defined by HUD):** Services that assist homeless participants in the transition from the streets or shelters into permanent housing and help them live successfully in housing.
- **Transfer of Development Rights (TDR):** A land use tool that allows landowners to buy and sell allowed development capacity, seeking to concentrate housing in areas with existing infrastructure and amenities while permanently protecting land with significant conservation value.
- **Very Low-Income:** Between 30% and 50% of the area median adjusted income.
- **Workforce Housing:** Housing targeted to moderate-income workers earning up to 120% of the AMI for a region, including rental and ownership options. Workforce housing is defined as housing affordable to households earning between 60 and 120 percent of area median income (AMI).
- **Wraparound Services:** A unique set of community services and natural supports designed to achieve a positive set of outcomes.
- **Zoning Ordinance:** Local regulations governing land use, including types and density of housing allowed in different areas.

7.2 SRPC Regulatory Audit

The Stafford Regional Planning Commission conducted a regulatory audit of the City of Dover's Zoning Ordinance and made recommendations. That audit can be found here: [SRPC Regulatory Audit](#).

7.3 SRPC Housing Needs Assessment

The Stafford Regional Planning Commission compiled a Housing Needs Assessment in 2023, analyzing and identifying the housing needs of residents in our region. That assessment can be found here: [SRPC Housing Needs Assessment](#).

7.4 Summary of Community Engagement 2023-2024

Community Engagement & Public Events

- National Night Out (August 6, 2024):
 - Staffed a Planning Department booth to discuss housing and conservation initiatives.
 - Engaged families and community members who are harder to reach through traditional outreach channels.
 - Received positive feedback on Dover's balanced development approach and commitment to affordability.
- Dover 400 Block Party & Farmers Market (2023-2024):
 - Hosted booths with interactive engagement exercises and informational materials on Dover's housing policies.
 - Conducted a 3-question virtual survey to gather public input on housing affordability and homelessness.
 - Distributed pocket-sized informational booklets ("Housing in Dover" branded materials).
- Apple Harvest Day (October 5, 2024):
 - Hosted a Planning and Community Development booth to solicit resident feedback on housing initiatives.
 - Conducted a sticker board exercise and online survey to gather community insights on housing challenges.
- "Where We Live" Workforce Housing Tour (August 27, 2024):
 - Participated in a site tour of a new residential development at Sophie/Banner Drive.

- Discussed Dover’s Transfer of Development Rights (TDR) ordinance and its role in housing development.
- Shift the Seacoast: Neighbor to Neighbor Pilot (October 26, 2024):
 - Presented on Dover’s housing market trends, affordability challenges, and cost of living.
 - Featured speakers included residents with lived experiences of homelessness and educators addressing financial displacement of families.
 - Event hosted in collaboration with Home For All’s grassroots advocacy initiative.

Stakeholder Outreach & Interviews

- One-on-One Stakeholder Interviews (2023-2024):
 - Conducted multiple interviews with residents, real estate professionals, business owners, developers, and bankers.
 - Met with members of the Committee of Racial Equity and Inclusion to explore housing policy collaboration.
 - Targeted outreach on zoning changes, ADU financing, lead paint remediation, and attainable housing policies.
- Dover Public Schools Social Justice Program (2024):
 - Partnered with local teachers to introduce housing and food security topics in a 4th-grade social justice program.
 - Planning for Planning Department staff and housing experts to participate in student discussions.
- Strafford County Ending Homelessness Committee (2023-2024):
 - Co-presented at multiple committee meetings on Dover’s efforts to preserve and incentivize attainable housing.
 - Joined the Legislative and Policy subcommittee to monitor state and federal housing policies.
 - Ongoing planning for a “Community Conversation on Homelessness” event to engage the public and policymakers.

Housing & Policy Development Work

- Housing Committee Formation & Engagement (2023-2024):
 - Established Ad-Hoc Housing Committee to guide community engagement and oversee housing-related land use proposals.
 - Conducted research on housing needs, zoning reforms, and financial incentives.
 - Met with Peterborough’s Planning Department to study best practices in community housing initiatives.

- Secured City Council approval for a term extension to allow alignment with ongoing housing grant programs.
- ADU (Accessory Dwelling Unit) Financing Project (2023-2024):
 - Conducted outreach with local credit unions, NH Housing Finance Authority, and the Community Loan Fund.
 - Explored statewide financing strategies for ADUs and attainable housing solutions.
 - Assisted York Community Service Association (YCSA) in hosting an ADU financing webinar.
- Attainable Housing Inventory (2024):
 - Created a city-wide inventory of housing units available at affordable rates.
 - Identified units with affordability restrictions due to Housing Authority ownership, LIHTC financing, and Housing Choice Vouchers.
- Zoning Amendments & Land Use Policies (2023-2024):
 - Successfully proposed and adopted zoning amendments to allow Residential-Commercial Mixed Use (RCM) Overlay on lots with 20 acres (previously 25 acres).
 - Began drafting new housing definitions, including policies for Emergency Shelters and Community Residences.
 - Proposed revisions to ADU regulations, including removing garage requirements and allowing easier ADU conversions.
 - Initiated updates to the Transfer of Development Rights (TDR) Ordinance to encourage more attainable housing projects.

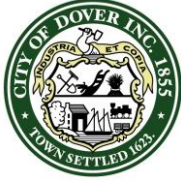
Regional & Statewide Housing Advocacy

- Participation in NH Housing Policy Discussions (2023-2024):
 - Served on boards for Home For All, Workforce Housing Coalition, and Home For Now (a family shelter acquired by CAPSC).
 - Participated in NH Bankers Association housing work group to explore creative financing solutions.
 - Met with NH Housing, DHHS, and BEA to address land use implications of new lead safety certification requirements.
 - Presented at the NH Municipal Association Mayors Roundtable on housing policies and planning approaches.
- Legislative & Regulatory Discussions (2023-2024):
 - Attended a General Court Hearing on Student Housing to provide a municipal planning perspective.

- Hosted a TEFTRA Hearing for the redevelopment of McIntosh College into affordable housing.
- Assisted with CDBG program updates, working with city attorneys and planners to improve funding applications.

7.5 Housing Needs Survey and Analysis: Linked [here](#).

7.6 Housing Champion Program Guidance: Linked [here](#).

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.1. Ordinance Number: O – 2025.07.09 - 1 Ordinance Title: Vehicles and Traffic Chapter: 141 Section: Section 42 Schedule C: Stop Intersections
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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 the one-sided seasonal parking restrictions within Chapter 141.

2. AMENDMENT

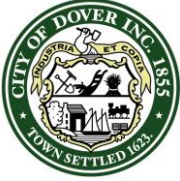
Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Section 141-42 “Schedule C: Stop Intersections” as follows:

a. THE FOLLOWING ARE AMENDED:

§ 141-42. Schedule C: Stop Intersections.

In accordance with § 141-8, the following streets are designated as full stop street intersections:

Stop Sign on	At Intersection of:
Abbott Street	Central Avenue
Abbott Street	Mount Vernon Street
Academy Street	Church Street
Adelle Drive	Durham Road
Alder Lane	Wilbrod Avenue
Allan Street	Old Rochester Road
Alumni Drive	Bellamy Road
Alumni Drive	Durham Road
Amy Lane	Sixth Street
Angle Street	Central Avenue
Apache Street	Old Rochester Road
Applevale Drive	Middlebrook Road
Arch Street	Washington Street
Ash Street	Central Avenue
Ash Street	Grove Street



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

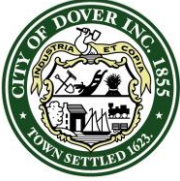
Ordinance Number: **O – 2025.07.09 - 1**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: Section 42 Schedule C: Stop Intersections

Ash Street	Horne Street
Ash Street	Mt. Vernon Street
Ash Street (4-way)	Maple Street
Atkinson Street	St. Thomas Street
Atkinson Street	Silver Street
Atkinson Street	Washington Street
Atlantic Avenue	Portland Avenue
Auburn Street	New Rochester Road
Augusta Way	Middle Road
Austin Drive	Garrison Road
Ayers Lane	Royer Lane
Back Road	Henry Law Avenue
Baker Street	East Concord Street
Beech Road	Longmeadow Road
Beech Road	Stark Avenue
Belanger Drive	Dover Point Road
Belknap Street	Fisher Street
Belknap Street	Silver Street
Belknap Street	Washington Street
Bellamy Road	Durham Road
Benjamin Way	Danielle Lane
Beverly Lane	Bellamy Road
Birchwood Place [Added 4-25-2018 by Ord. No. 2018.04.11-003]	Central Avenue
Boxwood Lane	Cottonwood Drive
Brickyard Drive	Isaac Lucas Drive
Browning Drive	Tennyson Avenue
Cailey Anna Lane	Corbin Drive
Canney Lane	Overlook Drive

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Document Posted on: July 17, 2025

C: Stop Intersections
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CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2025.07.09 - 1**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: Section 42 Schedule C: Stop Intersections

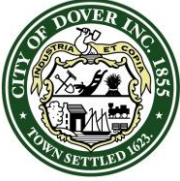
Canney Lane	Quaker Lane
Cataract Avenue	Bellamy Road
Cataract Avenue	Rutland Street
Chandler Way	Knox Marsh Road
Chapel Street	Portland Avenue
Charles Street	Central Avenue
Cherrywood Drive	Sixth Street
Chestnut Street	Central Avenue
Chestnut Street (4-way)	Sixth Street
Church Street	Central Avenue
Church Street	Locust Street
Clearwater Drive	Spur Road
Clifford Street	Rutland Street
Clifford Street [Added 1-28-2015 by Ord. No. 2015.01.14-001]	Towle Avenue
Cobble Hill Drive	Elmview Circle
<u>Fairfield Drive</u>	<u>Sunset Drive</u>
<u>Fairfield Drive Hartswood</u>	
Hough Street	Horne Street
Hough Street	Maple Street
Hough Street	Mt. Vernon Street
Hubbard Road	Hawthorne Road
Hubbard Road	Middle Road
Industrial Park Drive	Littleworth Road
Ironwood Lane	Cherrywood Drive
Ironwood Lane	Cottonwood Drive
Isaac Lucas Circle	Middle Road
Ivans Lane	Dover Point Road
Karens Way	Cordeiro Drive
Keating Avenue [Added 4-22-2020 by Ord. No. 2020.48.08-004]	Renaud Avenue

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CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2025.07.09 - 1**
Ordinance Title: Vehicles and Traffic
Chapter: 141
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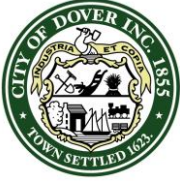
Kent Avenue [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Newport Road
Kent Avenue [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Applevale Drive and Middlebrook Road
Kirkland Street	Central Avenue
Kirkland Street	Locust Street
Landing Way	Dover Point Road
Leathers Lane	Back River Road
Leighton Road	Dover Point Road
Lexington Street	Silver Street
Lexington Street	Washington Street
Locust Street	Washington Street
Long Hill Road	Old Rochester Road
Long Hill Road	Sixth Street
Longmeadow Road	Woodland Road
Lowell Avenue	Central Avenue
Maple Street	Ash Street
Maple Street	Hough Street
Maple Street	Sixth Street
Maplewood Avenue [Added 10-11-2023 by Ord. No. 2023.09.27-11]	Old Rochester Road
Martin Lane	Henry Law Avenue
Mast Road	Back River Road
Mast Road	Spruce Lane
Mathes Hill Drive	Danielle Lane (south)
Mathes Hill Drive	Mast Road
Mechanic Street	Chapel Street
Merry Street [Added 12-26-	Central Avenue

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C: Stop Intersections

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CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

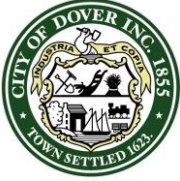
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Ordinance Title: Vehicles and Traffic
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2016 by Ord. No. 2016.10.12-013]	
Merry Street	Ridge Street
Middle Road	Back Road
Middle Road	Dover Point Road
Middlebrook Road	Stark Avenue
Milk Street	Central Avenue
<u>Milk Street</u>	<u>Mount Vernon Street</u>
Mineral Park Drive	Pleasant View Circle
Mohawk Drive	Shawnee Lane
Morningside Drive (southerly)	River Dale Avenue
Mt. Vernon Street [Added 5-11-2022 by Ord. No. 2022.04.27-007]	Abbott Street and Roosevelt Avenue
Mt. Vernon Street	Hough Street
Mt. Vernon Street	Lowell Avenue
Mt. Vernon Street	Sixth Street
Mt. Vernon Street (4-way)	Ash Street
Mulligan Drive	Back Road
Mulligan Drive	Samuel Hanson Avenue
Nelson Street	Atkinson Street
Newport Road	Middlebrook Road
Newport Road [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Hawthorne Road
Newton Street	New Rochester Road
New Bellamy Lane	Dover Point Road
New Bellamy Lane	Spur Road
New York Street	Broadway
Niles Street	Henry Law Avenue

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CITY OF DOVER

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Agenda Item#: 12.A.1.

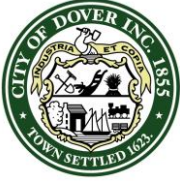
Ordinance Number: **O – 2025.07.09 - 1**
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Northam Drive	Glenwood Avenue
Northway Circle	Plaza Drive
Oak Street	Atlantic Avenue
Old Dover Point Road	Dover Point Road
Old Littleworth Road	Littleworth Road
Olde Madbury Lane	Knox Marsh Road
Old Rochester Road	Indian Brook Drive
Old Rochester Road	Long Hill Road
<u>Old Rollinsford Road (all way)</u>	<u>Walker Way at Wentworth-Douglass Hospital (private)</u>
Old Stage Road	Littleworth Road
Orchard Street	Central Avenue
Overlook Drive	Tuttle Lane
<u>Page Avenue</u>	<u>Lowell Avenue</u>
Park Street	Ham Street
Park Street [Added 3-27-2019 by Ord. No. 2019.03.13-005]	Hill Street
Park Street	New York Street
Park Street	Oak Street
Parker Street	Rutland Street
Parker Street	Woodman Park Drive
Pearl Street [Added 5-11-2022 by Ord. No. 2022.04.27-007]	Park Street
Pearson Drive	Dover Point Road
Penny Lane	Henry Law Avenue
Philip Street	Long Hill Road

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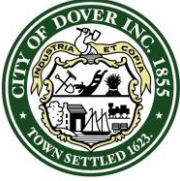
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Philip Street	Old Rochester Road
Pierce Street	Broadway
Pierce Street	Central Avenue
Pinecrest Lane	Weeks Lane
Pineview Drive	Dover Point Road
Plaza Drive	Glenwood Avenue
Pleasant View Circle	Whittier Street
Pointe Place [Added 3-27-2019 by Ord. No. 2019.03.13-005]	Julia Drive and Teresa Drive
Pondview Drive	Mast Road
Portland Avenue	Main Street
Production Drive	Sixth Street
Progress Drive	Knox Marsh Road
Quail Drive	Sixth Street
Quaker Lane	Tuttle Lane
Redden Street	Horne Street
Renaud Avenue [Added 4-22-2020 by Ord. No. 2020.48.08-004]	Shamrock Lane
Reservoir Street	Mt. Vernon Street
Reyner's Brook Drive	Sixth Street
Richmond Street	Washington Street
<u>Richardson Drive</u>	<u>Old Stage Road</u>
Ridge Street	Driveway of 833 Central Avenue
River Street	Henry Law Avenue
Riverside Drive	Dover Point Road
Roberta Drive	Dover Point Road
Roberts Road	Dover Point Road
Rogers Street	Portland Avenue

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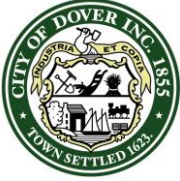
Roosevelt Avenue	Horne Street
Roosevelt Avenue	Mt. Vernon Street
Rutland Street	Central Avenue
Rutland Street	Silver Street
St. John Street	Broadway
St. John Street	Chapel Street
St. Thomas Street (westerly)	Atkinson Street
St. Thomas Street (westerly)	Belknap Street
St. Thomas Street (westerly)	Locust Street
Salem Avenue [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Applevale Drive
Samuel Hanson Avenue	Back Road
Sandpiper Drive	Watson Road
School Street	Main Street
Seaborne Drive	Garrison Road
Second Street	Chestnut Street
Shamrock Lane [Added 4-22-2020 by Ord. No. 2020.48.08-004]	Renaud Avenue
Shawnee Lane	Old Rochester Road
Shaw's Lane	Garrison Road
Sixth Street	Central Avenue
Sixth Street (4- way)	Chestnut Street
South Pine Street	Central Avenue
South Watson Lane	East Watson Street
South Watson Lane	Stark Avenue
Southwood Drive	Mast Road

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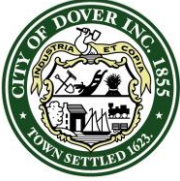
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Spring Street	Central Avenue
Spring Street	Locust Street
Spruce Lane (easterly and westerly)	Back River Road
Spur Road [Added 4-1-1992 by Ord. No. 04-92]	Gerrish Road
Station Drive	Sixth Street
Stiles Lane [Added 10-11-2023 by Ord. No. 2023.09.27-11]	Old Rochester Road
Strafford Road	Old Rochester Road
Sullivan Drive	Old Rochester Road
Summer Street	Central Avenue
Summer Street [Added 3-27-2019 by Ord. No. 2019.03.13-005]	Elm Street
Summer Street	Locust Street
Sumner Drive	Knox Marsh Road
Sunnybrooke Drive	Mast Road
Sunset Drive	Bellamy Road
Sunset Drive [Added 10-11- 2023 by Ord. No. 2023.09.27-11]	Cataract Avenue
Susannah's Crossing [Added 12-9-2015 by Ord. No. 2015.10.28-026]	Emerald Lane
Susannah's Crossing [Added 10-11-2023 by	Ezra's Way

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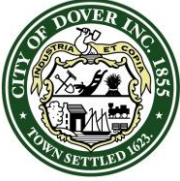
Ordinance Number: **O – 2025.07.09 - 1**
Ordinance Title: Vehicles and Traffic
Chapter: 141
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Ord. No. 2023.09.27-11]	
Sylvan Drive	Durham Road
Tennyson Avenue	Court Street
Tennyson Avenue	Henry Law Avenue
Third Street	Chestnut Street
Third Street	Grove Street
Third Street (westerly)	Chestnut Street
Thornwood Drive [Added 3-27-2019 by Ord. No. 2019.03.13-005]	Julia Drive and Teresa Drive
Three Rivers Farm Road	Gulf Road
Towle Avenue	Clifford Street
Towne Drive	Henry Law Avenue
Trakey Street	Central Avenue
Trakey Street	Locust Street
Tuttle Lane	Dover Point Road
Tuttle Lane	Middle Road
Union Street	Court Street
Upper Factory Road [Added 4- 23-2014 by Ord. No. 2014.04.09-007]	Tolend Road
Wallace Drive	Columbus Avenue
Washington Street [Added 12-26-2016 by Ord. No. 2016.10.12-013]	Arch Street
Watson Road	County Farm Road
Watson Road	Tolend Road

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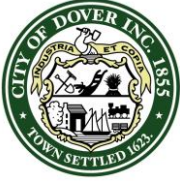
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2025.07.09 - 1**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Section: Section 42 Schedule C: Stop Intersections

Wentworth Douglass Hospital Driveway	Old Rollinsford Road
Wentworth Douglass Hospital ER Entrance	Central Avenue
Wentworth Terrace	Hilton Park Drive
Westgate Drive	Knox Marsh Road
Westwood Circle	Littleworth Road
Whittier Street	Glenwood Avenue
Whittier Street	Tolend Road
Wilbrod Avenue	Glenwood Avenue
Wildewood Drive	Cottonwood Drive
Wildewood Drive	Sixth Street
Willand Avenue	New Rochester Road
Willand Avenue	Old Rochester Road
Williams Street	Henry Law Avenue
Willow Street	Tolend Road
Wingate Lane	Back River Road
Winston Avenue [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Applevale Drive
Winston Avenue [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Applevale Drive and Middlebrook Road
Woodland Road	Stark Avenue
Woodman Park Drive	Clifford Street
Young Street	Main Street



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2025.07.09 - 1**
Ordinance Title: Vehicles and Traffic
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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 PUBLIC HEARING ON July 23, 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
Deputy City Attorney

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

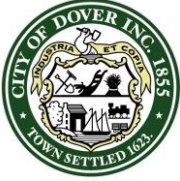
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

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:		
Ordinance does does not pass.		

Document Created by: Legal
Document Posted on: July 17, 2025

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CITY OF DOVER

CITY OF DOVER - ORDINANCE

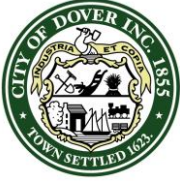
Agenda Item#: 12.A.1.

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Ordinance Title: Vehicles and Traffic
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ORDINANCE BACKGROUND MATERIAL:

The amendments at Richardson, Milk, Page, and both Fairfield were endorsed by the Transportation Advisory Commission following review of resident concerns pertaining to traffic safety, increased traffic volumes and the need to clarify the right-of-way between minor and major streets for traffic approaching these intersections. All of these locations meet engineering warrant requirements for stop signs in the Manual of Uniform Traffic Control Devices and are supported by the Police, Planning and Community Services Departments. Richardson Drive is a loop with two intersections at Old Stage; both are proposed for new stop signs.

At Old Rollinsford Road, WDH facilities staff met with City staff to review pedestrian safety considerations at the four-way intersection of Old Rollinsford Road, Walker Way, and the former 17 Old Rollinsford Road medical office complex which was recently acquired by WDH. Presently, only one leg (Walker Way) exiting the hospital grounds has a stop sign. WDH staff are exploring ways to improve pedestrian safety and connectivity between the main hospital campus and the 17 Old Rollinsford Road property, which will become part of its campus. Police, Planning and Engineering staff are in agreement that new stop signs on Old Rollinsford Road (the City street) will help reduce conflict at the intersection and an appropriate interim measure to make it safer for pedestrians to cross the road here while WDH explores funding opportunities for sidewalk upgrades. As recommended by City staff, WDH has committed to placing barriers at one of the two medical office driveways, so that this would become a three-way intersection and all-way stop. This ordinance revision – conditioned on the concurrent action by WDH of barricading one of the driveways – was endorsed by the Transportation Advisory Commission.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R - 2025.07.23 - 10**

Resolution Re: Approval of The Cooperative Alliance for Seacoast
Transportation Memorandum of Agreement with the City
of Dover

WHEREAS: City is the owner of a certain building located at 35 Chestnut Street in the City of Dover, County of Strafford, State of New Hampshire known as the Dover Transportation Center (the "DTC").

WHEREAS: The Cooperative Alliance for Seacoast Transportation (COAST) operates mass transit throughout the Seacoast, with many of its routes passing by, or stopping at the DTC.

WHEREAS: COAST requested access to the restroom facilities at the DTC, in hours outside those the building is operated, and contributed funds towards the creation of a gate to separate the bathroom from the main portion of the space, when the vendor is not present.

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

The City Manager is authorized to negotiate, finalize, and enter into an agreement with COAST to allow access to the restroom facilities at the DTC, in hours outside those the building is operated.

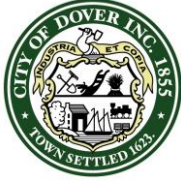
AUTHORIZATION

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

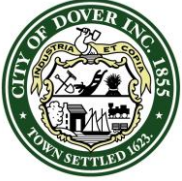
 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.1.	
Resolution Number: R - 2025.07.23 - 10 Resolution Re: Approval of The Cooperative Alliance for Seacoast Transportation Memorandum of Agreement with the City of Dover		

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.1.

Resolution Number: **R - 2025.07.23 - 10**

Resolution Re: Approval of The Cooperative Alliance for Seacoast
Transportation Memorandum of Agreement with the City
of Dover

RESOLUTION BACKGROUND MATERIAL:

See attached for a draft Memorandum of Agreement between the City of Dover and COAST.

MEMORANDUM OF AGREEMENT

This AGREEMENT ("**AGREEMENT**"), is made as of the _____ day of July, 2025 by and between the **CITY OF DOVER, NEW HAMPSHIRE**, a New Hampshire municipal corporation having offices at 288 Central Avenue, Dover, New Hampshire 03820 ("**City**"), and **THE COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION** a New Hampshire corporation having offices at 42 Sumner Drive, Dover, New Hampshire 03820 ("**COAST**").

RECITALS

A. The City is the owner of a certain building located at 35 Chestnut Street in the City of Dover, County of Strafford, State of New Hampshire known as the Dover Transportation Center (the "**DTC**"), which includes a men's and women's restroom, accessed via a controlled access door to the westerly side of the building. The DTC is operated by a vendor who's hours are generally Tuesday to Sunday 7 am to 1 pm.

B. COAST operates mass transit throughout the Seacoast, with many of its routes passing by, or stopping at the DTC. COAST operates its routes Monday to Saturday between 5 am and 8 pm.

C. COAST requested access to the restroom facilities at the DTC, in hours outside those the building is operated, and contributed funds towards the creation of a gate to separate the bathroom from the main portion of the space, when the vendor is not present.

AGREEMENT

Now therefore, in consideration of the mutual covenants herein set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City grants the following to COAST:

1. Restrooms:

The rights granted with this Agreement permit the use of the two restroom areas for COAST employees, during the operation of their routes, and grants permission to use a code to

access the building via the westerly entrance, when the building is not normally open, and when COAST is operating its routes.

2. Access Terms:

- Access will be provided via a unique keypad code assigned to each COAST Driver.
- Access hours are limited to 5:00 AM to 8:00 PM, Monday through Saturday.
- Access is not permitted outside of these hours without prior written authorization from the City.
- Ensuring building is immediately secured after entering and existing to ensure no member of the public may enter the building using the access code or via entry of Driver.

3. Code Confidentiality:

- The City assigned code is unique and confidential.
- Sharing of keypad codes is strictly prohibited.
- The Driver is responsible for maintaining the security and confidentiality of their assigned code.

4. Termination: The City may terminate this Agreement, in whole or in part, upon six (6) months written notice to COAST. Provided that such termination is not caused by an uncured material default by COAST of its duties and obligations under this Agreement, the City shall be required at its sole cost and expense, repay COAST for its contribution of _____ for the improvements made to separate the spaces, if termination is during the first three years of the Agreement.

5. Indemnification: COAST shall indemnify the City against claims and demands for damages to person or property, costs, expenses (including reasonable attorneys' fees and costs), arising from COAST's exercise of its rights and the performance of its duties and obligations hereunder, except if caused by the negligence or misconduct of the City, its agents, contractors, subcontractors and/or employees. Notwithstanding any provision contained in this Agreement to the contrary, no member, manager, officer, or employee of COAST shall have any personal liability hereunder.

6. Transferability and Assignment: COAST shall not be permitted to transfer or assign their rights under this Agreement beyond a transfer or assignment to their respective employees.

7. Notice: Any notice required to be given under this Agreement shall be in writing, and shall be deemed properly served if delivered in person, or by overnight mail by a commercially recognized carrier, or on the third (3rd) day after deposit in the United States mail, as certified or registered mail, return receipt requested, postage prepaid, and sent as follows:

If to COAST, at: COAST

42 Sumner Drive
Dover, NH 03820

And if to the City, at: City of Dover
288 Central Avenue
Dover, NH 03820
Attention: City Manager

8. Governing Law. This License shall be governed and construed in accordance with the laws of the State of New Hampshire.

9. Default. In the event that the COAST has defaulted on its duties and obligations under this Agreement, the City shall provide written notice to COAST by certified mail, return receipt requested at the time that the City becomes aware of an event of default. If COAST has not cured the default within ten (10) days of the date of such notice, the City shall issue a second written notice to COAST by certified mail, return receipt requested. In the event that COAST has still not cured the default within twenty-one (21) days of the second notice, the City shall have any and all rights and remedies available under this Agreement, at law or in equity, including but not limited to termination of all or a portion of the Agreement as well as reimbursement of any and all fees and costs, including reasonable attorney's fees, for the successful prosecution or enforcement of any such rights. The City may extend the cure period for such default in the event that COAST has undertaken such cure, but despite reasonable diligence, has been unable to complete the cure.

The following actions are considered violations of this agreement, and may be considered acts of default:

- Use of the keypad code outside of permitted hours without express written consent.
- Sharing or disclosing the assigned keypad code to any other individual or entity.
- Allowing unauthorized persons to enter the building using the access code.
- Accessing any areas other than the restrooms

The following actions are considered minimum cures that may resolve violations

- Immediate revocation of access privileges.
- Assessment of damages or costs associated with any breach or unauthorized access.
- Legal action if the breach results in damage, theft, or other liability.

10. Obligations Joint and Several. The Licensees acknowledge that they are jointly and severally liable for all duties and obligations imposed under this License.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their officers or representatives.

J. Michael Joyal, Jr.

Dover City Manager

Date

Rad Nichols

Executive Director, COAST

Date



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2025.07.23 - 11**
Resolution Re: Adopting Amendments to Classification 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, the Classification Plan, which establishes authorized position classifications and grade levels for each class of position in the City's Administrative Service.
- WHEREAS: To ensure classification grade levels remain consistent with comparable positions in other municipalities, the Merit Plan and its supporting documents are updated to reflect equivalent levels.

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

The City Council approves and adopts the attached Merit Plan and Classification Plan, as amended and submitted by the City Manager, effective July 23, 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 Vanslyvong- Bizier City Clerk		

DOCUMENT HISTORY:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2025.07.23 - 11**

Resolution Re: Adopting Amendments to Classification Plan

DOCUMENT ACTIONS:

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 does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Attached and accompanying this resolution are: (1) Merit Plan (effective July 1, 2025); and (2) Classification Plan, as amended.

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 Classification Plan in order to maintain internal equity and external competitiveness for all positions in the City's Administrative Service:

- "Deputy Community Services Director" from Grade D21 to D22

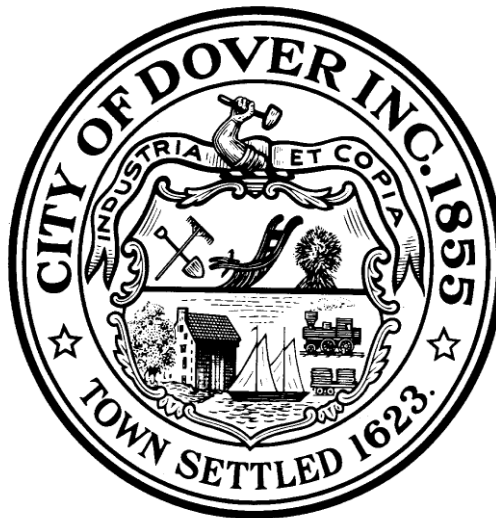
Salary ranges in surrounding communities are included for comparison.

Community	Title	Salary	
Dover Grade D22	Deputy Director of Community Services	\$97,427.00	\$140,857.00
Salem	Deputy Director of Municipal Services	\$126,172.00*	
Derry	Deputy Director of Public Works	\$108,389.00	\$140,941.00
Concord	Deputy Public Works Director	\$102,148.00	\$144,289.00
Merrimack	Deputy Director / Town Engineer	\$110,260.00	\$137,696.00

*Actual salary

MERIT PLAN

CITY OF DOVER
New Hampshire



Submitted by

J. Michael Joyal, Jr
City Manager

Effective July 1, 2025

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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.



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	D22	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 POLICE CHIEF	D13	DPAAll
EXECUTIVE SECRETARY TO PROSECUTOR	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
FIRE LIEUTENANT	D17	DPFOA
FIRE MECHANIC	D19	non-union



Classification Title	Pay Plan Grade	Union
FIRE/HEALTH INSPECTOR	D15	DMEA
FIREFIGHTER-AEMT	D13	IAFF
FIREFIGHTER-EMT	D12	IAFF
FIREFIGHTER-PARAMEDIC	D15	IAFF
FIRE-LIFE SAFETY INSPECTOR	D15	DMEA
FLEET SUPERVISOR	D18	DPEA
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	DPAAIL
PAYROLL & BENEFITS ADMINISTRATOR	D12	DMEA
PERSONNEL ASSISTANT	D12	DPAAIL
PLANT&PUMP STATION SUPERVISOR	D17	DPEA
PLUMBING INSPECTOR	D15	DMEA
POLICE CAPTAIN	D21	DPAAIL
POLICE CHIEF	D25	non-union
POLICE COMMUNICATIONS SUPERVISOR	D17	DPAAIL
POLICE CUSTODIAN	D07	DPA
POLICE DEPUTY COMMUNICATIONS SUPERVISOR	D15	DPAAIL
POLICE DISPATCHER I	D11	DPA
POLICE DISPATCHER II	D13	DPA
POLICE LIEUTENANT	D20	DPAAIL
POLICE OFFICER I	D14	DPA
POLICE OFFICER II	D16	DPA
POLICE PREVENTION COORDINATOR	D17	DPAAIL
POLICE PREVENTION PROGRAMMER	D12	DPA
POLICE PROSECUTOR	D19	DPAAIL
POLICE RECORDS SUPERVISOR	D15	DPAAIL
POLICE SECRETARY I	D09	DPA
POLICE SECRETARY II	D10	DPA
POLICE SERGEANT	D18	DPAAIL
POLICE SOCIAL WORK UNIT SUPERVISOR	D17	DPAAIL
POLICE SOCIAL WORKER	D15	DPA
POLICE SYSTEMS IT TECHNICIAN	D13	DPAAIL
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
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



Classification Title	Pay Plan Grade	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
SPECIALIZED HEAVY EQUIPMENT MECHANIC	D14	AFSCME
SUPERINTENDENT OF FACILITIES, GROUNDS & CEMETERIES	D20	DPEA
SUPERINTENDENT OF PUBLIC WORKS	D20	DPEA
SUPERINTENDENT OF UTILITIES	D20	DPEA
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 Community Services Director	Position Control No: 50445
Classification-Series: Deputy Community Services Director	FLSA Status: Exempt, Regular FT 40hr/wk
Occupational Grouping: Professional & Managerial Services	Union - Grade: Non-union – Grade D22
Organizational Unit: Community Services Department	Primary Job Location: Community Services, 271 Mast Road

JOB SUMMARY: Performs highly responsible managerial administrative and professional work assisting the Director of Community Services in managing various assigned activities and programs of the Department, with a primary focus on technical and administrative management support. Expected to assume the responsibilities of the Director in their absence.

ACCOUNTABILITY: Work is performed with considerable independence under the general administrative direction of the Community Services Director and is reviewed through conferences, reports and observation of program results. Work requires considerable independent judgment and resourcefulness in determining work assignment priorities in coordination with the Director.

SUPERVISION EXERCISED: Provides general administrative direction and supervision to all Community Services staff, including operational staff, administrative staff, engineering staff (including technicians, project managers, and interns) engaged in professional, paraprofessional, and technical engineering functions. Oversees and monitors certain administrative and personnel functions within the department. Supervises department support staff either directly or through subordinates. Confers frequently with division superintendents and supervisors to help with prioritizing work of the divisions, assessing work progress, and resolving work problems of an administrative and professional nature.

TYPICAL EQUIPMENT USED: Computer; telephone/mobile phone; calculator; copy and facsimile machines; Microsoft Office; online permitting portal software; Asset Management Software (Vueworks or equivalent); mobile radio; pager; motor vehicle.

TYPICAL WORK ENVIRONMENT: Inside: 85% Outside: 15%

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. Assists the Director to plan, organize, direct and coordinate the administrative and personnel activities of the Community Services Department.
2. Serves as support to department superintendents to ensure high quality operational functions relative to utilities, highways, public works, facilities & grounds.
3. Works with superintendents and supervisors to ensure safe and efficient operations.

4. Assists the Director to review, establish, and implement comprehensive programs for the construction, maintenance and repair of city streets, water, sewer , drainage, cemetery and park assets, including formulating and assisting in coordinating a capital improvement program.
5. Works independently and as a member of a team on activities of uncertain duration.
6. Gathers, interprets, and prepares data for studies, reports and recommendations; evaluates issues and options regarding municipal public works and make recommendations to the Director of Community Services or other City Departments.
7. Assists the Director to establish program and policies; prescribes general rules, regulations and administrative policies for adoption and implementation by the Community Services Department.
8. Directs the preparation and maintenance of necessary asset management records and reports.
9. Supervises division managers and department support staff, either directly or through subordinates. Confers frequently with division superintendents and supervisors to help with prioritizing work of the divisions, assessing work progress, and resolving work problems of an administrative and professional nature.
10. Determines standard operating procedures (SOP) priorities and assigns their development to staff.
11. Reviews, comments, and provides recommendation for SOP approval to Community Services particularly those related to administrative and personnel functions.
12. Supervises engineering staff review of development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
13. Supervises the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.
14. Provides general direction to, and oversight of, the City Engineer, and engineering staff, to provide comprehensive support for Community Services staff and other city personnel.
15. Attends and hosts meetings with other department administrators, contractors, engineers, utility companies, and federal and state agency officials to discuss current and proposed work, work problems, and work procedures.
16. Meets with various civic organizations as City Representative to discuss public works progress, needs and problems, serves on boards as assigned by the Director.
17. Assists the Director to plan, prepare, and implement, after adoption, the annual budget for all operating costs, equipment purchases, and construction and maintenance projects.
18. May participate in the collective bargaining process with the unions and associations in the department.
19. Confers with city officials in determining plans and policies to be observed in the conduct of public works operations from an administrative and personnel standpoint.
20. Performs a variety of office related functions, including preparing permits, correspondence, presentation materials, brochures, and responding to inquiries from contractors, developers, property owners, staff, and the general public regarding administrative procedures.
21. Responds to inquiries from council members, city employees, public and private organizations and agencies and the public regarding department policies, procedures, activities and services.
22. Resolves citizen complaints when necessary.
23. Coordinates the activities of the department, in mitigating the effects of natural and man-made emergencies.
24. Assists the Director to organize, maintain and administer the personnel policies and procedures of the city and the department.
25. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
26. Maintains familiarity with and executes safe work procedures associated with assigned work.
27. Performs related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.	PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Not required. SQUATTING: Rarely required.
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CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required. REACH: -above shoulder height: Rarely required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.	KNEELING: Not required. CROUCHING: Rarely required. CLIMBING: Occasionally required. BALANCING: Rarely 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: 2 hours Stand: 1 hour Walk: 1 hour	TOTAL HOURS: Sit: 5 hours Stand: 2 hour Walk: 1 hour
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COGNITIVE AND SENSORY REQUIREMENTS: *(Accommodations may be available upon request)*

TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information SIGHT: Necessary for performing job effectively TASTING & SMELLING: Necessary for performing job effectively (e.g., detecting noxious odors, fumes, gases, and leaks in field situations)

TYPICAL WORK SURFACE(S): Standard office desk and chair; tables; computer work stations; carpet, tile, concrete and wood floors; ladders, stairs and scaffolding; outside surfaces including flat, sloped and uneven ground; within above and below ground confined spaces; within and above trenches.

TYPICAL CONTROLS & EQUIPMENT: Keyboard/pad, computer mouse, electronic controls. Computer; telephone/mobile phone; calculator; Computer Aided Design (CAD) Software; Bluebeam or other equivalent PDF reader/writer; Arc GIS software (for viewing only); Microsoft Office Suite; copy machine.

SUMMARY OF OCCUPATIONAL EXPOSURES: Work is usually performed in an office environment, but will require regular field visits to construction sites or to check on operations staff. May require occasional field visits for administrative purposes, potentially involving exposure to outside environments including sunlight, extreme temperature (hot/cold), wind, and rain. May be exposed to live traffic, fumes, fuels, paints, solvents, airborne particles, dust, soot, poisonous insects and plants during limited field observations.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Extensive knowledge of administrative practices and procedures as related to municipal public works management; Thorough knowledge of current literature, sources of information, trends, and developments in municipal public works administration; Ability to plan for municipal administrative and personnel needs, to delegate and distribute personnel, and to direct, coordinate, and review the work of support divisions; Ability to establish and maintain effective working relationships with city officials, employees, officials of other governmental jurisdictions, professional employees, consultants, contractors, and the public; Ability to express ideas effectively, both orally and in writing; Ability to conduct administrative research work and to write technical reports; Ability to multi-task and have flexibility in arranging daily schedule; Familiarity with and ability to execute safe work procedures associated with assigned work; Extensive knowledge of public works construction and maintenance methods, materials and equipment; extensive knowledge of the principles and practices of Civil Engineering as applied to municipal public works.

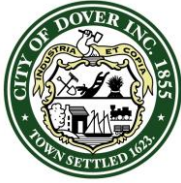
EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Bachelor's degree with major study in civil engineering, business or public administration plus ten years progressively responsible experience in municipal public works or related engineering operations, including at least five years of progressively responsible supervisory and administrative experience; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Desired to have prior municipal or public works related supervisory and budget preparation experience. Valid motor vehicle operator license.

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. The duties and responsibilities of this position are also governed by statutes, policies, rules and regulations.

Classification Established: 09/25/2008
Position Description Developed: 09/25/2008
Revised: 08/05/2022
Revised: 07/15/2025



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.07.23 - 12**
Resolution Re: B21048-RFP22-002 Additional Scope of Work Design
Consulting Services for the Fifth & Grove Streets
Reconstruction Project Amendment #6

WHEREAS: In 2021, B21048 was solicited and received for on-call specialized municipal engineering services on an as-needed basis to several vendors in various engineering service areas for on-call specialized municipal engineering services via resolution [R-2021.07.28-135](#); and

WHEREAS: A project was identified meeting the criteria of RFQ #B21048, a sealed Request for Proposal #B21048-RFP22-002 and awarded to Woodard & Curran via approved resolution [R-2021.01.12-009](#) for Design Consulting Services for the Fifth and Grove Streets Reconstruction Project in the amount of \$193,122.00; and

WHEREAS: Additional amendment No. 2, No. 3 and No. 4 totaling \$520,287.00 were previously approved by council [R-2023.03.08-038](#) and in June of 2025, Amendment No. 5 in the amount of \$20,000.00 was added for a total contract price of \$733,409.00; and

WHEREAS: On July 9th, 2025 the City received amendment No. 6 in the amount of \$80,000.00 for additional engineering services needed in overseeing B25026 (Fifth and Grove) making the total agreement amount \$813,409.00; and,

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

The Purchasing Agent is hereby authorized to issue an amendment to purchase order to Woodard & Curran of Andover, MA for additional Construction Phase Services for the Fifth and Grove Streets Reconstruction Project in the amount not to exceed \$80,000.00. 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
4025.1.300.43121.4751.03157.25	Street Reconstruction - Fifth & Grove	3,910,236	1,692,131
5300.1.300.43320.4757.03594.25	Water Main Replacement - Fifth & Grove	498,797	47,887

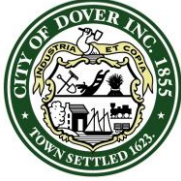
AUTHORIZATION

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.3.

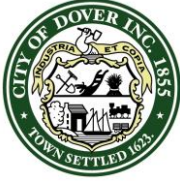
Resolution Number: **R – 2025.07.23 - 12**
Resolution Re: B21048-RFP22-002 Additional Scope of Work Design
Consulting Services for the Fifth & Grove Streets
Reconstruction Project Amendment #6

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.07.23 - 12**
Resolution Re: B21048-RFP22-002 Additional Scope of Work Design
Consulting Services for the Fifth & Grove Streets
Reconstruction Project Amendment #6

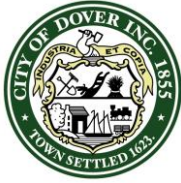
RESOLUTION BACKGROUND MATERIAL:

The Scope of Work included in Amendment No. 6 reflects additional costs for Woodard & Curran resulting from the extension of Project B25026 (Fifth and Grove) by the contractor, N. Granese. The contractor's contract time—including all approved change orders—has been extended by 233 days. This extension is due to several factors:

- Unanticipated underground utility conflicts that delayed work into the following spring;
- Unanticipated changes to the curb ramp on Fifth St at Central Ave to meet ADA requirements
- Numerous unforeseen grade adjustments required at driveways and private walkways;
- Additional scope requested by the City, including the installation of a new Rectangular Rapid Flashing Beacon (RRFB) pedestrian crossing at 4th and Chestnut, and housing shield in the street lights.

The additional services covered in Amendment No. 6 will be executed in two phases, consistent with the project phasing outlined in Amendment No. 4, approved on March 28, 2025.

- Phase 1 – Construction Administration in the amount of \$48,000.00, that includes the following:
 - Participate in twice monthly construction meetings.
 - Provide clarifications and interpretations for the Contractor
 - Maintain job files and records as they relate to the Construction Contract
 - Advise the City of necessary or desirable changes in the project. Assist in negotiation of the Contractor's proposals for these changes and submit recommendations to the City.
 - Review and process applications for payment from the Contractor for progress and final payments, including verification of work completed. Make recommendations to the Owner for payment. Maintain record of project expenditures.
 - Provide record drawings based on field ties taken during construction.
- Task 2 – Resident Project Representative in the amount of \$32,000.00, that includes the following:
 - Participate in construction and progress meetings with the Contractor to discuss such matters as procedures, progress, construction problems, and scheduling.
 - Perform on-site observations of the progress and quality of construction to determine in general if the work is being performed in conformance with the contract documents.
 - Maintain a logbook of observed activities while on-site, including weather conditions, nature and location of work being performed, verbal interpretations given to the Contractor and specific observations. Record occurrences that might result in a claim for a change in contract compensation or time. Record interactions with residents/abutters and communicate these concerns/issues to the City immediately. This is limited to the time the RPR is on-site.
 - Maintain records of bid items and quantities installed daily, review these quantities with the Contractor at the end of each workday. Review applications for payment and verify quantities and percentage of work complete.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2025.07.23 - 12**
Resolution Re: B21048-RFP22-002 Additional Scope of Work Design
Consulting Services for the Fifth & Grove Streets
Reconstruction Project Amendment #6

Bid Information:

A sealed Request for Proposal #B21048-RFP22-002 was solicited and received from the three firms selected under the Highway/Transportation Engineering service area and the three firms selected under the Water Supply, Treatment and Distribution service area approved via resolution [R-2021.07.28-135](#) for Design Consulting Services for the Fifth and Grove Streets Reconstruction Project on November 29, 2021 at 2:00 p.m.

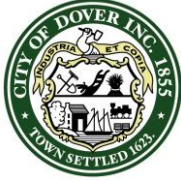
Award Information:

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

Purchasing Information:

In June of 2025, Amendment No. 5 was added for additional Construction Phase Services to complete improvement design, in the amount of \$20,000.00.

[B21048-RFP22-002 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2025.07.23 - 13**

Resolution Re: B25074 Household Hazardous Waste Collection Services

WHEREAS: A Sealed Request for Bid #B25074 was issued and received for Household Hazardous Waste Collection Services on July 8th, 2025 at 2:00 p.m.; and

WHEREAS: Two (2) firms responded with unit pricing for different chemicals that the City anticipates will be collected for the project in its entirety; and

WHEREAS: The bid submitted by MXI Environmental Services, LLC of Abingdon, VA was deemed the most advantageous based the City's recent history with the types and volumes of various household hazardous waste chemicals typically received. The estimated annual expenditure will likely exceed the \$25,000.00 threshold thereby requiring council approval.

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 MXI Environmental Services, LLC of Abingdon, VA for Household Hazardous Waste Collection Services at given rates provided in conjunction with bid #B25074. 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
1000.1.300.43230.4421.00000.00	CS-Waste Mgmt- Disposal Svs	428,000.00	378,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

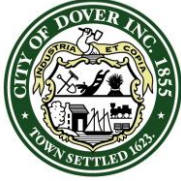
Approved as to Legal
Form and Compliance: Jennifer R. Perez
Acting City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

Document Created by: Purchasing
Document Posted on: July 17, 2025

R-2025.07.23 B25074 Household Hazardous Waste
Collection Services
Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2025.07.23 - 13**

Resolution Re: B25074 Household Hazardous Waste Collection Services

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 requested proposals from qualified firms for Household Hazardous Waste Collection Services. The vendor will operate collection activities on site at the Community Services Garage on Saturday, August 23, 2025 from 8:30 a.m. to 12:30 p.m. All collected waste, equipment and related materials resulting from the operation of this collection will be removed from the site by the vendor no later than 7:00 p.m. on the day of the collection.

The prior year expense in August 2024 was \$54,090.00.

Through a municipal cost-sharing arrangement, the Towns of Lee, Madbury and Rollinsford are allowed to participate and costs are allocated on a pro-rata share based on population. The total costs for the program will be partially offset by a \$7,000 grant from the New Hampshire Department of Environmental Services.

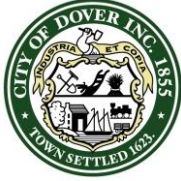
The collection day will be held on Saturday, August 23, 2025.

Bid Information:

A Sealed Request for Bid #B25074 was issued and received for Household Hazardous Waste Collection Services on July 8th, 2025 at 2:00 p.m.

Award Information:

A purchase order will be issued to MXI Environmental Services, LLC selected to authorize future expenditures.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2025.07.23 - 13**

Resolution Re: B25074 Household Hazardous Waste Collection Services

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	104	Number of Responses:	2
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	9/13/2025
Recommended Award to:	MXI Environmental Services, LL	Fund:	Recycling Collections
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.

[B25074 Bid Documents](#)

APPOINTMENTS COMMITTEE REPORT

July 23, 2025

New Appointments:

Shane Morin – Arts Commission – Literary Laureate (term: 7/23/2025 to 5/10/2026)

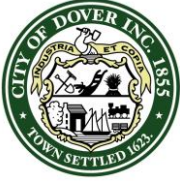
Brendan Mulhall – Conservation Commission – Alternate Member (term: 7/23/2025 to 3/27/2027)

Nicole Morin – Zoning Board – Alternate Member (term: 7/23/2025 to 7/23/2028)

Resignations:

Deb Clough – Solid Waste Advisory Committee

Ernie Clark – Ad-Hoc Committee to Address Community Housing Needs



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2025.07.23 - 14**
Resolution Re: B24026 Fifth & Grove Reconstruction Project –
Authorization to Increase Contingency

WHEREAS: A sealed Request for Proposal #B24026 for Fifth & Grove Reconstruction Project was issued and received on March 7, 2024 @ at 2:00 p.m. A mandatory pre-bid meeting was conducted on February 15, 2024 with six firms attending; and

WHEREAS: N. Granese & Sons, Salem, MA was the low-bidder, and was awarded a construction contract in the amount of \$5,417,405.00 via [R-2024.03.27-49](#); and

WHEREAS: The scope of work included full reconstruction of the roadways, watermain replacement, storm drainage replacement, new sidewalks and street lighting, and;

WHEREAS: The construction contract included multiple unit-price items, including a Contingency Allowance of \$250,000 to address miscellaneous or unforeseen items that might arise during construction. Engineering staff are recommending an increase of \$200,000 for the contingency allowance to address various property impacts due to elevation changes with both the roadway and sidewalks.

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

The Purchasing Agent is hereby authorized to issue an amendment to the purchase order to N. Granese & Sons, Salem, NH for the Fifth & Grove Reconstruction Project in an amount, not to exceed, \$200,000. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4024.1.300.43121.4751.03157.24.000.000.700	Roadways	1,100,000	43,693
4025.1.300.43121.4751.03157.25.000.000.700	Street Reconstruction - Fifth & Grove	3,910,236	1,692,132
5300.1.300.43320.4757.03594.25.000.000.700	Watermain Replacement - Fifth & Grove	498,797	47,887

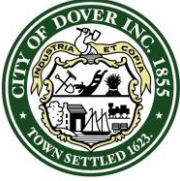
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

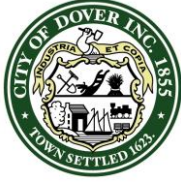
Resolution Number: **R – 2025.07.23 - 14**
Resolution Re: B24026 Fifth & Grove Reconstruction Project –
Authorization to Increase Contingency

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 – 2025.07.23 - 14 Resolution Re: B24026 Fifth & Grove Reconstruction Project – Authorization to Increase Contingency
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RESOLUTION BACKGROUND MATERIAL:

The street reconstruction project focused on the Fifth & Grove neighborhood, more specifically on Fifth St, between Central Ave and Fourth St, and Grove St from Sixth St and Fourth St. The scope of work included full reconstruction of the roadways, along with installation of new storm drain pipe, drainage manholes, and catch basins; new sanitary manhole frames and covers; new water main, services, hydrants, and connections to existing water system; temporary bypass of water; construction of concrete sidewalks; installation of new light poles, lighting fixtures, riser poles, electrical conduits and duct bank, ground rods, pull boxes, and electrical equipment closure; and all material and equipment, construction, and services inherent to the Work.

Projects of this type typically have unit-price bid items, to cover items such as per-foot on water main installed, or per-ton of asphalt placed. Also included was a general contingency allowance to cover items that might be outside of the unit-price items. The intent of the proposed \$200,000 increase in contingency is to cover requested items such as a new rapid-rectangular flashing beacon (pedestrian crossing) at 4th and Grove, resident-requested shielding on some of the new street lights, and some grade-accommodations either at driveways or walkways. The reconstruction work modified the grades and elevations of the existing sidewalks and driveways, and the City has a responsibility to provide reasonable accommodations back to the existing private property.

An increase in the contingency line provides an allowance to address final items to close out the project.

Bid Information:

Request for Proposal #B24026 was issued and received on March 7, 2024 @ at 2:00 p.m.

Award Information:

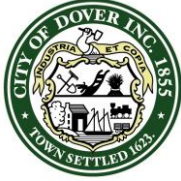
A purchase order will be issued to the vendor selected to authorize future expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	503	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	ASAP
Recommended Award to:	N. Granese & Sons	Fund:	Multiple
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

[B24026 Bid Documents](#)

Document Created by: Purchasing Document Posted on: July 17, 2025	R-2025.07.23 B24026 Fifth Grove Reconstruction Project Authorization to Increase Contingency Page 3 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2025.07.23 - 15**

Resolution Re: Rescind FY2025 Capital Improvements Program \$2.5 Million Appropriation and Authorization for Bonding for Dover High School Turf & Track Replacement Project

WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds.

WHEREAS: The City Council approved FY2025 Capital Improvements Program (CIP) appropriations and authorization for bonding via resolution R-2023.11.29-184 on December 13, 2023, which included \$2,500,000.00 for Dover High School Turf & Track Replacement project; and

WHEREAS: On June 25, 2025 the City Council approved resolution R-2025.05.28-89 for FY2026 CIP appropriation and authorization for bonding \$18,037,000.00 for Dover High School Athletic Complex project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The FY2025 CIP Appropriation and Authorization for Bonding of \$2,500,000.00 for the Dover High School Turf & Track Replacement project is hereby rescinded:

		CIP	Date	Amount	Amount
Project Number	Project Name	Fiscal Year	Authorized	Authorized	To Rescind
4025.1.600.46900.4725.07115.25.000.000.700	Dover High School Turf & Track Replacement	2025	12/13/2023	2,500,000.00	2,500,000.00

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: Mayor Robert Carrier
By Request

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

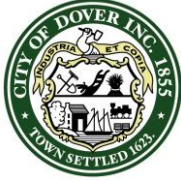
Recorded by: Jerrica Vanslyvong-Bizier
City Clerk

DOCUMENT HISTORY:

Document Created by: Finance Department
Document Posted on: July 17, 2025

R-2025.07.23 Rescind FY2025 CIP \$2.5 Million Appropriation and
Authorization for Bonding for Dover High School Turf &Track
Replacement ProjectDHS Turf & Track Replacement Project

Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2025.07.23 - 15**

Resolution Re: Rescind FY2025 Capital Improvements Program \$2.5 Million Appropriation and Authorization for Bonding for Dover High School Turf & Track Replacement Project

First Reading Date:

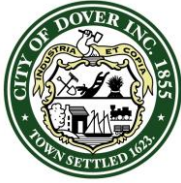
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2025.07.23 - 15**

Resolution Re: Rescind FY2025 Capital Improvements Program \$2.5 Million Appropriation and Authorization for Bonding for Dover High School Turf & Track Replacement Project

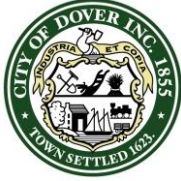
RESOLUTION BACKGROUND MATERIAL:

This resolution seeks to repeal an appropriation and authorization for bonding for Dover High School Turf & Track Replacement project that was contained in the FY2025 CIP. The \$2,500,000.00 for Dover High School Turf & Track Replacement project was approved in resolution R-2023.11.29-184 on December 13, 2023. The \$2,500,000.00 authorization has not been bonded, and remains as authorized unissued debt.

Since the approval of the FY2025 CIP the Joint Building Committee (JBC) for the Dover High School Athletic Complex was formed to research, investigate and develop concepts for the overall project to be presented to the School Board and City Council. The City Council, School Board and JBC conducted joint workshop meetings on December 3, 2024 and May 21, 2025 to present and review project concepts.

On June 25, 2025 the City Council, via resolution R-2025.05.28-89, approved \$18,037,000.00 appropriation and authorization for bonding for the Dover High School Athletic Complex project. The funding amount approved in R-2025.05.28-89 was determined to be the full amount needed to complete the scope of the project.

Therefore, the previous FY2025 CIP appropriation and authorization for bonding of \$2,500,000.00 for Dover High School Turf & Track Replacement project can be rescinded.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.07.23 - 16**
Resolution Re: Rescind FY2026 Capital Improvements Program
Appropriation and Authorization for Bonding for South
End Fire Station Addition

WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds.

WHEREAS: The City Council approved FY2026 Capital Improvements Program (CIP) appropriations and authorization for bonding resolution R-2024.10.23-191 on December 11, 2024, which included \$850,000.00 for Fire & Rescue – South End Station Addition; and

WHEREAS: The City Council approved resolution R-2025.06.11-101 on June 11, 2025 authorizing the City's Fire & Rescue Department to lease Units 11 and 12 at 30 Crosby Road to address the department's need for well-suited space for mechanic and maintenance operations; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The FY2026 CIP Appropriation and Authorization for Bonding of \$850,000.00 for the Fire & Rescue – South End Station Addition project is hereby rescinded:

		CIP	Date	Amount	Amount
Project Number	Project Name	Fiscal Year	Authorized	Authorized	To Rescind
4026.1.220.42280.4725.002201.26.000.000.700	Fire & Rescue - South End Station Addition	2026	12/11/2024	850,000.00	850,000.00

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.

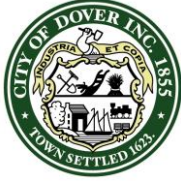
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

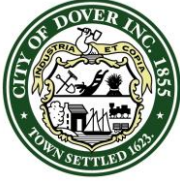
Resolution Number: **R – 2025.07.23 - 16**
Resolution Re: Rescind FY2026 Capital Improvements Program
Appropriation and Authorization for Bonding for South
End Fire Station Addition

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

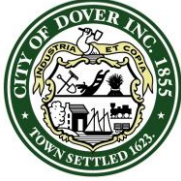
Resolution Number: **R – 2025.07.23 - 16**
Resolution Re: Rescind FY2026 Capital Improvements Program
Appropriation and Authorization for Bonding for South
End Fire Station Addition

RESOLUTION BACKGROUND MATERIAL:

This resolution seeks to repeal an appropriation and authorization for bonding for Fire & Rescue – South End Station Addition project that was contained in the FY2026 CIP. The \$850,000.00 for Fire & Rescue – South End Station Addition project was approved in resolution R-2024.10.23-191 on December 11, 2024. The \$850,000.00 authorization has not been bonded, and remains as authorized unissued debt.

Since the approval of the FY2026 CIP the City's Fire & Rescue Department evaluated options and the feasibility of an addition at the South End station for well-suited mechanic and maintenance operations. At the June 11, 2025 City Council meeting the Fire & Rescue department presented a new concept for leasing space for mechanic and maintenance operations in lieu of constructing an addition at the South End station. The City Council, via resolution R-2025.06.11-101, approved a 3-year lease for mechanic and maintenance operations.

Therefore, the previous FY2026 CIP appropriation and authorization for bonding of \$850,000.00 for the Fire & Rescue – South End Station Addition project can be rescinded.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2025.07.23 - 17**

Resolution Re: FY2026 General Fund Budget Amendment – Appropriation for Transfer to School Facilities Capital Reserve and Offsetting Reduction to School Debt Service Appropriation

WHEREAS: The City Council approved an appropriation and authorization for debt financing for the Dover High School Athletic Complex with a Year 1 estimate of additional debt service obligations for the School department of \$1,740,571, which was not contained in the FY2026 operating budget previously adopted on April 2, 2025; and

WHEREAS: The School Board expressed concerns to the City Council about the budgetary impact the additional debt service obligations would have on the FY2027 General Fund School operating budget and implications for a tax cap compliant budget for the School department; and

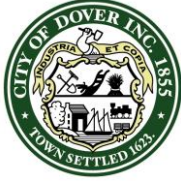
WHEREAS: The City Council acknowledged the impact of the additional debt service obligations on the School department's FY2026 General Fund budget as well as the ensuing FY2027 General Fund budget tax cap implications, and via resolution R-2025.05.28-88 City Council adopted on July 9, 2025, a \$1,740,571.00 FY2026 General Fund School budget amendment; and

WHEREAS: The City's nearest opportunity to issue debt for the approved athletic complex is January 2026, resulting in Year 1 debt service obligations starting in August 2026, which is fiscal year 2027; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of One Million Seven Hundred Forty Thousand and Five Hundred Seventy-One Dollars (\$1,740,571.00) is hereby appropriated to the Dover School Department as part of the FY2026 General Fund budget for the purpose of Transfer to School Facilities Capital Reserve as shown in the table below, and a reduction in FY2026 appropriations of \$1,740,571.00 for School Debt Service as shown in the table below:

		Adopted	Budget	Revised
Account Number	Account Description	Budget	Amendment	Budget
APPROPRIATIONS				
1000.2.600.46900.4920.00000.00.000.000.900	Education - Principal Payments	4,462,501.00	(901,850.00)	3,560,651.00
1000.2.600.46900.4921.00000.00.000.000.900	Education - Interest - Bonds	3,406,494.00	(838,721.00)	2,567,773.00
1000.2.600.05251.4918.00000.00.000.000.910	School - Fund Transfer to Capital Reserve	255,000.00	1,740,571.00	1,995,571.00
		8,123,995.00	0.00	8,123,995.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2025.07.23 - 17**

Resolution Re: FY2026 General Fund Budget Amendment – Appropriation for Transfer to School Facilities Capital Reserve and Offsetting Reduction to School Debt Service Appropriation

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

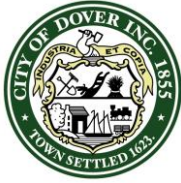
Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2025.07.23 - 17**

Resolution Re: FY2026 General Fund Budget Amendment – Appropriation for Transfer to School Facilities Capital Reserve and Offsetting Reduction to School Debt Service Appropriation

RESOLUTION BACKGROUND MATERIAL:

In accordance with City Charter C6-6 *Appropriations After Adoption of the Budget*, the City Council is seeking to appropriate \$1,740,571.00 to be a Transfer to School Facilities Capital Reserve as part of the FY2026 General Fund School Department budget. Furthermore, the City Council seeks to amend the FY2026 School Department budget by reducing the existing appropriations for debt service payments by the amount of \$1,740,571.00. This budget amendment does not increase the current amount estimated for the School local portion of the property tax levy.

The City Council approved an appropriation and authorization for debt financing for the Dover High School Athletic Complex with a Year 1 estimate of additional debt service obligations for the School department of \$1,740,571, this amount was not contained in the FY2026 General Fund operating budget previously adopted on April 2, 2025.

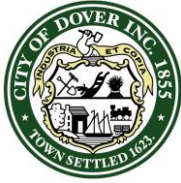
The School Board expressed concerns to the City Council about the budgetary impact the additional debt service obligations would have on the FY2027 General Fund operating budget, as well as the implications for a tax cap compliant budget for the School department since the additional debt service obligations were not incorporated into the FY2026 General Fund budget.

The City Council, via resolution R-2025.05.28-88, approved on July 9, 2025 a FY2026 General Fund budget amendment to appropriate \$1,740,571 for the Year 1 amount estimated for additional School debt service obligations.

The City's nearest opportunity to issue debt for the approved athletic complex is January 2026. This would result in Year 1 debt service obligations starting in August 2026, which is fiscal year 2027. Therefore, the \$1,740,571 appropriated for FY2026 debt service obligations would not be expended in FY2026.

Since the \$1,740,571 will not be expended for additional debt service and to retain the FY2026 General Fund budget level for the School department to avoid FY2027 tax cap budget implications, this resolution proposes to appropriate a \$1,740,571 Transfer to School Facilities Capital Reserve and reduce the School's General Fund Debt Service appropriations by \$1,740,571. The transfer to the capital reserve will start to pre-fund future maintenance and repairs for the new Dover High School Athletic Complex.

Per New Hampshire statutes, the City Council must approve budget appropriations relative to transfers into capital reserves.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2025.07.23 - 18**
Resolution Re: Reprogram Unexpended CIP Appropriations from Self
Contained Breathing Apparatus Replacement to Fire
Training Facilities Project

- WHEREAS: On an annual basis the City Council adopts the Capital Improvements Program (CIP), which includes the Debt Financing authorization for certain CIP projects; and
- WHEREAS: The City Council approved the FY2022 CIP appropriations and authorization for bonding on November 18, 2020 via resolution R-2020.10.14-175, which included \$830,000.00 for Fire & Rescue – South End Station Addition; and
- WHEREAS: In September 2024 a more immediate need for the replacement of the Self-Contained Breathing Apparatus (SCBA) was identified, via resolution R-2024.08.28-151 on September 25, 2024 the City Council voted to reprogram \$451,200 of unexpended CIP appropriations from the South End Fire Station Building Improvements project to the SCBA Replacement project; and
- WHEREAS: The SCBA Replacement project was completed under budget, resulting in unexpended CIP appropriations that are now available to reprogram to other capital projects, and Fire & Rescue Department has identified the need for improved training facilities; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of \$278,434.00 (Two Hundred Seventy-Eight Thousand Four-Hundred Thirty-Four Dollars) of unexpended appropriations is hereby reprogrammed from the SCBA Replacement project to the Fire & Rescue Training Facilities project as follows:

		Available	Reprogram	Adjusted
Project Number	Project Description	Balance	Adjustment	Balance
4022.1.220.42220.4741.02255.22.000.000.700	Self-Contained Breathing Apparatus Replacement	278,434.00	(278,434.00)	0.00
4022.1.220.42220.47???.022???.22.000.000.700	Fire & Rescue Training Facilities	0.00	278,434.00	278,434.00
		278,434.00	0.00	278,434.00

NOTE: This resolution reprograms unexpended bonding authorization and therefore requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage with the vote deferred until at least three (3) days after the public hearing.

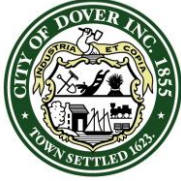
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

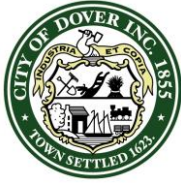
Resolution Number: **R – 2025.07.23 - 18**
Resolution Re: Reprogram Unexpended CIP Appropriations from Self
Contained Breathing Apparatus Replacement to Fire
Training Facilities Project

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2025.07.23 - 18**
Resolution Re: Reprogram Unexpended CIP Appropriations from Self
Contained Breathing Apparatus Replacement to Fire
Training Facilities Project

RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the South End Fire Station Building Improvements project. On November 18, 2020 the City Council adopted the FY2022 Capital Improvements Plan (CIP) Authorization for bonding, which included \$830,000.00 for the South End Fire Station Building Improvements project. Subsequently the City Council on September 25, 2024 approved reprogramming appropriations from South End Fire Station Building Improvements to Self-Contained Breathing Apparatus (SCBA) Replacement.

This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized financing the South End Fire Station project, then reprogramming a portion of the authorization to the Self-Contained Breathing Apparatus Replacement project. This resolution would reprogram unexpended appropriations from SCBA Replacement to Fire & Rescue Training Facilities.

The SCBA Replacement project is completed and \$278,434.00 of unexpended appropriations is available to reprogram to another capital project.

The City is recommending reprogramming \$278,434.00 from the SCBA Replacement project to Fire & Rescue Training Facilities project.

Accompanying this resolution is a Public Safety Training & Preparedness Action Plan prepared by Fire Chief Perry Plummer. The plan provided the rationale and scope of the proposed training facilities project.

City of Dover Fire & Rescue

Public Safety Training & Preparedness Action Plan

Positioning Dover Fire & Rescue as New Hampshire's Most Advanced, Best-Trained Emergency Service

Introduction & Executive Summary

In today's rapidly evolving emergency response environment, the margin for error is razor thin. The community we serve expects, and deserves, perfection—under the most dangerous, chaotic, and high-stress conditions imaginable. Whether it's a structure fire, a cardiac arrest, or a mass casualty incident, our response must be flawless, and the consequences for both our citizens and our personnel are often immediate and life-or-death.

The key to achieving these expectations is cutting-edge, realistic, high-fidelity training that leaves no room for guesswork and ensures Dover Fire & Rescue operates at the highest possible efficiency and standard.

This comprehensive, two-part Training & Preparedness Action Plan represents an innovative, fiscally responsible investment in the department's two most high-risk, core functions: Emergency Medical Services (EMS) and Fire Suppression & Rescue. Through strategic partnerships, workforce collaboration, and innovative project management, this plan positions Dover Fire & Rescue—and by extension, the City of Dover—as the statewide leader in emergency response readiness, workforce development, public safety, and fiscal accountability.

Importantly, this plan also presents a significant long-term savings opportunity. The City's Capital Improvement Plan (CIP) currently includes two projects that can be reduced. A project funded in FY 28 in the amount of \$850,000 for land for a Dover Point Fire Station and training facility design. This project would eliminate \$150,000 for the training facility design and land prep. As well as a funded project in FY30 to construct a training facility. By advancing this initiative now and completing it in-house, the City can reduce the FY30 CIP project by approximately \$400,000. This will leave \$250,000 in future funding that can be reallocated to supplement this effort with enhanced training props and equipment—providing a more comprehensive solution without increasing taxpayer burden. In all this project would save \$550,000 in the CIP. This is a clear example of using current resources to generate substantial future savings, creating a more sustainable and fiscally responsible outcome.

Why This Plan is Essential

Excellence in public safety doesn't happen by chance. It happens by design, through preparation, innovation, and continuous improvement. This action plan is designed to:

- Dramatically improve survival rates for cardiac arrest, trauma, and fire emergencies.
- Enhance safety and confidence for all Dover Fire & Rescue personnel.
- Foster seamless, real-world coordination between Fire, Police, and regional partners.
- Attract, develop, and retain top-tier public safety professionals.
- Maximize use of available resources through strategic reprogramming of existing funds, requiring no additional taxpayer burden.

This initiative reflects Dover Fire & Rescue's unwavering commitment to fiscal responsibility, workforce excellence, and delivering the highest standard of emergency service to our community.

The Comprehensive Plan: Two Strategic, High-Impact Projects

Project 1: Advanced Life Support (ALS) Simulation Training Lab

Project Overview:

We propose transforming space at Dover Fire & Rescue headquarters—recently made available through the relocation of Inspection Services—into a dedicated, high-fidelity ALS Simulation Lab. This modern facility will replicate the stress, complexity, and unpredictability of real emergencies, providing paramedics and AEMTs with realistic, scenario-based training for the most critical, life-threatening situations.

An advanced EMS simulation lab is recognized as the gold standard in preparing EMS providers for high-risk, low-frequency medical emergencies where every second counts. This lab will give our personnel the opportunity to master complex lifesaving skills in a safe, controlled environment that closely mirrors the challenges faced in the field. It allows for repetitive practice, immediate feedback, and the ability to rehearse critical decision-making under stress, which research shows directly improves patient survival rates and reduces preventable errors. With this facility, Dover will not only meet, but exceed statewide training standards, ensuring our paramedics and AEMT's are exceptionally prepared to serve our community at the highest level of care.

Key Features:

- High-Fidelity ALS Simulation Manikin for advanced clinical scenarios.
- Mock ambulance, residential settings, and confined space simulations.
- AV monitoring and debrief system for real-time feedback and performance improvement.

- In-house nationally certified instructor(s) training to ensure program excellence and sustainability.

Why It Matters:

- Research shows simulation-based training reduces critical errors and increases survival rates by as much as 50%.
- Teams trained in realistic, high-pressure environments respond faster, make better decisions, and perform at elite levels.
- Demonstrates to the public Dover's commitment to preparedness, accountability, and quality.
- Modern, innovative training attracts and retains top EMS talent.

EMS Simulation Lab Budget:

Item	Quantity	Cost per Item	Total
High-Fidelity ALS Simulation Manikin	1	\$50,000	\$ 50,000
AV Monitoring & Debrief System	1	\$12,000	\$ 12,000
Mock Ambulance & Environmental Props	1 set	\$10,000	\$ 10,000
Room Retrofit (Lighting, A/V, Storage)	—	—	\$ 20,000
Misc Expenses	—	—	<u>\$ 8,000</u>
Total One-Time Capital Costs			\$100,000

Project 2: Joint Fire, Police & SWAT Training Facility

Project Overview:

In collaboration with the Strafford County Commissioners, the county has agreed to provide a suitable piece of land for a durable, multi-use training structure. This facility directly addresses Dover Fire & Rescue's second highest-risk function: Fire Suppression and Rescue, as well as tactical preparedness for active threat incidents.

Modeled after the successful, cost-effective design used by other Fire Departments for over a decade, this facility will serve Fire, Police, Strafford County SRT, and Dover High School CTC students—delivering realistic, hands-on training for the most complex and dangerous emergency scenarios.

Key Features:

- Ten 40-foot used containers configured into a three-story structure.
- Realistic environments for search & rescue, smoke drills, forcible entry, and SWAT operations.
- Controlled live fire smoke drills using wood/hay barrel burns.
- Tactical stairwell, rooftop, and confined space training areas.
- Integrated training opportunities for regional partners and students.

Collaboration & Fiscal Responsibility:

- Demonstrates true workforce collaboration between Fire, Police, and County partners.
- By managing this project in-house using much of our own personnel (thank you to Firefighter Local 1312 and Fire Officer Local 2909), it will save more than \$100,000 over a commercially purchased and managed building.
- Maximizes resources through shared infrastructure, in-kind labor, and regional support.
- No additional taxpayer burden—funded through reprogramming of unexpended SCBA project funds and partner contributions.
- Additionally, completing this project now allows the City to reduce the currently planned FY30 CIP training facility project by \$400,000—redirecting \$250,000 to enhance this facility with expanded training props and equipment. This strategic action eliminates redundancy and creates long-term taxpayer savings.

Joint Facility Estimated Budget:

Source	Amount
Strafford County SRT/NHTOA Fundraising	\$ 30,000
Reprogrammed SCBA Project Funds	\$100,000
In-Kind Labor & Support Contributions	<u>\$ 20,000</u>
Total Proposed Project Cost	\$150,000

The Broader Impact: A Culture of Excellence and Fiscal Stewardship

This action plan reflects more than just facility upgrades—it represents Dover Fire & Rescue's unwavering pursuit of excellence, safety, and operational readiness. It demonstrates how innovation, fiscal responsibility, and collaboration can solve complex challenges without placing additional burdens on taxpayers.

Through this initiative, Dover will:

- Build the most advanced, well-prepared emergency workforce in the state.
 - Dramatically improve survival rates for high-risk EMS and fire emergencies.
 - Enhance employee safety, confidence, and professional development.
 - Strengthen inter-agency coordination for complex incidents.
 - Continue to set the standard for innovation, accountability, and community service.
-

Conclusion: From Good to Great—Leading the State in Emergency Readiness

Over the past 12 months, Dover Fire & Rescue has delivered major innovations to improve safety, preparedness, and operational excellence. This action plan is the next step—a bold, strategic investment in workforce development, community safety, and fiscal responsibility.

With full support from our personnel, partners, and the County, and through strategic reprogramming of existing funds, we can make these critical improvements without additional financial burden to the City. By doing so now, we create real savings in future CIP obligations and build a sustainable foundation for long-term success.

We respectfully request the City Council's approval to move forward with these vital, life-saving initiatives that work towards Dover's position as New Hampshire's best-trained, most innovative, and most prepared emergency service.

Respectfully,
Perry Plummer, Fire Chief
City of Dover Fire & Rescue