

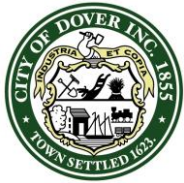
CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 27, 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 – CONSTITUTION WEEK & NATIONAL SERVICE DOG MONTH**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
 - A. **AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE OFFICE OF HIGHWAY SAFETY GRANT**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. **APPROVAL TO APPLY FOR DHA GRANT TO ESTABLISH RECOVERY HOUSE ON AVON AVENUE**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY COUNCILOR RICHER
 - C. **ADOPTION OF RESIDENTIAL ANTI DISPLACEMENT AND RELOCATION ASSISTANCE PLAN RELATED TO RECOVERY HOUSING PROGRAM GRANT FROM NH COMMUNITY DEVELOPMENT FINANCE AUTHORITY**
SPONSORED BY COUNCILOR RICHER
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. **August 13, 2025 – Regular Meeting & Non-Public Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING**
 - B. **ORDINANCES IN THE 3RD READING**
 - C. **RESOLUTIONS**
 1. **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)
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, August 27, 2025**
Meeting Time: **7:00 pm**

2. **RESCIND FY2026 CAPITAL IMPROVEMENTS PROGRAM APPROPRIATION AND AUTHORIZATION FOR BONDING FOR SOUTH END FIRE STATION ADDITION (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **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)**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **REPROGRAM UNEXPENDED CIP APPROPRIATIONS FROM SELF CONTAINED BREATHING APPARATUS REPLACEMENT TO FIRE TRAINING FACILITIES PROJECT (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE OFFICE OF HIGHWAY SAFETY GRANT (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **APPROVAL TO APPLY FOR DHA GRANT TO ESTABLISH RECOVERY HOUSE ON AVON AVENUE (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**
SPONSORED BY COUNCILOR RICHER
7. **ADOPTION OF RESIDENTIAL ANTI DISPLACEMENT AND RELOCATION ASSISTANCE PLAN RELATED TO RECOVERY HOUSING PROGRAM GRANT FROM NH COMMUNITY DEVELOPMENT FINANCE AUTHORITY**
SPONSORED BY COUNCILOR RICHER

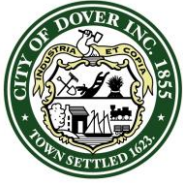
13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B26003 AUTHORIZATION TO PURCHASE ONE (1) FORD MAVERICK FOR PARKING BUREAU**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B25075(a) REBID REPLACEMENT OF AC UNITS AT CITY HALL**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

- | | |
|---------------------------------------|--|
| 1. Arts Commission (Nemeth) | 14. Solid Waste Advisory Committee (Hackett) |
| 2. Conservation Commission (Williams) | 15. Transportation Advisory Commission (Richer) |
| 3. Library Board of Trustees (Nemeth) | 16. Heritage Commission (Retrosi) |
| 4. Appointments Committee (Williams) | 17. Board of Health (Richer) |
| 5. Planning Board (Cullen) | 18. Downtown TIF Advisory Board (Warach) |
| 6. School Board Liaison (Hackett) | 19. Cochecho Waterfront Development Advisory Committee (Carrier) |
| 7. Recreation Advisory (Retrosi) | 20. COAST (Shanahan) |
| 8. Energy Commission (Richer) | 21. Waterfront TIF Advisory Board (Warach) |



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 27, 2025**
Meeting Time: **7:00 pm**

- | | |
|--|--|
| 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. **B25018 GARRISON RESERVOIR TO OAK STREET AND BROADWAY WATER TRANSMISSION MAIN – ADDITIONAL SCOPE OF WORK**
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

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



PROCLAMATION

- WHEREAS:** September 17, 2025, marks the 238th anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention in 1787; and
- WHEREAS:** The Constitution is our Nation's guiding document and it is important to recognize and celebrate its existence, while recalling the strength and bravery of those who fought for The Constitution and its amendments throughout history; and
- WHEREAS:** The Constitution officially became the law of the United States on June 21, 1788, when New Hampshire became the ninth state to ratify the Constitution; and
- WHEREAS:** Each year September 17-23 is designated as Constitution Week by the President of the United States, and it is fitting and proper to accord official recognition to this memorable document and the patriotic celebrations that will commemorate it; and
- WHEREAS:** Constitution Week is a great opportunity for citizens to learn about, understand, and defend the Constitution;

NOW, THEREFORE, I, Robert Carrier, Mayor of the City of Dover in the State of New Hampshire, do hereby proclaim the week of September 17 through 23, 2025 as

CONSTITUTION WEEK

in the City of Dover and call this to the attention of all citizens.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Dover to be affixed this 27th Day of August, 2025.

Robert Carrier, Mayor
City of Dover, New Hampshire



PROCLAMATION

- WHEREAS:** The City of Dover recognizes the profound impact that service dogs have on the lives of individuals with disabilities, enhancing their independence, mobility, and overall quality of life; and
- WHEREAS:** Approximately 61 million adults in the United States live with a disability, representing 26% of the adult population. Approximately 13% of children in the United States under the age of 18 have a disability; and
- WHEREAS:** The United States is home to an estimated 500,000 service dogs who play a crucial role in assisting individuals with disabilities, including those with mobility impairments, visual and hearing impairments, autism, epilepsy, diabetes, and post-traumatic stress disorder, among others, by providing vital support, companionship, and a sense of security; and
- WHEREAS:** National Service Dog Month provides an opportunity to raise awareness about the incredible contributions of service dogs, honor the dedicated individuals who train and care for these remarkable animals, and celebrate the profound bond between service dogs and the individuals they serve.

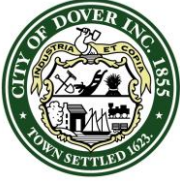
NOW, THEREFORE, I, Robert Carrier, Mayor of the City of Dover in the State of New Hampshire, do hereby proclaim the month of September as:

NATIONAL SERVICE DOG MONTH

in the City of Dover and call this to the attention of all citizens.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Dover to be affixed this 27th Day of August, 2025.

Robert Carrier, Mayor
City of Dover, New Hampshire



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2025.08.13 - 26**
Resolution Re: Authorization to Accept and Expend the New Hampshire
Office of Highway Safety Grant

WHEREAS: The City of Dover Police Department has applied for and received a State of NH Office of Highway Safety Grant in the amount of \$24,300; and

WHEREAS: The grant funds overtime for all traffic enforcement patrols funded by the NH Office of Safety. This includes speed enforcement, DWI patrols, pedestrian and bicycle safety, seat belt, and distracted driving enforcement, educational presentations covering operator and pedestrian safety, and the purchase a mobile data terminal (MDT) for one of the cruisers; and

WHEREAS: There is a soft match of 25% required for the enforcement patrols and the educational presentations and the match will consist of vehicle maintenance costs, staff time to administer the grant, staff time to process traffic cases, time for court testimony and hearings, as well as time spent by officers enforcing traffic laws while not being paid for by this grant. There is a cash match of 25% required for the MDT which will be paid for using existing department funds; and

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b and RSA 21-P:43, authorization by the City Council to accept and expend the grant funds is needed; and

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

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

AND, FURTHER BE IT RESOLVED THAT:

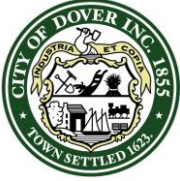
In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors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

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

Financing

Account	Description	Appropriation	Balance
2240.1.210.42120.4###.02361.26	Highway Safety Grant	24,340.00	24,340.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2025.08.13 - 26**
Resolution Re: Authorization to Accept and Expend the New Hampshire
Office of Highway Safety Grant

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

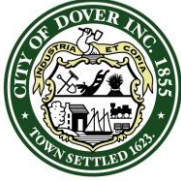
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Each year, the police department is allocated funding from the NH Office of Highway Safety in order to conduct various traffic enforcement patrols. This year, the grant is for traffic enforcement overtime patrols, educational presentations and a MDT. The overtime patrols include speed enforcement, DWI patrols, pedestrian and bicycle safety, and distracted driving enforcement. The educational presentations cover operator and pedestrian safety. Lastly, there is funding to purchase a mobile data terminal for one of the cruisers. There is a soft match of 25% required for patrols and presentations which will consist of vehicle maintenance costs, staff time to administer the grant, staff time to process traffic cases, time for court testimony and hearings, as well as time spent by officers enforcing traffic laws while not being paid for by the grant. There is a 25% cash match for the MDT which will be paid out of the department's operating budget.



CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.6.

Resolution Number: **R - 2025.08.13 - 27**
Resolution Re: Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue

WHEREAS: The NH Department of Health and Human Services, reports that “from April to June 2024, opioid overdoses accounted for 32% of all unintentional injury deaths, including 60% of unintentional deaths among 18-34 year olds.” As the opioid crisis continues to impact New Hampshire and its citizens, the deep need for recovery services, and recovery housing has been identified as a priority by many state agencies; and

WHEREAS: The Dover Housing Authority (DHA) is launching a project to provide a Recovery House for eight tenants. DHA has identified a property it already owns at 7 Avon Avenue, to rebuild into a typical 2-story house with four-bedrooms, two baths, a shared common space, and a meeting room; and

WHEREAS: Funding for this project is available through the New Hampshire Community Development Finance Authority (NH CDFA) Recovery Housing Program. In order for the DHA to receive these funds, the City of Dover is required to be the applicant for the grant. Once funding is awarded, the City of Dover will transfer the funds to the Dover Housing Authority.

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

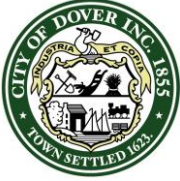
In accordance with NH RSA 31:95-b, the City Manager is authorized to apply for, accept, and expend grant funds allocated to the City of Dover on behalf of the DHA from the NH CDFA Recovery Housing Program. Any funding awarded is hereby appropriated to the DHA if the Recovery House project. The City Council, in a majority vote, accepts the terms and requirements of the Grant, and authorizes the City Manager to sign all necessary paperwork for the grant as well as contract(s) with a vendor, consistent with the authority herein.

AND, FURTHER BE IT RESOLVED;

The City Manager is directed to negotiate and enter into an agreement with DHA and any other involved party in order to secure reimbursement for any expenses related to the application and administration of this grant and indemnify the City against any liability related to this grant and the resulting project. This Agreement shall be entered into prior to the acceptance and distribution of any grant funds.

Financing			
Account	Description	Appropriation	Balance
TBD	DHA Recovery House	1,000,000.00	1,000,000.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.6.

Resolution Number: **R - 2025.08.13 - 27**

Resolution Re: Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor S. April Richer
Ward 1

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:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Please see attached for background material.



RECOVERY HOUSING PROGRAM

The Recovery Housing Program is a pilot program deploying federal resources in New Hampshire to help increase the availability of stable, temporary housing to individuals in recovery from a substance use disorder.

There is critical need for recovery housing in New Hampshire and these federal funds aim to help alleviate the significant shortage of this type of housing across the state.

The New Hampshire Community Development Finance Authority (CDFA) will administer the Recovery Housing Program which was authorized via the federal Substance Use-Disorder Prevention that Promotes Opioid Recovery and Treatment (SUPPORT) for Patients and Communities Act of 2018.

PARTNER COORDINATION

CDFA coordinated with multiple partners to identify recovery housing needs in New Hampshire and ensure Recovery Housing Program goals were based on data, trends, and public participation. The process to identify needs and establish program priorities included:

- Hosting recovery home provider interviews across the state;
- Conducting a survey of recovery homes and other stakeholders;
- Soliciting public input through one-on-one outreach;
- Researching and evaluating best practices and program models.

Partners engaged in this process included New Hampshire Housing Finance Authority, Department of Health and Human Services, Housing Action New Hampshire, and the New Hampshire Coalition of Recovery Residences.

CDFA will continue to work with these partners and others as the program progresses to assist with outreach and to obtain feedback regarding the program.

AVAILABLE RESOURCES

The Recovery Housing Program has approximately \$1.96 million of available funds for awards to grantees. These funds will be treated as Community Development Block Grant (CDBG) funds as outlined under title I of the Housing and Community Development Act of 1974, unless otherwise provided in Section 8071 of the SUPPORT Act or modified by waivers and alternative requirements.

Eligible applicants may apply for up to \$250,000 per activity and up to \$500,000 per subrecipient (if applying for two different eligible activities). For example, an applicant applying for up to \$500,000 per subrecipient may be doing so to support acquisition and rehabilitation for the same property with Recovery Housing Program funds.

ELIGIBLE APPLICANTS

CDFA will distribute Recovery Housing Program funds through competitive grants to New Hampshire cities, towns and counties. A non-profit agency may also apply through its municipality or county as a sub-recipient of funds. Entitlement communities (Manchester, Nashua, Portsmouth, Rochester and Dover) are also eligible to apply.

ELIGIBLE ACTIVITIES

Eligible activities must benefit individuals in recovery from a substance use disorder and are limited to:

- Public facilities and improvements;
- Acquisition of real property;
- Rehabilitation and reconstruction of multi-unit residential buildings;

- Rehabilitation and reconstruction of single-unit residential buildings;
- New construction of housing.

The assistance is limited, per individual, to a period of not more than two years or until the individual secures permanent housing.

Individual in Recovery: As defined by SAMSHA, an individual in the process of change through which they improve their health and wellness, live self-directed lives, and strive to reach their full potential.

Substance Use Disorder: As defined by SAMSHA, Substance use disorders occur when the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home.

EVALUATION CRITERIA

CDFA staff will evaluate all complete applications in accordance with the process and criteria outlined in the [Recovery Housing Program Application and Program Guide](#). Criteria includes: projects ability to meet statewide recovery housing needs, geography and populations served, partnerships with community supports, project specific needs and impact, capacity and readiness to implement.

Applications with the highest score will be recommended for funding until the funding is expended.

HOW TO APPLY

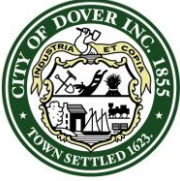
CDFA strongly encourages potential applicants to attend the Recovery Housing Program Application Workshop on October 24 at 2:00 PM ([REGISTER HERE](#)). A recording of the workshop will be posted here on CDFA's Resource Hub: <https://resources.nhcdfa.org/programs/community-development-block-grant/application/special-allocations/>.

Potential applicants should also contact CDFA for a pre-application meeting before deciding to apply. Interested organizations can schedule a meeting via CDFA's website (<https://nhcdfa.org/schedule-a-meeting/>) or by contacting Kirsten Barton, Housing Specialist, at kbarton@nhcdfa.org.

All applications are submitted online through the CDFA Grants Management System (GMS). After registration, municipalities and their representatives can access application materials and complete their applications online.

Additional information on the Recovery Housing Program can be found on [CDFA's Resource Hub](#), including the [Recovery Housing Program Application and Program Guide](#).

The deadline for the initial round Recovery Housing Program applications is 4:00 PM on December 19, 2022. Applications will then be accepted on a rolling basis until funding is expended.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.7.

Resolution Number: **R - 2025.08.13 - 28**

Resolution Re: Adoption of Residential Anti Displacement and Relocation Assistance Plan related to Recovery Housing Program Grant from NH Community Development Finance Authority

WHEREAS: The Dover Housing Authority (DHA) is launching a project to provide a Recovery House for eight tenants. DHA has identified a property it already owns at 7 Avon Avenue, to rebuild into a typical 2-story house with four-bedrooms, two baths, a shared common space, and a meeting room; and

WHEREAS: Funding for this project is available through the New Hampshire Community Development Finance Authority (NH CDFA) Recovery Housing Program. In order for the DHA to receive these funds, the City of Dover is required to be the applicant for the grant. Once funding is awarded, the City of Dover will transfer the funds to the Dover Housing Authority.

WHEREAS: The adoption of a Residential Anti-Displacement and Relocation Assistance (RARA) Plan related to the Recovery Housing Program is required in order to apply for said grant.

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

The attached Residential Anti-Displacement and Relocation Assistance Plan is adopted by the City of Dover.

NOTE: THIS RESOLUTION REQUIRES A PUBLIC HEARING PRIOR TO VOTE OF CITY COUNCIL.

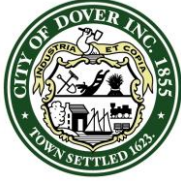
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor S. April Richer
Ward 1

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#: 12.C.7.	
Resolution Number: R - 2025.08.13 - 28 Resolution Re: Adoption of Residential Anti Displacement and Relocation Assistance Plan related to Recovery Housing Program Grant from NH Community Development Finance Authority		

DOCUMENT HISTORY:

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

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

RESOLUTION BACKGROUND MATERIAL:

Please see attached Residential Anti-Displacement and Relocation Assistance (RARA) plan.

The resolution “Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue” is an accompanying resolution that requires a public hearing and vote of City Council.

Please see attached background information on the NH CDFA Recovery Housing Program.

City of Dover, NH
RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

Every effort will be made to minimize temporary or permanent displacement of persons due to a CDBG project undertaken by the City of Dover, NH.

However, in the event of displacement as a result of a federally funded award, the City of Dover, NH will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income, which is involuntarily and permanently displaced.

If the property is acquired, but will not be used for low/moderate income housing under 104(d) of the Housing and Community Development Act of 1974, as amended, the displacement and relocation plan shall provide that before obligating and spending funds that will directly result in such demolition or conversion the municipality will make public and submit to CDFA the following information:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low- and moderate-income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion date of the demolition or conversion;
- e. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h. Relocation benefits for all low or moderate income persons shall be provided, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
 1. Sufficient compensation to ensure that, at least for five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent, or;
 2. If elected by a family, a lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above to permit the household to secure participation in a housing cooperative or mutual housing association, or a Section 8 certificate or voucher for rental assistance provided through New Hampshire Housing Finance Authority.
- i. Persons displaced shall be relocated into comparable replacement housing that is decent, safe, and sanitary, adequate in size to accommodate the occupants, functionally equivalent, and in an area not subject to unreasonably adverse environmental conditions;

- j. Provide that persons displaced have the right to elect, as an alternative to the benefits in subparagraph 2. above, to receive benefits under the Uniform Relocation Assistance and
- k. Real Property Acquisition Policies Act of 1970 if such persons determine that it is in their best interest to do so; and
- l. The right of appeal to the executive director of CDFA where a claim for assistance under subparagraph 2. above is denied by the grantee. The executive director's decision shall be final unless a court determines the decision was arbitrary and capricious.
- m. Paragraphs a. through k. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

CERTIFICATION OF COMPLIANCE

The City of Dover, NH anticipates no displacement or relocation activities will be necessitated by this project. Should some unforeseen need arise, the City certifies that it will comply with the Uniform Relocation Act and Section 104(d) of the Housing and Community Development Act of 1974, as amended.

Printed Municipal Official Name: _____

Title: _____

Signature: _____

Date of Adoption: _____



RECOVERY HOUSING PROGRAM

The Recovery Housing Program is a pilot program deploying federal resources in New Hampshire to help increase the availability of stable, temporary housing to individuals in recovery from a substance use disorder.

There is critical need for recovery housing in New Hampshire and these federal funds aim to help alleviate the significant shortage of this type of housing across the state.

The New Hampshire Community Development Finance Authority (CDFA) will administer the Recovery Housing Program which was authorized via the federal Substance Use-Disorder Prevention that Promotes Opioid Recovery and Treatment (SUPPORT) for Patients and Communities Act of 2018.

PARTNER COORDINATION

CDFA coordinated with multiple partners to identify recovery housing needs in New Hampshire and ensure Recovery Housing Program goals were based on data, trends, and public participation. The process to identify needs and establish program priorities included:

- Hosting recovery home provider interviews across the state;
- Conducting a survey of recovery homes and other stakeholders;
- Soliciting public input through one-on-one outreach;
- Researching and evaluating best practices and program models.

Partners engaged in this process included New Hampshire Housing Finance Authority, Department of Health and Human Services, Housing Action New Hampshire, and the New Hampshire Coalition of Recovery Residences.

CDFA will continue to work with these partners and others as the program progresses to assist with outreach and to obtain feedback regarding the program.

AVAILABLE RESOURCES

The Recovery Housing Program has approximately \$1.96 million of available funds for awards to grantees. These funds will be treated as Community Development Block Grant (CDBG) funds as outlined under title I of the Housing and Community Development Act of 1974, unless otherwise provided in Section 8071 of the SUPPORT Act or modified by waivers and alternative requirements.

Eligible applicants may apply for up to \$250,000 per activity and up to \$500,000 per subrecipient (if applying for two different eligible activities). For example, an applicant applying for up to \$500,000 per subrecipient may be doing so to support acquisition and rehabilitation for the same property with Recovery Housing Program funds.

ELIGIBLE APPLICANTS

CDFA will distribute Recovery Housing Program funds through competitive grants to New Hampshire cities, towns and counties. A non-profit agency may also apply through its municipality or county as a sub-recipient of funds. Entitlement communities (Manchester, Nashua, Portsmouth, Rochester and Dover) are also eligible to apply.

ELIGIBLE ACTIVITIES

Eligible activities must benefit individuals in recovery from a substance use disorder and are limited to:

- Public facilities and improvements;
- Acquisition of real property;
- Rehabilitation and reconstruction of multi-unit residential buildings;

- Rehabilitation and reconstruction of single-unit residential buildings;
- New construction of housing.

The assistance is limited, per individual, to a period of not more than two years or until the individual secures permanent housing.

Individual in Recovery: As defined by SAMSHA, an individual in the process of change through which they improve their health and wellness, live self-directed lives, and strive to reach their full potential.

Substance Use Disorder: As defined by SAMSHA, Substance use disorders occur when the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home.

EVALUATION CRITERIA

CDFA staff will evaluate all complete applications in accordance with the process and criteria outlined in the [Recovery Housing Program Application and Program Guide](#). Criteria includes: projects ability to meet statewide recovery housing needs, geography and populations served, partnerships with community supports, project specific needs and impact, capacity and readiness to implement.

Applications with the highest score will be recommended for funding until the funding is expended.

HOW TO APPLY

CDFA strongly encourages potential applicants to attend the Recovery Housing Program Application Workshop on October 24 at 2:00 PM ([REGISTER HERE](#)). A recording of the workshop will be posted here on CDFA's Resource Hub: <https://resources.nhcdfa.org/programs/community-development-block-grant/application/special-allocations/>.

Potential applicants should also contact CDFA for a pre-application meeting before deciding to apply. Interested organizations can schedule a meeting via CDFA's website (<https://nhcdfa.org/schedule-a-meeting/>) or by contacting Kirsten Barton, Housing Specialist, at kbarton@nhcdfa.org.

All applications are submitted online through the CDFA Grants Management System (GMS). After registration, municipalities and their representatives can access application materials and complete their applications online.

Additional information on the Recovery Housing Program can be found on [CDFA's Resource Hub](#), including the [Recovery Housing Program Application and Program Guide](#).

The deadline for the initial round Recovery Housing Program applications is 4:00 PM on December 19, 2022. Applications will then be accepted on a rolling basis until funding is expended.

CITY MANAGER'S REPORT

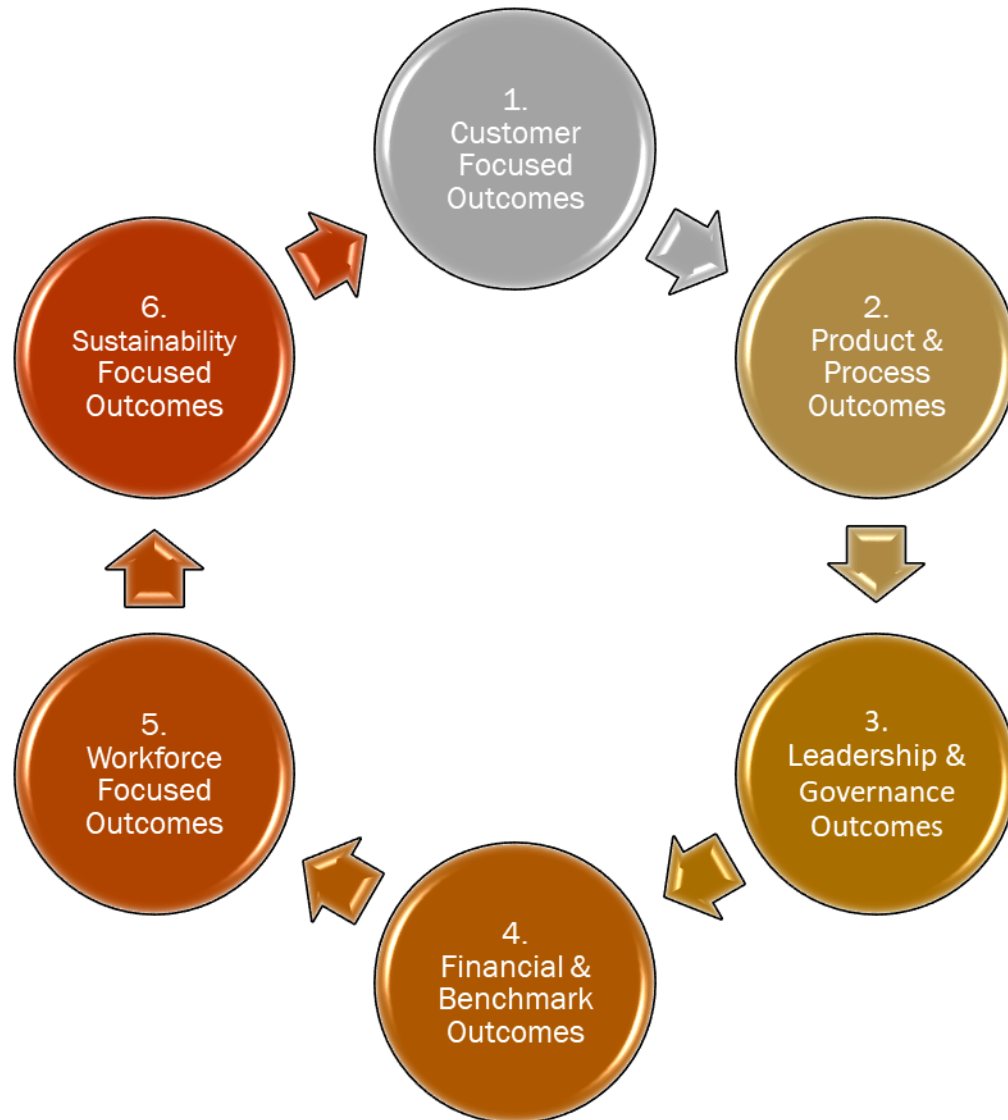
REPORTING ON: JULY 2025



August 27, 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

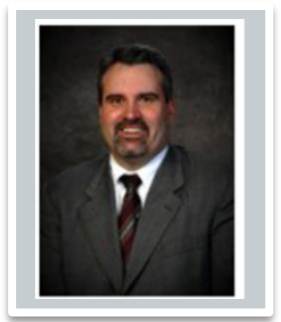
- Ensure the City's financial health is sustainable and open for all to view and understand.

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



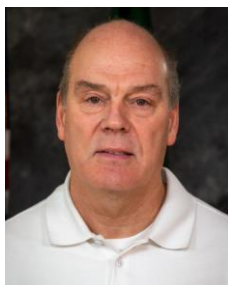
Denise LaFrance
Public Library
Director



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



There was no staff development during the month of July.

Utilities Division-Water



In June, the City of Dover's water production totaled approximately 82.7 million gallons. In June, the City of Dover produced approximately 82.7 million gallons of water, averaging 2.7 million gallons per day. Operational wells included Cummings, Campbell, Calderwood, Bouchard, Willand Pond Well 1, Ireland, and DPH-1. The recently commissioned PFAS Water Treatment Facility has significantly enhanced system capacity, consistently supplying approximately 1.0 million gallons per day. This additional capacity has enabled extended offline periods for select wells, supporting critical aquifer recovery efforts.

The Utilities and Wells crews responded to 33 service requests and completed 80 work orders. The department addressed water main breaks at Olde English Village, Broadway three nights in a row, and a service leak on an abandoned water line on Central Avenue.



Broadway water main break



Olde English Village water main break



Central Ave service leak

The meter crew focused on service and inventory management throughout the reporting period. While no new meter installations were performed, staff completed 189 work orders and addressed 6 service requests. The division also supported the Lead Service Line Inventory (LSLI) survey, including inspections requested by residents. Adoption of the EyeOnWater platform continues to grow, with 15 new user registrations this month, bringing the total to 962.

The Utilities Division remains committed to the LSLI initiative in compliance with EPA and NHDES regulations. Over 8,000 informational letters were distributed to residents to assist in identifying both homeowner and City-owned portions of water service lines. This effort has generated substantial resident engagement, requiring significant staff resources for

communication and support. The wells crew continues to perform water sampling, service line surveys, and the collection of resident-submitted “first draw” samples.

Utilities Division-Sewer Pump Stations & Collection



The Sewer Collection division addressed 3 service requests and was issued 40 work orders. Completed work for the month included proactive cleaning of identified sections within the collection system prone to operational issues if not regularly maintained.

This report marks my final contribution to the City Manager’s office as I transition to a new professional opportunity. I am deeply grateful to the City of Dover for 20 years of rewarding service and professional growth. I extend sincere thanks to Bill Boulanger and John Storer for their mentorship and guidance throughout my tenure. It has been a privilege to serve the community, and I will cherish the relationships and experiences gained during my time here.

Respectfully,
Michael Nadeau

Streets & Stormwater



Report Summary:

In July, our team focused on several key maintenance and improvement tasks. We prioritized filling potholes and clearing roadside overgrowth using our brush cutter. Work continued on our annual paving and striping programs. Additionally, we completed several small drainage projects to improve water flow and prevent future issues.

Service Requests

Month	Service Requests Logged	Service Requests Closed
May 2025	73	83
June 2025	48	61
July 2025	48	61

Majority of the service requests logged and closed were pothole, animal collection and tree and brush overgrowth related. 56 service requests remain open and are in various stages of being resolved.

Looking Ahead

- **Street Paving:** The department will continue to work on the 2025 street paving with work being performed by Continental Paving of Londonderry. 13 streets have been completed.
- **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 our 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:** Our loader with the mowing attachment will continue to be out daily.

The highlight of the month was preparing the archway for transport from Eliot Maine. followed by the installation of the arch. It was truly a team effort in completing this task.



Seasonal Vegetation Maintenance Reminder

As is typical in the summer months, 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.



Staff worked with SUR Construction to install a new catch basin and drain line, enhancing the overall drainage on the upper portion of Horne St. (above)



Pictured above is Continental Paving, milling and trimming Alumni Drive.



To finish the month, the crew installed a soaker catch basin pictured left. A soaker-type catch basin is a type of stormwater management structure designed to capture, temporarily store, and infiltrate stormwater runoff into the ground. It combines the function of a traditional catch basin with the added benefit of on-site infiltration, helping to reduce runoff volume and improve water quality.

Facilities, Grounds & Cemeteries



The Facilities, Grounds and Cemetery Division received 107 Service Requests of which 98 were closed, and 120 Work Orders of which 107 were completed and closed in the month of July.

There were thirteen work orders pertaining to cemetery issues, thirty-four work orders pertaining to facility issues, eighteen work orders pertaining to grounds issues, twenty work orders related to sign issues, five work orders related to traffic and street light issues, twenty work orders related to recreation, two reports of graffiti and seventeen work orders pertaining to tree issues.

Two full burials, five ash burials, and no columbarium niche interments were conducted in the Pine Hill Cemetery this month. Five full graves, no cremation graves, and no columbarium niches were sold this month.

The city's Arts Commission purchased a rather large art piece of an arch that was created using scrap metal pieces welded and bolted together. Facilities, Grounds and Cemeteries crews worked together with members of several other Community Services divisions, including Streets, Utilities, Fleet and Waste Water, to install this artwork at the head of the Riverwalk coming off of Central Avenue, near the bridge over the Cocheco River.

With summer months comes vacation time, so several crew members have taken some well-earned time off to enjoy with their families after a very strenuous spring. Fortunately, summer also comes with less rain so the grass has slowed down in its growth cycle, allowing remaining crews to concentrate on maintenance and repairs of the many parks and playgrounds throughout the city. This entails replenishing the wood chips around the playground structures, repairing wooden fence rails, and trimming back surrounding tree lines that slowly encroach upon the park features and entryways.

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

The Community Services Department representative Ray Vermette has dedicated his career to the City's water and wastewater facilities, starting back in 1991 at the old facility on River Street. With an Associate's Degree in Water and Wastewater Technology from NHTC and a Certificate in Supervisory Skills from UNH, Ray is a highly qualified professional. He holds a Grade IV Wastewater License, a Grade IV Collection Certification, and a Grade I Water Treatment license, ensuring the highest standards for the City's systems. Ray's expertise is currently being put to good use overseeing the Wastewater Treatment Facility and the City's twenty-three Wastewater Pumping Stations. He is also leading a significant \$8 million upgrade at the River St. Pump Station, a crucial project for the City's ongoing waterfront development. When previously asked about his work, Ray expressed immense pride in protecting the environment, viewing Facility Operators as the "first line protecting the waters of the world." He also finds great satisfaction in his involvement with professional associations like NEWEA and NHWPCA, where he helps other operators and facilities. When he's not on the job, Ray loves spending time with his granddaughter and enjoying his weekend vehicles. We are proud to have him as a vital part of our team!

Dover Utilities Commission (Krystian Kozlowski): Dover Utilities Commission met on July 21st.

- No abatements requests were received.
- Utilities Report and Finance Reports were reviewed.
- DUC Rules & Regulations were provided to Members for review and comment. Mr. Richard Robison joined as a new member as of July's meeting.

Planning Board (Ken Mavrogeorge): Planning Board met once in July. The meeting was held on July 22nd with the next scheduled for August 26th. Topics on the July agendas included:

Amendments to Chapter 170 of the Dover Code.

A Site Plan located at Littleworth Road for construction of 26,880+ s.f. light industrial building.

A Transfer of Development Rights at 25 Dover Point Road (proposal to purchase a total of sixteen units).

A Lot Line Adjustments at (1) 104 & 108 Rutland Street and (2) 4 & 10 Bayview Road.

A number of Conditional Use Permits:

44 Saddle Trail Drive proposal to allow impacts totaling 566± s.f. within the Conservation District to allow for the construction of a 3.5' high retaining wall with stairs and a boardwalk.

112 Rutland Street proposal is to allow a garage to be built 50' from the front build-to-line.

35 Boston Harbor Road proposal is for site grading and drainage improvements and to install underground utilities to support the development of two (2) new single-family homes, resulting in ±6,000 s.f. of impact within the Conservation District.

28 Cornerstone proposal is to construct a garage with mudroom that will result in ±2,435 s.f. of impacts to the wetland buffers.

Littleworth Road proposal is for the construction of an access way and site grading for the installation of a bioretention pond that will result in wetland buffer impacts of 16,679± s.f.

Transportation Advisory Committee (TAC) (Jillian Semprini): No TAC meetings were held in July with the next scheduled for August, 25th.

Municipal Alliance for Adaptive Management (MAAM): MAAM did not meet in July. The last MAAM meeting took place April, 24th 2025. The next meeting is scheduled for August 14th.

Seacoast Stormwater Coalition (SSC): The July SSC meeting was cancelled with the 2025 NH Stormwater Manual discussion held on July 22, 2025, which was moved to the Somersworth Pollinator Garden. Topics included:

- An abandoned residential house lot turned into a grass park with pollinator garden.
- Home Depot provided building materials, through a Home Depot grant, \$5,000 awarded to Somersworth. A common area was constructed with pollinator plants.

- The Town noticed surrounding homes have begun to clean up their yards and install plantings, etc.

TIF Advisory Committee/Cocheco Waterfront Development Committee (CWDAC)/Park Subcommittee: There was no TIF advisory meeting nor CWDAC meeting in July.

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
July 2025	14	25
2025 YTD	80	89

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., continues to restore private property. They have been preparing for paving operations by raising structure covers and milling pavement in the designated areas. Paving is scheduled for August 6th, and pavement markings will follow a few weeks after pavement has fully cured. Final items, such as, installation of street light shields, will be completed as part of the final punch list items.

Sixth Street Bridge:

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. As of July, the City has reviewed

the necessary regulatory permit applications prepared by the consultant, and has reached out to the abutters to the project as is necessary prior to submitting the applications. The consultant continues to move forward with the design.

Cochecho Waterfront Redevelopment:

In July 2025, progress on the Dover waterfront development continued to progress. Private improvements are moving forward, with Construction on Buildings C & D nearing completion. Crews are now concentrating on final interior finishes while continuing exterior stonework and treatments. The three-unit townhome group is almost finished, and other townhome clusters are also making substantial progress, with most interiors complete and pre-occupancy utility testing underway. Soon, site work will start with the installation of granite curbing and sidewalks.

Advancement also continues on the City's public infrastructure improvements. Utility infrastructure is seeing continued progress; Eversource has finished temporary power connections for construction, with permanent power setup awaiting two final switchgear components. On Payne Street, all work is now complete, including final curbing, sidewalk installations, and the stormwater treatment basin. Meanwhile, River Street's Bio-swale 1 and Bio-swale 2, vital for surface drainage, are largely complete.



Extensive park and landscape work is well underway. Plantings are now in place along Payne Street, the river walk, and in stormwater treatment areas. The contractor is actively processing stockpiled loam and planting soils, while subgrade preparation and RAP closure are ongoing in the Pavilion and surrounding park areas. Significant strides have also been made in park lighting infrastructure, with conduits, bollard, and light pole bases installed, and key coring work for layout connections finalized. In terms of stormwater management, major work on Bio Stormwater Basin #1 is complete, as are the main stormwater treatment basin and pocket wetland area.

Pavilion construction is visibly progressing, with the steel supports now in place. The first-floor pan and lower-level methane vapor barrier have been installed, and the pouring of the first-floor and slab-on-grade concrete is expected in the coming days. Finally, the City is actively collaborating with engineers to develop a shoreline restoration plan near the former Army Corps bulkhead. Permit amendment documents have been submitted to the NH Department of Environmental Services, with final approval still pending.



Pavilion Flooring

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:

Apex, the consultant, recommended to replace the existing culvert with two larger sized culverts to increase the hydraulic capacity of the existing crossing. Engineering continues to work with the consultant to design and permit the final recommendation.

Garrison Hill Water Tank Rehabilitation:

The City of Dover's 4-million-gallon water tank on Garrison Hill officially came back online in July, greatly improving the city's water storage capacity to 5 million gallons. With the tank fully operational, residents are no longer being asked to conserve water by reducing or eliminating outdoor irrigation, though mindful water use is always a good idea.

This critical infrastructure project, a \$2.88 million rehabilitation of the Garrison Hill water tank, began in March. It was the first time the tank had been drained, inspected, and repaired since its construction in 1968. While the project was originally slated for completion in June before the peak summer season, higher-than-normal spring precipitation created extra moisture and condensation inside the tank, causing some delays.

The rehabilitation work started with a structural analysis. Crews then went on to repair the tank's walls, dome, and floor, applying specialized coatings and sealants. Beyond these structural fixes, the city also replaced piping and installed a new mixing unit to enhance water quality. Now, focus is on the completion of finishing touches as to painting the exterior of the tank, electrical work, site cleanup and adding additional plantings and fencing. The project contractor will wrap up the remaining work in the coming weeks of August.



Garrison Hill Water Tank

Mill St Pump Station Reconstruction:

Surveying of the project area wrapped up in June. In July, City Community Services staff met with Engineering consultants from Woodard and Curran to discuss design development. It is expected that the PS will be reconstructed in 2026.

Garrison Hill and Oak St. Water Main:

Community Services worked with the engineering firm Underwood Engineers to design water main improvements around Broadway, as the area has experienced major water main breaks in the past few years. 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 and in July installed the water main on Broadway from Florence Street to Oak Street. SUR is currently installing watermain along Oak Street



Garrison Hill Water Main Work site & Improved Tower Visibility

towards Garrison Hill Tank. The section of the watermain on Broadway has successfully passed pressure testing and bacteria testing. Heading into August, SUR will bring in additional crews to start connecting individual water services to the new watermain on Broadway. Note, recent water main breaks that occurred in July on Broadway were on the old Main and were unrelated to this ongoing construction work.

Source Water Exploration:

The City continues to work with GZA engineers to find new properties for sources of groundwater to expand the City's future capacity. This effort includes drilling test wells and assessing the local aquifer. To prepare the Griffin Well for future use, GZA has reviewed its historical data and hydrogeology, and they have also prepared a pumping test plan for the NHDES. Additionally, staff at the Dover's Pudding Hill Treatment Plant are revising their operations and maintenance plan at the request of the NHDES, following a monitoring 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. The City Council has approved additional engineering funding for Central Core Phase One. The funding is planned to cover costs through the final design stage.

Downtown Lighting Improvements:

Engineering staff is in the process of replacing 22 lights on Central Ave from the railroad tracks heading south to Chapel Street on the easterly side and to second street on the westerly side. As of July, precast concrete bases have been delivered and are located in the city's parking lot on Third Street off of Central Ave. The street lights are anticipated to be delivered at the end of the month, and the work is anticipated to begin after Labor Day.

Sidewalk Improvements:

The sidewalk bids came in higher than anticipated and as a result the City had decided to postpone the reconstruction of the Horne St and Joe B Parks walkways until additional funding can be secured. Community Services plans to rebid the work later this year due to insufficient number of bids received. The 2025 sidewalk work will be included with the 2026 sidewalks. Once pursued The City will maintain its focus on sidewalks within school zones and in highly utilized pedestrian areas such as commercial districts before moving on to less utilized areas.

Dredge Cell Closure:

The draft dredge cell closure plan was provided to the City Engineering staff in May and now, Verdantas is completing the NHDES Standard Permit Application for Solid Waste Landfill Facility. 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. The Council has approved the consultant, Verdantas to provide additional services related to the design and construction support for this project.

Lower Central Ave Street Reconstruction:

This project will include the rebuilding of Central Ave from Stark Ave to Silver Street including new utilities, sidewalks, and drainage. In July, City staff met with the consultant and NHDOT for a monthly check-in to review the design progress. The consultant is working through comments received from the city on their 100% design.

Traffic Signage Improvements:

The City of Dover's Community Services Department has conducted a 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. To improve signage throughout the City Engineering staff have identified all the signs on utility poles that need to be taken down and are working with other Community Services staff to remove and relocate or replace the signs on their own posts. This ongoing effort will ultimately improve visibility and safety on city roads.

Court Street and Union Street Reconstruction: City staff met with the design consultant, Wright-Pierce, and the contractor, S.U.R. to review project schedule. A neighborhood meeting has been scheduled for Thursday, August 14th at 6pm located at the Facilities, Grounds, and Cemetery building at 145 Court St. The contractor anticipates starting construction after Labor Day.

Hale Street and Locust Street Reconstruction: CS Engineering is advancing the design of a drainage infrastructure improvement project at the intersection of Hale and Locust Streets. This initiative involves replacing a deteriorated and obsolete granite box culvert with modern drainage systems to meet current stormwater management standards. All design and coordination efforts are being carried out in-house by CS Engineering staff. Construction is scheduled for this year and will be executed through existing master services agreements. The contract model has the City providing design and procurement while trusted vendors supply labor, supervision, and equipment. This approach, previously used to successfully and efficiently reconstruct Angle St, is expected to deliver similar cost-effective and timely results.

Central Crossings Project:

The Central Crossings project is moving forward with design almost complete. The project is supported by from Community Development Block Grant funding. The Community Services Department is working on the RFP now and hope to issue it for bid in August.

Facilities Projects:

Rotary Arts Pavilion:

The City of Dover continues to work with Unified Builders of Barrington, New Hampshire, to restore the structure of the pavilion's façade. 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.

Library Expansion Renovation:

The Dover Community Services Department continues to collaborate with the Library Department on its significant renovation project. July marked another month of steady progress, highlighted by the placement of all structural steel for both the existing building and the planned expansion. Additionally, electrical work was completed for the new transformer and generator installations. The project remains on schedule, with completion anticipated in early 2026. 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, continues to advance the Energy Services Performance Contract (ESPC) initiative. This month included a formal kickoff meeting with Energy Efficiency Investments (EEI), the City's selected partner, to review the project timeline, establish priorities, and coordinate next steps. Given the limited timeframe to take advantage of expiring federal tax deductions, current efforts are focused on prioritizing solar energy projects. This approach allows the City to maximize available incentives while also supporting Dover's long-term sustainability goals. In addition, multiple walkthroughs of municipal buildings were conducted to support EEI's comprehensive energy audit. These site visits are helping identify opportunities for efficiency upgrades, renewable energy installations, and infrastructure improvements that will deliver measurable energy savings. As the ESPC progresses, Community Services will continue working closely with EEI and the Planning Department to refine project plans and prepare for upcoming implementation phases.

Morningside Park Rehabilitation:

The city's Engineering staff is in the process of developing initial plans for the park's rehabilitation. This includes working with various city departments and, most importantly, with Dover residents. The goal is to create a park that meets the community's diverse needs with longevity in mind. As such, the project will likely be completed in phases over multiple years, as the timeline will be impacted by funding.

City Hall HVAC Renovation:

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. In July, The City is reviewed all submitted proposals and has decided to reissue the bid for the City Hall HVAC renovation project with revised language to specify a particular brand of equipment to

better meet the building’s needs. A new mandatory on-site walkthrough has been scheduled for all contractors who did not attend the original walkthrough and took place on July 31, 2025.

Griffin Well Building Upgrades:

The City of Dover is preparing to release an 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.

Jenny Thompson Pool

The Community Services Department continues to advance the much-needed renovation of the Jenny Thompson Outdoor Pool. Since the project was awarded to Northeast Earth Mechanics this spring, preliminary preparations have been underway, with a focus on necessary paperwork and planning. The official project start date has been set for August 11th, 2025. Community Services remains committed to working closely with the Recreation Department to ensure the timely rehabilitation of this important community asset, which will enhance the pool’s longevity and enjoyment for future seasons.

Permits & Licenses

Permit & License Summary Three Month Overview	May 2025	June 2025	July 2025
Driveway Permits:	14	06	23
Utility Licenses:	02	02	06
Paving Licenses:	02	01	03
Excavation Permits:	09	17	09
Certificate of Occupancy Inspections	05	05	10
Construction Permits	04	01	01
Obstruction Permits:	01	03	00
Sewer Connection Permit:	01	01	01
Septic Design Reviews:	01	01	03

Site Review / Project Oversight Support

The City’s Engineering staff typically takes between 1 to 4 hours for each review as part of the Technical Review Committee. The review focuses on engineering related design elements such as utilities (water and sewer), stormwater, parking lot layout and pedestrian

pathways. To ensure that projects efficiently move through the TRC process, City Engineering staff is available for preapplication meetings with applicants. To schedule a meeting with staff, call 603-516-6450.

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

- Littleworth Road (26,880 square ft. light industrial building)
- 141 Sixth Street (TDR project with 10- 1,400 sf residential units)
- 21 Old Rochester Road (23 unit residential)
- 40 River Street (Modification to the waterfront development)

There was one pre-construction meeting held in July.

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
- 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)

Finance Department

Administration:

On July 7th- July 10th 2025, Sarah Cook, Assessing Technician, attended New Hampshire State Statutes Part 1 Course in Concord NH sponsored by the NH Department of Revenue. The course covered the following state statutes: The Local Assessor's Office, RSA 31:95-A; Use of Cadastral Maps, Use of State Statutes Books, Administrative Rules, Case Law, RSA 74: Annual Inventory of Polls and Taxable Property, Appraisal of Taxable Property, RSA 76: Apportionment

& Abatement of Tax, RSA 91-A: Access to Public Records/Right to Know, RSA 80: Tax Collection, RSA 72: Persons and Property Taxable, and RSA 73: Where and to Whom Taxed.

On July 8th, Deputy Finance Director, Ann Legere attended a webinar sponsored by City of Dover Accounting Firm, CBIZ titled Breaking Down the “One Big Beautiful Bill” Act: Insights & Implications of the Tax Legislation. Learning Objectives included discussions about key tax provisions contained in the recently enacted federal tax legislation and how certain provisions might impact businesses or individuals.

City Clerk Tax Collection (CC/TC)

In July the City Clerk/Tax Collector issued impending tax lien notices to 316 property owners for \$1,811,646.42 past due outstanding Tax Year 2024/Fiscal Year 2025 property taxes. Tax lien date is set for August 28, 2025.

Finance / Accounting / Purchasing

On June 24th, Deputy Finance Director, Ann Legere attended a webinar sponsored by Citizens Bank named Solving for Speed and Security in Payments. The Citizens Bank and Mastercard payment leaders 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 in 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.

Continuing with the project of resolving payment speed and security, on July 8th the Finance Director and Deputy Finance Director attended a Microsoft Teams Meeting with CorPay for a presentation on virtual and in person MasterCard payment options.

On July 29th The Purchasing Department finalized the FY25 Open Purchase Orders. Through the annual Purchase Order rollover process, the department rolled 436 open purchase orders totaling \$55,052,649.14 forward to FY26. This annual rollover process results in closing out the FY2025 budget group.

Tax Assessment

No update available at the time of this report.

Water/Sewer Utility Billing

On July 10, 2025 the office completed the June 2025 monthly billing of 24.8 million gallons of usage for 846 accounts, representing a total amount billed of \$718,139.81.

Bid Solicitation:

Department	Bid #	Bid Date	Description
CS	B26002	7/10/2025	Ford F600 Truck, Plow and Hooklift
CS	B26003	7/16/2025	Purchase of Ford Maverick for Parking Bureau
CS	B26005	7/11/2025	Laboratory Testing Services
CS	B26006	7/9/2025	Crack Sealing Services
CS	B26008	7/14/2025	Purchase of Ford Maverick for Facilities & Grounds
CS	Q26-001	7/25/2025	Standby Generator Maintenance
Executive	B26004	7/16/2025	Sale of City Owned Real Estate - Avon Ave Map 33 Lot 59A

Purchase Orders over \$5,000:

Department/Division	PO Date	Vendor	Amount
City Clerk Tax	7/1/2025	NEW HAMP PRINT & MAILSERVICES	\$15,245.00
City Clerk Tax	7/1/2025	NEW HAMP PRINT & MAIL SERVICES	\$16,450.00
Finance Office	7/14/2025	DIAMOND MOWERS, INC.	\$6,223.70
Finance Office	7/9/2025	HARRIS LOCAL GOVERNMENT	\$9,120.00
Finance Office	7/9/2025	INTERWARE DEVELOPMENT CO INC	\$14,443.05
Finance Office	7/24/2025	VERIZON WIRELESS	\$28,727.00
Finance Office	7/14/2025	2 WAY COMMUNICATIONS SERVICE, INC.	\$32,424.00
Finance Office	7/23/2025	EVERSOURCE ENERGY	\$57,361.00
Finance Office	7/24/2025	VERIZON WIRELESS	\$57,410.00
Finance Office	7/9/2025	TYLER TECHNOLOGIES, INC.	\$61,097.43
Finance Office	7/23/2025	EVERSOURCE ENERGY	\$69,723.00
Finance Office	7/1/2025	UNITED STATES POST OFFICE-CMRS	\$71,700.00
Finance Office	7/9/2025	CBIZ CPAs P.C.	\$98,000.00
Finance Office	7/29/2025	CONSOLIDATED COMMUNICATIONS INC	\$114,942.00
Finance Office	7/23/2025	SPRAGUE OPERATING RESOUCES, LLC.	\$124,845.00
Finance Office	7/23/2025	UNITIL NH	\$125,166.00
Finance Office	7/23/2025	EVERSOURCE ENERGY	\$144,838.00
Finance Office	7/21/2025	EVERSOURCE ENERGY	\$341,812.00
Finance Office	7/1/2025	PRIMEX-P/C GROUP	\$651,170.00
Finance Office	7/21/2025	EVERSOURCE ENERGY	\$1,023,673.00
Finance Office	7/9/2025	STRAFFORD COUNTY COMMISSIONERS	\$11,694,037.00
Info Tech	7/9/2025	SANBORN MAP COMPANY (THE)	\$5,500.00
Info Tech	7/7/2025	INTERSOFT DATA LABS, INC.	\$8,744.95
Info Tech	7/24/2025	INSIGHT PUBLIC SECTOR, INC	\$9,737.10
Info Tech	7/14/2025	FIRSTLIGHT	\$15,403.00

Info Tech	7/14/2025	TYLER TECHNOLOGIES, INC.	\$34,617.01
Info Tech	7/7/2025	COMCAST	\$45,079.00
Community Services	7/16/2025	HACH COMPANY	\$5,047.90
Community Services	7/9/2025	HEG,INC. / HAFFNERS	\$5,500.00
Community Services	7/1/2025	DIG SAFE SYSTEMS INC.	\$5,691.36
Community Services	7/14/2025	BAU-HOPKINS / AMH ENTERPRISES, INC.	\$5,708.39
Community Services	7/17/2025	SUR CONSTRUCTION, INC.	\$6,000.00
Community Services	7/1/2025	SANEL NAPA	\$6,553.32
Community Services	7/1/2025	CITY OF DOVER-WATER~SEWER DEPT.	\$7,443.58
Community Services	7/1/2025	CITY OF DOVER-WATER~SEWER DEPT.	\$7,443.58
Community Services	7/1/2025	CITY OF DOVER-WATER~SEWER DEPT.	\$7,443.58
Community Services	7/1/2025	CITY OF DOVER-WATER~SEWER DEPT.	\$7,443.58
Community Services	7/14/2025	SUR CONSTRUCTION, INC.	\$7,500.00
Community Services	7/23/2025	SUR CONSTRUCTION, INC.	\$8,500.00
Community Services	7/29/2025	SERVPRO OF THE SEACOAST	\$9,192.59
Community Services	7/1/2025	SANEL NAPA	\$10,000.00
Community Services	7/1/2025	SANEL NAPA	\$10,000.00
Community Services	7/1/2025	SANEL NAPA	\$10,000.00
Community Services	7/1/2025	SANEL NAPA	\$10,000.00
Community Services	7/1/2025	SANEL NAPA	\$10,000.00
Community Services	7/1/2025	SANEL NAPA	\$10,000.00
Community Services	7/1/2025	SANEL NAPA	\$10,000.00
Community Services	7/1/2025	SANEL NAPA	\$10,000.00
Community Services	7/1/2025	SANEL NAPA	\$10,000.00
Community Services	7/1/2025	SANEL NAPA	\$10,000.00
Community Services	7/1/2025	SANEL NAPA	\$10,000.00
Community Services	7/1/2025	SANEL NAPA	\$10,000.00
Community Services	7/9/2025	ELECTRIC LIGHT CO, INC.	\$10,000.00
Community Services	7/14/2025	BROX INDUSTRIES, INC.	\$10,000.00
Community Services	7/16/2025	STONEBRIDGE TRAFFIC CONTROL, LLC	\$10,000.00
Community Services	7/16/2025	STONEBRIDGE TRAFFIC CONTROL, LLC	\$10,000.00
Community Services	7/16/2025	STONEBRIDGE TRAFFIC CONTROL, LLC	\$10,000.00
Community Services	7/16/2025	STONEBRIDGE TRAFFIC CONTROL, LLC	\$10,000.00
Community Services	7/1/2025	ATG MANCHESTER, LLC.	\$10,029.73
Community Services	7/9/2025	FERGUSON WATERWORKS	\$11,430.50
Community Services	7/1/2025	UNIVAR USA, INC.	\$12,320.00
Community Services	7/1/2025	ROBERTS CHEMICAL CO., INC.	\$12,600.03
Community Services	7/1/2025	MADBURY NH, TOWN OF-TAX	\$13,741.00
Community Services	7/7/2025	BOB SHERWOOD LANDSCAPE CO., LLC.	\$15,000.00
Community Services	7/14/2025	BROX INDUSTRIES, INC.	\$15,000.00
Community Services	7/14/2025	DUKES ROOT CONTROL, INC.	\$15,000.00
Community Services	7/1/2025	SAVATREE, LLC.	\$20,000.00
Community Services	7/1/2025	PESCHEL CONSULTING, LLC	\$24,000.00

Community Services	7/25/2025	DENNISON LUBRICANTS, INC.	\$25,000.00
Community Services	7/1/2025	SHANNON CHEMICAL CORPORATION	\$26,260.00
Community Services	7/17/2025	NEW HAMP PRINT & MAIL SERVICES	\$26,360.00
Community Services	7/7/2025	NORTHERN N.E. PASSENGER RAIL	\$29,088.49
Community Services	7/23/2025	SITEONE LANDSCAPE SUPPLY	\$63,997.50
Community Services	7/7/2025	IRVING OIL MARKETING, INC.	\$70,900.00
Community Services	7/9/2025	WIN WASTE INNOVATIONS	\$83,237.00
Community Services	7/17/2025	NH RECYCLES	\$90,985.00
Community Services	7/1/2025	COYNE CHEMICAL	\$105,441.50
Community Services	7/14/2025	TRITON STORM WATER	\$106,848.00
Community Services	7/14/2025	HALEY WARD, INC.	\$108,000.00
Community Services	7/7/2025	BOXES & BAGS UNLIMITED	\$131,903.76
Community Services	7/1/2025	UNIVAR USA, INC.	\$146,025.87
Community Services	7/14/2025	MORTON SALT, INC.	\$225,060.00
Community Services	7/14/2025	RESOURCE MANAGEMENT INC	\$475,900.00
Community Services	7/25/2025	WASTE MANAGEMENT OF NH	\$698,980.00
Executive	7/1/2025	PRIMEX-P/C GROUP	\$6,596.00
Executive	7/9/2025	ONSITE DRUG TESTING OF NEW	\$7,000.00
Executive	7/1/2025	COAST	\$8,000.00
Executive	7/9/2025	ONSOLVE, LLC.	\$9,500.00
Executive	7/1/2025	GENERAL CODE, LLC	\$10,000.00
Executive	7/1/2025	POLICY CONFLUENCE, INC.	\$18,500.00
Executive	7/9/2025	WENTWORTH-DOUGLAS HOSPITAL	\$22,000.00
Executive	7/1/2025	CCMSI	\$25,000.00
Executive	7/9/2025	NEW HAMPSHIRE MUNICIPAL ASSN	\$32,000.00
Executive	7/14/2025	HEALTHTRUST, INC.	\$145,000.00
Executive	7/1/2025	PRIMEX-P/C GROUP	\$548,637.00
Executive	7/1/2025	COAST	\$564,510.00
Fire and Rescue	7/17/2025	GREENWOOD EMERGENCY VEHICLES	\$5,019.00
Fire and Rescue	7/1/2025	ZCO COPRORATION	\$5,400.00
Fire and Rescue	7/15/2025	UNIFIED BUILDERS, INC.	\$8,442.13
Fire and Rescue	7/1/2025	NICOLE L. SAWYER, PSYD, PLLC	\$8,700.00
Fire and Rescue	7/1/2025	REDS SHOE BARN	\$9,000.00
Fire and Rescue	7/1/2025	SEACOAST CHIEF FIRE OFFICERS	\$9,000.00
Fire and Rescue	7/9/2025	IIA LIFTING SERVICES, INC	\$10,375.55
Fire and Rescue	7/1/2025	IRVING OIL MARKETING, INC.	\$36,000.00
Fire and Rescue	7/1/2025	JEWETT COMMERCIAL PARK LLC.	\$60,000.00
Fire and Rescue	7/9/2025	QUICK MED CLAIMS, LLC.	\$89,999.97
Planning	7/16/2025	GATEHOUSE MEDIA MASSACHUSETTS I,	\$16,000.00
Police	7/7/2025	LINEAR SYSTEMS	\$5,066.00
Police	7/1/2025	PALMIQ, INC.	\$6,436.46
Police	7/1/2025	NICOLE L. SAWYER, PSYD, PLLC	\$7,540.00

Police	7/1/2025	TRACKER PRODUCTS, LLC	\$11,304.21
Police	7/1/2025	FLOWBIRD AMERICA, INC.	\$36,000.00
Police	7/9/2025	COMPUTER SQUARE, INC.	\$55,008.75
Police	7/1/2025	IRVING OIL MARKETING, INC.	\$70,600.00
Police	7/1/2025	FLOWBIRD AMERICA, INC.	\$70,992.00
Public Library	7/23/2025	OVERDRIVE, INC.	\$12,000.00
Public Library	7/7/2025	AMAZON.COM	\$15,000.00
Public Library	7/14/2025	INGRAM LIBRARY SERVICES, INC.	\$40,000.00
Public Library	7/14/2025	BAKER & TAYLOR, INC.	\$70,000.00
Recreation	7/14/2025	CITY OF DOVER-GENERAL FUND	\$6,175.00
Recreation	7/7/2025	VERMONT SYSTEMS, INC	\$7,902.12
Recreation	7/14/2025	FILLION ASSOCIATES	\$32,976.00
Tax Assessment	7/17/2025	NEW HAMP PRINT & MAIL SERVICES	\$10,250.00
Tax Assessment	7/7/2025	TYLER TECHNOLOGIES, INC.	\$14,125.00

Fire & Rescue

Calls for Service / Activity Statistics

Responses are tracked and categorized using the National Fire Incident Reporting System (NFIRS), with incidents typically classified into the following categories:

- 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
July	627	20

Simultaneous Calls and Resource Management

Simultaneous incidents—emergency calls that occur at overlapping times—present operational challenges and can strain available resources. If one crew is committed to an incident and another call comes in before that crew is cleared, response times may be affected as units respond from outside their designated district.

With the exception of major, multi-company responses such as structure fires, current staffing levels allow Dover Fire & Rescue to effectively manage two simultaneous incidents without degrading service delivery. A third simultaneous call may also be managed, depending on the nature of each incident and the location of

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
July 2025	201	98

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 July 2023	# of individuals July 2024	# of individuals July 2025
Boston Children's Hospital	MA			
Brigham and Woman's Hospital	NH			
Cheshire Medical Center	NH			
Concord Hospital	NH			
Dartmouth Hitchcock Medical	NH			
Elliot Hospital	NH			
Exeter Hospital	NH			
Free Standing ER – Dover (HCA)	NH	32	32	17
Frisbie Memorial Hospital	NH	02	04	01
Maine Medical	ME			
Mass General Hospital	MA			
Portsmouth Regional Hospital	NH	06	09	09
St. Joseph's Hospital	NH			
Tufts Medical Center	MA			
Wentworth Douglass Hospital	NH	283	240	308
York Hospital	ME			
Total Transports		323	285	335
**Non Transports/Sign offs/Refusal of Care		147	122	128

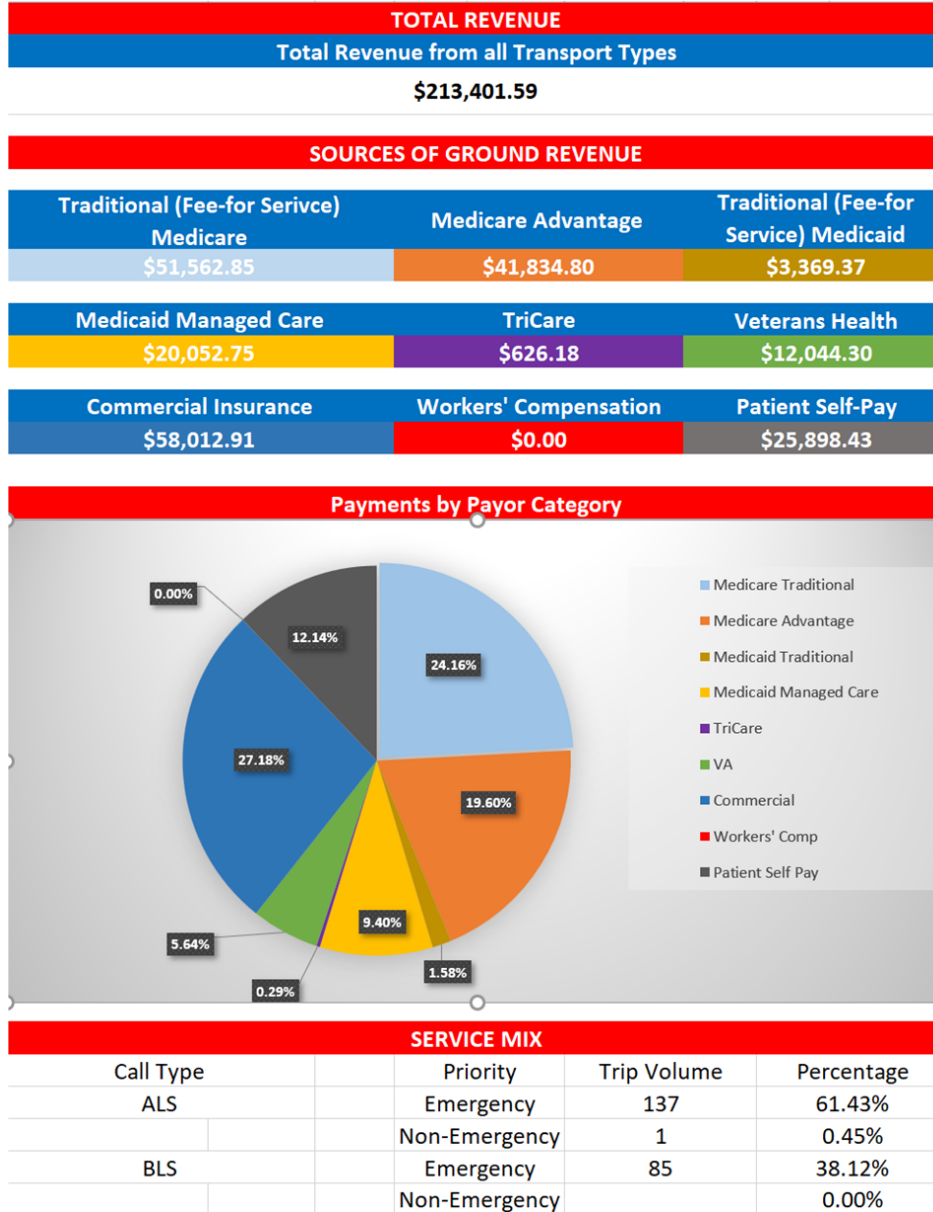
****Includes no patient contacts: Accidental Medical Alert Alarms, Cancelled enroute, etc.**

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>July 2024 Assists</i>	<i>July 2025 Assists</i>
Barrington	Barrington Fire		
Berwick	Stewart's Ambulance		
Durham	McGregor EMS		
Eliot	Stewart's Ambulance		1
Farmington	Farmington Fire		
Greenland	Greenland Fire		
Keene	Keene Fire		
Kensington	Kensington Fire	1	
Kittery	Stewart's Ambulance		1
Lee	McGregor EMS		
Madbury	McGregor EMS		1
New Durham	New Durham Fire		
Newington	Newington Fire		
North Hampton	North Hampton Fire	1	
Northwood	Northwood Fire		
Pease ANGB	Pease ANGB Fire		
Rochester	Frisbie EMS	2	1
Rollinsford	York Ambulance	2	1
Seabrook	Seabrook Fire		
Somersworth	Stewart's Ambulance	2	5
South Berwick	York Ambulance	2	2
	Total	10	12

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





Dover Fire & Rescue remains committed to building strong connections with our community through ongoing public safety education and outreach. Our crews regularly engage with residents at schools, community events, and neighborhood gatherings, sharing life-saving tips and answering questions about fire prevention, emergency preparedness, and injury prevention. These interactions not only strengthen trust, but also empower individuals and families with the knowledge and confidence to respond safely in an emergency. By fostering these relationships, we continue to create a safer, more informed Dover for everyone.

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 July, Dover Fire & Rescue completed a major reorganization aimed at creating a safer and more efficient department. A key part of this change was the addition of on-duty Fire Battalion Chiefs, who provide dedicated incident command, improve coordination between stations, strengthen firefighter supervision, and enhance emergency response capabilities. This leadership structure ensures faster decision-making, better resource management, and stronger firefighter development—helping us keep pace with the city's growth and maintain the highest level of public safety.

The department is also proud to announce the following promotions:

- Captain Brendan Driscoll – promoted to Deputy Chief, Second-in-Command
- Captain Marc Plante – promoted to Battalion Chief
- Lieutenant Josh Ambrose – promoted to Captain
- Lieutenant Matthew Adams – promoted to Captain
- Firefighter Matthew McLean – promoted to Lieutenant
- Firefighter Michael Kilday – promoted to Lieutenant

Planning & Community Development

Inspection Services:

Inspections & Permits	May 2025	June 2025	July 2025
Life Safety Inspections	57	64	28
Business Inspections	3	6	1
Sprinkler / Alarm Inspections	498	21	105
Building Inspections	340	309	289
Electrical Inspections	128	186	178
Plumbing / Mechanical Inspections	468	366	359
Blasting Inspections	0	0	0
Health/Housing Standards Inspections	24	60	58
School / Daycare Inspections	10	4	12
Oil Burner Inspections	0	0	0
Woodstove / Fireplace Inspections	0	0	0
Building Permits	59	43	42
Blasting Permits	0	0	0
Certificate of Occupancy Permits	2	6	11
Walk-in Customers	94	94	109

The Inspection Services Division welcomed Justin Corrow as the new Building Inspector and the Division has some part time inspectors helping out during the busy construction season while new staff get up to speed.

Planning Administration

Planning and Community Development staff met with several developers regarding conceptual reviews. Projects included some residential only, some commercial or mixed use and some industrial. There is active interest throughout the City and with project costs trending up, interest in development is still very steady with applications coming in.

Private developments approved by the Planning Board are underway as shown in the subdivision and site plan report including the status on building permits. Staff has heard from some of the developments such as the mixed-use project at 47 Chestnut St 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 2024 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 is scheduled for all zoning amendments at the Planning Board meetings in August and September and then will be forwarded to City Council.

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

Planning and Community Development staff are working on proposed zoning amendments to assess the Transfer of Development Rights (TDR) Ordinance and modify other policies and processes to better support a contextually sensitive variety of attainable housing options. A subcommittee focusing on reviewing and suggesting amendments to the TDR ordinance has been meeting monthly.

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 Ad-Hoc Housing Committee met to finalize their report and summary of recommendations and presented their report to the City Council on July 23.

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

City Planner Bassegio recorded an episode of the Dover Download podcast in July to cover the month's land use board meetings, including zoning board decisions, Arts Commission projects, Conservation Commission endorsements, and Planning Board approvals.

The Department of Planning and Community Development continued to update its newsletter, Facebook page, and Twitter feed to communicate with the public. The Department of Planning and Community Development has 896 Facebook followers (City of Dover NH Planning) and 905 followers on Twitter @DoverNHPlanning.

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 3,400 likes and 3,775 followers).

Planning and Media Services staff continued to develop and enhance an electronic "newsletter" for planning related items (with 1,156 subscribers). Two newsletters were sent in July. Content included meeting summaries, meeting previews, and various special topics such as information on upcoming events that the department held like an educational downtown ash tree walk. Readers were also provided information on the City Council presentation by the Ad-Hoc Committee to Address Community Housing Needs on their housing recommendations and a belated welcome to the department to Abby Galloway-Burke. Readers were encouraged to respond to two Polco surveys that asked their opinions on the future of street trees in the downtown area and "What area of Dover do you live in, and what are one or two words you would use to describe what makes your neighborhood distinct?"

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 July.

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.

While the Arts Commission did not meet this month, the long-awaited Reaching Across sculpture was installed at Joe Parks Park, with a grand opening celebration to take place in early August.

Resilience Coordinator Merchant staffed the Energy Commission meeting on July 16th where the commission discussed updates to the Wastewater Treatment Facility solar project and Energy Tips from the Energy Commission for the Dover Download.

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

Assistant City Planner Edgecomb attended the Ash tree informational walk with the county forester Lindsey Watkins on July 10th to spread awareness about the dying Ash trees along Central Ave.

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

The Planning Dept. did not receive any Zoning Board of Adjustment applications in the month of July, so the meeting scheduled for the 17th was cancelled.

Assistant City Planner Edgecomb staffed a Conservation Commission Workshop on July 21st to dive deeper into the purview that members have over application review at meetings.

Assistant City Planner Edgecomb staffed the Open Lands Committee on Thursday, July 24th where discussions around public outreach and upcoming events were had.

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

Zoning Administrator Crouser received one (1) resident complaint during the month of July, for various illegal temporary signs around the City and a chicken coop in close proximity to a property line. Signs continued to be removed around the major arterial corridors and the owner of the chicken coop was notified of the infraction.

Assistant City Planner Edgecomb began working with UNH Cooperative Extension to revise the downtown street tree planting list to ensure for the best planting practices and providing a strong and healthy downtown canopy.

Resilience Coordinator Merchant with Director Benton, Facilities Project Manager Sanderson and Engineering Intern Lamontagne attended the ESPC kickoff meeting with EEI and began touring facilities in preparation for energy audits of municipal buildings.

Resilience Coordinator Merchant drafted a RFP for the Wastewater Treatment Facility rooftop solar project.

Planning staff continues to work with representatives from local and regional agencies, including One Sky Community Services, Our Place, & AbleNH, to better understand the challenges faced by residents with disabilities and those who care for them. This has included a collaborative review of a proposed zoning definition and criteria for 'Community Residence,' a supportive housing type designed to meet the needs of adults living with disabilities or acquired brain injuries.

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

Director Benton, Zoning Administrator Crouser, and City Planner Bassegio met with several commercial and residential developers to discuss the viability of their proposed projects at several potential sites around the City, to include several single-family home projects and future development goals for the former Harvey's Bakery property.

Planning staff are finalizing a handbook for Planning Board, Zoning Board, Conservation Commission, and Energy Commission members.

Director Benton began collecting CIP requests from various departments and compiling 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 Finance staff drafted an RFP for an Impact Fee analysis which is completed every 5 years and are negotiating with the one bid received. An award of bid was approved by Council in December. The contract was signed in early February after liability insurance certificates were submitted and the consultant has started the data collection process. The consultant gathered data and met with the Recreation Director, the Police Chief, Fire Chief, and School Superintendent and continued gathering/analyzing data over the summer and fall. The school is provided updated enrollment and capacity data and a draft report was provided to the City for review at the end of December. Staff are reviewing the report and discussing the implications of a new methodology and discussing options with the Planning Board in February. Director Benton is gathering more information and provided a draft to the Planning Board on June 25 and the discussion continued into August with the Board asking staff to draft potential policies and zoning amendments for a possible moratorium or amending the impact fee ordinance to eliminate them. The Board voted in September to set the impact fee to \$0 and to not require projects that received Planning Board approval in 2024 to pay impact fees. They further clarified the draft policy via a vote in October. The Board voted to post a zoning amendment in March, public hearings are scheduled for August and September 2025 to then potentially be recommended to the City Council.

The Dover Arts Commission ("DAC") continued to monitor the status of public art installations at the Cochecho Waterfront development.

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

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.

City staff continue to work with the project consultants on the Land Use Analysis Chapter of the Master Plan. Staff provided initial feedback on a draft of the chapter in July and the next meeting of the Steering Committee is planned for August.

Community Development Planner Carpenter assisted CDBG subrecipients with the development of their RFPs and their contracts with contractors.

Assistant City Planner Galloway-Burke began environmental reviews for several CDBG funded projects.

Community Development Planner Carpenter completed and submitted HUD quarterly reporting.

Community Development Planner Carpenter reviewed and authorized payment of Q4 CDBG reimbursement requests to subrecipients.

Community Development Planner Carpenter completed and submitted the FY26-FY30 Consolidated Plan to HUD for their review.

Community Development Planner Carpenter met with the Legal Department to review proposed CDBG subrecipient contract language.

Zoning Administrator Crouser and Planning Director Benton followed the effective dates of several NH land use bills recently signed into law by Governor Ayotte, including bills related to ADUs and residential parking regulations.

Police Department

Prevention Services Unit

The annual Dover Youth to Youth summer training program for new members was held on July 14-18, 2025. This included 10 individual presentations to over 40 youth attendees.



Youth to Youth members applying informational stickers to cases of alcohol as part of the "Sticker Shock" program.

During the training program students received a series of classroom sessions on drug and alcohol issues taught by older, experienced Youth to Youth members. They were also trained in skills used in Y2Y such as how to make a radio spot, conducting a community event, performing theatrical skits, and public spee



Youth to Youth members demonstrating public speaking to attendees of the Y2Y summer program.

During the week teams of students conducted Sticker Shock at 5 local stores, gave 5 medicine safety presentations at 5 local day camps and day care centers, produced a video of all of the activities for the

parents, and held a presentation for parents demonstrating what they had learned and accomplished.

Students also conducted a rally at Henry Law Park during the week to launch their We Know campaign raising awareness about how alcohol increases the risk of seven types of cancers. At the rally almost 40 students displayed posters and visuals, chanted, passed out palm cards to pedestrians, and conducted a live press conference which was also streamed on Facebook. The rally kicked off what will be a yearlong campaign targeting teens, preteens, parents, and other adults with social media posts, radio ads, presentations, and other media messaging.



Youth to Youth students conducting a press conference and rally at Henry Law Park as part of their "We Know" campaign.

The Summer Program also included a concurrently running Adult Track attended by 5 participants for the 3 ½ - day training designed for those hoping to institute a youth advocacy program in their jurisdiction. These prevention professionals took part in a series of presentations designed for them, were able to observe the training of students in the youth track, and shadow several prevention projects conducted by the student attendees. The adult attendees came from New York, Massachusetts, and New Hampshire.

Regular weekly meetings of the 4 Youth to Youth teams ended in June and will resume at the start of the new school year.

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.

Dover Teen Center

During the month, there was a total of 197 youth in attendance over 15 days of programming at the Dover Teen Center. The average was about 13 youth per day.

TC Summer Zone - July 2025

Here are some program highlights:

- * Old Orchard Beach
- * Super Summer Zone Trip: "Canobie Lake Park"
- * Mini-Golf Adventure Trip
- * Wallis Sands Beach
- * White Lake State Park BBQ & Swim
- * Portland Sea Dogs Baseball Game Trip
- * Super Summer Zone Trip: "Hilltop Fun Center"

- * Ellacoya State Park BBQ & Swim
- * York Beach @ Short Sands
- * Super Summer Zone Trip: “Funspot Arcade”
- * NH Fisher Cats Baseball Game Trip

- ***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.



Teen Center youth participant Jolene getting ready to race at Hilltop Fun Center.

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

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



Teen Center youth participant Logan posing with an autographed foul ball at the NH Fisher Cats game.

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

Diversion Program

The Diversion Committee did not meet in July 2025.

As a result of evaluating the caseload heading into August 2025, the following is committee’s case breakdown:

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

(* = at the time of report)

Community Service

The Community Service program tracked (2) participants in the month July 2025. A total of (10.0) hours of community service work completed with (0) participants finishing allocated hours.

Community Response & Engagement Unit (CREU)

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

On July 7 and 8, 2025, Lt. Mitrushi presented Awareness Interaction Direction (A.I.D.) training to approximately 30 Dover Fire & Rescue personnel. The training, developed by Kent State University, is a mental health first aid style training, designed to increase an individual's confidence in recognizing and approaching someone in distress. This instruction aligns with the City of Dover's goal to train all city employees in proper ways to address mental health and assist those either in crisis or experiencing a mental health challenge.

On July 14, 2025, Lt. Mitrushi met with a research team from the University of New Hampshire focusing on First Responder wellness under the guidance of Dr. Katherine Godshall as a part of the Hamel Research Center's Summer Undergraduate Research Fellowship. The research team aims to measure the effect on First Responder wellness through the use of brief meditative virtual reality sessions over the course of a five-week period. Participants' biometric measures, such as heart rate, respiratory rate, and blood pressure, will be tracked prior to and after the intervention to track biological stress indicators. Participants will be asked to complete intake screenings, post-intervention screenings, and weekly surveys. Through this intervention, researchers aim to better understand occupational stress and trauma that First Responders experience through monitoring changes in biological measures and survey replies in response to this intervention. The results of this research would provide information for future training practices and how to adequately provide resources for First Responders to improve their holistic wellness.

Lt. Mitrushi participated in 3 oral board interviews for potential recruit officer candidates, assisted in conducting 9 physical fitness assessments for both current and potential officers, and created 11 social media posts in July.

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.

Officer Palmer was in training for 2 weeks in July. He also conducted foot and bike patrols of the Downtown Business District and Dover Community Trail. Officer Palmer assisted patrol throughout July and made four (4) arrests.

Officer Palmer located one active campsite on public property. Officer Palmer worked with the individual in seeking resources. Several subjects experiencing homelessness/substance abuse disorders were offered assistance and connected to the Social Work Unit. Officer Palmer continues to work with several property owners and property managers to issue trespass notifications to individuals loitering or sleeping in apartment complexes and businesses without permission.

During one of Officer Palmer's investigations working with a property manager regarding package thefts, Officer Palmer was able to identify the suspect in thefts from Somersworth businesses. Due to this, the suspect was arrested in Dover with stolen property connected to several felony level thefts in Somersworth.

During July, 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 July, Officer Berdecia handled a variety of calls for service while performing his summer duties as a member of the Community Response and Engagement Unit (CREU). These calls included twenty community contacts, two community relations activities, one emotionally disturbed person, and one motor vehicle accident with injury.

During the numerous community contacts, Officer Berdecia engaged the public while riding a mountain bike throughout the Downtown Business District and Dover Community Trail. Public members that were contacted expressed appreciation for seeing officers on the mountain bike and engaging the public in a proactive manner.



Officer Berdecia riding the police mountain bike downtown and along the Dover Community Trail.

On July 2, 2025, Officer Berdecia assisted Dover Housing Authority Officer Bryon Gore with an emotionally disturbed juvenile. Officer Berdecia was familiar with the juvenile from his role as the Middle School Resource Officer. Officer Berdecia was able to use his established rapport with the juvenile to speak about his recent actions and feelings, and convince him to agree go to the hospital for an evaluation.

On July 10, 2025, Officer Berdecia assisted Problem Oriented Policing (POP) Officer Jonathan Palmer with presenting Civilian Response to Active Shooter Event (CRASE) training to supervisory staff at the Dover Center for Health & Rehabilitation. Officers Berdecia and Palmer explained strategies and tips to keep staff safe during active attacks. They also walked

throughout the building to discuss areas of concern and vulnerability, and provided insight on how staff could maximize life safety during an attack.

On July 14 – 18, 2025, Officer Berdecia attended the Dover Youth to Youth Summer Camp, where he assisted the Prevention Services Unit (PSU) as a support staff. Officer Berdecia assisted with group projects and transporting camp attendees as needed. During the Alcohol Awareness Rally at Henry Law Park, Officer Berdecia acted as a safety officer, ensuring all attendees were staying hydrated and taking breaks from the heat as needed. Officer Berdecia also coordinated for a Dover Fire Department engine to stop at the rally to spray the youth off with a fog of cool water after their successful rally.

Dover High School Liaison Officer

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.



Officer Watkins stopping by a lemonade stand while on patrol.

Whittier Falls Liaison Officer

During the month of July 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, a bicycle registration event, property checks, 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, civil standbys, missing juvenile and alarms. Additionally, Officer Gore logged 24 community contacts, preformed 18 motor vehicle stops, and conducted 18 background investigations for DHA applicants and new DHA hires. Office Gore also worked 61 hours of overtime this month to assist patrol in coverage of shift for vacations, trainings, callouts and injuries.

On July 1, 2025, Officer Gore responded to a report of a disturbance between neighbors on Edgar Bois Terrace. Officer Gore conducted his investigation, spoke with neighbors and witnesses, and was able to determine that an assault had occurred. He later drafted an affidavit, complaint, and warrant, charging one resident with assault. There were no serious injuries associated with this event and the suspect was cooperative.

On July 15, 2025, Office Gore was alerted by a resident on Mineral Park Drive that a small child was wandering the street without supervision. Officer Gore met with residents and the child who was unable to provide his home information. As Officer Gore was returning to the substation with the child, a juvenile family member informed him that they were watching the child and had fallen asleep. Officer Gore spoke with the parents upon their return and informed the Special Investigations Unit for possible follow up.

On July 17, 2025, Officer Gore was informed by the patrol division of some damage to a residence located on Union Court. Officer Gore, with the help of Officer Roderick was able to speak to everyone involved and determined that some damage to DHA property had occurred as well as Trespassing. Officer Gore completed an affidavit, warrant, and complaint for Criminal Trespass and Criminal Mischief.

On July 25, 2025, Officer Gore responded to Rollinsford, NH in the capacity as a Crisis Negotiator for a SWAT callout. After 12 hours of attempting to speak to the individual in crisis, the person surrendered peacefully without incident.

On July 26, 2025, Officer Gore responded to a residence in Dover in the capacity as a Crisis Negotiator for a SWAT callout. After several hours of attempting to open a line of communication, and speaking with several local resources, the individual presented themselves to officers. After a brief interaction, the individual was taken into custody, and transported to receive medical treatment for a mental health crisis.



Officers conducting active shooter training at the Dover High School.

The police department recently completed training for all officers focused on Active Shooter Response. This training reinforces critical strategies for responding to active shooter situations. Ongoing training like this ensures our officers are prepared to act decisively and in accordance with the law to protect the community.

Social Work Unit

Social Work Unit Supervisor

Kaitlin Jones had 4 new cases in July 2025. In total, Kaitlin Jones has had 52 cases in 2025.

Throughout the month of July, 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 Shari Woods from Better Life Partners, Jack O'Connor from Live Free Recovery, Jamie Paolini from The Ridge Treatment Center, and Lauren Berman and Sarah Jones from Community Action Partnership of Strafford County. Kaitlin Jones attended and participated in the Hope on Haven Hill Open House Event.

Kaitlin Jones met with Hampton PD Captain Anthony Azarian, and their new Police Social Worker, Jane Twombly, on 7/14/25 and 7/23/25 to provide consultation and technical assistance around building their Police Social Work program for the Town of Hampton, NH.

Kaitlin Jones continued onboarding process for BSW intern, Britney Jackson, and MSW intern, Cole Bouchard-Liporto. Kaitlin Jones interviewed a third MSW candidate, Jenna Souza, who committed to a fall placement; began onboarding process. Three interns to begin September 2025.

Outreach Social Worker (OSW):

Shannon Snyder joined the Social Work Unit as the Outreach Social Worker on July 7, 2025. Throughout the month of July, Shannon Snyder focused on becoming acclimated to the role and Dover Police Department through training and shadowing.

Shannon Snyder had 6 new cases in July 2025. In total, the Outreach Social Worker position has had a total of 32 cases in 2025.

General case management is offered to adults referred by patrol or who generate frequent and ongoing calls for service due to unmet social service needs. Shannon Snyder also conducts community outreach throughout the City of Dover, which includes citizens in need of services, businesses, and community organizations.

Throughout the month of July, Shannon Snyder 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, Collaborative Meeting with Sobriety Centers of NH, Home for All Coalition Quarterly Meeting, Collaboration Meeting with the Ridge RTC, VA S.A.V.E Training, Collaborative Meeting with Better Life Partners, Assisted with Youth to Youth Summer Program, Collaborative Meeting with Dover Children's Home, Combined Outreach with CAP Outreach Coordinator Open House for Hope on Haven Hill's High Intensity Outpatient Program, Collaborative Meeting with Infinity Peer Support, and Outreach to Downtown Dover Businesses.

Youth & Family Social Worker

Alexis Taatjes had 12 new cases in July 2025. In total, Alexis Taatjes, has had a total of 85 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 July, 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: Live Free Recovery Collaboration Meeting, NH Police Social Work Group, Dover Teen Center, Home for All Coalition Meeting, Weekly Check-ins with McConnell Center Businesses, Dover City Welfare and Dover Housing Authority Collaboration Meeting, Veteran's Affairs S.A.V.E. Training, Community Action Partnership of Strafford County Collaboration Meeting, Better Life Partners Collaboration Meeting, assisted with Youth 2 Youth Summer Camp, Dover Children's Home Collaboration Meeting, Ridge RTC Collaboration Meeting,

Children's Advocacy Center Monthly Case Review, Infinity Peer Support Collaboration Meeting, and Dover School District Collaboration Meeting.

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>2</i>
<i>Notifications to City Hall</i>	<i>0</i>	<i>Dance / Entertainment</i>	<i>0</i>
<i>Raffle/Tagging Permits</i>	<i>0</i>	<i>Gun - Seller</i>	<i>0</i>
<i>Block Party Permits</i>	<i>5</i>	<i>Hawker / Peddler</i>	<i>1</i>
<i>Parade Permits</i>	<i>1</i>	<i>Road Race</i>	<i>2</i>
<i>License to Carry Firearm</i>	<i>7</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 July 10, 24, and 31. Projects under review during these meetings included a commercial property off Littleworth Road, a residential development off Sixth Street, a residential development off Old Rochester Road, and a mixed use site plan amendment on River 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.

Lt. Speidel worked closely with Assistant Recreation Director Rick Conway to develop the police department's operational plan for traffic safety and security during the Independence Day fireworks celebration on July 5. The fireworks were held at Garrison Hill Park, with multiple locations in the City's north end serving as prime viewing spots.

Lt. Speidel attended the City Council's ordinance committee meeting on July 21 to brief the committee on a series of proposed stop sign ordinance amendments.

The Dover Police Department's Driver Feedback and Speed Monitoring mobile trailer was deployed during the month of July in several locations - including Old Rochester Road, Stark Avenue, Old Stage Road, Piscataqua Road, Middle Road, and Gulf Road.

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

- Oak Street and Broadway closures for multiple water main breaks and utility work, July 1-25
- Florence Street neighborhood block party, July 19
- Fourth Street closure for utility work, July 21
- Silver Street closure for water main break, July 29

Standards Unit

Shannon Snyder began her career with the Dover Police Department as the Outreach Social Worker on July 7, 2025. Shannon will focus on homelessness outreach. Shannon has her bachelor's degree in Psychology from Southern New Hampshire University and most recently worked at Bonfire Behavioral Health in Rochester. She grew up in the Rochester area and currently lives in Berwick.



**Outreach Social Worker
Shannon Snyder**

On July 14-18, Sergeant Adam Gaudreault attended Linux for Law Enforcement training held in Hoover, Alabama. This one week training offered insight on Linux based distributions, how to identify, recover, and forensically report on file systems and their relevant artifacts. The course also provided current case studies and law enforcement cyber investigative techniques in identifying and replicating portable boot OS media consistently seen during anti-forensic criminal tactics.

On July 15, Social Workers Alexis Taatjes and Shannon Snyder attended a two-hour course entitled VA S.A.V.E Training. The purpose of the course is to help students act with care and compassion if they come across a Veteran who is in crisis or having thoughts of suicide. The acronym S.A.V.E. helps students remember the important steps involved in suicide prevention. Spot the signs, Ask the critical question, Validate and Encourage support.

On July 15, 17, 22, 24, Sergeant Chris Plummer attended an online training entitled SWAT Command Decision Making & Leadership. This four day training discussed a comprehensive array of topics including problem-solving methods and analytical thinking, tactical science principles, understanding the science of trust and how it impacts the building of high-performing teams, emotional intelligence, enhancing the structure and delivery of training to improve team performance, organizational leadership, and critical thinking.

On July 17-18, Officer Christopher Gibbons attended TASER Instructor re-certification held in Litchfield, NH.

On July 21, Detectives Molly Martuscello & Dave Anderson, Sergeant Adam Gaudreault, and Officers Stephanie Pabis, Derek O'Neil, and Carmen Cusick attended Crime Scene In-service training.

On July 21-July 25, Officer Jonathan Palmer attended Firearms Instructor Part 1 and Part 2 respectively.

On July 21-25, ACO Kathy Ladisheff attended the 2025 New England Animal Control/Humane Academy (NEACHA). NEACHA offers a unique environment that attendees find truly invaluable. This distinctive atmosphere fosters learning, collaboration, and personal growth, making every experience memorable. Participants leave not only with knowledge but also with lasting connections and insights.

On July 22, Officers Ian LaBelle and Wade Watkinson attended Intoxilyzer Re-certification training held at New Hampshire State Police Headquarters. This training and re-certification is required annually in order to conduct breathalyzer exams.

On July 25, Bridge Ryan attended Restorative Justice Panel training. The training educated and explored the fundamental principles of restorative justice. It taught attendees how to facilitate a restorative justice panel meeting within the juvenile court diversion framework. It included teaching facilitators how to repair harm between offenders and harmed parties, whether the harmed party is a direct victim of the crime, community organization or indirect victim of the crime. It taught skills on panel facilitation that included developing plans and contracts that balance relationship-building and problem solving. Participants walked away with skills to facilitate panels and action items to change or modify within their own diversion programs.

On July 28-August 1, Officer Jonathan Palmer attended Open Source Intelligence (OSINT) training held in Hoover, Alabama. The one-week course provides the knowledge base to understand basic Open-Source Investigative methods and steps to assist in ongoing criminal investigations. Students learned legal, ethical, and moral implications of its use, as it relates to ongoing criminal investigations; the OSINT cycle and the process to develop and utilize various OSINT tools and techniques to expand investigations.

On July 29-30, Sergeant Matt Harnish attended a two-day training entitled Navigating Social Media & Online Gaming Platforms held in Concord, NH.

Special Services Bureau

Special Investigations Unit:

During the month of July 2025, 9 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 6 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 July 2025.

Throughout July 2025, SIU detectives conducted targeted drug operations with local, county, and federal law enforcement.

As a result of a SIU investigation, a 28-year-old man was arrested by the York (ME) County Sheriff's Department and extradited back to New Hampshire to face charges of Second-Degree Assault, Domestic Violence Simple Assault, and Obstructing the Report of a Crime.

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.

A Dover woman was arrested by SIU detectives for Endangering the Welfare of a Child and Facilitating an Underage Alcohol House Party.

In July 2025, 9 cases were forwarded to the Strafford County Attorney's Office for review and Grand Jury indictment.

SIU detectives obtained 5 search warrants to further ongoing criminal investigations.

SIU detectives referred 30 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.

SIU detectives assisted the regional tactical team by obtaining a search and arrest warrant for a 49-year-old Dover man who had threatened a Dover police officer with a knife.

The Special Investigations Unit investigates Internet-based crimes occurring in Dover as assigned by the Internet Crimes Against Children (ICAC) Task Force. In July 2025, SIU detectives had 1 active ICAC case.

At the end of July, detectives had 32 open investigations.

Parking Bureau

Parking Manager Bill Simons assisted a downtown property owner with returning a city sidewalk to public use. More than a decade ago, the prior property owner had repaved their parking lot for a multi-business building. In doing so, they extended the parking lot onto the public sidewalk and it wasn't really noticed until activity in that area picked up. The new building owners met with Bill on-site and proceeded to bring in a painting crew to return the sidewalk to use by pedestrians.

The Parking Bureau is reducing the number of on-street meters slightly to coincide with present usage while reducing monthly charges. Currently, 35% of users take advantage of the Pay-by-Phone or Pay-by-Text options and it is expected to grow once new signage is installed (provided without charge by the meter company). For example, the five meters on the west side of Central Avenue between First and Orchard Streets will be reduced to three. One meter will be moved to

make the distance between meters consistent. The current Pay-by-Plate system allows drivers to avoid having to return to their vehicle to display the receipt so they may go right to their destination. The reduction of each meter saves the Parking budget \$624 in annual fees.

Other areas of downtown will be evaluated for additional reductions ahead of the installation of the upgraded meter system recently authorized.

Parking - July 2025	Jul-25	Jul-24	Jul-23	Fiscal YTD 2026	FY 2025	FY 2024
Meter Activity - Total						
Meter Transactions	46,880	47,767	45,504	46,880	563,361	547,885
Income at Meters	\$111,360	\$97,270	\$91,148	\$111,360	\$1,298,991	\$1,127,158
Active Meter Days	26	26	25	26	302	301
Average Daily Meter Transactions	1,803	1,837	1,820	1,803	1,865	1,820
Meter Activity - Parking Garage						
Meter Transactions	1,872	2,101	2,402	1,872	29,917	29,338
Income from Meters	\$5,829	\$6,776	\$7,077	\$5,829	\$101,175	\$86,980
Active Meter Days	31	31	25	31	365	365
Average Daily Meter Transactions	60	68	96	60	62	87
Permit Activity						
Total Parking Permits Issued	888	815	779	888	9,891	9,743
Permit Income	\$79,467	\$62,440	\$74,718	\$79,467	\$424,938	\$381,967
Parking Ticket Activity						
Total Parking Tickets Issued	1,073	1,023	537	1,073	15,838	11,239
Parking Ticket Income	\$31,281	\$19,677	\$12,489	\$31,281	\$382,319	\$235,326
EV Activity						
Number of times Stations Used	35	87	63	35	649	800

K-9 Unit

On July 14, 2025, Officer David and K9 Vision assisted with a motor vehicle stop, stemming from a CrimeLine Tip. During this traffic stop, K9 Vision alerted to the presence of illicit narcotics within the suspect's vehicle. Following the execution of a search warrant, a large quantity of illicit narcotics was located within the vehicle.

On July 30, 2025, Officer David and K9 Vision assisted patrol officers with a motor vehicle stop. K9 Vision was deployed to sniff the exterior of the vehicle and alerted to the presence of illicit narcotics within the suspect vehicle. Following the execution of a search warrant, a variety of illicit narcotics was located.

Accident Reconstruction Team

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

Dispatch Communications

	<i>July 2024</i>	<i>July 2025</i>
<i>Radio Transmissions</i>	18,819	18,816
<i>Phone Calls</i>	7,324	7,916
<i>911 Calls</i>	457	484
<i>Police Alarms Received</i>	96	97
<i>Fire/Medical Alarms Received</i>	77	78
<i>Lobby Traffic</i>	1,623	1,688

Patrol

Patrol Activity	July 2025
Calls for Service	1,872
Traffic Stops	921
Initiated Non-Enforcement Related Contacts	171
Incidents handled by Patrol Officers	2,964
Responded to Emergency 911 Calls	20
Responded to Alarms	97
Responded to Traffic Accidents	90
Issued Traffic Citations	67
Arrests Made	102
Number of Police Reports, Department Wide	625

- 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 July 2024	
Priority 1	143
Priority 2	108
Priority 3	1,409
Priority 4	894

Total Calls by Priority for July 2025	
Priority 1	139
Priority 2	100
Priority 3	1,614
Priority 4	709

Animal Control

Total Calls for Service: 69	Breakdown:
Handled by Officers/Dispatch: 52	Found/Loose Animals: 21
Handled by Animal Control Officer: 17	Welfare Checks: 33
	Animal Bites: 3
	Misc/Other: 12

The Animal Control Officer responded to 32 voicemail messages and followed up on 3 reports originally taken by patrol officers.

Public Library

Renovation work continues at the Dover Public Library. The steel structure for the addition to the Library is in place including the stairs and a new entrance area. Crews dug a trench on the front lawn to lay conduit for electricity and data lines which will eventually connect the Library to the new transformer and generator. There is a lot of work happening on the inside of the building. The ramp in the children's area, that will allow ADA access to the new programming room, is set to be poured. The sprinkler system is currently being replaced in the historic part of the building. Painting of ceilings and walls is taking place on the main and upper floors.



Programming

The Dover Public Library sponsored 80 programs in July and 3,160 patrons attended. Highlights of the month's programming are as follows:

On Tuesday, July 8th, the Dover Public Library's children's room hosted a stomp rocket event on the lawn at Woodman Park Elementary School. Children and their caregivers came out to build rockets out of construction paper and masking tape, and launch them using a PVC apparatus built with free instructions available on NASA's Jet Propulsion Lab's website. Library Assistant Inga Gardner, who led the event, gave attendees a brief overview of the science involved in making a rocket fly as far and as straight as possible including defining terms like aerodynamics, stability, and Newton's Third Law of Motion. Despite being an extremely hot and humid day, about 45 people attended and all the children were able to successfully construct and launch their rocket at least once. Many children were able to launch their rockets more than 30 feet in the air and several children took opportunities to make alterations to their rockets in an attempt to make them fly more efficiently. Both children and caregivers expressed delight at the success of the rockets, as well as the opportunity for kids to



Sensory Art

learn about physics in an exciting and hands on way. Overall, this was a hugely successful event with many of the participants expressing a desire for another stomp rocket event in the future.

On July 26, 122 fans went wild as the King took the stage at the Dover High School Auditorium for the Dover Public Library's Elvis Tribute Concert featuring New England's top Elvis performer, Rick Anthony. The two-hour concert explored two eras from Elvis Presley's career: his early Rock 'N Roll days and his later Las Vegas concert years. Attendees cheered as Elvis swung his hips, handed out scarves, kissed cheeks, and serenaded a lucky few. "Totally enjoyed the Elvis Tribute Concert. Rick Anthony was amazing. Thanks so much for sponsoring this," one concert goer wrote to the library after.

Dover Public Library employee Josiah Adams conceived and executed an art contest to go along with the theme of summer reading. Submissions were to be imitations or re-imaginings of Vincent van Gogh's art. Twenty-three submissions were made to the library. A committee of staff narrowed down the field to the best three, which were then put on display and voted on by the public to determine the winner. First prize, a book of van Gogh's paintings and two tickets to the MFA in Boston, went to an elaborate paper-quilling of Starry Night. Patrons have asked to have the event repeated next year!

Dover Public Librarian Rachel Gogan created and distributed 150 Adult Summer Reading Program Adult Take and Make kits for Macrame Plant Hangers, Nature Journaling Kits, and Felt Beaded Baskets. Children's Room Librarian, Karin Mayer-Gottlob created and distributed 953 Summer Reading Program Children's Grab and Go craft kits. Kits included Scratch Art, Paper Plate Turtles, Beaded Snakes, Suncatchers, Paper Bag Kites, and Dot Sticker Art. The Children's Room has been offering our young patrons a different Grab and Go craft kit every week since we opened in our temporary location. Parents have been happy to have a different craft every week to do at home with their kids, without having to think up an idea or gather the materials themselves, and the kids are happy to have a hands on creative activity.

The library creates and distributes take and make kits in order to allow as many community members to participate in library events and classes even if their schedules, transportation, or other access barriers prevent them from attending scheduled events. This is also a way to offer library programming to community members who might not consider attending an in person event for any number of reasons. Take and make kits also allow librarians to provide engaging, age appropriate activities for a wide range of patrons. Studies have shown that trying new activities, creating, have benefits such as stress reduction, benefits to the brain, and increases in confidence. The library providing these small kits also allows people to try out new hobbies, activities, and projects without spending money which allows the library to reach out to community members who might not have access otherwise.

Beginning on June 27th, Dover Public Library Children's Librarian Crystal Lisbon started visiting the SOCC (Seymour Osmon Community Center) Summer Camp on a weekly basis. She signed all of the children at camp up for the annual Summer Reading Program, which is about forty all total. Each week, for six weeks, Crystal would stop by the camp to check reading logs, hand out raffle tickets towards prizes, and bring different activities or rewards. This included coupons for Dominos Pizza and McDonald's ice cream cones. Throughout this process, at least two campers won raffle prizes, and the kids were excited about reading. SOCC often caters to families whose children may not otherwise be able to attend camps, or come in to the library to

participate in summer reading independently. This was a hugely successful outreach opportunity that the library and SOCC will plan to do again!

On Monday, July 7th the Dover Public Library Children's Room partnered with the Children's Museum of NH for a special sensory event. This event was held outside on the patio at The Children's Museum. Children's Librarian Crystal Lisbon, and Lead Educator at CMNH Emily Zaleski, coordinated this event. It consisted of a variety of stations, 6 total, that appealed to various senses. This included spin art, pom pom sorting, and freeing animals frozen in ice, among other things. This was a smaller event due to the aggressive heat and humidity, with 7 attendees, but still a successful collaboration. The library always looks forward to collaborating with the Children's Museum to create unique events and experiences for patrons.



Candle making

On Wednesday, July 23, Dover Public Library's Teen Librarian, Emily Ainaire, worked with My Country Story owner Roni Watkins to host a candle making class for teens. Eleven teens entering grades 6-12 participated in the program and met at My Country Story to learn the basics of candle making and create a custom candle of their own that was theirs to bring home.

Dover Public Library's Teen Summer Reading Program currently has a total of 157 participants entering grades 6-12 who have logged over 4,200 hours of reading, volunteering, and physical activity time. To pair with this year's theme of "Color Our World", teens have also attended programs just for them such as making friendship bracelets, candle making at My Country Story, yoga classes, and more.

On Tuesday, July 15, Dover Public Library's Teen Librarian, Emily Ainaire visited Dover High School to meet students participating in the Extended School Year Program. 52 students entering grades 5-12 made painted tote bags and listened to Emily read out loud from the novel Stargirl by Jerry Spinelli.

On Thursday, July 24, Dover Public Library's Teen Librarian, Emily Ainaire, and Children's Librarian, Crystal Lisbon, went to Woodman Park School to visit students participating in the Extended School Year Program. 35 students entering preschool to grade four made rainbow collages and thumbprint art while listening to Crystal read the picture book What If We... by Vivienne Chang.

For the 2025 Summer Reading Program, The Dover Public Library partnered with The Dover Arts Commission to create a piece of collaborative art at the Park Street Park in the theme of Color Our World. This partnership came together easily because the Arts Commission was already interested in creating a piece for the park. Children's Librarian Crystal Lisbon reached out to Library Trustee and Dover Arts Commission member Cliff Blake about organizing this piece. From there, various members of the Arts Commission, artist Kim Mazzaro, and Crystal met to discuss what the piece would look like. A community member donated the materials for the billboard and the City of Dover installed it. On



Final Mural

Thursday, July 17th, Kim, Library Assistant Inga Gardener, and other volunteers, met to sketch out the concept on the billboard. The following day, Friday, July 18th Kim, Crystal, Cliff, and patrons and neighbors alike met to paint the design. It was a massive success, with fifty people stopping by to help create a piece of art for Park Street. Each person, of varying ages and abilities, was able to participate, and create a bright, colorful mural together. This was a very successful project, with an incredible amount of positive feedback from members of the community.

The Dover Public Library staff made 27 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:

- July library circulation totaled 20,201 items. (6,434 adult + 7,248 children's print items; plus 6,519 items downloaded including 5,706 audiobooks & eBooks, 567 Hoopla streaming music, movies, and books, and 246 Kanopy plays).
- 151 new library patrons registered; total active cardholders 13,410.
- The Dover Public Library's Book a Librarian service helped 11 community members.
- Community members took advantage of the Library's 3D printer to print 28 items.
- The Library's museum passes were borrowed 195 times saving our community members approximately \$5,854.43 in admission fees.
- Internet and PC uses by the public totaled 528 on library workstations.
- The library's website statistics showed 74,419 page views by 21,913 users in 37,894 sessions.
- The Dover Public Library has 6,568 subscribers to its two monthly e-newsletters—Children's and Adults.
- Library staff posted 143 items to its various social media platforms. Total social media platform followers = 11,357.

Public Welfare

There were 154 client contacts during the month of July. An increase of 61 from June. The increase in numbers of contacts likely reflects the improved recording process that has been initiated by Welfare to track department activity.

85 individual Dover residents were served in July. 12 were new cases and 55 were clients that staff has seen before.

A total of \$21,358 was spent for Assistance. An increase of \$4,665 over last month.

Expenditures for rent were \$21,246.54. There were no motel costs in July.

Expenditures for electric assistance was only \$50 in July.

Transportation of clients to various shelters cost \$130.62 and makes up the rest of the total of money expended.

578 phone calls were handled with 314 inbound and 264 outbound. This is a decrease from last year at the same time.

Laundry cards have been requested periodically and have cost \$100 in the past three months.

Showers are still being requested but only occasionally.

During the month of July, Public Welfare Director Balian did mock job interviews for The Impact Academy program that is housed in the McConnel Building.

Recreation Department

Gym & Programs

The Recreation Department's Playground Program is full and running out of Horne Street Park. The 7-week program began on Monday, June 23rd, there was no camp scheduled July 4th. Monday- Thursday campers participate in activities at the park 8:30am-11:30am, 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. Except for July 4th camp goes on weekly field trips on Friday to NH State Parks. July's trips included Ellacoya State Park (7/11), Wentworth State Park (7/18), due to a high bacteria levels camp was not able to go to Kingston State Park as scheduled (7/25), instead camp returned to Ellacoya State Park. July 5th the 39th Army Band performed at the Rotary Arts Pavilion in Henry Law Park, 6pm-8pm. The concert was well attended by the community.

The fireworks display was lit from Garrison Hill Park on Abbey Sawyer Drive at 9:15pm.

Registrations opened for the Fall Coed Basketball Program July 14th. There is 2 divisions Junior High (5th-8th Grade) and High School (9th-12th Grade), there are limited spots still available in each division. Tuesday night Adult Open Gym continues to be extremely popular with over 20 participants most nights. Open gym hours remain busy with indoor time for pickleball when it rains. Badminton continues Friday nights throughout the summer. 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 upwards of 40-50 people on a regular basis. Birthday Parties: 0

Indoor Pool & Jenny Thompson Pool

Summer programming has been mostly filled with waitlists. Staff was able to accommodate some additional spots but not every spot due to staffing. Have one final session of swim lessons ending August 14th. Instructors have received great praises this summer. Example from a parent email below.

From: Eddie Day <edwineday@gmail.com>
Sent: Saturday, July 19, 2025 10:57 AM
To: Holton, Erika <E.Holton@doover.nh.gov>
Subject: Re: RecTrac Receipt

Security Notice: External sender. Use caution with hyperlinks or attachments.

Yes, that would be great. I'll let you pick the classes and times. Thank you so much.

I honestly can't say enough good things about this program. Your curriculum is structured and organized. The team of instructors is enthusiastic, patient and caring. I have told every parent that I know how impressed I am. As a parent, I wish all other sports, hobbies and activities were as well run as the Dover Swim program. Please feel free to pass along my appreciation and gratitude for you and your team. Thank you.

Cheers,
Eddie Day

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.

The pool has hosted two more successful swim meets that went great thanks to an amazing aquatics team. Another swim team, Bluefish, asked for a lane rental to practice the long course. They rented a lane for 1.5 hours every Wednesday in July during morning lap swim hours.

Swim teams practice in the afternoons have operated without complications and have started to wrap up seasons. [Current North, Atlantis, Oyster River Otters]. Masters meet and practices have run smoothly. Pool Rentals: Commonwealth Current North, Atlantis and Oyster River, Birthdays: 0

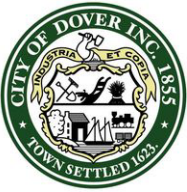
Dover Ice Arena

Staff opened up Holt Rink for the season on Sunday, July 6th. Camp Kool is in full swing with 55 campers and 7 councilors, with daily trips to the Jenny Thompson Pool and weekly Field Trips to local state parks. Youth Intro to Hockey is running on Monday evenings for 6 weeks. Coed League runs on Mondays, 8 teams with 115 players. Adult Skills runs on Wednesday evenings for 6 weeks. Over 30 League Runs on Thursdays with 8 teams and over 100 players. Seacoast Beacons run an adult league on Sundays with 4 teams. Drop-in programs of adult stick practice, youth stick practice, parent/tot stick practice, coed stick practice and Chix with Stix are all running, as well as instructional skate and public skate. Hosted 2 summer camps, Ice Kings and Louis Chabot, as well as weekly skill classes from Todd Spencer and Lem Randall. Local High schools, Dover, Marshwood, Somersworth/Coe Brown, STA and Berwick Academy have been skating weekly. The arena has had several weekly private rentals with adult groups that rent the

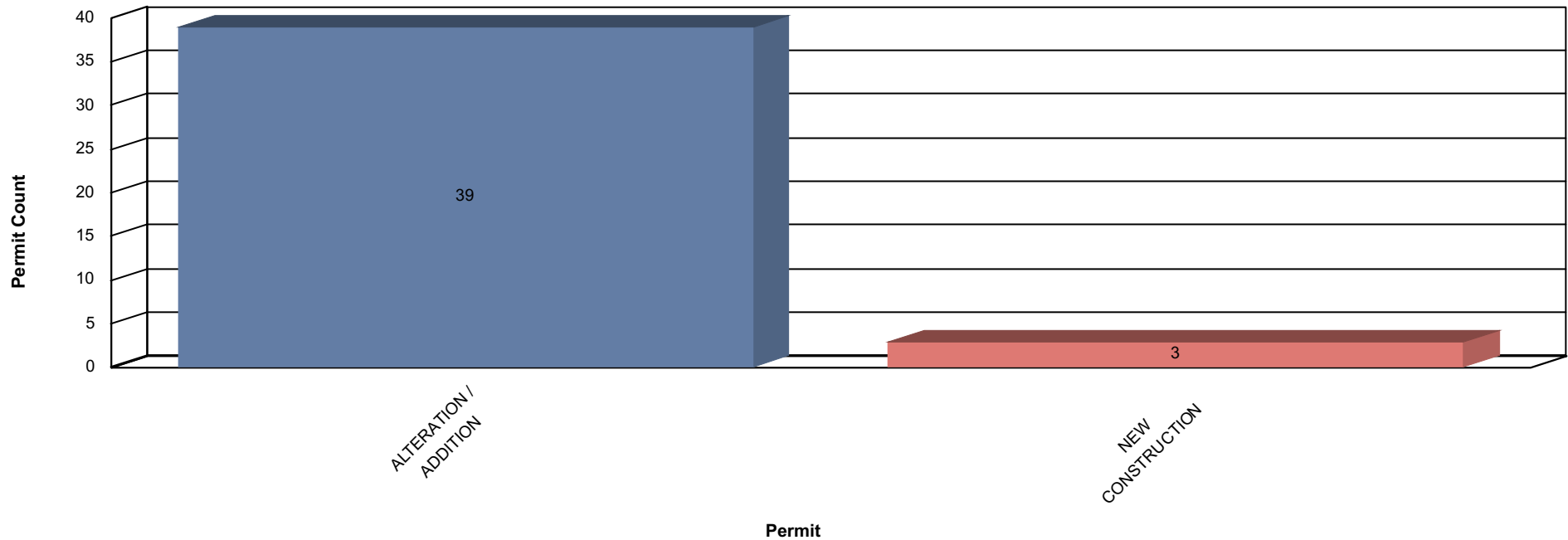
ice for pick up hockey. Roller Derby continues their weekly practices on Tuesdays and Thursdays. Birthday Parties: 1, Adult and Youth Stick Practice: 404

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 members enjoyed a performance of Guys and Dolls at Ogunquit Playhouse and the Senior Center hosted a round table with the NH Commission on Aging, 16 senior members attended.



PERMITS ISSUED BY WORK CLASS (07/01/2025 TO 07/31/2025) FOR CITY OF DOVER, N.H.



Permit #	Type <i>Application Date Zone</i>	Workclass <i>Issue Date Fee Total</i>	<i>Expiration Sq Ft</i>	Main Address <i>Last Inspection Valuation</i>	<i>Finaled Date Project Zone</i>	<i>Applied Online Assigned To</i>	Parcel
ALTERATION / ADDITION							
BLDM-2025-0291	Building - Minor 06/24/2025 HR Residential - Heritag	Alteration / Addition 07/01/2025 \$80.00	Complete 01/28/2026 50	218 Washington St, Dover, NH 08/01/2025 \$5,000.00	08/01/2025 Residential	None Yes	10057-000000
<i>Description: Replace entry deck and stairs in like kind after a vehicle impact. No expansion or change in use proposed.</i>							
BLDM-2025-0274	Building - Minor 06/13/2025 R-40 Residential - Rura	Alteration / Addition 07/03/2025 \$278.00	Issued 01/02/2026 0	33 Susannah'S Crossing, Dover, NH \$23,337.00	Residential	None Yes Jim Maxfield	F0023-A00043
<i>Description: REMOVE & REPLACE 1 PATIO DOOR; 1 ENTRY DOOR; 1 STORM DOOR; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES</i>							
BLDM-2025-0106	Building - Minor 03/18/2025 R-20 Residential - Low	Alteration / Addition 07/03/2025 \$531.00	Issued 01/02/2026 255	12 Lisa Beth Cr, Dover, NH \$45,650.00	Residential	None Yes Thomas Abbott	H0044-K00002
<i>Description: Remove old Deck 15'x15' Build New deck 15'x17'</i>							

PERMITS ISSUED BY WORK CLASS (07/01/2025 TO 07/31/2025)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	Applied Online Assigned To	Parcel
BLDM-2025-0302	Building - Minor 06/30/2025 RM-SU Residential - Su	Alteration / Addition 07/07/2025 \$740.00	Issued 01/06/2026 1,000	12 Rosanna Dr, Dover, NH \$65,000.00	Residential	None Yes Jim Maxfield	I0003-000000
Description: Add a bathroom to an existing finished basement, and add a partition wall to separate an existing office room into two.							
BLDG-2025-0066	Building - Major 04/25/2025 CBD-G Central Busines	Alteration / Addition 07/07/2025 \$333.00	Issued 01/06/2026 427	8 Atkinson St, Apt. 100, Dover 03820 \$28,000.00	Residential	None Yes Jim Maxfield	01022-000000
Description: Change two room office into a two room apartment							
BLDM-2025-0292	Building - Minor 06/24/2025 R-40 Residential - Rura	Alteration / Addition 07/09/2025 \$2,225.00	Issued 01/08/2026 1,506	56 Saddle Trail Dr, Dover, NH \$200,000.00	Residential	None Yes Jim Maxfield	N0008-001000
Description: 4 foot by 24 foot access ramp connected to a 4 foot by 165 foot fixed pier connected to a 3 foot by 50 foot ramp connected to a 8 foot by 75 foot float in a "T" configuration secured with helical moorings and chains to provide shared water access to 4 lots.							
BLDM-2025-0290	Building - Minor 06/23/2025 R-40 Residential - Rura	Alteration / Addition 07/09/2025 \$1,015.00	Issued 01/08/2026 950	56 Saddle Trail Dr, Dover, NH \$90,000.00	Residential	None Yes Jim Maxfield	N0008-001004
Description: 4 foot by 95 foot wooden access walkway built over the bank connected to a permanent 4 foot by 20 foot fixed pier connected to a 3 foot by 30 foot seasonal ramp connected to a 10 foot by 40 foot seasonal float secured with helical moorings							
BLDM-2025-0057	Building - Minor 02/10/2025 H Hospital	Alteration / Addition 07/10/2025 \$11,058.00	Issued 01/09/2026 2,000	789 Central Av, Dover, NH \$1,003,281.00	Non-Residential	None Yes Jim Maxfield	37001-000000
Description: Demolition of existing elevator cabs #3 and #4 and installation of new elevator with new gear and modifications structural steel.							
BLDM-2025-0279	Building - Minor 06/18/2025 R-40 Residential - Rura	Alteration / Addition 07/10/2025 \$498.00	Issued 01/26/2026 144	10 Overlook Dr, Dover, NH \$43,000.00	Residential	None Yes Jim Maxfield	M0083-001000
Description: Remodel existing master bathroom. Remove a tub and set up for washer dryer area. Replace existing vanities. Tile floor and tile existing shower area							
BLDM-2025-0278	Building - Minor 06/18/2025 CBD-G Central Busines	Alteration / Addition 07/11/2025 \$80.00	Issued 01/10/2026 0	2 Washington St, 215, Dover, NH \$5,400.00	Non-Residential	None Yes Jim Maxfield	23014-000000
Description: replace Entry Door and storm door:							
BLDM-2025-0285	Building - Minor 06/22/2025 RM-U Residential - Urb	Alteration / Addition 07/11/2025 \$47.00	Complete 01/07/2026 20	3-5 Baker St, Dover, NH \$1,980.00	Residential	None Yes	27202-000000
Description: Demo concrete block steps with wood over top and haul away.							
BLDM-2025-0254	Building - Minor 06/04/2025 CM Non-Residential - C	Alteration / Addition 07/11/2025 \$9,975.00	Issued 01/10/2026 80,800	44 Industrial Park Rd, Dover, NH \$900,000.00	Non-Residential	None Yes Jim Maxfield	G0003-C00000
Description: Roof Replacement							
BLDM-2025-0244	Building - Minor 05/30/2025 R-12 Residential - Medi	Alteration / Addition 07/11/2025 \$157.00	Issued 01/10/2026 40	40 Danielle Ln, Dover, NH \$11,921.96	Residential	None Yes Jim Maxfield	I0047-001000
Description: replace 5 windows - no change in size							

PERMITS ISSUED BY WORK CLASS (07/01/2025 TO 07/31/2025)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	Applied Online Assigned To	Parcel
BLDM-2025-0296	Building - Minor 06/26/2025 RM-U Residential - Urb:	Alteration / Addition 07/11/2025 \$344.00	Complete 02/09/2026 288	9 Union Ct, Dover, NH 08/11/2025 \$28,980.00	08/11/2025 Residential	None Yes	20087-000000
Description: Removal & Disposal Existing Balcony/Deck Install new footings/sona tubes for new 6' x26' pressure treated frame deck-This includes 2 Decks							
BLDM-2025-0263	Building - Minor 06/10/2025 R-40 Residential - Rura	Alteration / Addition 07/11/2025 \$75.00	Issued 01/10/2026 2,600	11 Tanglewood Dr, Dover, NH \$20,250.00	Residential	None Yes Jim Maxfield	I0100-B00000
Description: Roofing Replacement							
BLDM-2025-0235	Building - Minor 05/27/2025 R-40 Residential - Rura	Alteration / Addition 07/11/2025 \$113.00	Issued 01/10/2026 130	549 Sixth St, Dover 03820 \$7,500.00	Residential	None Yes Jim Maxfield	A0063-000000
Description: Remove 16' x 8' deck that had a tree collapse on top of it. Build new 8'x10' deck using 2x8 pressure treated lumber framed 16"oc							
BLDM-2025-0299	Building - Minor 06/27/2025 R-40 Residential - Rura	Alteration / Addition 07/11/2025 \$69.00	Complete 02/09/2026 0	336 Long Hill Rd, Dover, NH 08/11/2025 \$4,164.00	Residential	None Yes	A0040-D00000
Description: REMOVE & REPLACE 1 WINDOW; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES							
BLDM-2025-0245	Building - Minor 05/30/2025 R-12 Residential - Medi	Alteration / Addition 07/11/2025 \$80.00	Issued 01/10/2026 650	16 Harlans Wy, Dover, NH \$5,000.00	Residential	None Yes Jim Maxfield	I0050-003000
Description: Remove Garage walls and Roof after a fire							
BLDM-2025-0304	Building - Minor 07/02/2025 R-12 Residential - Medi	Alteration / Addition 07/11/2025 \$333.00	Issued 01/10/2026 122	3 Gina Wy, Dover, NH \$28,482.00	Residential	None Yes Jim Maxfield	G0010-015000
Description: REMOVE & REPLACE 5 WINDOWS; 2 PATIO DOORS; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES							
BLDM-2025-0276	Building - Minor 06/16/2025 R-12 Residential - Medi	Alteration / Addition 07/11/2025 \$504.00	Issued 01/10/2026 1,800	29 Elliot Pk, Dover, NH \$39,134.00	Residential	None Yes Jim Maxfield	17021-000000
Description: strip and re-side with Craneboard T-6 siding (18 sq)-no structural work							
BLDM-2025-0298	Building - Minor 06/26/2025 R-40 Residential - Rura	Alteration / Addition 07/15/2025 \$1,153.00	Issued 01/14/2026 264	320 Old Garrison Rd, Dover 03820 \$98,395.87	Residential	None Yes Jim Maxfield	J0010-A00000
Description: Remove existing deck and garage and reconstruct deck with storage room below.							
BLDM-2025-0277	Building - Minor 06/18/2025 R-40 Residential - Rura	Alteration / Addition 07/15/2025 \$234.00	Issued 02/04/2026 192	37 Gladiola Wy, Dover, NH \$18,800.00	Residential	None Yes Jim Maxfield	A0028-016000
Description: Remove existing deck and construct new deck and staircase.							
BLDM-2025-0267	Building - Minor 06/11/2025 R-20 Residential - Low	Alteration / Addition 07/16/2025 \$80.00	Issued 01/15/2026 1,000	4 Zeland Dr, Dover, NH \$5,000.00	Residential	None Yes Jim Maxfield	H0014-D00100
Description: Demo entire building - permit is solely to Raze the structure- addition work will require additional permits							

PERMITS ISSUED BY WORK CLASS (07/01/2025 TO 07/31/2025)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	Applied Online Assigned To	Parcel
BLDM-2025-0268	Building - Minor 06/11/2025 R-20 Residential - Low	Alteration / Addition 07/16/2025 \$135.00	Issued 01/15/2026 1,424	8 Zeland Dr, Dover, NH \$10,000.00	Residential	None Yes Jim Maxfield	H0014-D00000
	Description: Demo existing building - permit is solely to Raze the structure- addition work will require additional permits						
BLDM-2025-0295	Building - Minor 06/25/2025 HR Residential - Heritage	Alteration / Addition 07/17/2025 \$75.00	Complete 01/21/2026 400	190 Locust St, Dover 03820 07/25/2025 \$6,529.00	Residential	None Yes	12016-000000
	Description: Project scope is a 4 square rip and reroof on the garage/ barn, and stripping						
BLDM-2025-0322	Building - Minor 07/12/2025 R-40 Residential - Rural	Alteration / Addition 07/22/2025 \$47.00	Issued 01/21/2026 160	28 Deerfield Dr, Dover 03820 \$1,500.00	Residential	None Yes Jim Maxfield	I0022-000000
	Description: Free standing deck, not attached to building. 18" off ground						
BLDM-2025-0289	Building - Minor 06/23/2025 G Gateway District	Alteration / Addition 07/23/2025 \$333.00	Issued 01/27/2026 700	7 Gage St, Dover 03820 07/31/2025 \$28,000.00	Residential	None Yes Jim Maxfield	39063-002000
	Description: Basement finishing						
BLDM-2025-0288	Building - Minor 06/23/2025 R-40 Residential - Rural	Alteration / Addition 07/23/2025 \$729.00	Issued 02/04/2026 1,129	22 Lundy Point Dr, Dover, NH 08/08/2025 \$63,714.00	Residential	None Yes Jim Maxfield	G0035-E00006
	Description: Finished Basement. Living room and bicycle shop. Two rooms finished						
BLDG-2025-0105	Building - Major 07/01/2025 R-12 Residential - Medium Density	Alteration / Addition 07/24/2025 \$2,775.00	Issued 01/23/2026 1,250	3 Samuel Hanson Av, Unit 1 & Unit 2, Dover, NH \$250,000.00	Residential	None Yes Jim Maxfield	21023-000000
	Description: Breezeway and garage with ADU						
BLDM-2025-0323	Building - Minor 07/13/2025 RM-U Residential - Urban	Alteration / Addition 07/24/2025 \$75.00	Issued 01/23/2026 2,027	90 Portland Av, Dover 03820 \$20,830.00	Residential	None Yes Jim Maxfield	24072-000000
	Description: Project scope is to strip the main house (not garage or pool shed) existing shingles and drip edges and replace with new shingles.						
BLDM-2025-0341	Building - Minor 07/23/2025 R-12 Residential - Medium Density	Alteration / Addition 07/28/2025 \$69.00	Issued 01/27/2026 0	13 Cranbrook Ln, Dover, NH \$3,723.37	Residential	None Yes Jim Maxfield	D0008-G00000
	Description: Insulation, Weatherization and Air Sealing						
BLDM-2025-0332	Building - Minor 07/17/2025 R-40 Residential - Rural	Alteration / Addition 07/28/2025 \$223.00	Issued 01/27/2026 0	65 County Farm Cross Rd, Dover, NH \$18,401.00	Residential	None Yes Jim Maxfield	B0010-E00000
	Description: REMOVE & REPLACE 4 WINDOWS; 1 PATIO DOOR: LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES						
BLDG-2025-0079	Building - Major 05/15/2025 RM-U Residential - Urban	Alteration / Addition 07/28/2025 \$1,675.00	Issued 01/27/2026 1,200	30 Forest St, Dover, NH \$150,000.00	Residential	None Yes Jim Maxfield	24008-000000
	Description: Construct a two story rear addition with unfinished attic and basement.						

PERMITS ISSUED BY WORK CLASS (07/01/2025 TO 07/31/2025)

Permit #	Type Application Date Zone	Workclass Issue Date Fee Total	Expiration Sq Ft	Main Address Last Inspection Valuation	Finaled Date Project Zone	Applied Online Assigned To	Parcel
BLDM-2025-0331	Building - Minor	Alteration / Addition	Issued	70 Mount Vernon St, Dover 03820		None	30153-F00000
	07/17/2025	07/29/2025	01/28/2026			Yes	
	RM-U Residential - Urban	\$75.00	768	\$10,000.00	Residential	Jim Maxfield	
	Description: Stripping existing roof and replace with new roofing						
BLDM-2025-0337	Building - Minor	Alteration / Addition	Complete	29 Baldwin Wy, Dover, NH		None	L0040-012000
	07/22/2025	07/29/2025	02/04/2026	08/08/2025	08/08/2025	Yes	
	R-20 Residential - Low Density	\$146.00	0	\$11,163.00	Residential		
	Description: REMOVE AND REPLACE 12 WINDOWS. LIKE SIZES, NO STRUCTURAL CHANGES.						
BLDG-2025-0044	Building - Major	Alteration / Addition	Issued	114 Silver St, Apt 100,101, 200&201, Dover, NH		None	12148-000000
	03/31/2025	07/29/2025	01/28/2026			Yes	
	HR Residential - Heritage	\$3,325.00	2,800	\$300,000.00	Residential	Jim Maxfield	
	Description: Convert two story single family dwelling into four unit apartment building; Reference Planning Board Approval: SITE-2024-0006						
BLDG-2025-0099	Building - Major	Alteration / Addition	Issued	46 Rutland St, Unit 1 & Unit 2, Dover 03820		None	12138-000000
	06/26/2025	07/29/2025	01/28/2026			Yes	
	HR Residential - Heritage	\$2,500.00	1,232	\$225,000.00	Residential	Jim Maxfield	
	Description: Renovate rear of existing structure to convert single family to duplex.						
BLDM-2025-0306	Building - Minor	Alteration / Addition	Issued	600 Sixth St, Dover, NH		None	B0006-B00000
	07/07/2025	07/29/2025	01/28/2026			Yes	
	R-40 Residential - Rural	\$102.00	0	\$6,897.35	Residential	Jim Maxfield	
	Description: Insulation, Weatherization and Air Sealing						
BLDG-2025-0085	Building - Major	Alteration / Addition	Issued	87 Littleworth Rd, Unit 2, Dover, NH		None	F0032-000000
	06/06/2025	07/31/2025	01/30/2026			Yes	
	R-40 Residential - Rural	\$1,125.00	768	\$100,000.00	Mixed Use	Jim Maxfield	
	Description: Construct a 24x32 detached garage with ADU above						
SUBTOTALS FOR ALTERATION / ADDITION:			108,096 Sq Ft	\$3,884,033.55	Residential:	35	PERMITS ISSUED: 39
					Non-Residential:	3	
					Mixed Use:	1	
NEW CONSTRUCTION							
BLDM-2025-0259	Building - Minor	New Construction	Issued	15 Jackson Brook Tr, Dover, NH		None	B0018-010000
	06/09/2025	07/01/2025	12/31/2025			Yes	
	R-40 Residential - Rural	\$135.00	192	\$9,500.00	Residential	Jim Maxfield	
	Description: Addition of a 12x16 freestanding deck off the back of the house.						
BLDG-2025-0097	Building - Major	New Construction	Fees Due	244 Oak Street, Dover, NH 03820		None	N0013-F00002
	06/25/2025	07/10/2025	01/28/2026	08/01/2025		Yes	
	R-40 Residential - Rural	\$15,905.00	3,177	\$635,400.00	Residential	Jim Maxfield	
	Description: Construct a two story single family dwelling with two car attached garage, unfinished attic and basement.						

PERMITS ISSUED BY WORK CLASS (07/01/2025 TO 07/31/2025)

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-2025-0093	Building - Major 06/10/2025 R-40 Residential - Rura	New Construction 07/23/2025 \$4,403.00	Issued 02/09/2026 1,988	12 Charlotte Drive (Lot 5), Dover, NH 08/11/2025 \$397,600.00	Residential	None Yes Jim Maxfield	B0002-000000
Description: Lot 5 Construct a two story single family dwelling unit with two car attached garage and unfinished basement and attic							
SUBTOTALS FOR NEW CONSTRUCTION:			5,357 Sq Ft	\$1,042,500.00	Residential:	3	PERMITS ISSUED: 3
					Non-Residential:	0	
					Mixed Use:	0	
			113,453 Sq Ft	\$4,926,533.55	Residential:	38	GRAND TOTAL OF PERMITS: 42
					Non-Residential:	3	
					Mixed Use:	1	

NAME	STREET NAME	Type	Total Units	Units Built*	Units left	Attainable Units	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	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	142	84									26.2
Subdivisions:															
Sophie/Banner Part 2	Cold Springs/Sophie	H	8	1	7	No	-	5/27/2025	Site	SITE-2024-0015	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	Subdivision	SUBD-2025-0001	F	3	-	W	3.8
Stonarch Development Corp	53 & 65 Tolend & 22 SunHawk	H	27	5	22	No	TBD	8/23/2023	Subdivision	SUBD-23-0005	E	65 & 65-1	TBD	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
FY26 State of NH Aid/Grant Revenue

Aid By Category	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026	May 2026	June 2026	
Education													
Adequate Education													
Building Aid													
School Meals													
Special Education													
Tuition & Transportation													
Emergency Relief Funds													
Local Education Improvements	\$ 3,867.60												
Adult Education													
<i>Total Education</i>	\$ 3,867.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,867.60
Environmental													
State Aid Grants - Wastewater													
SRF - Chapel St. Revine													
SRF - River St Pump Station													
SRF - Secondary Clarifier													
SRF - Henry Law Park Stormwater													
Lead Service Line Grants													
Pudding Hill Water Treatment													
Community Trail Land Improvements													
<i>Total Environmental</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Gen. Funds													
Meals & Rooms Distribution													
InvestNH; HOP Housing Navigator													
InvestNH; HOP Grant Reimbursement													
Household Hazardous Waste Collection													
SCADA (ARPA)													
Opioid Settlement													
DRA Railroad Taxes	\$ 3,751.27												
Other	\$ 4,388.00												
<i>Total Other Gen. Funds</i>	\$ 8,139.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,139.27
Highway Funds													
Highway Block Grants													
Highway Construction Aid													
Municipal Bridge Aid													
<i>Total Highway Funds</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Safety Funds													
Overtime Reimbursemt													
SOR Reimburse	\$ 90.00												
Safe Streets Grant													
Seabrook Drill Training													
Highway Safety Grant													
DRE Call Out													
NH Safe Streets													
DHHS - Coalition Support Srvs													
Granite Hammer Grant													
HSGP SWAT													
LETPA Grant													
FEMA Public Assistance Grant													
<i>Total Public Safety</i>	\$ 90.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90.00
<i>Grand Total</i>	\$ 12,096.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,096.87

City of Dover

Revenues of Major Funds July 31, 2025

(General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 125,760,522	1,279,820	1,279,820	1.0%	\$ 124,480,702	\$ -	\$ 124,480,702	99.0%
Licenses & Permits	8,070,506	585,881	585,881	7.0%	7,484,625	-	7,484,625	93.0%
Intergovernmental	4,313,864	3,751	3,751	0.0%	4,310,113	-	4,310,113	100.0%
Charges for Services	7,070,119	468,629	468,629	7.0%	6,601,490	-	6,601,490	93.0%
Miscellaneous Revenue	3,320,862	47,388	47,388	1.0%	3,273,474	-	3,273,474	99.0%
Education	20,726,158	50,028	50,028	0.0%	20,676,130	-	20,676,130	100.0%
Operating Transfers In	566,507	-	-	0.0%	566,507	-	566,507	100.0%
Other Financing Sources	150,200	-	-	0.0%	150,200	-	150,200	100.0%
Sub-total : 1000 General Fund	\$ 169,978,738	2,435,497	2,435,497	1.0%	\$ 167,543,241	\$ -	\$ 167,543,241	99.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 415,000	74,989	74,989	18.0%	\$ 340,011	\$ -	\$ 340,011	82.0%
Parking Income	1,145,264	55,616	55,616	5.0%	1,089,648	-	1,089,648	95.0%
Parking Fines	225,000	14,712	14,712	7.0%	210,288	-	210,288	93.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,785,264	145,317	145,317	8.0%	\$ 1,639,947	\$ -	\$ 1,639,947	92.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 800,377	65,799	65,799	8.0%	\$ 734,578	\$ -	\$ 734,578	92.0%
Operating Transfers In	60,853	3,857	3,857	6.0%	56,996	-	56,996	94.0%
Sub-total : 3381 McConnell Center	\$ 861,230	69,655	69,655	8.0%	\$ 791,575	\$ -	\$ 791,575	92.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 458,600	52,303	52,303	11.0%	\$ 406,297	\$ -	\$ 406,297	89.0%
Miscellaneous Revenue	10,000	1,380	1,380	14.0%	8,620	-	8,620	86.0%
Operating Transfers In	25,000	-	-	0.0%	25,000	-	25,000	100.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 493,600	53,683	53,683	11.0%	\$ 439,917	\$ -	\$ 439,917	89.0%
5300 Water Fund								
Intergovernmental	\$ 2,500	-	-	0.0%	\$ 2,500	\$ -	\$ 2,500	100.0%
Charges for Services	8,153,412	224,478	224,478	3.0%	7,928,934	-	7,928,934	97.0%
Miscellaneous Revenue	386,000	8,212	8,212	2.0%	377,788	-	377,788	98.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	\$ 8,629,412	232,690	232,690	3.0%	\$ 8,396,722	\$ -	\$ 8,396,722	97.0%
5320 Sewer Fund								
Intergovernmental	\$ 88,088	-	-	0.0%	\$ 88,088	\$ -	\$ 88,088	100.0%
Charges for Services	10,297,912	296,795	296,795	3.0%	10,001,117	-	10,001,117	97.0%
Miscellaneous Revenue	70,000	9,403	9,403	13.0%	60,597	-	60,597	87.0%
Other Financing Sources	391,150	-	-	0.0%	391,150	-	391,150	100.0%
Sub-total : 5320 Sewer Fund	\$ 10,847,150	306,198	306,198	3.0%	\$ 10,540,952	\$ -	\$ 10,540,952	97.0%
6100 Dovernet Fund								
Charges for Services	\$ 2,053,796	179,978	179,978	9.0%	\$ 1,873,818	-	\$ 1,873,818	91.0%
Miscellaneous Revenue	50,000	-	-	0.0%	50,000	-	50,000	100.0%
Operating Transfers In	-	-	-	0.0%	0	-	0	0.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 6100 Dovernet Fund	\$ 2,103,796	179,978	179,978	9.0%	\$ 1,923,818	\$ -	\$ 1,923,818	91.0%
6310 Fleet Maintenance Fund								
Charges for Services	\$ 1,824,990	69,249	69,249	4.0%	\$ 1,755,741	\$ -	\$ 1,755,741	96.0%
Miscellaneous Revenue	25,000	-	-	0.0%	25,000	-	25,000	100.0%
Operating Transfers In	-	-	-	0.0%	0	-	0	0.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 6310 Fleet Maintenance Fund	\$ 1,849,990	69,249	69,249	4.0%	\$ 1,780,741	\$ -	\$ 1,780,741	96.0%
Total : REVENUES	\$ 196,549,180	3,492,267	3,492,267	2.0%	\$ 193,056,913	\$ -	\$ 193,056,913	98.0%

City of Dover

Expenditures of Major Funds

July 31, 2025

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 701,566	\$ 5,557	\$ 5,557	1.0%	\$ 696,009	\$ 638,552	\$ 57,456	8.2%
Executive	2,632,223	249,545	249,545	9.0	2,382,678	1,766,317	616,361	23.4
Finance	2,977,903	290,172	290,172	10.0	2,687,731	2,117,065	570,666	19.2
Planning	2,565,058	213,841	213,841	8.0	2,351,217	1,698,330	652,887	25.5
Misc General Government	1,438,105	92,743	92,743	6.0	1,345,362	130,869	1,214,494	84.5
Police	12,372,344	1,246,032	1,246,032	10.0	11,126,312	8,655,207	2,471,105	20.0
Fire & Rescue	13,312,231	1,330,642	1,330,642	10.0	11,981,589	8,869,478	3,112,111	23.4
Community Service Public Works	14,049,334	496,806	496,806	4.0	13,552,528	4,558,442	8,994,085	64.0
Recreation	3,376,552	274,864	274,864	8.0	3,101,688	1,754,542	1,347,147	39.9
Public Library	2,001,997	168,301	168,301	8.0	1,833,696	1,523,661	310,035	15.5
Public Welfare	932,035	42,370	42,370	5.0	889,665	313,374	576,291	61.8
Debt Service	6,332,062	-	-	0.0	6,332,062	-	6,332,062	100.0
Other Financing Sources/Uses	4,604,272	134,844	134,844	3.0	4,469,429	-	4,469,429	97.1
School	90,989,019	2,200,263	2,200,263	2.0	88,788,756	59,037,374	29,751,383	32.7
Intergovernmental	11,694,037	-	-	0.0	11,694,037	11,694,037	-	0.0
Sub-total : 1000 General Fund	\$ 169,978,738	\$ 6,745,979	\$ 6,745,979	4.0%	\$ 163,232,759	\$ 102,757,249	\$ 60,475,510	35.6%
3213 Parking Activity Fund								
Police	\$ 1,785,264	\$ 111,113	\$ 111,113	6.0%	\$ 1,674,151	\$ 702,023	\$ 972,128	54.5%
Sub-total : 3213 Parking Activity Fund	\$ 1,785,264	\$ 111,113	\$ 111,113	6.2%	\$ 1,674,151	\$ 702,023	\$ 972,128	54.5%
3381 McConnell Center Fund								
Recreation	\$ 861,230	\$ 42,332	\$ 42,332	5.0%	\$ 818,898	\$ 298,102	\$ 520,796	60.5%
Sub-total : 3381 McConnell Center Fund	\$ 861,230	\$ 42,332	\$ 42,332	4.9%	\$ 818,898	\$ 298,102	\$ 520,796	60.5%
3410 Recreation Special Revenue Fund								
Recreation	\$ 493,600	\$ 51,474	\$ 51,474	10.0%	\$ 442,126	\$ 31,361	\$ 410,765	83.2%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 493,600	\$ 51,474	\$ 51,474	10.4%	\$ 442,126	\$ 31,361	\$ 410,765	83.2%
5300 Water Fund								
Community Service Public Works	\$ 8,629,412	\$ 499,323	\$ 499,323	6.0%	\$ 8,130,089	\$ 2,661,292	\$ 5,468,797	63.4%
Sub-total : 5300 Water Fund	\$ 8,629,412	\$ 499,323	\$ 499,323	5.8%	\$ 8,130,089	\$ 2,661,292	\$ 5,468,797	63.4%
5320 Sewer Fund								
Community Service Public Works	\$ 10,847,150	\$ 646,865	\$ 646,865	6.0%	\$ 10,200,285	\$ 3,628,788	\$ 6,571,498	60.6%
Sub-total : 5320 Sewer Fund	\$ 10,847,150	\$ 646,865	\$ 646,865	6.0%	\$ 10,200,285	\$ 3,628,788	\$ 6,571,498	60.6%
6100 Dovernet Fund								
Executive	\$ 2,103,796	\$ 150,576	\$ 150,576	7.0%	\$ 1,953,220	\$ 1,284,853	\$ 668,367	31.8%
Sub-total : 6100 Dovernet Fund	\$ 2,103,796	\$ 150,576	\$ 150,576	7.2%	\$ 1,953,220	\$ 1,284,853	\$ 668,367	31.8%
6310 Fleet Maintenance Fund								
Community Service Public Works	\$ 1,849,990	\$ 88,226	\$ 88,226	5.0%	\$ 1,761,764	\$ 910,125	\$ 851,639	46.0%
Sub-total : 6310 Fleet Maintenance Fund	\$ 1,849,990	\$ 88,226	\$ 88,226	4.8%	\$ 1,761,764	\$ 910,125	\$ 851,639	46.0%
Total : EXPENDITURES	\$ 196,549,180	\$ 8,335,888	\$ 8,335,888	4.2%	\$ 188,213,292	\$ 112,273,791	\$ 75,939,501	38.6%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) July 31, 2025

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenues	1,140,835	34,674	34,674	3.0	1,106,161	0	1,106,161	97.0
Expenditures	1,423,164	99,570	99,570	7.0	1,323,594	737,186	586,409	41.2
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	<u>(282,329)</u>	<u>(64,896)</u>	<u>(64,896)</u>	<u>(4.0)</u>	<u>(217,433)</u>	<u>(737,186)</u>	<u>519,753</u>	<u>55.8</u>

CITY COUNCIL GOALS

2024-2025



How the City of Dover Management Team & employees supported City Council goals in **July, 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.

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 Community Development staff are working on proposed zoning amendments to assess the Transfer of Development Rights (TDR) Ordinance and modify other policies and processes to better support a contextually sensitive variety of attainable housing options. A subcommittee focusing on reviewing and suggesting amendments to the TDR ordinance has been meeting monthly.

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.

GOAL 2: OUR CITY IS CIVICALLY ENGAGED

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

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

Planning and Media Services staff continued to develop and enhance an electronic “newsletter” for planning related items (with 1,156 subscribers). Two newsletters were sent in July. Content included meeting summaries, meeting previews, and various special topics such as information on upcoming events that the department held like an educational downtown ash tree walk. Readers were also provided information on the City Council presentation by the Ad-Hoc Committee to Address Community Housing Needs on their housing recommendations and a belated welcome to the department to Abby Galloway-Burke. Readers were encouraged to respond to two Polco surveys that asked their opinions on the future of street trees in the downtown area and “What area of Dover do you live in, and what are one or two words you would use to describe what makes your neighborhood distinct?”

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 July.

Resilience Coordinator Merchant staffed the Energy Commission meeting on July 16th where the commission discussed updates to the Wastewater Treatment Facility solar project and Energy Tips from the Energy Commission for the Dover Download.

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

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.
-

Resilience Coordinator Merchant drafted a RFP for the Wastewater Treatment Facility rooftop solar project.

Assistant City Planner Edgecomb began working with UNH Cooperative Extension to revise the downtown street tree planting list to ensure for the best planting practices and providing a strong and healthy downtown canopy.

Assistant City Planner Edgecomb attended the Ash tree informational walk with the county forester Lindsey Watkins on July 10th to spread awareness about the dying Ash trees along Central Ave.

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.
-

Planning staff continues to work with representatives from local and regional agencies, including One Sky Community Services, Our Place, & AbleNH, to better understand the challenges faced by residents with disabilities and those who care for them. This has included a collaborative review of a proposed zoning definition and criteria for 'Community Residence,' a supportive housing type designed to meet the needs of adults living with disabilities or acquired brain injuries.

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

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

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.

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.

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

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 Ad-Hoc Housing Committee met to finalize their report and summary of recommendations and presented their report to the City Council on July 23.

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.
-

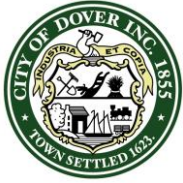
On July 7 and 8, 2025, Lt. Mitrushi presented Awareness Interaction Direction (A.I.D.) training to approximately 30 Dover Fire & Rescue personnel. The training, developed by Kent State University is a mental health first aid style training, designed to increase an individual's confidence in recognizing and approaching someone in distress. This instruction aligns with the City of Dover's goal to train all city employees in proper ways to address mental health and assist those either in crisis or experiencing a mental health challenge.

The library creates and distributes take and make kits in order to allow as many community members to participate in library events and classes even if their schedules, transportation, or other access barriers prevent them from attending scheduled events. This is also a way to offer library programming to community members who might not consider attending an in person event for any number of reasons. Take and make kits also allow librarians to provide engaging, age appropriate activities for a wide range of patrons. Studies have shown that trying new activities, creating, have benefits such as stress reduction, benefits to the brain, and increases in confidence. The library providing these small kits also allows people to try out new hobbies, activities, and projects without spending money which allows the library to reach out to community members who might not have access otherwise.

Beginning on June 27th, Dover Public Library Children's Librarian Crystal Lisbon started visiting the SOCC (Seymour Osmon Community Center) Summer Camp on a weekly basis. She signed all of the children at camp up for the annual Summer Reading Program, which is about forty all total. Each week, for six weeks, Crystal would stop by the camp to check reading logs, hand out raffle tickets towards prizes, and bring different activities or rewards. This included coupons for Dominos Pizza and McDonald's ice cream cones. Throughout this process, at least two campers won raffle prizes, and the kids were excited about reading. SOCC often caters to families whose children may not otherwise be able to attend camps, or come in to the library to participate in summer reading independently. This was a hugely successful outreach opportunity that the library and SOCC will plan to do again!

The Dover Public Library staff made 27 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.

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.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 13, 2025**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

Mayor Carrier called the meeting to order at 7:00 PM.

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Retrosi led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

Present: Councilor Richer (arrived at 7:05 PM), Councilor Retrosi, Councilor Williams, Councilor Cullen, Councilor Hackett, Councilor Warach, Deputy Mayor Shanahan, Mayor Carrier

Absent: Councilor Nemeth

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to approve the agenda, seconded by Councilor Retrosi.
Vote: 7-0.

7. PUBLIC HEARINGS

- A. 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)
(VOTE TO OCCUR AUGUST 27, 2025)
SPONSORED BY MAYOR CARRIER BY REQUEST**

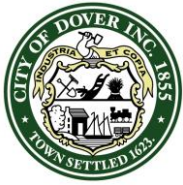
The Mayor, seeing no one wishing to speak, closed the Public Hearing.

- B. RESCIND FY2026 CAPITAL IMPROVEMENTS PROGRAM APPROPRIATION AND AUTHORIZATION FOR BONDING SOUTH END FIRE STATION ADDITION
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(VOTE TO OCCUR AUGUST 27, 2025)
SPONSORED BY MAYOR CARRIER BY REQUEST**

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

- C. 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)
(VOTE TO OCCUR AUGUST 27, 2025)
SPONSORED BY MAYOR CARRIER BY REQUEST**

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 13, 2025**
Meeting Time: **7:00 pm**

D. REPROGRAM UNEXPENDED CIP APPROPRIATIONS FROM SELF CONTAINED BREATHING APPARATUS REPLACEMENT TO FIRE TRAINING FACILITIES PROJECT (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE) (VOTE TO OCCUR AUGUST 27, 2025)
SPONSORED BY MAYOR CARRIER BY REQUEST

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

8. PUBLIC FORUM

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

Ryan Crosby, Executive Director of the Dover Housing Authority, spoke about the importance of supportive housing.

Tom Regan, 61 Union St, spoke about concerns with the Dover Housing Authority.

9. CITY MANAGER'S REPORT

Deputy City Manager Parker gave an overview of the City Manager's Report that was submitted in writing to the Council.

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

Vote: 8-0.

10. APPROVAL OF MINUTES

A. July 23, 2025 – Regular Meeting

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

Vote: 8-0.

11. MAYOR'S REPORT

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

Mayor Carrier appointed Krysta Gingue to the Strafford Regional Planning Commission.

Mayor Carrier invited Monica Chu & Ruade Raychel to the podium to give an overview of the Indonesian Community Connect group and they gifted the Council a book featuring Ms. Raychel's story of coming to Dover in 1998.

Deputy Mayor Shanahan moved to accept the Mayor's Report to include the appointment of Krysta Gingue to the Strafford Regional Planning Commission, seconded by Councilor Hackett.

Vote: 8-0.

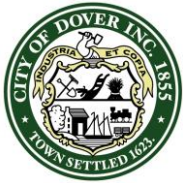
12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 13, 2025**
Meeting Time: **7:00 pm**

A. CONSENT CALENDAR

1. **B26002 AUTHORIZATION TO PURCHASE ONE (1) FORD 600 TRUCK WITH PLOW AND HOOKLIFT FOR WWTP**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B26008 AUTHORIZATION TO PURCHASE ONE (1) FORD MAVERICK XL FOR FACILITIES AND GROUNDS**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B26006 CRACK SEALING SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **B25022 REPLACEMENT EVALUATION OF COUNTY FARM ROAD CULVERT – ADDITIONAL CONSTRUCTION SERVICES – ENVIRONMENTAL PARTNERS GROUP**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **VARIOUS SENIOR CENTER TRIPS**
SPONSORED BY MAYOR CARRIER BY REQUEST

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

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 Williams presented the Appointments Committee to the Council for consideration:

New Appointments:

Otis Perry – Dover Utilities Commission – Regular Member (term: 8/13/2025 to 8/13/2028)

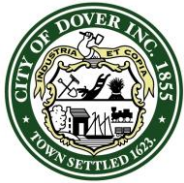
Douglas Lafleur – Dover Utilities Commission – Alternate Member (term: 7/23/2025 to 7/23/2028)

Alex Farrell – Recreation Advisory Board – Alternate Member (term: 8/13/2025 to 1/24/2027)

Resignations:

Sam Haddadin – DBIDA

Kirsten Murphy – Open Lands Committee



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 13, 2025**
Meeting Time: **7:00 pm**

Chris Staub – Open Lands Committee
Rick Mikulis – Recreation Advisory Board

Change in Status:

Jeffrey Lapak – Recreation Advisory Board - Alternate to Regular
Donovan Ingle – Recreation Advisory Board – Alternate to Regular
Deputy Mayor Shanahan moved to accept the Appointments Committee recommendations, seconded by Councilor Retrosi.

Vote: 8-0.

Councilor Cullen gave an update on the Joint Building Committee – Athletic Complex to the Council.

Councilor Hackett gave an update on the Solid Waste Advisory Commission to the Council.

B. RESOLUTIONS

1. AUTHORIZATION TO PURCHASE CATERPILLAR GENERATOR FOR LIBRARY FROM MILTON CAT VIA SOURCEWELL
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Williams.
Deputy City Manager Parker gave an overview of the resolution to the Council.
Roll Call Vote: 8-0.

2. B25029 - DOVER PUBLIC LIBRARY RENOVATION ADDITIONAL SCOPE OF WORK REPLACEMENT OF EXISTING WINDOWS
SPONSORED BY MAYOR CARRIER BY REQUEST

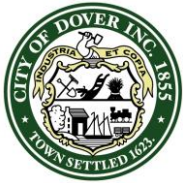
Deputy Mayor Shanahan moved to approve the resolution, seconded by Councilor Warach.
Deputy City Manager Parker gave an overview of the resolution to the Council.
Roll Call Vote: 8-0.

3. AUTHORIZATION TO ACCEPT AND EXPEND THE NEW HAMPSHIRE OFFICE OF HIGHWAY SAFETY GRANT
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED TO A PUBLIC HEARING AND VOTE ON AUGUST 27, 2025)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer the resolution to a public hearing and vote on August 27, seconded by Councilor Warach.
Vote: 8-0.

4. APPROVAL TO APPLY FOR DHA GRANT TO ESTABLISH RECOVERY HOUSE ON AVON AVENUE
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED TO A PUBLIC HEARING AND VOTE ON AUGUST 27, 2025)
SPONSORED BY COUNCILOR RICHER

Deputy Mayor Shanahan moved to refer the resolution to a public hearing and vote on August 27, seconded by Councilor Richer.
Vote: 8-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 13, 2025**
Meeting Time: **7:00 pm**

5. ADOPTION OF RESIDENTIAL ANTI DISPLACEMENT AND RELOCATION ASSISTANCE PLAN RELATED TO RECOVERY HOUSING PROGRAM GRANT FROM NH COMMUNITY DEVELOPMENT FINANCE AUTHORITY (TO BE REFERRED TO A PUBLIC HEARING AND VOTE ON AUGUST 27, 2025) SPONSORED BY COUNCILOR RICHER

Deputy Mayor Shanahan moved to refer the resolution to a public hearing and vote on August 27, seconded by Councilor Richer.
Vote: 8-0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

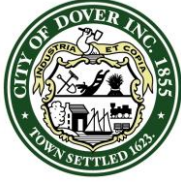
Councilor Williams informed the Council that on 8/21 there will be a walk in downtown Dover for those interested in learning about the ash trees that are facing degradation from the emerald ash bore.

Councilor Richer thanked Mayor Carrier for attending the housing chat that took place in July on Florence Street.

Mayor Carrier requested that the Recreation Department's Senior Center Coordinator perhaps attend a Council meeting so they may ask questions and understand more how the Senior Center operates.

16. ADJOURN

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

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Non-Public Session Meeting Location: Council Chambers Meeting Date: Wednesday, August 13, 2025 Meeting Time: To Immediately Follow Regular Meeting
---	---

The City Council will meet in a Public Meeting to enter a Non-public Session to discuss the following topic:

1. **Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.**

NOTE: The non-public meeting is not open to the public per RSA 91-A:3 II(d).

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

Absent: Councilor Nemeth

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

Deputy Mayor Shanahan moved to go into a non-public session per RSA 91-A:3 II(d), seconded by Councilor Retrosi.

Roll Call Vote: 8-0.

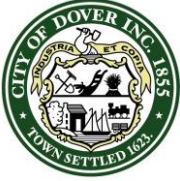
VOTING RECORD		
Date of Vote: 8/13/2025	YES	NO
Mayor Robert Carrier	X	
Deputy Mayor Dennis Shanahan	X	
Councilor S. April Richer, Ward 1	X	
Councilor Robert Warach, Ward 2	X	
Councilor Anthony Retrosi, Ward 3	X	
Councilor Debra Hackett, Ward 4	X	
Councilor Fergus Cullen, Ward 6	X	
Councilor Linnea Nemeth, At Large	Absent	
Councilor Lindsey Williams, At Large	X	
Total Votes:	8	
Motion does pass.		

Non-Public discussion

Deputy Mayor Shanahan moved to come out of the non-public meeting, seconded by Councilor Williams.

Roll Call Vote: 8-0.

VOTING RECORD		
Date of Vote: 8/13/2025	YES	NO
Mayor Robert Carrier	X	
Deputy Mayor Dennis Shanahan	X	
Councilor S. April Richer, Ward 1	X	
Councilor Robert Warach, Ward 2	X	



CITY OF DOVER

CITY COUNCIL - MINUTES

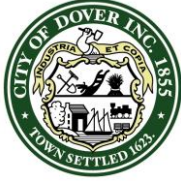
Meeting Type: **Non-Public Session**
Meeting Location: **Council Chambers**
Meeting Date: **Wednesday, August 13, 2025**
Meeting Time: **To Immediately Follow Regular Meeting**

Councilor Anthony Retrosi, Ward 3	X	
Councilor Debra Hackett, Ward 4	X	
Councilor Fergus Cullen, Ward 6	X	
Councilor Linnea Nemeth, At Large	Absent	
Councilor Lindsey Williams, At Large	X	
Total Votes:	8	
Motion does pass.		

Deputy Mayor Shanahan moved to seal the minutes, seconded by Councilor Retrosi.
Roll Call Vote: 8-0.

VOTING RECORD		
Date of Vote: 8/13/2025	YES	NO
Mayor Robert Carrier	X	
Deputy Mayor Dennis Shanahan	X	
Councilor S. April Richer, Ward 1	X	
Councilor Robert Warach, Ward 2	X	
Councilor Anthony Retrosi, Ward 3	X	
Councilor Debra Hackett, Ward 4	X	
Councilor Fergus Cullen, Ward 6	X	
Councilor Linnea Nemeth, At Large	Absent	
Councilor Lindsey Williams, At Large	X	
Total Votes:	8	
Motion does pass.		

Councilor Warach moved to adjourn, seconded by Deputy Mayor Shanahan.
Vote: 8-0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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

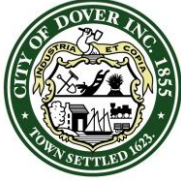
Approved as to Legal
Form and Compliance: Jennifer R. Perez
Acting City Attorney

Recorded by: Jerrica Vanslyvong-Bizier
City Clerk

DOCUMENT HISTORY:

Document Created by: Finance Department
Document Posted on: August 22, 2025

R-2025.07.23 Rescind FY2025 CIP \$2.5 Million Appropriation and Authorization for Bonding for Dover High School Turf & Track Replacement Project
Replacement ProjectDHS Turf & Track Replacement Project
Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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:

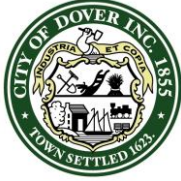
Approved Date:

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#: 12.C.1.

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

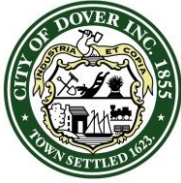
RESOLUTION BACKGROUND MATERIAL:

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#: 12.C.2.

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.

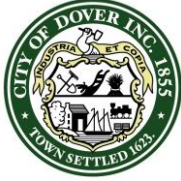
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

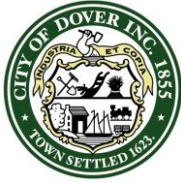
Resolution Number: **R – 2025.07.23 - 16**
Resolution Re: Rescind FY2026 Capital Improvements Program
Appropriation and Authorization for Bonding for South
End Fire Station Addition

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#: 12.C.2.

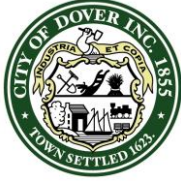
Resolution Number: **R – 2025.07.23 - 16**
Resolution Re: Rescind FY2026 Capital Improvements Program
Appropriation and Authorization for Bonding for South
End Fire Station Addition

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#: 12.C.3.

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

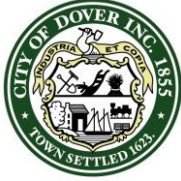
WHEREAS: The City Council acknowledged the impact of the additional debt service obligations on the School department's FY2026 General Fund budget as well as the ensuing FY2027 General Fund budget tax cap implications, and via resolution R-2025.05.28-88 City Council adopted on July 9, 2025, a \$1,740,571.00 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#: 12.C.3.

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

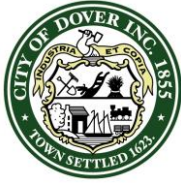
Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

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#: 12.C.3.

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.

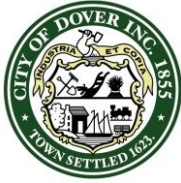
The School Board expressed concerns to the City Council about the budgetary impact the additional debt service obligations would have on the FY2027 General Fund operating budget, as well as the implications for a tax cap compliant budget for the School department since the additional debt service obligations 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#: 12.C.4.

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.

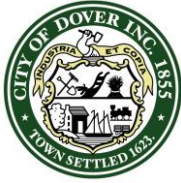
AUTHORIZATION

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#: 12.C.4.

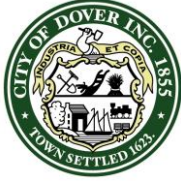
Resolution Number: **R – 2025.07.23 - 18**
Resolution Re: Reprogram Unexpended CIP Appropriations from Self
Contained Breathing Apparatus Replacement to Fire
Training Facilities Project

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#: 12.C.4.

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.
-

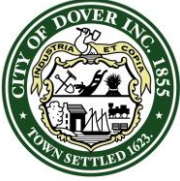
Conclusion: From Good to Great—Leading the State in Emergency Readiness

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2025.08.13 - 26**
Resolution Re: Authorization to Accept and Expend the New Hampshire
Office of Highway Safety Grant

WHEREAS: The City of Dover Police Department has applied for and received a State of NH Office of Highway Safety Grant in the amount of \$24,300; and

WHEREAS: The grant funds overtime for all traffic enforcement patrols funded by the NH Office of Safety. This includes speed enforcement, DWI patrols, pedestrian and bicycle safety, seat belt, and distracted driving enforcement, educational presentations covering operator and pedestrian safety, and the purchase a mobile data terminal (MDT) for one of the cruisers; and

WHEREAS: There is a soft match of 25% required for the enforcement patrols and the educational presentations and the match will consist of vehicle maintenance costs, staff time to administer the grant, staff time to process traffic cases, time for court testimony and hearings, as well as time spent by officers enforcing traffic laws while not being paid for by this grant. There is a cash match of 25% required for the MDT which will be paid for using existing department funds; and

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b and RSA 21-P:43, authorization by the City Council to accept and expend the grant funds is needed; and

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

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

AND, FURTHER BE IT RESOLVED THAT:

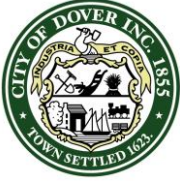
In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with vendors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

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

Financing

Account	Description	Appropriation	Balance
2240.1.210.42120.4###.02361.26	Highway Safety Grant	24,340.00	24,340.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2025.08.13 - 26**
Resolution Re: Authorization to Accept and Expend the New Hampshire
Office of Highway Safety Grant

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:

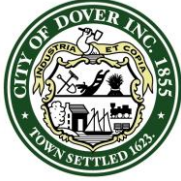
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

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.		

RESOLUTION BACKGROUND MATERIAL:

Each year, the police department is allocated funding from the NH Office of Highway Safety in order to conduct various traffic enforcement patrols. This year, the grant is for traffic enforcement overtime patrols, educational presentations and a MDT. The overtime patrols include speed enforcement, DWI patrols, pedestrian and bicycle safety, and distracted driving enforcement. The educational presentations cover operator and pedestrian safety. Lastly, there is funding to purchase a mobile data terminal for one of the cruisers. There is a soft match of 25% required for patrols and presentations which will consist of vehicle maintenance costs, staff time to administer the grant, staff time to process traffic cases, time for court testimony and hearings, as well as time spent by officers enforcing traffic laws while not being paid for by the grant. There is a 25% cash match for the MDT which will be paid out of the department's operating budget.



CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.6.

Resolution Number: **R - 2025.08.13 - 27**
Resolution Re: Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue

WHEREAS: The NH Department of Health and Human Services, reports that “from April to June 2024, opioid overdoses accounted for 32% of all unintentional injury deaths, including 60% of unintentional deaths among 18-34 year olds.” As the opioid crisis continues to impact New Hampshire and its citizens, the deep need for recovery services, and recovery housing has been identified as a priority by many state agencies; and

WHEREAS: The Dover Housing Authority (DHA) is launching a project to provide a Recovery House for eight tenants. DHA has identified a property it already owns at 7 Avon Avenue, to rebuild into a typical 2-story house with four-bedrooms, two baths, a shared common space, and a meeting room; and

WHEREAS: Funding for this project is available through the New Hampshire Community Development Finance Authority (NH CDFA) Recovery Housing Program. In order for the DHA to receive these funds, the City of Dover is required to be the applicant for the grant. Once funding is awarded, the City of Dover will transfer the funds to the Dover Housing Authority.

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

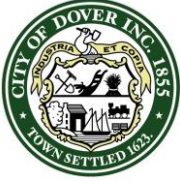
In accordance with NH RSA 31:95-b, the City Manager is authorized to apply for, accept, and expend grant funds allocated to the City of Dover on behalf of the DHA from the NH CDFA Recovery Housing Program. Any funding awarded is hereby appropriated to the DHA if the Recovery House project. The City Council, in a majority vote, accepts the terms and requirements of the Grant, and authorizes the City Manager to sign all necessary paperwork for the grant as well as contract(s) with a vendor, consistent with the authority herein.

AND, FURTHER BE IT RESOLVED;

The City Manager is directed to negotiate and enter into an agreement with DHA and any other involved party in order to secure reimbursement for any expenses related to the application and administration of this grant and indemnify the City against any liability related to this grant and the resulting project. This Agreement shall be entered into prior to the acceptance and distribution of any grant funds.

Financing			
Account	Description	Appropriation	Balance
TBD	DHA Recovery House	1,000,000.00	1,000,000.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.6.

Resolution Number: **R - 2025.08.13 - 27**
Resolution Re: Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor S. April Richer
Ward 1

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

Recorded by: Jerrica Vanslyvong-Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Please see attached for background material.



RECOVERY HOUSING PROGRAM

The Recovery Housing Program is a pilot program deploying federal resources in New Hampshire to help increase the availability of stable, temporary housing to individuals in recovery from a substance use disorder.

There is critical need for recovery housing in New Hampshire and these federal funds aim to help alleviate the significant shortage of this type of housing across the state.

The New Hampshire Community Development Finance Authority (CDFA) will administer the Recovery Housing Program which was authorized via the federal Substance Use-Disorder Prevention that Promotes Opioid Recovery and Treatment (SUPPORT) for Patients and Communities Act of 2018.

PARTNER COORDINATION

CDFA coordinated with multiple partners to identify recovery housing needs in New Hampshire and ensure Recovery Housing Program goals were based on data, trends, and public participation. The process to identify needs and establish program priorities included:

- Hosting recovery home provider interviews across the state;
- Conducting a survey of recovery homes and other stakeholders;
- Soliciting public input through one-on-one outreach;
- Researching and evaluating best practices and program models.

Partners engaged in this process included New Hampshire Housing Finance Authority, Department of Health and Human Services, Housing Action New Hampshire, and the New Hampshire Coalition of Recovery Residences.

CDFA will continue to work with these partners and others as the program progresses to assist with outreach and to obtain feedback regarding the program.

AVAILABLE RESOURCES

The Recovery Housing Program has approximately \$1.96 million of available funds for awards to grantees. These funds will be treated as Community Development Block Grant (CDBG) funds as outlined under title I of the Housing and Community Development Act of 1974, unless otherwise provided in Section 8071 of the SUPPORT Act or modified by waivers and alternative requirements.

Eligible applicants may apply for up to \$250,000 per activity and up to \$500,000 per subrecipient (if applying for two different eligible activities). For example, an applicant applying for up to \$500,000 per subrecipient may be doing so to support acquisition and rehabilitation for the same property with Recovery Housing Program funds.

ELIGIBLE APPLICANTS

CDFA will distribute Recovery Housing Program funds through competitive grants to New Hampshire cities, towns and counties. A non-profit agency may also apply through its municipality or county as a sub-recipient of funds. Entitlement communities (Manchester, Nashua, Portsmouth, Rochester and Dover) are also eligible to apply.

ELIGIBLE ACTIVITIES

Eligible activities must benefit individuals in recovery from a substance use disorder and are limited to:

- Public facilities and improvements;
- Acquisition of real property;
- Rehabilitation and reconstruction of multi-unit residential buildings;

- Rehabilitation and reconstruction of single-unit residential buildings;
- New construction of housing.

The assistance is limited, per individual, to a period of not more than two years or until the individual secures permanent housing.

Individual in Recovery: As defined by SAMSHA, an individual in the process of change through which they improve their health and wellness, live self-directed lives, and strive to reach their full potential.

Substance Use Disorder: As defined by SAMSHA, Substance use disorders occur when the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home.

EVALUATION CRITERIA

CDFA staff will evaluate all complete applications in accordance with the process and criteria outlined in the [Recovery Housing Program Application and Program Guide](#). Criteria includes: projects ability to meet statewide recovery housing needs, geography and populations served, partnerships with community supports, project specific needs and impact, capacity and readiness to implement.

Applications with the highest score will be recommended for funding until the funding is expended.

HOW TO APPLY

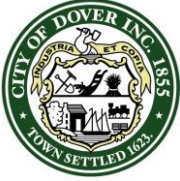
CDFA strongly encourages potential applicants to attend the Recovery Housing Program Application Workshop on October 24 at 2:00 PM ([REGISTER HERE](#)). A recording of the workshop will be posted here on CDFA's Resource Hub: <https://resources.nhcdfa.org/programs/community-development-block-grant/application/special-allocations/>.

Potential applicants should also contact CDFA for a pre-application meeting before deciding to apply. Interested organizations can schedule a meeting via CDFA's website (<https://nhcdfa.org/schedule-a-meeting/>) or by contacting Kirsten Barton, Housing Specialist, at kbarton@nhcdfa.org.

All applications are submitted online through the CDFA Grants Management System (GMS). After registration, municipalities and their representatives can access application materials and complete their applications online.

Additional information on the Recovery Housing Program can be found on [CDFA's Resource Hub](#), including the [Recovery Housing Program Application and Program Guide](#).

The deadline for the initial round Recovery Housing Program applications is 4:00 PM on December 19, 2022. Applications will then be accepted on a rolling basis until funding is expended.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.7.

Resolution Number: **R - 2025.08.13 - 28**
Resolution Re: Adoption of Residential Anti Displacement and Relocation Assistance Plan related to Recovery Housing Program Grant from NH Community Development Finance Authority

WHEREAS: The Dover Housing Authority (DHA) is launching a project to provide a Recovery House for eight tenants. DHA has identified a property it already owns at 7 Avon Avenue, to rebuild into a typical 2-story house with four-bedrooms, two baths, a shared common space, and a meeting room; and

WHEREAS: Funding for this project is available through the New Hampshire Community Development Finance Authority (NH CDFA) Recovery Housing Program. In order for the DHA to receive these funds, the City of Dover is required to be the applicant for the grant. Once funding is awarded, the City of Dover will transfer the funds to the Dover Housing Authority.

WHEREAS: The adoption of a Residential Anti-Displacement and Relocation Assistance (RARA) Plan related to the Recovery Housing Program is required in order to apply for said grant.

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

The attached Residential Anti-Displacement and Relocation Assistance Plan is adopted by the City of Dover.

NOTE: THIS RESOLUTION REQUIRES A PUBLIC HEARING PRIOR TO VOTE OF CITY COUNCIL.

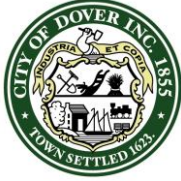
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor S. April Richer
Ward 1

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#: 12.C.7.	
Resolution Number: R - 2025.08.13 - 28 Resolution Re: Adoption of Residential Anti Displacement and Relocation Assistance Plan related to Recovery Housing Program Grant from NH Community Development Finance Authority		

DOCUMENT HISTORY:

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

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

RESOLUTION BACKGROUND MATERIAL:

Please see attached Residential Anti-Displacement and Relocation Assistance (RARA) plan.

The resolution “Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue” is an accompanying resolution that requires a public hearing and vote of City Council.

Please see attached background information on the NH CDFA Recovery Housing Program.

City of Dover, NH
RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

Every effort will be made to minimize temporary or permanent displacement of persons due to a CDBG project undertaken by the City of Dover, NH.

However, in the event of displacement as a result of a federally funded award, the City of Dover, NH will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income, which is involuntarily and permanently displaced.

If the property is acquired, but will not be used for low/moderate income housing under 104(d) of the Housing and Community Development Act of 1974, as amended, the displacement and relocation plan shall provide that before obligating and spending funds that will directly result in such demolition or conversion the municipality will make public and submit to CDFA the following information:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low- and moderate-income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion date of the demolition or conversion;
- e. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h. Relocation benefits for all low or moderate income persons shall be provided, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
 1. Sufficient compensation to ensure that, at least for five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent, or;
 2. If elected by a family, a lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above to permit the household to secure participation in a housing cooperative or mutual housing association, or a Section 8 certificate or voucher for rental assistance provided through New Hampshire Housing Finance Authority.
- i. Persons displaced shall be relocated into comparable replacement housing that is decent, safe, and sanitary, adequate in size to accommodate the occupants, functionally equivalent, and in an area not subject to unreasonably adverse environmental conditions;

- j. Provide that persons displaced have the right to elect, as an alternative to the benefits in subparagraph 2. above, to receive benefits under the Uniform Relocation Assistance and
- k. Real Property Acquisition Policies Act of 1970 if such persons determine that it is in their best interest to do so; and
- l. The right of appeal to the executive director of CDFA where a claim for assistance under subparagraph 2. above is denied by the grantee. The executive director's decision shall be final unless a court determines the decision was arbitrary and capricious.
- m. Paragraphs a. through k. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

CERTIFICATION OF COMPLIANCE

The City of Dover, NH anticipates no displacement or relocation activities will be necessitated by this project. Should some unforeseen need arise, the City certifies that it will comply with the Uniform Relocation Act and Section 104(d) of the Housing and Community Development Act of 1974, as amended.

Printed Municipal Official Name: _____

Title: _____

Signature: _____

Date of Adoption: _____



RECOVERY HOUSING PROGRAM

The Recovery Housing Program is a pilot program deploying federal resources in New Hampshire to help increase the availability of stable, temporary housing to individuals in recovery from a substance use disorder.

There is critical need for recovery housing in New Hampshire and these federal funds aim to help alleviate the significant shortage of this type of housing across the state.

The New Hampshire Community Development Finance Authority (CDFA) will administer the Recovery Housing Program which was authorized via the federal Substance Use-Disorder Prevention that Promotes Opioid Recovery and Treatment (SUPPORT) for Patients and Communities Act of 2018.

PARTNER COORDINATION

CDFA coordinated with multiple partners to identify recovery housing needs in New Hampshire and ensure Recovery Housing Program goals were based on data, trends, and public participation. The process to identify needs and establish program priorities included:

- Hosting recovery home provider interviews across the state;
- Conducting a survey of recovery homes and other stakeholders;
- Soliciting public input through one-on-one outreach;
- Researching and evaluating best practices and program models.

Partners engaged in this process included New Hampshire Housing Finance Authority, Department of Health and Human Services, Housing Action New Hampshire, and the New Hampshire Coalition of Recovery Residences.

CDFA will continue to work with these partners and others as the program progresses to assist with outreach and to obtain feedback regarding the program.

AVAILABLE RESOURCES

The Recovery Housing Program has approximately \$1.96 million of available funds for awards to grantees. These funds will be treated as Community Development Block Grant (CDBG) funds as outlined under title I of the Housing and Community Development Act of 1974, unless otherwise provided in Section 8071 of the SUPPORT Act or modified by waivers and alternative requirements.

Eligible applicants may apply for up to \$250,000 per activity and up to \$500,000 per subrecipient (if applying for two different eligible activities). For example, an applicant applying for up to \$500,000 per subrecipient may be doing so to support acquisition and rehabilitation for the same property with Recovery Housing Program funds.

ELIGIBLE APPLICANTS

CDFA will distribute Recovery Housing Program funds through competitive grants to New Hampshire cities, towns and counties. A non-profit agency may also apply through its municipality or county as a sub-recipient of funds. Entitlement communities (Manchester, Nashua, Portsmouth, Rochester and Dover) are also eligible to apply.

ELIGIBLE ACTIVITIES

Eligible activities must benefit individuals in recovery from a substance use disorder and are limited to:

- Public facilities and improvements;
- Acquisition of real property;
- Rehabilitation and reconstruction of multi-unit residential buildings;

- Rehabilitation and reconstruction of single-unit residential buildings;
- New construction of housing.

The assistance is limited, per individual, to a period of not more than two years or until the individual secures permanent housing.

Individual in Recovery: As defined by SAMSHA, an individual in the process of change through which they improve their health and wellness, live self-directed lives, and strive to reach their full potential.

Substance Use Disorder: As defined by SAMSHA, Substance use disorders occur when the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home.

EVALUATION CRITERIA

CDFA staff will evaluate all complete applications in accordance with the process and criteria outlined in the [Recovery Housing Program Application and Program Guide](#). Criteria includes: projects ability to meet statewide recovery housing needs, geography and populations served, partnerships with community supports, project specific needs and impact, capacity and readiness to implement.

Applications with the highest score will be recommended for funding until the funding is expended.

HOW TO APPLY

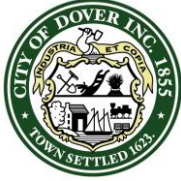
CDFA strongly encourages potential applicants to attend the Recovery Housing Program Application Workshop on October 24 at 2:00 PM ([REGISTER HERE](#)). A recording of the workshop will be posted here on CDFA's Resource Hub: <https://resources.nhcdfa.org/programs/community-development-block-grant/application/special-allocations/>.

Potential applicants should also contact CDFA for a pre-application meeting before deciding to apply. Interested organizations can schedule a meeting via CDFA's website (<https://nhcdfa.org/schedule-a-meeting/>) or by contacting Kirsten Barton, Housing Specialist, at kbarton@nhcdfa.org.

All applications are submitted online through the CDFA Grants Management System (GMS). After registration, municipalities and their representatives can access application materials and complete their applications online.

Additional information on the Recovery Housing Program can be found on [CDFA's Resource Hub](#), including the [Recovery Housing Program Application and Program Guide](#).

The deadline for the initial round Recovery Housing Program applications is 4:00 PM on December 19, 2022. Applications will then be accepted on a rolling basis until funding is expended.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2025.08.27 - 29**

Resolution Re: B26003 Authorization to Purchase One (1) Ford Maverick for
Parking Bureau

WHEREAS: A Request for Bid B26003 was solicited and received on August 5th, 2025 @ 2:00 p.m. for a One (1) Ford Maverick for Facilities and Grounds; and

WHEREAS: The City received 3 submissions and Grappone Ford, Bow, NH was the most advantageous, due to vehicle cost and availability, at a cost of \$29,701.00; and,

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

The Purchasing Agent is hereby authorized to issue a purchase order to Grappone Ford, of Bow NH for the purchase of One (1) Ford Maverick XL in the amount of \$29,701.00. 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
3213.1.210.42130.4742.00000.	Light Vehides	35,000.00	35,000.00

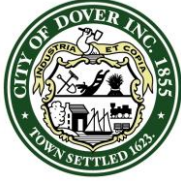
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2025.08.27 - 29**

Resolution Re: B26003 Authorization to Purchase One (1) Ford Maverick for
Parking Bureau

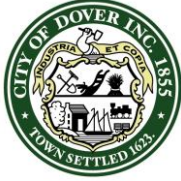
DOCUMENT HISTORY:

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 – 2025.08.27 - 29**

Resolution Re: B26003 Authorization to Purchase One (1) Ford Maverick for
Parking Bureau

RESOLUTION BACKGROUND MATERIAL:

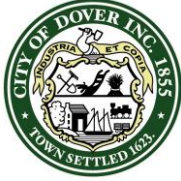
As part of the ongoing vehicle replacement program, the intent is to procure a new vehicle to allow for replacement of either the pick-up truck or van used by the Parking Bureau in the near future. Efficiency in delivering parking management (enforcement) is critical to the downtown parking system. Use of a vehicle for patrolling is vital in recruitment, retention, efficiency and fighting employee fatigue in an ever-expanding landscape.

The current parking van is 8 years old (2017 model) and the parking pick-up truck is 12 years old (2013 model)

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	241	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	Until Delivery	Estimated Delivery:	90-120 days
Recommended Award to:	Grappone Ford	Fund:	General
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.

[B26003 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2025.08.27 - 30**

Resolution Re: B25075(a) Rebid Replacement of AC Units at City Hall

WHEREAS: A Sealed Request for Proposal, Bid B25075(a) was solicited and received on August 14, 2025 @ 2:00 p.m. for Replacement of AC Units at City Hall; and

WHEREAS: The City requested proposals to replace the existing air conditioning mini split systems and condenser unit located at City Hall; and,

WHEREAS: The City received one (1) submission from Palmer & Sicard, Exeter, NH, at a cost of \$89,459.00; and,

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

The Purchasing Agent is hereby authorized to issue a purchase order to Palmer & Sicard of Exeter, NH in the amount of \$89,459.00. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

Financing				
Account	Description	Appropriation	Balance	Charge
4021.1.300.41941.4727.01101.21.000.000.700	City Hall Building Systems	300,000.00	474.07	474.07
4022.1.190.41941.4725.01101.22.000.000.700	City Hall Improvements	500,000.00	1,988.56	1,988.56
4023.1.190.41941.4725.01109.23.000.000.700	Gen Govt Building Improvements	50,000.00	1,244.05	1,244.05
4025.1.190.41941.4725.01109.25.000.000.700	Gen Govt Building Improvements	50,000.00	50,000.00	50,000.00
4026.1.190.41941.4725.01109.26.000.000.700	Gen Govt Building Improvements	50,000.00	50,000.00	6,293.32
1009.1.300.43180.4730.00000.25.000.000.700	CS Fac & Grnds - Improvements Bldgs	30,000.00	30,000.00	29,459.00
			Total	89,459.00

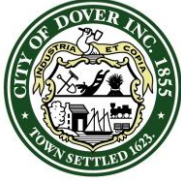
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2025.08.27 - 30**

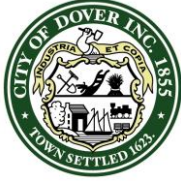
Resolution Re: B25075(a) Rebid Replacement of AC Units at City Hall

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2025.08.27 - 30**

Resolution Re: B25075(a) Rebid Replacement of AC Units at City Hall

RESOLUTION BACKGROUND MATERIAL:

The intention of the planned work is to improve and upgrade the air conditioning equipment for some areas of City Hall. Areas within the Assessing Office, Treasurer's Office, and Deputy City Managers area have experienced chronic problems with HVAC, primary air conditioning. The plan is to install new mini-split, ductless units with external compressors. Some of the items noted in the RFP are:

- Removal and disposal of the existing condenser unit, mini-split units, thermostats, condensate pump, and associated refrigerant lines.
- Supply and installation of a new Mitsubishi condenser unit and mini splits and equipment sized appropriately for the spaces.
- Electrical wiring for the new equipment, in accordance with all applicable codes.
- Startup, commissioning, and testing of the new air conditioning system to ensure proper operation.
- Providing a minimum one-year warranty on all materials and labor.

Equipment Locations:

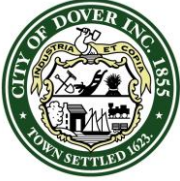
- Assessor's office suite
- Deputy City Manager suite
- Treasurer office suite

A Sealed Request for Proposal, Bid B25075 had previously been solicited and received on June 17, 2025. The specifications allowed for general AC Units but should have identified a specific brand, Mitsubishi.

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	287	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:		Estimated Delivery:	
Recommended Award to:	Palmer & Sicard	Fund:	General
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.

[B25075\(a\) Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2025.08.27 - 31**
Resolution Re: B25018 Garrison Reservoir to Oak Street and Broadway
Water Transmission Main - Additional Scope of Work

WHEREAS: A sealed Request for Proposal, Bid #B25018, was issued and received for Garrison Reservoir to Oak Street and Broadway Water Transmission Main on March 18, 2025 at 2:00 PM. A mandatory pre-bid meeting was conducted on March 4, 2025, with 6 firms attending, and;

WHEREAS: The scope of work included replacing a critical 12-inch water main running from the 4-million-gallon Garrison Hill Water Storage Tank cross-country down to Oak Street, then southerly down Broadway. The existing main was 1929 vintage and experienced recent water main breaks causing service disruptions, with additional catastrophic main breaks during ongoing construction, and;

WHEREAS: The City received four (4) submittals which were reviewed for necessary experience, technical and professional qualifications, as well as cost., and the proposal deemed most advantageous to the City was submitted by S.U.R. Construction of Rochester, NH in the amount of \$1,357,625.00, which included a contingency of \$100,000, approved via [R-2025.04.09-54](#) and;

WHEREAS: On 8/11/2025, the City received an additional scope of work for roadway reclamation and paving on Broadway and Oak in the amount of \$280,217.50; and,

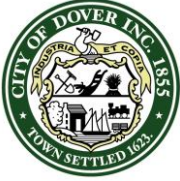
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a revised Purchase Order to S.U.R Construction, for rates and scope of work in conjunction with B25018, not to exceed \$280,217.50. The City Manager, or designee, is hereby authorized to contract with the vendors consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Charge	Balance
4020.1.300.43121.4751.03176.20	Street Recon Oak/Broadway	620,000.00	21,387.27	21,387.27
1009.1.300.43121.4715.00000.25	CS Streets - Land Improvements	1,914,715.00	118,721.48	1,011,668.01
5300.1.300.43320.4757.03540.26	Water Maine - Broadway Area	1,500,000.00	140,108.75	1,500,000.00
	Total		\$280,217.50	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2025.08.27 - 31**
Resolution Re: B25018 Garrison Reservoir to Oak Street and Broadway
Water Transmission Main - Additional Scope of Work

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

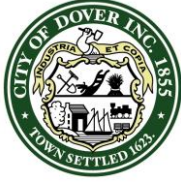
DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

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

R-2025.08.27 B25018 Garrison Reservoir to Oak Street
and Broadway Water Transmission Main Addl SOW
Page 2 of 3

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.1. Resolution Number: R – 2025.08.27 - 31 Resolution Re: B25018 Garrison Reservoir to Oak Street and Broadway Water Transmission Main - Additional Scope of Work
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This project was a high-priority based on recurrence of 4 separate water main breaks over the last 5 years on what is an existing 12-inch diameter water main installed in 1929. The existing main was a critical supply line, as it tied the water distribution system directly to the 4-million-gallon water storage tank located atop Garrison Hill. The existing pipe material was cast-iron and when breaks occurred they have been significant, as sections of the pipe have essentially burst. The resulting loss of water has been as much as one million gallons within just a few hours.

During ongoing construction, the existing main experienced additional catastrophic breaks. These may or may not have been related to construction, but the existing pipe was in extremely poor condition. The initial project intent was to simply repave excavated trenches, but the water main breaks caused extensive damage to the roadway subbase, and undermined much of the roadway pavement. At the City's request, S.U.R. Construction prepared a cost-estimate to include full-depth grinding and reclamation of the pavement and subbase, with regrading of the roadway, adjustment of buried castings, and new curb-to-curb pavement overlay. The proposed work will be limited to Broadway, at Oak Street and extending southerly down to intersection of Florence, and will tie in all side streets, driveways, and parking lots.

The transmission main pipe replacement work included 3,000 linear feet of new water main. This included a 16-inch main from the Garrison Hill storage tank down to Oak Street, near the intersection with Highland Ave, and extending out to Broadway, then it changes to 12-inch and runs southerly down Broadway to the intersection of Florence Street.

Bid Information:

A sealed Request for Proposal #B25018 was issued on March 18, 2025 at 2:00 p.m. EST.

Award Information:

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

Type:	Purchase order	Advertised:	Yes
Invitations Mailed:	462	Number of Responses:	3
Warranty:	Yes	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	ASAP
Recommended Award to:	S.U.R. Construction	Fund:	Water
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

[B25018 Bid Documents](#)

Document Created by: Purchasing Document Posted on: August 21, 2025	R-2025.08.27 B25018 Garrison Reservoir to Oak Street and Broadway Water Transmission Main Addl SOW Page 3 of 3
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