

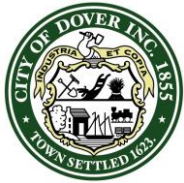
CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 11, 2026**
Meeting Time: **7:00 pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
 - A. REPROGRAM UNEXPENDED BOND PROCEEDS FROM FIFTH/GROVE STREET RECONSTRUCTION PROJECT TO HORNE STREET RECONSTRUCTION PROJECT (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(VOTE TO OCCUR ON FEBRUARY 25, 2026)
SPONSORED BY MAYOR SHANAHAN BY REQUEST
 - B. REPROGRAM UNEXPENDED BOND PROCEEDS FROM ELM/SUMMER/BELKNAP STREET RECONSTRUCTION PROJECT TO LOWER CENTRAL AVENUE STREET RECONSTRUCTION PROJECT
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(VOTE TO OCCUR FEBRUARY 25, 2026)
SPONSORED BY MAYOR SHANAHAN BY REQUEST
 - C. AUTHORIZATION TO APPLY, ACCEPT, AND EXPEND DHA GRANT TO ESTABLISH RECOVERY HOUSE AT AVON AVENUE
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED A PUBLIC HEARING & VOTE ON FEBRUARY 25, 2026)
SPONSORED BY COUNCILOR RICHER
 - D. ADOPTION OF RESIDENTIAL ANTI DISPLACEMENT AND RELOCATION ASSISTANCE PLAN RELATED TO RECOVERY HOUSING
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED TO A PUBLIC HEARING & VOTE ON FEBRUARY 25, 2026)
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 – FY2027 PROPOSED BUDGET PRESENTATION**
10. **APPROVAL OF MINUTES**
 - A. January 28, 2026 – Workshop Meeting, Regular Meeting
 - B. February 4, 2026 – Workshop Meeting
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 11, 2026**
Meeting Time: **7:00 pm**

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. **AUTHORIZATION TO ACCEPT AND EXPEND THE NHDES 2026 EXOTIC AQUATIC PLANT CONTROL GRANT**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR SHANAHAN BY REQUEST
2. **AUTHORIZATION TO APPLY, ACCEPT, AND EXPEND DHA GRANT TO ESTABLISH RECOVERY HOUSE AT AVON AVENUE**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED A PUBLIC HEARING & VOTE ON FEBRUARY 25, 2026)
SPONSORED BY COUNCILOR RICHER
3. **ADOPTION OF RESIDENTIAL ANTI DISPLACEMENT AND RELOCATION ASSISTANCE PLAN RELATED TO RECOVERY HOUSING**
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED TO A PUBLIC HEARING & VOTE ON FEBRUARY 25, 2026)
SPONSORED BY COUNCILOR RICHER

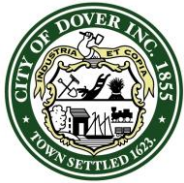
13. NEW BUSINESS

A. CONSENT CALENDAR

1. **ACCEPTANCE OF TRAIL EASEMENT FROM 59 TOLEND RD LLC (OWNER OF TAX MAP E-65, LOT 1)**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
2. **APPROVAL OF CITY OF DOVER EMPLOYMENT AGREEMENT REGARDING CITY ATTORNEY**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
3. **APPROVAL OF CITY OF DOVER EMPLOYMENT AGREEMENT REGARDING FIRE CHIEF**
SPONSORED BY MAYOR SHANAHAN BY REQUEST

COMMITTEE REPORTS

- | | |
|--|---|
| 1. Arts Commission (Robison) | 14. Solid Waste Advisory Committee (Richer) |
| 2. Conservation Commission (Williams) | 15. Transportation Advisory Commission (Cullen) |
| 3. Library Board of Trustees (Richer) | 16. Heritage Commission (Retrosi) |
| 4. <u>Appointments Committee (Williams)</u> | 17. Board of Health (Veitch) |
| 5. Planning Board (Richer) | 18. Downtown TIF Advisory Board (Robison) |
| 6. School Board Liaison (Carmichael) | 19. Cochecho Waterfront Development Advisory Committee (Shanahan) |
| 7. Recreation Advisory (Retrosi) | 20. COAST (Shanahan) |
| 8. Energy Commission (Veitch) | 21. Waterfront TIF Advisory Board (Cullen) |
| 9. Parking Commission (Cullen) | 22. Dover Main Street |
| 10. Legislative Liaison (Shanahan) | 23. Strafford Regional Planning Commission (Williams) |
| 11. Committee for Racial Equity and Inclusion (Carmichael) | 24. Government Affairs (Shanahan) |
| 12. Graffiti Management Advisory Committee (Retrosi) | 25. Cemetery Board (Veitch) |
| 13. Ordinance Committee (Shanahan) | 26. Joint Building Committee – Athletic Complex (Cullen) |
| | 27. Dover Housing Authority (Granfield) |
| | 28. Dover Utilities Commission (Carmichael) |



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 11, 2026**
Meeting Time: **7:00 pm**

B. RESOLUTIONS

1. **ADOPTION OF 2026-2027 CITY COUNCIL GOALS**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
2. **ACCEPTANCE OF THE FY27 ACTION PLAN AND EXPENDITURES FOR FY27 CDBG ENTITLEMENT FUNDS, FY26 PROGRAM INCOME AND FY27 PROGRAM INCOME (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**
(TO BE REFERRED TO A PUBLIC HEARING & VOTE ON FEBRUARY 25, 2026)
SPONSORED BY MAYOR SHANAHAN BY REQUEST
3. **FISCAL YEAR 2027 BUDGET APPROPRIATIONS, FEES, AND CAPITAL IMPROVEMENTS PROGRAM**
(RESOLUTION TO BE REFERRED TO PUBLIC HEARING AS FOLLOWS: SCHOOL DEPARTMENT BUDGET HEARING ON FEBRUARY 25, 2026, CITY BUDGET HEARING ON WEDNESDAY, MARCH 11, 2026)
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE TO ADOPT PURSUANT TO DOVER CHARTER C6-3.1 WITH A VOTE TO BE HELD ON APRIL 1, 2026)
SPONSORED BY MAYOR SHANAHAN BY REQUEST

C. ORDINANCES IN 1ST READING

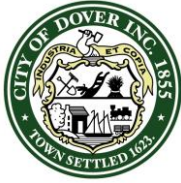
1. **CHAPTER 29, SECTION 3 NAMING OF CITY PROPERTY**
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 11, 2026)
SPONSORED BY COUNCILOR CULLEN

14. COUNCIL CORRESPONDENCE

A. Xfinity Letter

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.A.
PUBLIC HEARING ONLY**

Resolution Number: **R – 2026.01.28 - 117**
Resolution Re: Reprogram Unexpended Bond Proceeds from Fifth/Grove Street Reconstruction Project to Horne Street Reconstruction 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: Due to lower than anticipated project costs there is an available \$1,553,416.91 of unexpended bond proceeds from the Fifth/Grove Street Reconstruction capital improvements program project; and

WHEREAS: The City has identified the immediate need for funding the reconstruction of Horne/Crescent Streets capital improvement program project; and

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

The amount of \$300,000.00 (Three Hundred Thousand dollars) of unexpended bond proceed appropriations is hereby reprogrammed from the Fifth/Grove Streets Reconstruction CIP project to the Horne/Crescent Streets Reconstruction CIP project:

		Available	Reprogram	Adjusted
Project Number	Project Description	Balance	Adjustment	Balance
4025.1.300.43121.4751.03157.25.000.000.700	Fifth/Grove Street Reconstruction	1,553,416.91	(300,000.00)	1,253,416.91
4025.1.300.43121.4751.03????.25.000.000.700	Horne/Crescent Street Reconstruction	0.00	300,000.00	300,000.00
		1,553,416.91	0.00	1,553,416.91

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 Dennis Shanahan
By Request

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

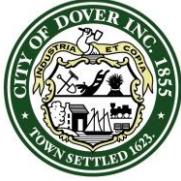
Recorded by: Jericca Vansylyvong-Bizier
City Clerk

DOCUMENT HISTORY:

Document Created by: Finance
Document Posted on: February 6, 2026

R-2026.01.28 Reprogram Unexpended Bond Proceeds From Fifth/Grove Street Reconstruction Project to Horne Street Reconstruction Project

Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.A.
PUBLIC HEARING ONLY**

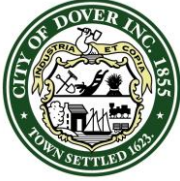
Resolution Number: **R – 2026.01.28 - 117**
Resolution Re: Reprogram Unexpended Bond Proceeds from Fifth/Grove Street Reconstruction Project to Horne Street Reconstruction Project

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.A.
PUBLIC HEARING ONLY**

Resolution Number: **R – 2026.01.28 - 117**
Resolution Re: Reprogram Unexpended Bond Proceeds from Fifth/Grove Street Reconstruction Project to Horne Street Reconstruction Project

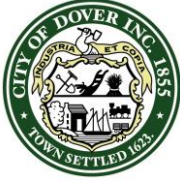
RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Fifth/Grove Streets Reconstruction project. On December 13, 2023 the City Council adopted the FY2025 Capital Improvements Plan (CIP) Authorization for bonding, which included \$4,000,000.00 for the Fifth/Grove Streets Reconstruction project. City Council resolution 2023.11.29 – 184.

This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized financing the Fifth/Grove Streets Reconstruction project. This resolution reprograms funding from Fifth/Grove Streets project to the Horne/Crescent Streets Reconstruction project. The Fifth/Grove Streets Reconstruction project is near completion and unexpended bond proceeds exist that can be reprogrammed to a similar type CIP project.

The Horne/Crescent Streets Reconstruction project was identified in the FY2027-FY2032 CIP to be debt financed in the amount of \$5,700,000.00 for Street Reconstruction portion, \$1,600,000 for Water Main replacement portion, and \$1,100,000 for Sewer Main replacement portion. City Council approved the six-year CIP on December 10, 2025 via resolution 2025.10.22 – 65.

The Horne/Crescent Streets Reconstruction project requires design work to ensure accurate cost estimates for the project are included in the FY2028-FY2033 CIP and construction documents are ready for bid solicitation.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.B.
PUBLIC HEARING ONLY**

Resolution Number: **R – 2026.01.28 - 118**
Resolution Re: Reprogram Unexpended Bond Proceeds from
Elm/Summer/Belknap Street Reconstruction Project to
Lower Central Avenue Reconstruction 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: Due to lower than anticipated project costs there is an available \$398,449.56 of unexpended bond proceeds from the Elm/Summer/Belknap Street Reconstruction capital improvements program project; and

WHEREAS: The City has identified the immediate need for funding for the Lower Central Avenue Reconstruction capital improvements program project; and

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

The amount of \$398,449.56 (Three Hundred Ninety-Eight Thousand Four Hundred Forty-Nine dollars and Fifty-Six cents) of unexpended bond proceed appropriations is hereby reprogrammed from the Elm/Summer/Belknap Streets Reconstruction CIP project to the Lower Central Avenue Reconstruction CIP project:

		Available	Reprogram	Adjusted
Project Number	Project Description	Balance	Adjustment	Balance
4019.1.300.43121.4751.03153.19.000.000.700	Elm/Summer/Belknap Street Reconstruction	310,911.64	(310,911.64)	0.00
4021.1.300.43121.4751.03153.21.000.000.700	Elm/Summer/Belknap Street Reconstruction	87,537.92	(87,537.92)	0.00
4019.1.300.43121.4751.03???.19.000.000.700	Lower Central Avenue Reconstruction	0.00	310,911.64	310,911.64
4021.1.300.43121.4751.03???.21.000.000.700	Lower Central Avenue Reconstruction	0.00	87,537.92	87,537.92
		398,449.56	0.00	398,449.56

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.

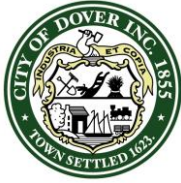
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.B.
PUBLIC HEARING ONLY**

Resolution Number: **R – 2026.01.28 - 118**
Resolution Re: Reprogram Unexpended Bond Proceeds from
Elm/Summer/Belknap Street Reconstruction Project to
Lower Central Avenue Reconstruction Project

DOCUMENT HISTORY:

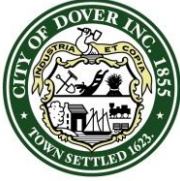
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Document Created by: Finance Document Posted on: February 6, 2026	R-2026.01.28 Reprogram Unexpended Bond Proceeds From Elm/Summer/Belknap Street Reconstruction Project to Lower Central Avenue Reconstruction Project
	Page 2 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.B.
PUBLIC HEARING ONLY**

Resolution Number: **R – 2026.01.28 - 118**
Resolution Re: Reprogram Unexpended Bond Proceeds from
Elm/Summer/Belknap Street Reconstruction Project to
Lower Central Avenue Reconstruction Project

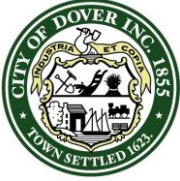
This resolution does not authorize any additional appropriation and does not authorize an increase in the indebtedness of the City. This resolution allows for the avoidance of \$300,000.00 in potential new debt.

The City Council previously authorized the appropriations for the Elm/Summer/Belknap Streets Reconstruction project. On December 13, 2017 the City Council adopted the FY2019 Capital Improvements Plan (CIP) Authorization for bonding, which included \$2,700,000.00 for the Elm/Summer/Belknap Streets Reconstruction project. City Council resolution 2017.10.25 – 157. On April 8, 2020 the City Council adopted resolution 2020.03.11 – 037 to reprogram unexpended bond proceeds from various Community Services public works CIP projects to the Elm/Summer/Belknap Streets Reconstruction project.

The City Council previously authorized financing the appropriations for the Elm/Summer/Belknap Streets Reconstruction project. This resolution reprograms funding from Elm/Summer/Belknap Streets project to the Lower Central Avenue Reconstruction project. The Elm/Summer/Belknap Streets Reconstruction project is completed and unexpended bond proceeds exist that can be reprogrammed to a similar type CIP project.

The Lower Central Avenue Reconstruction project was proposed in the FY2027-FY2032 CIP to be debt financed in the amount of \$300,000 for FY2027. The unexpended funding from the Elm/Summer/Belknap Streets Reconstruction project was available to be reprogrammed and identified for Lower Central Avenue project. The \$300,000 FY2027 proposed amount for bonding for Lower Central Avenue Reconstruction was removed from the CIP Plan and Authorization for Bonding resolution adopted by City Council on December 10, 2025 via resolution 2025.10.22 – 67.

The Lower Central Avenue Reconstruction project requires design work to ensure accurate cost estimates for the project are included in the FY2028-FY2033 CIP and construction documents are ready for bid solicitation.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R - 2026.01.28 - 115**
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.

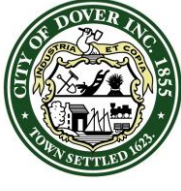
AND FURTHER BE IT RESOLVED:

The City acknowledges the grant in the amount of \$1,000,000 from the NH CDFA.

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 12.C.2. Resolution Number: R - 2026.01.28 - 115 Resolution Re: Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue
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THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: 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 Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

This resolution Re-Adopted to acknowledge the grant amount of \$1,000,000. The original resolution R-2025.08.13-27 titled “Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue” was adopted by City Council on August 27, 2025.

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

Document Created by: Finance	R-2026.01.28 Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue
Document Posted on: February 6, 2026	Page 2 of 2



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

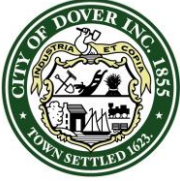
CDFA strongly encourages potential applicants to attend the Recovery Housing Program Application Workshop on October 24 at 2:00 PM ([REGISTER HERE](#)). A recording of the workshop will be posted here on CDFA's Resource Hub: <https://resources.nhcdfa.org/programs/community-development-block-grant/application/special-allocations/>.

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.3.

Resolution Number: **R - 2026.01.28 - 116**
Resolution Re: Adoption of Residential Anti Displacement and Relocation Assistance Plan related to Recovery Housing Program Grant

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; and

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 has been adopted by the City of Dover.

AND FURTHER BE IT RESOLVED:

The attached Residential Anti-Displacement and Relocation Assistants (RARA) Plan was made available to the public through the City's Planning Department and posting of this resolution on the City's website.

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

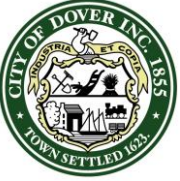
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor S. April Richer, Ward 1

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.3. Resolution Number: R - 2026.01.28 - 116 Resolution Re: Adoption of Residential Anti Displacement and Relocation Assistance Plan related to Recovery Housing Program Grant
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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

This resolution Re-adopted to acknowledge how the City’s RARA plan was made available to the public.

The resolution is a Re-Approval to the R-2025.08.13-28 resolution titled “Adoption of Residential Anti Displacement and Relocation Assistance Plan related to Recovery Housing Program Grant from NH Community Development Finance Authority” adopted by City Council on August 27, 2025.

Please see attached plan and related resolution “Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue” for background material.

A copy of City of Dover Residential Anti Displacement & Relocation Assistance (RARA) Plan is attached to this resolution.

Document Created by: Finance Document Posted on: February 6, 2026	R-2026.01.28 Adoption of Residential Anti Displacement and Relocation Assistance Plan related to Recovery Housing Program Grant Page 2 of 2
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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: _____

City Manager's Report

February 11, 2026

Reporting On:
January 2026

By: J. Michael Joyal, Jr.
City Manager

Executive Department

Six Divisions ♦ 25 Positions

Office of Business Development (OBD)

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

Businesses Reached Out for Assistance	Business Visitations Performed	Businesses Connected to Business Assistance Resources	Businesses Opened	New Businesses Contacted to Locate in Dover
23	10	20	0	3

Economic Trends

The 2026GreaterDoverChamberofCommerceEconomicForecast was held in January 2026. In2025theeconomy demonstrated larger overall growth than had been projected, but weaker job growth. In 2026 these trends are projected to continue, potentially even leading to slight job losses through natural attrition, though no large-scale layoffs are projected for the immediate term.

Consumer confidence continues to be more pessimistic than spending patterns would suggest. However, spending is increasingly buoyed by a smaller number of comparatively wealthy consumers. Chances of a recession continue to be low as long as we don't see large scale layoffs.

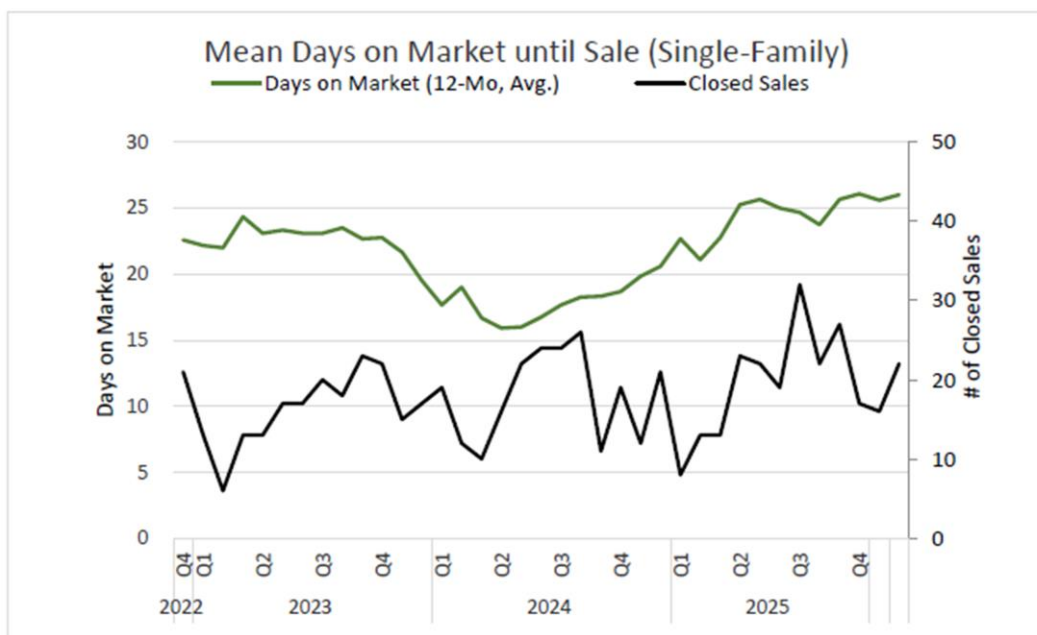
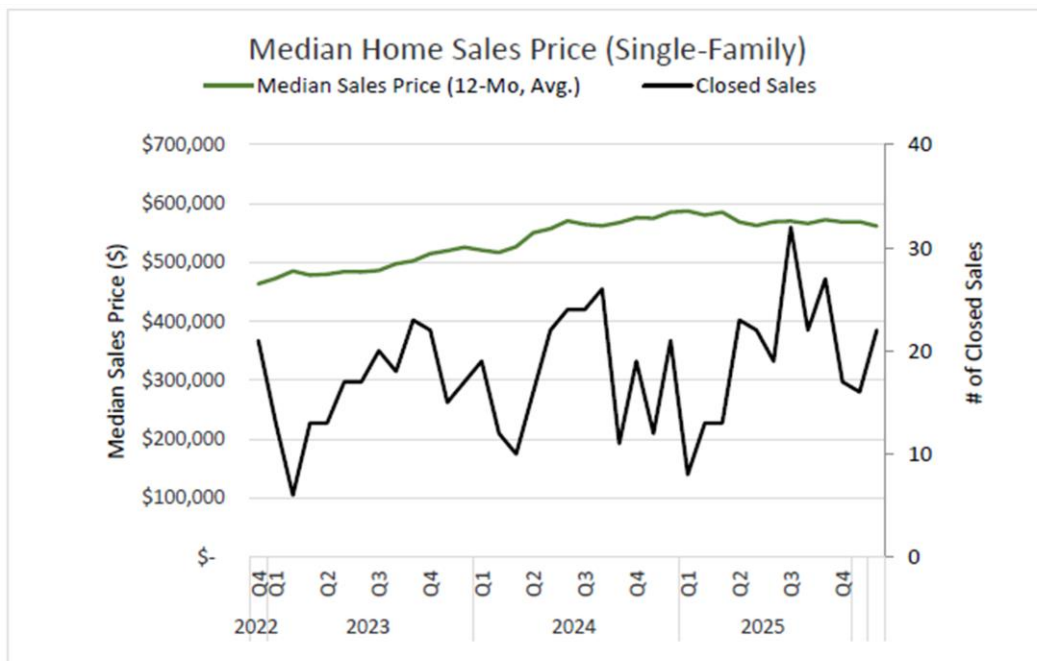
As expected, Dover businesses reported a post-holiday drop-off in local consumer spending during January. Business was particularly slow towards the end of the month due to severe winter weather and a nationwide "economic blackout" on January 30 to protest federal immigration policy. Impacts for the latter even appeared to carry through the entire weekend.

The State of New Hampshire has released a new business gateway. The website compiles a wide array of planning tools, research information, and resources in one place to guide businesses through all stages of their life cycle. The Gateway is also intended to link to local municipal sites to help businesses navigate regulatory systems, and state agencies are in the process of linking applications for licenses and permits into the gateway to allow them to be accessed via a single sign-on.

The NH Department of Business and Economic Affairs is planning a series of presentations and demonstrations throughout the year to draw attention to the launch. Businesses can find the gateway at: <https://www.nhbusinessgateway.gov/s/>

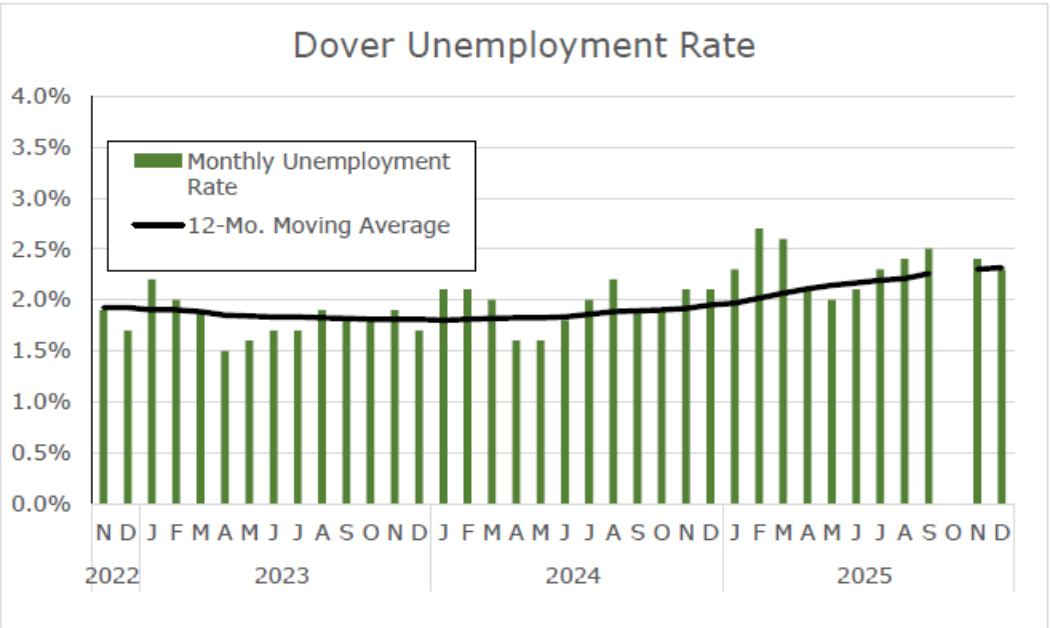
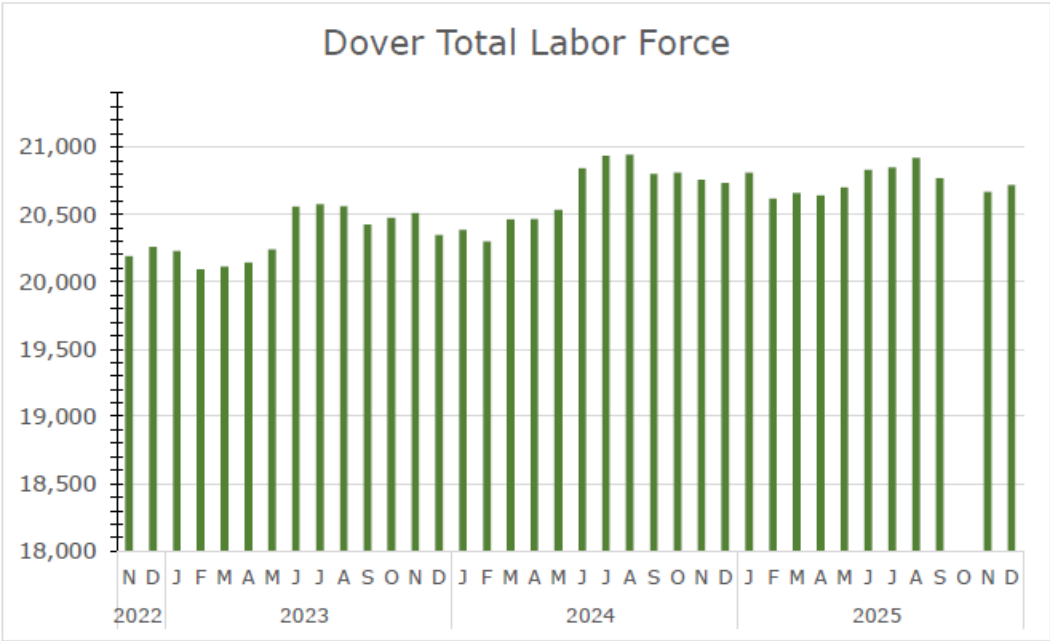
Housing Market

	December 2024	December 2025	12-Mo. Avg.
Median Sales Price	\$625,000	\$535,000	\$561,833
Days on Market	22	27	26



Labor Market

	November 2024	December 2024	November 2025	December 2025	12-Mo. Avg.
Total Labor Force	20,756	20,733	20,670	20,720	20,744
Unemployment Rate	2.1%	2.1%	2.4%	2.3%	2.3%



Waterfront Update:



Retaining Wall

Overall Project Status:

Pavilion Building (Nearing Completion)

The Pavilion is now in the most intensive phase of finish work as the project approaches completion. Inside the building, bathroom tiling has been completed, and the installation of shiplap siding is adding both texture and character to the interior spaces. Gateway lock decks have been fully sealed, and fabrication and installation of vendor countertops are nearing completion.

Building systems are also in their final stages, with HVAC, electrical, and plumbing fixture installations progressing toward closeout. On the exterior, the building envelope is rapidly taking shape. Aluminum Composite Material (ACM) panels are currently in production and are scheduled for installation beginning January 20, to be followed immediately by the installation of the standing seam metal roof and custom architectural railings. Together, these final elements will complete the Pavilion's exterior "skin" and bring the structure to substantial completion.

Bulkhead & Infrastructure

Site work has shifted toward critical shoreline stabilization and drainage improvements. Along the river's edge, a major upgrade is underway as aging metal sheeting is being removed and replaced with a permanent granite toe wall, providing long-term structural stability and enhanced resilience.

At the same time, progress continues on the site's drainage infrastructure. The headwall has been successfully installed, and crews are now focused on completing the final connections for the four-bay drainage system. Together, these efforts will strengthen shoreline protection, improve stormwater management, and support the long-term performance of the site.

Private Development

As the Pavilion nears completion, Building F is beginning its vertical ascent. Construction is currently focused on foundation work, with footings being poured throughout the month to establish the structural base for the building. Site preparation activities are also complete, including the installation of security fencing and necessary ground improvements to support safe and efficient construction operations.

In parallel, targeted retaining wall work is underway near 36 Seaport Way to reinforce site stability and protect the adjacent residence. These early-stage efforts are setting the foundation—both literally and figuratively—for the next phase of development.

Progress continues on the occupancy front, with several key milestones now achieved. Townhome Groups 3, 9, and 11 have officially received their Certificates of Occupancy and have been successfully turned over to Cathartes, marking their readiness for use and activation.

Building C is now moving through the Certificate of Occupancy review process, representing the final regulatory step before the building can be approved for occupancy. Together, these advancements reflect steady momentum toward full project delivery and occupancy across the site.

Office of the City Attorney (OCA)

Joshua Wyatt, City Attorney; Jennifer Perez, Deputy City Attorney; Patricia Moniello, Legal Assistant

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

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

TRACKED UTILIZATION DATA FOR THE MONTH OF JANUARY 2026

	For Month	FY26 YTD	FY25	FY24	FY23
Legal Matters/Questions Handled	97	415	909	1,072	1,061
Review Existing Legal Contracts & Draft Memo	10	47	123	156	153
Legal Contracts/Memo Created	12	166	247	213	201
Right to Know Requests Processed	16	69	85	81	100
Resolutions	5	22	46	72	70
Ordinances	0	4	9	16	17
Leases	1	2	9	10	4
Primex Auto Claims Handled	07	52	49	59	80
Primex Liability Claims Handled	13	32	49	56	67
Primex Property Claims Handled	01	18	53	52	54

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

- Alan Krans – Request for all documents pertaining to amendments of the City Council Procedural Guidelines for the 2022-2023, 2024-2025, and the 2026-2027 City Council
- Muckrock News– Request for performance evaluation for current chief of police
- Muckrock News – Request for every agreement to settle a lawsuit, threatened lawsuit, or other claim against this agency (police department) over the past ten years.
- BSP Municipal Cell Tower Lease Experts – Re: any and all documents, agreements, licenses, leases, amendments, extensions, or related records concerning telecommunications or wireless communication facilities located on property owned, or controlled by the City. This request includes, but is not limited to, agreements with carriers such as Verizon Wireless, AT&T, T-Mobile, Sprint, Dish Wireless and with tower companies such as American Tower, Crown Castle and SBA Communications
- Diana Carpinone – Re: request for all documents related to contractual specifications for synthetic turf athletic field components (carpet, infill, shockpad), with respect to PFAS-free certification and recycling for the Dover High School athletic complex renovation
- Diana Carpinone – Re: request of email correspondence between the City of Dover and SOLitude Lake Management, Paula Mouser, Aimee Dion, Kim Faustino, and John Larochelle regarding Willan Pond, ProcellaCOR and florpyrauxifen-benzyl from September 6, 2024 – present day, 2026
- Global Zoning – Re: Any outstanding building code violations for 40 & 40B Chestnut Street
- Hilary Hamer – Re: request for all email correspondence between any member of the Dover Planning Board and staff member of the Dover Planning Department regarding 103 Court Street (site 2024-0012) between January 1, 2026 and January 29, 2026
- Hilary Hamer - Re: request for any and all internal email correspondence, including attachments and calendar invites, internally between Planning Department staff members and any staff member of the Planning Department to any of: the city manager, the deputy city manager, the city attorney's office*, and any other city department regarding or mentioning the development project at 103 Court Street (official site 2024-0012) between January 1, 2026 and January 29, 2026
- Hillary Hamer – Re: request for emails and electronic communication between the Planning Department and 5 Sherman St LLC* (*which includes the representatives of the applicant – by the record a Robert Stowell at Tritech Engineering Corp, and Robert Baldwin) regarding the project site 2024-0012 at 103 Court Street between January 1, 2026 and January 29, 2026.
- Jennifer Smith – Re: request for total premiums paid for liability insurance and the name of the insurer for FY 26, 25 and 24 and a copy of every agreement to settle a lawsuit against the political subdivision, threatened lawsuit, or other claim, entered into by the political subdivision or its insurer from January 1, 2024 through January 16, 2026.

- Primmer Piper Eggleston & Cramer – Re: request for any and all complaints, including but not limited to telephone call logs, voicemail messages, notes, email correspondence, written correspondence, online submissions, photographs, videos, regarding the crosswalk located at Locust Street and Chestnut Street that is specifically identified in Dover Police Report 2025-027280 in the past fifteen (15) years.
- Primmer Piper Eggleston & Cramer – Re: request for any and all video footage recorded on October 31, 2025 by the camera located on Dover City Hall and pointing towards the crosswalk located at Locust Street and Chestnut Street that is specifically identified in Dover Police Department Report 2025-027280.
- Shara K – Re: request for lawsuit or formal complaint filed by former Dover PD Officer
- Sunlight Access – Re: request for electronic summary of purchase orders (not the individual purchase orders themselves) issued by the City of Dover from July 1, 2025 through December 31, 2025.
- Verrill Dana – Re: request for all public records relating to response to an incident that took place at 1 Route 236, Kittery, ME on February 12, 2025 that the Dover Fire Department responded to.

Notable progress towards Office of City Attorney's Goals:

- Assisted with closings on conservation properties.
- Assisted conservation land purchase questions and review (resiliency)
- Monitored recent federal and state judicial decisions re developments in the law.

Other activities of potential interest during the month:

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

Staff Liaison to Boards/Committees: The City Attorney serves as the City Manager-designated chair of the City's Records Committee (as the City Manager appointee). The Office of the City Attorney assists the Ordinance Committee as staff liaison. The Office of the City Attorney also serves as staff liaison for the Ethics Committee. A representative of the Office also attends meetings of the City Council and the office's Legal Assistant attended the quarterly meeting of Joint Loss Management Committee and the Municipal Records Committee.

Departmental Assistance

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

Finance Department: Assisted with review of bid packages and specific Terms and Conditions

needs. Assisted with tax abatements and tax deeding questions.

Planning: Assisted with general easement and deed questions and contract reviews.

Police: Assisted with ordinance updates and claims questions.

Public Library: Assisted with policy questions and general legal questions.

Recreation: Assisted with general legal questions.

School District: Assisted with policy matters and contract review as requested. Assisted with public records requests.

Pending Litigation Updates

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

Opioid Epidemic Litigation –

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

- Purdue companies: Claims in bankruptcy; following a Second Circuit appeal ruling, the United States trustee has filed a motion to stay while seeking a writ of certiorari (i.e., acceptance of a discretionary appeal) from the United States Supreme Court. The United States Supreme Court has now granted certiorari and the appeal is believed to be in the briefing process. In June 2024, the United States Supreme Court issued an opinion affirming rejection of the proposed settlement and stating the Sacklers, as nondebtors, could not be discharged. **In 2025, the City joined a national settlement proposal for Purdue Pharma and the Sackler family.**
- Endo companies: Claims in bankruptcy, though a potential settlement may be underway.
- Mallinckrodt: Claims in bankruptcy, but money appears to have been distributed to the State of New Hampshire in January 2023.
- **Sacklers (Individuals):** See Purdue update above. In June 2024, the United States Supreme Court issued an opinion stating the Sacklers could not be discharged. **In 2025, the City joined a national settlement proposal for Purdue Pharma and the Sackler family.**
- Rite-Aid: Has now filed bankruptcy and this Office is working with the City's outside counsel to determine response options.
- **Secondary Manufacturers: The City joint a national settlement for so-called Secondary Manufacturers, meaning generic opioid manufacturers separate from the large pharmaceutical companies.**

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

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

Hilary Hamer and Merlin Mason v. City of Dover:

Two residents have appealed a January 2025 Planning Board decision approving a Transfer of Development Rights application. The appeal has been filed with the New Hampshire Housing Appeals Board. An Answer is due to the Board March 31, 2025. The City filed the Certified Record with the Board on March 31, 2025. The City filed the Answer with the HAB and a Hearing on the Merits is scheduled for May 27, 2025. The City filed the Answer with the HAB and a prehearing conference was held May 13. The City filed a Hearing Memorandum on May 27. Hearing on the Merits is scheduled for June 3, 2025. Hearing on the Merits was held June 3, 2025. On August 5, 2025 the HAB issued an order affirming the decision of the Planning Board and awarded the City 50% of its attorney's fees. The Appellants filed a Motion for Reconsideration and the City Objected. Awaiting on a decision from the HAB. The HAB denied the Appellants motion on October 30, 2025. The Appellants filed an appeal with the New Hampshire Supreme Court on November 14, 2025. No briefing schedule has been issued yet.

Phillip Cunningham v. Dover Police Department:

Plaintiff filed a complaint against the Dover Police Department relating to the death by overdose of his daughter. Outside council filed a Motion to Dismiss which the Court granted. The Plaintiff has now filed an appeal to the New Hampshire Supreme Court. **In January 2026, the New Hampshire Supreme Court affirmed the trial court's dismissal. Plaintiff thereafter filed a motion for reconsideration with the New Hampshire Supreme Court, which remains pending.**

Richard Hamor & John Wyeth v. City of Dover:

Two residents have appealed a June 24, 2025 Planning Board decision approving a Transfer of Development Rights (TDR) project at 11 Roosevelt Avenue. The appeal has been filed with the New Hampshire Housing Appeals Board. A prehearing conference was held on July 31, 2025. The City will be filing its certified record and answer no later than August 14, 2025. The City has filed its certified record and answer with the NH Housing Appeals Board. A Hearing on the Merits has been scheduled for October 30, 2025. This appeal has been stayed to allow for the Project to continue through the Planning Board approvals process.

Kimberly R. Lyndes v. Dover School District and SAU #11, United States District Court, #1:25-cv-477-AJ:

A former school district employee has filed a disability discrimination suit in federal court against the Dover School District. In January 2026, the Dover School District filed its answer to the Complaint. The case is now expected to proceed into general discovery.

Abatement for Tax Year 2024

- *6 Old Rochester Road*: A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. A Report of Settlement Meeting & Order received and meeting must take place by March 2, 2026.
- *Beverly A. Bruce Trust*: A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. A Report of Settlement Meeting & Order received and meeting must take place by April 7, 2026.
- *Dover Lodge of Elks #184*: A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. A hearing has been scheduled for February 12, 2026. Motion to Continue filed on December 5, 2025. Joint Status Report to be filed by March 12, 2026 updating the Board on any settlement. If not resolved, Board will reschedule the hearing.
- *Matthew Michael Realty, LLC*: A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. A Report of Settlement Meeting & Order received and meeting must take place by April 10, 2026.
- *Round Eight Holdings, LLC*: A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. A Report of Settlement Meeting & Order received and meeting must take place by April 7, 2026.
- *Stephen S. Lawrence Revocable Trust*: A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. A Report of Settlement Meeting & Order received and meeting must take place by April 10, 2026. Settlement reached on December 22, 2025 and filed with BTLA.
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- *Zimmon Andrew j & Carmella C. Mutassi Trust*: A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. A Report of Settlement Meeting & Order received and meeting must take place by April 7, 2026.

Professional Development:

The Office of the City Attorney places significant importance on professional development in areas germane to the City's needs. On January 6, 2026 the Acting City Attorney attended an IMLA webinar "Helping Promote Local Government Law". Additionally, the Office of the City Attorney has partnered with UNH School of Law to bring in a Legal Extern for the Spring semester.

Office of the City Manager (OCM)

Michael Joyal, City Manager; Colleen Ahern, Executive Assistant

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

The City Manager's Assistant handles the reporting of all Workers' Compensation Claims for the City. Workplace injuries totaled 5 in January. They were a mix of medical and lost time, all due to snow/ice. The CMA continued to act as a liaison between the injured worker and Primex and to monitor and update all open claims.

During the month, the City Manager's Assistant gathered information from various departments and processed 10 job postings on JazzHR. Part of this process is making sure the hiring teams for each posting are continuing to monitor applicants as they come in and that positions are being closed out properly when an applicant is hired. There was an increase to 175 individuals that applied to all of the City of Dover's open positions during the month. At the time of this report, there are currently 20 open positions that the City is recruiting for.

The City Manager's Assistant monitored new position and/or new hire physicals and background/motor vehicle checks for 7 employees which is down compared to recent months. This oversight ensures all eligible employees and/or applicants are able to move on in the hiring process with the Human Resources Division.

The CMA supported the Racial Equity & Inclusion Committee by working up and posting the agenda and minutes for their monthly meeting.

The CMA spent time pulling together event details relative to the Council Inauguration as well as organizing the Council goal setting relative to supplies and breakfast/lunch.

There was a very busy week of budget meetings this month where the City Manager, Deputy City Manager, Finance Director and Deputy Finance Director met with each Department regarding their budget requests.

The City Manager held two Department Head meetings this month. This is where Department Heads gather to give updates on what is happening in their department and coordinate details with other departments as necessary. There was the typical one Coordinating meeting with the Engineering Division and Planning Office. Other meetings that took place were budget meetings, city website meeting, legal update meeting, Fire Chief Interview, Eversource meeting, energy contract meeting, Downtown TIF, tree cutting, AFSCME union meeting and Department Head evaluation.

The City is fortunate to welcome Brendan Driscoll as the new Fire & Rescue Chief and Joshua Wyatt as the returning City Attorney.

Office of Human Resources (OHR)

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

Employee Anniversaries – February 2026		
Employee Name	Employee Department	Length of Service
McCulloch, Jamie	Finance	32
Openo, Phuong	Library	27
Anagnos, James	Fire	26
Rabideau, Matthew	CS	26
Orringer, Scott	Fire	22
Ambrose, Joshua	Fire	17
Jerard, Jason	Parking	17
Gillis, Michael	Executive	16
Dionne, Megan	Fire	15
Harris, Christina	Library	13
Jarvis, Linda	Recreation	12
Nason, Cody	Fire	10
Miranda, Luis	CS	8
Hamcha, Lisa	Library	6
Tompson, Eric	Inspection Services	6
Jones, Kaitlin	Police	4
Wiley, Conor	Police	4
Diep, Thomas	Police	3
Korbas, David	CS	2
Veliz Castro, Vicenta	CS	2
Rogers, Samuel	Fire	1
Smith, Amber	Police	1

January Employment Statistics

Employment Separations = 5		Employment New Hires = 5	
Community Services	2	Community Services	3
Fire	2	Executive	1
Planning	1	Police	1

Office of Information Technology (OIT)

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

December:

Office of Information Technology managed 161 monthly IT Support Tickets in December 2025. The majority of tickets were created in the Police and Fire & Rescue departments. The majority of tickets were categorized as Asset Management Non-GIS - Maintenance and Client – Issue.

Municipal Security System vendor continues installation of security cameras for nine (9) municipal facilities plus one (1) additional (Inspection Services) building. Cameras install work continued at McConnell Center in December. Additional switching capacity installed to support system. Meet with manufacturer to review base configuration. Work with Dover Public Library to extend security solution to renovated facility. Reference bid B25008B.

CAMA vendor continues to address remaining open items. Finance Assessing division continues entry of assessment updates into the new CAMA application.

Ongoing work with vendor to update, clean up configuration and create reports in work order / asset management application.

Vendor onsite to review traffic signal communications.

Permit, Plan and Licensing portal set for new annual year.

Meet with vendor to understand industry and regulatory changes related to SSL certificate expiration and automation.

Office of IT reviews customer request, work order and asset management application survey results with Community Services Directors. Discuss and request feedback on work to date.

Create and update document to assist public body members with password reset.

One SCADA update meeting was held and attended by utility systems IT, water and sewer operator staff.

Met with Fire & Rescue department application vendor and to discuss FY2027 budget planning.

Met with document signing vendor in preparation for annual contract renewal.

Utility Systems IT Admin completes advanced SCADA application configuration course.

Asset Management technician completes renewal for water, treatment and distribution operator license.

Public Safety IT Admin and Technician complete System Administrator certification for Fire and Rescue Department application.

IT Director completes annual CJIS re-certification.

Initial site visits completed for B25081, Programmable Logic Controller (PLC) Replacement for Sewer and Water Facilities.

Asset Management GIS updates related to water service line inventory project.

Office of Media Services (OMS)

Michael Gillis, Director of Media Services; Brian Early, Media Services Admin; Daniel Monchek, Media Services Tech; Lynn Clement, Media Services Tech,

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

Media Services provided coverage of the inaugural ceremony of the newly elected City Council and School Board on Jan. 5. The event was held in the auditorium at City Hall.

In January, Media Services helped organize and provide coverage of numerous special and civic events, including events hosted by the Greater Dover Chamber of Commerce and Dover Main Street.

Media Services produced several public service announcements in January to be shared across multiple platforms. PSAs included how to stay informed about helping keep fire hydrants accessible, and how to use the city's service portal.

Media Services produced five episodes of the Dover Download podcast in January. Topics this month included a new series for 2026 focusing on nonprofits. In January, Betsey Andrews Parker of Community Action Partnership of Strafford County, and Melanie Haley of East Coast Evolution Leadership. Renowned local chef Evan Hennessey also appeared on the podcast to talk about a fundraiser for the Public Library. Dover Download is a weekly look at what's happening in Dover, hosted by Deputy City Manager Christopher Parker.

Media Services distributed several updates about winter storms and weather in January. In addition to storm updates and safety tips, Media Services sent five parking ban notifications in January.

As part of its ongoing newsletter work, Media Services also prepared and distributed the Down to Business newsletter for the Office of Business Development, an update on the waterfront development project, and updates on the Court and Union streets reconstruction project. Regular paving updates, road and street closure notices, and other project-related communications were also delivered to keep residents informed.

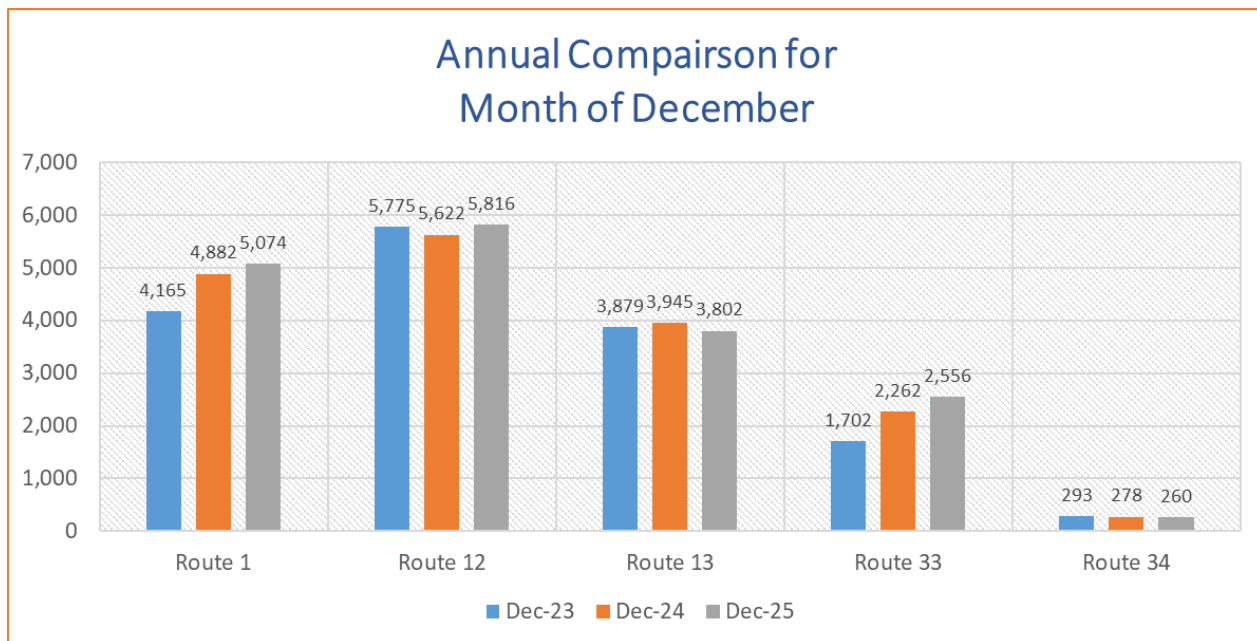
In January, Media Services distributed news releases across multiple platforms for other city matters.

Media Services provided live and taped televised and/or multimedia coverage of 16 meetings and special events in January.

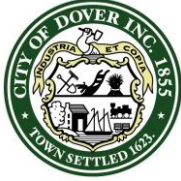
In January, work continued on two major projects within Media Services. The first, a significant upgrade to the city's broadcast system and infrastructure. This project is the first major upgrade in more than a decade, and will modernize the city's broadcast, streaming, and media capabilities, enhancing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

COAST

Ridership Activity



J. MICHAEL JOYAL, JR.
CITY MANAGER



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 28, 2026**
Meeting Time: **6:00 pm**

1. CALL TO ORDER

Mayor Shanahan called the meeting to order at 6:01pm.

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Retrosi led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

Present: Councilor Carmichael, Councilor Retrosi, Councilor Robison, Councilor Cullen (arrived at 6:10pm), Councilor Granfield, Councilor Veitch (arrived at 6:04pm), Deputy Mayor Williams, Mayor Shanahan

Absent: Councilor Richer (excused)

Also Present: City Manager Joyal, City Attorney Wyatt, City Clerk Vanslyvong-Bizier

5. PUBLIC FORUM

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

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

6. DISCUSSIONS

A. ENERGY SAVINGS PERFORMANCE CONTRACT

Resilience Planner Lexi Merchant introduced a representative from EEI, Kerri Warms, to the City Council.

Ms. Warms gave a presentation to the Council with an overview and update of the project, as well as answered questions.

B. NH COMMUNITY POWER UPDATE

Resilience Planner Lexi Merchant gave a PowerPoint presentation to the Council updating them on NH Community Power.

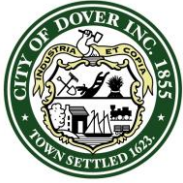
Dr. Jackson Kaspari, from Community Power, answered questions from the Council and addressed concerns.

7. ADJOURNMENT

Councilor Carmichael moved to adjourn, seconded by Councilor Robison.

Vote: 8-0.

Meeting adjourned at 7:13pm.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 28, 2026**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

Mayor Shanahan called the meeting to order at 7:16pm.

2. ~~MOMENT OF SILENCE~~

3. ~~PLEDGE OF ALLEGIANCE~~

4. ROLL CALL ATTENDANCE

Present: Councilor Carmichael, Councilor Retrosi, Councilor Robison, Councilor Cullen, Councilor Granfield, Councilor Veitch, Deputy Mayor Williams, Mayor Shanahan

Absent: Councilor Richer (excused)

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

5. PROCLAMATIONS/AWARDS

Mayor Shanahan presented a proclamation to Fire Chief Perry Plummer for his many years of outstanding service to the City of Dover.

6. APPROVAL OF AGENDA

7. PUBLIC HEARINGS

A. AUTHORIZATION TO ACCEPT AND EXPEND THE LCHIP PRESERVATION GRANT FOR LOWELL AVENUE HISTORIC PUMP STATION (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE) SPONSORED BY MAYOR SHANAHAN BY REQUEST

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

B. AUTHORIZATION TO ACCEPT AND EXPEND THE NHDES 2026 EXOTIC AQUATIC PLANT CONTROL GRANT (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE) SPONSORED BY MAYOR SHANAHAN BY REQUEST

Amy Dion, Dover, spoke in favor of the resolution.

Josh Dion, Dover, spoke in favor of the resolution.

Matthew Freeman, 3 Whittier St, spoke in opposition of the resolution.

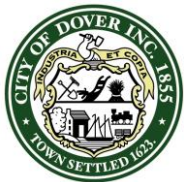
Kim Faustino, Dover, spoke in favor of the resolution.

John Atherton, 22 West Concord St, spoke in opposition of the resolution.

Shawn Mickelonis, 2 Regent Dr, spoke in opposition of the resolution.

C. AUTHORIZATION TO ACCEPT AND EXPEND THE PISCATAQUA REGION ESTUARIES PARTNERSHIP GRANT FOR ASH ALERT COMPREHENSIVE DOWNTOWN PLAN (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE) SPONSORED BY MAYOR SHANAHAN 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, January 28, 2026**
Meeting Time: **7:00 pm**

**D. AMEND FY2026 SCHEDULE OF FEES FOR AMBULANCE SERVICES
(THIS RESOLUTION REQUIRES A 2/3 MAJORITE VOTE)
SPONSORED BY MAYOR SHANAHAN BY REQUEST**

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

8. PUBLIC FORUM

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

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

9. CITY MANAGER'S REPORT

City Manager Joyal gave an overview of the report he submitted to the Council.
Deputy Mayor Williams moved to accept the City Manager's report, seconded by Councilor Retrosi.

Vote: 8-0.

10. APPROVAL OF MINUTES

A. January 7, 2026 – Workshop Meeting

B. January 14, 2026 – Non-Public Meeting, Special Meeting, Regular Meeting

Deputy Mayor Williams moved to approve the minutes, seconded by Councilor Veitch.

Vote: 8-0

11. MAYOR'S REPORT

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

Deputy Mayor Williams moved to accept the Mayor's report, seconded by Councilor Retrosi.

Vote: 8-0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

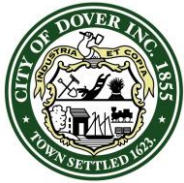
**1. AFFIRMATION OF VOTE ON B26018 AWARD OF BID – CENTRAL AVENUE URBAN
CORE WATER IMPROVEMENTS PHASE I TO SUR CONSTRUCTION
SPONSORED BY MAYOR SHANAHAN BY REQUEST**

Deputy Mayor Williams moved to approve the resolution, seconded by Councilor Granfield.

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

Roll Call Vote: 8-0.

**2. AUTHORIZATION TO ACCEPT AND EXPEND THE LCHIP PRESERVATION GRANT
FOR LOWELL AVENUE HISTORIC PUMP STATION**



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 28, 2026**
Meeting Time: **7:00 pm**

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR SHANAHAN BY REQUEST

Deputy Mayor Williams moved to approve the resolution, seconded by Councilor Granfield.

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

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

3. AUTHORIZATION TO ACCEPT AND EXPEND THE NHDES 2026 EXOTIC AQUATIC PLANT CONTROL GRANT

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR SHANAHAN BY REQUEST

Deputy Mayor Williams moved to approve the resolution, seconded by Councilor Robison.

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

Roll Call Vote: 5-3, with Mayor Shanahan, Councilor Veitch, and Councilor Robison opposed.

The resolution does not pass.

4. AUTHORIZATION TO ACCEPT AND EXPEND THE PISCATAQUA REGION ESTUARIES PARTNERSHIP GRANT FOR ASH ALERT COMPREHENSIVE DOWNTOWN PLAN

(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR SHANAHAN BY REQUEST

Deputy Mayor Williams moved to approve the resolution, seconded by Councilor Robison.

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

Deputy Mayor Williams stated the following disclosure:

"I am connected to the partners at Piscataqua region estuary partnership and recused myself from all decisions related to this grant on the UNH side in my day job I did not plan to recuse myself today because I was not involved in the decision making of the other side, but I am connected to it."

Roll Call Vote: 8-0.

5. AMEND FY2026 SCHEDULE OF FEES FOR AMBULANCE SERVICES
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY MAYOR SHANAHAN BY REQUEST

Deputy Mayor Williams moved to approve the resolution, seconded by Councilor Veitch.

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

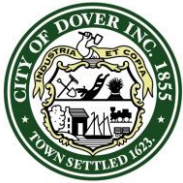
Roll Call Vote: 8-0.

13. NEW BUSINESS

A. CONSENT CALENDAR

1. APPROVAL OF REVISED SUB-LEASE TO BUBBY'S DELICATESSEN, LLC (DOVER TRANSPORTATION CENTER)

SPONSORED BY MAYOR SHANAHAN BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 28, 2026**
Meeting Time: **7:00 pm**

- 2. APPROVAL TO RENEW THE INTERMUNICIPAL AGREEMENT TO PARTICIPATE IN THE ADAPTIVE MANAGEMENT FRAMEWORK UNDER THE GREAT BAY GENERAL PERMIT**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
 - 3. APPROVAL OF LICENSE AGREEMENT FOR MECHANIC STREET REALTY TRUST, LLC**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
 - 4. ACKNOWLEDGEMENT AND ACCEPTANCE OF THE GREAT BAY WATERSHED SIGNAGE FROM THE STRAFFORD REGIONAL PLANNING COMMISSION**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
 - 5. B26038 PLUMBING AND HEATING SERVICES AS NEEDED**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
 - 6. B25044 CONSTRUCTION EQUIPMENT RENTAL ADDITIONAL SCOPE OF WORK – SUR CONSTRUCTION DOWNTOWN STREET LIGHTING PROJECT**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
 - 7. AUTHORIZATION TO PURCHASE COMPUTER EQUIPMENT STATE OF NH CONTRACT WITH DELL MARKETING LP**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
- Deputy Mayor Williams moved to approve the Consent Calendar, seconded by Councilor Granfield.
- No Councilors wished to pull any items.
- Roll Call Vote: 8-0.

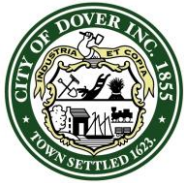
COMMITTEE REPORTS

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

Mayor Shanahan gave an overview of the last COAST meeting to the Council.

Deputy Mayor Williams gave an overview of the most recent Strafford Regional Planning Commission meeting to the Council.

Councilor Cullen gave an overview of the last meeting of the Joint Building Committee – Athletic Complex to the Council.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 28, 2026**
Meeting Time: **7:00 pm**

Councilor Granfield gave an update on the Dover Housing Authority to the Council.

B. RESOLUTIONS

**1. AUTHORIZATION TO MOVE CITY COMMERCIAL SIZE ACCOUNTS TO EVERSOURCE
SPONSORED BY MAYOR SHANAHAN BY REQUEST**

Deputy Mayor Williams moved to approve the resolution, seconded by Councilor Retrosi.
City Manager Joyal gave an overview of the resolution to the Council.
A lengthy discussion ensued.
Roll Call Vote: 7-1, with Councilor Veitch opposed.

**2. AUTHORIZATION TO PURCHASE A NEW SPARTAN Smeal 100' REAR-MOUNT
TOWER LADDER FIRE TRUCK
SPONSORED BY MAYOR SHANAHAN BY REQUEST**

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

**3. AUTHORIZATION TO PURCHASE 2024 TYPE 1 AMBULANCE FROM THE TOWN OF
EASTON, MASS.
SPONSORED BY MAYOR SHANAHAN BY REQUEST**

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

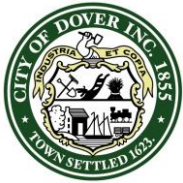
**4. AMEND THE AMOUNT FOR THE TAX CREDIT FOR SERVICE CONNECTED
PERMANENT AND TOTAL DISABILITY
SPONSORED BY MAYOR SHANAHAN BY REQUEST**

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

**5. AUTHORIZATION TO APPLY, ACCEPT, AND EXPEND DHA GRANT TO ESTABLISH
RECOVERY HOUSE AT AVON AVENUE
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
(TO BE REFERRED A PUBLIC HEARING & VOTE ON FEBRUARY 11, 2026)
SPONSORED BY MAYOR SHANAHAN BY REQUEST**

Deputy Mayor Williams moved to refer the resolution to a public hearing, seconded by Councilor Carmichael.
Councilor Granfield recused himself.
Vote: 7-0, with Councilor Granfield recused.

**6. ADOPTION OF RESIDENTIAL ANTI DISPLACEMENT AND RELOCATION ASSISTANCE
PLAN RELATED TO RECOVERY HOUSING
(THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 28, 2026**
Meeting Time: **7:00 pm**

(TO BE REFERRED TO A PUBLIC HEARING & VOTE ON FEBRUARY 11, 2026)
SPONSORED BY MAYOR SHANAHAN BY REQUEST

Deputy Mayor Williams moved to refer the resolution to a public hearing, seconded by Councilor Carmichael.

Vote: 8-0.

- 7. REPROGRAM UNEXPENDED BOND PROCEEDS FROM FIFTH/GROVE STREET RECONSTRUCTION PROJECT TO HORNE STREET RECONSTRUCTION PROJECT (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**
(TO BE REFERRED A PUBLIC HEARING ON FEBRUARY 11, 2026 WITH A VOTE TO OCCUR ON FEBRUARY 25, 2026)
SPONSORED BY MAYOR SHANAHAN BY REQUEST

Deputy Mayor Williams moved to refer the resolution to a public hearing, seconded by Councilor Carmichael.

Vote: 8-0.

- 8. REPROGRAM UNEXPENDED BOND PROCEEDS FROM ELM/SUMMER/BELKNAP STREET RECONSTRUCTION PROJECT TO LOWER CENTRAL AVENUE STREET RECONSTRUCTION PROJECT (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 11, 2026 WITH A VOTE TO OCCUR FEBRUARY 25, 2026)
SPONSORED BY MAYOR SHANAHAN BY REQUEST

Deputy Mayor Williams moved to refer the resolution to a public hearing, seconded by Councilor Carmichael.

Vote: 8-0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

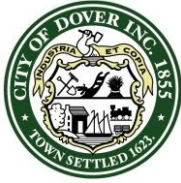
Councilor Robison gave his reason why he voted no on item 12.C.3. and asked the City Manager if it would be possible to investigate less toxic options.

16. ADJOURN

Councilor Robison moved to adjourn, seconded by Councilor Veitch.

Vote: 8-0.

Meeting adjourned at 9:25pm.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 4, 2026**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

Mayor Shanahan called the meeting to order at 7:02pm.

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Robison led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

Present: Councilor Richer, Councilor Carmichael, Councilor Retrosi, Councilor Robison, Councilor Cullen, Councilor Granfield, Councilor Veitch, Deputy Mayor Williams, Mayor Shanahan

Also Present: City Manager Joyal, City Clerk Vansylvong-Bizier

5. PUBLIC FORUM

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

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

6. DISCUSSIONS

A. OVERVIEW OF TAX INCREMENT FINANCING

Deputy City Manager gave a PowerPoint presentation to the Council and answered questions in regards to Tax Increment Financing.

B. OVERVIEW OF DOVER'S MASTER PLAN

Planning and Community Development Director Benton and City Planner Bassegio gave presented a PowerPoint presentation to the Council giving an overview of Dover's master plan.

C. REVIEW OF CITY COUNCIL GOAL SETTING

Deputy City Manager went over with the Council their goal setting session and presented a PowerPoint presentation with an overview of their identified goals.

D. BUDGET PRIMER

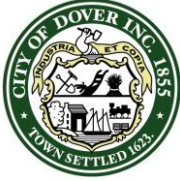
City Manager Joyal went over the FY2027 budget process with the Council. The Manager walked the Council through the detail page of the budget and what to expect.

7. ADJOURNMENT

Councilor Carmichael moved to adjourn, seconded by Councilor Retrosi.

Vote: 9-0.

Meeting adjourned at 8:50pm.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2026.01.14 - 101**

Resolution Re: Authorization to Accept and Expend the NHDES 2026
Exotic Aquatic Plant Control Grant

WHEREAS: The City has received notice from the New Hampshire Department of Environmental Services (NHDES) of grant funds for the purpose of funding an exotic aquatic plant control project at Willand Pond; and

WHEREAS: The Grant amount is for up to \$19,535.00 and requires a city match of 50% making the total project amount of up to \$39,070.00. NHDES provided bid requirements and assistance, in conjunction with City bid B26035, and bids were submitted to NHDES from SOLitude. Lake Management, LLC for herbicide treatment \$30,220.00 and Aqualogic for diver assisted suction harvesting \$8,850.00 in the total amount of \$39,070.00; and

WHEREAS: At their meeting of March 11, 2024, the Conservation Committee approved up to \$20,000.00 in funding for the grant match, and noted their support for treatments to avoid any adverse impacts to the pond; and

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

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

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to apply for, accept, and expend grant funds allocated to the City of Dover on behalf of the NHDES, 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.

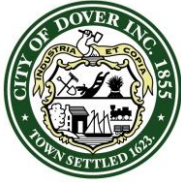
AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible costs identified in the grant, the Purchasing Agent is hereby authorized to issue Purchase Orders to both SOLitude Lake Management LLC and Aqualogic in the total amount of \$39,070.00 as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure.

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

Financing			
Account	Description	Appropriation	Balance
TBD	NHDES Willand Pond Exotic Aquatic Plant Control	39,070.00	39,070.00

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.1.

Resolution Number: **R – 2026.01.14 - 101**

Resolution Re: Authorization to Accept and Expend the NHDES 2026
Exotic Aquatic Plant Control Grant

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier, City Clerk

DOCUMENT HISTORY:

First Reading Date: 1/14/2026

Public Hearing Date: 1/28/2026

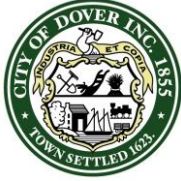
Approved Date: n/a

Effective Date: n/a

DOCUMENT ACTIONS:

**Deputy Mayor Williams moved to approve the resolution, seconded by Councilor Robison.
Roll Call Vote: 5-3, with Mayor Shanahan, Councilor Robison, and Councilor Veitch opposed.
Motion failed.**

VOTING RECORD		
Date of Vote: 1/28/2026	YES	NO
Mayor Dennis Shanahan		X
Deputy Mayor Lindsey Williams	X	
Councilor S. April Richer, Ward 1	Absent	
Councilor Lucas Veitch, Ward 2		X
Councilor Anthony Retrosi, Ward 3	X	
Councilor Timothy Granfield, Ward 4	X	
Councilor Richard Robison, Ward 5		X
Councilor Fergus Cullen, Ward 6	X	
Councilor Bret Carmichael, At Large	X	
Total Votes:	5	3
Resolution does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2026.01.14 - 101**

Resolution Re: Authorization to Accept and Expend the NHDES 2026
Exotic Aquatic Plant Control Grant

RESOLUTION BACKGROUND MATERIAL:

Willand Pond was the subject of an herbicide treatment in 2011 and the City has a historic long-term Management Plan for the pond. The City is aware of the ongoing milfoil infestation and NHDES offers 50% match grants to assist with removal of the invasive species. Past surveys were done when this was an active project, and NHDES staff surveyed the pond for milfoil last summer. A local neighborhood group reached out to NHDES about growth/spread and NHDES provided bid guidance based on its map and obtained bids from SOLitude Lake Management, LLC for herbicide treatment \$30,220.00 and Aqualogic for diver assisted suction harvesting \$8,850.00 in the total amount of \$39,070.00.

The City Council made a pledge to only use organic pesticides/herbicides with land management (attached). PROcellaCOR is a reduced risk herbicide, and it has been used in drinking water supplies in NH (Alton Bay/Merrymeeting River in Alton, Paugus Bay in Laconia). The NHDES Drinking Water and Ground Water Bureau reviews all permits for use of herbicides when drinking water supplies are involved, and permit applications go through a rigorous review process.

Bid Information:

A sealed Request for Proposal, in conjunction with and approved by NHDES, #B26035 was issued and received for 2026 NH Exotic Aquatic Plant Control on December 15, 2026 at 4:00 p.m

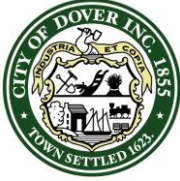
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	6	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	Summer 2026
Recommended Award to:	SOLitude Lake Management & Aqualogic	Fund:	Grant/Conservation Funding
Other Approvals Required:	Yes NHDES	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

[B26036 Bid Documents](#)



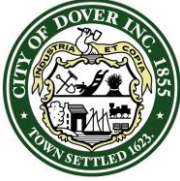
CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2026.01.14 - 101**

Resolution Re: Authorization to Accept and Expend the NHDES 2026
Exotic Aquatic Plant Control Grant



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:

SUBSTITUTE

Resolution Number: **R – 2026.01.14 -**

Resolution Re: Authorization to Accept and Expend the NHDES 2026
Exotic Aquatic Plant Control Grant

WHEREAS: The City has received notice from the New Hampshire Department of Environmental Services (NHDES) of grant funds for the purpose of funding an exotic aquatic plant control project at Willand Pond; and,

WHEREAS: The Grant amount is for up to \$19,535.00 and requires a city match of 50% making the total project amount of up to \$39,070.00; and,

WHEREAS: At their meeting of March 11, 2024, the Conservation Committee approved up to \$20,000.00 in funding for the grant match, and noted their support for treatments to avoid any adverse impacts to the pond; and,

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

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

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to apply for, accept, and expend grant funds allocated to the City of Dover on behalf of the NHDES for the Willand Pond exotic aquatic plant control project, and any funding received is hereby appropriated for said purposes. The City Council accepts the terms and requirements of the Grant, and authorizes the City Manager to sign all necessary paperwork for the grant consistent with the authority herein.

AND, FURTHER BE IT RESOLVED THAT:

The Conservation Commission shall identify and approve of the methodology and/or use of materials to be utilized for the Willand Pond exotic aquatic plant control project. The Purchasing Agent is hereby authorized to issue Purchase Order(s) to vendor(s) consistent with the Conservation Commissions approved methodology and/or use of materials for the project.

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

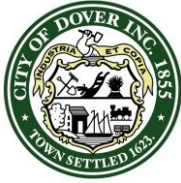
Financing			
Account	Description	Appropriation	Balance
TBD	NHDES Willand Pond Exotic Aquatic Plant Control	39,070.00	39,070.00

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

AUTHORIZATION

Document Created by: Finance
Document Posted on: February 6, 2026

R-2026.01.14 Authorization to Accept and Expend
NHDES 2026 Exotic Aquatic Plant Control Grant -
Substitute
Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:

SUBSTITUTE

Resolution Number: **R – 2026.01.14 -**

Resolution Re: Authorization to Accept and Expend the NHDES 2026
Exotic Aquatic Plant Control Grant

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vansylyvong-
Bizier, City Clerk

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

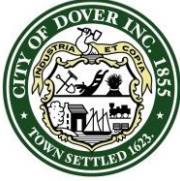
DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

R-2026.01.14 Authorization to Accept and Expend
NHDES 2026 Exotic Aquatic Plant Control Grant -

Document Created by: Finance
Document Posted on: February 6, 2026

Substitute
Page 2 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:

SUBSTITUTE

Resolution Number: **R – 2026.01.14 -**

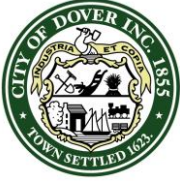
Resolution Re: Authorization to Accept and Expend the NHDES 2026
Exotic Aquatic Plant Control Grant

RESOLUTION BACKGROUND MATERIAL:

The State of NH and the City are aware of an ongoing milfoil infestation within Willand Pond. The pond was last subject to an herbicide treatment in 2011. To mitigate milfoil and other exotic plant growth in NH waterbodies, the New Hampshire Department of Environmental Services (NHDES) offers 50% match grants to assist with removal of invasive species. A local neighborhood group reached out to NHDES about the ongoing growth/spread of milfoil and NHDES provided guidance for a grant application to be awarded to the City and/or a non-profit organization for mitigating the infestation.

The City Council has made a pledge to support the use of the least toxic methodology and/or materials in effectively controlling weeds and other pests within the City. The Conservation Commission is supportive of providing matching funds for the acceptance of the NHDES grant and for completing a remediation project that avoids any adverse impacts to the pond.

This resolution authorizes the City to accept the NHDES grant for mitigating milfoil infestation in Willand Pond by utilizing the matching funds provided by the Conservation Commission. It requires that the Conservation Commission identify and approve of the methodology and/or materials for completing this Willand Pond exotic aquatic plant control project consistent with the City's goal of utilizing the least toxic means. Further, the Purchasing Agent is authorized and may issue purchase order(s) for vendor(s) to perform the related services and/or utilize materials consistent with this approval.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R - 2026.01.28 - 115**
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.

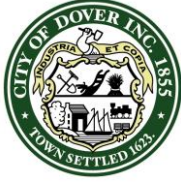
AND FURTHER BE IT RESOLVED:

The City acknowledges the grant in the amount of \$1,000,000 from the NH CDFA.

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 12.C.2. Resolution Number: R - 2026.01.28 - 115 Resolution Re: Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue
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THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

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 Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

This resolution Re-Adopted to acknowledge the grant amount of \$1,000,000. The original resolution R-2025.08.13-27 titled “Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue” was adopted by City Council on August 27, 2025.

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

Document Created by: Finance	R-2026.01.28 Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue
Document Posted on: February 6, 2026	Page 2 of 2



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

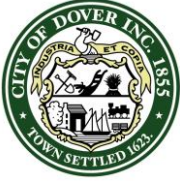
CDFA strongly encourages potential applicants to attend the Recovery Housing Program Application Workshop on October 24 at 2:00 PM ([REGISTER HERE](#)). A recording of the workshop will be posted here on CDFA's Resource Hub: <https://resources.nhcdfa.org/programs/community-development-block-grant/application/special-allocations/>.

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.3.

Resolution Number: **R - 2026.01.28 - 116**
Resolution Re: Adoption of Residential Anti Displacement and Relocation Assistance Plan related to Recovery Housing Program Grant

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; and

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 has been adopted by the City of Dover.

AND FURTHER BE IT RESOLVED:

The attached Residential Anti-Displacement and Relocation Assistants (RARA) Plan was made available to the public through the City's Planning Department and posting of this resolution on the City's website.

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

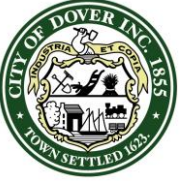
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor S. April Richer, Ward 1

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.3. Resolution Number: R - 2026.01.28 - 116 Resolution Re: Adoption of Residential Anti Displacement and Relocation Assistance Plan related to Recovery Housing Program Grant
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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

This resolution Re-adopted to acknowledge how the City’s RARA plan was made available to the public.

The resolution is a Re-Approval to the R-2025.08.13-28 resolution titled “Adoption of Residential Anti Displacement and Relocation Assistance Plan related to Recovery Housing Program Grant from NH Community Development Finance Authority” adopted by City Council on August 27, 2025.

Please see attached plan and related resolution “Approval to Apply for DHA Grant to Establish Recovery House on Avon Avenue” for background material.

A copy of City of Dover Residential Anti Displacement & Relocation Assistance (RARA) Plan is attached to this resolution.

Document Created by: Finance Document Posted on: February 6, 2026	R-2026.01.28 Adoption of Residential Anti Displacement and Relocation Assistance Plan related to Recovery Housing Program Grant Page 2 of 2
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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

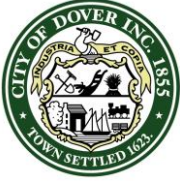
The City of Dover, NH anticipates no displacement or relocation activities will be necessitated by this project. Should some unforeseen need arise, the City certifies that it will comply with the Uniform Relocation Act and Section 104(d) of the Housing and Community Development Act of 1974, as amended.

Printed Municipal Official Name: _____

Title: _____

Signature: _____

Date of Adoption: _____



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:13.A.1.

Resolution Number: **R - 2026.02.11 - 119**
Resolution Re: Acceptance of Trail Easement from 59 Tolend Rd LLC
(Owner of Tax Map E-65, Lot 1)

WHEREAS: As approved by the Planning Board, 59 Tolend Rd, LLC, the owner of Tax Map E-65, Lot 1, has agreed to grant the City public access to a trail that is located on a conservation easement, as shown on the accompanying plan.

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

On behalf of the City of Dover, and as shown in the accompanying plan, the City Manager is hereby authorized to negotiate, finalize, sign, acquire, and accept a trail easement from 59 Tolend Rd, LLC on terms acceptable to all parties. The City Manager is further authorized to take any necessary steps to record said easement at the Strafford County Registry of Deeds.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

Approved as to Legal Joshua M. Wyatt
Form and Compliance: City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk



Agenda Item#:13.A.1.

DOCUMENT HISTORY:

DOCUMENT ACTIONS:

RESOLUTION BACKGROUND MATERIAL:

The homeowner's association will hold ownership over the conservation easement and is responsible for routine monitoring and providing a monitoring report to the City annually. The City's Open Lands Committee will be responsible for monitoring the public trail within the Conservation Easement, but is not responsible for any routine maintenance of the trail.

WETLAND NOTES:

- WETLANDS WERE DELINEATED BY JOHN P. HAYES SPRING 2021 & OCTOBER OF 2022.
- REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL: NORTHCENTRAL AND NORTHEAST REGION, (VERSION 2.0) JANUARY 2012, U.S. ARMY CORPS OF ENGINEERS.
 - FIELD INDICATORS OF HYDRIC SOILS IN THE UNITED STATES, A GUIDE FOR IDENTIFYING AND DELINEATING HYDRIC SOILS, VERSION 8.0. UNITED STATES DEPARTMENT OF AGRICULTURE (2016).
 - NATIONAL WETLAND PLANT LIST (CURRENT VERSION).



JOHN P. HAYES III, CWS #18

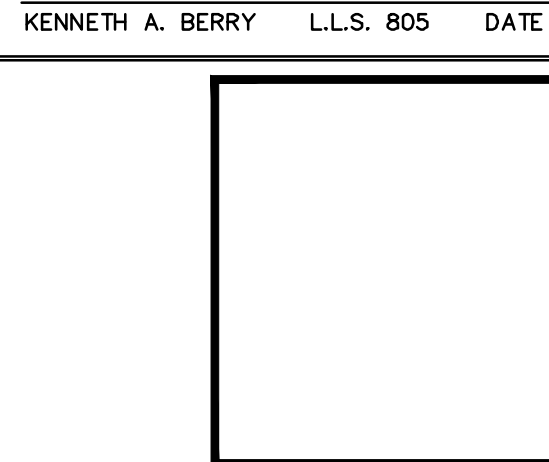
PLAN REFERENCES:

- "STANDARD PROPERTY SURVEY AND SUBDIVISION OF LAND OF THE EDWARD J. GEORGE FAMILY TRUST"
BY: CIVIL CONSULTANTS
DATED: APRIL 2, 2011
S.C.R.D.: PLAN #102-24
- "PLAN OF LAND PREPARED FOR FAIRVIEW PARTNERS, LLC TAX MAP E, LOT NO. 74B 35 TOLEND ROAD CITY OF DOVER COUNTY OF STRAFFORD STATE OF NEW HAMPSHIRE"
BY: MCNEANEY SURVEY ASSOCIATES INC.
DATED: MARCH 4, 2016
- "SUBDIVISION OF LAND FOR KAREN & JAMES BECKINGHAM & MARY & SCOTT MCEWAN IN DOVER, N.H."
BY: BRUCE L. POHOPEK
DATED: FEBRUARY 19, 1986
S.C.R.D.: PLAN #29-67
- "SUBDIVISION OF LAND FOR PAUL MARTEL IN DOVER, N.H."
BY: BRUCE L. POHOPEK
DATED: OCTOBER 4, 1978
S.C.R.D.: PLAN #19A-47
- PLAN OF LOT ERNEST B STANDIG DOVER NEW HAMPSHIRE
BY: G.L. DAVIS & ASSOCIATES
DATED: MAY, 1969
S.C.R.D.: BOOK 858, PAGE 159
- "PLAN OF LAND, HAROLD A. & YVONNE M. CLEWLEY & LINDA J. NOURY, NORTH SIDE OF TOLEND ROAD, DOVER, NH"
BY: R.W. MCCRONE
DATED: MARCH 1986
S.C.R.D. PLAN #28A-04
- "BOUNDARY LINE ADJUSTMENT, THE HEIRS OF KENNETH & IRENE M. NYE AND PAUL & KATHERINE MARTEL, UPPER FACTORY ROAD, DOVER, NH"
BY: TRITECH ENGINEERING CORPORATION
DATED: OCTOBER 25, 2004
S.C.R.D. PLAN #77-87

PLAN REFERENCES CONTINUED:

- "SUBDIVISION OF LAND FOR ANTONIO BASTIANELLI IN DOVER, N.H."
BY: BRUCE L. POHOPEK, LAND SURVEYOR
DATED: JULY 31, 1989, AS REVISED 5/28/90
S.C.R.D. PLAN #32-149
- "STATE OF NEW HAMPSHIRE, DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS, PLAN OF PROPOSED L51824(1), SPAULDING TURNPIKE"
DATED: OCTOBER 19, 1955
S.C.R.D. PLAN #32, POCKET 15, FOLDER 3 & S.C.R.D. PLAN #36, POCKET 15, FOLDER 3 & ON FILE AT NH DOT RIGHTS-OF-WAY, CONCORD, NH
- "LOT LINE REVISION LAND OF 59 TOLEND ROAD LLC AND EUGENE A. & DONNA L. SGRIGNUOLI TOLEND ROAD DOVER, NH"
BY: BERRY SURVEYING & ENGINEERING
DATED: APRIL 27, 2023, REVISED AUGUST 30, 2023
S.C.R.D.: PLAN #13071

I CERTIFY THAT THIS PLAT EXCEEDS THE MINIMUM REQUIREMENT FOR ACCURACY AND COMPLETENESS OF THE STATE OF N.H. AND OF THE CITY OF DOVER, N.H. ~ 1:10,000~



APPROVED DOVER

NOTES:

- OWNER: 59 TOLEND RD LLC
42J DOVER POINT ROAD
DOVER, NH 03820

A.) TAX MAP E, LOT 65-1
B.) EXISTING LOT AREA: 1,809,066 Sq.Ft., 41.53 Ac.±
C.) S.C.R.D. BOOK 5044, PAGE 744
- OWNER: EUGENE A. & DONNA L. SGRIGNUOLI
22 SUN HAWK LANE
DOVER, NH 03820

A.) TAX MAP E, LOT 65-A
B.) EXISTING LOT AREA: 125,886 Sq.Ft., 2.89 Ac.
C.) S.C.R.D. BOOK 1571, PAGE 86
- THE INTENT OF THIS PLAN IS TO SHOW A DETAILED VIEW OF THE PROPOSED CONDOMINIUM OPEN SPACE SUBDIVISION. THIS IS SHEET 21 OF 102.
- SEE THE OVERVIEW SUBDIVISION PLAN, SHEET 19 OF 102, FOR COMPLETE ABUTTER LIST AND MORE NOTES.
- VERTICAL DATUM BASED ON NAVD83 ELEVATIONS. HORIZONTAL COORDINATES BASED ON NAD83. COORDINATES GATHERED USING TOPCON HIPER SR SURVEY GRADE GPS RECEIVERS.

LEGEND:

- 3/4" REBAR W/D CAP ~TBS~
 - GRANITE BOUND ~TBS~
 - IRON BOUND ~FND OR SET~
 - IRON PIPE ~FND~
 - NH&B BOUND ~FND~
 - UTILITY POLE / GUY WIRE
 - MATCH POINT
 - MATCH LINE
 - BUILDING SETBACK LINE / OSS BUFFER
 - POORLY DRAINED WETLAND LINE
 - EXISTING RIVER
 - EXISTING TRAIL
 - 50' WETLAND BUFFER
 - FEMA FLOOD ZONE
 - 100' LOCAL CONSERVATION OVERLAY ZONE
 - PROPOSED LCA LINE
 - SURVEY TIE LINE - NOT A PROPERTY BOUNDARY
 - PROPOSED EASEMENT
- S.C.R.D. STRAFFORD COUNTY REGISTRY OF DEEDS
TYP. TYPICAL
FND FOUND
TBS TO BE SET
LCA LIMITED COMMON AREA
#1 ABUTTER - SEE OVERVIEW PLAN, SHEET 19 OF 102

GRAPHIC SCALE

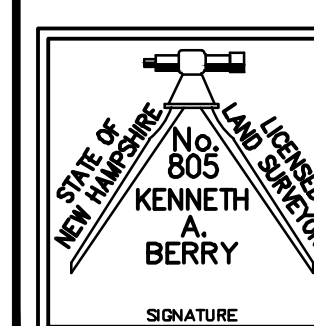


(IN FEET)
1 inch = 50 ft.

#7	08-12-24	REVISED PER CONDITIONS OF APPROVAL
#6	05-03-24	REVISED PER NHDES SUBSURFACE REVIEW
#5	03-15-24	REVISED PER DOVER SEPTIC REVIEW
#4	02-08-24	REVISED NH F&G CONDITIONS & DOVER SEPTIC REVIEW
#3	08-30-23	REVISED EFFLUENT DISPOSAL AREAS
#2	08-01-23	REVISED PER DOVER TRC #2 COMMENT
#1	06-30-23	REVISED PER DOVER TRC #1 COMMENT

REVISION	DATE	DESCRIPTION
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CONDOMINIUM OPEN SPACE SUBDIVISION DETAIL PLAN, NORTHWEST
LAND OF
59 TOLEND ROAD, LLC AND
EUGENE A. & DONNA L. SGRIGNUOLI
TOLEND ROAD
DOVER, N.H.
TAX MAP E, LOT 65-1 & 65-A



BERRY SURVEYING & ENGINEERING

335 SECOND CROWN POINT RD.
BARRINGTON, N.H. (603)332-2863

SCALE : 1 IN. EQUALS 50 FT.

DATE : APRIL 27, 2023

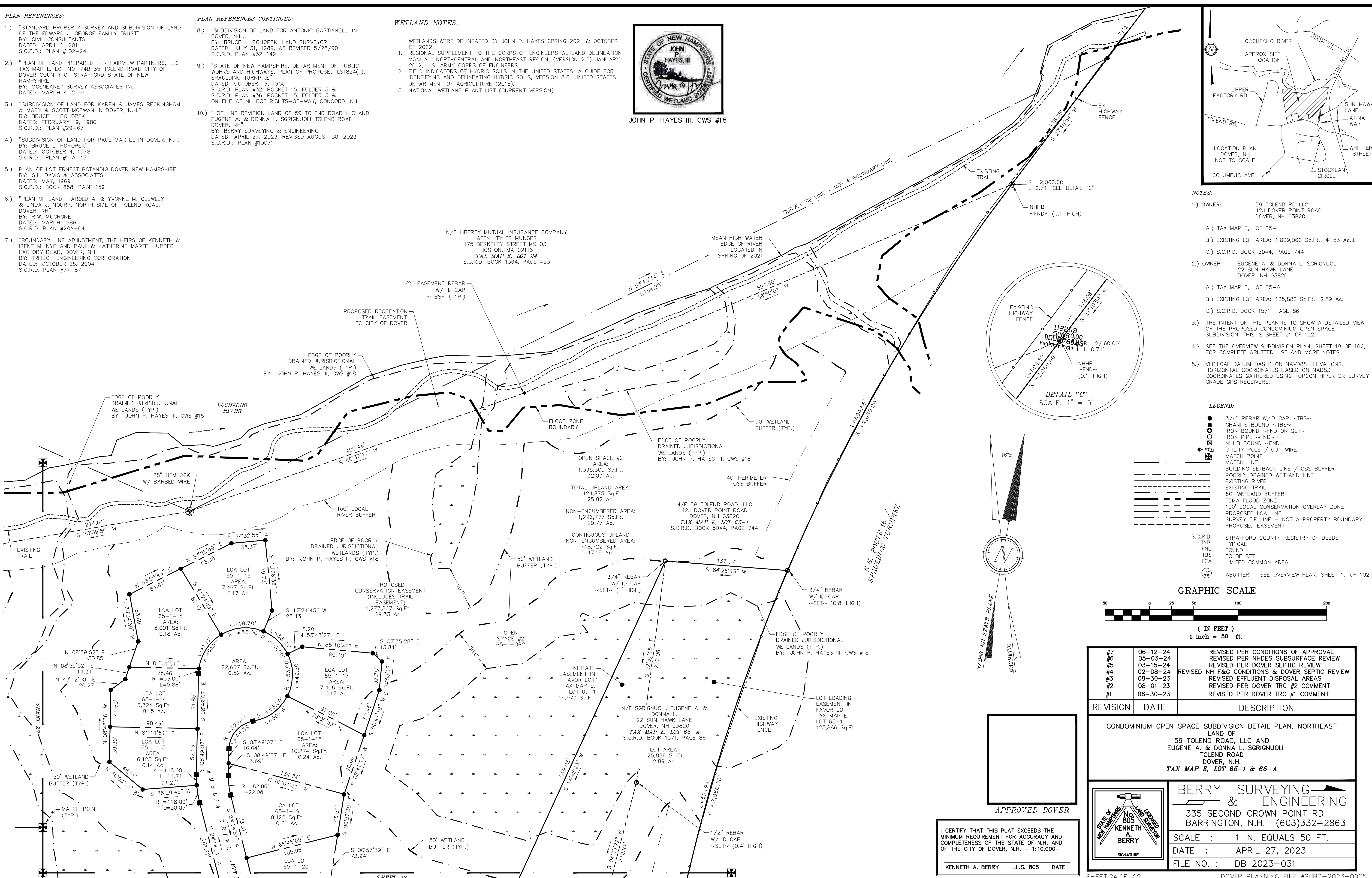
FILE NO. : DB 2023-031

- 1) "STANDARD PROPERTY SURVEY AND SUBDIVISION OF LAND OF THE EDWARD J. GEORGE FAMILY TRUST"
BY: CIVIL CONSULTANTS
DATED: APRIL 2, 2011
S.C.R.D.: PLAN #102-24
- 2) "PLAN OF LAND PREPARED FOR FAIRVIEW PARTNERS, LLC
TAX MAP E, LOT NO. 74B 35 TOLEND ROAD CITY OF
DOVER COUNTY OF STAFFORD STATE OF NEW
HAMPSHIRE
BY: MCENEANEY SURVEY ASSOCIATES INC.
DATED: MARCH 4, 2016
- 3) "SUBDIVISION OF LAND FOR KAREN & JAMES BECKINGHAM
& MAURICE & SCOTT MCNEVIN IN DOVER, N.H."
BY: BRUCE L. POHOPEK
DATED: FEBRUARY 19, 1986
S.C.R.D.: PLAN #29-67
- 4) "SUBDIVISION OF LAND FOR PAUL MARTEL IN DOVER, N.H."
BY: BRUCE L. POHOPEK
DATED: OCTOBER 4, 1978
S.C.R.D.: PLAN #19A-47
- 5) PLAN OF LOT ERNEST ESTANDING DOVER NEW HAMPSHIRE
BY: G.L. DAVIS & ASSOCIATES
DATED: MAY, 1969
S.C.R.D.: BOOK 858, PAGE 159
- 6) "PLAN OF LAND, HAROLD A. & YVONNE M. CLEWLEY
& LINDA J. NOURY, NORTH SIDE OF TOLEND ROAD,
DOVER, NH"
BY: R.W. MCCRONE
DATED: MARCH 1986
S.C.R.D. PLAN #28A-04
- 7) "BOUNDARY LINE ADJUSTMENT, THE HEIRS OF KENNETH &
IRENE M. NYE AND PAUL & KATHERINE MARTEL, UPPER
FAIRVIEW ROAD, DOVER, NH"
BY: TRITECH ENGINEERING CORPORATION
DATED: OCTOBER 25, 2004
S.C.R.D. PLAN #77-87

- 8.) "SUBDIVISION OF LAND FOR ANTONIO BASTIANELLI IN DOVER, N.H."
BY: BRUCE L. POHOPEK, LAND SURVEYOR
DATED: JULY 31, 1988, AS REVISED 5/28/90
S.C.R.D. PLAN #32-149
- 9.) "STATE OF NEW HAMPSHIRE, DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS, PLAN OF PROPOSED S182(41), SPLITTING TURNPIKE"
DATED: OCTOBER 19, 1955
S.C.R.D. PLAN #32, POCKET 15, FOLDER 3 &
S.C.R.D. PLAN #36, POCKET 15, FOLDER 3 &
ON FILE AT NH DOT RIGHTS-OF-WAY, CONCORD, NH
- 10.) "LOT LINE REVISION AND OF 95 TOLEND ROAD LLC AND EUGENE A. & DONNA L. SGRIGNOLI TOLEND ROAD DOVER, NH"
BY: J. BERRY SURVEYING & ENGINEERING
DATED: APRIL 27, 2023, REVISED AUGUST 30, 2023
S.C.R.D.: PLAN #13071

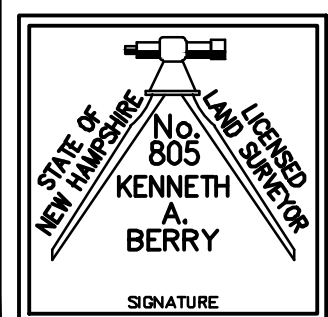
WETLANDS WERE DELINEATED BY JOHN P. HAYES SPRING 2021 & OCTOBER OF 2022

1. REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL: NORTHERNCENTRAL AND NORTHEAST REGION, (VERSION 2.0) JANUARY 2012, U.S. ARMY CORPS OF ENGINEERS.
2. FIELD INDICATORS OF HYDRIC SOILS IN THE UNITED STATES, A GUIDE FOR IDENTIFYING AND DELINEATING HYDRIC SOILS, VERSION 8.0. UNITED STATES DEPARTMENT OF AGRICULTURE (2016).
3. NATIONAL WETLAND PLANT LIST (CURRENT VERSION).



#7	06-12-24	REVISED PER CONDITIONS OF APPROVAL
#6	05-03-24	REVISED PER NHDES SUBSURFACE REVIEW
#5	03-15-24	REVISED PER DOVER SEPTIC REVIEW
#4	02-24-24	REVISED NH F&G CONDITIONS OF APPROVAL REVIEW
#3	08-20-23	REVISED EFFLUENT DISPOSAL AREAS
#2	08-01-23	REVISED PER DOVER TRC #2 COMMENT
#1	06-30-23	REVISED PER DOVER TRC #1 COMMENT
REVISION	DATE	DESCRIPTION

CONDOMINIUM OPEN SPACE SUBDIVISION DETAIL PLAN, NORTHEAST
LAND OF
59 TOLEND ROAD, LLC AND
EUGENE A. & DONNA L. SGRIGNUOLI
TOLEND ROAD
DOVER, N.H.
TAX MAP E, LOT 65-1 & 65-A

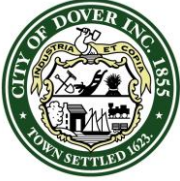


BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT RD.
BARRINGTON, N.H. (603)332-2863

SCALE : 1 IN. EQUALS 50 FT.

DATE : APRIL 27, 2023

FILE NO. : DB 2023-031



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:13.A.2.

Resolution Number: **R – 2026.02.11 - 120**
Resolution Re: Approval of City of Dover Employment Agreement
Regarding City Attorney

WHEREAS: Joshua M. Wyatt (“Employee”) has been appointed as City Attorney for the City of Dover by the City Manager; and

WHEREAS: It is the desire of the City Manager, in accordance with the Dover City Charter and the Laws of the State of New Hampshire, to establish compensation, benefits, and other working conditions for the employment of the Employee; and

WHEREAS: It is the desire of the City Manager to ensure the commitment and full productivity of the Employee in providing service to the City as City Attorney; and

WHEREAS: It is the desire of the City Manager to provide inducement for the Employee to remain in service to the City while also ensuring a just means for the termination of employment at such time as may be required; and

WHEREAS: Employee agrees to accept employment as City Attorney of said City.

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

The City Manager is hereby authorized to enter into the attached Employment Agreement.

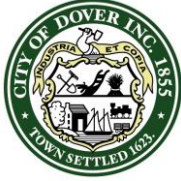
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By request

Approved as to Legal
Form and Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#:13.A.2.	
Resolution Number: R – 2026.02.11 - 120 Resolution Re: Approval of City of Dover Employment Agreement Regarding City Attorney		

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 Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See attached Employment Agreement. This Resolution shall ratify the attached Employment Agreement related to the employment of Joshua M. Wyatt as City Attorney for the City of Dover. The Agreement outlines wages, benefits, and other conditions of employment.

**EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF DOVER, NH
AND
JOSHUA M. WYATT**

This Agreement made and entered into this ____ day of ____, 2026 by and between the CITY OF DOVER, a municipal corporation within the County of Strafford and the State of New Hampshire (hereinafter called the "CITY"), as party of the first part and Joshua M. Wyatt, of the City of Portsmouth, County of Rockingham, and State of New Hampshire (hereinafter called "EMPLOYEE"), as party of the second part;

WITNESETH:

WHEREAS, the City desires to employ the services of the Employee as City Attorney of the City of Dover.

WHEREAS, it is the desire of the City Manager, in accordance with the Dover City Charter and the Laws of the State of New Hampshire, to establish compensation, benefits, and other working conditions for the employment of the Employee; and

WHEREAS, it is the desire of the City Manager to ensure the commitment and full productivity of the Employee in providing service to the City as City Attorney; and

WHEREAS, it is the desire of the City Manager to provide inducement for the Employee to remain in service to the City while also ensuring a just means for the termination of employment at such time as may be required; and

WHEREAS, Employee agrees to accept employment as City Attorney of said City.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, the parties agree as follows:

SECTION 1 – DUTIES AND AUTHORITY

City hereby agrees to employ JOSHUA M. WYATT as City Attorney of said City. Employee accepts such employment and agrees to perform the functions and duties specified in the City Ordinances, and the Laws of the State of New Hampshire, and to perform such other legally permissible and proper duties, and reasonable functions as the City Manager shall from time-to-time assign.

SECTION 2 – TERM

This Agreement shall remain in full force and effect from January 26, 2026 until employment is terminated by the City or Employee as provided in Section 3 of this Agreement. Solely for the purposes of merit review and benefit eligibility, Employee's anniversary date of employment with the City shall remain June 5, 2019.

SECTION 3 – TERMINATION OF EMPLOYMENT AND SEVERANCE

- A. The City Manager, at any time, may terminate the employment of the Employee for cause after thirty (30) days written notice of the basis for the termination.
- B. In the event the Employee is terminated by the City Manager with cause, the City agrees that it shall pay to the Employee all unused, accrued vacation leave said amount to be paid to the Employee on or before the effective date of termination of his employment.

- C. In the event the City in any fiscal year intentionally reduces the base salary, compensation or any other financial benefit of the Employee in a percentage greater than is applied in an across the board reduction in the same fiscal year applicable to all other employees of the City, or in the event that the City refuses, following a thirty (30) day period after receipt of written notice delivered to the City Manager, to comply with any of the financial provisions benefiting the Employee set forth herein, or if the City abolishes the position of City Attorney without establishment of the position under a different title with substantially similar duties and responsibilities or similar action, the Employee may, at his option, deem himself to have been terminated without cause as of the date of such reduction or refusal to comply with the provision herein claimed to have been violated.
- D. In the event the Employee is terminated without cause, the City agrees that it shall pay to the Employee all unused, accrued vacation leave, together with a lump sum severance payment equal to one (1) month aggregate salary for each year of completed service as City Attorney, not to exceed six (6) months total, said amount to be paid to the Employee on or before the effective date of termination of his employment.
- E. In the event the Employee voluntarily resigns his position with the City, the Employee shall give the City thirty (30) days written notice in advance, unless the parties agree otherwise. Such notice of resignation shall be directed to the City Manager. If the Employee voluntarily resigns, he shall not be entitled to salary after the date of resignation or to the severance benefits specified in this Section except he shall be paid for all unused, accrued vacation leave not to exceed thirty (30) days.

SECTION 4 – SALARY

- A. The City agrees to pay the Employee for services rendered under this Agreement, an annual base salary of \$175,500, subject to applicable withholdings and deductions, payable in installments at the same time as other employees in the City are paid.
- B. Effective the first full pay period following Employee's anniversary date and each year thereafter, the City agrees the Employee shall be awarded a merit increase following completion of an evaluation of his performance as specified by Section 5 of this Agreement. Such increase is only to be applied to the Employee's base salary up to the maximum amount specified in the Class and Pay Plans attached to the City's Merit Plan. The amount of the merit increase shall be determined by the City Manager at his sole discretion, but shall not be more than 5% per annum subject to a satisfactory performance review.

SECTION 5 – PERFORMANCE EVALUATION

- A. The City Manager shall review and evaluate the Employee's performance as City Attorney at least once every year, provided, at a minimum, one performance evaluation occurs within forty-five (45) days of the Employee's anniversary date each year. Said review and evaluation shall be based on the goals and objectives developed by the City Manager and the Employee in accordance with paragraph B of this Section. Upon completing the evaluation, the City Manager shall provide the Employee with a written copy of the City Manager's remarks. There shall be an adequate opportunity for the Employee to discuss the evaluation with the City Manager.
- B. Annually during the month of July, or such other month as may be mutually agreed upon, the City Manager and the Employee shall define goals and objectives which they determine necessary for the proper operation of the City and the attainment of the City Manager's policy objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limits specified and within the annual operating and capital budgets and appropriations provided by the City and the events that have occurred during the year.

SECTION 6 – HOURS OF WORK

- A. The Employee will devote full time and attention to the business of the City and will not engage in any other business during office hours, except with the approval of the City Manager.

- B. It is recognized that the Employee must devote a great deal of time outside the normal office hours to the business of the City, and to that end the Employee will be allowed to have flexibility in scheduling his time.

SECTION 7 – PAID LEAVE AND HOLIDAYS

- A. The Employee shall accrue twenty (20) days paid vacation leave per year which shall be awarded annually on the Employee's anniversary date. To limit excessive accruals, up to thirty (30) days of accrued unused vacation leave may be carried over from year to year. Employee may opt to be paid for any portion of accrued and unused vacation leave not used during the year.
- B. The Employee will be eligible for ten (10) sick days per fiscal year prorated in the first year from the Employee's anniversary date to the end of the fiscal year. Sick days are only available to be utilized in the fiscal year awarded and shall not accrue or otherwise accumulate from year to year.
- C. The Employee shall be responsible for accurately recording leave usage which shall be verified and approved by the City Manager.
- D. The Employee is entitled to time off for the holidays currently recognized by the City on the day they are observed.

SECTION 8 – INSURANCE BENEFITS

Insurance benefits, including health, dental, life and disability insurances provided to City employees as part of its Flexible Benefits Program will be made available to the Employee and paid by the City excepting the Employee shall pay eighteen percent (18%) and the City will pay eighty-two percent (82%) of the applicable premiums for the Employee's chosen health insurance plan and, further, the City shall pay an amount up to and not exceeding the cost for two (2) person base dental coverage with Employee paying the difference for any higher cost plan and/or coverage levels. The employee shall receive a buy back for health and/or dental insurance coverages not selected equal to fifty percent (50%) of the City's avoided costs provided Employee presents evidence of satisfactory coverage from another source. The Employee health premium contribution or buy back amount may be subject to change as applicable to other City Employees.

SECTION 9 – RETIREMENT BENEFITS

- A. The Employee shall be allowed to participate in the NH Retirement System per the requirements established by State of New Hampshire Retirement System.
- B. The Employee may enroll in the City's 457 Deferred Compensation Plan.

SECTION 10 – CITY BUSINESS RELATED EXPENSES

- A. The Employee shall be reimbursed for all reasonable business-related expenses incurred in the performance of his duties.

SECTION 11 – PROFESSIONAL DEVELOPMENT

- A. The City shall pay for the Employee's individual membership dues and assessments by the New Hampshire Bar Association and the International Municipal Lawyers Association.
- B. The City agrees to purchase subscriptions, books, training materials, course tuition and other professional association memberships for the Employee dependent upon budget availability.

- C. The City agrees to pay the expenses associated with the Employee's attendance at the annual conference of the International Municipal Lawyers Association or, subject to prior approval, another related professional association.

SECTION 12 – INDEMNIFICATION/THIRD PARTY CLAIMS

- A. The City agrees to indemnify and hold harmless the Employee from any and all losses, including Employee's reasonable attorney's fees and other expenses of defense, in connection with any claim, demand, action, or suit, or judgment arising out of any act or omission of the Employee if at the time of the act or omission, the Employee was acting within the scope of his employment and without malice or bad faith.
- B. The City agrees to provide liability coverage for the Employee against third party claims through the City's public employee insurance coverage.

SECTION 13 – BONDING

The City shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

SECTION 14 – OTHER TERMS AND CONDITIONS

The City Manager may fix such other reasonable terms and conditions of employment, as he may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City Merit Plan, the City Charter, or any other Federal or State law.

SECTION 15 – SEVERABILITY

If any provisions, or provision thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion thereof, shall be deemed severable and shall not be affected and shall remain in full force and effect.

SECTION 16 – MERGER

The text of this written Agreement and any amendments approved and executed by the City Manager and the Employee constitute the entire understanding between the parties with respect to the employment of JOSHUA M. WYATT as the City Attorney of the City of Dover.

SECTION 17 – NOTICES

Notices pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

City:	The City Manager City of Dover, NH 288 Central Avenue Dover, NH 03820
Employee:	JOSHUA M. WYATT, City Attorney City of Dover, NH 288 Central Avenue Dover, NH 03820

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as

of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

SECTION 18 – GENERAL PROVISIONS

- A. This Agreement shall be binding upon the City and Employee, as well as their heirs, assigns, executors, personal representatives and successors in interest.
- B. This Agreement shall become effective upon execution.

IN WITNESS WHEREOF, the City of Dover has caused this Agreement to be signed and executed in its behalf by the City Manager, and the Employee has signed and executed this Agreement, all in duplicate, as of the day and year first above written.

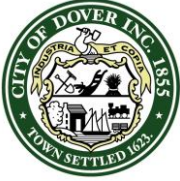
Dated: _____

CITY OF DOVER, NEW HAMPSHIRE

By: _____
City Manager, J. Michael Joyal, Jr.

EMPLOYEE

By: _____
JOSHUA M. WYATT



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:13.A.3.

Resolution Number: **R – 2026.02.11 - 121**
Resolution Re: Approval of City of Dover Employment Agreement
Regarding Fire Chief

WHEREAS: Brendan Driscoll (“Employee”) has been appointed as Fire Chief of the City of Dover by the City Manager; and

WHEREAS: It is the desire of the City Manager, in accordance with the Dover City Charter and the Laws of the State of New Hampshire, to establish compensation, benefits, and other working conditions for the employment of the Employee; and

WHEREAS: It is the desire of the City Manager to ensure the commitment and full productivity of the Employee in providing service to the City as Fire Chief; and

WHEREAS: It is the desire of the City Manager to provide inducement for the Employee to remain in service to the City while also ensuring a just means for the termination of employment at such time as may be required; and

WHEREAS: Employee agrees to accept employment as Fire Chief of said City.

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

The City Manager is hereby authorized to enter into the attached Employment Agreement.

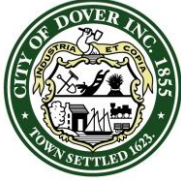
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By request

Approved as to Legal
Form and Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#:13.A.3.	
Resolution Number: R – 2026.02.11 - 121 Resolution Re: Approval of City of Dover Employment Agreement Regarding Fire Chief		

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 Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See attached Employment Agreement. This Resolution shall ratify the attached Employment Agreement related to the employment of Brendan Driscoll as Fire Chief of the City of Dover. The Agreement outlines wages, benefits, and other conditions of employment.

**EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF DOVER, NH
AND
BRENDAN C. DRISCOLL**

This Agreement made and entered into this ____ day of _____, 2026 by and between the CITY OF DOVER, a municipal corporation within the County of Strafford and the State of New Hampshire (hereinafter called the "CITY"), as party of the first part and BRENDAN C. DRISCOLL of the City of Dover, County of Strafford, and State of New Hampshire (hereinafter called "EMPLOYEE"), as party of the second part;

WITNESETH:

WHEREAS, the City desires to employ the services of the Employee as Fire Chief of the City of Dover.

WHEREAS, it is the desire of the City Manager, in accordance with the Dover City Charter and the Laws of the State of New Hampshire, to establish compensation, benefits, and other working conditions for the employment of the Employee; and

WHEREAS, it is the desire of the City Manager to ensure the commitment and full productivity of the Employee in providing service to the City as Fire Chief; and

WHEREAS, it is the desire of the City Manager to provide inducement for the Employee to remain in service to the City while also ensuring a just means for the termination of employment at such time as may be required; and

WHEREAS, Employee agrees to accept employment as Fire Chief of said City.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, the parties agree as follows:

SECTION 1 – DUTIES AND AUTHORITY

City hereby agrees to employ BRENDAN C. DRISCOLL as Fire Chief of said City. Employee accepts such employment and agrees to perform the functions and duties specified in the City Ordinances, and the Laws of the State of New Hampshire, and to perform such other legally permissible and proper duties, and reasonable functions as the City Manager shall from time-to-time assign.

SECTION 2 – TERM

This Agreement shall remain in full force and effect from February 1, 2026 until employment is terminated by the City or Employee as provided in Section 3 of this Agreement. Solely for the purposes of merit review and benefit eligibility, Employee's anniversary date of employment with the City shall remain as December 20, 2009.

SECTION 3 – TERMINATION OF EMPLOYMENT AND SEVERANCE

- A. The City Manager, at any time, may terminate the employment of the Employee for cause after thirty (30) days written notice of the basis for the termination.
- B. In the event the Employee is terminated by the City Manager with cause, the City agrees that it shall pay to the Employee all unused, accrued vacation leave said amount to be paid to the Employee on or before the effective date of termination of his employment.

- C. In the event the City in any fiscal year intentionally reduces the base salary, compensation or any other financial benefit of the Employee in a percentage greater than is applied in an across the board reduction in the same fiscal year applicable to all other employees of the City, or in the event that the City refuses, following a thirty (30) day period after receipt of written notice delivered to the City Manager, to comply with any of the financial provisions benefiting the Employee set forth herein, or if the City abolishes the position of Fire Chief without establishment of the position under a different title with substantially similar duties and responsibilities or similar action, the Employee may, at his option, deem himself to have been terminated without cause as of the date of such reduction or refusal to comply with the provision herein claimed to have been violated.
- D. In the event the Employee is terminated without cause, the City agrees that it shall pay to the Employee all unused, accrued vacation leave, together with a lump sum severance payment equal to one (1) month aggregate salary for each year of completed service as Fire Chief, not to exceed six (6) months total, said amount to be paid to the Employee on or before the effective date of termination of his employment.
- E. In the event the Employee voluntarily resigns his position with the City, the Employee shall give the City thirty (30) days written notice in advance, unless the parties agree otherwise. Such notice of resignation shall be directed to the City Manager. If the Employee voluntarily resigns, he shall not be entitled to salary after the date of resignation or to the severance benefits specified in this Section except he shall be paid for all unused, accrued vacation leave not to exceed thirty (30) days.

SECTION 4 – SALARY

- A. The City agrees to pay the Employee for services rendered under this Agreement, an annual base salary of \$148,512, subject to applicable withholdings and deductions, payable in installments at the same time as other employees in the City are paid.
- B. Effective the first full pay period following Employee's anniversary date, the City agrees the Employee shall be awarded a merit increase following completion of an evaluation of his performance as specified by Section 5 of this Agreement. Such increase is only to be applied to the Employee's base salary up to the maximum amount specified in the Class and Pay Plans attached to the City's Merit Plan. The amount of the merit increase shall be determined by the City Manager at his sole discretion, but shall not be more than 5% per annum subject to a satisfactory performance review.

SECTION 5 – PERFORMANCE EVALUATION

- A. The City Manager shall review and evaluate the Employee's performance as Fire Chief at least once every year, provided, at a minimum, one performance evaluation occurs within forty-five (45) days of the Employee's anniversary date each year. Said review and evaluation shall be based on the goals and objectives developed by the City Manager and the Employee in accordance with paragraph B of this Section. Upon completing the evaluation, the City Manager shall provide the Employee with a written copy of the City Manager's remarks. There shall be an adequate opportunity for the Employee to discuss the evaluation with the City Manager.
- B. Annually during the month of July, or such other month as may be mutually agreed upon, the City Manager and the Employee shall define goals and objectives which they determine necessary for the proper operation of the City and the attainment of the City Manager's policy objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limits specified and within the annual operating and capital budgets and appropriations provided by the City and the events that have occurred during the year.

SECTION 6 – HOURS OF WORK

- A. The Employee will devote full time and attention to the business of the City and will not engage in any other business during office hours, except with the approval of the City Manager.

- B. It is recognized that the Employee must devote a great deal of time outside the normal office hours to the business of the City, and to that end the Employee will be allowed to have flexibility in scheduling his time.

SECTION 7 – PAID LEAVE AND HOLIDAYS

- A. The Employee shall accrue twenty-five (25) days paid vacation leave per year which shall be awarded annually on the Employee's anniversary date. To limit excessive accruals, up to thirty (30) days of accrued unused vacation leave may be carried over from year to year. Employee may opt to be paid for any portion of accrued and unused vacation leave not used during the year.
- B. The Employee will be eligible for ten (10) sick days per fiscal year prorated in the first year from the Employee's anniversary date to the end of the fiscal year. Sick days are only available to be utilized in the fiscal year awarded and shall not accrue or otherwise accumulate from year to year.
- C. The Employee shall be responsible for accurately recording leave usage.
- D. The Employee is entitled to time off for the holidays currently recognized by the City on the day they are observed. Employee will continue to be eligible to receive holiday pay in accordance with the provisions in effect at the time of the signing of this agreement.
- E. All previously accrued and unused leave as of the signing date of this Agreement shall be grandfathered and remain available for use by the Employee. Employee may opt to be paid for any portion of unused grandfathered leave at the set rate of pay that was in effect prior to appointment as Fire Chief.

SECTION 8 – INSURANCE BENEFITS

Insurance benefits, including health, dental, life and disability insurances provided to City employees as part of its Flexible Benefits Program will be made available to the Employee and paid by the City excepting the Employee shall pay twenty percent (20%) and the City will pay eighty percent (80%) of the applicable premiums for the Employee's chosen health insurance plan and, further, the City shall pay an amount up to and not exceeding the cost for two (2) person base dental coverage with Employee paying the difference for any higher cost plan and/or coverage levels. The Employee health contribution may be subject to change as applicable to other City Employees. The employee shall receive a buy back for health and/or dental insurance coverages as applicable to other employees provided Employee presents evidence of satisfactory coverage from another source.

SECTION 9 – RETIREMENT BENEFITS

- A. The Employee shall be allowed to continue participation in the NH Retirement System per the requirements established by State of New Hampshire Retirement System.
- B. The Employee may enroll in the City's 457 Deferred Compensation Plan.

SECTION 10 – CITY BUSINESS RELATED EXPENSES

- A. The Employee shall be reimbursed for all reasonable business-related expenses incurred in the performance of his duties.
- B. The Employee shall be provided with a vehicle for business use including responding to and from home for emergency call backs, evening meetings and other employment related activities.

SECTION 11 – PROFESSIONAL DEVELOPMENT

- A. The City shall pay for the Employee's individual membership dues and assessments by the New Hampshire Fire Chiefs Association and the International Association of Fire Chiefs.

- B. The City agrees to purchase subscriptions, books, training materials, course tuition and other professional association memberships for the Employee dependent upon budget availability.
- C. The City agrees to pay the expenses associated with the Employee's attendance at the annual conferences of the NH and International Association of Fire Chiefs.
- D. The City agrees to pay Employee the educational incentives previously earned and in accordance with the provisions in effect at the time of the signing of this agreement.

SECTION 12 – INDEMNIFICATION/THIRD PARTY CLAIMS

- A. The City agrees to indemnify and hold harmless the Employee from any and all losses, including Employee's reasonable attorney's fees and other expenses of defense, in connection with any claim, demand, action, or suit, or judgment arising out of any act or omission of the Employee if at the time of the act or omission, the Employee was acting within the scope of his employment and without malice or bad faith.
- B. The City agrees to provide liability coverage for the Employee against third party claims through the City's public employee insurance coverage.

SECTION 13 – BONDING

The City shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

SECTION 14 – OTHER TERMS AND CONDITIONS

The City Manager may fix such other reasonable terms and conditions of employment, as he/she may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City Merit Plan, the City Charter, or any other Federal or State law.

SECTION 15 – RESIDENCY

The Employee shall maintain a permanent residence and reside within the City limits throughout the duration of employment as Fire Chief.

SECTION 16 – SEVERABILITY

If any provisions, or provision thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion thereof, shall be deemed severable and shall not be affected and shall remain in full force and effect.

SECTION 16 – MERGER

The text of this written Agreement and any amendments approved and executed by the City Manager and the Employee constitute the entire understanding between the parties with respect to the employment of BRENDAN C. DRISCOLL as the Fire Chief of the City of Dover.

SECTION 17 – NOTICES

Notices pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

City: The City Manager
City of Dover, NH
288 Central Avenue
Dover, NH 03820

Employee: BRENDAN C. DRISCOLL, FIRE CHIEF
City of Dover, NH
288 Central Avenue
Dover, NH 03820

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

SECTION 18 – GENERAL PROVISIONS

- A. This Agreement shall be binding upon the City and Employee, as well as their heirs, assigns, executors, personal representatives and successors in interest.
- B. This Agreement shall become effective upon execution.

IN WITNESS WHEREOF, the City of Dover has caused this Agreement to be signed and executed in its behalf by the City Manager, and the Employee has signed and executed this Agreement, all in duplicate, as of the day and year first above written.

Dated: _____

CITY OF DOVER, NEW HAMPSHIRE

By: _____
J. Michael Joyal, Jr.
City Manager

EMPLOYEE

By: _____
BRENDAN C. DRISCOLL

New Appointments:

Robert Carrier – Dover Business and Industrial Development Authority – Regular Member (term: 2/11/2026 to 8/14/2027)

Deb Hackett – Dover Utilities Commission – Regular Member (term: 2/11/2026 to 6/25/2028)

Resignations:

Cliff Blake – Arts Commission

Sarah Santiago – Racial Equity and Inclusion Committee

David Dupont – Trustees of the Trust Fund

Bret Carmichael – DUC & Energy Commission

Lucas Veitch – Energy Commission

Renewals:

Sean Fitzgerald – Cochecho Waterfront Development Advisory Committee

Steve Brown – Cochecho Waterfront Development Advisory Committee

Matt Cox – Cochecho Waterfront Development Advisory Committee

Kimberly Schuman – Cochecho Waterfront Development Advisory Committee

Jane Hamor – Arts Commission

Aleka Monroe – Arts Commission

Paige Vaughn – Arts Commission

Amy Warnock – Arts Commission

Sarah Davidson – Arts Commission

Jon Nichols – Arts Commission

Kim Hanson – Arts Commission

Change in Status:

Quincy Devine – regular to alternate – Energy Commission

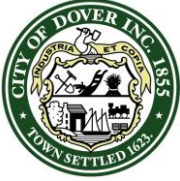
Madelyn Bradley – alternate to regular – Energy Commission

Eric Ryherd – alternate to regular – Energy Commission

Steven Paulsen – alternate to regular Energy Commission

Kristen Murphy – regular to alternate – Conservation Commission

Brianna Group – alternate to regular – Conservation Commission



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2026.02.11 - 122**

Resolution Re: Adoption of 2026-2027 City Council Goals

- WHEREAS: On January 24, 2026, the Mayor and members of the City Council held a goal setting retreat to identify goals and a series of objectives to be accomplished in the next two years; and
- WHEREAS: The Mayor and City Council are committed to serving their Dover community in an open, positive, and respectful manner while working towards the long-term betterment of the Dover community; and
- WHEREAS: The mission of the Dover City Council is to provide leadership and vision for the City of Dover to ensure affordable, high-quality services and to provide opportunities through responsive and accessible government; and
- WHEREAS: The Mayor and City council desire to articulate to the community, all City boards and commissions, the City Manager and the City's professional staff their collective aspirations and expectations for the term of their service.

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

The 2026-2027 Mayor and Dover City Council establish the goals and objectives as identified and finalized in the attached City Council Goals, 2026-2027, for the purpose of communicating aspirations, expectations and direction which the Mayor and members of the City Council intend to focus upon and pursue during the course of their current City Council terms.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

Approved as to Legal
Form and Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Jerrica Vansylyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

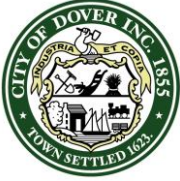
First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

Document Created by: Legal
Document Posted on: February 6, 2026

R-2026.02.11 Adoption of 2026-2027 City Council Goals
Page 1 of 2



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2026.02.11 - 122**

Resolution Re: Adoption of 2026-2027 City Council Goals

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The City Council Goals, 2026-2027 are attached. By way of additional background, the City of Dover Goal Setting Summary dated January 24, 2026 is also attached.

To: Mayor Dennis Shanahan
Dover City Council

From: Christopher Parker

CC: J.Michael Joyal, Jr.

Date: January 30, 2026
Re: City Council Goal setting

ISSUE:

Every new City Council has an opportunity to set its goals and objectives. This occurs in the first few months, after it has been inaugurated.

INTENT:

This memo will serve as an overview of proposed process used to set those goals.

GOALS:

Provide a summary of the January 24th retreat.

Background and Purpose

In January, after a new City Council has been elected and inaugurated, the Council meets for a retreat to discuss and outline goals and objectives for its coming term. The City's senior leadership is present and acts as a resource and supports the Council as it reviews strengths and weaknesses in the government, identifies goals and then builds consensus around four to six major areas.

The purpose of this goal setting session was to assist the Dover City Council and City department heads in establishing short- and long-term goals that will move the City's vision forward. The goals identified will become part of the Council and management staff's ongoing action plan moving forward.

Ground Rules

At the outset of the session, participants identified a list of ground rules that set the stage for how to proceed. Participants chose the following ground rules for themselves:

- Silence cell phones / devices
- Be recognized to speak, and respect other's when they speak
- No Sidebars
- Avoid the word "you"
- Stay on task
- Be Creative, not reactive
- Incomplete ideas are OK, they can be fleshed out
- Don't let the perfect be the enemy of the good
- Comments should be constructive and move the conversation forward

Mission, Vision and Values

The City Council reviewed, and elected to make no changes to the following:

Vision Statement

"To be a city with an emerging urban vibrancy guided by a small town sense of community."

Mission Statement

"To provide affordable, high-quality municipal services and responsive accessible local governance ensuring all persons the opportunity to enjoy contributing to and being part of the Dover community."

Core Values

- Customer Focused Service
- Integrity
- Innovation
- Accountability
- Stewardship

Participants

Mayor Dennis Shanahan
Deputy Mayor Lindsey Williams
Councilor April Richer
Councilor Lucas Veitch
Councilor Anthony Retrosi
Councilor Richard L. Robison, Jr.
Councilor Fergus Cullen
Councilor Bret Carmichael

City Manager J. Michael Joyal
Deputy City Manager Christopher Parker
HR Director Heather Worrall
Media Services Director Mike Gillis
Finance Director Dan Lynch
Planning Director Donna Benton
Police Chief Dave Terlemezian
Fire and Rescue Chief Perry Plummer
Fire and Rescue Deputy Chief Brendan Driscoll
Community Services Director John Storer
Recreation Director Kevin Hebert
Library Director Denise LaFrance
Welfare Director David Balian
IT Director Annie Dove

Considerations

Completing the review of the City's Mission, Vision and Values, the group began identifying goals for the coming term.

Goals were defined as qualitative statements of what the City intends to accomplish over a period of years. These are "big picture" items vital to organizational success.

Participants were asked to present no more than three goals to move the City forward. As each goal was presented, the individual decided whether it was similar to, or different from, a previously stated goal. Similar goals were placed in the same category and at the end of the process, the group had created a total of four categories, each with its own sub-goals:

- Stewardship/Infrastructure
- Civic Engagement
- Process Improvement
- Improve Quality of Life and Affordability

Strategic Objectives were defined as short- and long-term quantitative results that directly support the goals. Objectives should be measurable, achievable, and consistent with the goals, and should also align with the City's overall vision, mission and core values. These objectives create the basis for an ongoing action plan going forward.

Participants were broken into groups, and each group was tasked with developing at least two strategic objectives to help the City achieve its goals. Each group was assigned to address one of the four broad goals listed above. Participants then returned to report their identified strategic objectives to the full group, and the full group had the opportunity to provide additional feedback and direction on the objectives. It was noted that the "Improve Quality of Life and Affordability" could be considered two goals, with "Housing" items separated out.

The resulting goals and objectives identified are on the included document.



City Council Goals

2026-2027

AS ADOPTED FEBRUARY __, 2026

Goals and Objectives

At a January 2026, Goal Setting session, the City Council developed short and long-term goals to move the City's Vision forward.

These mission focused goals provide a framework for the Council and Management staff to develop action plans.

The Council goals support:

Attainable Housing

Infrastructure

Quality of Life

Process Improvement

Civic Engagement

Goal #1: Our Community Supports Housing Needs

How is Dover addressing the pressure on its housing supply, rising housing costs, limited availability of diverse unit types, and barriers that constrain both development and occupancy?

- Champion the delivery of attainable housing by understanding the recommendations of the City's housing report, supporting housing production, and prioritizing development of mid-rise, mixed-income projects. This objective focuses on increasing housing options for a diverse group of residents, such as employees, families, seniors, and special needs populations while preserving community character and strengthening our tax base through balanced residential/non-residential growth.
- Improve affordability and housing stability by expanding redevelopment and rehabilitation programs, incentivizing diverse housing types, and reducing barriers to occupancy and delivery. This objective supports long-term financial and social equity for residents, helps alleviate tax pressure on renters and homeowners, and ensures that vulnerable populations, including the elderly and disadvantaged households, are not excluded from living and remaining in the City of Dover.
- Establish a coordinated housing education and data initiative to inform staff, policymakers, and the public about housing needs, market absorption, development costs, financing constraints, and emerging opportunities. This objective will leverage trend forecasting, transparent reporting, and regular public engagement to improve understanding of supply and demand dynamics, support evidence-based decision-making, and align policy, investment, and development strategies with current and future housing conditions.

Goal #2: Our City Invests in its Infrastructure

How can the City manage its aging and increasingly complex portfolio of public infrastructure at a time when funding sources are less predictable, costs are rising, and service expectations continue to grow?

- Maintain a proactive, data-driven Capital Improvements Program (CIP) that prioritizes long-term lifecycle value, infrastructure performance, and fiscal sustainability. This objective strengthens the City's ability to adapt to changing federal and state funding by diversifying revenue sources, pursuing alternative financing strategies, and reinvesting in critical infrastructure. Through disciplined asset management, grant readiness, and forward-looking financial planning, the City will maintain stable funding pipelines and maximize return on public investment.
- Advance environmentally, socially, and economically sustainable infrastructure and development practices that support long-term community health and prosperity. This objective focuses on integrating sustainable design standards, and investing in green infrastructure initiatives such as composting programs and public education. By aligning land use, utilities, and facility investments with sustainability goals, the City will promote resilient growth that protects natural resources and enhances quality of life for future generations.
- Strengthen infrastructure resilience and operational reliability to ensure uninterrupted delivery of essential services, including water, wastewater, transportation, and public safety. This objective emphasizes contingency planning, climate adaptation, asset security, supply chain risk mitigation, and the deployment of innovative technologies. By prioritizing high-quality construction, preventive maintenance, and disaster preparedness, the City will build a community capable of withstanding disruptions while maintaining public safety and service continuity.

Goal #3: Our City's Opportunities are Accessible For All

How can the City ensure that growth in housing and population does not outpace the City's ability to maintain safe neighborhoods and an effective, accessible transportation network.

- Ensure the City remains safe, welcoming, and inclusive by integrating public safety considerations into housing and neighborhood planning. This objective emphasizes citywide safety, community trust, and protection of residents and visitors from social and political uncertainty, while preserving neighborhood character and heritage. By strengthening partnerships between housing, public safety, and social service providers, the City will support stable neighborhoods and resident well-being and economic vitality.
- Improve transportation systems to support new housing development, workforce mobility, and economic growth by expanding multimodal connectivity, improving roadway safety, and increasing access to employment centers, services, and public amenities. This objective aligns transportation investments with housing growth to reduce commute burdens, improve accessibility for seniors and vulnerable populations, and attract employers and businesses seeking reliable infrastructure and workforce access.

Goal #4: Our City is Innovative and Forward Thinking

How does the City do to keep its systems, service delivery models, and workforce structures ahead of rising service demands, technological change, and increasing expectations for transparency, accessibility, and performance?

- Leverage modern, integrated technologies to streamline and standardize departmental workflows, drive innovation, and improve operational efficiency while enhancing transparency through real-time data tracking, performance metrics, and public reporting. This objective ensures technology-enabled decision-making incorporates economic viability, social equity, environmental sustainability, and long-term resilience, resulting in more informed, accountable, and future-ready outcomes.
- Enhance accessibility across digital and in-person service delivery to streamline information systems, ensure equitable access to City services, and proactively serve vulnerable populations, including the elderly, unhoused individuals, and children. This objective prioritizes inclusive design, clear communication, and adaptive technologies while preserving personal engagement and public trust. Through continuous modernization and targeted investments in community health, safety, and well-being, accessibility will remain a core operational standard to improve efficiency, responsiveness, and engagement.
- Improve internal processes and workforce systems to sustain staff excellence by stabilizing the municipal workforce, strengthening succession planning, and addressing retention challenges related to housing availability, affordability, and cost of living. This objective emphasizes efficient, transparent organizational practices that attract and retain high-quality employees while maintaining competitive compensation, benefits, and professional development. Through ongoing process improvement and data-informed workforce planning, the City will ensure long-term capacity, institutional knowledge continuity, and high-performing public service delivery.

Goal #5: Our City is Civically Engaged

How can the City Council address the reality that many residents may not clearly understand municipal decisions, feel engaged with local government, or regularly participate in civic processes?

- Improve citywide communications to increase public understanding of municipal projects, policies, and legislative activities. This objective prioritizes clear, accessible, and authoritative information sharing across platforms, with targeted outreach to underserved populations, and less-engaged community members. By increasing transparency, highlighting successes through the City Manager's Report, and delivering consistent, data-informed messaging, the City will strengthen public trust, improve service utilization, and support informed civic participation.
- Strengthen connections between the City and residents by expanding inclusive in-person and digital engagement opportunities. This objective focuses on listening to community concerns, improving outreach strategies, supporting shared public events, and strengthening two-way communication with residents and staff. By engaging underrepresented populations and creating meaningful opportunities for dialogue and collaboration, the City will foster a more connected, informed community.
- Increase voter registration, education, and turnout by providing accessible, accurate, and nonpartisan election information. This objective emphasizes outreach to less-engaged populations, reducing participation barriers, modernizing communication tools, and expanding public education efforts. Through coordinated engagement strategies and transparent election administration, the City will promote higher participation and a more representative democratic process.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2026.02.11 - 123**
Resolution Re: Acceptance of the FY27 Action Plan and
Expenditures for FY27 CDBG Entitlement Funds,
FY26 Program Income and FY27 Program Income

WHEREAS: The City of Dover will have funds available for appropriation from the FY27 Entitlement Grant, FY27 Program Income and FY26 Program Income; and

WHEREAS: The Planning Department is required by HUD to prepare, and the Governing Body adopt an “Action Plan” which is a needs assessment and detailed expenditure plan for the use of Community Development funds in meeting the needs of very-low, low, and moderate-income households of Dover; and

WHEREAS: The Planning Board has reviewed proposed projects for said funds and held a public hearing on January 13, 2026 for the purpose of obtaining citizens' viewpoints on the proposed projects; and

WHEREAS: The Planning Board has reviewed the proposed projects and recommends approval of the Action Plan and the expenditure plan contained in this Resolution; and

WHEREAS: The recommended disbursements of funds have been reviewed for compliance with HUD statutory requirements and for meeting national objectives;

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

The FY27 Action Plan is adopted and the City Manager is authorized to enter into sub-recipient contracts as part of this Action Plan for expenditure of FY27 CDBG Entitlement Funds, FY27 Program Income and FY26 Program Income.

AND, FURTHER BE IT RESOLVED;

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

NOTE: This resolution requires public hearing prior to City Council vote. Resolution to be referred to public hearing on February 25, 2026 with vote to occur on that date.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2026.02.11 - 123**
Resolution Re: Acceptance of the FY27 Action Plan and
Expenditures for FY27 CDBG Entitlement Funds,
FY26 Program Income and FY27 Program Income

Financing Estimated Revenue Available for FY27 Action Plan

Account	Description	Appropriation
2100.1.180.46311.3311.06311.27.000.000.R30	FY27 Federal Grant	\$320,000.00
2100.1.180.46311.3933.06311.27.000.000.R90	FY27 Program Income	\$11,800.00
2100.1.180.46311.3933.06311.26.000.000.R90	FY26 Program Income	\$11,800.00
TOTAL		\$343,600.00

Financing Appropriations for FY27 Action Plan

Account	Description	Appropriation
2100.1.180.46348.4835.06367.27.000.000.800	AIDS Response	\$7,400.00
2100.1.180.46348.4835.06398.27.000.000.800	Alliance for Community Transportation	\$4,400.00
2100.1.180.46348.4835.06333.27.000.000.800	Community Partners	\$4,400.00
2100.1.180.46348.4835.06377.27.000.000.800	Cross Roads	\$7,600.00
2100.1.180.46348.4835.06xxx.27.000.000.800	Dover Adult Learning Center of Strafford County (DALC)	\$4,000.00
2100.1.180.46348.4835.06360.27.000.000.800	Dover Welfare Sec Deposit	\$3,500.00
2100.1.180.46348.4835.06361.27.000.000.800	HAVEN	\$6,400.00
2100.1.180.46348.4835.06342.27.000.000.800	My Friends Place	\$8,100.00
2100.1.180.46348.4835.06395.27.000.000.800	Strafford Nutrition Meals on Wheels	\$3,600.00
2100.1.180.46525.4835.06396.27.000.000.800	Business Assistance, Loan Pool & Micro Enterprise	\$10,000.00
2100.1.180.46xxx.xxxx.xxxx.27.000.000.800	Barrier Removal - Infrastructure Projects	\$4,000.00
2100.1.180.46xxx.xxxx.xxxx.27.000.000.800	Cross Roads House Mini Split Systems	\$1,000.00
2100.1.180.46xxx.xxxx.xxxx.27.000.000.800	Dover ADA Doors - Pool & Ice Arena	\$27,500.00
2100.1.180.46xxx.xxxx.xxxx.27.000.000.800	Dover Parks Barrier Removal Projects	\$105,340.00
2100.1.180.46xxx.xxxx.xxxx.27.000.000.800	Dover Rental Unit Rehab Program	\$15,000.00
2100.1.180.46341.4835.06346.27.000.000.800	MFP Parking Area	\$40,000.00
2100.1.180.46323.4835.06335.27.000.000.800	CAP Weatherization	\$25,000.00
2100.1.180.46311.4110.06311.27.000.000.800	General Administration & Planning	\$66,360.00
TOTAL		\$343,600.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2026.02.11 - 123**
Resolution Re: Acceptance of the FY27 Action Plan and
Expenditures for FY27 CDBG Entitlement Funds,
FY26 Program Income and FY27 Program Income

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By request

Approved as to Legal Form and Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2026.02.11 - 123**
Resolution Re: Acceptance of the FY27 Action Plan and
Expenditures for FY27 CDBG Entitlement Funds,
FY26 Program Income and FY27 Program Income

RESOLUTION BACKGROUND MATERIAL:

FY27 ACTION PLAN – HUD MANDATED FUNDING CAPS

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

- Public Services Cap: Fifteen percent of the anticipated FY27 grant amount plus fifteen percent of the anticipated FY26 program income: **\$49,770.00.**
- General Administration & Planning Cap: Twenty percent of the anticipated FY27 federal grant plus twenty percent of the anticipated FY27 program income: **\$66,360.00**

FUNDING CATEGORIES

Public Services

AIDS Response Seacoast

Amount Requested: \$10,000.00

Planning Board Recommendation: \$7,400.00

Funding will be used to partially support the salaries and benefits of the Case Management Department (4 positions).

Alliance for Community Transportation

Amount Requested: \$4,200.00

Planning Board Recommendation: \$4,400.00

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

Community Partners

Amount Requested: \$5,000.00

Planning Board Recommendation: \$4,400.00

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

Cross Roads

Amount Requested: \$15,000.00

Planning Board Recommendation: \$7,600.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2026.02.11 - 123**
Resolution Re: Acceptance of the FY27 Action Plan and
Expenditures for FY27 CDBG Entitlement Funds,
FY26 Program Income and FY27 Program Income

Dover Adult Learning Center of Strafford County (DALC)

Amount requested: \$5,000.00

Planning Board Recommendation: \$4,000.00

Funding will be used to help operate a regional HISET testing site where low & moderate Dover youth and adults without a high school diploma can take a high school equivalency exam and earn a high school equivalency certificate from the state of New Hampshire.

Welfare Department - Dover

Amount requested: \$12,000.00

Planning Board Recommendation: \$3,500.00

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

HAVEN

Amount Requested: \$7,500.00

Planning Board Recommendation: \$6,400.00

Staff salary for the case management of HAVEN's domestic violence housing clients at the 6-unit Housing facility *HAVEN at the Falls* which is a partnership with Dover Housing Authority in Dover NH.

My Friend's Place

Amount requested: \$30,000.00

Planning Board Recommendation: \$8,100.00

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

Strafford Nutrition & Meals on Wheels

Amount requested: \$5,000.00

Planning Board Recommendation: \$3,600.00

Help provide meals to homebound, low-income, older and disabled residents.

Economic Development

City of Dover - Economic Development Activities:

Amount Requested: \$10,000.00

Planning Board Recommendation: \$10,000.00

Funding for business assistance, loan pool & micro enterprise program.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2026.02.11 - 123**
Resolution Re: Acceptance of the FY27 Action Plan and
Expenditures for FY27 CDBG Entitlement Funds,
FY26 Program Income and FY27 Program Income

Public Facilities Projects

Barrier Removal - Infrastructure Projects

Amount Requested: \$4,000.00

Planning Board Recommendation: \$4,000.00

Removal of architectural and material barriers at existing facilities and spaces that serve Dover residents.

Cross Roads House – Mini Split System

Amount Requested: \$33,664.26

Planning Board Recommendation: \$1,000.00

Installation of mini split systems in cafeteria and men & women's dorms.

Dover ADA Doors – Indoor Pool & Ice Area

Amount Requested: \$27,500.00

Planning Board Recommendation: \$27,500.00

Install ADA door operators at main entrance of indoor pool and ice arena.

Dover Parks Barrier Removal Program

Amount Requested: \$181,500.00

Planning Board Recommendation: \$105,340.00

Removal of barriers to access, including parking and accessway barriers, at existing Dover parks and playgrounds.

Dover Rental Unit Rehab Program

Amount Requested: \$35,000.00

Planning Board Recommendation: \$15,000.00

Rehabilitation of existing rental units to address critical maintenance needs, preserve affordable rents, and ensure that income-qualified households continue to have access to safe and stable housing.

My Friend's Place Parking Area Improvements

Amount Requested: \$40,000.00

Planning Board Recommendation: \$40,000.00

Expansion and paving of parking area at Washington Street shelter

Weatherization & Energy Efficiency

Amount Requested: \$25,000.00

Planning Board Recommendation: \$25,000.00

Funding to supplement the Weatherization Assistance Program for Dover residents.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2026.02.11 - 123**
Resolution Re: Acceptance of the FY27 Action Plan and
Expenditures for FY27 CDBG Entitlement Funds,
FY26 Program Income and FY27 Program Income

Administration

General Administration & Planning

Amount Requested: \$66,360.00

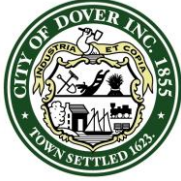
Planning Board Recommendation: \$66,360.00

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

CONSOLIDATED PLAN GOALS

The City of Dover has identified 5 Goals that serve as the core of the Dover FY26-FY30 CDBG Consolidated Plan and identify the priorities for allocations within the Annual Action Plan.

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2026.02.11 - 124**

Resolution Re: Fiscal Year 2027 Budget Appropriations, Fees and Capital Improvements Program

WHEREAS: The City Manager submitted the proposed FY2027 budget to the City Council on February 11, 2026; and

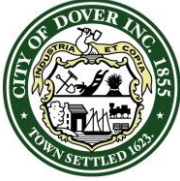
WHEREAS: The Proposed FY2027 budget submitted to the City Council, as required by City Charter, contains the Dover School District's proposed Budget Amounts for FY2027; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of various fund for Fiscal Years 2027, (July 1, 2026 through June 30, 2027);

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

1. The annual budget for the City of Dover for Fiscal Year 2027, submitted to the City Council by the City Manager and on file with the City Clerk, is adopted to raise the following estimated revenues (including any Budgetary Use of Fund Balance) and appropriate the following appropriations:

Fund	Fund Description	Estimated Revenue	Appropriations	Fund Type
1000	General Fund			General Fund
2100	Community Development Fund			Special Revenue
2210	Drug Investigation Fund			Special Revenue
2220	Dover Housing Auth Policing			Special Revenue
2245	DHHS Assistance Programs			Special Revenue
2250	Youth Tobacco & Alcohol Awareness			Special Revenue
3207	Public Safety Special Details			Special Revenue
3213	Parking Activity Fund			Special Revenue
3381	McConnell Fund			Special Revenue
3410	Recreation Programs			Special Revenue
3455	Library Fines Fund			Special Revenue
2800	School Cafeteria Fund			Special Revenue
2820	School Dept. of Education Grants			Special Revenue
2950	School Special Pgms & Grants Fund			Special Revenue
3810	School Tuition Program Fund			Special Revenue
3830	School Facilities Fund			Special Revenue
3710	Downtown Dover TIF Fund			Special Revenue
3715	Waterfront TIF Fund			Special Revenue
3500	OPEB Liability Fund			Special Revenue
5300	Water Fund			Enterprise
5320	Sewer Fund			Enterprise
6100	DoverNet Fund			Internal Service
6110	Central Stores Fund			Internal Service
6310	Fleet Maintenance Fund			Internal Service
6800	Workers Compensation Fund			Internal Service
	Total Budget	0	0	



CITY OF DOVER

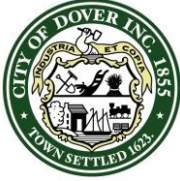
CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2026.02.11 - 124**

Resolution Re: Fiscal Year 2027 Budget Appropriations, Fees and Capital Improvements Program

2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2026 as provided by law for the departments to perform their functions, transfers to and from reserves and between other funds, and for public purposes not foreign to or incompatible with the mission of the City. General Fund Appropriations include \$_____ for City operations, \$_____ for School Department operations, \$_____ for Debt Service and \$_____ for County Tax.
3. There is no Budgetary Use of Fund Balance included in the General Fund for the purpose of offsetting property taxes.
4. In accordance with RSA 76:6, the City Tax Assessor shall revise and report to the Department of Revenue Administration the amount required for Tax Overlay to provide for the issuance of property tax abatements for tax year 2026 (Fiscal Year 2027).
5. In accordance with RSA 21-J:34, the City Manager shall revise and report to the Department of Revenue Administration the estimated amount of all non-property tax revenues for Fiscal Year 2027.
6. For water consumption per hundred cubic feet (HCF) effective July 1, 2026, the Water and Sewer User Fees will be \$_____ and \$_____, respectively.
7. Effective July 1, 2026, the City Manager is authorized to enter into agreements with, and make payments to, the various agencies receiving Grants/Subsidies and Membership Dues as contained within the budget.
8. Effective July 1, 2026, the City Manager is authorized to enter into agreements with, and make payments to, various vendors supplying computer hardware and software annual maintenance services and support contracts as contained within the budget.
9. Effective July 1, 2026, any new funds represented in the budget are established for the purposes enumerated within the budget.
10. Effective July 1, 2026, the City Manager is authorized to make transfers between funds for the purposes prescribed, including special, capital and other reserve funds, including transfers to or from the City and School Employee Benefits Reserves.
11. Effective July 1, 2026, within the parameters of City Charter C6-8, the head of any non-school department, with the approval of the City Manager, may transfer any unspent balance or any portion thereof from one fund or agency within his/her department to the same fund or agency within his/her department. A receiving transferee “fund or agency” within the meaning C6-8 includes any other necessary funding purposes or need within that department, whether or not money is appropriated in the existing budget.



CITY OF DOVER

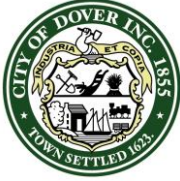
CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2026.02.11 - 124**

Resolution Re: Fiscal Year 2027 Budget Appropriations, Fees and Capital Improvements Program

12. Effective July 1, 2026, all fees and charges represented within the budget and the associated schedule of fees is adopted. The elimination of Library Overdue Fines is adopted for FY2027.
13. Effective July 1, 2026, in accordance with RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to sign all grant applications and any such funding awarded during the fiscal year is appropriated for such purpose. The City Manager, within the parameters of City Charter provision C6-8, is authorized to transfer funds within a department to provide for local match as required by grant awards.
14. Effective July 1, 2026, in accordance with RSA 31:95-e, the City Manager is authorized to accept on behalf of the City gifts of personal property which may be offered to the City consistent with the parameters of the City Charter.
15. Effective July 1, 2026, revenues from the sale of city property are appropriated for their established and intended use.
16. Effective July 1, 2026, revenues from the fees collected for Recreation Special Programs are appropriated for their established and intended use.
17. Effective July 1, 2026, the City Manager is authorized during the fiscal year to initiate Recreation Special Programs fee discount for promotional events to generate revenue and program participation.
18. Effective July 1, 2026, revenues from the fees collected by the Youth-to-Youth Program from participant fees, speaking engagement fees, and program presentation fees are appropriated for Youth-to-Youth program expenses and functions.
19. The City Financial Policies, as contained within the budget, are reaffirmed and adopted for the coming fiscal year.
20. In accordance with RSAs 674:8 and 674:21-V(b), the FY2027-FY2032 Capital Improvements Program, as amended, is hereby reaffirmed and adopted.
21. In accordance with City Charter provision C6-11, the designated depositories for city funds for fiscal year 2027 shall be Citizens Bank and the New Hampshire Public Deposit Investment Pool (NHPDIP). The City Treasurer is authorized to utilize, in addition to Citizens Bank and NHPDIP, other banks located within the City of Dover or banks authorized per RSA 48:16 (*City Treasurer Duties*), if deemed most advantageous to the City and in compliance with the City's adopted investment policy.
22. The sum of \$_____ representing budgeted transfers to fund 30% of the OPEB Actuarial Determined Contribution as identified per the City's adopted financial policies is to be transferred to the OPEB Trust.



CITY OF DOVER

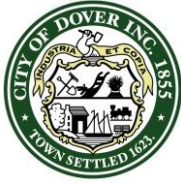
CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2026.02.11 - 124**

Resolution Re: Fiscal Year 2027 Budget Appropriations, Fees and Capital
Improvements Program

23. The sum of \$_____, collected as Transportation Improvement Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Transportation Improvement Reserve is hereby appropriated for use by the City of Dover for payments to COAST for Fiscal Year 2027 COAST Bus grant subsidy.
24. The sum of \$_____, collected as Transportation Improvement Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Transportation Improvement Reserve is hereby appropriated for use by the City of Dover for payments to fund eligible Transportation Center operating costs for Fiscal Year 2027.
25. The sum of \$_____, collected as Vehicle Reclamation Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Vehicle Reclamation Reserve is hereby appropriated for use by the City of Dover for payments associated with the collection, disposal, recycling or reclamation of vehicle or other waste material for Fiscal Year 2027.
26. The sum of \$_____, collected as Current Use/Land Use Change Tax and currently held in the Conservation Commission Fund is hereby appropriated for use by the City of Dover to fund a portion of the Planning Department's administrative staff support of the Conservation Commission. The Conservation Commission approved use of the funding at their _____ meeting.
27. The sum of \$_____, currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Jeremy B. Guppey Trust for is hereby appropriated for use by the City of Dover for Fiscal Year 2027 Welfare rental assistance and/or emergency shelter payments as budgeted in the City's General Fund budget.
28. The sum of \$_____, currently held by the City of Dover Board of Trustees of Trust Funds in the Opioid Abatement Trust Fund is hereby appropriated for use by the City of Dover Police Department for Fiscal Year 2027 Community Response & Engagement program costs consistent with the purpose of the trust fund as budgeted in the City's Police Grants Fund portion of the budget.
29. The sum of \$_____, currently held by the City of Dover Board of Trustees of Trust Funds in the General Cemetery Maintenance Trust is hereby appropriated for use by the City of Dover for Fiscal Year 2027 Pine Hill Cemetery maintenance of graves costs budgeted in the City's General Fund budget.
30. The sum of \$_____, currently held by the City of Dover Board of Trustees of Trust Funds in the Perpetual Care Trusts is hereby appropriated for use by the City of Dover for Fiscal Year 2027 Pine Hill Cemetery perpetual care of graves costs as budgeted in the City's General Fund budget.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2026.02.11 - 124**
Resolution Re: Fiscal Year 2027 Budget Appropriations, Fees and Capital Improvements Program

31. The sum of \$_____, currently held by the City of Dover Board of Trustees of Trust Funds in the School Facilities Capital Reserve is hereby appropriated for use by the City of Dover School District for Fiscal Year 2027 Facilities Improvements costs consistent with the purpose of the capital reserve as budgeted in the School District's General Fund budget.
32. The sum of \$_____, currently held by the City of Dover Board of Trustees of Trust Funds in the School Student Support Services Capital Reserve is hereby appropriated for use by the City of Dover School District for Fiscal Year 2027 Special Education costs consistent with the purpose of the capital reserve as budgeted in the School District's General Fund budget.
33. In accordance with RSA 80:52-c *Electronic Payments*, the City Treasurer is authorized to accept payments of City Department fees, property taxes, utility bills by use of credit card or other means of electronic payments.

Note: This Resolution requires a two- thirds majority vote to adopt pursuant to Dover Charter C6-3.1, unless General Fund revenues are increased or General Fund appropriations are decreased to result in the General Fund property tax levy being in compliance with budget limitation tax cap. This Resolution requires an advertised public hearing for each of the City and School budgets to be separated by at least 24 hours and held at least seven days in advance of final adoption. Final adoption of the budget by the City Council shall occur not later than April 15th prior to the beginning of the next fiscal year.

Resolution to be referred to Public Hearings as follows:

School Department Budget hearing Wednesday, February 25, 2026

City Budget hearing Wednesday, March 11, 2026

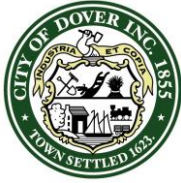
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

Approved as to Legal
Form and Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2026.02.11 - 124**
Resolution Re: Fiscal Year 2027 Budget Appropriations, Fees and Capital Improvements Program

DOCUMENT HISTORY:

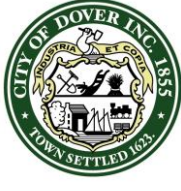
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

This resolution adopts the budget for various funds for the next fiscal year, as well as setting utility rates, authorizing grant, subsidy and membership payments, computer maintenance contracts, transfers between funds, setting fees for various services, authorizing signing of grant applications and appropriations thereof, approval of the investment policy and adopting the six-year Capital Improvements Program, as required by State Statute to support assessment of impact fees.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#:13.C.1. Ordinance Number: O – 2026.02.11 – 1 Ordinance Title: City Property Chapter: 29 Section: 3 Naming of City Property
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The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend the process for naming City property by adding certain conditions, including a waiting period prior to adoption.

2. AMENDMENT

Dover Code Chapter 29, entitled “City Property”, is hereby amended by revising Section 29-3, “Naming of City Property”, as follows:

a. THE FOLLOWING ARE AMENDED:

§ 29-3 Naming of City property.

Pursuant to RSA 47:5, by which city councils are granted the care and superintendence of all city buildings, city property and all public squares and streets, all such City property, except streets of newly created subdivisions, shall be named by resolution of the City Council in accordance with the conditions set forth below. Any such resolution must be referred to a public hearing prior to adoption.

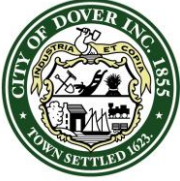
- A. Any request made to the City Council requesting to name City property for an individual shall be signed by a minimum of ten (10) current Dover residents not related to the individual and shall not be received or recognized until a minimum of two (2) years has elapsed since that person’s death.
- B. A resolution naming City or School District property in honor of an individual may not be introduced until a minimum of two (2) years has elapsed following that person’s death.
- C. Individuals eligible for such recognition shall have lived in Dover and made significant contributions to the civic life of Dover.
- D. This ordinance does not apply to historical markers or memorial plaques placed within public spaces, such as markings on park benches, bricks or pavers, or trees.

3. TAKES EFFECT

This ordinance shall take effect upon passage. The City Clerk shall cause publication of notice as required by RSA 47:18.

REQUIRES PUBLIC HEARING

TO BE REFERRED TO PUBLIC HEARING ON MARCH 11, 2026



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#:13.C.1.

Ordinance Number: **O – 2026.02.11 – 1**
Ordinance Title: City Property
Chapter: 29
Section: 3 Naming of City Property

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Fergus Cullen

Approved as to Legal Form and Compliance: Joshua M. Wyatt
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 Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Bret Carmichael, At Large		
Total Votes:		
Ordinance does does not pass.		

ORDINANCE BACKGROUND MATERIAL:

This amendment is intended to impose certain conditions, including a waiting period, for naming of City property similar to the federal government in naming of federal buildings.



January 28, 2026

Dover City Council
City of Dover
288 Central Ave.
Dover, NH 03820

Re: Annual Customer Notice

Dear Members of the Council:

Comcast provides its customers with annual notices, including such information as Comcast's customer privacy policy, payment procedures, equipment compatibility and billing dispute and complaint procedures. Enclosed please find a copy of the annual notices received by customers during **2025**. Also enclosed is a copy of the letter provided to the Office of the Attorney General certifying documents were provided during the year ending **2025**.

Should you have any questions, please do not hesitate to contact me via **Chris_Hodgdon@comcast.com**.

Very truly yours,

Chris Hodgdon

Chris Hodgdon, Vice President
Government & Community Affairs

Enclosures



January 28, 2026

Via UPS Overnight

Office of the Attorney General
Consumer Protection and Antitrust Bureau
State of New Hampshire
1 Granite Place South
Concord, NH 03301

Re: Annual Customer Notice – Year End 2025

Dear Attorney General:

In accordance with New Hampshire RSA 53-C:3-d, due no later than January 30, 2026, this letter serves as confirmation for year ending 2025, Comcast has provided customers with annual notices containing information relative to customer privacy policy, payment procedures, equipment compatibility, and billing dispute & complaint procedures.

For your convenience, copies of these documents are enclosed.

If you have any questions, please do not hesitate to contact me at Chris_Hodgdon@comcast.com

Sincerely,

Chris Hodgdon

Chris Hodgdon, Vice President
Government & Community Affairs

Enclosures



Comcast Xfinity Privacy Policy

Effective January 1, 2025



We know you care about your privacy and the protection of your personal information^①. We also know it is our responsibility to be clear about how we protect your information. We designed this Privacy Policy to do just that. It explains the types of personal information we collect, and how we collect, use, maintain, protect, and share this information. This Privacy Policy also tells you about the rights and choices you may have when it comes to your personal information.

Some of what we say in our Privacy Policy is required by law, and may at times seem long and complicated, but we've worked hard to try to make our Privacy Policy easy to understand and provide examples where possible. The Xfinity Privacy Center (xfinity.com/privacy) includes more information about:

- How to review and manage your personal information and account activity
- How to manage your preferences, including setting your marketing and advertising preferences, and restricting certain uses and sharing
- How you can better protect yourself online

You can review this Privacy Policy and the information in the Xfinity Privacy Center anytime. If you still have questions, you can [contact us](#)^② for more information.

WHEN THE PRIVACY POLICY APPLIES

This Privacy Policy applies to the information we collect when you use or interact with the business entities, products, services, networks, and platforms^③, including our websites, mobile apps, and other services and devices where this policy is referenced. These may include Xfinity-branded services, Comcast-branded Services, Xumo-branded Services, and other products and services we deliver. This Privacy Policy also applies when you otherwise interact with us. We'll refer to all of these as our "Services" in this Privacy Policy. It also applies to the information we collect about you from third parties.

This Privacy Policy does not apply to the other products, services, websites, and applications^④ (mobile or television) that you may use or interact with through Xfinity platforms. It also does not apply where we process your personal information at the direction of business clients for whom we provide services where you have a relationship with those business clients. Instead, the privacy policies of those other parties will apply.

Learn more about when the Privacy Policy applies

Because this Privacy Policy describes the privacy practices for all of our Services, some parts may not apply to you. For example, if you do not subscribe to Xfinity Voice (home phone service) or Xfinity Mobile, we will not collect call detail information. If you do not subscribe to Xfinity Home, we will not collect home security event information.

Some Services may have additional privacy practices that may be described to you in different ways, such as in a separate contract for Comcast Business Services. To the extent there is an overlap between this Privacy Policy and a Service-specific privacy policy, the Service-specific policy or agreement will control with respect to that Service.

This Policy does not apply to the non-Xfinity products, services, websites, and applications that you may use through the Xfinity platforms, and we are not responsible for the practices of the companies providing those offerings. For example, if you subscribe to Xfinity Internet and visit a news or shopping website, the privacy policy for that website will apply. If you use one of our platforms to use another company's streaming service, the privacy policy for that streaming service will apply to information it collects about your activity within the app. Likewise, if you connect your smart thermostat to your Xfinity Home security and automation service, the privacy policy of the smart thermostat company will apply to the information it collects. For more information about how these non-Xfinity products, services, websites, and applications use your information, please review their privacy policies.

THE PERSONAL INFORMATION WE COLLECT AND HOW WE COLLECT IT

To provide you with our Services, we collect your personal information. This can include information that does not directly identify you — such as device numbers, IP addresses, and account numbers. It may also include information that does personally identify you, such as your name, address, and telephone number. We call any information that identifies you "personally identifiable information" or "PII."

If you allow others to use your Services, we will also collect personal information about those individuals. If you use our Services through someone else's account, we will collect information about you, but it may not identify who you are to us. We may also collect information about you from third parties^⑤.

We collect this information to provide our Services, communicate with you, respond to your requests^⑥, and to tailor our Services^⑦ to best meet your needs and interests.

Learn more about the information we collect and see examples

What We Collect

- **Contact Information** — Information such as your full name and telephone number that we use to stay in contact with you
- **Account Information** — Information we use to identify who you are and/or to provide or maintain your account and Services, which may include biometric information, such as audio recordings and facial scans when used as a means of identification
- **Analytics and Inferences** — Information related to your household, account, or your use of our Services, and our predictions about what you might like or not like
- **Billing Information** — Information including your financial transactions that are available on your billing statements and other payment receipts
- **Demographic and Interest Information** — Information we obtain from other companies to better tailor our programming, marketing, and advertising services to you
- **Service Activity Information** — Information associated with your use of our Services

In some cases, California requires that we use different names to describe the categories of information that we collect. For more information about these categories, please see the "Additional information regarding other laws and individual rights" section of this Privacy Policy.

How We Collect Personal Information

We collect personal information about you in several ways.

1. Directly from you when you create an account, interact with our customer service, or interact with us on behalf of your business, such as:
 - Contact information, which may include your name, mailing address, email address, or telephone number
 - Login credentials for our Services, such as your username and password
 - Information regarding your preferences for your experience on the Services, such as your settings and other information you provide us to enable personalization of content
 - Biometric information, such as audio recordings for voiceprints and facial scans that we create in the identity verification process
 - Customer communications records, including records of calls and chats with our customer service representatives
 - Information that you provide when interacting with us on our social media pages, message boards, and other forums, including your username, profile pictures, and comments, as well as information you publicly share about us
 - Photographs^⑧ or images of your property
 - Payment information, such as your credit/debit card or other financial account information
 - Your Social Security number
 - Your driver's license, state identification cards, or other forms of identification
 - Legal documents, such as documentation of the authority to act on behalf of another person
2. When you use or interact with our Services, such as:

- Household and device video selection and viewing activityⒸ
- Voice commands and audio recordings made through voice activated devices that are part of the Services, such as the Voice Remote or our app-based remote
- Geolocation information on where you are at a specific point in time based on your service address to help us authenticate youⒸ for certain services on our platform
- IP addresses, device identifiers, and network equipment addresses when devices connect to our Services, and other device information, including information about Devices provided by other companies from which you use our Services
- User activity information on our websites and applications using cookies and other technologies (Cookie Notice: xfinity.com/privacy/policy/cookie/notice) and information provided by other companies when you integrate their services with our ServicesⒸ
- Domain Name Server or "DNS"Ⓒ searches and network traffic activityⒸ when you use our Services, such as Xfinity Internet, Xfinity Mobile, or Xfinity WiFi
- Geolocation information that indicates where your device is at a specific point in time when you use Xfinity MobileⒸ or enable that function in our mobile appsⒸ
- General location information, such as the city or ZIP Code that correlates with the location of a WiFi service access point or with the lease of your device IP address when you use Xfinity Internet or Xfinity WiFi
- The quantity, technical configuration, type, features, call history, and amount of your use of voice services (known as Customer Proprietary Network Information or "CPNI")
- Video and audio recordings, live video and audio streams, motion activity, images, and other events that are captured or recorded when using our Services. For example, this may include capturing video, audio, or motion information (if you have turned these features on) when you use Services such as Xfinity Home security and automation

3. From third parties, such as:

- Credit reporting agencies and other entities that provide credit scoring, identity verification, fraud prevention, and similar services
- Landlords and property owners that provide contact and other information
- Government entities that offer public records
- Consumer data providers that offer demographicⒸ, interestⒸ, purchaseⒸ, and other data that we use to tailor our marketing and communications to your interest
- Providers of third-party apps that you use on devices governed by this privacy policy
- Third parties that you use to sign into our Services
- Resellers or third parties that sell you a Xumo device
- Social networks and other publicly available data, like FacebookⒸ
- Online advertising companies who may share information about the marketing and advertisements you have seen or clicked on

We do not knowingly allow others to collect personally identifiable information about your online activities over time and across third-party websites when you use our online Services. For more information about cookies and other online tracking technologies, please visit our Cookie Notice (xfinity.com/privacy/policy/cookie/notice); to manage your preferences, please visit the Xfinity Privacy Preferences Center (xfinity.com/privacy/your-privacy-choices). You can also use a browser that offers you the ability to use the Global Privacy Control to communicate your privacy preferences to us when you visit our websites; please note that this will not affect how we process your information when you interact with our products and services. In some of our Services, such as Xumo TV, we may also use technologies to attempt to recognize when different devices are used by the same individual.

Because definitions and rules for a "Do Not Track" standard have not yet been established, including whether such signals must be user-enabled, Comcast does not yet respond to "Do Not Track" signals sent from browsers.

HOW AND WHEN WE USE INFORMATION, INCLUDING FOR MARKETING AND ADVERTISING

We use the information we collect to provide our Services and communicate with you. We also use it to improve our Services, develop new products and services, give recommendations, deliver personalized consumer experiences (including marketing and advertising for our own and others' products and services), investigate theft and other illegal activities, and to ensure a secure online environment.

We may combine information across our systems, platforms, and databases. This includes combining information we receive from third parties and information about your use of our Services. We may also combine information about your use of one Service with information we get from your use of another Service.

Learn more about our uses of your information and see examples

To Provide the Services

- Set up your account and account management
- Measure credit and payment risk
- Service delivery
- Bill and invoice
- Authenticate access to your account, including identity verification
- Management of the network and devices supporting our service and our systems, and other maintenance and operations
- Provide technical support
- Help with hardware and software upgrades for devices and systems

To Communicate with You

- Respond to your questions
- Personalize communications and your experience
- Send you service-related announcements and surveys

To Understand Your Use of and Make Improvements to Our Services

- Understand the use of our existing Services
- Identify and develop new products and services
- Create measurement and analytics reports for us and othersⒸ

To Provide Recommendations and Deliver Relevant Advertising

- Market the Services
- Recommend movies or television shows to you
- Let you know which products and services we think may be of interest to you
- Help third-party advertisers and programmers deliver more relevant advertising on our Services and other services and platforms

To Investigate Theft or Other Illegal Activities, to Ensure a Secure Online Environment, and to Protect Health and Safety

- Detect the unauthorized use, or abuse of the Services
- Protect our customers from fraudulent, abusive, or unlawful use of the Services
- Protect our rights, our personnel, and our property
- Comply with applicable law
- To protect the health and safety of our customers, employees, contractors, or the general public

WHEN AND WITH WHOM WE SHARE INFORMATION

You are in control of your data. We do not sell, and have never sold, information that identifies who you are to anyone. This includes your Internet usage information, video usage information, or call detail information. If you participate in offers that require us to disclose your identifiable data, we will, but only at your direction and with your consent.

We share personal information with others when it's needed to provide you with our Services, including with credit reporting agencies. We also share personal information with others:

- When you direct us to do so, including to authorize other users on your account
- When required by law or to respond to legal process
- To protect our property or rights or the safety of our employees, our customers, or other individuals

If your internet service or other access is provided in whole or in part by a third party, such as a landlord or property owner, educational institution, local government, or nonprofit entity, we may share with them information collected during your registration, as well as service tier, activation, and/or aggregated usage information.

If we share your personal information with other companies for their own marketing and advertising activities, we will first get your consent. This may be through [opt-in or opt-out settings](#), depending on the type of personal information shared.

We may also share personal information that does not identify you with third parties for their own marketing and advertising purposes, which you can opt out of. This mainly occurs when you interact with our websites and mobile applications that contain third-party cookies or other advertising trackers. To learn more about this, please read our Cookie Notice ([xfinity.com/privacy/policy/cookie notice](#)).

Learn more about when and with whom we share information

The Comcast Family of Businesses

If Comcast shares the personal information it collects about you with separate Comcast companies, including our parent company Comcast Corporation and its subsidiaries, such as NBCUniversal and Sky, to use for their own purposes, we will first give you the choice to opt out of or opt in, as appropriate, in the Xfinity Privacy Preferences Center ([xfinity.com/privacy/your-privacy-choices](#)).

Account Owners and Other Authorized Users

We may share information about a customer's account and use of a Service to the primary account owner following appropriate authentication. The primary account owner may also allow others to see information on the account.

Service Providers

To provide and support the Services, sometimes we use other companies as service providers to transmit, collect, process, or store information for us. We require these service providers to treat the information we share with them as confidential and to use it only for providing their services to us. These include:

- **Billing and collection providers**, such as payment processors and organizations that assist us in assessing your credit and payment status
- **Accounting, auditing, and tax providers**
- **Insurance providers**
- **Professional services providers**, such as firms that provide consultative services, assist with improving our programming, provide legal services, or supply project-based resources and assistance
- **Analytics services**, including entities that analyze traffic to and on our websites, analyze how our Services are used, and assist with identifying and communicating with potential customers
- **Marketing, advertising, and sales entities** that assist us in creating and executing marketing, advertising, and sales programs, including order application processing, and printing, mailing, and electronic communications services
- **Security providers**, such as entities that assist with security incident verification and response, service notifications, fraud prevention, identity verification and management, and authentication
- **Information technology providers**, such as entities that assist with website design, hosting, and maintenance, data and software storage, and network operations
- **Customer service support**, including services related to our call centers, installation, maintenance, and repair services

Third Parties

We do not sell, and have never sold, information that personally identifies who you are to anyone. Although permitted by federal law, we do not disclose your name and address to non-governmental entities, such as charities or businesses, for their own marketing purposes.

Sometimes, you may ask us to share information that personally identifies you with [another company](#). In that instance, we will make sure you give us clear direction about what you want us to share and with whom, before we share that information.

Other sharing with third parties can include:

Social Media Companies

You may interact with parts of our Services that cause information to be published to your social networks. For example, you may click on a Facebook "like" button, which publishes to your Facebook account that you "like" one of our Services. On those parts of our websites with social network functionality, a social network may be able to collect information about you. For example, if a page contains a Facebook "like" button, Facebook may be able to collect data about your visit to that page, even if you don't click on the "like" button. To control this sharing of information, please review the privacy policy of the relevant social network and/or sign out of it before you use our Services.

Online Advertising Partners

We may use cookies or other technology to deliver [personalized advertising](#) to you when you visit other websites, including advertising based on the products and services you viewed on our Services. We also allow our partners, including advertisers and service providers, to use cookies and similar tracking technologies when you use our Services. For more information about the use of cookies and other technologies on our online Services, please see the Cookie Notice ([xfinity.com/privacy/policy/cookie notice](#)).

Audience Measurement and Analytics Companies

We work with business partners to help us measure and analyze how our customers are using our Services. For video, this includes assessing which programs are most popular, how many people watch a program to its conclusion, whether people are watching advertisements, and what programming and video content we will carry on the Services. It also includes determining how our customers prefer to view certain kinds of programming when they use our Services, such as whether they like to watch certain programs live, or if they prefer to view them on demand, on mobile devices, or online. Our business partners may compile this information into reports with aggregated and anonymous statistics that are then made commercially available (for example, a ratings report that indicates what percentage of viewers watched a particular program live vs. on-demand). Xfinity Stream includes Nielsen's proprietary measurement software, which will allow users to contribute to market research, like Nielsen's television ratings. By visiting [nielsen.com/digitalprivacy](#), users can access more information about the measurement software and learn about their choices with regard to Nielsen's measurement.

Non-Xfinity Apps and Partners

Certain Services enable you to interact directly with technology provided by other companies, such as using a [non-Xfinity video app](#) available through our Services, or accessing our Services through [another company's platform or device](#). When you use our Services in connection with any technology provided by another company, you are directing us to

interact with that company and that company may collect information from you and our Services. This Privacy Policy does not cover the privacy practices of other companies. For more information about how those companies use your information, please review their privacy policies. For more information about non-Xfinity apps supported on our video Services, please visit my.xfinity.com/privacy/providers. Certain apps may also run using technology provided by Metrological, a separate Comcast company not subject to this Privacy Policy, whose privacy practices are described at metrological.com/privacypolicy.

Consumer Reporting Agencies

We disclose information that personally identifies you to consumer reporting agencies that may be subject to other laws, including the Fair Credit Reporting Act. These disclosures may include information that helps validate your identity, such as your name, current and former addresses, contact information, Social Security number, government-issued identifiers, your payment history and account status, and other identifying information.

Public Safety Authorities

If you have our Xfinity Voice service, Comcast will disclose your name and contact information to public safety authorities such as 911/E911 and related emergency services.

Directory Services, Assistance, and Caller ID

Your name, address, and telephone number may be sent to publishers to be printed in directories and posted in online directories. Once that information is printed or posted online, it is outside of our control and may be sorted or repackaged and made available again in different formats by anyone, including data aggregators, for a variety of purposes, including marketing. For a fee, you can choose to have a nonpublished number, which means that Comcast will not provide your name, address, and telephone number for publishing in the phone book and online directories. You can also choose to have a published number, but choose the "omit address feature," which means we will not provide your street address for publishing in the phone book and online directories. If initiating service online, select "non-published" option, otherwise call 1-800-XFINITY to sign up.

We may also make your number, name, and address available to directory assistance (411) providers. If you have a nonpublished number, Comcast will not make your number available through directory assistance. Comcast may still share your name and address with the 411 provider when specified by law (but the provider is not authorized to share your non-published number).

Please note: While the non-published feature will keep your name, address, and telephone number out of printed and online directories over which Comcast exercises control, even a non-published phone number may exist in databases not controlled by Comcast – if, for example, your present telephone number or address was previously published under your name, or if you provided this information to businesses or government agencies. One way to help protect your privacy may be to request assignment of a new telephone number (with which your name has not previously been associated). You may also want to activate Caller ID Blocking or select the do-not-call option.

Caller ID provides your name and telephone number to the person you are calling – even if you have a nonpublished number. Per Line Caller ID Blocking will automatically block Caller ID for all calls you make from your registered telephone number and can be activated by calling 1-800-XFINITY. Per Call Caller ID Blocking will block name and number on a per-call basis and can be activated by dialing *86 before each call you want to block.

Potential Purchasers of our Business

If we enter into a potential or actual merger, acquisition, or sale of all or a portion of our assets, then information about you and your subscription will, in most cases, be shared or transferred as part of the transaction. This includes information that personally identifies you. If this Policy will be changed as a result of such a transaction, you should refer below under "Changes to this Privacy Policy."

Government and Other Entities When Required by Law or To Protect Comcast and Others

There are times when we may be required by law to disclose information about you to third parties. This may happen with or without your consent, and with or without notice, in compliance with the terms of valid legal process such as a subpoena, court order, or search warrant.

If you subscribe to our Xfinity Video service, Comcast may be required to disclose information that personally identifies you to a governmental entity in response to a court order. In this case, the Cable Act requires that you be given the opportunity to appear in a court proceeding to contest any claims made in support of the court order, and the governmental entity must offer clear and convincing evidence that you are reasonably suspected of engaging in criminal activity and that the information sought would be material evidence in the case. For more information, see "Your Rights and Our Limitations Under Federal Laws."

If you subscribe to the Xfinity Internet, Voice, Mobile, or Home security and automation Services, Comcast may be required to disclose information that personally identifies you to a governmental entity in response to a subpoena, court order, or search warrant, depending on the type of information sought. We may be prohibited from notifying you of any such disclosures by the terms of the legal process.

A non-governmental entity, such as a civil litigant, can seek information that personally identifies you or your use of the Xfinity Video, Internet, or Voice Services only pursuant to a court order, and we are required by the Cable Act to notify you of such court order. If Comcast is required to give information that personally identifies you to a private third party in response to a civil court order for these or other Services, we will notify you prior to making such disclosure unless legally prohibited from doing so.

We may also disclose information that personally identifies you as permitted by law and without your consent when it is necessary to protect our customers, employees, or property; in emergency situations; or to enforce our rights under our terms of service and policies.

HOW WE PROTECT YOUR INFORMATION

We follow industry-standard practices to secure the information we collect to prevent the unauthorized access, use, or disclosure of any personal information we collect and maintain. These security practices include technical, administrative, and physical safeguards, which may vary, depending on the type and sensitivity of the information. Although we take the responsibility of safeguarding your personal information seriously, no security measures are 100% effective and we cannot guarantee that these practices will prevent every unauthorized attempt to access, use, or disclose your information. Comcast also takes additional steps to increase the security and reliability of customer communications. We do not read your outgoing or incoming email, file attachments, video mail, private chat, or instant messages. However, we (along with our service providers) use software and hardware tools to help prevent and block "spam" emails, viruses, spyware, and other harmful or unwanted communications and programs from being sent and received over Comcast.net email and the Comcast Services. To help protect you and the Services against these harmful or unwanted communications and programs, these tools may automatically scan your emails, video mails, instant messages, file attachments, and other files and communications. We do not use these tools for marketing or advertising.

HOW LONG WE KEEP YOUR INFORMATION

We keep your personal information for different lengths of time depending on the type of information and the business and legal requirements. For example, if you are a customer, we keep information that personally identifies you as long as you subscribe to one or more of our Services. If you no longer subscribe to a Service, we still may need that information for business and legal requirements, such as to protect against fraud, calculate taxes, or respond to legal requests. Other information is deleted automatically after a set period of time, often set by law, unless we are legally required to hold it longer, such as for pending litigation. We destroy, de-identify, or anonymize the information when it is no longer needed in identifiable form.

THE CHOICES YOU HAVE TO CONTROL OUR USE OF PERSONAL INFORMATION

You have many choices about how we communicate with you and how we use or share your information. You can manage these settings in the Xfinity Privacy Preferences Center (xfinity.com/privacy/your-privacy-choices). If you change your mind, you can update your preferences any time.

ADDITIONAL INFORMATION REGARDING OTHER LAWS AND INDIVIDUAL RIGHTS

If you're a resident of one of the following places, go to xfinity.com/privacy/policy to review the additional privacy notice and information that applies to you.

California
Colorado
Connecticut
Delaware
Iowa
Maine
Montana
Nebraska
New Hampshire
New Jersey
Oregon
Texas
Utah
Virginia
Washington/Nevada
EEA, Switzerland, and United Kingdom

CHANGES TO THIS PRIVACY POLICY

We may change this Privacy Policy over time as our business needs and those of our customers change. If we make material changes to this Privacy Policy that increase our rights to use personal information that we have previously collected about you, we will notify you through written, electronic, or other means so that you can make any necessary decisions about your ongoing use of our Services.

HOW TO CONTACT US WITH QUESTIONS ABOUT THIS PRIVACY POLICY

- **Send Us a Message:** Comcast_Privacy@comcast.com

Be sure to include your name and address, your Comcast account number (if applicable), and a daytime telephone number where we can reach you.

MORE INFORMATION ABOUT SOME OF THE TERMS AND PHRASES USED IN THE POLICY

Below you can find illustrative examples and more information about the terms used in the policy that have ⓘ next to them.

Personal Information: Includes any information that is linked or reasonably linkable to you.

Products, services, networks, and platforms: Examples of when this policy applies include: Xfinity® TV and Streaming, Xfinity Internet, xFi and Xfinity Advanced Security, Xfinity Voice, Xfinity Stream app, Xfinity WiFi service, Xfinity Home, Xfinity Mobile, Xfinity Flex, Comcast Business Services, Effectv, Xumo, Xumo TV, Xumo Play.

Other products, services, websites, and applications: For example, if you use the Peacock app on your X1 or Xfinity Mobile phone, NBCUniversal's privacy policy will apply to the information collected through that app.

Third parties: Third parties are other companies that collect or maintain information about you and share it with us, such as credit bureaus who share information with us when you sign up for service and consent to a credit check.

Respond to your requests: In order to provide better customer service, we keep track of when you contacted us, what the issue was and what is the best way to get in contact with you.

Tailor our services: We collect data from third parties to better understand your interests and provide personalized offers.

Photographs: For example, we may take a picture of your porch or doorstep with the equipment we deliver to you or aerial photographs of our network to assess network safety and compliance.

Video selection and viewing activity: When you use the video services we directly provide, such as Xfinity TV and the Xfinity Stream app, we know what video selection you made in order to deliver it to you. When you access content from third-party applications on the X1, Flex, or Xumo TV platform, we will only know that you accessed that application, not what you do within those video selections unless you have allowed the sharing of this information.

To help us authenticate you: Some of our services can only be provided in certain geographic areas and require us to know that you are physically located at your service address in order to use them or access information.

Information provided when you integrate other services with our Services: For example, if you download or use another company's tools or features that are compatible with our Services, that other company will collect information about your use of those tools and features and may share additional information with us.

DNS: The address book of the Internet is known as DNS, or Domain Name System. It's how people navigate the Internet. Millions of Comcast customers look up billions of addresses online every day. We delete the DNS queries generated by our Internet customers every 24 hours except in very specific cases where we need to research a security or network performance issue, protect against security threats, or comply with a valid legal request. You may decide to keep that information in your account longer when you enable certain features, such as our advanced security services that allow you to see the websites that are blocked for up to 30 days. But we've never used that data for any sort of marketing or advertising – and we have never sold it to anyone.

Network traffic activity: Where you go on the Internet is your business, not ours. We limit our use of customer network traffic activity to assess how the network is performing; understand trends; stay ahead of capacity demands; build, test, and improve our products and services; and for fraud and security purposes. We do that with a sample of network data and we only connect our customer's network activity to particular individuals when necessary for security or fraud purposes, or required by law.

Xfinity Mobile: We don't sell, and have never sold, your location data when you use our Xfinity Mobile service.

Mobile apps: If you are using a mobile device to access our Services, we may need to know the location of your mobile device or other device in which you have installed one of our applications for certain functionality, such as connecting you to a nearby Xfinity WiFi Hotspot. We will request your consent to collect and use precise geolocation information before we do so. You can prohibit the collection of this information through your device's settings (see "Your Choices") but doing so may limit certain functions and features of our Services.

Demographic: Information like gender, age, and census records.

Interest: Information that indicates your interest in things like sports, travel, or cooking.

Purchase: Information from loyalty program or public records.

Learn more about your privacy choices

For your convenience, we have created the Xfinity Privacy Preferences Center (xfinity.com/privacy/your-privacy-choices), where you can manage:

- how we process personal information linked to your account for certain uses associated with audience measurement, analytics, and personalized advertising for third-party products and services based on your interests
- whether we use your sensitive personal information for personalized recommendations, advertising, and marketing
- your preferences regarding which cookies are stored by our website in your browser when you visit
- your preferences regarding communications, offers, and notifications from us

You can find out more about the choices you have and set your preferences. If you change your mind, you can return any time to update it. Some of the choices are limited to our use of certain customer information and may require you to sign into your account.

We understand that sometimes you may want to speak to a Comcast representative who can assist you with your choices. You can contact Comcast at [1-800-XFINITY](tel:1-800-XFINITY) and ask us to put your name on our internal company "do not call," "do not mail," or "do not knock" list.

If you subscribe to Xfinity voice service, when you are interacting with one of our customer service representatives, such as on a call, in our offices, or during an online chat session, we may ask you for your oral consent to the use of your customer proprietary network information or "CPNI" for the purpose of reviewing your account and providing you with an offer for other products and services. If you provide consent, Comcast may use your CPNI only for the duration of that telephone call or discussion in order to offer you additional services. If you deny or restrict your approval for us to use your CPNI, you will suffer no effect, now or in the future, on how we provide any services to which you subscribe.

Additional privacy preferences may be available to you on the devices you use to access the Services.

HOW TO ACCESS AND CORRECT THE INFORMATION IN OUR RECORDS

Part of our commitment to transparency includes giving our customers access to the personal information we have about them. If you subscribe to our Services, you have the ability to see and correct your personally identifiable information through your online account services.

Certain states may give you additional rights, as described in the "Additional information regarding other laws and individual rights" section of this Privacy Policy.

All individuals may also make requests to access and correct certain personal information, and to have us delete certain personal information through our Privacy Center by visiting xfinity.com/privacy/requests.

Learn more about how to access personally identifiable customer information

If you subscribe to an Xfinity Service, you may correct or update information in your account by visiting xfinity.com or by contacting us as described below. If you are an Xfinity Home customer, you can also correct or update your contact and emergency information in the Xfinity Home app. We will correct our records once we have verified that the changes you request are proper.

If you subscribe to Xfinity TV, Internet, or Voice services and would like to see your own personally identifiable information, other than your customer proprietary network information ("CPNI"), you may do so at your local Comcast office. To do so, please contact us by email at Comcast_Privacy@comcast.com or by phone at 1-800-XFINITY, giving us a reasonable period of time to locate and, if necessary, prepare the information for review, and to arrange an appointment during regular business hours. You will need to have proper identification and will only be able to see the personally identifiable information in your account and no other account.

If you make a written request for a copy of your Xfinity Voice or Mobile CPNI, we will provide you with the relevant information we have by mailing it to your account address, or to any person authorized by you, if we reasonably believe the request is valid. However, subscribers to our Xfinity Voice and Mobile Services should be aware that we generally do not provide them with records of any inbound or outbound calls or other records that we do not furnish in the ordinary course of business (for example, as part of a bill) or which are available only from our archives, without valid legal process such as a court order. In addition, we cannot correct any errors in customer names, addresses, or telephone numbers appearing in, or omitted from, our or our vendors' directory lists until the next available publication of those directory lists. Further, we may have no control over information appearing in the directory lists or directory assistance services of directory publishers or directory assistance providers that are not owned by us.

Comcast reserves the right to charge you for the reasonable cost of retrieving and photocopying any information or documents that you request, where permitted by law.

YOUR RIGHTS AND OUR LIMITATIONS UNDER FEDERAL LAWS

The federal Cable Act imposes limitations on our collection and sharing of information that personally identifies you when you subscribe to Services that use the facilities of the Comcast cable system. The Communications Act imposes restrictions on our use and sharing of CPNI when you use Services that are deemed telecommunications services.

Learn more about your rights and our limitations under federal laws

The Cable Act and Personally Identifiable Information

This Privacy Policy is designed to comply with Section 631 of the Cable Communications Policy Act of 1984, as amended, (the "Cable Act"). The Cable Act permits Comcast to use the cable system to collect personally identifiable information about you. Personally identifiable information is information that identifies you specifically; it does not include de-identified, anonymous, aggregate, or other data that does not identify you. We may collect personally identifiable information when it is necessary to render cable services or other services to you and to detect unauthorized reception or use of the services. We may use the cable system to collect personally identifiable information about you for additional purposes with your prior written or electronic consent. The Cable Act also permits Comcast to disclose personally identifiable information if the disclosure is necessary to render, or conduct a legitimate business activity related to, the cable service or other services provided to you; required by law or legal process; or limited to your name and address, subject to your opt-out consent. The frequency of any disclosure of personally identifiable information varies in accordance with our business needs and activities as described in this Policy.

If you believe that you have been aggrieved by any act of ours in violation of the Cable Act or other applicable laws, we encourage you to contact us directly at Comcast_Privacy@comcast.com in order to resolve your question or concern. You may also enforce the limitations imposed on us by the Cable Act as applicable with respect to your personally identifiable information through a civil lawsuit seeking damages, attorneys' fees, and litigation costs. Other rights and remedies may be available to you under federal or other applicable laws as well.

This Privacy Policy neither supersedes, enhances, nor modifies any arbitration agreement to which you may be bound as a subscriber to one or more of the Services.

The Communications Act and CPNI

Section 222 of the Communications Act of 1934, as amended (the "Communications Act"), provides additional privacy protections for information about the quantity, technical configuration, type, destination, location, and amount of your use of telecommunications services, including Xfinity Voice and Mobile Services, and the information about those services contained on your bills for those Services. This information is known as customer proprietary network information or "CPNI." CPNI does not include your name, address, or telephone number, which is defined by the Communications Act as "subscriber list information." However, that information is otherwise considered personally identifiable information.

If you are a customer of Xfinity Voice or Mobile Service, or another Service that is subject to these requirements, you have the right, and Comcast has a duty, under the Communications Act and other applicable laws, to protect the confidentiality of your CPNI. In addition, the FCC's rules provide additional privacy protections and choices regarding use and sharing that are specific to our Voice and Mobile service that we describe in this Policy.

Facebook: If you interact with our Services on a device through which you also interact with social networks or if you interact with us through a social media function such as a plug-in (for example, a Facebook “like” button) then you may be permitting us to have on-going access to some information from your social network profile (such as your name, email address, your friend list, photo, age, gender, location, birthday, social networking ID, current city, the people/sites you follow, and so forth). If you don’t want a social network to collect the information about you as described above, or you don’t want a social network to share it with us and other third parties, please review the privacy settings and instructions of the applicable social network before you interact with our Services.

Measurement and analytics reports for us and others: We and service providers who work on our behalf may combine and use data from our business records — including account information, video activity data, and other usage data — with data from third parties to create measurement and analytics reports. These reports are de-identified or aggregated and do not contain any information that personally identifies you.

We use these reports for many of the purposes described in the Privacy Policy, such as for improving the Services, creating and delivering more personalized advertising on behalf of Comcast and other third parties, determining whether and how an advertiser’s messages are viewed, and analyzing the effectiveness of certain advertisements on the Comcast Services and other platforms and services. We also use these reports to work with academic or research groups, and for other uses that help us develop and fund improvements in services and infrastructure. We may share these reports with programmers, advertisers, or others. To learn about the choices you have with respect to our use of your information for these purposes, visit the Xfinity Privacy Preferences Center (xfinity.com/privacy/your-privacy-choices).

Opt-in or opt-out settings: For example, if we share personal information that does not personally identify you with others for their own use, we will first give you the choice to opt out of such sharing. In other instances, you may want us to share your name, physical address, or email address with another company, such as when you are signing up for a third-party service through one of our platforms, such as the X1, Flex, or Xumo TV platform. In that instance, we will make sure you give us clear direction to do so, before we pass that information on.

Another company: For example, when you are signing up for a third-party service through our X1 or Flex, you may ask us to share contact information to help you register or log on. Or if you were interested in a product you saw advertised on television and wanted to share your contact information so that the product provider could send you more information, we might present that option to you.

Personalized advertising: The display of ads to you where the advertisement is selected based on personal information obtained from your activities over time and across nonaffiliated websites or online applications.

Non-Xfinity video app: For example, when you use Peacock on the X1, Flex, or Xumo TV platform.

Another company’s platform or device: For example, when you use the Xfinity Stream app from devices operated by other companies, such as an Apple or Android device.

Important Information for Xfinity TV Customers

SERVICE PROBLEMS

You will find helpful information for troubleshooting TV picture or signal quality issues at xfinity.com/support. If the problem does not clear up, please feel free to chat with us at xfinity.com/support/contact-us or call us at 1-800-XFINITY, and a customer service representative will attempt to address that issue. We will try to resolve any complaints you have concerning the quality of our signals promptly and efficiently. We will respond to your report of a service interruption no later than 24 hours after you notify us, except in extraordinary circumstances or where conditions are beyond our control. We will respond to your report of other service problems no later than the next business day after you notify us. We may need access to your home in order to correct a service related issue. If a service call is required it will be scheduled at a time convenient to you. If you are dissatisfied with our resolution of your service problem, you may contact your local franchising authority to discuss the problem with your service. If your local franchise authority information is not listed on your bill, please call us at 1-800-XFINITY for the name and address of your local franchising authority.

SERVICE OR BILLING COMPLAINTS

Information regarding your Xfinity services and billing is available at xfinity.com. You also may download the Xfinity app to your smartphone or other device for quick access to up to date information on your account. If you have a complaint regarding your Xfinity TV service or your bill, you will find information on contacting us through chat or by phone at xfinity.com/support/contact-us. Also, you can visit us at one of our Xfinity store locations. Visit xfinity.com/support/service-center-locations to find the Xfinity store closest to you. If you wish to put your comments in writing, your letter should be addressed to us at the local address listed on the How To Reach Us insert.

We will try to resolve your complaint promptly. If you are dissatisfied with our resolution of your complaint, or we are unable to resolve your complaint, you may contact your local franchising authority to discuss your complaint. If your local franchise authority information is not listed on your bill, please call us at 1-800-XFINITY for the name and address of your local franchising authority.

If you have a complaint regarding closed captioning please email us at accessibility@comcast.com or call us at 1-855-270-0379.

MOVING

Please visit xfinity.com/moving before you move. This is the best way for us to arrange for your service to be disconnected and to schedule an installation at your new home, if your new home is in our service area.

EQUIPMENT COMPATIBILITY

Xfinity TV service is encrypted and requires a TV Box or other navigation device that is compatible with our system for each television you wish to use with our service. You may not be able to use special features or functions of your television, VCR or DVD player/recorder with Xfinity TV service. Some of these problems may be resolved by the use of signal splitters, and/or other supplemental equipment that can be purchased from us or at electronic stores. Please call us if you would like to discuss the type of special equipment needed to resolve individual compatibility problems or if you have any questions regarding other equipment compatibility issues.

If you have a TiVo digital cable-ready DVR, you can access switched digital video services by obtaining a "tuning adapter" device. If you have a TiVo DVR or other digital cable-ready devices, you will need a TV Box from us to access switched digital video and other two-way cable services. Upon your request, we will provide you with the technical parameters necessary for a navigation device rented or acquired from retail outlets to operate with our system.

Because of the need to protect our Xfinity TV service, we will not authorize the use of a navigation device that does not conform to all required signal security specifications. For information regarding other navigation devices, please go to xfinity.com/support.

REMOTE CONTROL UNITS

If you rent a TV Box from us we will provide a compatible remote control. Also, you may purchase a compatible remote at local electronic stores or other retail outlets. We suggest that you review the remote manufacturer's website prior to purchasing the device to confirm compatibility with Xfinity equipment and your TV set.

SERVICE CHANGES AND INSTALLATION

Standard installations are generally completed within 7 business days. If you change the services you receive, you may be subject to an installation or change of service charge. You may obtain additional information about our current services, fees and prices online at xfinity.com or by calling us at 1-800-XFINITY.

RECENT AND UPCOMING PROGRAMMING CHANGES

Information on recent and upcoming programming changes can be found at xfinity.com/programmingchanges or by calling 866-216-8634.

OTHER INFORMATION

For those of our customers receiving service through commercial accounts, bulk rate arrangements or similar arrangements, some of the policies, procedures and services herein may not apply. Please call us at 1-800-XFINITY to talk to one of our customer service representatives for further information.

SERVICE AREA

CT, ME, MA, NH, NY, VT

You should first try to resolve any complaint or dispute directly with Comcast.

COMCAST PHONE NUMBER

1-800-266-2278

COMCAST MAILING/OFFICE ADDRESS**Connecticut/New York**

Comcast
222 New Park Drive
Berlin, CT 06037

Massachusetts/New Hampshire/Maine

Comcast
222 New Park Drive
Berlin, CT 06037

Vermont

Comcast
43 Comcast Way
South Burlington, VT 05403

PUBLIC INFORMATION OFFICES/FRANCHISE AUTHORITIES

If you remain unsatisfied by Comcast's response, you may request assistance from your state Public Utility or Public Service agency.

Connecticut

State of Connecticut
Public Utilities Regulatory Authority
10 Franklin Square
New Britain, CT 06051
1-800-382-4586

Maine

Office of the Attorney General
Consumer Information and Mediation Service
6 State House Station
Augusta, ME 04333
207-626-8849
1-800-436-2131
M-TH: 9:00am – 12:00pm

Massachusetts

Department of Telecommunications and Cable
One Federal Street, Suite 0740
Boston, MA 02110-2012
1-800-392-6066

New Hampshire

Office of the Attorney General
Consumer Protection and Antitrust Bureau
1 Granite Place South
Concord, NH 03301
Phone: 603-271-3643
Fax: 603-271-2110

New York

New York State
Department of Public Service
Empire State Plaza
Agency Bldg. 3
Albany, NY 12223-1350
dps.ny.gov/complaints
1-800-342-3377
(M-F: 8:30am – 4:00pm)

Vermont

Vermont Department of Public Service/
Consumer Affairs Division
112 State Street
Montpelier, VT 05620-2601
1-800-622-4496

Vermont Public Utility Commission
112 State Street, Drawer 20
Montpelier, VT 05620-2701
802-828-2358