CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 27, 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**
8. **PUBLIC FORUM**

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

9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
    - A. **May 6, 2026 – Workshop Meeting**
    - B. **May 13, 2026 – Regular Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
    - A. **ORDINANCES IN THE 2nd READING**
    - B. **ORDINANCES IN THE 3RD READING**
    - C. **RESOLUTIONS**
13. **NEW BUSINESS**
    - A. **CONSENT CALENDAR**
      1. **ADOPTING AMENDMENTS TO MERIT PLAN, CLASSIFICATION PLAN, AND PAY PLAN**
         SPONSORED BY MAYOR SHANAHAN BY REQUEST
      2. **AUTHORIZATION TO ACCEPT AND EXPEND DONATED FUNDS FROM THE COMMUNITY TRAIL CHALK ART FUNDRAISER**
         SPONSORED BY MAYOR SHANAHAN BY REQUEST
      3. **APPROVAL OF MEMORANDUM OF UNDERSTANDING FOR MONITORING OF PUDDING HILL AQUIFER FOLLOWING THE CONSTRUCTION OF THE PUDDING HILL WATER TREATMENT PLANT**
         SPONSORED BY MAYOR SHANAHAN BY REQUEST
      4. **AUTHORITY TO RELEASE HENRY LAW AVENUE WETLANDS PERMIT COMPENSATORY MITIGATION PAYMENT**
         SPONSORED BY MAYOR SHANAHAN BY REQUEST

5. **AUTHORIZATION TO PURCHASE REALITi360 SIMULATION SYSTEM FROM AMERICAN 3B SCIENTIFIC, LP**
   SPONSORED BY MAYOR SHANAHAN BY REQUEST
6. **B26013 DOWNTOWN PEDESTRIAN AND VEHICLE IMPROVEMENT PROJECT CDGB - ADDITIONAL SOW FOR WALDRON COURT**
   SPONSORED BY MAYOR SHANAHAN BY REQUEST
7. **B26060 PENNY LANE DRAINAGE IMPROVEMENTS**
   SPONSORED BY MAYOR SHANAHAN BY REQUEST
8. **B26067 SAND AND GRAVEL**
   SPONSORED BY MAYOR SHANAHAN BY REQUEST
9. **B25037 RFP26-005 NPDES SEWER COLLECTION SYSTEM OPERATIONS AND MAINTENANCE MANUAL (CMOM)**
   SPONSORED BY MAYOR SHANAHAN BY REQUEST
10. **B26014 INSTALLATION OF ROOF MOUNTED SOLAR PHOTOVOLTAIC (PV) SYSTEM AS THE WWTP - INSTALLATION OF SUPPORT BEAMS**
    SPONSORED BY MAYOR SHANAHAN BY REQUEST
11. **AUTHORIZATION TO CONTINUE BOND COUNSEL SERVICES WITH DEVINE MILLIMET & BRANCH PROFESSIONAL ASSOCIATION**
    SPONSORED BY MAYOR SHANAHAN BY REQUEST

COMMITTEE REPORTS

1. **Arts Commission (Robison)**
2. Conservation Commission (Williams)
3. Library Board of Trustees (Richer)
4. Appointments Committee (Williams)
5. **Planning Board (Robison)**
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. **Ordinance Committee (Shanahan)**
13. **Solid Waste Advisory Committee (Richer)**
14. **Transportation Advisory Commission (Cullen)**
15. **Heritage Commission (Retrosi)**
16. **Board of Health (Veitch)**
17. **Downtown TIF Advisory Board (Robison)**
18. **Cochecho Waterfront Development Advisory Committee (Shanahan)**
19. COAST (Shanahan)
20. Waterfront TIF Advisory Board (Cullen)
21. Dover Main Street
22. Strafford Regional Planning Commission (Williams)
23. Government Affairs (Shanahan)
24. Joint Building Committee – Athletic Complex (Cullen)
25. Cemetery Board (Veitch)
26. Dover Utilities Commission (Carmichael)

B. RESOLUTIONS

1. **B26013 DOWNTOWN PEDESTRIAN AND VEHICLE IMPROVEMENT PROJECT CDBG - ADDITION OF FIRST AND SECOND STREET CROSSWALK REPAIRS**
   SPONSORED BY MAYOR SHANAHAN BY REQUEST
2. **B26066 AUTHORIZATION TO PURCHASE TWO (2) SIX WHEEL DUMP TRUCKS FROM ADVANTAGE TRUCK GROUP**
   SPONSORED BY MAYOR SHANAHAN BY REQUEST
3. **FY2026 GENERAL FUND UNASSIGNED FUND BALANCE TRANSFERS TO CERTAIN SPECIAL REVENUE AND CAPITAL PROJECT FUNDS TO ADDRESS FUND DEFICITS (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)**

(TO BE REFERRED TO A PUBLIC HEARING AND VOTE TO OCCUR ON JUNE 10, 2026)
SPONSORED BY MAYOR SHANAHAN BY REQUEST

4. **AUTHORIZATION OF ANNUAL APPRAISAL OF REAL ESTATE FOR FISCAL YEAR 2027 (TAX YEAR 2026)**
   (TO BE REFERRED TO TWO PUBLIC HEARINGS ON JULY 8, 2026 AND JULY 22, 2026 WITH A VOTE TO OCCUR ON AUGUST 22, 2026)
   SPONSORED BY MAYOR SHANAHAN BY REQUEST

5. **AUTHORIZATION FOR BONDING AND FY2024 CAPITAL IMPROVEMENTS APPROPRIATION FOR WATERFRONT TIF DEVELOPMENT SITE IMPROVEMENTS – VALIDATING, RATIFYING AND ADOPTING RESOLUTION R-2023.03.29-051**
   (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
   (TO BE REFERRED TO A PUBLIC HEARING ON JUNE 3, 2026 WITH A VOTE TO OCCUR ON JUNE 10, 2026)
   SPONSORED BY MAYOR SHANAHAN BY REQUEST

6. **AUTHORIZATION FOR BONDING AND FY2027 CAPITAL IMPROVEMENTS APPROPRIATION FOR DOVER MIDDLE SCHOOL HVAC UPGRADE IMPROVEMENTS**
   (THIS RESOLUTION REQUIRES A 2/3 MAJORITY VOTE)
   (TO BE REFERRED TO A PUBLIC HEARING ON JUNE 10, 2026 WITH A VOTE TO OCCUR ON JULY 8, 2026)
   SPONSORED BY MAYOR SHANAHAN BY REQUEST

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN

May 27, 2026

Reporting On: April 2026

City Manager's Report

J. Michael Joyal
City Manager

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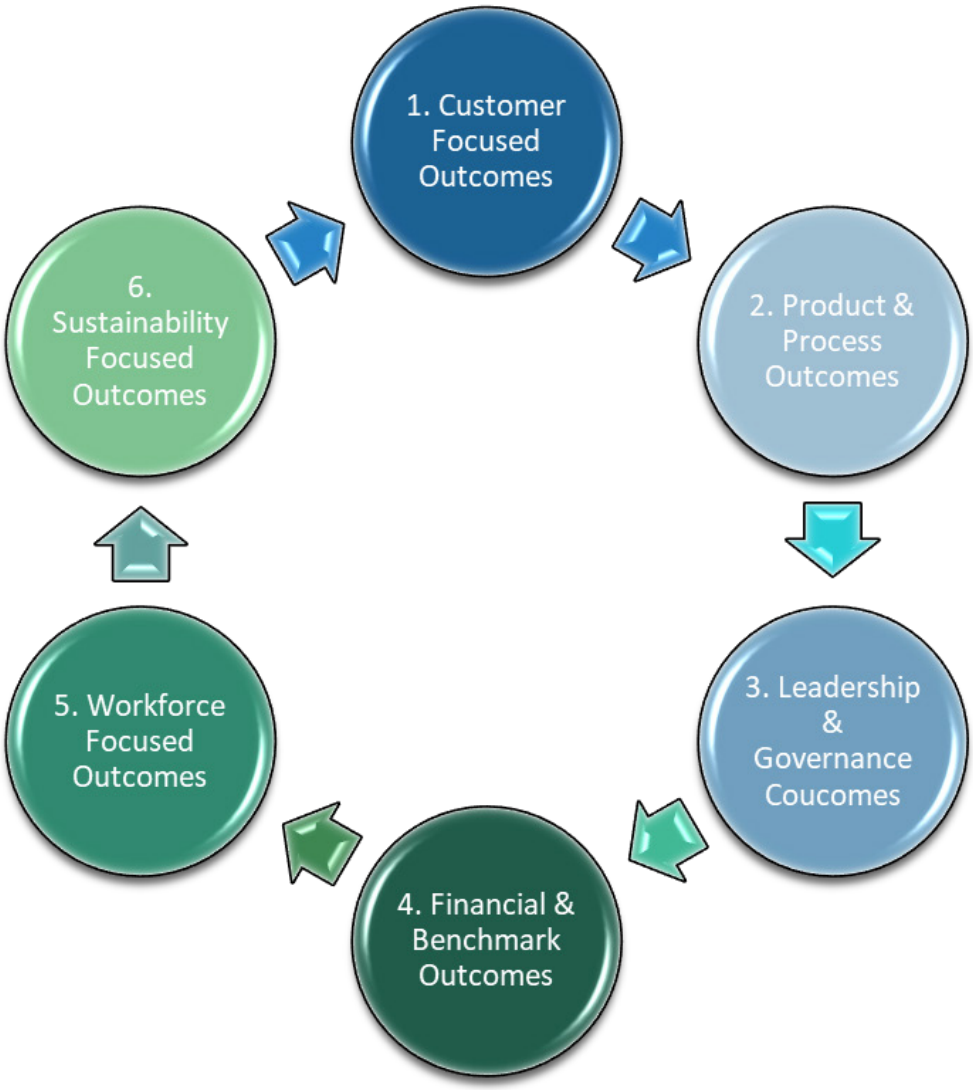
Executive Department updates are provided separately in the first City Manager's Report of the month.

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



Department updates are highlighted at the end of this report to show how departments, divisions or staff members are supporting the five adopted 2026–2027 City Council Goals.

J. Michael Joyal, Jr.
City Manager

Michael's tenure with the City of Dover began in 1993 as Assistant City Manager, leading to his appointment as City Manager in 2005. He currently manages the city's operations through 14 direct reports at the Department Head level.

David Balian
Director of Public Welfare

David became the Public Welfare Director for Dover in December 2020. He has two direct reports.

Donna Benton
Director of Planning & CDBG

Donna Benton served her internship for the Planning Department in Dover. Donna was then hired as the Planning Director in July 2015. She is responsible for Planning Department Administrative Staff as well as the Inspection Services Division.

Annie Dove
Director of Information Technology

In June 2003, Annie transitioned from a vendor role to become the City of Dover's IT Director, establishing the Information Technology Division within the Executive Department. Under her leadership, the division has expanded from its inception to a current staff of 10.

Brendan Driscoll
Fire & Rescue Chief

Brendan has 17 years of experience in working in Fire and Emergency Medical Services with the City of Dover. Brendan became Fire Chief in February 2026 and oversees 73 employees.

Michael Gillis
Director of Media Services

The Division of Media Services was formed in 2010 as part of the Executive Department, at which point Michael Gillis was hired as the Director of Media Services. The Division now has 4 employees that directly report to Michael.

Kevin Hebert
Director of Recreation

Kevin joined the City of Dover in August 2024. In his role, he oversees five major facilities and four key divisions within the Recreation Department. His leadership extends across the Indoor and Outdoor Pools, the Arena, the Gym, and the Senior Center, ensuring the successful delivery of the city's diverse recreational programming.

Denise LaFrance
Director of the Public Library

Denise was hired as a Reference Librarian for Dover in April 1999. She then became Director in April of 2000. There are currently 26 people working at the Dover Public Library.

Daniel Lynch
Director of Finance

Dan began working as the Finance Director in July 2007. He is currently responsible for the Accounting, Purchasing, City Clerk Tax Collection, Tax Assessing & Water/Sewer Billing Divisions.

Christopher Parker
Deputy City Manager

Chris began his career with the City of Dover in August 1998 as a GIS Technician. Over the years, he advanced through key leadership roles—including Director of Planning & CDBG—before being appointed Deputy City Manager. He currently oversees the Executive Department's Business Development Division and its team of three.

John Storer
Director of Community Services

Appointed in July 2017, John serves as the Director of Community Services. He is responsible for the comprehensive management of the following divisions: Engineering; Facilities, Grounds & Cemeteries; Fleet Services; Recycling & Solid Waste; Streets & Stormwater; Utilities; and Wastewater Treatment.

David Terlemezian
Chief of Police

David began his career with the Dover Police Department in April of 1996. He has served in many different assignments including police officer, Detective, Sergeant, Lieutenant and Captain. He became the Chief of Police in September of 2025. Dave is responsible for all aspects of the police department and its staff of nearly 100 employees.

Jerrica Vansylyvong-Bizier
City Clerk Tax Collector

Jerrica was originally hired as an Account Clerk in the City Clerk Tax Office in 2013. She has held the titles of Bookkeeper in Water/Sewer Billing and Deputy Tax Collector in the Clerk/Tax Office. Jerrica was then hired as City Clerk Tax Collector in October 2023. She is responsible for 9 staff members.

Heather Worrall
Director of Human Resources

Heather was hired in October 2023 as Director of Human Resources. The Human Resources Division is part of the Executive Department. Heather has two employees reporting to her.

Joshua Wyatt
City Attorney

Josh was hired in June 2019 as the City Attorney. The Office of the City Attorney is part of the Executive Department. Josh currently has a Legal Assistant and Deputy City Attorney reporting to him.

Administration

Brian Landry, Streets and Stormwater Superintendent; attended the PPR426ATV: Online The New Wave of Public Relations and Drinking Water Utilities, presented by NEWWA and held on April 23rd. The program was held online.

Ryan Neenan, WWTP Operator II and Seth Thompson, Chief Water Operator both attended the 2026 Spring Joint Regional Conference & Exhibition, presented by New England Water Works Association. The Conference was held in Worcester, MA.

Michael Banester, Working Foreman, attended the Technical Training and Drinking Water Operator Exam Prep, Grade T1, Presented by New England Water Works Association. The course was held in Holliston, MA.

Thomas Orcutt, Municipal Construction Project Manager attended the LPA Spring Training (2-day training), presented by NHDOT and was held online.

Kevin Sullivan, Streets & Highway Supervisor; attended the following programs:

TTC-T-31-Project Management Essentials for Everyone, presented by University of New Hampshire. The program was held in Concord, NH.

TTC-V-0043- Turning Pushback into Progress: Practical Strategies for Leading Change, presented by University of New Hampshire. The program was held in Concord, NH.

Community Services works hard to live up to the Department's name by receiving and responding to Service Requests as quickly as possible. For example, Solid Waste and Recycling staff routinely field service requests for missed trash pickups, overflowing bins, and other recycling center related questions and concerns. The below table is a summary of Service Requests across the various Divisions of Community Services:

Service Calls - April 2026

Division	Logged Service Calls	Resolved Service Calls	Created Work Orders	Closed Work Orders
Engineering	18	10	21	16
Year to date	*53*	*27*	*56*	*38*
Facilities, Grounds & Cemetaries	88	79	103	92
Year to date	*332*	*308*	*366*	*328*
Solid Waste	69	47		
Year to date	*274*	*252*		
Streets and Stormwater	63	52	68	52
Year to date	*452*	*400*	*219*	*164*
Utilities	46	11	368	269
Year to date	*209*	*135*	*861*	*622*
Water Treatment	0	0	45	58
Year to date	*5*	*4*	*178*	*131*
Wastewater Treatment	0	0	287	154
Year to date	*0*	*0*	*1232*	*2118*

Utilities Division had many service calls associated with the ongoing Water Service Line Inventory project.

Committee Updates

Planning Board

In April 2026, the Dover Planning Board held two regular meetings on the 14th and the 28th. A couple items that were discussed during the April 14th session were:

1 year extension request from Donahue Realty Trust for a seven-lot open space subdivision.
Site Plan for JSR, LLC to propose a 10,080 square foot building with four contractor bays and office space with associated parking and stormwater management.

The April 28th meeting focused on lot line adjustments located on Middle Road. These adjustments will support the creation of a drainage easement for the City in the area run-off from the adjacent public road, Isaac Lucas Circle. It will also allow for the applicant to work with the City towards conservation efforts.

Dover Utilities Commission

The DUC meeting on April 20th was brief without any significant developments. They will hold their next meeting on May 18th, 2026.

Technical Review Committee (TRC)

The Technical Review Committee met once in April 2026, where Engineering reviewed the proposal to construct a new two-family residential structure and maintain an existing two-family structure.

Municipal Alliance for Adaptive Management (MAAM)

MAAM met on April 14th. Next meeting is set for September 2026. April's meeting highlights include:

- Impacts of Storms on Great Bay Water Quality (part 1) presented by Bill McDowell.
- Estimating Discharge in Great Bay Tributaries: Runoff Comparison (part 2) presented by Michelle Shattuck
  - Tier 1 Eel Grass Report is available

Seacoast Stormater Coalition (SSC)

The SSC met on April 15th, 2026; topics included:

- Presentation by NHDES staff on the recent Alteration of Terrain rule changes and a general overview of the new Ecological Review Section.
- Year 8 MS4 Annual Permit Requirements Review
- New pet waste outreach resources are being finalized, plan to post in May.
- New industrial outreach materials available.
- PTAP data due date is July 31, 2026. Data and approved.
- Plan to issue the Draft MS4 permit by end of 2026.

Engineering

Cochecho Waterfront Redevelopment

The Waterfront project is hitting its stride this spring! With the base pavement down and the granite work nearing completion, the site's aesthetic is finally starting to emerge from the dust of heavy construction.

The Pavilion building is moving into the "finishing touches" phase as utility and masonry work wraps up. Granite treads, planters, and the final retaining wall caps are being installed. The street-level plaza has its base pavement applied, and gutters in place. Water service is active (pending final inspection) and irrigation plumbing is complete. The teams are currently working through the "punch list" to finalize minor outstanding items.

The shoreline area is seeing significant structural and functional completion. The toe wall cap stones and granite sitting wall are now fully installed. Light pole bases are set, crews are running the conduit for the plaza's lighting system and final drainage elements have been successfully integrated.

Residential Progress:

Building F Development: Vertical progress is now highly visible on the project's residential/mixed-use component. The first-floor wood framing is "well underway". Both the subsurface plumbing in the garage area and the concrete block retaining wall are currently in progress.

Expect some traffic shifts as the team focuses on pedestrian crossings and road surfaces. River Street is currently closed to thru traffic from Seaport Way to the Pavilion area. Vertical granite curbing is in for raised crosswalks, and paver install is currently underway. Casting for subsurface structures is being raised to meet the final grade.

Building F got quite the facelift in the month of April.

Great progress at the Waterfront in April.

Dredge Cell Closure and Maglaras Park Redevelopment:

An Audubon Society member spotted bald eagle activity in a nest on the Eversource transmission lines that run through the site and reported to NH Fish and Game Department. Verdantas scheduled a phone call with NH Fish and Game and The City of Dover to discuss avoidance measures. It was determined that the City should observe the activity in and around the nest to determine if bald eagle or osprey are using the nest for hatching eggs. This will continue through late May, which is the end of the bald eagle nesting season. If no evidence of bald eagle incubation is observed, or if ospreys return to occupy the nest before that time, no further action would be required. If a bald eagle is observed incubating at the nest, the city would pursue coverage under the appropriate U.S. Fish and Wildlife Service General Permit.

Verdantas and City personnel completed a Request for More Information (RFMI) from NHDES Alteration of Terrain (NHAoT) in regard to the AoT permit, submitted on April 15th. Verdantas updated the Maglaras Park Redevelopment and Dredge Cell Closure design in response to the RFMI.

> Per the RFMI, NHDES has indicated that the total area of disturbance will be evaluated as the cumulative area disturbed at any one time across all three projects (Ballfields, Dredge Cell, and Maglaras Park). Based on this interpretation, it is unlikely that disturbance can be limited to less than five acres at all times. This would trigger the requirement for environmental monitoring under Env Wq 1505.03(d), which generally consists of weekly site inspections and reporting during construction. If the selected contractor is able to develop a construction sequencing plan that limits disturbance to less than five acres at any one time, this requirement could potentially be avoided; however, environmental monitoring has been included in the updated materials based on current understanding.

Verdantas notified Dover City Clerk office and Community Services on April 15, 2026 regarding the AoT permitting for the Dredge Cell and Maglaras Park Redevelopment project(s) and the design changes incorporated due to the RFMI, including:

> Modifying the proposed detention basins at Maglaras Park to be Bioretention basins with internal storage reservoirs. These basins now have higher pollutant removal efficiencies, resulting in improved water quality in runoff discharged from the Site.
>
> All stormwater BMPs are now designed to accommodate 15% greater precipitation depths to account for future effects of climate change (AoT requirement).
>
> Seed mix specifications have been added to the plans.

April 29, 2026, NHDES AoT provided a Second Request for More Information. Verdantas is drafting a response for internal review.

Landing Way Stormwater Improvements

On April 13th the Environmental Projects Manager presented Landing Way's Improvements project to Dover Conservation Commission. They did not have any additional objections for the project and signatures have been added to the Expedited Minimum Impact Wetlands Permit Application. This will be submitted in the next two weeks for review by NHDES. The EPM will then provide an update to property owners that abut this drainage easement.

Isaac Lucas Circle Drainage Improvements

The Environmental Projects Manager completed a site walk on April 17th with property owners to review additional drainage work needed and to assess property clean up from winter drainage easement maintenance work. EPM will work with Public Works staff to complete clean up of adjacent properties.

Tolend Landfill Groundwater Sampling

The City of Dover's Environmental Projects Manager had a meeting on April 28th with Mike Joyal, Josh Wyatt, Dean Peschel and Robert Lucic to discuss a letter from Greg Simpson, Textron / Davidson Rubber regarding the 1992 Guaranty. Letter states that Textron will make a partial payment of $130,155.07 on or before July 10, 2026, which will satisfy their financial obligations, which totaled $15,094,093.93 prior to final payment.

Work with Blue Granit (sub to Verdantas) to find the solution to a pump that was routinely tripping due to seal leak issues. As of April 30th, the pump has been repaired and reinstalled. Invoices will be reviewed and submitted for payment. The FINAL Southern Plume 100 Percent Remedial Design Package from Verdantas was received.

Garrison Hill Water Tank Improvements

The Environmental Projects Manager will work with Underwood Engineers (Consultant) and Sargent (Contractor) to schedule training for startup and shut down of seasonal irrigation pump for the Dover Community Garden.

Water Service Line Inventory

Staff continues to respond to inquiries following the December service line notifications. These notices informed customers where the City lacks documentation of water service materials and outlined the ongoing steps being taken to identify and document these unknown service lines.

Permits & License Summary March 2026	
Driveway Permits	11
Utility Licenses	03
Paving Licenses	05
Excavation Permits	21
Certificate of Occupancy Inspections	12
Construction Permits	01
Obstruction Permits	03
Sewer Connection Permit	01
Septic Design Reviews	01

SITE REVIEW/PROJECT OVERSIGHT SUPPORT

There were no preconstruction meetings held during the month of April.

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

- Mixed Use Residential – The Station (2 Grove Street)
- Waterfront Private Development
- Fisher St. Residential (Lenox Dr)
- McIntosh Commons
- 59 Tolend Road
- 110-114 Silver Street
- 180 Tolend Road
- 73 Locust Street (Dover Public Library)
- Dover Fields (Route 108 & Mast Road)
- Gulf Rd / Oak St (Emerson Ridge)
- 34 Industrial Drive
- 1 Cold Springs Road
- 44 Third Street
- 30 Grapevine Drive (McDonald's)
- 210 Tolend Road (Ambrose Woods)
- 831 Central Ave (Fitness Center)
- 306 Dover Point Road
- 14 Industrial Park Drive

Facilities, Grounds & Cemeteries

Facilities & Grounds
Community Services | Dover, NH

During April Facilities, Grounds and Cemeteries focused on winter clean up and Spring set up. Each fall The Faces of Dover plaques are removed from downtown in order not to damage them during snow operations.

Jenny Thompson Pool:

Significant strides were made on the Jenny Thompson pool renovation throughout April, highlighted by the successful completion of two major technical hurdles: the installation of main piping and the removal of old plaster. These milestones allowed the team to conduct a comprehensive 24-hour leak test and pressure test on all pipes, both of which the pool passed successfully. Following these results, general contractor North East Earth Mechanics began backfilling around the structure and finalized the deck drainage system.

In addition to the pool's structural progress, the site's infrastructure saw a major upgrade during the first week of the month with the connection of a new electrical service, providing the permanent power necessary for electrical contractors to wire the new panels. As April drew to a close, work transitioned into the finishing phases, with carpenters beginning exterior work on the storage building and fencing contractors arriving to dig posts. With these key tasks completed, the project remains firmly on track for its projected finish at the end of June 2026.

Jenny Thompson pool improvements main piping pictured left.

24 hour leak test completed.

Griffin Well Building Envelope repairs

During the month of April, construction efforts on the Griffin Well building reached a significant milestone as the final phase of work to seal the building envelope was completed. The project involved a comprehensive series of upgrades aimed at improving structural integrity and climate control, beginning with the full replacement of the rubber roof and the installation of new exterior doors. To modernize the facility's HVAC systems, crews removed the legacy heaters and replaced them with efficient new mini-split heat pumps. The renovation concluded with the meticulous patching of all masonry openings across the exterior, ensuring the building is fully secured and weather-tight.

City Park Basketball & Tennis Court Repairs

This month, Dover's recreation parks have seen a significant transformation as the court repair project reaches a critical milestone. Following the removal of old surfaces last month, crews have successfully laid down fresh asphalt at all affected locations. This initiates a mandatory 30-day curing period, a necessary step to ensure the asphalt hardens properly before the final aesthetic layers are added.

Looking ahead to next month, the parks will see further progress with the installation of hoops and nets into their newly prepared bases. By late May, the most dramatic visual changes will occur as the top coating and vibrant paint are applied to the surfaces, officially bringing the refurbished courts to life for the community.

Above, Woodman Park Basketball Court before pavement and after pavement.

Library Expansion/Renovation

Entering its final month of construction, the library renovation project has seen a surge of momentum characterized by critical infrastructure milestones and the beginning of the interior transition. A major breakthrough occurred in April when Eversource successfully installed the new transformer, providing the electrical foundation necessary for the building's specialized services. Following this installation, electricians worked swiftly to wire the facility, officially switching the building over to its new power source. This transition was a pivotal turning point, as it allowed for the full activation and testing of the building's primary systems, including the modern HVAC units, the lighting arrays, and the elevator.

Simultaneously, the physical transformation of the space has moved into its final stages, with aesthetic and functional finishes on the bottom floor expected to wrap up within the next few weeks. The logistical shift back to the permanent site is also well underway; the temporary library location officially closed its doors on April 20th, freeing up staff to assist with the intensive process of moving the book collection back home. As new shelving units are assembled and filled, the project team is coordinating the final rounds of inspections. These inspections, scheduled for the coming weeks, serve as the final hurdle in ensuring the facility is fully compliant and ready to welcome the public for its highly anticipated grand reopening.

Streets & Stormwater

Streets
Community Services | Dover, NH

During the month of April, the Streets Division was fully underway with the City's annual street sweeping program. Removing winter sand, debris, and litter from roadways, sidewalks, parking lots, and other municipal properties. In addition, Streets staff performed repairs to lawn areas damaged during winter plowing operations.

Working with our contractor Triton Stormwater of Harrisville, Rhode Island crews were able to complete the cleaning of 438 Catch basins. This project was carried over from last Fall to help ensure proper stormwater drainage ahead of Spring rain events.

These efforts helped improve roadway conditions, stormwater management, and overall community appearance as part of the department's Spring maintenance routine.

The Streets Division worked alongside MacKinnon & Sons Excavating, LLC on a night project to repair a collapsed drain line on Portland Ave. This was an usual project as the drain line was 13 feet deep and next to a water main. The crew worked hard to make this repair and have two lanes of traffic back open for the morning commute.

Street sweepers are out daily, weather permitting. 265 yards of debris was removed from streets and parking lots while sweeping during the month of April.

Left, collapsed drain replacement

Right, new drain lines being run.

Continued attention will be given to the remaining service requests, and efforts will be made to address them properly. Crews will continue to fill potholes, repair the damages from winter and daily street sweeping, weather permitting. The sweeping of all streets, parking lots and schools, typically takes about 8 weeks to complete.

The 2025 street paving contract with Continental Paving of Londonderry, NH will wrap up and the 2026 street paving contract will take effect with work beginning on the assigned streets.

Utilities: Water , Sewer, Pump Stations, Wastewater, Solid Waste

Water
Community Services | Dover, NH

Wastewater
Community Services | Dover, NH

During the month of April, Community Services Utilities Crews responded to and repaired multiple water main breaks throughout the City.

Installation of the new 16" water main on Central Ave.

New hydrant install.

A segment of the old wooden water main from Central Ave.

Water Production Summary	February 2026	March 2026	April 2026
Total Water Produced (Gallons)	53,339,018	57,441,736	59,726,731
Average Daily Production (Million Gallons per Day)	1.90 MGD	1.85 MGD	2.0 MGD

Throughout April, treatment operators continued balancing increasing seasonal demand with aquifer sustainability while maintaining consistent water quality, production and pressure across the distribution system. As demand increased through the month, production was adjusted daily to meet system needs while still protecting groundwater resources. With multiple projects and maintenance activities underway, operators remained focused on maintaining system stability and flexibility across all sources.

Treatment plants and wells were operated based on system demand while continuing to incorporate recovery where possible:

Lowell Ave Water Treatment Plant carried a significant portion of system demand and remained the primary production facility throughout the month. With a major filter repair scheduled for May, production has been prioritized ahead of taking the facility offline for several weeks.

Pudding Hill Water Treatment Plant was heavily utilized through much of April following its return to service, contributing a large share of total production. With the Bellamy Artificial Recharge system now operational, we anticipate improved aquifer recovery moving forward.

Calderwood and Campbell wells were used consistently, but at reduced rates compared to peak season, allowing for partial recovery while still supporting system demand.

French Cross Water Treatment Plant was operated intermittently to supplement production during higher demand periods. Overall demand has remained low enough that extended operation has not been necessary.

Lowell WTP Filter Media Analysis

Filter media at Lowell WTP was evaluated to get a better understanding of current condition and performance, and to support upcoming repairs. One of the air-scour pipes has failed in a filter and is scheduled to be repaired next month, which required draining the filters. Before any media can be removed, samples of the greensand and anthracite were collected and sent out to confirm the material is non-hazardous for handling and disposal.

Staff receiving samples.

While the filters were down, staff took the opportunity to grab additional samples from the others. Lowell was constructed in 2018, so I'm having a sieve analysis done to verify the media is still within spec for effective size and uniformity coefficient. To collect the samples, staff opened the filter hatches and pulled material from the different media layers. The results will help confirm where things stand and guide any maintenance or media replacement moving forward. Projects like this are critical for predicting potential costs, instead of a run to failure approach.

Bellamy Artificial Recharge System

Work continued toward bringing the Bellamy Artificial Recharge system online, and the facility is now operational and actively recharging. This has been a true team effort involving NHDES, engineers, hydrogeologists, treatment operators, utilities crew, Scada programmers, and electrical support to get everything functioning together as intended. This is a one-of-a-kind system for New Hampshire, pulling water from the Bellamy River and using it to recharge the Pudding Hill aquifer (currently +/- 1 million gallons a day).

Startup and initial operation came with challenges, as the system relies on multiple calculated parameters, tight tolerances, and coordination between instrumentation and controls. Through testing and refinement, staff was able to work through those issues and get the system to operate reliably. Adjustments to programming, sensor inputs, and overall operation were key to getting things to this point.

The facility is now running and demonstrating effective recharge, with basin operation and flow distribution dialed in to support infiltration. While there are still some limitations tied to permit conditions and river levels, the system is functioning as intended and will be an important tool moving forward, especially with continued drought concerns.

North End Tank Vault Flood

Operators responded to and resolved a flooding issue within the NE tank vault, stabilizing the situation without any impact to system operations. In addition to routine oversight of treatment plants, wells, and storage tanks, operators regularly inspect vaults, basements, and other subsurface structures where water intrusion can occur.

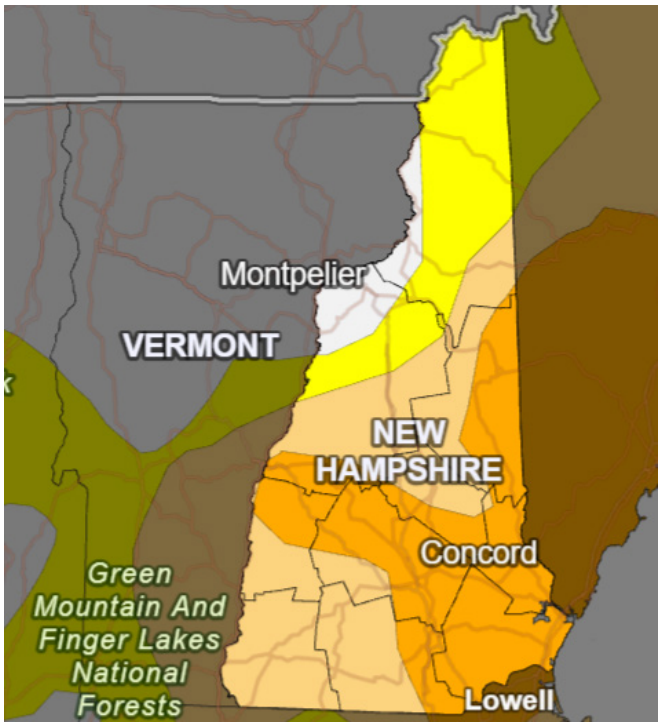
At the North End tank, the vault experienced flooding conditions that required corrective action. Operators installed a new sump pump, replaced an improperly designed sump discharge line, and added a dehumidifier to better manage moisture in the space. Electrical components were also addressed, including cleanup of existing wiring and replacement of incandescent lighting with LED fixtures better suited for the high-humidity environment. These improvements have increased the reliability of the vault and reduced the risk of future flooding issues.

North End Tank Vault Flooding.

Operators continued routine daily operations, sampling, and system monitoring throughout the month. Additional effort was directed toward project work and system improvements while conditions allowed. Preventative maintenance remained ongoing across all facilities to ensure readiness heading into higher demand months.

Precipitation:
2.14 inches for April

Drought conditions persist across New Hampshire. Recent precipitation provided minor relief in parts of the Northeast; however, southeastern New Hampshire continues to see intensified drought conditions. Cooler temperatures have helped reduce evapotranspiration, but long-term precipitation deficits remain, limiting meaningful groundwater recovery.



Legend

Drought & Dryness Categories	% of NH
D0 – Abnormally Dry	19.6%
D1 – Moderate Drought	38.5%
D2 – Severe Drought	36.3%
D3 – Extreme Drought	0.0%
D4 – Exceptional Drought	0.0%
Total Area in Drought (D1–D4)	74.8%

All water quality results are within state and federal drinking water standards.

- All thirty (30) 'absence of bacteria' monthly system samples have been collected / submitted to independent lab and are all confirmed to be absent of bacteria.
- April Artificial Recharge report has been submitted. (Bellamy Recharge - Active)
- April Fluoride report has been submitted. All levels within compliance.

River Street Pump Station Improvements

On April 2nd a construction meeting was held onsite, discussing the date of substantial completion - February 27th with a final completion date set for June 10th, 2026.

During the month of April staff made great progress. Completing painting of the operations room, stairwell and pump room. First floor preparations and the complete startup and integration of the Backup Float Control Panel, Automatic Temperature control system (ATC-2), Automatic Temperature Control system (ATC-3) and the Chemical Feed System.

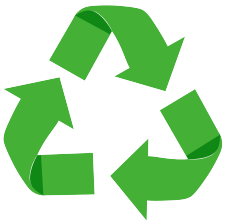
Mill Street Pump Station Improvements

On April 17th Woodard and Curran provided the 60% drawings and specifications for review. The City of Dover provided contact information to W&C for property owners where the intended tie-in location for the South End Interceptor for site access for additional survey.

WWTP 3rd Secondary Clarifier Project

April brought great progress on the 3rd secondary clarifier project. The concrete work saw its finishing touches and part of the Fire Suppression System was relocated to make room for new piping.

Wastewater Comparative Data			
	January 2026	February 2026	March 2026
Wet Tons Biosolids Processed	330.81	248.65	312.99
Gallons of Septage Received	0	2,000	5,250
Wastewater Treated/Discharged (MG)	65.62	54.55	94.63
Average Daily Flow (MG Daily)	2.12	1.95	3.05
Peak Flow (MG Daily)	2.43	2.53	5.42



Solid Waste & Recycling Volume			
	February 2026	March 2026	April 2026
Tons of Trash	264	326	337
Tons of Recycling	151	184	210

Committee News (SWAC):

On April 9th the Solid Waste Advisory met to discuss the following items:

- The recycling facility is starting to see bags of leaves. Some contamination is still an issue, as other items are being placed in the bags with the leaves.
- Annual Report Tonnage is essentially the same as it was the previous year.
- The City of Dover and Waste Management had an Initial Meeting on Toter Logistics. They discussed ways to get Waste Management trucks out to Durrell Street, Nute Road, Ferns Court, and other smaller/tighter streets. They are also considering altering the signs and parking on particular streets. Private roads will need to be approved by the City and Waste Management to be eligible for future toters
- The City of Dover should begin seeing Toter's delivered in the middle to late part of June 2027

Administration, City Clerk Tax Collector, Tax Assessing, Utility Billing

On April 20 and 21, 2026, Ann Legere, Deputy Finance Director, attended a conference webinar series sponsored by DebtBook highlighting Future of Public Finance Operations, GASB Update Corner, Investment Strategies for Today's Market, Succession Planning, Advanced GASB Scenarios: Lessons Learned through GASB 87 & 96 Implementation, Challenges in Treasury and Liquidity Management and Product Roadmap.

On April 23, 2026, Ann Legere, Deputy Finance Director, attended a webinar for State and Local Fiscal Recovery Fund annual reporting sponsored by US Treasury focusing on submitting 2026 Annual Reporting Requirement and Close Out Procedures.

On April 1, 2026 the City Council adopted the City's FY2027 Operating Budget at an amount of $227,344,804 for all operating funds. The General Fund portion of the budget is within the tax cap threshold.

On April 24, 2026 the City submitted application to the NH Municipal Bond Bank to participate in the NHMBB's July Series B sale. The City's application is to finance $44,795,500.00 worth of capital improvement projects, consisting of road reconstruction projects, Recreation courts reconstruction, Dover High School Athletic Complex, Waterfront TIF public improvements, and Water main replacement projects.

In April the Finance Department assisted with the following purchasing and grant awards:

Local Emergency Operations Plan (LEOP) and Continuity of Operations Plan (COOP) Update
Funding for this project is provided through Community Development Block Grant – CARES Act (CDBG-CV) funds and was awarded to PDR Strategies in the amount of $35,250.00

LEOP - The City sought proposals from qualified contractors or consulting firms to update the City's Local Emergency Operations Plan (LEOP). The LEOP serves as the City's primary framework for coordinating preparedness, response, and recovery activities during emergencies and disasters, including natural hazards, public health emergencies, technological incidents, and human-caused events.

COOP - The City also sought proposals from qualified contractors or consulting firms to update the City's Continuity of Operations Plan (COOP). The purpose of this project is to ensure the City can continue essential government functions during and after disruptive incidents such as severe weather, cyber events, infrastructure failures, or other emergencies.

NH Land and Community Heritage Investment Program (LCHIP)
This grant was awarded the City of Dover Planning and Community Development Department in the amount of $12,500 to fund a comprehensive building assessment and structural review of the historic pump station located on Lowell Avenue in Dover. To receive these funds, the City of Dover was required to provide a $12,500 match for the grant for a total project of $25,000. The scope of work requests consultants to conduct a compressive building assessment to include an engineer's structural review and architectural recommendations for the 11 Lowell Avenue building and is being awarded to Warren Street Architects, Inc in the amount of $23,750.00

On April 29, 2026 property tax bills were issued by the City Clerk Tax Collection Office for the City's second-half billing of fiscal year 2026 (tax year 2025). The due date for the second-half tax bill is June 1, 2026.

On April 9, 2026 the Water Sewer Billing Office completed the March 2026 monthly billing of 24.0 million gallons of usage for 858 accounts, representing a total amount billed of $627,056.30.

Purchasing & Accounting

See Financials at end of this document.

Purchase Orders over $5,000

Department/Division	PO Date	Vendor	Amount
City Clerk Tax Collection	4/28/2026	INCLUSION SOLUTIONS, LLC	$24,970.05
Community Services	4/16/2026	BOB SHERWOOD LANDSCAPE CO., LLC.	$5,000.00
Community Services	4/22/2026	BROOKS WINDOW TINTING, LLC	$5,250.00
Community Services	4/27/2026	MINUTEMAN SECURITY & LIFE SAFETY	$5,779.00
Community Services	4/21/2026	FERGUSON WATERWORKS	$5,834.48
Community Services	4/16/2026	MACKINNON & SONS EXCAVATING, LLC	$6,000.00
Community Services	4/6/2026	GRAPPONE FORD	$6,499.40
Community Services	4/24/2026	JM HAYDEN EQUIPMENT CO	$7,432.00
Community Services	4/21/2026	UNIFIED BUILDERS, INC.	$7,790.41
Community Services	4/10/2026	VORTEX SERVICES, LLC	$9,900.00
Community Services	4/3/2026	F.W. WEBB	$9,975.00
Community Services	4/16/2026	DIVERSIFIED LOGISTICS TRAINING SOLUTIONS	$16,800.00
Community Services	4/27/2026	REXEL USA INC	$20,000.00
Community Services	4/24/2026	SIEMENS INDUSTRY, INC.	$41,189.00
Community Services	4/24/2026	NORTHEAST ELECTRICAL DISTRIBUTORS	$54,643.00
Community Services	4/16/2026	K5 CORPORATION	$85,000.00
Executive	4/7/2026	HIFISPIN	$10,000.00
Fire and Rescue	4/29/2026	CMC RESCUE, INC.	$6,100.00
Fire and Rescue	4/8/2026	MIDDLETON BUILDING SUPPLY INC	$7,652.06
Fire and Rescue	4/22/2026	BERGERON PROTECTIVE CLOTHING LLC	$9,155.83
Fire and Rescue	4/13/2026	BERGERON PROTECTIVE CLOTHING LLC	$18,311.65
Police	4/2/2026	GOVCONNECTION, INC.	$7,978.00
Police	4/24/2026	TRIPLE P ENTERPRISES, INC.	$8,336.00
Public Library	4/10/2026	AMAZON.COM	$10,000.00
Recreation	4/10/2026	CLEAN RESTROOM RENTALS, INC.	$5,760.00
Recreation	4/27/2026	CARRIER CORPORATION	$10,700.00
Recreation	4/16/2026	MINUTEMAN SECURITY & LIFE SAFETY	$14,075.00
Recreation	4/22/2026	PYROTECNICO FIREWORKS, INC.	$15,000.00
Recreation	4/14/2026	FIRST STUDENT, INC.	$17,856.00

BID Solicitation

Department/Division	BID Number	BID Date	Description
CS	B26053	4/1/2026	Public Health & Safety Abatement Services
CS	B26045	4/3/2026	HVAC Preventative Maintenance and Repairs
CS	B26060	4/3/2026	Penny Lan Drainage Improvements
CS	B26061	4/3/2026	Richmond Street Sewer and Water Upgrades
CS	B26062	4/3/2026	Water Supplies As Needed
CS	B26063	4/3/2026	Sewer Supplies As Needed
CS	B26066	4/18/2026	Purchase of Two (2) Six Wheel Dump Trucks
CS	B26067	4/27/2026	Sand and Gravel
Legal	B26057	4/18/2026	Specialized Legal Services
Library	B26064	4/27/2026	Landscaping for the Dover Public Library

Administration, Medical Aid, Fire Suppression

Fire & Rescue Call for Service/Activity Statistics for March.

The department records incidents with NERIS (National Emergency Response Information System.) NERIS breaks the incident types down into seven different general incident types. To better explain the information that is presented each month, you will find an explanation of the different categories presented.

Fire: The fire category is very self-explanatory. The incident will fall into this sub category when there are flames at an incident. The incident type could be Inside Fires (Structure Fires), Outside Fires from brush fires that have escaped their protective ring to larger many acer wildfires. Motor Vehicle Fires include all kinds of mobile property, lawn mowers to tractor trailers. Our Mutual Aid responses to our neighboring departments fore fires fall into this category as well.

Medical: All EMS calls fall under this category, Illness, trauma and any other reason for a resident to call an ambulance.

Hazardous Situation: There are a few different types of Hazardous Situation. They can be broken up into four smaller groups:
Motor Vehicle collisions, electrical wires down, bomb threats and electrical hazards
Hazardous Material Spills, Gas leaks, Carbon Monoxide investigations.
Odor investigations and smoke investigations.
Overpressure of vessels with either ruptures or no rupture.

Rescue: Rescue involves Trench rescue, confined space rescue, removal from a motor vehicle collision where our hydraulic tools had to be used to remove the patient. Also in this category is the removal and resource of a victim from ice and or water.

Public Service: In the public service group is fire, smoke and carbon monoxide alarms that were accidental activations, meaning no smoke, CO or fire. This is a common call for the fire department. As you can see, this month it was our second most frequent type of incident.
We assume all alarms are caused from smoke or fire until we can prove otherwise. We dress and respond to all fire alarms with the intention we are going to be facing fire. When we arrive on scene and the alarm is noted to be accidental, our members make sure to search the entire building to ensure that it was actually a false alarm before resetting the fire alarm system.
This sub group also has our weather assessments, lift assist, and general service calls

NO Emergency: No emergency holds fire alarms that were caused by malfunctioning alarms, investigations where nothing was found, including smoke scares and hazardous released where nothing was found. Similar to the accidental activations in the Public Service section. These calls come into the department not known whether or not they are false alarms, accidental, or a fire. Crews respond with two engines, a ladder truck and a battalion chief. Once the situation is assessed, the response can be downsized and handled by a single engine company.

Law Enforcement: Any time the department is dispatched to assist Dover Police Department.

April saw Fire & Rescue responding to 597 calls for service, an average of over 19 calls per 24-hour period in each day of the month. Through our National Fire Incident Management Reporting System, these calls are generally broken down into Fires, Medical Emergencies, Hazardous Conditions (gas leaks; power lines down; etc), False Calls (good intent) and Non-Emergent requests

Top 10 values of Incident Discipline.raw	Count of records
MEDICAL	428
PUBSERV	82
NOEMERG	46
HAZSIT	25
FIRE	14
RESCUE	3

As part of our partnership with providing the Town of Rollinsford with ambulance coverage, the Department provided ambulances on 9 medical aids for the month of April.

Dover Fire and Rescue went Mutual aid 18 times in April:

2 Responses to Barrington
2 Response to Durham
1 Response to Lee
1 Response to North Hampton
1 Response to Portsmouth
5 Responses to Rochester
2 Responses to Somersworth
4 Responses to South Berwick

On April 4th, Battalion 1 Engine 1 Truck 1 and Engine 2 responded to a possible chimney fire at 35 Summer Street. Crews investigated the wood stove and chimney and assisted the resident in ensuring that there were no issues with build up of flammable material on the interior of the chimney. Crews helped the resident with removing smoke from the home.

On April 23rd, Engines 1,2, and 3 with Truck 1, Battalion 1 and Ambulances 1,2 and 3 responded to a structure fire at 39 Rutland Street. Engine 2 was first on scene and found a small fire on the exterior of the home. Crews quickly deployed a handline and were extinguished the fire. Members cleared the house and checked for extension. Damage was limited to the exterior of the building.

On April 28th Engine 2, Engine 3, and Forestry 3 responded to the report of smoke in the area. Smoke could be seen across the river while standing on Cocheco Street. Crews, with assistance from bystanders in the area, found a small brush fire in the woods out behind the waterfront development. With limited access, crews hiked in hose, hand tools, and a floating pump that was used to pull water from the river. The fire was extinguished and due to the dry weather, the entire area was wet down to prevent any rekindle.

On Aril 1st the Department took delivery of its newest fire engine. Engine 6 is a 2025 Spartan pumper that the department purchased through Greenwood Emergency Vehicles.

The Engine holds 1000 gallons of water and has a 1500 gallon per minute pump. Purchased in September, the Engine spent the last month being personalized for the specific needs of our department. Members of the department were introduced to the specifics of the engine by Greenwoods staff who came to the department April 7th-10 and presented an in class and hands on training. Crews took turns reviewing the equipment and flowing water to begin the process of putting the vehicle in service.
Crews continued to train on the new engine throughout the month doing day and night time driving, and reviewing pumping operations.
Our department requires extensive training on each individual piece of fire apparatus. Members are continuing their training and we plan to have the Engine responding to emergencies in late May. The new engine, Engine 6 will respond out of the North End Station. Engine 6 will replace the current Engine 9, a 2015 Spartan pumper that will be moved to reserve status.

Deputy Chief Brian Nicholson

On April 27th Deputy Chief Brian Nicholson re-joined the ranks of the City of Dover Fire and Rescue. Deputy Chief Nicholson spent 16 years with the department, last serving as Lieutenant, before taking a position as Wentworth Douglass Hospitals Emergency Medical Service Coordinator in 2019.

In March, the department held an assessment center for three candidates to assess who would be the best fit for to serve as the Deputy Fire Chief for the City of Dover. The three-part assessment combined an oral board, a tactical exercise, and human relations scenario to test each candidate. Deputy Chief Brian Nicholson excelled in each category.

Deputy Chief Nicholson will oversee Department Operations. He is quickly coming up to speed on the changes that have taken place since he left seven years ago and we look forward to the knowledge and experience he brings the department. Please join me in welcoming Deputy Chief Brian Nicholson back to Dover Fire and Rescue.

On April 13th, 14th and 15th the second group of department Officers attended Blue Card pratical training held at the North End Station.

Blue Card Fire Training offers a proven, safety-focused approach to incident command and firefighting operations. Its benefits include standardized command, improved safety, better decision-making, compliance, and enhanced preparedness, making it a valuable tool for fire departments and emergency responders.

With the completion of the class on April 15th all department officers have received both the online and in person portions of the education. Over the next few weeks, firefighters and dispatchers will be introduced to the more efficient radio language, on scene practices and accountability procedures. The department will fully adopt the program in May greatly increasing our on-scene safety and accountability.

Lead by retired Fire Chief/current Project Manager Perry Plummer, crews worked extensively on the Fire Training Building throughout April. Slated for a June opening, the four-story stacked shipping container building is being turned into an amazing training facility with multiple areas for live fire training and built in props to train firefighters in self-rescue, victim removal and forcible entry. Crews have cycled down to the training building in between calls to cut windows and work on the interior construction along side volunteers from the fire department and the SCRTOU.

The Department's CQI team, consisting of a group of Paramedics, Officers and Advanced EMTS work to improve our EMS delivery by looking at trends in medicine, input from the members on the floor, and information gained from our receiving hospitals

Most recently, our CQI team noted an area where Dover Fire and Rescue could provide our residents with earlier detection of Sepsis and decrease the time to receive needed medication. Working along side Wentworth Douglass Hospital the CQI team set up a new program that allows members to draw lab cultures enroute to the hospital. This added procedure decreases the amount of time it would take for a patient to receive antibiotics by having blood cultures ready to hand off to the laboratory department as soon as a patient arrives.

Sepsis is a life-threatening reaction to an infection in which the body's immune system, instead of fighting the infection normally, becomes overactive and starts damaging its own tissues and organs. This overwhelming response can lead to widespread inflammation, low blood pressure, organ failure, and septic shock, which can be fatal without rapid treatment.

Our EMS providers monitor blood pressure, pulse rate oxygen saturation and core temperature to look for the signs of Septic Shock. If Sepsis is suspected, treatment is started and now blood cultures are drawn. The patient is given intravenous fluids and medications to improve blood pressure if needed. These treatments bridge the gap until antibiotics can be delivered. Antibiotics, delivered by the hospital, is needed for a full reversal of symptoms.

By taking lab cultures in the ambulance, the time to antibiotic treatment is greatly reduced. The team will continue to track the outcomes of our Sepsis patients to see if starting the Sepsis Protocols early, causes an improvement in overall patient condition.

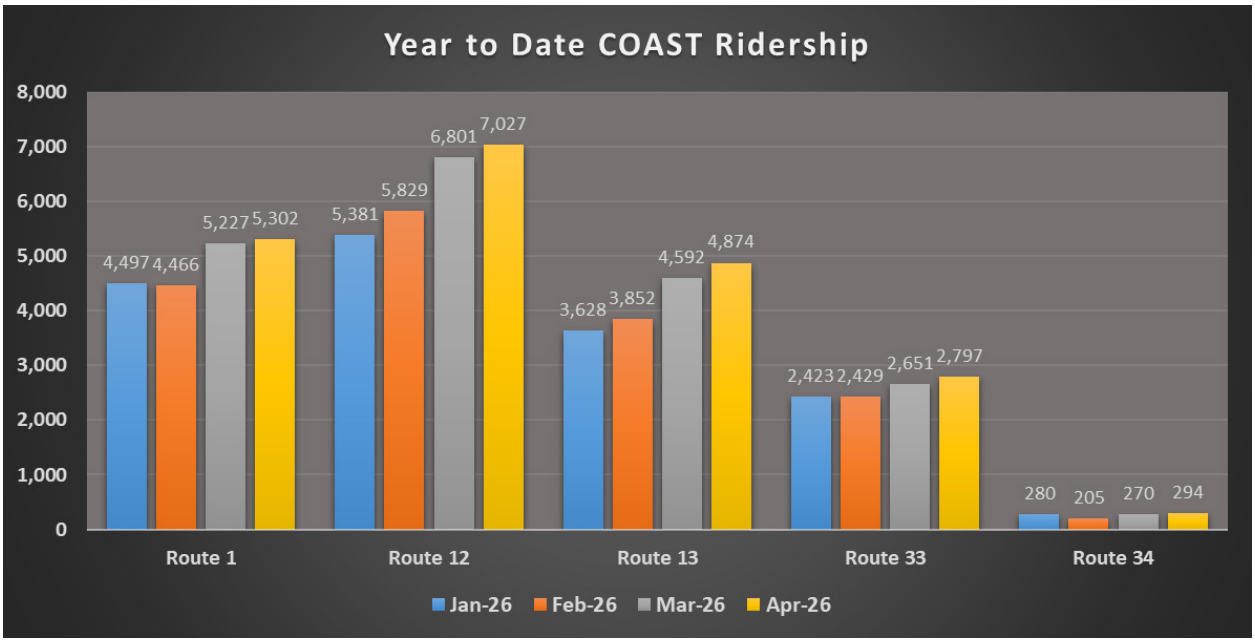
Four members of Dover Fire graduated Paramedic School on April 23rd. Firefighters and now Paramedics, Christene Roundtree, Aaron Smolski, Noah Tolliver, and Peter Curtain spent the last twelve months gaining knowledge and skills at the New England Emergency Medical Service Institute in Manchester, NH.

Paramedic certification is the highest level of pre-hospital care that can be achieved. Totaling more than 1,200 hours, students receive extensive education both in the classroom and at clinical sites touching on all areas of care. As paramedics, members are able to preform life saving skills such a intubation, cardioversion, pacing, needle decompression and many other skills that when needed save a life. Our members increased their assessment skills and gained and overall increase in knowledge in cardiology, trauma, airway and breathing management, care for pediatrics and geriatric patients.

All four members did extremely well during their time in school. Firefighter Pete Curtin was the class Valedictorian and Firefighter Aaron Smolski received the classes Leadership and Excellence award for his work in the classroom and on the clinical site. We are very excited to get our new paramedics out on the street making a difference in our citizens lives.

Administration, Community Development & Inspection Services

See Permit Report & Subdivision Report at end of this document.



Technical Review Committee, TRC

Technical Review Committee (TRC) met once in April. Committee members reviewed the following projects:

April 9th: TDR proposal at 77-79 Sixth St. to purchase two TDR units with intent to construct a new two-family residential structure and maintain and existing two-family structure.

Private developments approved by the Planning Board are underway as shown in the subdivision and site plan report including the status on building permits. Staff has heard from some of the developments such as the mixed-use project at 47 Chestnut St have been on hold due to budgetary reasons. McIntosh Commons has come before the Planning Board for an amendment in the past, phase 1 is currently under construction and the developer applied for another amendment to add more units and combine previously separated buildings which was approved in September. The Building Official has been helping them through some code-related items while under construction. The residential project list has an "attainable" column which indicates the number of units that are restricted in size or HUD Fair Market rates. The applicant for 47 Chestnut St. asked for extension request (for vesting purposes) in March 2026 to the Planning Board. Staff has been reaching out to approved projects that appear stagnant to get a better sense of why certain projects don't seem to be progressing.

A sub-committee and Planning and Community Development staff are working on proposed zoning amendments to assess the Transfer of Development Rights (TDR) Ordinance and modify other policies and processes to better support a contextually sensitive variety of attainable housing options. The subcommittee focusing on reviewing and suggesting amendments to the TDR ordinance has been meeting regularly and began drafting amendments this fall and winter to be reviewed by the Planning Board this spring for potential posting. The subcommittee met on April 20th to see potential amendments to be applied conceptually to previously-submitted TDR projects to gauge efficacy, with a final review to take place in mid-May.

Director Benton and Zoning Administrator Crouser continued drafting amendments to the Zoning Ordinance, Site Review Regulations, and Land Subdivision Regulations to, amongst others, implement amendment language to incorporate several recommendations given previously. The Site Plan and Subdivision amendments were adopted in April and Zoning Amendments language should be ready in June for review and possible posting.

Director Benton attended the Housing Appeals Board meeting in June for the case regarding 103 Court Street Transfer of Development Rights request. The order was provided and the Planning Board's decision was upheld and the HAB granted the city 50% of the city's legal fees to be paid by the appellant. The appellant appealed to the Supreme Court. The site plan was conditionally approved by the Planning Board in March. The Supreme Court hearing is set to occur this summer on the TDR appeal unless a settlement is reached.

Assistant City Planner Muirhead met with representatives from Our Place NH to discuss their approved residential project on 105 Durham Road, which will include 11 units for adults with disabilities. The organization is currently finalizing its funding and is aiming to begin construction within the next year.

Dover was one of 16 communities across the country selected to participate in Housing Supply Accelerator Challenge. A nationwide network launched by the National League of Cities (NLC) and the American Planning Association (APA), the Housing Supply Accelerator Challenge is designed to accelerate the implementation of proven and innovative housing strategies and expand the supply of housing in communities across the country.

In April, Assistant City Planner Muirhead and City Planner Bassegio met with planning staff from Greensboro, NC to discuss implementation of a public housing dashboard.

Assistant City Planner Muirhead, Zoning Administrator Crouser, and Building Official Maxfield hosted an ADU Open House on April 30th. Staff reviewed current ADU regulations and 2025 updates, explained the local permitting and approval process, and highlighted financing options for ADUs. Participants also had the opportunity to connect directly with community lenders offering ADU-specific loan products and get their financing questions answered.

Staff from Planning, Business Development, Community Services, and the Police Department have worked on a bicycle plan for the city to help ensure better bikeability throughout the city which was presented to the Transportation Advisory Committee. This topic will certainly be discussed further in the future, especially with the Transportation Chapter being the next Master Plan Chapter to be updated and a bid went out in December and the bid was awarded in March with a contract signed at the end of April.

Director Benton and other city staff have been discussing the Route 108 complete streets projects with the Somersworth, Rochester, SRPC, and NHDOT. The GACIT hearing in Dover which occurred on October 23rd. Director Benton and Deputy City Manager Parker attended a coordination meeting on March 31st and a regional meeting on April 17th. Staff are supposed to meet with NHDOT again in May.

Director Benton and Building Official Maxfield met with the State Fire Marshal's office on April 17th regarding the Athletic Complex project.

On April 21st, Director Benton attended a kick-off meeting for the Durham Road project with staff from Engineering and Finance.

This spring and summer, Director Benton will begin collecting CIP requests from various departments and began putting together draft CIPs. Over the summer she will work with the Finance Director, Deputy City Manager, and City Manager to draft the CIP. The CIP will be revealed to the City Council and Planning Board this fall. Both the Planning Board and City Council will hold discussions and public hearings. The Planning Board then makes a recommendation on the CIP to the City Council and the City Council can decide on any edits and vote on adoption.

Community Trail:

For phase IV, Planning Staff is working with NHDOT on potential extra funding to be able to expand the feasibility research for a preferred alternative route on the southern side of the Bellamy River and crossing the Bellamy River further into Bellamy Park to then continue to Route 155. The Council authorized the contract for Fuss and O'Neil to design the trail in this area. A change-order would be brought to the City Council after hearing from NHDOT about funding. Staff, the consultant, and staff from NHDOT met in August about next steps and continued the conversation into the fall regarding a potential change order until NHDOT gave the approval to proceed. The bridge feasibility study is almost completed and then the trail feasibility study can be completed. A local concerns meeting was held at the regular meeting of the Planning Board on June 27th to discuss the Phase IV expansion. Project representatives from engineering firm Fuss & O'Neill provided a presentation to the Planning Board and members of the public and feedback was encouraged. On August 22nd, a meeting was held with the Fuss & O'Neill consulting team and city staff to review any potential concerns that must be addressed during the engineering study and design development.

In October and November 2023, Planning staff reviewed a Type, Span, & Location report provided by Fuss & O'Neill for a pedestrian bridge over the Bellamy River as part of the Phase IV Trail expansion. In December 2023, Planning staff reviewed an updated alignment of the Trail expansion to include the proposed pedestrian bridge. In February 2024, the City of Dover accepted $20k in additional TAP funding to complete the Phase IV Community Trail engineering and design work. The consultants continued their work in January and February.

Fuss & O'Neill project engineers presented to the Planning Board on two design alternatives for the Community Trail. The Planning Board endorsed design alternative 2 that would connect the Community Trail through Bellamy Park, avoiding the disc golf course, and end at Knox Marsh Road.

Planning staff continued to work with Fuss & O'Neill Consultants and presented to the NHDOT Estimate Review Committee (ERC) on additional TAP funding needed for the trail extension. In April, Planning staff were informed that the ERC reviewed and approved the proposed increases for the project.

Conservation Funding

Currently, over $2,700,000 has been invoiced with over $1,500,000 received on those invoices.

Within the past 5 years, the Conservation Fund has received $1,694,286 through fees collected from Transfer of Development Rights. The Land Use Change Tax amount invoiced within the last 5 years is $738,683.36

Assistant City Planner Edgecomb staffed the Conservation Commission meeting on Monday April 13th where they reviewed local Conditional Use Permits for impacts to the Conservation District, NHDES wetlands application update letters, and held a non- public session to discuss potential Conservation land acquisitions.

Assistant City Planner Edgecomb staffed the Open Lands Committee on Thursday April 25th where they discussed multiple ongoing Conservation projects as well as some workshop opportunities around publicly accessible land.

Assistant City Planner Edgecomb attended the NH Salt Marsh Task Force Spring meeting on Thursday April 16th where attendees conducted site visits to marsh restoration projects and held a workshop in the afternoon around potential marsh restoration effort ideas.

Assistant City Planner Edgecomb held a workgroup meeting with some members of the Conservation Commission to outline potential street tree planting spots for the annual planting season.

Resilience Coordinator Merchant attended the April 8th City Council meeting to support the second phase of the ESPC, which includes solar on 5 municipal buildings and the McConnell Center HVAC updates.

Resilience Coordinator Merchant met with the Energy Commission Resilience subgroup to discuss updating the City's resilience Plan.

Resilience Coordinator Merchant met with Deputy Manager Chris Parker to discuss EV charging at the Waterfront Development.

Resilience Coordinator Merchant met with the New England Municipal Sustainability Networking working group on April 9th to discuss solving the issue of split incentives with landlords and energy efficiency updates.

Resilience Coordinator Merchant continued to promote the Weatherize Dover outreach program encouraging residents to take advantage of a NH Saves reduced cost or free home weatherization program.

Resilience Coordinator Merchant and Director Benton interviewed and selected a UNH Sustainability Fellow who will start this summer and assist with the greenhouse gas (GHG) inventory that will inform the Resilience Plan.

The Central Avenue–Waldron Court pedestrian crossing began in February and is nearing completion. The project includes curb bump-outs to shorten crossing distances, new lighting to improve pedestrian visibility in a high-traffic area, and drainage upgrades. Funding for the project is provided through the Community Development Block Grant (CDBG) program.

Community Development Planner Carpenter continued worked on the FY27 CDBG Action Plan that will be submitted to HUD for their review in May.

Community Development Planner Carpenter completed required quarterly and semi-annual reports for HUD.

Community Development Planner Carpenter and Assistant City Planner Muirhead performed site visits as part of the environmental review process for CDBG approved activities.

Fire/Life Safety Inspector Stephen Anstey resigned as a full-time member of the Department. The position has been posted as vacant. S. Anstey will work part time temporarily as the Department searches for a new Full time Fire/Life Safety Inspector.

Director Benton attended the American Planning Association's National Planning Conference from April 24th to April 27th in Detroit, Michigan. This is a conference with approximately 4,000 planning professionals from around the country (and world). She attended sessions focused on housing, environmental resiliency, public art, leading multi-generational teams, economic development, and even a Bettman law session celebrating the 100th anniversary of Euclidean zoning. She got to see re-developed sites, former car factories, Eastern Market, the Heidelberg Project (neighborhood with art made from clutter), recreational parks, canals, one of the nation's top river walks and hear from Detroit's first female mayor.

Planning and Media Services staff continued to develop and enhance an electronic "newsletter" for planning related items (with 1,326 subscribers). Two newsletters were sent in March. Content included meeting summaries, meeting previews, and various special topics such as information on the proposed Community Development Block Grant Program FY27 Action Plan, a Council workshop on energy performance contracts, home weatherization tips, an upcoming Earth Day event involving a City Nature Challenge, and Master Plan updates. Readers were also encouraged to respond via Polco to the newsletter surveys.

Planning Staff continues to update a webpage on the City website dedicated to Transfer of Development Rights. The page includes an overview of the ordinance and information on individual applications received by the Planning Department; this includes links to project materials, project address, and status updates. The website was updated and there was one new TDR application added to the webpage in April.

Staff from Planning, Engineering, and Police Departments reviewed four bids for the Transportation Master Plan chapter update and held three interviews. An award of bid for VHB/SRPC was approved by the Council in March and a steering committee was appointed by the Planning Board in March. The contract was approved in April and a kick-off meeting for the project has been scheduled for May.

City Planner Bassegio staffed the Community Trail Advisory Committee meeting on April 7th. CTAC discussed outreach events and potential trail improvements including wayfinding for the rural sections of the trail.

Assistant City Planner Edgecomb and Community Services Director Storer attending the Wednesday April 8th Somersworth Conservation Commission Meeting to discuss updates on the Willand Pond Milfoil Project.

Assistant City Planner Edgecomb coordinated with Wild Birds Unlimited to host a Willand Pond Earth Day cleanup where residents of Somersworth and Dover attended to clean around the pond and along the trails.

Assistant City Planner Edgecomb hosted the City Nature Challenge walk where residents used the INaturalist app to log important data around plant and animal special in our local area.

Zoning Administrator Crouser staffed the Dover Arts Commission regular meeting on April 6th, where the commission discussed the Office of Business Development's proposal for a downtown mural project, with the Arts Commission being consulted as to design and artist selection. The commission also discussed revisions to the MOU pursuant to the Riverside Sculpture Series, a program to install rotating sculptures at Nebi Park with plans for expansion into Henry Law Park in the coming years.

Zoning Administrator Crouser received four complaints in the month of April; one complaint about junk and debris accumulation on Silver Street, two complaints regarding junk accumulation at a commercial property abutting Morin St., and one complaint regarding chickens at a property on Crescent St. Enforcement measures are active and ongoing for the Silver St. and Morin St. matters, while the chicken complaint at Crescent St. was resolved.

Assistant City Planner Edgecomb attended multiple City Nature Challenge webinars to coordinate the City Nature Challenge event that will take place on April 25th.

Resilience Coordinator Merchant continued drafting the Energy Commission Annual Report with the help of Energy Commission members.

Resilience Coordinator Merchant and City Planner Erin Bassegio met on April 29th to plan the Bike to Work Day event that will be held May 15th from 4-6 p.m. at the Transportation Center.

Director Benton presented as the keynote speaker at the Chamber's State of the City and served on a panel with Executive Director Patricia Quinn of NNEPRA and Executive Director Rad Nichols of COAST on April 15.

Director Benton chaired the NH Planners Association Executive Committee meeting on April 2nd as President and helped plan the NHPA Spring Conference to be held in May in Laconia, NH. She also attended a meeting with leadership from the Northern New England Chapter of the American Planning Association on April 10th.

The NHPA's Legislative Subcommittee continued meetings with Director Benton and Zoning Administrator Crouser in attendance, to discuss proposed Legislative Service Requests relevant to NH Land Use law, identifying several bills to monitor throughout the legislative process which could be of concern to Dover if adopted.

Assistant City Planner Muirhead completed one environmental review for a Weatherization Assistance Program home energy efficiency project, partnership with CAPSC. The program supports improvements that reduce energy costs for Dover Residents, while enhancing the health and safety of the home.

INSPECTION SERVICES STATISTICS

Life Safety Inspections	106	Plumbing/Mechanical Inspections	393	Woodstove/Fireplace Inspections	1
Business Inspections	2	Blasting Inspections	0	Blasting Permits	0
Sprinkler/Alarm Inspections	248	Health/Housing Standards Inspections	31	Building Permits	104
Building Inspections	278	School/Daycare Inspections	17	Certificate of Occupancy Permits	10
Electrical Inspections	149	Oil Burner Inspections	0		

Total Inspections Conducted: 1,225

Total Permits Issued: 105

Total In Office Customers Served: 120

Field Operations

Patrol

Patrol Activity	January 2026	February 2026	March 2026	April 2026
Calls for Service	1,643	1,513	1,809	1,677
Traffic Stops	640	635	689	780
Initiated Non-Enforcement Related Contacts	123	147	145	134
Incidents handled by Patrol Officers	2,406	2,295	2,643	2,951
Responded to Emergency 911 Calls	24	14	20	18
Responded to Alarms	57	74	70	66
Responded to Traffic Accidents	129	98	128	87
Issued Traffic Citations	71	84	71	106
Arrests Made	67	56	66	72
Number of Police Reports, Department Wide	542	451	555	579

Supplemental Field Operations Activity:

Conducted checks of the Community Trail.
Conducted daily checks of the Transportation Center.
Conducted daily checks of City parks.
Conducted daily checks of the parking garage as a result of concerns of vagrancy and criminal mischief.
Conduct daily checks of the McConnell Center/Library parking area.
Conducted frequent checks of areas known to be inhabited by the local homeless population.

K-9 Unit

On April 2, 2026, Officer David and K9 Vision assisted the Somersworth Police Department with a motor vehicle stop. As a result of the information officers gathered while on scene, K9 Vision was deployed on the exterior of the vehicle. K9 Vision alerted to the presence of narcotics within the vehicle.

On April 4, 2026, Officer David and K9 Vision deployed to search for a male who fled from a traffic stops. K9 Vision began a track, which ultimately led to a neighborhood area after a lengthy search. NH State Police assisted with their K9, which did not locate the male.

On April 5, 2026, Officer David and K9 Vision deployed with the Strafford County Regional Tactical Operations Unit to take a male into custody in the city of Dover. The male was ultimately not cooperative and K9 Vision was sent to apprehend him.

Accident Reconstruction Team

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

Communications

	December 2025	January 2026	February 2026	March 2026	April 2026
Radio Transmissions	16,865	16,985	15,465	17,349	17,299
Phone Calls	7,899	7,328	6,283	7,172	7,506
911 Calls	547	493	487	513	512
Police Alarms Received	67	57	71	64	67
Fire/Medical Alarms Received	50	45	47	49	49
Lobby Traffic	1,584	1,813	1,470	1,818	1,654

POLICE PRIORITY RESPONSE SYSTEM

Number of Crimes or Incidents

104

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

93

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

1374

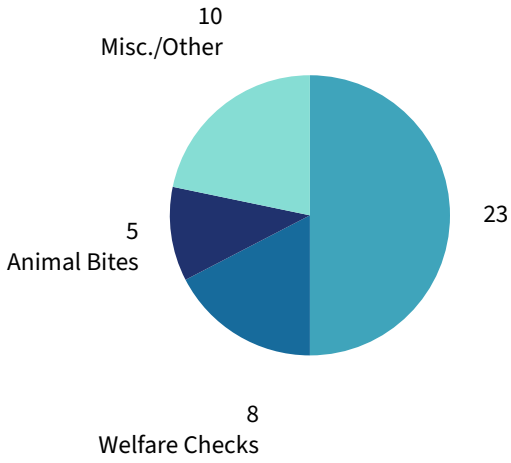
PRIORITY 3: TIMELY RESPONSE:
Disturbances; noise violations; welfare checks; motor vehicle disturbances; minor collisions.

651

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

Animal Control

Total Animal Calls for Service: 46
Handled by Dispatch/Officers: 26
Handled by Animal Control Officer: 20



The Animal Control Officer responded to 42 messages and followed up on eight reports taken by patrol officers. Two of these reports involved dogs who escaped from home but were located and returned:

Drake & Odie – reunited with owners.

Support Services

COMMUNITY OUTREACH BUREAU

Throughout the month, Lieutenant Mitrushi oversaw the Community Outreach Bureau and met with the supervisors of the Community Response and Engagement Unit, Prevention Services, the Dover Teen Center, and the Social Work Unit.

On April 18, 2026, 17 students from the University of New Hampshire visited the police department for a recruiting event to learn more about the Dover Police Department and the hiring process. There are 9 Dover Police Officers who are UNH Alumni and who spoke to the students about their transition from UNH to Dover PD, as well as their career paths. Lt. Mitrushi, who was one of the UNH Alumni, assisted with the coordination of the event along with Captain Nadeau. The 3 hour event was held in the community room and provided an overview of the department, explanations of the different assignments available to officers, an in-depth review of the hiring process, and a Q&A session. Then UNH students were also divided up into three groups and provided with a tour of the entire police headquarters. The event resulted in several soon-to-be UNH graduates taking additional steps to apply to become Dover Police Officers.

Dover Police Officers who are also University of New Hampshire Alumni providing an in-depth look at the Dover Police Department for soon-to-be UNH graduates during a recruitment event.

Throughout April, Lt. Mitrushi provided supervision to his intern, Evan Ahlin, who is focusing on improving internal and external communication, transparency, recruitment, and overall Police Information Officer-type roles. With the assistance of PIO Intern Evan Ahlin, Lt. Mitrushi made 26 social media posts this month. The social media posts included new campaigns such as: monthly employee anniversaries, monthly activity statistics, and improved public notices regarding road closures and road races.

Lt. Mitrushi serves as the Coordinator of the Seacoast NH Critical Incident Stress Management (CISM) and Peer Support Team. Lt. Mitrushi coordinated a sub-committee meeting on April 16, 2026 to discuss the Seacoast Area First Responders (SAFR) Symposium scheduled for July 29, 2026 at the University of New Hampshire. The symposium will be coordinated by the Seacoast NH CISM Team in collaboration with Primex and the University of New Hampshire.

Lt. Mitrushi also assisted with four physical fitness tests for officer candidates and current employees this month.

Throughout April, Lt. Mitrushi coordinated with the event organizers of the Red's Race for a Better Community and the Saint Mary Academy road races. Lt. Mitrushi was the Officer-in-Charge for the newly created route for the Red's Race on April 11, 2026. Lt. Mitrushi later provided feedback to the race organizers about the race and recommended returning to the previous course the next year once road construction is complete. Lieutenant Mitrushi also began preparations for the Moms on the Run 5K and Spirit Recovery 5K events that take place in May.

On April 22 and 23, 2026, Lt. Mitrushi met with representative of the Greater Dover Chamber of Commerce, Dover Fire & Rescue, Dover Community Services, and the police department to discuss the 2026 Apple Harvest Day event in October. Due to several on-going city construction projects, the site map for the event will change and lower Henry Law Park will not be a part of the event. This required an additional review of the site plan and safety protocols for the event. Additional meetings will follow to ensure proper safety measures are taken for the event.

Lt. Mitrushi serves as the department's designated city staff representative to the Technical Review Committee (TRC). During the month, Lt. Mitrushi attended one meeting, provided police department input concerning public safety, and reviewed plans for several different construction projects to include, but not limited to: Industrial Park Drive, Dover Point Road, and Sixth Street.

Lt. Mitrushi serves as the department's designated city staff representative to the Pre-Construction (Pre-Con) meetings for major construction projects that may impact traffic in the city. During the month, Lt. Mitrushi attended 3 Pre-Con meetings and reviewed Temporary Traffic Control Plans for several upcoming projects to include, but not limited to Sixth Street development, Central Avenue utility work, and Route 16/Route 108 bridge inspections conducted by the NH Department of Transportation.

Lt. Mitrushi serves as the department's designated city staff representative to the Transportation Advisory Commission (TAC). In this role, he is responsible for reviewing and responding to citizen email submissions to the TAC regarding traffic-related comments and concerns. Throughout the month, he responded to several requests to add agenda items to the May 2026 meeting. Lt. Mitrushi also directed different city staff to respond to certain requests for assistance that were more appropriate than TAC.
Lt. Mitrushi communicated with 16 different event organizers for block parties, road races, outdoor dining, and other events that will impact traffic in the coming months as part of the permit review process.

Community Response and Engagement Unit (CREU)

Sergeant Tim Keefe is the Community Response & Engagement Unit (CREU) Commander. The CREU Sergeant is responsible for the coordination, supervision, and overall effectiveness of the POP Officer, Downtown Liaison Officer, Dover Housing Authority Liaison Officer, School Resource Officers, and the Traffic Enforcement Officer.

Through the month of April, Sgt. Keefe spent a large portion of his time with Officer O'Neil as he was recently assigned as the POP Officer taking over for Officer Palmer. Sgt. Keefe and Officer O'Neil conducted foot patrols of the downtown business area and the Dover Community Trail on several occasions. No immediate issues or quality of life concerns were observed in the downtown area.

In April, Sgt. Keefe and Officer O'Neil repositioned the two temporary mobile pole mounted digital radars to Boston Harbor Road. The radars were placed to deter speeding violations and to monitor speed and traffic volume on the road to provide to information for the Transportation Advisory Commission in the future. Sgt. Keefe also positioned them there as residents of Boston Harbor Road and Dover Point Road are having issues with car clubs racing up and down the road when meeting at Hilton Park East for car events. Sgt. Keefe also organized extra police patrols in the area to take enforcement action for traffic violations observed by the drivers. This was done in conjunction with Dover Police and the NH State Police Troop A.

Problem-Oriented Police Officer

In April, Officer O'Neil officially took over as the Problem Oriented Police Officer as Officer Palmer transitioned to another specialized assignment. Officer Palmer spent 2 weeks training Officer O'Neil to perform the functions as the POP Officer.

During April, Officer O'Neil was assigned to the Problem Oriented Police Officer position. Officer O'Neil conducted foot patrols of the Downtown Business District and Dover Community Trail. Officer O'Neil located several occupied and abandoned campsites, to which ServPro was contacted and were promptly cleaned up. Officer O'Neil continues to work with several property owners and property managers to issue trespass notifications to individuals who loiter or sleep in apartment complexes and businesses without permission.

POP Officer Derek O'Neil walking with former POP Officer Jon Palmer along the Dover Community Trail.

In April, Officer O'Neil encountered several unhoused individuals who were located in the woods, or living in their car, and provided them information about the Dover Police Social Work Unit. Officer O'Neil also provided the information along to the DPD Social Work Unit so they can further assist them in trying to get into treatment or housing assistance.

Officer O'Neil also worked with the supervisors from COAST, to come up with a plan to help solve recent issues between riders and the COAST drivers at the Dover Transportation Lot. Officer O'Neil also worked with COAST to ban an individual who had threatened a COAST driver.

Officer O'Neil assisted the Special Investigation Unit (SIU) in executing a search warrant related to an ongoing case. Officer O'Neil also assisted SIU in forensically downloading electronic devices, looking for digital evidence related to this ongoing case.

Officer O'Neil also assisted the Strafford County Sherriff's Office in an operation in which numerous individuals with outstanding warrants were located and arrested within the City of Dover.

Traffic Enforcement Officer

Officer Gibbons was assigned to the Community Response & Engagement Unit (CREU) as the Traffic Enforcement Officer (TEO) in January 2026. The TEO is required to perform targeted traffic enforcement to address problem areas in the community and to perform traffic related services. This is achieved by various methods, including; directed patrols, enforcement recommendations by the Traffic Advisory Commission, RADAR and other traffic monitoring devices, and responding to motor vehicle crashes. Throughout the month, Officer Gibbons responded to or generated a total of 98 calls for service. Some of the areas of target enforcement included: Upper Washington Street and Tolend Road. Below is a partial summary of Officer Gibbons' activities this month:

During the month, Officer Gibbons stopped 68 vehicles, issued 41 warnings, issued 27 summonses. He also investigated 4 motor vehicle collisions.

On April 8, 2026 Officer Gibbons responded to assist patrol with a two-car crash on Central Avenue in which a car rear ended another. This collision resulted in injury to one driver and this driver was ultimately cited for following too closely based off of the on-scene investigation.

On April 7, 2026 Officer Gibbons worked a 4-hour state funded "hands free" grant in which he specifically targeted distracted driving. During this grant, Officer Gibbons stopped a total of 9 vehicles for "hands free" violations and issued 5 citations.

From April 13-19, Officer Gibbons attended Drug Recognition Expert (DRE) Field Certification in Kingman, AZ. This was the final part of the training that consisted of conducting 12 evaluations at the Mohave County Jail. These evaluations were instructor observed. At the conclusion of the training stage in AZ, Officer Gibbons completed and passed a multi-part final exam. This was the final step and Officer Gibbons is now a certified Drug Recognition Expert.

Traffic Enforcement Officer Chris Gibbons received his Drug Recognition Expert Certification in April. (Captain Mark Nadeau, Officer Chris Gibbons, and Chief David Terlemezian)

Crisis Response Officers

Officer Brendan Madsen was assigned as a Crisis Response Officer (CRO) in January 2026. The Crisis Response Officers are responsible for responding to individuals experiencing mental health or substance-related crises.

Throughout the month, the Officer Madsen responded to 3 calls for service that required his intervention, education, or de-escalation related to a mental illness or substance misuse crisis.

Officer Derek O'Neil was assigned as the Crisis Response Officers (CRO) in April 2026.

Throughout the month, the Officer O'Neil responded to 2 calls for service that required his intervention, education, or de-escalation related to a mental illness or substance misuse crisis.

On April 22, Officer O'Neil contacted an individual in the Transportation Lot who advised him that he left a sober living facility due to the fact that he did not feel comfortable in this specific location. The individual told Officer O'Neil that he will be willing to speak with the Dover Police Social Work Unit to assist in getting into a different substance abuse/sober living facility. He provided the individual's information to DPD SWU. The SWU are still attempting to work with the individual regarding a plan.

On April 26, Officer O'Neil responded to speak with a female who was currently experiencing homelessness, and has documented mental health issues. Officer O'Neil spoke with her at about the services of the Dover Police Department's Social Work Unit, and subsequently provided her information to the unit for further assistance.

Prevention Services Unit

On April 4th, seven members of Youth to Youth (Y2Y) provided 2 presentations of Samantha Skunk Rx and Medicine Safety at Dover's Frances Hopkins Elementary School. The presentation provides the kids with core safety pills and medicine. The two back to back sessions covered almost 100 kindergarten students at that school.

On April 10th six members of Youth to Youth presented an assembly of Samantha Skunk Loves Her Os to the entire 2nd grade at Woodman Park School. This 30-minute presentation teaches young students about the importance of exercise and lung health, and how being sure to not vape or smoke makes you faster and healthier. During this school year every 2nd grader in all 3 elementary schools received the presentation.

On April 17, Prevention Programmer Dana Mitchell & Conor Wiley provided 5 classroom presentations to fourth grade classrooms at Woodman Park School on the consequences of using tobacco, e-cigarettes, and vaping devices. A week later on April 24, three teams of Youth to Youth students provided a total of 5 classroom presentations to the same 4th grade classes to close out the program at that school. Y2Y presenters focused on the deceptiveness of tobacco and vaping advertising, and the failure to warn users of the consequences of their products. In the current school year, this two-lesson program was presented to almost 300 fourth graders in all 3 Dover elementary schools.

Preparation is underway for Youth to Youth's weeklong summer training program to be held July 6-10. Planning for the vaping campaign has started, with teams working on messages, press materials, signs, and other visuals. Other students have begun rehearsing various presentations as well.
On April 22nd Y2Y and the Coalition hosted Kathi and Chris Sullivan at Dover High School. The presentation was given to the entire junior class and highlighted mental health and substance use challenges along with good decision making. This is a presentation the school requests annually leading up to prom and graduation.

Dover Youth to Youth students perform Samantha Skunk at Woodman Park School.

On April 14th and 19th, two groups of Youth to Youth students worked with Jeff Spires to record two films for the GYA Film Festival. The film FactGPT was filmed on April 14th at the Teen Center and raises awareness of the tobacco industry's refusal to tell the truth about the consequences of nicotine products. The film That is So Not Fetch was filmed on April 19th and deals with the misconception that using substances in high school makes someone popular.

Dover Youth to Youth students and staff conducted Sticker Shock in April at the Southside Hannaford store on Durham Rd.

On April 22nd, Dover Youth to Youth students conducted a cigarette butt clean-up around public areas in downtown Dover such as the McConnell Center and the train station. Over 4,200 cigarette butts were picked up in just 45 minutes.

Dover Youth to Youth students working with Jeff Spires to record a film at the Dover Teen Center for the Granite Youth Alliance Film Festival.

Dover Youth to Youth students collected cigarette butts around downtown on Earth Day.

On Saturday April 25th the Coalition collaborated with the Police Department and DEA to host another drug take back event. The event provided community members with an opportunity to safely dispose of unused, unneeded or expired medications. The even resulted in dozens of community members participating and 8 boxes of medications totaling 157.5lbs being collected.

Sgt. Juel Cooper and Prevention Services Unit Supervisor Vicki Harris collecting unused and expired medication during the annual DEA Drug Take Back event at the Dover Police Department.

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

The Coalition in Covington, KY who are planning a youth advocacy training program.

A coalition in Oregon that is planning a statewide virtual conference in October.

Teen Center

During the month, there was a total of 384 youth in attendance over 20 days of programming at the Dover Teen Center. The average was about 19 youth per day.

Dover Teen Center youth participants and interns participating in a Peers Not Fears leadership development activity.

As the Teen Center heads into May 2026, there is a lot of excitement to celebrate our Spring 2026 Intern Staff with our "Staff Appreciation Days" events. Our Intern Staff will be moving on, and graduating mid-May, leaving the TC with very light staffing until "Summer" interns begin their afternoons. Families and youth have been informed of this.

The TC received 5 new registrations in April 2026.

Some program highlights for the month of April 2026 included, but were not limited to:

TC After School Program – April 2026
Program Features…
"Movie Monday" (Movie & Popcorn Afternoon)
TC Bingo Mania- Spring Edition!
Ping-Pong Tournament
Hockey Skillz-Shot Challenge
Karaoke Jam Party
Alley Hoops Hot-Shot Contest
Easter Celebration – "Prize Eggs"
April School Vacation Week Trips:
- Maine Mall & IT Ropes Course Fun
- Chuckster's Family Fun Park
- Funspot Arcade Trip
- NH Fisher Cats Baseball Game Trip

Teen Center youth participants solving puzzles.

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

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

- **TC Youth & Family Outreach**

A weekly email is sent to the connected families and youth, to encourage the daily reservations through the Sign-Up Genius online portal. The Teen Center uses this vehicle to share with them, any announcements, webinars, trainings and opportunities.

Community Service

The Community Service program tracked 6 participants in the month April 2026 A total of 15.0 hours of community service work completed.

Diversion

The Diversion Committee met on Wednesday, April 8, 2026.

Current Diversion youth participants continue have meetings with Bridget Ryan and Steve Pappajohn for specific contract obligations, including computer courses and project research at the Dover Teen Center.

As a result of evaluating the case-load heading into April 2026, the following is committee's case breakdown:

- (1) case active in Diversion Contracts
- (2) cases active in Alternative Suspension Program
- (1) successful completion and release from Diversion Contract
- (0) new Diversion case heard
- (1) new Alternative Suspension cases heard
- (0) successful completion for Alternative Suspension
- (1) new Diversion case hearing, anticipated
- (1) new Alternative Suspension case hearing anticipated
- (0) cases sent back to Detectives for "failure to comply"

Social Work Unit Supervisor

Kaitlin Jones had 3 new referrals in April 2026. In total, Kaitlin has had 21 referrals in 2026.

Throughout the month of April, Kaitlin attended and participated in a number of events and meetings. This included weekly Willand Warming Center Activation Meetings with Willand Warming Shelter staff and various outreach agencies, facilitating the monthly NH Police Social Worker (PSW) Peer Support Group meeting, and the monthly Dover Mental Health Alliance meeting; in addition to a networking meeting to strengthen existing partnership with Jamie Paolini from The Ridge, and a retirement luncheon with Dover City Welfare to celebrate retiree Director David Balian.

Kaitlin Jones, YFSW Alexis Taatjes, and OSW Shannon Snyder attended and participated in the end of season Service Fair at Willand Warming Shelter.

Social work interns Britney Jackson (BSW) and Jenna Souza (MSW), both completing and fulfilling their internship requirements on April 30th, ended their work with the division.

Outreach Social Worker

Shannon Snyder had 10 new cases in April 2026. In total, Shannon has had a total of 35 cases in 2026.

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

During the month of April, in addition to case management, Shannon focused on maintaining collaboration with community providers through workgroups as well as event planning, case review meetings, and events. Shannon also collaborated with POP Officer on increasing foot outreach in various areas of Dover. Throughout the month of April, Shannon participated in meetings and events with various local organizations in an effort to build new connections and maintain collaboration with providers.

Youth & Family Social Worker

Alexis Taatjes had 11 new referrals in April 2026. In total, Alexis has had a total of 58 referrals in 2026.

General case management is offered to youth and families when a child is involved in a call for service (CFS) or if they are referred for additional supports. This is also offered to youth and families referred by the Juvenile Services Detective, to collaborate with the assigned DCYF CPSW to provide supplemental case management Throughout the month of April, Alexis Taatjes participated in meetings and trainings with various local organizations in an effort to build new connections and maintain collaboration with providers.

Dover Middle School (DMS) Liaison Officer

In the month of April, Officer Berdecia handled a variety of calls for service, which included four juvenile matters, three school property checks, and two welfare checks. Of the calls Officer Berdecia handled, two were referred to the Dover Police Department's Alternative Suspension Program, two resulted in school sanctions, and one was referred to the Division of Children, Youth, and Families (DCYF).

On April 2, 2026, Officer Berdecia responded to Frances G. Hopkins Elementary School at Horne Street to handle a juvenile matter in which a kindergarten student threatened to get his dad's shotgun and shoot another student. While counseling the student on why stating such things was alarming and inappropriate, the student made several concerning disclosures about his home life. After conducting a safety assessment with the family to ensure the child had no access to firearms, Officer Berdecia forwarded the case to DCYF for further investigation into the concerning disclosures made.

On April 3 and 24, 2026, Officer Berdecia handled two separate juvenile matters in which a 6th and 7th Grade Dover Middle School (DMS) student had a vape device. Officer Berdecia counseled both students on the dangers of vaping, and confiscated the vapes. The families of both students agreed to enroll their respective students in Dover PD's Alternative Suspension Program in lieu of an Out of School Suspension (OSS).

On April 11, 2026, Officer Berdecia attended the Dover Baseball Opening Day Ceremony, where he was invited as an honorary guest. While there, Officer Berdecia greeted players and their families and took photos with players as requested. He also escorted the Dover Police team as they walked around the outfield and waved at the families in attendance.

SRO "Louie" Berdecia supporting Team Dover Police at Dover Baseball Opening Day.

Dover High School (DHS) Liaison Officer

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

Officer Watkins worked collaboratively with DHS administrators to investigate a case where a student was reported to have provided another student with a nicotine product. The nicotine product, Velo, was recovered and disposed of. The student's involved received school sanctions.

Officer Watkins was notified by DHS staff of an escalated student who had fled into the school after being told he needed to leave. When Officer Watkins confronted the juvenile, he was able to de-escalate the student enough to convince him to leave the property with a parent, without further escalation.

Officer Watkins was contacted by a parent and notified of a potentially suicidal student. Officer Watkins was able to meet with the student, and then the parent. Officer Watkins reviewed notes written by the student which expressed suicidal ideations. Officer Watkins transported the student to a local hospital for a mental health evaluation.

Officer Watkins was notified by DHS administrators of a potentially suicidal student in the building. Upon an attempt to contact the student, they left the building. Officer Watkins was able to catch up to the student and calmed them down. Officer Watkins used his verbal de-escalation skills to convince an escalated student to willingly go to the hospital for further treatment.

Officer Watkins responded to a motor vehicle collision on Alumni Dr. Officer Watkins investigated and determined one of the drivers failed to yield right of way to the other driver, which resulted in a citation being issued.

Officer Watkins investigated a hit and run collision that took place after school hours. Officer Watkins was able to identify all of the involved parties and learned that the driver of the vehicle that fled did not have a valid license. All parties were spoken to and the case was forwarded to the detective bureau for review.

Officer Watkins performed various other duties as the School Resource Officer, including: interacting with students and faculty on a regular basis, building relationships within the school community, traffic control, and police details at various school events.

Whittier Falls Liaison Officer

During the month of April 2026, Officer Gore responded to 136 calls for service, 128 as the primary responder and 8 calls as secondary. Officer Gore logged 18 community contacts, completed 6 background checks, conducted foot patrols/property checks, issued DHA trespassing notifications, conducted 65 motor vehicle stops, issuing 12 traffic citations, 2 untimely deaths, and made 2 arrests. Primarily, the remaining calls for service consisted of assistance calls, thefts, checkups, motor vehicle accidents, and welfare checks and medical calls.

Officer Gore was recognized as the Dover Police Departments Officer of the Quarter in April 2026.

In addition to his role as the DHA Liaison Officer, Officer Gore assisted the patrol division by working 24 hours of overtime for the month of April to assist in covering forced/open patrol shifts, vacations, and special events. Additionally, Officer Gore logged 23 hours of State Grant funded traffic enforcement details (Speed, Distracted Driving, and DUI). Officer Gore routinely assisted patrol with calls for service during the week during periods of high volume of calls. Officer Gore also assisted with coverage at both Dover High School and Dover Middle School. Officer Gore continues to be present in the DHA communities building relationships, conducting foot patrols/property checks, and addressing residents' concerns.

On April 5, 2026 Officer Gore responded to an apartment building in Dover as a Crisis Negotiator with the Stafford County Regional Tactical Operations Unit (SCRTOU). The suspect was wanted on multiple warrants resulting from a domestic situation. Ultimately the suspect was taken into custody without incident.

During the month of April, Officer Gore met with a number of juveniles in the downtown due to their disregard of traffic laws and city ordinances concerning proper operation of bicycles. Officer Gore educated the juveniles on the state laws and city ordinances. He also seized several bicycles pursuant to Dover City Ordinances from juveniles who continually disregarded the warnings during previous interactions.

Officer Gore has conducted several foot patrols in the downtown, community trail area and the Dover Housing Authority properties. Officer Gore has spent time speaking with local businesses addressing concerns of juveniles, speeding traffic, and transient activity. Officer Gore has been stopped a number of times on the foot patrols by the public who appreciate the presence in the areas, and his community policing approach.

Licensing Board

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

Permit Type	Number of Permits
Pistol Permit	03
Block Party	06
Road Race	02
Parade	02

Standards Unit

The Standards Unit continues to actively recruit for multiple vacant police officer positions, as well as other openings throughout the department. During the month of April, the Unit administered one (1) entry-level police officer written exam, four (4) entry-level physical ability tests, and conducted three (3) oral board interviews.

On April 18, the Dover Police Department hosted a recruitment event for University of New Hampshire (UNH) students. This event was unique in that it was held at the Dover Police Department and featured UNH alumni as guest speakers. Sixteen students attended, including six males and ten females. Following the event, several students expressed interest by reaching out to schedule ride-alongs or to begin the initial steps in the hiring process.

On April 28, Detective Cusick and Officer Flynn attended the UNH job fair. During the event, multiple students showed interest in internship opportunities and participating in ride-alongs with department officers.

On April 3, Officer Tim David attended Drug Identification & Interdiction training held on PSTC in Concord, NH. This training involved teaching how to properly identify common street drugs as well as the characteristics associated with active drug prone locations. Students were taught techniques to assist in identifying persons associated with drug use as well as actions associated with drug sales. Also taught was rapport building skills to assist in interviewing those involved in drug cases.

On April 7, Officer Tim DeConinck, Logan Flynn, and Casarra Roderick attended Intoxilyzer Re-certification. This training is mandatory annually in order to stay certified to conduct breathalyzer exams.

On April 13-15, Officers Jenna Donais and Brendan Madsen attended Field Training Officer training held in New Boston, NH. This three-day course taught participants with the skills to effectively train, mentor, and evaluate probationary officers. Topics taught included leadership, ethics, legal considerations, adult learning strategies, and proper documentation using evaluation guidelines.

On April 14-19 Officer Chris Gibbons attended Drug Recognition Instructor training held in Arizona. This extensive two-week training dealt with physiology, toxicology, overall drug evaluation, and familiarization with the signs and symptoms of the seven drug categories. This training involved three written exams, five quizzes, and a demonstration of proficiency in SFST and the entire drug evaluation process.

On April 15, Dispatchers Marie Palaima, Shannon Burke, and Rebecca Navelski the New Hampshire Emergency Dispatchers Association conference held in Bartlett, NH. This conference focused on education, networking, and professional development for emergency dispatchers and call-takers. Sessions also included emerging technologies, front-line telecommunications, supervisory leadership, mental health and peer support, and pressing public safety communication issues.

On April 16, Officer Erin Driscoll attended a virtual training entitled Digital Currency Tracing Techniques. This webinar taught how to identify patterns and links between transactions, establishing connections with real-world entities, and how advanced tracing techniques can combat crypto crime and facilitate security and compliance in the cryptocurrency system.

On April 16, Social Worker Kaitlin Jones attended a webinar entitled Declining US Alcohol Consumption-Lessons for Substance Misuse. This webinar explored the changing patterns in alcohol consumption among US adults and adolescents, as well as possible factors influencing trends in declining alcohol use in America. The presentation also included examination of factors of increased perceived harmfulness of alcohol, changing population, demographics, and changed in non-drinking trends.

On April 17, Sergeants Chris Plummer and Matt Harnish attended Firearms Instructor Recertification, Part 1 held at PSTC in Concord, NH. This re-certification is mandatory every two years.

On April 20, Detectives Molly Jalbert and Carmen Cusick attended Background Investigations held at PSTC in Concord, NH. This course focused on the importance of the pre-employment background investigation for law enforcement. This training provided attendees with the information needed to conduct a background investigation and to be in compliance with PSTC rules and regulations. Attendees were provided digital copies of checklists, case studies to be used in class, and links to federal and state laws as they pertain to background and hiring.

On April 21, Sergeant Bryon Lynch attended Firearms Instructor Recertification, Part 1 held at PSTC in Concord, NH. This re-certification is mandatory every two years.

On April 22, Officer Luis Berdecia participated in a webinar entitled Everyday Concerns to Complex Cases; Bringing Structure to Behavioral Case Management. This webinar provided insights into how to move beyond assessment to structured case management, ensuring that interventions are coordinated, progress is tracked, and prevention becomes operational.

On April 26, Sergeant Bryon Lynch and Officer Casarra Roderick attended CPR Instructor – Part Two. This training is to become certified CPR Instructors.

On April 27-29, Officer Brendan Madsen attended Control and Arrest Tactics held at PSTC in Concord, NH. This intensive course is designed to prepare certified law enforcement professionals to teach control tactics in accordance with constitutional standards and practices in use-of-force applications. Students gained knowledge and skills necessary to instruct others in a wide range of physical control techniques, including handcuffing, striking, grappling, takedowns, ground fighting, and the use of tools such as expandable batons and OC spray.

On April 28-30, Officer Jacob Watkins and Detective Dave Anderson attended the 2026 National Cyber Crime Conference held in Norwood, MA. This conference is the premier training event dedicated to law enforcement investigators. This event featured of 200 training sessions on various digital evidence and cybercrime topics, delivered by top experts in the field.

Special Services Bureau

During the month of April 2026, seven registered sex offenders were processed by the Dover Police Department's Special Investigations Unit. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

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

SIU detectives investigated seven unattended deaths in April 2026.

As a result of a SIU investigation in April 2026, a Dover man was arrested on multiple charges, including two counts of Felonious Sexual Assault, and multiple counts of Possession of Child Abuse Images, all felonies.

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

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

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

The Special Investigations Unit investigates Internet-based crimes occurring in Dover as assigned by the Internet Crimes Against Children (ICAC) Task Force. In April 2026, SIU detectives had four active ICAC cases.

On April 12, 2026, Detective Molly Jalbert provided Civilian Response to Active Shooter Events training to Awaken Great Bay Church.

During April detectives conducted a background investigation for potential DPD employment.

At the end of April, detectives had thirty-one open investigations.

Parking Bureau

The Parking Bureau has begun transitioning to Permit-By-Plate in several locations. This has been a long sought after option by customers instead of needing to display a placard on the dashboard. Customers or property owners provide the Parking Bureau a list of permit holders and license plates that are added to the Parking Officers enforcement database. When they see a vehicle in a permit area, they can look up the plate on their phone to confirm they have a valid permit.

The conversion from the Flowbird smartphone app to the ParkMobile app is completed. Customers can now use the ParkMobile app to pay for public parking in Dover. The Flowbird app will remain accessible until June 1, 2026.

Parking staff posted several parking restrictions to help facilitate a variety of projects and community events:

37 locations posted for Community Services street sweeping project
1 location posted for Reds Road Race
1 location posted for St. Mary's 5K Race
6 locations posted for SUR water project
1 Location for Eversource Power Company maintenance
1 location posted for window replacement at 83 Washington Street
1 location posted for Community Services mulch delivery
1 location posted for tree removal in the Library lot

THE PLAN

The Dover Public Library renovation project is nearing the end! The Library will be reopening on Friday, June 5th. An open house will be taking place on Friday, June 5th from 9 to 5 and Saturday from 9 to 1 and patrons will be welcomed anywhere in the building to see the changes. The moving process will take 6 weeks so beginning on Monday, April 20th the Library's temporary space in the McConnell Center will be reduced as well as operating hours. The adult and children's collection will be condensed into room 306. Hours will be open on Mondays from 9am to 8:30pm and Wednesdays from 9am to 5pm with the following services available:

- Browse collection of books for all ages—purchased in the last 6 months.
- Patrons will be able to pick up books on hold, but will unfortunately only be able to place browse books on hold.
- 4 computers for public use with printing capabilities.
- Magazines and newspapers.
- Interlibrary loan still available.
- All museum passes will be available for borrowing.
- Homebound delivery and our offsite All Abilities Club will continue.
- The Children's Department will be offering a 4 week session of Preschool & Family Story times. Preschool on Mondays at 10am (except for Memorial Day) and Family Story time on Wednesdays at 10am.
- During April school vacation, Wednesday, April 29th at 10:30am, we will be hosting author & illustrator Marty Kelley for elementary school kids.
- Our 24th Annual Poetry Contest will be taking place.

The Dover Public Library Children's Room has continued its monthly outreach at local daycare centers. On April 7, Karin Mayer-Gottlob visited three classrooms at Headstart, seeing 52 children. For these monthly visits, Karin brings books for a specific theme. During April the theme they requested dealt with bugs, gardening, and springtime. Inga Gardener visited Miss Patty's on April 10, bringing with her stories, songs, and instruments. This outreach opportunity continues to grow and thrive. On this particular visit, Inga saw 32 children. Finally, on April 21 Tina Harris visited Smart Start Learning Academy. This outreach opportunity covers a variety of age ranges, and is always very responsive. Tina saw 43 children at her most recent visit. This outreach will continue in May, and then take a brief break over the summer to accommodate the annual Summer Reading Program.

April library circulation totaled 15,243 items. (4,372 adult + 4,287 children's print items; plus 6,584 items downloaded including 5,764 audiobooks & eBooks, 487 Hoopla streaming music, movies, and books, and 333 Kanopy plays).

83 new library patrons registered; total active cardholders 13,438.

The Library offered 43 programs in April with 1,212 attendees.

The Dover Public Library's Book a Librarian service helped 12 community members.

The Library's museum passes were borrowed 79 times saving our community members approximately $2,452.50 in admission fees.

42 new patrons registered for downloadable audiobooks/ eBooks via Overdrive (total = 8,781) and 33 registered for Hoopla (total = 3,303) and 33 registered for Kanopy (total 848).

Internet and PC uses by the public totaled 289 on library workstations.

The library's website statistics showed 92,060 page views by 25,289 users in 43,611 sessions.

The Dover Public Library has 7,152 subscribers to its two monthly e-newsletters—Children's and Adults.

Library staff made 21 homebound deliveries.

In April, Dover Public Library's Teen & Information Services Librarian, Emily Ainaire, visited Dover High school on three occasions to promote library services and engage with students. On April 9, Emily worked with Dover High's Librarian, Kristin Whitworth, and Speech and Language Pathologist, Vani Krishnan, to assist with a space-themed storytime and telescope demonstration for the Student Services program. On April 21, Emily visited for the monthly Books and Bites program, where 21 students attended to check out books and grab a snack. On April 23, Emily worked with the Student Services program for a session of karaoke with 23 students who danced and sang along to songs of their choosing. On April 23, Emily visited Dover Middle School for a session of Books and Bites, and had approximately 50 students stop by and check out 27 books.

On April 22, Emily Ainaire partnered with Garrison City Beerworks for "Beat the Librarians" trivia night in honor of National Library Week. The library had a table for attendees to learn more about library services and sign up for a library card, then four library staff members gave it their all for the trivia session (and lost valiantly).

The Dover Public Library welcomed 71 attendees to its All Abilities Club in April. During the renovation, Great Bay Services has been hosting the program and welcoming all members of the community.

The Dover Public Library staff made 21 visits to community members via the Homebound Delivery Service in April. Homebound Delivery is steadily growing and provides a vital link to Library services for those who cannot come to the physical building.

Library staff posted 103 items to its various social media platforms. Total social media platform followers = 12,104.

On Tuesday, April 28, as part of April Vacation, The Dover Public Library Children's Room collaborated with Don't Trash Dover on a special Earth Day Story time. This storytime was run by DPL staff member Tina Harris and the head of Don't Trash Dover, Deb Clough. This program took place on the front lawn of The McConnell Center, and had a small turnout of 5 people. It was a more intimate story time that concluded with a trash pickup on the front lawn. The library hopes that in the future we can offer this collaboration once again, though perhaps not during a school vacation week.

On Wednesday, April 29th he Dover Public Library and The Friends of The Dover Public Library hosted Author and Illustrator Marty Kelley at the City Hall Auditorium. This was a family event held during vacation week. Marty Kelley read one of his picture books, and discussed his process on crafting his beloved art and stories. The event ended with a live drawing demonstration, which was funny, effective, and engaging. Though this was a smaller event, it was a big hit with attendees!

Dover Public Librarian Rachel Gogan offered two sessions of a class on Coptic Book binding. This class taught students how to create a bound book from folded paper signatures and waxed thread to create a stitched binding book that can lay flat when opened. There were 26 attendees across the two sessions. Some student feedback from the class: “Loved this event! I had been looking for a book binding class for a while!” “Great class, detailed but easy to follow. Thank you!” This will likely be a class we offer again because of there has been a lot of book binding interest.

Books & Bites

Book Binding

Administration

After a dedicated tenure, David Balian, Public Welfare Director has officially retired. The City Manager has recently hired Lily Hanscom to be the new Public Welfare Director.

Please be advised that Ms. Lily Hanscom has been appointed and will begin serving as Dover's new Director of Public Welfare beginning Monday June 1, 2026. Ms. Hanscom succeeds Mr. David Balian, following his successful tenure and retirement from the position earlier this year. I have selected Ms. Hanscom following a recruitment process that included advertising both online and with related professional associations, a review of applicant qualifications, and an assessment of each candidate's ability to effectively lead Dover's public welfare program.

Ms. Hanscom brings to Dover an excellent record of service and several years of direct experience in human services and public assistance programs. Most recently serving as a Human Services Specialist II with the New Hampshire Department of Health and Human Services, she has managed a significant caseload of program applicants and recipients, demonstrating exceptional attention to detail, policy compliance, and client-centered service. Her work spans multidisciplinary programs including SNAP, Medicaid and its subprograms, and financial assistance, and she has consistently been recognized for her accuracy, professionalism, and empathetic approach.

In addition to her most recent state-level experience, Ms. Hanscom also has experience providing case management services for residents in local transitional housing and with providing prevention and support services for survivors of domestic and physical violence. Across all roles, she has shown a deep commitment to trauma informed practice, inclusive communication, and respectful engagement with individuals and families facing complex challenges. A lifelong resident of the region, she brings both professional expertise and a personal understanding of the community she serves.

With the continued dedication of our capable Public Welfare Department staff, Ms. Hanscom will ensure that local welfare assistance remains accessible, responsive, and administered in accordance with New Hampshire law for all Dover residents—including individuals and families who may find themselves in need of emergency support related to housing, food security, medical care, or other essential services.

When you have the opportunity, please join me in welcoming and congratulating Lily as she assumes her new role as Director of Public Welfare with the City of Dover.

J. Michael Joyal, Jr.
City Manager

GYM FACILITY

Field requests were completed and all youth leagues were able to begin their seasons outdoors as of April 11th. Dover Baseball and Dover Youth Softball use a combination of their own fields and City fields and Garrison City FC uses the fields at Shaw's Lane. Dover Little Green Cheerleading has also started their off-season conditioning in the DHS Auxiliary Gym. Outdoor Pickleball courts continue to be popular and are often full on the weekends, especially in the mornings. Use of the courts is consistent throughout weekdays as well, they are open on a first come first serve basis except for Tuesday & Friday mornings when they are reserved by the Dover Senior Center Program. Indoor courts remained popular in April since the weather outside proved challenging for play. The Recreation Department's Playgrounds and Camp Kool summer camp programs held registrations in person and online (https://getactive.dover.nh.gov) April 6th & April 15th.

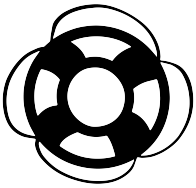
The Playgrounds program filled with Dover Residents, within minutes, and Camp Kool's last spot filled April 17th. The preview night and draft were held for the Spring 30+ basketball league April 6th, there are 6 teams in the league. Games are held on Monday evenings (5:15pm, 6:30pm, 7:45pm) and began on April 14th. The High School (6 teams) and Junior High School (8 teams) Spring basketball leagues began games on April 11th.

These leagues play games on Saturdays at the McConnell Center's gym. High School level games are scheduled for 12:30pm, 1:45pm & 3:00pm, while the Junior High level games are scheduled for 4:15pm, 5:30pm, 6:45pm & 7:50pm. Recreation Staff hosted 3 weeks of basketball skills & drills for boys and girls in grades 2-6. This program was held on Monday & Wednesday evenings at Woodman Park School. Recreation Staff are still in the process of hiring summer camp staff. Training for new and returning staff will begin in May. Recreation Staff were in attendance for Dover Baseball's Opening Day on April 11th. 27 new bricks were installed at Veterans Park on April 29th. Birthday Parties: 0

SENIOR CENTER

This month the Senior Center continued to hold Chair Yoga, Yoga for Bone Strength, Tai Chi, Seated Tai Chi, Dance class, line dancing, pickleball, as well as daily games and activities. The senior center continues rolling out 2026-27 travel opportunities including Amish Country, Croatia's Islands and Mackinac Island.

POOL FACILITY



Programs: Lifeguarding course: April 27-30 school vacation week. April class had 8 participants with 2 new staff for Dover Recreation. The next course is at capacity with 12 participants and 2 instructors scheduled for May 9, 10, 16, & 17. Spring Swim Lessons- Midweek classes wrapped up May 1st. Saturday Spring classes will end May 19th. Summer Swim Lessons-registration will be held for Dover Residents May 6th and Non-Residents May 13th. There will be two three-week sessions Tuesday through Thursday and one two-week session Tuesday through Thursday. Classes will begin at the end of June.

Outside Programs: Navy Sea Base held swim courses twice this month in the dive well. Year-round Commonwealth Current North swim team is at the pool 6 days per week and the Mighty Seals special Olympics team practices on Sundays for one hour. Great Bay Masters held Adult Learn to Swim lessons at the Indoor Pool April 2,9,16 in correspondence with April being national Learn to swim month. These sessions had 3 different groups and drew more than 30 participants and 10 volunteers from the Great Bay Master's Program.

Special Events: Underwater Easter Egg Hunt Family Float Night brought 30 families to the pool. These events are posted to the Seacoast Kids Calendar and across the Dover Pools and Dover Recreation social media pages. Rentals: Current North Aquatics, Berwick Academy, Portsmouth Scuba, Sea Base Training. Birthday Parties: 2

ARENA FACILITY

The COED League spring session is currently running. Beginner Adult Skills is on Friday mornings. Chix with Stix runs on Sunday evenings. Great Bay Figure Skating Club utilizes the Arena every Monday & Saturday for skating practice. Public Skate has continued to be very busy. Spring 3 on 3 started on March 26th and runs for 7 weeks. Off Ice rentals of Foster Rink continue with Dover Youth Softball & Cocheco Valley Roller Club. Rock Night returned April 11th & April 25th. Casco Bay Roller Derby had an event over the weekend of April 17th- 19th and it was very successful - they have already booked for April 2027. Birthday Parties: 3. Adult and Youth Stick Practice: 357

Keeping Dover Affordable & Growing, Starts with Housing

- → Increase supply of new housing; specific priority on attainability.
- → Incentivize and accelerate approval process for smaller infill.
- → Establish coordinated housing education and data initiative.

City Council Goal – #1

The City Attorney's Office assisted with updating site and subdivision regulations.

Assistant City Planner Muirhead met with representatives from Our Place NH to discuss their approved residential project on 105 Durham Road, which will include 11 units for adults with disabilities. The organization is currently finalizing its funding and is aiming to begin construction within the next year.

Dover was one of 16 communities across the country selected to participate in Housing Supply Accelerator Challenge. A nationwide network launched by the National League of Cities (NLC) and the American Planning Association (APA), the Housing Supply Accelerator Challenge is designed to accelerate the implementation of proven and innovative housing strategies and expand the supply of housing in communities across the country.

In April, Assistant City Planner Muirhead and City Planner Bassegio met with planning staff from Greensboro, NC to discuss implementation of a public housing dashboard.

Assistant City Planner Muirhead, Zoning Administrator Crouser, and Building Official Maxfield hosted an ADU Open House on April 30th. Staff reviewed current ADU regulations and 2025 updates, explained the local permitting and approval process, and highlighted financing options for ADUs. Participants also had the opportunity to connect directly with community lenders offering ADU-specific loan products and get their financing questions answered.

Quality of Life - Safe & Welcome

- Policing shall continue to provide for public safety.
- Partner with social service providers relative to mental health, substance abuse, homelessness.

Staff from Planning, Business Development, Community Services, and the Police Department have worked on a bicycle plan for the city to help ensure better bikeability throughout the city which was presented to the Transportation Advisory Committee. This topic will certainly be discussed further in the future, especially with the Transportation Chapter being the next Master Plan Chapter to be updated and a bid went out in December and the bid was awarded in March with a contract signed at the end of April,

The Central Avenue–Waldron Court pedestrian crossing began in February and is nearing completion. The project includes curb bump-outs to shorten crossing distances, new lighting to improve pedestrian visibility in a high-traffic area, and drainage upgrades. Funding for the project is provided through the Community Development Block Grant (CDBG) program.

On April 1st the Fire Department took delivery of its newest fire engine. Engine 6 is a 2025 Spartan pumper that the department purchased through Greenwood Emergency Vehicles.

During April, Officer O'Neil was assigned to the Problem Oriented Police Officer position. Officer O'Neil conducted foot patrols of the Downtown Business District and Dover Community Trail. Officer O'Neil located several occupied and abandoned campsites, to which ServPro was contacted and were promptly cleaned up. Officer O'Neil continues to work with several property owners and property managers to issue trespass notifications to individuals who loiter or sleep in apartment complexes and businesses without permission.

Officer Gibbons was assigned to the Community Response & Engagement Unit (CREU) as the Traffic Enforcement Officer (TEO) in January 2026. The TEO is required to perform targeted traffic enforcement to address problem areas in the community and to perform traffic related services. This is achieved by various methods, including; directed patrols, enforcement recommendations by the Traffic Advisory Commission, RADAR and other traffic monitoring devices, and responding to motor vehicle crashes.
Throughout the month, Officer Gibbons responded to or generated a total of 98 calls for service. Some of the areas of target enforcement included: Upper Washington Street and Tolend Road. Below is a partial summary of Officer Gibbons' activities this month:

During the month, Officer Gibbons stopped 68 vehicles, issued 41 warnings, issued 27 summonses. He also investigated 4 motor vehicle collisions.

Invest in Infrastructure

- Maintain proactive data-driven Capital Improvements Program
- Incorporate environmental, social sustainability goals into planning.
- Strengthen operational reliability ensuring uninterrupted delivery of essential services.
- Consider residential, commercial development proposals with mobility and access in mind.

City Council Goal – #3

The City Attorney's Office assisted with water system upgrade projects.

Resilience Coordinator Merchant attended the April 8th City Council meeting to support the second phase of the ESPC, which includes solar on 5 municipal buildings and the McConnell Center HVAC updates.

Resilience Coordinator Merchant met with the Energy Commission Resilience subgroup to discuss updating the City's resilience Plan.

Resilience Coordinator Merchant met with Deputy Manager Chris Parker to discuss EV charging at the Waterfront Development.

Resilience Coordinator Merchant met with the New England Municipal Sustainability Networking working group on April 9th to discuss solving the issue of split incentives with landlords and energy efficiency updates.

Resilience Coordinator Merchant continued to promote the Weatherize Dover outreach program encouraging residents to take advantage of a NH Saves reduced cost or free home weatherization program.

The Central Avenue–Waldron Court pedestrian crossing began in February and is nearing completion. The project includes curb bump-outs to shorten crossing distances, new lighting to improve pedestrian visibility in a high-traffic area, and drainage upgrades. Funding for the project is provided through the Community Development Block Grant (CDBG) program

NH Land and Community Heritage Investment Program (LCHIP)
This grant was awarded the City of Dover Planning and Community Development Department in the amount of $12,500 to fund a comprehensive building assessment and structural review of the historic pump station located on Lowell Avenue in Dover. To receive these funds, the City of Dover was required to provide a $12,500 match for the grant for a total project of $25,000. The scope of work requests consultants to conduct a compressive building assessment to include an engineer's structural review and architectural recommendations for the 11 Lowell Avenue building and is being awarded to Warren Street Architects, Inc in the amount of $23,750.00

City Government is Innovative, Forward-Thinking; invests in Human Capital

- → Modern integrated technologies to improve operational efficiency, to include enhancing transparency.
- → Invest in professional growth of employees and engage in proactive succession planning to maintain high-quality delivery of public services.

A Media Services production continued in April on a new series of informational videos and related media titled “At Your Service”. The new series highlights city services, programs, operations, staff, and initiatives that residents may want to know more about, don’t know about, or don’t understand fully.

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

The City Manager’s Assistant monitored new position and/or new hire physicals and background/motor vehicle checks for 9 employees. This oversight ensures all eligible employees and/or applicants are able to move on in the hiring process with the Human Resources Division.

Each year, the City of Dover partners with POLCO to alternate between the National Citizen Survey and the Employee Survey. This March, the HR Director finalized preparations for the upcoming Employee Survey, which has been pushed out to employees via email and has has since concluded. Results are currently being compiled for the City Manager to review and present.

April has been a high-activity month for the Human Resources team, focused on gathering benefit data and preparing enrollment packets for both active employees and retirees. This groundwork leads into the annual Open Enrollment period held every May.

Resilience Coordinator Merchant and Director Benton interviewed and selected a UNH Sustainability Fellow who will start this summer and assist with the greenhouse gas (GHG) inventory that will inform the Resilience Plan.

On April 27th Deputy Chief Brian Nicholson re-joined the ranks of the City of Dover Fire and Rescue. Deputy Chief Nicholson spent 16 years with the department, last serving as Lieutenant, before taking a position as Wentworth Douglass Hospitals Emergency Medical Service Coordinator in 2019.

Dover is Informed and Civically Engaged

- → Continue to improve citywide communications, remaining factual, clear and accessible.
- → Strengthen connection and engagement between City and residents
- → Increase voter registration, education and turnout through coordinated engagement strategies.

The City Attorney's Office continued to assist with responding to public records requests

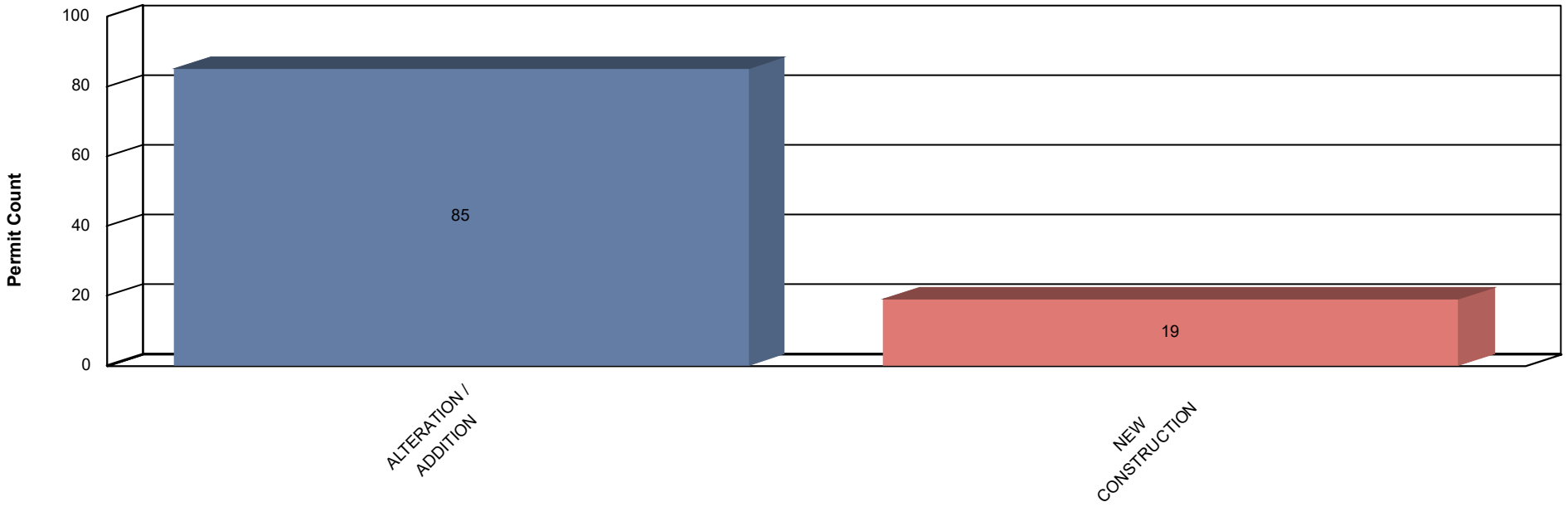
Throughout April, Lt. Mitrushi provided supervision to his intern, Evan Ahlin, who is focusing on improving internal and external communication, transparency, recruitment, and overall Police Information Officer-type roles. With the assistance of PIO Intern Evan Ahlin, Lt. Mitrushi made 26 social media posts this month. The social media posts included new campaigns such as: monthly employee anniversaries, monthly activity statistics, and improved public notices regarding road closures and road races.

Assistant City Planner Edgecomb coordinated with Wild Birds Unlimited to host a Willand Pond Earth Day cleanup where residents of Somersworth and Dover attended to clean around the pond and along the trails.

Assistant City Planner Edgecomb hosted the City Nature Challenge walk where residents used the INaturalist app to log important data around plant and animal special in our local area.

Assistant City Planner Muirhead, Zoning Administrator Crouser, and Building Official Maxfield hosted an ADU Open House on April 30th. Staff reviewed current ADU regulations and 2025 updates, explained the local permitting and approval process, and highlighted financing options for ADUs. Participants also had the opportunity to connect directly with community lenders offering ADU-specific loan products and get their financing questions answered.

PERMITS ISSUED BY WORK CLASS (04/01/2026 TO 04/30/2026)
FOR CITY OF DOVER, N.H.



Permit #	Type	Workclass		Main Address			Parcel
	Application Date	*Issue Date*	*Expiration*	*Last Inspection*	*Finaled Date*	*Applied Online*	
	Zone	*Fee Total*	*Sq Ft*	*Valuation*	*Project Zone*	*Assigned To*	
ALTERATION / ADDITION							
BLDM-2026-0113	Building - Minor	Alteration / Addition	Issued	181 Garrison Rd, Dover, NH		None	I0082-000000
	03/22/2026	*04/01/2026*	*10/01/2026*			*Yes*	
	R-12 Residential - Medi	*$410.00*	*500*	*$35,000.00*	*Residential*	*Justin Corrow*	
	Description: Relocating non-load bearing walls and closets to support addition of a second bathroom on the second floor. Addition of lights/outlets in bedrooms. Addition of GFCI outlets, vent fan, and lighting in proposed bathroom.						
BLDM-2026-0136	Building - Minor	Alteration / Addition	Issued	5 Belanger Dr, Dover, NH		None	L0045-J00000
	03/30/2026	*04/02/2026*	*10/02/2026*			*Yes*	
	R-20 Residential - Low	*$75.00*	*1,400*	*$9,500.00*	*Residential*	*Justin Corrow*	
	Description: Full roof replacement. Existing shingles will be remove and replaced with GAF complete roofing system. Includes 6ft water/ice shield. Materials cost about $5k, Labor costs about $3500, Dumpster Rental $1000						
BLDM-2026-0117	Building - Minor	Alteration / Addition	Issued	203 Henry Law Av, Dover 03820		None	21026-033000
	03/23/2026	*04/02/2026*	*10/05/2026*	*04/08/2026*		*Yes*	
	R-12 Residential - Medi	*$245.00*	*224*	*$20,000.00*	*Residential*	*Justin Corrow*	
	Description: Rebuilding existing deck size 14'x16' back deck.						

PERMITS ISSUED BY WORK CLASS (04/01/2026 TO 04/30/2026)

Permit #	Type	Workclass		Main Address			Parcel
	Application Date	*Issue Date*	*Expiration*	*Last Inspection*	*Finaled Date*	*Applied Online*	
	Zone	*Fee Total*	*Sq Ft*	*Valuation*	*Project Zone*	*Assigned To*	
BLDM-2026-0087	Building - Minor	Alteration / Addition	Issued	25 Alumni Dr, Dover, NH		None	H0012-000000
	03/11/2026	*04/03/2026*	*10/26/2026*	*04/29/2026*		*Yes*	
	R-20 Residential - Low	*$0.00*	*3,496*	*$200,000.00*	*Non-Residential*	*Justin Corrow*	
	Description: FOUNDATION ONLY for Concession Buildings (1,784 SF). Additional permits are required prior to any additional construction						
BLDG-2025-0224	Building - Major	Alteration / Addition	Complete	19 Weeks Ln, Dover, NH		None	38037-000000
	12/02/2025	*04/03/2026*	*10/26/2026*	*04/29/2026*	*05/01/2026*	*Yes*	
	C Non-Residential - Co	*$47.00*	*686*	*$2,000.00*	*Mixed Use*		
	Description: Change of use from residential to business Unit 1 (686 sq ft) for the existing commercial tenant on the same floor						
BLDM-2026-0143	Building - Minor	Alteration / Addition	Issued	27 Spruce Dr, Dover, NH		None	I0027-J00000
	04/01/2026	*04/03/2026*	*10/03/2026*			*Yes*	
	R-40 Residential - Rura	*$498.00*	*308*	*$42,988.00*	*Residential*	*Justin Corrow*	
	Description: REMODEL EXISTING FINISH BASEMENT USING OWENS CORNING BASEMENT FINISHING SYSTEM, 308SF, 2'X2' DROP CEILING FINISH HEIGHT 6'7", ROOM TO BE USED AS A FAMILY ROOM.						
BLDM-2026-0149	Building - Minor	Alteration / Addition	Issued	409 Dover Point Rd, Dover, NH		None	08002-000000
	04/01/2026	*04/03/2026*	*10/03/2026*			*Yes*	
	R-20 Residential - Low	*$69.00*	*0*	*$4,276.35*	*Residential*	*Justin Corrow*	
	Description: Front Door:						
	Replace the existing front door (no structural).						
BLDG-2026-0029	Building - Major	Alteration / Addition	Issued	215 Mast Rd, Dover 03820		None	H0004-002000
	03/02/2026	*04/03/2026*	*10/12/2026*	*04/13/2026*		*Yes*	
	C Non-Residential - Co	*$740.00*	*900*	*$65,000.00*	*Residential*	*Jim Maxfield*	
	Description: Create additional habitable area above garage consisting of 3 bedrooms and 1 bathroom.						
BLDM-2026-0156	Building - Minor	Alteration / Addition	Issued	5 Beaumont Dr, Dover, NH		None	M0061-011000
	04/03/2026	*04/06/2026*	*10/06/2026*			*Yes*	
	R-20 Residential - Low	*$465.00*	*300*	*$40,000.00*	*Residential*	*Justin Corrow*	
	Description: Kitchen Renovation: Remove existing appliances, countertops and cabinets; Minor plumbing work; Minor electrical work; Refinish hardwood floors; New cabinets, countertops, and appliances; New paint. No structural work.						
BLDM-2026-0112	Building - Minor	Alteration / Addition	Issued	142 Sixth St, Dover, NH		None	34019-A00000
	03/22/2026	*04/06/2026*	*10/06/2026*			*Yes*	
	R-12 Residential - Medi	*$982.00*	*192*	*$87,000.00*	*Residential*	*Justin Corrow*	
	Description: Build a full dormer on back side of house to create an office and bathroom on the 2nd floor and re model 1st floor bathroom						
BLDM-2026-0155	Building - Minor	Alteration / Addition	Issued	46 Stocklan Cr, Dover, NH		None	G0024-J00163
	04/03/2026	*04/06/2026*	*10/06/2026*			*Yes*	
	R-20 Residential - Low	*$146.00*	*0*	*$10,561.00*	*Residential*	*Justin Corrow*	
	Description: Remove and install 1 patio door-like size. No structural changes						
BLDM-2026-0103	Building - Minor	Alteration / Addition	Issued	6 Washington St, Dover 03820		None	23015-000000
	03/17/2026	*04/06/2026*	*10/06/2026*			*Yes*	
	CWD Cocheco Waterfr	*$0.00*	*225*	*$10,000.00*	*Non-Residential*	*Justin Corrow*	
	Description: The installation of a custom-designed two story climber inside the Children's Museum of New Hampshire.						

PERMITS ISSUED BY WORK CLASS (04/01/2026 TO 04/30/2026)

Permit #	Type / Application Date / Zone	Workclass / Issue Date / Fee Total	Expiration / Sq Ft	Main Address / Last Inspection / Valuation	Finaled Date / Project Zone	Applied Online / Assigned To	Parcel
BLDM-2026-0141	Building - Minor *03/31/2026* *R-12 Residential - Medi*	Alteration / Addition *04/06/2026* *$102.00*	Issued *10/06/2026* *0*	1 Browning Dr, Dover, NH *$7,409.00*	*Residential*	None *Yes* *Justin Corrow*	21102-000000
	Description: Like for like window replacement						
BLDM-2026-0131	Building - Minor *03/27/2026* *R-20 Residential - Low*	Alteration / Addition *04/07/2026* *$575.00*	Issued *10/07/2026* *1,950*	7 Liam Dr, Dover, NH *$50,000.00*	*Residential*	None *Yes* *Justin Corrow*	E0065-001000
	Description: Foundation Only - New Single Family Residence						
BLDM-2026-0129	Building - Minor *03/27/2026* *R-20 Residential - Low*	Alteration / Addition *04/07/2026* *$575.00*	Issued *10/07/2026* *1,950*	6 Liam Dr, Dover, NH *$50,000.00*	*Residential*	None *Yes* *Justin Corrow*	E0065-001000
	Description: Foundation Only - New Single Family Residence						
BLDM-2026-0128	Building - Minor *03/27/2026* *R-20 Residential - Low*	Alteration / Addition *04/07/2026* *$575.00*	Issued *10/07/2026* *1,950*	4 Liam Dr, Dover, NH *$50,000.00*	*Residential*	None *Yes* *Justin Corrow*	E0065-001000
	Description: Foundation Only - New Single Family Residence						
BLDM-2026-0154	Building - Minor *04/02/2026* *CBD-G Central Busines*	Alteration / Addition *04/07/2026* *$69.00*	Issued *10/07/2026* *48*	30 Fourth St, Dover, NH *$3,800.00*	*Residential*	None *Yes* *Justin Corrow*	31031-000000
	Description: replace a fence with a fence						
BLDM-2026-0145	Building - Minor *04/01/2026* *CBD-R Central Busines*	Alteration / Addition *04/07/2026* *$262.00*	Issued *10/07/2026* *1,343*	24 Preble St, Dover, NH *$17,084.71*	*Residential*	None *Yes* *Justin Corrow*	04044-000000
	Description: Updates to roof, gutters & skylight,						
BLDG-2026-0032	Building - Major *03/06/2026* *CBD-G Central Busines*	Alteration / Addition *04/07/2026* *$333.00*	Issued *11/02/2026* *1,500*	18 Fifth St, Unit 1 and Unit 2, Dover, NH *05/06/2026* *$28,000.00*	*Residential*	None *Yes* *Jim Maxfield*	31046-000000
	Description: Convert existing business use on first floor to dwelling creating a two family dwelling with unfinished basement and attic.						
BLDM-2026-0135	Building - Minor *03/30/2026*	Alteration / Addition *04/07/2026* *$1,675.00*	Issued *10/07/2026* *800*	12 Littleworth Rd, Dover, NH *$150,000.00*	*Non-Residential*	None *Yes* *Justin Corrow*	
	Description: Construct a one story addition						
BLDM-2026-0123	Building - Minor *03/25/2026* *R-40 Residential - Rura*	Alteration / Addition *04/07/2026* *$113.00*	Complete *11/09/2026* *320*	50 Piscataqua Rd, Dover, NH *05/12/2026* *$8,000.00*	*05/12/2026* *Residential*	None *Yes*	J0013-F00000
	Description: Deck replacement						
BLDM-2026-0151	Building - Minor *04/02/2026* *R-12 Residential - Medi*	Alteration / Addition *04/07/2026* *$746.00*	Complete *11/09/2026* *52*	97 Horne St, Dover 03820 *05/13/2026* *$61,047.00*	*05/06/2026* *Residential*	None *Yes* *Justin Corrow*	37039-B00000
	Description: Project scope is framing a dormer on the second story of existing home to build a second bathroom with window. Also re-shingling the entire roof.						

PERMITS ISSUED BY WORK CLASS (04/01/2026 TO 04/30/2026)

Permit #	Type / Application Date / Zone	Workclass / Issue Date / Fee Total	Expiration / Sq Ft	Main Address / Last Inspection / Valuation	Finaled Date / Project Zone	Applied Online / Assigned To	Parcel
BLDM-2026-0153	Building - Minor *04/02/2026* *R-12 Residential - Medi*	Alteration / Addition *04/07/2026* *$75.00*	Complete *10/26/2026* *1,500*	5 Hawthorn Rd, Dover 03820 *04/27/2026* *$17,000.00*	*04/27/2026* *Residential*	None *Yes*	17137-000000
	Description: Install new vinyl siding						
BLDM-2026-0130	Building - Minor *03/27/2026* *R-20 Residential - Low*	Alteration / Addition *04/07/2026* *$575.00*	Issued *10/07/2026* *1,950*	8 Liam Dr, Dover, NH *$50,000.00*	*Residential*	None *Yes* *Justin Corrow*	E0065-001000
	Description: Foundation Only - New Single Family Residence						
BLDM-2026-0142	Building - Minor *03/31/2026* *R-20 Residential - Low*	Alteration / Addition *04/07/2026* *$75.00*	Complete *11/02/2026* *2,600*	18 Lucy Ln, Dover, NH *05/05/2026* *$13,274.00*	*05/05/2026* *Residential*	None *Yes*	G0026-017000
	Description: Removal and replacement of roofing shingles on house and detached shed.						
BLDM-2026-0152	Building - Minor *04/02/2026* *R-12 Residential - Medi*	Alteration / Addition *04/07/2026* *$75.00*	Complete *10/26/2026* *3*	892 Central Av, C, Dover, NH *04/29/2026* *$3,300.00*	*04/29/2026* *Non-Residential*	None *Yes* *Justin Corrow*	38023-D00000
	Description: Remove and replace the back low slope shingle roof only and replace it with EPDM rubber roofing.						
BLDM-2026-0122	Building - Minor *03/25/2026* *R-40 Residential - Rura*	Alteration / Addition *04/08/2026* *$465.00*	Issued *10/08/2026* *336*	47 Cottonwood Dr, Dover, NH *$40,000.00*	*Residential*	None *Yes* *Justin Corrow*	B0004-062000
	Description: addition of a shed						
BLDM-2026-0157	Building - Minor *04/05/2026* *R-20 Residential - Low*	Alteration / Addition *04/08/2026* *$75.00*	Issued *10/08/2026* *2,179*	66 Bellamy Rd, Dover, NH *$22,374.00*	*Residential*	None *Yes* *Justin Corrow*	H0006-Q00000
	Description: Replacing existing roof						
BLDM-2026-0138	Building - Minor *03/31/2026* *R-40 Residential - Rura*	Alteration / Addition *04/08/2026* *$2,775.00*	Issued *10/08/2026* *1,300*	32 Wisteria Dr, Dover, NH *$250,000.00*	*Residential*	None *Yes* *Justin Corrow*	N0008-002000
	Description: Replace 6' x 150' pier in kind and replace float in kind						
BLDM-2024-0314	Building - Minor *07/09/2024* *RM-U Residential - Urb*	Alteration / Addition *04/09/2026* *$75.00*	Complete *10/19/2026* *900*	24 Ash St, Dover, NH *04/21/2026* *$6,000.00*	*04/21/2026* *Residential*	None *Yes*	30157-000000
	Description: Shingles and rubber roof replacement						
BLDM-2026-0139	Building - Minor *03/31/2026* *R-40 Residential - Rura*	Alteration / Addition *04/09/2026* *$685.00*	Issued *10/12/2026* *545*	440 Sixth St, D, Dover, NH *04/15/2026* *$60,000.00*	*Residential*	None *Yes* *Justin Corrow*	B0001-000000
	Description: renovate existing 1 bedroom apartment in unit D.						
BLDG-2026-0003	Building - Major *01/15/2026* *R-40 Residential - Rura*	Alteration / Addition *04/10/2026* *$3,105.00*	Issued *10/10/2026* *1,400*	26 Sophie Drive, Dover, NH *$280,000.00*	*Residential*	None *Yes* *Jim Maxfield*	H0047-A00000
	Description: Construction of a two story single family dwelling with accommodations for future ADU at grade level and attached garage with unfinished lower level						

PERMITS ISSUED BY WORK CLASS (04/01/2026 TO 04/30/2026)

Permit #	Type / Application Date / Zone	Workclass / Issue Date / Fee Total	Expiration / Sq Ft	Main Address / Last Inspection / Valuation	Finaled Date / Project Zone	Applied Online / Assigned To	Parcel
BLDM-2026-0166	Building - Minor *04/08/2026* *R-40 Residential - Rura*	Alteration / Addition *04/10/2026* *$75.00*	Issued *10/10/2026* *2,500*	14 Declan Ln, Dover 03820 *$28,473.00*	*Residential*	None *Yes* *Justin Corrow*	J0021-002000
	Description: New roof						
BLDM-2026-0114	Building - Minor *03/23/2026* *R-12 Residential - Medi*	Alteration / Addition *04/10/2026* *$75.00*	Issued *10/10/2026* *16*	82 Old Rochester Rd, Dover 03820 *$24,058.00*	*Residential*	None *Yes* *Justin Corrow*	A0013-P00000
	Description: Roof replacement						
BLDM-2026-0175	Building - Minor *04/09/2026* *R-40 Residential - Rura*	Alteration / Addition *04/10/2026* *$80.00*	Complete *11/04/2026* *372*	30 Labrador Ln, Dover, NH *05/08/2026* *$4,991.37*	*05/08/2026* *Residential*	None *Yes*	A0051-009000
	Description: Water mitigation. Removal of affected drywall ceilings, Drywall walls, insulation, and hardwood floors. ANY RENOVATION AFTER DEMO WILL REQUIRE ANOTHER PERMIT						
BLDM-2026-0178	Building - Minor *04/10/2026* *R-12 Residential - Medi*	Alteration / Addition *04/13/2026* *$58.00*	Issued *10/13/2026* *130*	15 Birch Dr, Dover 03820 *$3,018.79*	*Residential*	None *Yes* *Justin Corrow*	I0082-Q00000
	Description: Insulation, Weatherization and Air Sealing						
BLDM-2026-0176	Building - Minor *04/10/2026* *R-12 Residential - Medi*	Alteration / Addition *04/13/2026* *$113.00*	Issued *10/13/2026* *0*	18 Middlebrook Rd, Dover, NH *$8,018.86*	*Residential*	None *Yes* *Justin Corrow*	K0018-V00000
	Description: REMOVE AND REPLACE 1 PATIO DOOR; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES						
BLDM-2026-0144	Building - Minor *04/01/2026* *R-40 Residential - Rura*	Alteration / Addition *04/14/2026* *$850.00*	Issued *10/14/2026* *1,264*	44 Waterloo Cr, Dover, NH *$75,000.00*	*Residential*	None *Yes* *Justin Corrow*	M0076-007000
	Description: Removal of existing deck and stairs on rear of house, and construction of new deck and stairs, with expansion.						
BLDM-2026-0116	Building - Minor *03/23/2026* *R-40 Residential - Rura*	Alteration / Addition *04/14/2026* *$575.00*	Issued *10/14/2026* *240*	6 Meetinghouse Wy, Dover, NH *$50,000.00*	*Residential*	None *Yes* *Justin Corrow*	B0018-029000
	Description: Demolition of existing deck, construct 12' 0" x 20' 0" enclosed bonus room in same location and footprint of previous deck.						
BLDM-2026-0180	Building - Minor *04/13/2026* *R-40 Residential - Rura*	Alteration / Addition *04/14/2026* *$75.00*	Issued *10/14/2026* *33*	47 Wildewood Ln, Dover 03820 *$46,766.00*	*Residential*	None *Yes* *Justin Corrow*	B0004-032000
	Description: Rip and reroof entire dwelling with 30 + year shingles						
BLDM-2026-0161	Building - Minor *04/06/2026* *IT Non-Residential - Inn*	Alteration / Addition *04/14/2026* *$355.00*	Complete *10/27/2026* *292*	11 Madelyn Dr, Dover, NH *04/30/2026* *$30,000.00*	*04/30/2026* *Residential*	None *Yes* *Justin Corrow*	M0004-000000
	Description: Adding approximately 140 square feet to existing 154 square foot deck. redo decking rails rails						
BLDM-2026-0041	Building - Minor *02/09/2026* *H Hospital*	Alteration / Addition *04/14/2026* *$597.00*	Issued *10/14/2026* *512*	3 Gilman St, Dover 03820 *$51,500.00*	*Residential*	None *Yes* *Justin Corrow*	37005-000000
	Description: Installing a 16'x32' rectangle in ground salt water pool. *Steel walls and vinyl liner with Gray coping. 7' deep end. Hayward 1 hp pump. Deep end ladder, with a 3x4 concrete Equipement pad.*						

PERMITS ISSUED BY WORK CLASS (04/01/2026 TO 04/30/2026)

Permit #	Type	Workclass		Main Address			Parcel
	Application Date	*Issue Date*	*Expiration*	*Last Inspection*	*Finaled Date*	*Applied Online*	
	Zone	*Fee Total*	*Sq Ft*	*Valuation*	*Project Zone*	*Assigned To*	
BLDM-2026-0147	Building - Minor	Alteration / Addition	Issued	46 Watson Rd, Dover, NH		None	C0049-D00000
	04/01/2026	*04/14/2026*	*11/02/2026*	*05/04/2026*		*Yes*	
	R-40 Residential - Rura	*$1,235.00*	*568*	*$110,000.00*	*Residential*	*Justin Corrow*	
	Description: Construct a two story addition . 1st story is a side load garage under with living space above on 2nd floor.						
BLDM-2026-0179	Building - Minor	Alteration / Addition	Issued	93 Henry Law Av, Dover, NH		None	20013-000000
	04/13/2026	*04/15/2026*	*10/15/2026*			*Yes*	
	CBD-G Central Busines	*$91.00*	*400*	*$6,000.00*	*Residential*	*Justin Corrow*	
	Description: Precast stairs to be removed and new precast stairs placed back in.						
BLDM-2026-0174	Building - Minor	Alteration / Addition	Issued	25 Alumni Dr, Dover, NH		None	H0012-000000
	04/09/2026	*04/15/2026*	*10/26/2026*	*04/27/2026*		*Yes*	
	R-20 Residential - Low	*$0.00*	*1,712*	*$50,000.00*	*Non-Residential*	*Jim Maxfield*	
	Description: Foundation Only for Storage Building, further construction will require additional permits						
BLDM-2026-0108	Building - Minor	Alteration / Addition	Issued	88 County Farm Cross Rd, Dover 03820		None	B0012-C00000
	03/19/2026	*04/15/2026*	*10/15/2026*			*Yes*	
	R-40 Residential - Rura	*$685.00*	*240*	*$60,000.00*	*Residential*	*Justin Corrow*	
	Description: Renovate kitchen and Bathroom						
BLDM-2026-0169	Building - Minor	Alteration / Addition	Issued	50 Isaac Lucas Cr, Dover, NH		None	M0090-D00011
	04/09/2026	*04/15/2026*	*11/03/2026*	*05/07/2026*		*Yes*	
	R-40 Residential - Rura	*$289.00*	*220*	*$24,000.00*	*Residential*	*Justin Corrow*	
	Description: Building a back deck off of home						
BLDM-2026-0181	Building - Minor	Alteration / Addition	Issued	92 Industrial Park Rd, Dover, NH		None	G0004-E00000
	04/14/2026	*04/15/2026*	*10/15/2026*			*Yes*	
	CM Non-Residential - C	*$80.00*	*500*	*$5,000.00*	*Non-Residential*	*Jim Maxfield*	
	Description: Construct electric room for service, fire alarm panel and close up various masonry						
BLDM-2026-0187	Building - Minor	Alteration / Addition	Issued	38 Fifth St, Dover, NH		None	31050-000000
	04/15/2026	*04/16/2026*	*10/16/2026*			*Yes*	
	CBD-R Central Busines	*$75.00*	*7*	*$4,538.00*	*Residential*	*Justin Corrow*	
	Description: Remove existing asphalt shingles and install new asphalt shingles, underlayment, flashing and proper ventilation. Owens corning system.						
BLDM-2025-0589	Building - Minor	Alteration / Addition	Issued	33 Ezra'S Wy, Dover, NH		None	F0023-A00021
	12/16/2025	*04/16/2026*	*10/16/2026*			*Yes*	
	R-40 Residential - Rura	*$784.00*	*88*	*$69,280.00*	*Residential*	*Justin Corrow*	
	Description: Renovate existing bathroom, Tile Shower, Tile Floor, New Vanities, New Toilet, Glass Door, New Accessories						
BLDM-2026-0185	Building - Minor	Alteration / Addition	Issued	18 Middlebrook Rd, Dover, NH		None	K0018-V00000
	04/15/2026	*04/16/2026*	*10/16/2026*			*Yes*	
	R-12 Residential - Medi	*$75.00*	*325*	*$13,930.00*	*Residential*	*Justin Corrow*	
	Description: Roof replacement & siding on shed.						
BLDG-2025-0232	Building - Major	Alteration / Addition	Issued	4 Wentworth Tr, Dover 03820		None	08032-000000
	12/29/2025	*04/16/2026*	*10/16/2026*			*Yes*	
	R-20 Residential - Low	*$3,325.00*	*1,529*	*$300,000.00*	*Residential*	*Jim Maxfield*	
	Description: Convert detached barn into a two story dwelling unit with 4 car garage						

PERMITS ISSUED BY WORK CLASS (04/01/2026 TO 04/30/2026)

Permit #	Type / Application Date / Zone	Workclass / Issue Date / Fee Total	Expiration / Sq Ft	Main Address / Last Inspection / Valuation	Finaled Date / Project Zone	Applied Online / Assigned To	Parcel
BLDM-2026-0186	Building - Minor *04/15/2026* *R-40 Residential - Rura*	Alteration / Addition *04/16/2026* *$212.00*	Issued *10/16/2026* *0*	165 Emerald Ln, Dover, NH *$17,177.30*	*Residential*	None *Yes* *Justin Corrow*	F0015-013000
	Description: Installation of (2) Fixed Panel, like-for-like Window - Installed per building code						
BLDM-2026-0190	Building - Minor *04/16/2026* *CM Non-Residential - C*	Alteration / Addition *04/17/2026* *$190.00*	Issued *10/17/2026* *1,500*	92 Industrial Park Rd, Dover 03820 *$15,000.00*	*Non-Residential*	None *No* *Jim Maxfield*	G0004-E00000
	Description: Frost protection and lowering a dock 2 1/2 ft.						
BLDM-2026-0170	Building - Minor *04/09/2026* *R-12 Residential - Medi*	Alteration / Addition *04/17/2026* *$575.00*	Issued *11/04/2026* *1,200*	67 A Glenwood Av, A, Dover 03820 *05/08/2026* *$50,000.00*	*Residential*	None *Yes* *Justin Corrow*	D0022-C00000
	Description: Build a 30 by 40 garage						
BLDM-2026-0137	Building - Minor *03/31/2026* *G Gateway District*	Alteration / Addition *04/17/2026* *$1,400.00*	Issued *10/17/2026* *500*	303 Locust St, Dover, NH *$125,000.00*	*Mixed Use*	None *Yes* *Justin Corrow*	15020-000000
	Description: Remodel the kitchen and the bathroom. Replace 13 windows with replacement windows.						
BLDM-2025-0426	Building - Minor *09/05/2025* *R-12 Residential - Medi*	Alteration / Addition *04/17/2026* *$113.00*	Issued *10/17/2026* *960*	9 South Watson Ln, Dover 03820 *$8,000.00*	*Residential*	None *Yes* *Justin Corrow*	17085-000000
	Description: Demolish Existing Garage/Breezeway for new Garage/ADU and rear addition. Additional permits and approvals are required prior to further construction						
BLDM-2026-0183	Building - Minor *04/14/2026* *R-20 Residential - Low*	Alteration / Addition *04/17/2026* *$113.00*	Issued *10/17/2026* *24*	37 Bellamy Rd, Dover, NH *$8,000.00*	*Residential*	None *Yes* *Justin Corrow*	H0044-C00000
	Description: Putting in an above ground swimming pool						
BLDM-2026-0164	Building - Minor *04/07/2026* *CM Non-Residential - C*	Alteration / Addition *04/17/2026* *$3,325.00*	Issued *10/17/2026* *10,000*	5 Faraday Dr, Dover, NH *$300,000.00*	*Non-Residential*	None *Yes* *Justin Corrow*	G0001-E00000
	Description: Office Trailers to be on the premises while reconstruction is in process.						
BLDM-2026-0188	Building - Minor *04/15/2026* *R-20 Residential - Low*	Alteration / Addition *04/20/2026* *$363.00*	Complete *10/20/2026* *40*	441 Dover Point Rd, Dover, NH *04/23/2026* *$7,500.00*	*04/23/2026* *Residential*	None *Yes* *Justin Corrow*	08024-000000
	Description: After the fact permit Building a ~6x6 deck and adding a new front door.						
BLDM-2026-0086	Building - Minor *03/10/2026* *R-40 Residential - Rura*	Alteration / Addition *04/20/2026* *$1,125.00*	Issued *10/20/2026* *600*	6 Cottonwood Dr, Dover, NH *$100,000.00*	*Residential*	None *Yes* *Justin Corrow*	B0004-017000
	Description: Inground pool						
BLDM-2026-0148	Building - Minor *04/01/2026* *R-40 Residential - Rura*	Alteration / Addition *04/20/2026* *$850.00*	Issued *10/20/2026* *200*	16 Fresh Creek Rd, Dover, NH *$75,000.00*	*Residential*	None *Yes* *Jim Maxfield*	N0013-001007
	Description: Install Kitchen cabinets in new dwelling unit						

PERMITS ISSUED BY WORK CLASS (04/01/2026 TO 04/30/2026)

Permit #	Type / Application Date / Zone	Workclass / Issue Date / Fee Total	Expiration / Sq Ft	Main Address / Last Inspection / Valuation	Finaled Date / Project Zone	Applied Online / Assigned To	Parcel
BLDM-2026-0201	Building - Minor *04/21/2026* *C Non-Residential - Co*	Alteration / Addition *04/21/2026* *$69.00*	Issued *10/21/2026* *0*	48 Bridle Path, Dover, NH *$3,789.00*	None *Residential*	None *Yes* *Justin Corrow*	I0020-I00000
	Description: REMOVE AND REPLACE 1 WINDOW; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES						
BLDM-2026-0202	Building - Minor *04/21/2026* *R-12 Residential - Medi*	Alteration / Addition *04/21/2026* *$75.00*	Issued *10/21/2026* *300*	27 Atlantic Av, Dover 03820 *$7,195.00*	None *Residential*	None *Yes* *Justin Corrow*	25065-000000
	Description: Iinstall a new EPDM .060 rubber roof system.						
BLDM-2026-0199	Building - Minor *04/20/2026* *R-12 Residential - Medi*	Alteration / Addition *04/22/2026* *$410.00*	Issued *10/22/2026* *100*	9 Woodland Rd, Dover, NH *$35,000.00*	None *Residential*	None *Yes* *Justin Corrow*	17095-D00000
	Description: Master bathroom remodel. Work to include: removing a fiberglass tub/shower surround and replacing with a larger shower pan and tile walls. The window in the toilet area will be removed and replaced. A window will be removed and the wall framed in at the vanity location. A new vanity will be installed.						
BLDM-2026-0206	Building - Minor *04/23/2026*	Alteration / Addition *04/23/2026* *$75.00*	Issued *10/23/2026* *12*	31 Baker St St, Dover, NH 03820 *$8,999.00*	None *Residential*	None *Yes* *Justin Corrow*	
	Description: Rip and reroof entire dwelling with 30+ year shingles						
BLDM-2026-0182	Building - Minor *04/14/2026* *R-12 Residential - Medi*	Alteration / Addition *04/23/2026* *$355.00*	Issued *10/23/2026* *480*	15 Glenwood Av, Dover, NH *$30,000.00*	None *Residential*	None *Yes* *Justin Corrow*	38032-A00000
	Description: Complete basement restauration to include demolition, the replacement of some framing, insulation, drywall, flooring, doors, trim and finishes. To include a partial perimeter drain, sump pump and egress window						
BLDM-2026-0197	Building - Minor *04/20/2026* *IT Non-Residential - Inn*	Alteration / Addition *04/23/2026* *$190.00*	Issued *10/27/2026* *216*	12 Cielo Dr, Dover, NH *04/30/2026* *$15,000.00*	None *Residential*	None *Yes* *Justin Corrow*	H0004-000000
	Description: Create habitable area in portion of basement.						
BLDM-2026-0158	Building - Minor *04/06/2026*	Alteration / Addition *04/23/2026* *$278.00*	Issued *10/23/2026* *384*	82 Durham Rd Rd, Dover, NH 03820 *$23,000.00*	None *Residential*	None *Yes* *Justin Corrow*	
	Description: Remove old deck . Frame and install new deck						
BLDG-2026-0036	Building - Major *03/13/2026* *R-20 Residential - Low*	Alteration / Addition *04/23/2026* *$1,125.00*	Issued *10/23/2026* *1,800*	23 Beaumont Dr, Dover, NH *$100,000.00*	None *Residential*	None *Yes* *Jim Maxfield*	M0061-007000
	Description: Creating 3 bedrooms and bath on open existing 2nd floor of house from frame to finish						
BLDM-2026-0163	Building - Minor *04/07/2026* *CWD Cocheco Waterfro*	Alteration / Addition *04/23/2026* *$352.00*	Complete *11/02/2026* *62*	31 Cocheco St, Dover, NH *05/04/2026* *$6,800.00*	*05/04/2026* *Non-Residential*	None *Yes* *Jim Maxfield*	24139-000000
	Description: Small deck addition and roof over deck						
BLDM-2026-0205	Building - Minor *04/23/2026* *R-40 Residential - Rura*	Alteration / Addition *04/24/2026* *$80.00*	Issued *10/27/2026* *28*	71 Bellamy Woods, Dover 03820 *04/30/2026* *$5,200.00*	None *Residential*	None *No* *Justin Corrow*	I0001-N00000
	Description: Replace existing font door landing Unit 71 Bellamy Woods. specs on file . this is number 6 we have done						

PERMITS ISSUED BY WORK CLASS (04/01/2026 TO 04/30/2026)

Permit #	Type / Application Date / Zone	Workclass / Issue Date / Fee Total	Expiration / Sq Ft	Main Address / Last Inspection / Valuation	Finaled Date / Project Zone	Applied Online / Assigned To	Parcel
BLDM-2026-0198	Building - Minor *04/20/2026* *R-12 Residential - Medi*	Alteration / Addition *04/24/2026* *$69.00*	Issued *10/24/2026* *168*	44 Conifer Commons, Dover, NH *$3,800.00*	 *Residential*	None *Yes* *Justin Corrow*	E0019-008000
	Description: Deck replacement Identical to deck ripped out due to age.						
BLDM-2026-0132	Building - Minor *03/27/2026* *R-40 Residential - Rura*	Alteration / Addition *04/24/2026* *$80.00*	Issued *10/24/2026* *28*	72 Bellamy Woods, Dover 03820 *$5,200.00*	 *Residential*	None *Yes* *Justin Corrow*	I0001-N00000
	Description: replace front door landing at unit 72 Bellamy woods condo						
BLDM-2026-0211	Building - Minor *04/23/2026* *R-12 Residential - Medi*	Alteration / Addition *04/24/2026* *$223.00*	Issued *10/24/2026* *20*	9 Picard Ln, Dover, NH *$17,779.00*	 *Residential*	None *Yes* *Justin Corrow*	A0019-018000
	Description: REMOVE & REPLACE 1 ENTRY DOOR; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES						
BLDM-2026-0207	Building - Minor *04/23/2026* *R-40 Residential - Rura*	Alteration / Addition *04/24/2026* *$421.00*	Issued *10/24/2026* *200*	23 Schooner Dr, Dover, NH *$36,000.00*	 *Residential*	None *Yes* *Justin Corrow*	M0096-A00007
	Description: Add bathroom in basement using existing plumbing in floor						
BLDM-2026-0194	Building - Minor *04/17/2026* *R-40 Residential - Rura*	Alteration / Addition *04/24/2026* *$157.00*	Issued *10/24/2026* *272*	27 Isaac Lucas Cr, Dover, NH *$12,000.00*	 *Residential*	None *Yes* *Justin Corrow*	M0090-M00000
	Description: Front porch addition						
BLDM-2026-0214	Building - Minor *04/24/2026* *IT Non-Residential - Inn*	Alteration / Addition *04/27/2026* *$190.00*	Issued *10/27/2026* *0*	403 Sixth St, Dover, NH *$15,432.37*	 *Residential*	None *Yes* *Justin Corrow*	D0016-D00000
	Description: REMOVE AND REPLACE 4 WINDOWS, 1 STORM DOOR; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES						
BLDM-2026-0210	Building - Minor *04/23/2026* *R-40 Residential - Rura*	Alteration / Addition *04/27/2026* *$75.00*	Issued *10/27/2026* *22*	20 Sunnybrooke Dr, Dover, NH *$6,000.00*	 *Residential*	None *Yes* *Justin Corrow*	I0030-B00015
	Description: I am replacing 12 squares of shingles and all sheathing on the roof. I am also removing and replacing 10 squares of shingles on the garage roof.						
BLDM-2025-0129	Building - Minor *03/30/2025* *R-20 Residential - Low*	Alteration / Addition *04/27/2026* *$113.00*	Complete *11/09/2026* *400*	167 Spur Rd, Dover, NH *05/12/2026* *$7,500.00*	*05/12/2026* *Residential*	None *Yes* *Jim Maxfield*	L0044-000000
	Description: Demolition of small cottage						
BLDG-2025-0149	Building - Major *10/06/2025* *R-20 Residential - Low*	Alteration / Addition *04/27/2026* *$2,775.00*	Issued *10/27/2026* *900*	2 Center Dr, Unit #2, Dover, NH *$250,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	L0055-D00000
	Description: Build 30x30 garage with a 2 bedroom ADU above.						
BLDM-2026-0192	Building - Minor *04/16/2026* *CBD-G Central Busines*	Alteration / Addition *04/27/2026* *$135.00*	Complete *11/09/2026* *72*	208 Central Av, Dover, NH *05/12/2026* *$10,350.00*	*05/12/2026* *Non-Residential*	None *Yes*	09083-000000
	Description: repair and resurfacing of a 4-foot wide ramp with 12-foot run and a 4'x5' landing,						

PERMITS ISSUED BY WORK CLASS (04/01/2026 TO 04/30/2026)

Permit #	Type / Application Date / Zone	Workclass / Issue Date / Fee Total	Expiration / Sq Ft	Main Address / Last Inspection / Valuation	Finaled Date / Project Zone	Applied Online / Assigned To	Parcel
BLDM-2026-0191	Building - Minor *04/16/2026* *R-40 Residential - Rura*	Alteration / Addition *04/27/2026* *$69.00*	Issued *10/27/2026* *168*	1 Pleasant Valley Rd, Dover, NH *$4,000.00*	*Residential*	None *Yes* *Justin Corrow*	I0022-000000
	Description: Renovating a sunroom to a become a 4 season room						
BLDM-2026-0217	Building - Minor *04/26/2026* *R-40 Residential - Rura*	Alteration / Addition *04/28/2026* *$1,125.00*	Issued *10/28/2026* *964*	107 County Farm Cross Rd, Dover, NH *$100,000.00*	*Residential*	None *Yes* *Justin Corrow*	B0011-F00000
	Description: Two-story single-family residence in Dover, NH undergoing a phased renovation.						
BLDM-2026-0150	Building - Minor *04/01/2026* *RM-U Residential - Urb*	Alteration / Addition *04/30/2026* *$223.00*	Issued *10/30/2026* *800*	75 Oak St, Dover 03820 *$18,000.00*	*Mixed Use*	None *Yes* *Jim Maxfield*	26003-001000
	Description: Demo 2 mezzanines 16'x20', saw cut concrete floor 1500' lin ft. This permit is limited to demolition only, any further work will require additional permits and approvals.						

SUBTOTALS FOR ALTERATION / ADDITION:	**64,225 Sq Ft**	**$4,084,909.75**	**Residential:**	**72**	**PERMITS ISSUED: 85**
			Non-Residential:	**10**	
			Mixed Use:	**3**	

NEW CONSTRUCTION

BLDG-2026-0025	Building - Major *02/26/2026*	New Construction *04/01/2026*	Issued *11/02/2026*	32 Sophie Drive, Dover, NH 03820 *05/06/2026*		None *Yes*	
		$3,105.00	*1,388*	*$280,000.00*	*Residential*	*Jim Maxfield*	
	Description: Construction of a two story single family dwelling with accommodations for future ADU at grade level and attached garage with unfinished lower level						
BLDG-2026-0026	Building - Major *02/26/2026* *R-40 Residential - Rura*	New Construction *04/01/2026* *$3,105.00*	Issued *11/03/2026* *1,388*	33 Sophie Drive, Dover, NH 03820 *05/07/2026* *$280,000.00*	*Residential*	None *Yes* *Jim Maxfield*	H0047-A00000
	Description: Construction of single family home with ADU and attached garage						
BLDG-2026-0028	Building - Major *02/26/2026* *R-40 Residential - Rura*	New Construction *04/01/2026* *$3,105.00*	Issued *10/01/2026* *1,388*	29 Sophie Drive, Dover, NH 03820 *$280,000.00*	*Residential*	None *Yes* *Jim Maxfield*	H0047-A00000
	Description: Construction of single family home with ADU and attached garage						
BLDM-2026-0119	Building - Minor *03/25/2026* *R-20 Residential - Low*	New Construction *04/01/2026* *$0.00*	Issued *10/05/2026* *3,200*	25 Alumni Dr, Dover, NH *04/08/2026* *$320,000.00*	*Residential*	None *Yes* *Justin Corrow*	H0012-000000
	Description: This permit is limited to the foundation and visitor bleachers. Additional permits and approvals are required for the complex.						
BLDG-2026-0027	Building - Major *02/26/2026* *R-40 Residential - Rura*	New Construction *04/01/2026* *$3,105.00*	Issued *10/19/2026* *1,388*	31 Sophie Drive, Dover, NH 03820 *04/20/2026* *$280,000.00*	*Residential*	None *Yes* *Jim Maxfield*	H0047-A00000
	Description: Construction of a two story single family dwelling with accommodations for future ADU at grade level and attached garage with unfinished lower level						

PERMITS ISSUED BY WORK CLASS (04/01/2026 TO 04/30/2026)

Permit #	Type / Application Date / Zone	Workclass / Issue Date / Fee Total	Expiration / Sq Ft	Main Address / Last Inspection / Valuation	Finaled Date / Project Zone	Applied Online / Assigned To	Parcel
BLDG-2026-0020	Building - Major *02/20/2026* *R-12 Residential - Medi*	New Construction *04/02/2026* *$4,425.00*	Issued *10/13/2026* *2,003*	6 Fawn Drive, Unit 1, Dover, NH *04/16/2026* *$400,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	35064-000000
	Description: Construct a two story two family dwelling with one Duplex consisting of two Single family units, Lot 64-1 Fawn Drive Units 1						
BLDG-2026-0022	Building - Major *02/24/2026* *R-12 Residential - Medi*	New Construction *04/02/2026* *$4,238.00*	Issued *10/13/2026* *1,914*	6 Fawn Dr, Unit 2, Dover 03820 *04/16/2026* *$382,800.00*	 *Residential*	None *No* *Jim Maxfield*	35064-000000
	Description: Construct a two story two family dwelling with one Duplex consisting of two Single family units, Lot 64-1 Fawn Drive Unit 2						
BLDM-2026-0084	Building - Minor *03/10/2026* *R-20 Residential - Low*	New Construction *04/03/2026* *$0.00*	Issued *10/03/2026* *70,000*	25 Alumni Dr, Dover, NH *$500,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	H0012-000000
	Description: Install new electric Musco light pole system for Stadium field and new light pole bases for the Baseball field.						
BLDM-2026-0120	Building - Minor *03/25/2026* *R-20 Residential - Low*	New Construction *04/03/2026* *$0.00*	Issued *11/04/2026* *11,000*	25 Alumni Dr, Dover, NH *05/08/2026* *$1,480,000.00*	 *Residential*	None *Yes* *Justin Corrow*	H0012-000000
	Description: This permit is limited to the construction of the foundation and home grandstand bleachers with press box.						
BLDG-2026-0035	Building - Major *03/12/2026* *R-20 Residential - Low*	New Construction *04/03/2026* *$5,525.00*	Issued *10/12/2026* *1,988*	48 Columbus Av, Dover 03820 *04/15/2026* *$500,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	G0025-000000
	Description: Two Story, single family dwelling with attached 3 car garage, unfinished walkout basement, attic and second floor above garage						
BLDG-2025-0207	Building - Major *11/10/2025* *HR Residential - Heritag*	New Construction *04/07/2026* *$7,505.00*	Issued *10/07/2026* *3,400*	48 Rutland St, Unit 1 and Unit 2, Dover, NH *$680,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	12138-000000
	Description: Construction of a 3400sqft duplex						
BLDG-2026-0037	Building - Major *03/17/2026* *R-40 Residential - Rura*	New Construction *04/08/2026* *$13,650.00*	Issued *10/08/2026* *1,965*	9 Prosperity Dr, Dover, NH *$430,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	N0013-001002
	Description: Construct a one story single family dwelling with two car attached garage, unfinished basement and attic.						
BLDG-2026-0019	Building - Major *02/19/2026* *O Office*	New Construction *04/09/2026* *$25.00*	Issued *10/09/2026* *20,000*	831 Central Av, Dover, NH *$0.00*	 *Non-Residential*	None *Yes* *Jim Maxfield*	37024-000000
	Description: Exterior Renovations to existing building						
BLDG-2026-0023	Building - Major *02/26/2026* *R-40 Residential - Rura*	New Construction *04/10/2026* *$3,105.00*	Issued *11/09/2026* *1,388*	28 Sophie Drive, Dover, NH 03820 *05/13/2026* *$280,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	H0047-A00000
	Description: Construction of a two story single family dwelling with accommodations for future ADU at grade level and attached garage with unfinished lower level						
BLDG-2026-0044	Building - Major *04/06/2026* *R-12 Residential - Medi*	New Construction *04/16/2026* *$4,425.00*	Issued *11/09/2026* *2,003*	8 Fawn Dr, 1, Dover 03820 *05/12/2026* *$400,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	35064-000000
	Description: Construct a two story, two family dwelling unit with two attached garage and unfinished attic						

PERMITS ISSUED BY WORK CLASS (04/01/2026 TO 04/30/2026)

Permit #	Type / Application Date / Zone	Workclass / Issue Date / Fee Total	Expiration / Sq Ft	Main Address / Last Inspection / Valuation	Finaled Date / Project Zone	Applied Online / Assigned To	Parcel
BLDG-2026-0045	Building - Major *04/06/2026* *R-12 Residential - Medi*	New Construction *04/16/2026* *$4,238.00*	Issued *11/03/2026* *1,914*	8 Fawn Dr, 2, Dover 03820 *05/07/2026* *$382,800.00*	 *Residential*	None *Yes* *Jim Maxfield*	35064-000000
	Description: Construct a two story, two family dwelling unit with two attached garage and unfinished attic						
BLDG-2025-0151	Building - Major *10/14/2025* *CBD-G Central Busines*	New Construction *04/20/2026* *$2,566.00*	Issued *10/20/2026* *18,882*	44 Third St, Dover, NH *$231,000.00*	 *Mixed Use*	None *Yes* *Jim Maxfield*	06040-000000
	Description: Foundation Permit ONLY, additional permits are required for further improvements						
BLDG-2026-0021	Building - Major *02/24/2026* *R-20 Residential - Low*	New Construction *04/20/2026* *$4,575.00*	Issued *10/20/2026* *1,020*	13 1/2 Boston Harbor Rd, Dover, NH *$400,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	07006-000000
	Description: Reconstruct a two story dwelling unit on existing foundation.						
BLDG-2026-0033	Building - Major *03/08/2026* *R-12 Residential - Medi*	New Construction *04/20/2026* *$3,435.00*	Issued *10/20/2026* *780*	8 Penny Ln, Unit #2, Dover, NH *$310,000.00*	 *Residential*	None *Yes* *Jim Maxfield*	21026-007000
	Description: 26' x 30' Two Car Garage with ADU above. Square footage is associated with the ADU only.						

SUBTOTALS FOR NEW CONSTRUCTION:	**147,009 Sq Ft**	**$7,816,600.00**	**Residential:**	**17**	**PERMITS ISSUED:** **19**
			Non-Residential:	**1**	
			Mixed Use:	**1**	
	211,234 Sq Ft	**$11,901,509.75**	**Residential:**	**89**	**GRAND TOTAL OF PERMITS:** **104**
			Non-Residential:	**11**	
			Mixed Use:	**4**	

** Indicates active hold(s) on this permit*

PLANNING BOARD APPROVED PROJECTS

5/14/2026

NAME	STREET NAME	Type	Total Units	Units Built*	Units left	Attainable Units	DATE OF PB APPROVAL	DATE OF PB SIGNATURE	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
Mixed Use															
Airey Row on Central LLC	376-378 Central Ave.	M	15	0	15	No	11/18/2025	12/15/2025	Site	SITE-2025-0014	2	79 & 80	12/15/2032	W	0.45
Brady Sullivan - Liberty Mutual Redev.	Waumbec Drive - 150 Liberty Way	M	245	0	245	No	9/3/2025	10/17/2025	Site	SITE-2025-0008	E	24	10/17/2032	H	7.35
Dover Development, LLC	Blazer Drive - 52 Old Rochester Road	M	44	0	44	44	8/26/2025	11/24/2025	Site	SITE-2024-0009	40	25	11/24/2032	H	1.32
Wooden Ruler	42-44 Third St	M	58	0	58	No	11/8/2022	6/27/2023	Site	P22-60	6	32 & 40	6/27/2028	H	1.74
Equine Properties	239 Knox Marsh Road	M	64	0	64	12	8/22/2023	9/26/2023	Site	SITE-2023-0010	H	37A	9/26/2028	W	1.92
VC Dover, LLC	30 Grapevine Drive	M	49	0	49	No	4/4/2024	4/19/2024	Site	SITE-2022-0017	H	3-2	4/19/2029	G	1.47
Redgate 47 Chestnut	47 Chestnut Street	A	173	0	173	No	5/10/2022	9/13/2022	Site	P21-84	31	5	9/13/2027	H	5.19
Cochecho Waterfront Development	River Street	M	419	263	156	No	6/14/2022	8/25/2022	Site	P21-69	22	1-2 & 1-4	8/25/2027	G	12.57
Downtown Dover Storage, LLC	14 Broadway	A	24	0	24	No	12/14/2021	9/13/2022	Site	P21-29	4	5	9/13/2027	H	0.72
Pointe Place Phase V	Northfield Drive	A	84	72	12	No	7/28/2020	10/13/2020	Site	P20-32	K	19	10/13/2025	G	2.5
Fakhoury	12 Preble Street	A	12	0	12	No	2/18/2019	9/23/2023	Site	P19-11	4	76	9/23/2028	H	0.4
Total: Mixed Use			***1187***	***335***	***852***	***56***									***35.6***
Multi-Family:															
Our Place, Inc	Durham Road	A	9	0	9	No	10/8/2024	12/10/2024	Site	SITE-2024-0004	H	6-4	12/10/2032	G	1.1
H.J. Stabile & Son, Inc.	Lenox Drive - Fisher St.	H	21	17	4	No	6/11/2024	7/23/2024	Site	SITE-2023-0015	15	40-A	7/23/2029	W	2.5
Robert Baldwin	Ember Drive/34 New Rochester	H	15	12	3	No	1/23/2024	5/6/2024	Site	SITE-2023-0007	39	103	5/6/2029	H	1.8
Knox Marsh Development LLC	757 Central Ave	M	7	1	6	No	7/26/2022	11/21/2022	Site	P22-15	28	7	11/21/2027	H	0.8
McIntosh Dover, LLC	23 Cataract	A	178	78	100	92	6/25/2024	8/13/2024	Site	WAIV-2024-0010	13	23 & 34	8/13/2029	W	21.4
Total: Multi-family			***230***	***108***	***122***	***92***									27.6
Subdivisions:															
Richardson Estates of Dover, LLC	Fawn Drive - 141 Sixth St	D	20	3	17	No	9/23/2025	1/26/2026	Site	SITE-2025-0010	34	64	1/26/2033	H	2.4
Sophie/Banner Part 2	Cold Springs/Sophie	H	8	1	7	No	5/27/2025	10/10/2025	Site	SITE-2024-0015	H	47-A	10/10/2032	W	1.0
210 Tolend Rd LLC	210 Tolend Road/Emerald Ln	H	32	1	31	No	5/13/2025	1/12/2026	Subdivision	SUBD-2025-0001	F	3	1/12/2033	W	3.8
Stonearch Development Corp	53 & 65 Tolend &22 SunHawk	H	27	5	22	No	8/23/2023	6/26/2024	Subdivision	SUBD-23-0005	E	65 & 65-1	6/26/2031	W	3.2
Chinburg Development, LLC	Gulf Rd & Oak St.	H	11	5	6	No	6/27/2023	9/26/2023	10/25/2023	SUBD-23-0001	N	13-1	9/26/2028	H	1.3
Donnahue Realty Trust (Lawrence & Cheryl	Stepping Stone Way (71 Glenwood Rd.)	H	7	0	7	No	4/27/2021	1/26/2021	4/27/2021	P20-18	D	20	4/27/2027	H	0.8
Porch Light Drive	Cataract Ave	H	18	16	2	No	3/8/2022	5/10/2022	5/11/2022	P19-80B	14	10-G	5/10/2027	W	2.2
Arch St	Fresian Drive	H	11	0	11	No	10/23/2012	7/30/2013	8/1/2013	P12-28	11	16	7/30/2018	W	1.3
Ayer	Eagan Drive	H	17	11	6	No	4/11/2017	11/17/2017	1/10/2018	P16-25	N	18	11/17/2022	G	2.0
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	4	5	No	10/23/2007	2/21/2008	2/21/2008	P07-43	N	8	2/21/2012	H	1.1
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	31	1	No	5/10/2005	6/6/2005	6/7/2005	P04-42	B	21	6/6/2009	H	3.8
Total: Subdivisions			***192***	***77***	***115***	***0***									***23.0***
Elderly:															
Arbor Woods Townhomes	Cielo Dr (Windsor Dr. Townhomes)	H	56	0	56	No	11/14/2023	12/29/2023	Site	P06-25F/SITE-2023-2016	H	4	12/29/2028	W	6.7
Arbor Woods	Cielo Dr	H	72	69	3	No	1/9/2007	2/20/2007	2/20/2007	P06-25	H	4	2/20/2011	W	8.64
Total: Elderly			***128***	***69***	***59***	***0***									***15.4***
TOTAL APPROVED UNITS			**1737**	**589**	**1148**	**148**									

** Students are estimated based upon multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS

* Built or permit issued and unit under construction

A:Apt, H:House, C:Condo, M: Mixed Use

City of Dover
FY26 State of NH Aid/Grant Revenue

Aid By Category	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026	May 2026	June 2026	
Education													
Adequate Education			$ 2,023,899.00										
Building Aid				$ 184,360.00									
School Meals		$ 36,595.67		$ 86,184.14		$ 133,528.20				$ 4,911.95			
Special Education		$ 175,533.05		$ 62,392.30	$ 74,062.55		$ 5,296,460.48			$ 10,769.15			
Tuition & Transportation		$ 179,777.41			$ 479,504.38								
Emergency Relief Funds													
Local Education Improvements	$ 3,867.60	$ 48,605.16	$ 60,175.80	$ 113,044.47	$ 129,906.56	n	$ 35,248.76	$ 57,138.39	$ 26,054.13	$ 533,106.11			
Adult Education		$ 36,812.17								$ 237,557.70			
Total Education	$ 3,867.60	$ 477,323.46	$ 2,084,074.80	$ 445,980.91	$ 683,473.49	$ 133,528.20	$ 5,331,709.24	$ 57,138.39	$ 26,054.13	$ 786,344.91	$ -	$ -	$ 10,029,495.13
Environmental													
State Aid Grants - Wastewater					$ 24,697.00		$ 57,927.00	$ 57,927.00	$ 8,273.00				
SRF - Chapel St. Revine				$ 9,590.05				$ 46,009.35					
SRF - River St Pump Station													
SRF - Secondary Clarifier			$ 303,340.77		$ 1,424,050.53		$ 1,391,795.37						
SRF - Henry Law Park Stormwater								$ 1,986.25					
SRF - Inflow & Infiltration							$ 2,851.37						
Lead Service Line Grants							$ 37,540.21	$ 672,173.74	$ 148,637.08				
FHWA Bellamy River Fish Passage								$ 22,377.09	$ 28,464.89	$ 28,427.80			
Urban Core										$ 57,267.86			
Pudding Hill Water Treatment													
Community Trail Land Improvements													
Total Environmental	$ -	$ -	$ 303,340.77	$ 9,590.05	$ 1,448,747.53	$ -	$ 1,490,113.95	$ 800,473.43	$ 185,374.97	$ 85,695.66	$ -	$ -	$ 4,323,336.36
Other Gen. Funds													
Meals & Rooms Distribution						$ 3,361,446.01							
InvestNH; HOP Housing Navigator													
InvestNH; HOP Grant Reimbursement													
Household Hazardous Waste Collection				$ 7,966.00									
SCADA (ARPA)													
Opioid Settlement			$ 53,074.21										
DRA Railroad Taxes	$ 3,751.27												
Other	$ 4,388.00		$ 5,539.89				$ 33,225.00	$ 13,369.72	$ 76,150.00				
Total Other Gen. Funds	$ 8,139.27	$ -	$ 58,614.10	$ 7,966.00	$ -	$ 3,361,446.01	$ 33,225.00	$ 13,369.72	$ 76,150.00	$ -	$ -	$ -	$ 3,558,910.10
Highway Funds													
Highway Block Grants							$ 131,582.63	$ 131,582.63					
Highway Construction Aid													
Municipal Bridge Aid													
Total Highway Funds	$ -	$ -	$ -	$ -	$ -	$ -	$ 131,582.63	$ 131,582.63	$ -	$ -	$ -	$ -	$ 263,165.26
Public Safety Funds													
Overtime Reimbursemnt													
SOR Reimburse	$ 90.00												
Safe Streets Grant													
Seabrook Drill Training			$ 3,375.00										
Highway Safety Grant													
DRE Call Out													
NH Safe Streets													
DHHS - Coalition Support Srvs								$ 32,487.25	$ 3,836.12				
Granite Hammer Grant													
HSGP SWAT													
LETPA Grant			$ 6,355.70										
FEMA Public Assistance Grant													
Total Public Safety	$ 90.00	$ -	$ 9,730.70	$ -	$ -	$ -	$ -	$ 32,487.25	$ 3,836.12	$ -	$ -	$ -	$ 46,144.07
Grand Total	$ 12,096.87	$ 477,323.46	$ 2,455,760.37	$ 463,536.96	$ 2,132,221.02	$ 3,494,974.21	$ 6,986,630.82	$ 1,035,051.42	$ 291,415.22	$ 872,040.57	$ -	$ -	$ 18,221,050.92

City of Dover

Revenues of Major Funds
April 30, 2026
(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	$ 126,890,025	975,734	66,007,172	52.0%	$ 60,882,853	$ -	$ 60,882,853	48.0%
Licenses & Permits	7,970,506	822,548	7,305,125	92.0%	665,381	-	665,381	8.0%
Intergovernmental	4,462,605	-	3,940,833	88.0%	521,772	-	521,772	12.0%
Charges for Services	6,970,119	550,218	7,481,232	107.0%	(511,113)	-	(511,113)	-7.0%
Miscellaneous Revenue	4,309,740	185,269	2,486,488	58.0%	1,823,252	-	1,823,252	42.0%
Education	20,245,801	3,302,567	19,426,471	96.0%	819,330	-	819,330	4.0%
Operating Transfers In	566,507	88,829	88,829	16.0%	477,678	-	477,678	84.0%
Other Financing Sources	660,200	-	110,000	17.0%	550,200	-	550,200	83.0%
Sub-total : 1000 General Fund	$ 172,075,503	5,925,165	106,846,151	62.0%	$ 65,229,352	$ -	$ 65,229,352	38.0%
3213 Parking Activity Fund								
Licenses & Permits	$ 415,000	34,106	375,553	90.0%	$ 39,447	$ -	$ 39,447	10.0%
Parking Income	1,145,264	85,561	1,122,011	98.0%	23,253	-	23,253	2.0%
Parking Fines	225,000	30,748	399,658	178.0%	(174,658)	-	(174,658)	-78.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	$ 1,785,264	150,414	1,897,222	106.0%	$ (111,958)	$ -	$ (111,958)	-6.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	$ 800,377	64,103	618,349	77.0%	$ 182,028	$ -	$ 182,028	23.0%
Operating Transfers In	60,853	3,857	34,710	57.0%	26,143	-	26,143	43.0%
Sub-total : 3381 McConnell Center	$ 861,230	67,959	653,059	76.0%	$ 208,171	$ -	$ 208,171	24.0%
3410 Recreation Special Revenue Fund								
Charges for Services	$ 458,600	50,590	300,712	66.0%	$ 157,888	$ -	$ 157,888	34.0%
Miscellaneous Revenue	10,000	260	10,074	101.0%	(74)	-	(74)	-1.0%
Operating Transfers In	25,000	-	410	2.0%	24,590	-	24,590	98.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 3410 Recreation Special Revenue Fund	$ 493,600	50,850	311,196	63.0%	$ 182,404	$ -	$ 182,404	37.0%
5300 Water Fund								
Intergovernmental	$ 2,500	-	-	0.0%	$ 2,500	$ -	$ 2,500	100.0%
Charges for Services	8,153,412	467,622	4,759,009	58.0%	3,394,403	-	3,394,403	42.0%
Miscellaneous Revenue	386,000	13,530	419,501	109.0%	(33,501)	-	(33,501)	-9.0%
Operating Transfers In	87,500	87,500	87,500	100.0%	-	-	-	0.0%
Other Financing Sources	-	-	809,650	0.0%	(809,650)	-	(809,650)	0.0%
Sub-total : 5300 Water Fund	$ 8,629,412	568,652	6,075,660	70.0%	$ 2,553,752	$ -	$ 2,553,752	30.0%
5320 Sewer Fund								
Intergovernmental	$ 88,088	-	30,211	34.0%	$ 57,877	$ -	$ 57,877	66.0%
Charges for Services	10,297,912	601,031	5,880,216	57.0%	4,417,696	-	4,417,696	43.0%
Miscellaneous Revenue	70,000	16,054	119,694	171.0%	(49,694)	-	(49,694)	-71.0%
Other Financing Sources	391,150	-	303,150	78.0%	88,000	-	88,000	22.0%
Sub-total : 5320 Sewer Fund	$ 10,847,150	617,086	6,333,271	58.0%	$ 4,513,879	$ -	$ 4,513,879	42.0%
6100 Dovernet Fund								
Charges for Services	$ 2,053,796	169,812	1,698,143	83.0%	$ 355,653	-	$ 355,653	17.0%
Miscellaneous Revenue	50,000	-	25,000	50.0%	25,000	-	25,000	50.0%
Operating Transfers In	-	-	-	0.0%	0	-	0	0.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 6100 Dovernet Fund	$ 2,103,796	169,812	1,723,143	82.0%	$ 380,653	$ -	$ 380,653	18.0%
6310 Fleet Maintenance Fund								
Charges for Services	$ 1,824,990	64,282	1,184,558	65.0%	$ 640,432	$ -	$ 640,432	35.0%
Miscellaneous Revenue	25,000	-	9,876	40.0%	15,124	-	15,124	60.0%
Operating Transfers In	-	-	-	0.0%	0	-	0	0.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 6310 Fleet Maintenance Fund	$ 1,849,990	64,282	1,194,433	65.0%	$ 655,557	$ -	$ 655,557	35.0%
Total : REVENUES	$ 198,645,945	7,614,221	125,034,137	63.0%	$ 73,611,808	$ -	$ 73,611,808	37.0%

City of Dover

Expenditures of Major Funds
April 30, 2026
(General Fund Includes County, School and Debt Service)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
EXPENDITURES								
1000 General Fund								
City Council	$ 701,566	$ 145,446	$ 517,483	74.0%	$ 184,083	$ 161,844	$ 22,239	3.2%
Executive	2,632,223	229,865	1,885,609	72.0	746,614	386,624	359,990	13.7
Finance	2,977,903	258,703	2,341,486	79.0	636,417	393,167	243,250	8.2
Planning	2,565,058	176,870	1,664,861	65.0	900,197	383,786	516,411	20.1
Misc General Government	1,681,653	16,584	782,348	47.0	899,305	157,052	742,253	44.1
Police	12,372,344	989,473	9,573,076	77.0	2,799,268	1,383,460	1,415,809	11.4
Fire & Rescue	13,372,231	1,202,296	11,454,601	86.0	1,917,630	1,640,552	277,078	2.1
Community Service Public Works	14,157,251	1,268,261	8,309,576	59.0	5,847,675	1,815,782	4,031,893	28.5
Recreation	3,447,077	245,161	2,414,675	70.0	1,032,402	404,249	628,153	18.2
Public Library	2,001,997	182,887	1,509,671	75.0	492,326	324,222	168,104	8.4
Public Welfare	2,630,913	44,314	524,470	20.0	2,106,443	66,223	2,040,219	77.5
Debt Service	6,201,537	-	3,119,050	50.0	3,082,487	2,414,867	667,620.09	10.8
Other Financing Sources/Uses	4,647,478	985,994	4,334,585	93.0	312,893	-	312,893	6.7
School	90,989,019	4,255,911	61,037,159	67.0	29,951,860	30,324,503	(372,644)	(0.4)
Intergovernmental	11,848,376	-	11,848,376	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	$ 172,226,626	$ 10,001,765	$ 121,317,027	70.4%	$ 50,909,599	$ 39,856,331	$ 11,053,268	6.4%
3213 Parking Activity Fund								
Police	$ 1,785,264	$ 201,059	$ 1,328,214	74.0%	$ 457,050	$ 156,863	$ 300,187	16.8%
Sub-total : 3213 Parking Activity Fund	$ 1,785,264	$ 201,059	$ 1,328,214	74.4%	$ 457,050	$ 156,863	$ 300,187	16.8%
3381 McConnell Center Fund								
Recreation	$ 861,230	$ 36,629	$ 357,451	42.0%	$ 503,779	$ 438,158	$ 65,622	7.6%
Sub-total : 3381 McConnell Center Fund	$ 861,230	$ 36,629	$ 357,451	41.5%	$ 503,779	$ 438,158	$ 65,622	7.6%
3410 Recreation Special Revenue Fund								
Recreation	$ 510,107	$ 14,890	$ 213,468	42.0%	$ 296,639	$ 45,263	$ 251,376	49.3%
Sub-total : 3410 Recreation Special Revenue Fund	$ 510,107	$ 14,890	$ 213,468	41.8%	$ 296,639	$ 45,263	$ 251,376	49.3%
5300 Water Fund								
Community Service Public Works	$ 9,055,462	$ 611,103	$ 6,769,434	75.0%	$ 2,286,028	$ 998,388	$ 1,287,640	14.2%
Sub-total : 5300 Water Fund	$ 9,055,462	$ 611,103	$ 6,769,434	74.8%	$ 2,286,028	$ 998,388	$ 1,287,640	14.2%
5320 Sewer Fund								
Community Service Public Works	$ 11,124,294	$ 800,825	$ 7,943,340	71.0%	$ 3,180,954	$ 1,023,637	$ 2,157,317	19.4%
Sub-total : 5320 Sewer Fund	$ 11,124,294	$ 800,825	$ 7,943,340	71.4%	$ 3,180,954	$ 1,023,637	$ 2,157,317	19.4%
6100 Dovernet Fund								
Executive	$ 2,746,781	$ 163,769	$ 1,465,494	53.0%	$ 1,281,287	$ 485,562	$ 795,725	29.0%
Sub-total : 6100 Dovernet Fund	$ 2,746,781	$ 163,769	$ 1,465,494	53.4%	$ 1,281,287	$ 485,562	$ 795,725	29.0%
6310 Fleet Maintenance Fund								
Community Service Public Works	$ 1,970,468	$ 238,078	$ 1,397,986	71.0%	$ 572,483	$ 264,203	$ 308,280	15.6%
Sub-total : 6310 Fleet Maintenance Fund	$ 1,970,468	$ 238,078	$ 1,397,986	70.9%	$ 572,483	$ 264,203	$ 308,280	15.6%
Total : EXPENDITURES	$ 200,280,232	$ 12,068,118	$ 140,792,413	70.3%	$ 59,487,819	$ 43,268,404	$ 16,219,415	8.1%

City of Dover

Arena - General Fund
Revenue & Expenditure Report
(Including Arena Debt Service attributed to the General Fund)
April 30, 2026

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
Revenues	1,140,085	67,340	1,095,592	96.1	44,493	0	44,493	3.9
Expenditures	1,493,689	104,889	1,102,486	73.8	391,203	168,720	222,482	14.9
Debt Service								
Principal	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
	(353,604)	**(37,549)**	**(6,895)**	**22.3**	**(346,709)**	**(168,720)**	**(177,989)**	**(11.0)**

CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 6, 2026**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

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

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Williams led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

Present: Councilor Richer, Councilor Carmichael, Councilor Cullen, Councilor Veitch, Deputy Mayor Williams, Mayor Shanahan
Absent (excused): Councilor Retrosi, Councilor Robison, Councilor Granfield
Also Present: City Manager Joyal, Deputy City Clerk Baker

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. HOUSING REPORT RECOMMENDATIONS UPDATE

Planning Director Benton and Housing Navigator Muirhead presented a PowerPoint presentation to the Council and answered questions.

B. DREDGE CELL/MAGLARAS PARK UPDATE

City engineer Jill Semprini and Deputy Community Services Director Ken Mavrogeorge presented a PowerPoint presentation to the Council and answered questions.

7. ADJOURNMENT

Councilor Carmichael moved to adjourn, seconded by Councilor Veitch.
Vote: 6-0.
Meeting adjourned at 8:53 PM.

DRAFT

CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 13, 2026**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

Mayor Shanahan called the meeting to order at 7:01 PM.

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Richer led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

Present: Councilor Richer, Councilor Carmichael, Councilor Retrosi, Councilor Cullen, Councilor Robison, Councilor Veitch, Deputy Mayor Williams, Mayor Shanahan
Absent: Councilor Granfield (excused)
Also Present: City Manager Joyal, Deputy City Attorney Perez, City Clerk Vansylyvong-Bizier

5. PROCLAMATIONS/AWARDS – SHAW FAMILY RECOGNITION & RIDE THE ROBOT ROBOTICS TEAM

Mayor Shanahan presented a proclamation to Bob and Cindy Shaw recognizing their contributions to the City and congratulating them on their well-deserved retirement.

The Mayor also presented a proclamation to the Ride the Robotics Team for their accomplishments and for receiving the prestigious “Think Award.”

6. APPROVAL OF AGENDA

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

7. PUBLIC HEARINGS

8. PUBLIC FORUM

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

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 in writing.
Deputy Mayor Williams moved to accept the City Manager’s report, seconded by Councilor Retrosi.
Vote: 8-0.

10. APPROVAL OF MINUTES

A. April 22, 2026 – Regular Meeting

Deputy Mayor Williams moved to approve the minutes, seconded by Councilor Richer.
Councilor Cullen moved to amend the minutes to reflect his opposition on item 13.A.5.,

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

11. MAYOR'S REPORT

Mayor Shanahan went over the events and meeting he attended over the last few weeks. Mayor Shanahan asked the Council that when they approve his report, that it also includes an approval to add a banner that states "National Day of Prayer first Thursday in May" to the approved flag/banner list, so that it may be displayed the day before and day of.
Mayor Shanahan welcomed Gail Daudelin to the podium. Ms. Daudelin gave an overview of the event held on May 2nd – Dover Pride Clean Up Day – highlighting the great attendance and weather.
Mayor Shanahan then welcomed Deb Clough of Don't Trash Dover, to the podium. Ms. Clough introduced other volunteers with Don't Trash Dover and discussed how the Power of an Hour event went, which was held on April 25th.
Deputy Mayor Williams moved to accept the Mayor's report with the addition of the National Day of Prayer banner added to the list of acceptable flags and banners displayed outside of City Hall, seconded by Councilor Veitch.
Vote: 8-0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. ADDITIONAL APPROPRIATION AND AUTHORIZATION FOR BONDING FOR FY2027 CIP WATER TREATMENT PLANT UPGRADES – FRENCH CROSS STATION (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 Retrosi.
City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 8-0.

2. REPROGRAM UNEXPENDED BOND PROCEEDS FROM CERTAIN COMMUNITY SERVICES CIP PROJECTS TO HENRY LAW AVENUE RECONSTRUCTION CIP PROJECT
(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: 8-0.

13. NEW BUSINESS

DRAFT

A. CONSENT CALENDAR

1. **B26062 WATER DEPARTMENT SUPPLIES AS NEEDED**
   SPONSORED BY MAYOR SHANAHAN BY REQUEST
2. **B26063 SEWER DEPARTMENT SUPPLIES AS NEEDED**
   SPONSORED BY MAYOR SHANAHAN BY REQUEST
3. **ADDITIONAL SCOPE OF WORK FOR DREDGE CELL CLOSURE WITH VERDANTAS, LLC**
   SPONSORED BY MAYOR SHANAHAN BY REQUEST
4. **B12006 AUTHORIZATION TO PURCHASE LIQUID PROPANE FROM D.F. RICHARD, INC.**
   SPONSORED BY MAYOR SHANAHAN BY REQUEST
5. **B26054 NEBI PARK PAVILION OPERATOR OR TENANT**
   SPONSORED BY MAYOR SHANAHAN BY REQUEST
6. **B26058 PRECAST CONCRETE STRUCTURES**
   SPONSORED BY MAYOR SHANAHAN BY REQUEST
7. **AUTHORIZATION TO ACCEPT EASEMENTS ON TWO PROPERTIES NEAR CENTRAL AVENUE: (I) FROM COCHECHO MILLS HOLDINGS, LLC ON TAX MAP 3, LOT 66 FOR PUBLIC ACCESS AND FOR DOVER'S FUTURE 9/11 MEMORIAL; AND (II) FROM 421 CENTRAL AVENUE, LLC FOR PUBLIC ACCESS ON TAX MAP 3, LOT 67**
   SPONSORED BY MAYOR SHANAHAN BY REQUEST
8. **APPROVAL OF LEASE AGREEMENT BETWEEN CITY OF DOVER AND BELLAMY PARK DISC GOLF CLUB**
   SPONSORED BY MAYOR SHANAHAN BY REQUEST
9. **APPROVAL OF LEASE AGREEMENT AMENDMENT WITH NEW ENGLAND SPORTS COMPLEX, INC. d/b/a FIRST PUSH SYNDICATE**
   SPONSORED BY MAYOR SHANAHAN BY REQUEST
10. **APPROVAL OF LEASE AGREEMENT BETWEEN OUR DAILY BREAD, LLC AND CITY OF DOVER AND MCCONNELL CENTER**
    SPONSORED BY MAYOR SHANAHAN BY REQUEST
11. **APPROVAL OF PURCHASE AND SALE FOR PROPERTY REFERRED TO IN PAST DEEDING AS DISPOSITION PARCEL 3/C/5 ON ORCHARD STREET (TAX MAP 2, LOT 83-A)**
    SPONSORED BY MAYOR SHANAHAN BY REQUEST

Deputy Mayor Williams moved to approve the Consent Calendar, seconded by Councilor Carmichael.
Mayor Shanahan asked if any Councilors would like to pull any items, Councilor Retrosi requested to pull item 13A.5.
Roll Call Vote on remaining items: 8-0.

DRAFT

Deputy Mayor Williams moved to approve item 13.A.5., seconded by Councilor Retrosi. Deputy City Manager Parker gave an overview of the resolution and background on how the tenant was chosen. The group was endorsed by both the Recreation Advisory Board as well as the Cochecho Waterfront Development Advisory Committee.
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 (Robison)**
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. Ordinance Committee (Shanahan)
13. Solid Waste Advisory Committee (Richer)
14. Transportation Advisory Commission (Cullen)
15. Heritage Commission (Retrosi)
16. Board of Health (Veitch)
17. Downtown TIF Advisory Board (Robison)
18. Cochecho Waterfront Development Advisory Committee (Shanahan)
19. COAST (Shanahan)
20. Waterfront TIF Advisory Board (Cullen)
21. Dover Main Street
22. Strafford Regional Planning Commission (Williams)
23. Government Affairs (Shanahan)
24. Joint Building Committee – Athletic Complex (Cullen)
25. Cemetery Board (Veitch)
26. Dover Utilities Commission (Carmichael)

Councilor Williams gave an overview of the last Conversation Commission meeting.

Councilor Richer gave an update on the library renovation and an overview of the last Library Board of Trustees meeting.

Councilor Williams presented recommendations from the Appointments Committee to the Council:
New Appointments:
Marc Hiller – Conservation Commission – Alternate Member (term: 5/13/2026 to 3/27/2027)
Patti Woodson – Arts Commission – Alternate Member (term: 5/13/2026 to 9/14/2028)
Paige Wilson – Solid Waste Advisory Committee – Alternate Member (term: 5/13/2026 to 8/10/2028)
Resignations:
Susan Kelsch – Cemetery Board
→Deputy Mayor Williams moved to accept the recommendations, seconded by Councilor Robison. Vote: 8-0.

Councilor Carmichael gave an overview of the last School Board meeting.

Councilor Retrosi gave an overview of the most recent Recreation Advisory Board meeting.

Councilor Veitch gave an overview of the most recent Energy Commission meeting.

Councilor Cullen gave an update from the most recent Parking Commission meeting.

B. RESOLUTIONS

1. DISPOSAL OF CITY OWNED REAL-ESTATE AND TAX DEEDED PROPERTY
SPONSORED BY MAYOR SHANAHAN BY REQUEST

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

City Manager Joyal went over the resolution with the Council.
Councilor Cullen moved to amend the resolution to modify the disposition column to dispose of the structure on 87A Old Dover Point Rd and merge to adjacent lot, seconded by Councilor Carmichael.
Vote: 8-0.

City Manager Joyal and Deputy City Manager Parker answered questions from the Council on various lots on the list.

Deputy Mayor Williams moved to approve the amended resolution, seconded by Councilor Carmichael.
Roll Call Vote: 8-0.

2. **B26001 AWARD OF BID FOR HENRY LAW AVE & PAYNE ST. RECONSTRUCTION TO NORTHEAST EARTH MECHANICS, LLC**
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.

3. **B25037 RFP26-001 EVALUATION OF WENTWORTH TERRACE PUMP STATION**
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. **B26048 WWTP WATER (WASTEWATER EFFLUENT) SKID SYSTEM**
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.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Carmichael reminded folks of the touch a truck event being held at Community Services on Saturday, May 16th.

Councilor Richer stated that this week was Affordable Housing Week and that various events were happening. She let the Council know of an event being held at Chapel + Main on Saturday, May 16th.

Mayor Shanahan informed the Council of the Dover High School graduation taking place on June 4th and that they should have received invitations.

16. ADJOURN

Councilor Carmichael moved to adjourn, seconded by Councilor Veitch.
Vote: 8-0.
Meeting adjourned at 8:25 PM.

DRAFT

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2026.05.27 – 189**
Resolution Re: Adopting Amendments to Merit Plan, Classification Plan, and Pay Plan

WHEREAS: The City Charter requires the City Manager to submit any amendments to the Merit Plan to the City Council as an item on a regular Council meeting agenda; and,

WHEREAS: The City Council shall, within sixty days after having received the amendments, take action to approve or disapprove them at a regular Council meeting; and,

WHEREAS: The Merit Plan includes, as specific attachments, (1) the Classification Plan, which establishes authorized position classifications and grade levels for each class of position in the City's Administrative Service, and (2) the Pay Plan, which provides minimum, maximum, and intermediate pay rates established for each grade; and,

WHEREAS: To ensure that consistency remains between the Merit Plan and ratified Collective Bargaining Agreements, amendments to the Merit Plan and its accompanying documents are needed to reflect the correct grade assignments for all position classifications in the City's Administrative Service, the pay rates negotiated for fiscal year 2025, and provisions pertaining to mental health illness leave.

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

The City Council approves and adopts the attached Merit Plan, Classification Plan, and Pay Plan, as amended and submitted by the City Manager, effective July 1, 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		

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2026.05.27 – 189**
Resolution Re: Adopting Amendments to Merit Plan, Classification Plan, and Pay Plan

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:

Attached and accompanying this resolution are: (1) Merit Plan (effective July 1, 2026); (2) Pay Plan (Wage Schedule) for Fiscal Year 2027; and (3) Classification Plan for Fiscal year 2027.

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

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

- "Police Captain" from Grade D21 to D22
- "Fire Assistant Chief" from Grade D20 to D21
- "Fire Deputy Chief" from Grade D21 to D22
- Update of classification title from "WWTP Lab Technician" to "WWTP/WTP Lab Technician"
- Update of classification title from "WWTP Supervisor" to "WWTP/WTP Supervisor"
- Addition of classification "Police Prevention Programmer II" at grade D14
- Addition of classification "Police Accreditation Coordinator" at grade D15

This Resolution directly advances City Council Goal #4 by investing in our employees and to "help attract and maintain 'Wins Above Replacement' quality employees" through competitive compensation and benefits.

MERIT PLAN

CITY OF DOVER
New Hampshire

Submitted by

J. Michael Joyal, Jr
City Manager

Effective July 1, 2026

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MERIT PLAN OF THE CITY OF DOVER, NH

ARTICLE I. PURPOSE

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

Section 1: To provide for an efficient system of modern personnel administration based on the principles of merit and designed to ensure sound and consistent employment practices.

Section 2: To provide for the selection, appointment, promotion, training, transfer, lay off, discipline, and removal of City of Dover employees on the basis of merit.

Section 3: To provide for a position classification system within the Administrative Service of the City, to be known as the Classification Plan.

Section 4: To provide for a compensation system for City of Dover employees holding positions in the Classified Service of the City, to be known as the Pay Plan.

Section 5: To provide for City of Dover employees a definite policy regarding annual leave, personal illness leave, and other leaves of absence.

Section 6: To provide for City of Dover employees a definite policy regarding eligibility for participation in a retirement plan and other benefits.

Section 7: To provide for City of Dover employees a procedure for appeals related to the application of these rules and regulations.

Section 8: To provide for other matters necessary to ensure the maintenance of efficient service and the improvement of working conditions.

ARTICLE II. AMENDMENT OF MERIT PLAN

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

ARTICLE III. DEFINITIONS

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

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

Definition 2: APPOINTING AUTHORITY shall mean the City Manager or department head, who shall have the authority to hire and/or terminate the employment of persons for the City of Dover in accordance with the duties and powers conferred by the City Charter and these rules and regulations.

Definition 3: APPOINTMENT shall mean the selection and hiring by the Appointing Authority of a person to fill a position in the Classified Service of the City. Appointments shall be of the following types: Original, Temporary, Re-Employment, Transfer, Promotion, Demotion.

Definition 4: CLASSIFICATION, OR CLASS OF POSITIONS shall mean a position or grouping of positions in the Classified Service of the City having similar duties and responsibilities and requiring similar qualifications.

Definition 5: CLASSIFICATION PLAN shall mean the overall organization of positions into groups or classes on the basis of the duties and responsibilities of the position and knowledge, skill and ability necessary for adequate performance of the essential functions of the position.

Definition 6: CLASSIFIED SERVICE shall mean the collection of all full-time and part-time positions included in the Classification Plan of the City which are subject to the appointing authority of the City Manager and/or department heads.

Definition 7: DEMOTION shall mean a change of the employment status of an employee from a position in one class to a position in another class having a lower maximum salary rate.

Definition 8: DISCRETIONARY AND PROFESSIONAL SERVICE shall mean department heads or other employees who are immediate subordinates and report directly to the City Manager. Such employees are particularly qualified and regularly and routinely as part of their duties, exercise discretion and judgment over the performance of their functions. These employees are considered part of the Classified Service, but shall not always be subject to all provisions of the Merit Plan. As such, for the purposes of recruitment and retention of this type of personnel, the City Manager may provide these employees with additional benefits or incentives. The City Manager may enter into employment and severance agreements with employees who are members of the Discretionary and Professional Service. A Resolution for each agreement shall be placed as a separate item on the next regular Council agenda prior to the execution of the agreement by the City Manager. The proposed written agreement shall be available to the Council and to the public. The City Council shall review and approve or disapprove the cost items of all employment and severance agreements at the first available regular council meeting or within thirty (30) days whichever is less**.** Persons employed as part of the Discretionary and Professional Service shall be appointed by reason of their particular training and experience as determined by the City Manager to be the best qualified and available person for the job. Such persons shall not necessarily be appointed or promoted according to standard promotional procedures as applicable for all other employees of the Classified Service. Discretionary and Professional Service employees shall receive a salary in compensation for their services rendered, irrespective of their regular hours of employment. Discretionary and Professional Service employees shall include, but not necessarily be limited to

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

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

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

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

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

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

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

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

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

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

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

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

Definition 20: SALARIED EMPLOYEE shall be any employee receiving a salary as stipulated in the Pay Plan of the City of Dover for their particular position and pay step as compensation for their services rendered, irrespective of their regular hours of employment. Salaried employees are Fair Labor Standards Act exempt employees and are distinguished from hourly employees.

Definition 21: SEASONAL OR TEMPORARY FULL-TIME EMPLOYEE shall mean an employee who works more than thirty-two (32) hours per week for less than twelve (12) consecutive calendar months in any position classification included in the Classification Plan of the City.

Definition 22: SEASONAL OR TEMPORARY PART-TIME EMPLOYEE shall mean an employee who works thirty-two (32) hours or less per week for less than twelve (12) consecutive calendar months in any position classification included in the Classification Plan of the City.

Definition 23: TRANSFER shall mean a change of the employment status of an employee from a position in one class to a position in another class having an equal maximum salary rate.

ARTICLE IV. IMPLEMENTATION AND ADMINISTRATION

Section 1: Status of Present Employees: Any person holding a position of employment in the City's service, upon the adoption and subsequent amendment of these rules and regulations, shall assume the status of the position held, and shall be presumed to have been appointed in accordance with the rules and regulations contained herein.

Section 2: Personnel Officer: The City Manager shall be the Personnel Officer of the City of Dover, except as he/she may delegate such duties to another specific individual. Further, the City Manager may delegate limited aspects of the personnel function to other officers, department heads, or agents of the City. Duties of the Personnel Officer shall include the administration of all rules and regulations contained herein.

Section 3: Applicability: The Merit Plan rules and regulations apply to all employees in the Classified Service of the City except, however, certain parts of these rules and regulations shall be superseded by any conflicting provision contained within an agreement executed pursuant to State Statute between the City of Dover and an authorized employee bargaining unit whose wages, benefits and conditions of employment are embodied in such agreement.

Section 4: Regulatory Compliance: The City Manager shall have the authority to establish Administrative Regulations and such other administrative policies and procedures consistent with the intent and purpose of the Merit Plan as may be necessary to ensure ongoing compliance with federal and/or state employment regulations. The City Manager shall notify the City Council of proposed changes and shall provide the City Council with a written copy of the regulations and policies by placing a copy in the City Clerk’s office.

ARTICLE V. CLASSIFICATION PLAN

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

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

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

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

ARTICLE VI. PAY PLAN

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

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

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

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

The performance review shall be made in order that employees who perform satisfactorily shall be rewarded, thus providing incentive for continued efficient work. All personnel records, including an annual performance evaluation, tardiness, and absences from work, and length of service to the City, shall be considered when making recommendations for wage adjustments. Such increases shall only be applied to the employee's base salary up to the maximum amount specified in the City's classification and pay plans after which such increase may be paid as a single lump sum longevity bonus. The amount of the increase shall be determined by the City Manager at their sole discretion, but shall not be more than 5% per annum.

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

ARTICLE VII. RECRUITMENT AND APPOINTMENT

Section 1: Equal Employment Opportunity: Individuals shall be selected for employment with the City from the best qualified persons applying for said employment without discrimination as to sex, age, race, color, national origin, creed, religion, political affiliations or any other non-merit based factors; preference being given to citizens of the City of Dover when all other qualifications are equal.

Section 2: Recruitment: Within the limits of time during which a position must be filled, there shall be as wide a search for qualified candidates as is practical. The character of such search will vary from position to position, but normally shall include posting of notices of vacancy, advertising, and contact with State and other employment offices.

Section 3: Selection: After completing all candidate evaluation procedures as the Appointing Authority may determine as relevant, necessary, and within the limits of the law, selection shall be made by the Appointing Authority from among those persons who have qualified for appointment.

Section 4: Promotion: Present employees shall be given maximum opportunity for advancement in the service of the City. Present employees shall be given first consideration in filling a vacancy and shall be afforded training opportunities to qualify for promotion. It is recognized that from time to time, the good of the service may require that a vacancy be filled from outside the current service of the City. Pay increases associated with a promotion shall conform to language provided in the respective collective bargaining agreements. Absence of such language shall be at the discretion of the Personnel Officer.

Section 5: Probation: The probationary period shall be regarded as an integral part of the appointment process and shall be utilized for closely observing an employee's work, ensuring the most effective adjustment of a new employee to their position, and for rejecting any employee whose performance does not meet the required work standards. All original and promotional appointments shall be for a probationary period of twelve (12) consecutive calendar months which may be extended by the Appointing Authority as may be required, but not for a period of more than four (4) additional consecutive months. At a minimum, each

probationary employee shall receive a six (6) month performance evaluation. In cases of original employment with the City, during the probationary period, an employee may be dismissed at any time without the right of appeal or hearing in any manner. An employee dismissed during the probationary period from a position to which he/she was promoted, may be reinstated to the position from which he/she was promoted, unless such dismissal is the result of a disciplinary action. Any employee may be placed on probation for a period not exceeding twelve (12) months for cause after having completed probation, in which case the employee may be dismissed at any time without the right of an appeal or hearing in any manner. The provisions of this section apply to employees appointed to fill regular full-time and part-time positions in the Classified Service of the City.

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

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

ARTICLE VIII. SENIORITY AND LENGTH OF SERVICE AWARDS

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

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

Five (5) years up to Ten (10) years	$400/yr
Ten (10) years up to Fifteen (15) years	$800/yr
Fifteen (15) years up to Twenty (20) years	$1,200/yr

Twenty (20) years up to Twenty Five (25) years	$1,600/yr
Twenty Five (25) years and greater	$2,000/yr

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

ARTICLE IX. POLITICAL ACTIVITY

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

Section 2: Solicitation of Contributions: No officer or employee in the City service shall directly or indirectly contribute, solicit or receive, or be in any manner concerned in contributing, soliciting, or receiving any assessment, subscription, contribution, whether voluntary or involuntary, for any municipal political purpose whatever.

ARTICLE X. HOURS OF EMPLOYMENT, ATTENDANCE AND LEAVE

Section 1: The City Manager and/or department heads shall establish hours of employment and work schedules of employees with due consideration for the varying requirements of the different City operations. Whenever possible, hours of employment for employees in the same class of the same work shall be uniform. The City Manager and/or department heads may, for temporary periods, change the work schedule to accommodate business needs.

Section 2: Holidays: The following paid holidays shall be provided for employees by the City of Dover:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day/Indigenous People's Day
Washington's Birthday	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving
Christmas Day	

When a holiday falls on a Sunday, the following Monday shall be declared a holiday for City Employees. When a holiday falls on a Saturday, the preceding

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

Section 3: Annual Leave: Annual leave shall be afforded to regular full-time employees and on a pro rata basis to regular part-time employees. Annual leave shall accrue from the date of original hire. An Employee may take annual leave only after the end of the probationary period. If an employee is terminated from employment with the City for any reason during the probationary period, no payment of annual leave will be made by the City. The posting of accrued leave shall occur each pay period in hourly units based on the employee's normal work day, or as otherwise prescribed by the City Manager. Normal work day shall be based on the number of hours usually assigned to an employee. This shall exclude overtime, call-ins or other unusual work assignments. For employees who work varying number of hours per day, the average hours per day over the pay cycle may be used as their normal work day. Accrued annual leave may not exceed three hundred (300) hours at any given time, excepting when upon application by an employee, the City Manager shall have granted an exception to this limitation. Any Annual leave to be taken shall be taken at the discretion of the employee's department head, and for department heads shall be taken at the discretion of the City Manager. The taking of annual leave will not be unreasonably denied. Accrual rates and other provisions related to the application for and usage of annual leave are as specified in the appropriate collective bargaining agreements or as may be prescribed by the City Manager for each class of position in the Classified Service. Employees maintaining a minimum of eighty (80) hours of accrued vacation shall be eligible to receive cash payment(s) to "buy-down" a portion of such accruals in an amount not to exceed the value of one hundred and eighty (180) vacation hours per fiscal year. To receive an accrual "buy-down" payment(s), a member will be required to complete and submit an accrual buy-down election form during the annual Benefit Open Enrollment process, or through payroll. Payment for the eligible weekly "buy-down" shall be made to the member weekly during the corresponding benefit plan year. Payment for the eligible lump sum "buy-down" shall be made to the member during the corresponding payroll week immediately following submittal of the election form. Any vacation buy-down payment made to a member shall be calculated based upon the member's base hourly rate in effect the first full pay period immediately following July 1 of the corresponding benefit plan year with vacation accruals awarded at 100%. The minimum and maximum hour limitations and application time periods specified herein may be waived solely at the discretion of the City Manager upon written request by the member.

Section 4: Personal Illness and Disability Leave: Personal illness and disability leave shall be afforded to regular full-time employees and on a pro rata basis to regular part-time employees. An employee must work twenty (20) or more hours per week to be eligible for disability leave. Personal illness and disability leave shall be considered a matter of grace and not a privilege and shall be allowed only in case of necessity and actual sickness, or disability of the employee. Employees who find it necessary to meet dental or doctor appointments or other illness

prevention measures, including maternity and instances of mental health necessity, may also utilize personal illness leave time for such purposes, excepting when prior written City Manager and/or department head approval has been obtained, in which case no personal illness leave shall be charged. Personal illness leave, at the discretion of the City Manager and/or department head, may be granted in the instance of illness of a member of the employee's immediate family. At the discretion of the department head, a doctor's certificate may be required for absences due to illness or disability in excess of three (3) days. If the department head has a reasonable basis to believe or suspect an employee has abused personal illness leave privileges, they may require a doctor's certificate for an illness of less than three (3) days. Proof of illness or disability may be required at any time by the City Manager, department head or division head. Abuse of personal illness and disability leave privileges may be cause of dismissal. Personal illness and disability leave shall be recorded regularly in the personnel records and the Personnel Officer shall review all illness and disability related leave records periodically and shall investigate any cases which indicate abuse of the privilege. Accrual rates and other provisions related to the application for and usage of personal illness and disability leave are as specified in the appropriate collective bargaining agreements or as may be prescribed by the City Manager for each class of position in the Classified Service.

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

an incapacitated employee shall execute medical authorization directing their physician to release reports concerning the medical condition of the employee. Copies of such reports shall be provided to the employee.

Section 6: Emergency Leave: Emergency leave may be granted by the City Manager without loss of pay for emergency purposes, which shall include: critical illness or death in the immediate family; if an employee is subpoenaed to appear before a court, public body or commission; and such other situations considered meritorious by the City Manager who shall certify allowance or disallowance of the emergency leave sought. Emergency leave shall be supplementary to, and not in restriction of, personal illness leave, annual leave or other eligible leave authorizations as herein provided. For the purpose of this section, immediate family shall be considered as spouse, children of either the member or spouse; mother, father, brother or sister of either the employee or spouse; grandchildren or grandparents of either the employee or spouse; or person residing in the same household, providing said person is not solely related to the member as a commercial tenant.

Section 7: Military Leave: Any employee who is a member of the National Guard or Military Reserves, and is required to undergo field training therein, shall be entitled to a leave of absence with pay for the period of such training, but not to exceed two (2) weeks in any one year, and any such leave shall not affect the member's annual vacation leave. The amount of compensation paid to such employee for such leave of absence shall be the difference between the employee's compensation for military activities as shown by a satisfactory statement by military authorities giving the employee's rank, base pay and the amount of the employee's regular weekly pay. If the employee's base pay for military service is equal to or greater than the pay due as a City employee for the period covered by such military leave, then no payment shall be made.

Section 8: Other Leave: The City may grant other leaves of absence for employees with or without pay and/or benefits and/or service credit at the discretion of the City Manager.

Section 9: Care of Newborn Child (CNC): Each employee will be eligible for a leave of absence for care of a newborn child for a period of up to ninety (90) calendar days at any time within twelve (12) months from the date of birth inclusive of any period of disability, if applicable, associated with delivery. CNC Leave will be without pay, subject to any disability payments due but with full service credit and benefits. An employee may apply to the City Manager for an extension of CNC prior to expiration of the initial ninety (90) calendar days leave provided that: a) the employee will exhaust all vacation time prior to the start of any extended leave; and b) the request is substantiated by evidence that the child has a certified medical condition requiring extended parental attention and/or the operating needs of the City permit an extension of the leave; and c) that the total period of the initial CNC, vacation and the extended leave will not exceed 120 days from date of birth inclusive of any period of disability, if applicable, associated with delivery. Upon completion of the CNC leave, the employee shall return to work or be subject to disciplinary action. Upon completion of the CNC leave, the employee shall be reinstated to their position prior to their leave or other comparable position, except that in the event of a

force reduction or reorganization, such employee will be treated in accordance with the layoff provisions contained herein. An employee on leave for CNC shall not be eligible to collect unemployment compensation. In the event a member applies for unemployment compensation during the period of CNC leave, he/she will be considered as having resigned. Nothing above will preclude a member from taking such leave by utilization of previously accrued and grandfathered personal illness leave and/or annual leave.

Section 10: Jury Duty: An Employee called as a juror will be paid the difference between the fee received for such service and the amount of straight-time earnings lost by reason of such service. Satisfactory evidence of such service must be submitted to the employee's immediate supervisor. Employees who are called to jury duty and are excused from jury duty for a day(s) shall report to their regular work assignment as soon as possible after being excused.

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

ARTICLE XI. RETIREMENT AND OTHER BENEFITS

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

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

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

ARTICLE XII. SEPARATIONS AND DEMOTIONS

Section 1: Demotions: The City Manager and/or a department head may reduce the wage rate of an employee within the range provided in the Pay Plan, or demote an employee for cause. A written statement for the reasons for any such action

shall be filed with the Personnel Officer and a copy shall be filed in the employee's personnel folder. No disciplinary demotion shall be made to a lower class of position if such action would cause an employee in the lower class to be laid off as a result of such action.

Section 2: Layoffs: The City Manager and/or a department head may lay off an employee in the Classified Service of the City by reason of shortage of work and/or funds, abolition of the position(s), other material changes in the organization, or for other reasons beyond the employee's control and which do not reflect discredit upon the service of an employee. No employee shall be laid off while another person in the same class in the department is employed on a probationary or temporary basis. Layoff of employees shall be made in inverse order of employment in the class and department involved. The City Manager and/or a department head shall give written notice to the employee of any proposed layoff and reasons therefore, two weeks before the effective date of the action. A copy of such notice shall be filed with the Personnel Officer.

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

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

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

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

ARTICLE XIII: GRIEVANCE PROCEDURE

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

Step #1: Any grievance shall be filed by the employee, in writing, within ten (10) calendar days from the date of the occurrence of the violation. Such filing shall be made to the department head and shall contain an abbreviated statement as to the nature of the grievance and shall state specifically the areas which the employee, or a designated representative, feels have been violated. The employee shall be required to sign the original grievance filed with the

department head. Within ten (10) calendar days of receipt of the grievance, the department head shall conduct an informal inquiry concerning the grievance and render a decision, in writing, by no later than the close of the normal business day of the tenth day. The time requirements under this step may be extended by mutual consent of the department head and the employee and/or the designated representative.

Step #2: If the aggrieved employee is not satisfied with the decision of the department head, or if no decision has been rendered within the ten (10) calendar day period as defined above, said employee may appeal their grievance, in writing, to the Personnel Officer within ten (10) calendar days of the receipt of the department head's decision, or that date upon which such decision should have been rendered, provided however, that the aggrieved employee sets forth the specific reasons for such appeal and the terms and conditions of this plan and the specific areas which the employee feels have been violated. The Personnel Officer or a designated representative, shall hold an administrative hearing concerning the grievance within ten (10) calendar days of receipt of the aggrieved employee's appeal. The Personnel Officer or designated representative shall decide the grievance based upon the information supplied and any further information that he/she may request during or subsequent to the hearing. The Personnel Officer or designated representative shall render a decision, in writing, within ten (10) calendar days from the close of the hearing, said procedure to take not more than thirty (30) calendar days from receipt of the original grievance by the Personnel Officer. The time limitations under Step #2 may be extended by mutual consent of the Personnel Officer and the aggrieved Employee, or their designated representative.

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

ARTICLE XIV: SEPARABILITY

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

FY2027 Dover Classification Plan

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

Classification Title	Pay Plan Grade	Union
FIRE DEPUTY CHIEF	D22	DPFOA
FIRE DIVISION CHIEF	D20	DPFOA
FIRE LIEUTENANT	D17	DPFOA
FIRE MECHANIC	D19	non-union
FIRE/HEALTH INSPECTOR	D15	DMEA
FIREFIGHTER-AEMT	D13	IAFF
FIREFIGHTER-EMT	D12	IAFF
FIREFIGHTER-PARAMEDIC	D15	IAFF
FIRE-LIFE SAFETY INSPECTOR	D15	DMEA
FLEET SUPERVISOR	D18	DPEA
HEAVY EQUIPMENT MECHANIC	D13	AFSCME
HEAVY EQUIPMENT OPERATOR I	D12	AFSCME
HEAVY EQUIPMENT OPERATOR II	D13	AFSCME
HUMAN RESOURCES ASSISTANT	D16	non-union
INFORMATION TECHNOLOGY ADMINISTRATOR	D16	non-union
INFORMATION TECHNOLOGY TECHNICIAN	D13	non-union
INVENTORY COORDINATOR	D12	AFSCME
LABORER	D09	AFSCME
LIBRARIAN I	D13	DMEA
LIBRARIAN II	D15	DMEA
LIBRARY ASSISTANT I	D08	DMEA
LIBRARY ASSISTANT II	D10	DMEA
LIBRARY PAGE	D03	DMEA
MAINTENANCE MECHANIC III	D15	DPEA
MAINTENANCE SPECIALIST	D11	AFSCME
MANAGEMENT ANALYST	D13	non-union
OFFICE MANAGER	D12	DMEA
OFFICE SUPPORT ASSISTANT	D06	non-union
PARKING ENFORCEMENT OFFICER	D09	DPA
PARKING MANAGER	D17	DPAAII
PAYROLL & BENEFITS ADMINISTRATOR	D12	DMEA
PERSONNEL ASSISTANT	D12	DPAAII
PLANT&PUMP STATION SUPERVISOR	D17	DPEA
PLUMBING INSPECTOR	D15	DMEA
POLICE ACCREDITATION COORDINATOR	D15	DPAAII
POLICE CAPTAIN	D22	DPAAII
POLICE CHIEF	D25	non-union
POLICE COMMUNICATIONS SUPERVISOR	D17	DPAAII
POLICE CUSTODIAN	D07	DPA
POLICE DEPUTY COMMUNICATIONS SUPERVISOR	D15	DPAAII
POLICE DISPATCHER I	D11	DPA
POLICE DISPATCHER II	D13	DPA
POLICE LIEUTENANT	D20	DPAAII
POLICE OFFICER I	D14	DPA
POLICE OFFICER II	D16	DPA
POLICE PREVENTION COORDINATOR	D17	DPAAII
POLICE PREVENTION PROGRAMMER	D12	DPA
POLICE PREVENTION PROGRAMMER II	D14	DPA
POLICE PROSECUTOR	D19	DPAAII
POLICE RECORDS SUPERVISOR	D15	DPAAII
POLICE SECRETARY I	D09	DPA
POLICE SECRETARY II	D10	DPA
POLICE SERGEANT	D18	DPAAII
POLICE SOCIAL WORK UNIT SUPERVISOR	D17	DPAAII
POLICE SOCIAL WORKER	D15	DPA
POLICE SYSTEMS IT TECHNICIAN	D13	DPAAII
POLICE VICTIM-WITNESS ADVOCATE	D15	DPA
PROJECT MANAGER	D19	DPEA
PUBLIC WELFARE TECHNICIAN I	D13	DMEA
PUBLIC WELFARE TECHNICIAN II	D14	DMEA
PUBLIC WELFARE TECHNICIAN III	D15	DMEA
PUBLIC WORKS SUPERVISOR	D17	DPEA

Classification Title	Pay Plan Grade	Union
PUMP STATION OPERATOR I	D11	AFSCME
PUMP STATION OPERATOR II	D13	AFSCME
PUMP STATION OPERATOR III	D15	DPEA
PURCHASING AGENT	D19	DMEA
RECREATION PROGRAM ASSOCIATE I	D04	non-union
RECREATION PROGRAM ASSOCIATE II	D05	non-union
RECREATION PROGRAM ASSOCIATE III	D06	non-union
RECREATION PROGRAM SPECIALIST I	D07	non-union
RECREATION PROGRAM SPECIALIST II	D08	non-union
RECREATION PROGRAM SPECIALIST III	D09	non-union
RECREATION PROGRAM SPECIALIST IV	D10	non-union
RECREATION PROGRAM SUPERVISOR	D13	DPEA
SEASONAL MAINTENANCE WORKER I	D05	non-union
SEASONAL MAINTENANCE WORKER II	D06	non-union
SEASONAL MAINTENANCE WORKER III	D07	non-union
SECRETARY I	D09	DMEA
SECRETARY II	D10	DMEA
SOLID WASTE ASSISTANT	D12	AFSCME
SOLID WASTE COORDINATOR	D17	DPEA
SPECIALIZED HEAVY EQUIPMENT MECHANIC	D14	AFSCME
SUPERINTENDENT OF FACILITIES, GROUNDS & CEMETERIES	D20	DPEA
SUPERINTENDENT OF PUBLIC WORKS	D20	DPEA
SUPERINTENDENT OF UTILITIES	D20	DPEA
TAX ASSESSING DATA TECHNICIAN	D11	DMEA
TEEN CENTER COUNSELOR	D17	DPA
TELEVISION BROADCAST OPERATOR	D01	non-union
TRUCK DRIVER	D10	AFSCME
UTILITIES SYSTEM SUPERVISOR	D17	DPEA
WORKING FOREMAN	D16	DPEA
WWTP/WTP LAB TECHNICIAN	D13	DPEA
WWTP LAB/INDUSTRIAL PRETREATMENT COORDINATOR	D16	DPEA
WWTP/WTP SUPERVISOR	D19	DPEA
WWTP/WTP OPERATOR I	D14	AFSCME
WWTP/WTP CHIEF OPERATOR	D17	DPEA
WWTP/WTP OPERATOR II	D16	AFSCME

FY2027 Wage Schedule
City of Dover, NH

Grade/Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
D01	$11.38	$11.73	$12.08	$12.45	$12.82	$13.16	$13.52	$13.88	$14.23	$14.59	$14.94	$15.30	$15.66	$16.01	$16.50
D02	$12.22	$12.60	$12.97	$13.35	$13.73	$14.11	$14.50	$14.89	$15.27	$15.65	$16.02	$16.40	$16.78	$17.17	$17.67
D03	$13.12	$13.54	$13.94	$14.33	$14.74	$15.15	$15.56	$15.97	$16.37	$16.77	$17.18	$17.58	$17.98	$18.39	$18.96
D04	$14.11	$14.57	$15.00	$15.42	$15.88	$16.31	$16.76	$17.21	$17.63	$18.08	$18.52	$18.96	$19.38	$19.84	$20.43
D05	$15.19	$15.67	$16.15	$16.60	$17.08	$17.57	$18.05	$18.52	$18.99	$19.48	$19.95	$20.41	$20.90	$21.36	$22.00
D06	$16.31	$16.84	$17.34	$17.86	$18.37	$18.89	$19.37	$19.91	$20.40	$20.92	$21.42	$21.95	$22.46	$22.96	$23.66
D07	$17.55	$18.09	$18.63	$19.20	$19.72	$20.29	$20.84	$21.36	$21.92	$22.47	$23.00	$23.56	$24.09	$24.65	$25.39
D08	$18.86	$19.43	$20.02	$20.60	$21.20	$21.75	$22.35	$22.93	$23.52	$24.08	$24.68	$25.26	$25.86	$26.45	$27.23
D09	$20.29	$20.91	$21.55	$22.17	$22.81	$23.43	$24.05	$24.69	$25.32	$25.95	$26.59	$27.21	$27.86	$28.47	$29.32
D10	$21.79	$22.47	$23.16	$23.83	$24.51	$25.18	$25.87	$26.54	$27.21	$27.90	$28.58	$29.25	$29.93	$30.60	$31.53
D11	$23.43	$24.15	$24.88	$25.61	$26.33	$27.05	$27.79	$28.51	$29.24	$29.96	$30.69	$31.40	$32.15	$32.87	$33.86
D12	$25.19	$25.97	$26.75	$27.56	$28.32	$29.12	$29.90	$30.69	$31.48	$32.25	$33.03	$33.83	$34.61	$35.39	$36.47
D13	$27.07	$27.93	$28.78	$29.62	$30.46	$31.30	$32.16	$32.99	$33.84	$34.67	$35.53	$36.36	$37.22	$38.05	$39.21
D14	$29.11	$30.00	$30.92	$31.83	$32.71	$33.61	$34.54	$35.44	$36.33	$37.24	$38.16	$39.04	$39.94	$40.86	$42.10
D15	$31.28	$32.26	$33.24	$34.22	$35.20	$36.17	$37.15	$38.12	$39.10	$40.07	$41.03	$42.01	$42.99	$43.97	$45.30
D16	$33.62	$34.67	$35.72	$36.78	$37.82	$38.87	$39.91	$40.96	$42.00	$43.04	$44.11	$45.16	$46.19	$47.24	$48.66
D17	$36.16	$37.29	$38.44	$39.55	$40.67	$41.81	$42.94	$44.08	$45.20	$46.32	$47.47	$48.58	$49.71	$50.84	$52.39
D18	$38.87	$40.09	$41.29	$42.52	$43.71	$44.93	$46.15	$47.34	$48.57	$49.78	$51.00	$52.22	$53.44	$54.64	$56.29
D19	$41.79	$43.08	$44.37	$45.67	$46.96	$48.27	$49.56	$50.85	$52.16	$53.46	$54.75	$56.05	$57.33	$58.64	$60.42
D20	$44.92	$46.32	$47.72	$49.14	$50.53	$51.93	$53.33	$54.75	$56.16	$57.56	$58.96	$60.37	$61.77	$63.17	$65.09
D21	$48.29	$49.78	$51.29	$52.79	$54.28	$55.79	$57.27	$58.78	$60.27	$61.78	$63.27	$64.78	$66.26	$67.78	$69.82
D22	$51.91	$53.54	$55.15	$56.77	$58.39	$60.00	$61.62	$63.24	$64.85	$66.48	$68.10	$69.71	$71.31	$72.93	$75.14
D23	$55.82	$57.54	$59.27	$61.00	$62.75	$64.49	$66.22	$67.95	$69.70	$71.43	$73.17	$74.90	$76.63	$78.39	$80.75
D24	$59.98	$61.86	$63.73	$65.60	$67.46	$69.33	$71.20	$73.08	$74.92	$76.80	$78.68	$80.53	$82.41	$84.26	$86.82
D25	$64.19	$66.19	$68.18	$70.20	$72.18	$74.18	$76.18	$78.19	$80.17	$82.17	$84.18	$86.17	$88.17	$90.16	$92.89
D26	$68.69	$70.82	$72.95	$75.11	$77.23	$79.38	$81.52	$83.67	$85.78	$87.92	$90.07	$92.20	$94.35	$96.48	$99.40

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R - 2026.05.27 - 190**
Resolution Re: Authorization to Accept and Expend Donated Funds from the Community Trail Chalk Art Fundraiser

WHEREAS: The Community Trail Advisory Committee members will be holding a second annual chalk art event on Sunday, June 7, 2026, as part of a fundraiser for the Dover Community Trail; and

WHEREAS: The goal of this event is to promote the Dover Community Trail and attract visitors from other areas, thereby publicizing the City of Dover and building good will among our neighboring communities. Therefore, we are presenting to City Council a request for their approval for the Community Trail Advisory Committee to conduct the Chalk Art event, with a suggested entry fee of $5.00 for participants, and ask/accept local businesses to donate gift cards or goods as donations for event prizes. The entrance fee and any cash donations received for the event will be deposited into the Benefit of the Community Trail account; and

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b, Appropriations for Funds Made Available During Year (adopted in the annual Budget Resolution for Budget Appropriations) authorization to expend the donation for the purposes intended as needed for unanticipated fund amounts less than $10,000.00 and requires approval of City Council.

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 accept and expend donations to the City of Dover, funding received is hereby appropriated for said purposes.

AND, FURTHER BE IT RESOLVED THAT:

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

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

Financing

Account	Description	Appropriation	Balance
7200.1.0000.00000.2049.09192.00.000.000.100	Benefit of the Community Trail	To be Determined	To Be Determined

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

Document Created by: Finance
Document Posted on: May 22, 2026

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

CITY OF DOVER

Resolution Number: **R - 2026.05.27 - 190**
Resolution Re: Authorization to Accept and Expend Donated Funds from the Community Trail Chalk Art Fundraiser

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.		

RESOLUTION BACKGROUND MATERIAL:

Beginning in the mid-1990s, the City of Dover has actively planned and acquired rights-of-way for the Community Trail project. Coordinated by the City's Planning Department, in collaboration with the Community Trail Advisory Committee, the trail is open for public access through a system of City-owned property, conservation easements, land acquisitions, and negotiated public easements. The Advisory Committee is also responsible for planning outreach events, including clean-ups, art-related activities, and grand openings.

To further promote the Dover Community Trail and engage residents, and after the successful turnout at the inaugural "ChalkFest" event in 2025, the Committee is now planning a second annual ChalkFest as a fundraiser. This event aims to attract artists and visitors from Dover and surrounding areas, enhancing the Community Trail's visibility while fostering community involvement. Participants of all ages will be encouraged to showcase their creativity and potentially win prizes. All proceeds, including entry fees and donations, will directly support the trail.

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

CITY OF DOVER

Resolution Number: **R – 2026.05.27 - 191**

Resolution Re: Approval of Memorandum of Understanding for Monitoring of Pudding Hill Aquifer Following the Construction of the Pudding Hill Water Treatment Plant

WHEREAS: The City of Dover and Radius Recycling, Inc (formally known as Schnitzer Steel Industries, Inc) seek to enter into a Memorandum of Understanding (MOU) regarding Monitoring of Pudding Hill Aquifer following the construction of the Pudding Hill Water Treatment Plant; and

WHEREAS: The purpose of this to the MOU is identify roles and responsibilities of the parties in relation to an expanded aquifer monitoring program during the first three years of operation of the plant and to ensure the plant operates to address historical release from the New England Metal Recycling, LLC (NEMR) facility; and

WHEREAS: Pursuant to this MOU, Emery & Garrett Groundwater Investigations will continue the Pudding Hill Aquifer Monitoring Program in an amount not to exceed $183,000.00 as outlined in the MOU attached and previously approved resolution R-2025.07.09-07; and

WHEREAS: Radius Recycling, Inc shall reimburse the City of Dover up to an amount of $103,900.00 for fees and expenses charged by Emery & Garrett that is specifically related to contamination of the aquifer.

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

The City Manager is authorized to negotiate, finalize and sign the Memorandum of Understanding (MOU) for ongoing Pudding Hill Aquifer Monitoring services with Radius Recycling, Inc.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

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

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

Sponsored by: Mayor Dennis Shanahan, By Request

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2026.05.27 - 191**
Resolution Re: Approval of Memorandum of Understanding for Monitoring of Pudding Hill Aquifer Following the Construction of the Pudding Hill Water Treatment Plant

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:

See attached Proposal from Emery & Garrett Groundwater Investigations, which outlines the work to be done from July 1, 2025 thru 2026.

Going back in time Radius Recycling, Inc, formally known as Schnitzer Steel Industries, Inc; which bought New England Metal Recycling (NEMR) had been providing reimbursement to the City for various contamination-related issues within the Pudding Hill Aquifer. There had been an initial MOU, with 8 subsequent amendments, that covered reimbursements for City monitoring efforts. Ultimately, there was a Settlement Agreement with NEMR that secured almost $12 million in funding for construction of the Pudding Hill WTP and the 1st three years of contamination-related operations and maintenance expenses.

When the Settlement Agreement was issued, it noted that the parties would continue to negotiate in good-faith on a subsequent cost-share MOU related to ongoing contamination monitoring within the aquifer. So the intent of the current MOU is to fulfill the obligations of the Settlement Agreement, and reflect ongoing work post-construction of the Water Treatment Plant.

While the work scope with Emery & Garrett is $183,000.00, through negotiations with Radius Recycling, it was identified that their share related specifically to contamination would be an amount not to exceed $103,900.00. Some of the EGGI work scope is specifically for City items such as monitoring and permitting of the Artificial Recharge system, and standard reporting to the NHDES required of public water systems.

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CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

AGREEMENT
File No. 33.P000036.26

THE CITY OF DOVER, a municipal corporation, 288 Central Avenue, Dover, New Hampshire 03820 and **EMERY & GARRETT GROUNDWATER INVESTIGATIONS, a division of GZA GeoEnvironmental, Inc.** (the "Vendor"), a New Hampshire corporation, 56 Main Street, Meredith, NH 03253 who on this 21ST. day of July 21, 2025, for valuable consideration agree as follows (the "Agreement"):

1. **Purpose**. This Agreement refers to Project A – Pudding Hill Aquifer Monitoring Program – July 1, 2025 through July 1, 2026. Specifically, this Agreement is monitor contamination within the Dover Pudding Hill Aquifer related to historical releases from the New England Metals Recycling (NEMR) facility site during the monitoring year of 2025-2026.

2. **Agreement Documents**. The Agreement shall include and consist of the following documents (the "Agreement Documents"):

    a. Agreement (7 pages)
    b. Reply of Vendor dated June 18, 2025 (8 pages)

3. **Scope of Services**. The Vendor shall perform all work specified and required by the Agreement Documents listed in Section 2 above. Should there be inconsistencies between the terms of any of the Agreement Documents, precedence shall be as follows: 1) the Agreement; and 2) Reply of Vendor.

4. **Changes in the Cost of the Work and the Scope of Services**. Changes to the cost of the work and the Scope of Services shall be made in writing by mutual agreement prior to the performance of the work. In submitting any future invoice, quote, scope of work, or statement of work in connection with this Agreement, the Vendor shall not include, attach, or hyperlink to standardized terms and conditions that purport to modify any term of this Agreement except for the cost of work, the scope of work, and the time for performance. The parties agree that any future invoice, quote, scope of work, or statement of work issued by the Vendor in relation to this Agreement that includes or hyperlinks to any term or condition other than the cost of work, the scope of work, or the time for performance, shall be null and void and of no effect, even if the City administratively approves and/or pays same.

5. **Term**. The Vendor shall commence work upon the execution of this Agreement and issuance of a Purchase Order by the City of Dover. All services to be performed under this Agreement shall become effective upon the signing of the Agreement and from July 1, 2025 to July 1, 2026. Time is of the essence.

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CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

6. **Cost, Payment, Invoicing**. The City of Dover shall pay the Vendor an amount not to exceed ONE HUNDRED EIGHTY-THREE THOUSAND DOLLARS for services within the Scope of Services. Vendor shall only invoice for services/goods actually received by the City. Vendor's invoices shall be presented substantially similar to Vendor's bid with itemized breakdown of charges. Vendor's invoices shall reference the RFP/RFQ number designated by the City as well as the City's Purchase Order number. The City of Dover shall pay the Vendor within thirty (30) days upon performance and presentation of an invoice supplied by the Vendor detailing the work performed and supply all other information required of said invoice.

7. **Insurance.**
   a. The Vendor shall secure and maintain for the duration of this Agreement a General Liability Insurance policy or policies at no cost to the City of Dover. The coverage of said insurance policy shall be in an amount of not less than One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) in the aggregate. The Vendor shall take all actions necessary to cause the City to be listed as additional insured on the aforesaid General Liability Insurance policy, by way of endorsement or prescribed insurance policy provisions. An insurance certificate shall be supplied to the City of Dover by the Vendor, as well as (if requested by the City) proof of an endorsement or policy additional insured provisions confirming the City of Dover's additional insured status. The City of Dover shall be named as an additional insured on the Vendor's general liability insurance policy, which coverage shall apply on a primary and noncontributory basis, and, subject to the dollar amounts specified above, cover the City of Dover with the same scope of coverage provided to the Vendor under the general liability policy without subjecting the City of Dover to any different or additional terms, conditions, limitations or exclusions. A condition of the insurance coverage shall be thirty (30) days' notice to the City of Dover prior to cancellation of the policy. The Vendor shall also provide the City of Dover certificates of renewal and, if requested, proof of an endorsement or policy additional insured provisions for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy.
   b. The Vendor shall secure and maintain for the duration of this Agreement a Professional Liability Insurance policy or policies at no cost to the City of Dover. The coverage of said insurance policy shall be in an amount of not less than One Million Dollars ($1,000,000) per claim or occurrence and Two Million Dollars ($2,000,000) in the aggregate. An insurance certificate shall be supplied to the City of Dover by the Vendor. The Vendor or its insurer shall provide the City of Dover thirty (30) days' notice prior to cancellation of the policy. The Vendor shall also provide the City of Dover certificates of renewal for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy.

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c. The Vendor shall secure and maintain for the duration of this Agreement Automobile Liability Insurance covering the operation of all motor vehicles, including those hired and borrowed, used by the Vendor in connection with this Agreement at no cost to the City of Dover. The coverage of said insurance policy shall be in the amount of not less than Five Hundred Thousand Dollars ($500,000) for all damages arising out of bodily injuries to or death of one person and subject to that limit for each person, a total limit of at least One Million Dollars ($1,000,000) for all damages arising out of bodily injuries to or death of two or more persons in any one accident or occurrence. An insurance certificate shall be supplied to the City of Dover by the Vendor. The Vendor shall also provide the City of Dover certificates of renewal for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy.

d. By signing this Agreement, the Vendor agrees, certifies, and warrants that the Vendor is in compliance with, or exempt from, the requirements of New Hampshire RSA Chapter 281-A, regarding workers' compensation insurance. The Vendor shall maintain statutory workers' compensation insurance coverage for all of its employees as required by said law.

8. **Indemnification.** To the fullest extent permitted by law, the Vendor covenants and agrees to defend (with counsel acceptable to the City), indemnify, and hold harmless the City of Dover from and against any claims, losses, damages or expense (including reasonable attorneys' fees) arising out of the death, injury or injuries, or damages to any person or third-party, or damage or destruction of any property (including but not limited to City property and/or third-party property), or breach of this Agreement, provided same is in connection with or in relation to the Vendor's services, in whole or in part, under this Agreement, to the extent caused by, and/or alleging, the strictly liable, negligent and/or otherwise tortious acts, errors, or omissions of the Vendor or its officers, directors, employees, agents or independent professional associates, or any of them. This covenant shall survive the termination of this Agreement.

9. **Warranty:** The Vendor shall perform the work within the Scope of Services commensurate with the standard of the profession/trade/industry involved in the performance of this Agreement. A minimum one-year warranty period shall apply to all labor and parts provided by the Vendor in performing the Agreement, commencing with the date of substantial completion. Such warranty period shall be cumulative of all other rights and remedies of the City, and shall not supplant or otherwise limit the City's rights and remedies. In connection with the performance of the Scope of Services, the Vendor shall comply with all statutes, laws, regulations, and applicable orders, whether federal, state, or local, the most stringent law(s) taking precedence in the event multiple laws apply. Vendor hereby irrevocably assigns all manufacturer warranties in connection with this Agreement to the City.

10. **Ownership of documents**. The City of Dover shall retain ownership of the documents

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and designs, if any, prepared for the City of Dover by the Vendor pursuant to the provisions of this Agreement to the extent the Vendor has been paid for the services to prepare the documents and designs. No files or documents of the Vendor relating to services or work performed pursuant to this Agreement may be destroyed without prior notification to and written permission of the City of Dover's Municipal Records Committee or designee.

11. **Dispute resolution**. Both parties are entitled to all available legal and equitable remedies within the jurisdiction of the courts of the State of New Hampshire. All parties consent to venue and personal jurisdiction in the State of New Hampshire. Venue shall be Strafford County.

12. **Termination**. The City of Dover may terminate this Agreement without cause upon thirty (30) days written notice subject to an obligation to pay for services satisfactorily rendered. Warranties shall not be subject to termination.

13. **Binding.** This Agreement shall be binding upon all parties, their heirs, executors, administrators, successors and assigns.

14. **Waiver of breach.** No failure by the City of Dover to enforce any provisions of this Agreement shall be deemed a waiver of its rights under this Agreement.

15. **Applicable law**. This Agreement shall be deemed to have been entered into in the State of New Hampshire and shall be construed in accordance with the laws of the State of New Hampshire. All applicable laws are incorporated herein by reference.

16. **Third parties.** Nothing in this Agreement, expressed or implied, is intended to or shall be construed to confer upon or to give to any person or entity other than the City of Dover and the Vendor any rights, remedies or claims under or by reason of this Agreement or any covenants, conditions or stipulations hereof, and all covenants, conditions, promises and agreements in this Agreement contained by or on behalf of the City of Dover or the Vendor shall be for the sole and exclusive benefit of the City of Dover and the Vendor.

17. **Review.** The parties to this Agreement acknowledge that they enter into this Agreement voluntarily and have had the opportunity to review this Agreement with legal counsel prior to signing.

18. **Personnel.** The Vendor shall at its own expense provide all personnel necessary to perform the work under this Agreement. The Vendor warrants that all personnel shall be qualified to perform the work under the Scope of Services and shall be properly licensed and otherwise authorized to do so under all applicable laws.

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19. **Assignment/Delegation/Subcontracts.** The Vendor shall not assign, or otherwise transfer, any interest in this Agreement without the prior written consent of the City of Dover. None of the services shall be subcontracted by the Vendor without the prior written consent of the City of Dover.

20. **Contractor's Relation to the City of Dover.** In the performance of this Agreement the Vendor is in all respects an independent contractor and is neither an agent, joint venturer, partner, nor employee of the City of Dover. Entities must be in good standing with the Secretary of State's Office in the state of incorporation and registered to conduct business in the State of New Hampshire to the extent required by law.

21. **Confidentiality.** Confidentiality of any and all information/data held by the City of Dover under or related to this Agreement shall be governed by New Hampshire RSA Chapter 91-A. Any information, data, or document of the City's that is exempt from the provisions of RSA chapter 91-A shall be treated as confidential by the Vendor and Vendor shall not disclose or re-disclose any such confidential information.

22. **Recordkeeping**. The Vendor shall maintain records (physical and electronic) arising out of or in relation to this Agreement. The Vendor shall not destroy any records arising out of or related to this Agreement unless and until the City of Dover's Municipal Records Committee or designee has given written permission in writing. If a retention period applies pursuant to applicable law, such retention period (the longer period, if multiple laws apply) shall be controlling. The Vendor shall make all records relating to performance of this Agreement available to the City of Dover when requested and/or in connection with any audit or review of the Vendor's activities and financial records.

23. **Amendment.** This Agreement may be amended, waived, or discharged only by an instrument in writing signed by the parties hereto.

24. **Construction and Headings.** The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. The headings throughout this Agreement are for reference purposes only, and the words contained therein shall in no way be used to explain, modify, amplify, or aid in the interpretation, construction, or meaning of the provisions of this Agreement.

25. **Notice.** Any notice by a party hereto to the other party to this Agreement shall be provided as follows:

	Emery & Garrett Groundwater Investigations
City of Dover	A Division of GZA
Michael Joyal, Jr., City Manager	James M. Emery, Principal
288 Central Avenue	56 Main Street
Dover, NH 03820	Meredith, NH 03253

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26. **Severability.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement shall remain in full force and effect. The parties agree to reform this Agreement to replace any such invalid or unenforceable provision with a valid enforceable provision that comes as close as possible to the intention of the stricken provision.

27. **Appropriations**: Continuation of the Agreement is contingent upon the appropriation of funds. All obligations of the City of Dover stated in this agreement, including, but not limited to, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds by the Dover City Council and in no event will the City of Dover be liable for any payments or obligation hereunder in excess of such appropriated funds. The City of Dover shall not be required to transfer funds from any other account to satisfy payments hereunder. Vendor will have the right to terminate this agreement immediately upon receiving notice of such termination due to the non-appropriation of funds.

28. **Immunity**: Nothing within this Agreement shall be deemed to constitute a waiver of any immunity or defense or statutory limitation/protection or provisions of N.H. RSA chapter 507-B of the City of Dover, which aforesaid immunities/defenses/limitations/protections are hereby reserved to the City of Dover. This covenant shall survive the termination of this contract's conclusion.

29. **Entire Agreement.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties and supersedes all prior agreements and understandings relating hereto.

EMERY & GARRETT GROUNDWATER INVESTIGATIONS, A DIVISION OF GZA

Signed by:
Emery & Garrett Groundwater Investigations LLC
3C94F5BBA01D4B3...

7/21/2025

James m. Emery, Principal — Date
Duly Authorized

CITY OF DOVER

Signed by:
J. Michael Joyal, Jr.
5C8342386B5E429...

7/21/2025

J. Michael Joyal, Jr., City Manager — Date

Docusign Envelope ID: 28921886-D7A5-41AB-A801-F6973BD1B3B6

Emery & Garrett
GROUNDWATER INVESTIGATIONS
A Division of GZA

GEOTECHNICAL
ENVIRONMENTAL
ECOLOGICAL
WATER
CONSTRUCTION MANAGEMENT

PO Box 1578
56 Main Street
Meredith, NH 03253
Tel: 603-279-4425
Fax: 603.279.8717
www.gza.com

VIA EMAIL: J.Storer@dover.nh.gov

June 18, 2025
File No. 33.P000036.26

Mr. John Storer
Director of Community Services
City of Dover
288 Central Avenue
Dover, NH 03820-4169

Re: *Pudding Hill Aquifer Monitoring Program* – July 1, 2025 through July 1, 2026
Services to be Provided Annually as They Relate to the Adverse Impacts Associated with Elevated PFAS and 1,4-Dioxane in the DPH #1 and Ireland Production Wells

Dear John:

Emery & Garrett Groundwater Investigations (EGGI), a Division of GZA GeoEnvironmental, Inc. (GZA) has prepared this Proposal for the City of Dover (the City), to monitor and support the City in the management of contamination within the Dover Pudding Hill Aquifer related to historical releases from the New England Metals Recycling (NEMR) facility site during the monitoring year of 2025-2026. The recommended tasks include monitoring groundwater contamination to be protective of the quality of water withdrawn from the City of Dover, New Hampshire's (the City's) water supply Production Wells and monitoring and reporting necessary to enable use of the City's Pudding Hill Artificial Recharge (AR) facility.

SCOPE OF SERVICES FOR 2025-2026

EGGI's scope of services will begin July 1, 2025 and extend through July 1, 2026. Water level and water quality data will be collected during 2025-2026 as outlined below.

Task 1 Water Quality Monitoring

a. ***Biannual Sampling in Support of the NEMR Groundwater Management Permit*** – Water quality sampling and analyses and water level gauging to be completed at locations on City owned property to meet requirements of the Groundwater Management Permit (GMP)[1] issued by the New Hampshire Department of Environmental Services (NHDES) for the NEMR site. Collection of 14 samples from 13 monitoring wells[2] and collection of samples from 2 Production Wells (Ireland Well and Well DPH #1) during November 2025, and collection of 6 samples from 5 monitoring wells[3] and collection of samples from 2 Production Wells during April 2026. Includes gauging of water level within 28 monitoring wells and at one surface water location during each round. Data to be provided electronically to Sanborn, Head, and Associates for submittal to the NHDES.

[1] NHDES GMP No. GWP-198705022-M-007, issued October 30, 2020, revised November 24, 2020.

[2] Includes monitoring wells DPH-5, DPH-B5, DPH-DP-105, DPH-EX4, DPH-MW12D, DPH-MW13, DPH-MW18, DPH-MW22, DPH-MW1-17, DPH-MW1-17 (duplicate), DPH-MW4-17, DPH-MW8-17, DPH-MW9-17, and DPH-MW10-17.

[3] Includes monitoring wells DPH-B5, DPH-EX4, DPH-MW18, DPH-MW22, DPH-MW1-17, and DPH-MW1-17 (duplicate).

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Laboratory analyses of each water quality sample to include analysis for 16 targets per-, and poly-fluoroalkyl substances (PFAS) utilizing isotope dilution methods based on United States Environmental Protection Agency (EPA) Method 533 or Method 537.1. A total of 13 of the samples collected in April will also be analyzed for 1,4-dioxane using EPA Method 8260C selective ion monitoring (SIM) low-level method as required to meet sampling requirements under the Monitoring Program for the NEMR site. This monitoring program (to be completed in conjunction with the work being performed by Sanborn and Head) will occur annually during November 2025 and April 2026 consistent with the NEMR GMP. This task includes the collection and analyses of a total of 33 samples.

Task 1a Cost: $28,800[4]

b. ***Annual Associated with the Protection of On-site Production Wells*** - Collect and analyze groundwater samples from up to five monitoring wells and surface water station DPH-SW1 annually. Monitoring wells selected based on proximity to the Ireland Well and Well DPH #1 Production Wells, proximity to the NEMR site, and/or recent and historical contaminant concentration data. We anticipate analyzing each sample for 16 target PFAS by EPA 537 Method (modified), and selected samples for volatile organic compounds (VOCs) (method 8260C NH), and 1,4-dioxane (method 8260B SIM). The estimated cost includes laboratory fees, shipping and delivery fees, labor associated with sample collection, and the preparation of internal reports.

Task 1b Cost: $7,200[5]

c. ***Biannual Production Well Sampling*** - Collect and analyze groundwater samples from the Ireland Well and Well DPH #1 Production Wells biannually for PFAS, 1,4-dioxane, and VOCs (a total of eight samples) when operating. The total billed will be based on the number of samples collected.

Task 1c Cost: $4,800[6]

d. ***Periodic Artificial Recharge-Related Sampling and Field Analyses*** - Field water quality analyses of up to 15 monitoring wells, 1 surface water station, and both Production Wells (Well DPH #1 and the Ireland Well) for pH, conductivity, temperature, UV254, turbidity, color, and iron. Monitoring locations depicted on **Figure 1**. Samples will be taken and analyzed in monitoring wells at varying distances between the artificial recharge (AR) basins and the two Production Wells to assess the effects of the discharge of surface water from the Bellamy River groundwater quality. Sampling to occur when the AR system resumes operation. Up to 30 samples are anticipated to be taken.

Task 1d Cost: $16,000[7]

e. ***Artificial Recharge-Related Sampling*** – Collection and analysis of water quality samples for NEMR-related contaminants of concern associated with the use of the Pudding Hill AR facility. EGGI will collect groundwater and surface water samples in response to specific requests made by the City to assess the transport and fate of PFAS, 1,4-dioxane, and VOCs including methyl *tert*-butyl ether (M*t*BE) in the Pudding Hill Aquifer related to AR. This task also includes collection and analysis of water quality samples from the

[4] Average costs of $1,200 per well per sampling event include laboratory costs, sampling, travel, shipping, and compiling of raw data.
[5] Average costs of $1,200 per well per sampling event include laboratory fees, sampling, travel, shipping, and compiling of raw data.
[6] Average costs of $1,200 per well per sampling event include laboratory fees, sampling, travel, shipping, and compiling of raw data.
[7] $200 per sample.

Docusign Envelope ID: 28921886-D7A5-41AB-A801-F6973BD1B3B6

Bellamy River to assess water quality relative to the use of the AR facility. This task includes the collection and analysis of up to 6 samples.

Task 1e Cost: $7,200[8]

f. ***Analyze water quality data and prepare data plots/maps/summaries***.

Task 1f Cost: $14,000

TOTAL COSTS TASK 1 ..... $78,000

Task 2 401 Certification and Groundwater Discharge Permit-Related Monitoring

This task includes completion of 401 Certification-related and Groundwater Discharge Permit[9] (GDP) -related monitoring required by NHDES. Monitoring under this task includes: surface water temperature and dissolved oxygen (DO) monitoring upstream and downstream of the AR intake; and monthly and biannual GDP-related[10] surface water and groundwater monitoring (stream gauging required under the 401 Certification is included under Task 3). Monthly monitoring includes a suite of field measured parameters including UV254, temperature, DO, oxidation reduction potential (ORP), specific conductance, dissolved iron and manganese, and pH. Monthly monitoring also includes laboratory analyses of turbidity, true color, and nitrate. Biannual sampling includes analysis for PFAS.

Surface water DO monitoring includes deployment and biweekly downloading and calibration of DO sondes during the months of July, August, and September 2025 and May and June 2026.

TOTAL COSTS TASK 2 ..... $30,000[11]

Task 3 Gage/Monitor Streamflow

Streamflow gauging at Surface Water Stations SW3, SW1, and SW4. This includes four measurement events to provide data necessary to estimate/measure the spring flow contribution to Bellamy River[12] and to meet the requirements of the 401 Certification for the Artificial Recharge withdrawal.

TOTAL COSTS TASK 3 ..... $7,000

Task 4 Purchase of Additional Water Level Monitoring Equipment and Sampling Equipment

As dedicated water level monitoring equipment (transducers) and sampling pumps wear out or fail, these funds will be used to replace such equipment.

---

[8] Average costs of $1,200 per well per sampling event include laboratory costs, sampling, travel, shipping, and compiling of raw data.

[9] GDP No. GWP-198401044-D-001, issued January 10, 2020.

[10] Does not include monitoring required under the Large Groundwater Withdrawal Permit for Well DPH #1 and the Ireland Well that is listed in the Pudding Hill AR GDP monitoring program included Attachment "A" of the GDP.

[11] Includes monitoring assuming six months of operation per year. Monitoring costs include average costs of $200 per well per event for field screening, and average costs of $1,200 per well per event include laboratory costs, sampling, travel, shipping, and compiling of raw data. Surface water DO monitoring-related costs include an average cost of $1,500/per event and 10 events over a 5-month period (June – September).

[12] This is in response to inquiries made by the NH Fish & Game Department.

Docusign Envelope ID: 28921886-D7A5-41AB-A801-F6973BD1B3B6

TOTAL COSTS TASK 4 ..... $5,000[13]

Task 5 Bellamy River Watershed Surface Water Monitoring

Surface water sampling related to the Source Water Protection Plan (SWPP) associated with the Pudding Hill AR facility. EGGI/GZA will collect surface water samples from five locations within the watershed described in the SWPP during September 2025 and April 2026. Samples from each location will be collected in accordance with applicable NHDES and EPA protocols and submitted for laboratory analysis of VOCs, Resource, Conservation, and Recovery Act (RCRA) metals[14], per- and PFAS, total and dissolved iron and manganese, chloride, and sodium. EGGI/GZA will also perform field screening of samples for temperature, pH, specific conductance, dissolved oxygen, and oxidation-reduction potential.

The data collected will be summarized in a database and used to evaluate long-term changes in water quality within the watershed and to identify potential sources of contamination that may impact the water quality of the Bellamy River at the intake of the Pudding Hill Aquifer AR Facility.

TOTAL COSTS TASK 5 ..... $13,000

Task 6 Water Level Monitoring

Water level monitoring to assess the effects of AR on groundwater flow and contaminant transport, including:

a. Measurement of water levels in 50 monitoring wells using recording water level transducers. Manual water level measurements to be made up to four times a year when transducers are downloaded. In addition 10 monitoring wells are not instrumented with transducers.

b. Measurement of barometric changes onsite using a recording barometer.

c. Compilation and processing of water level measurements and preparation of draft graphs and other data summaries for analyses.

TOTAL COSTS TASK 6 ..... $15,000

Task 7 Artificial Recharge Basins – Maintenance and Management

When the AR system is operational, this task will include field checks, monitoring of AR (pumping) into basins. To begin when the AR system resumes operation.

Currently proposed services include the review of the condition of the AR basins and the development of recommendations for improvements prior to operation of the AR system and a long-term basin maintenance plan. This work does not include the use of heavy equipment to repair or modify the basins.

TOTAL COSTS TASK 7 ..... $10,000

[13] Please note, EGGI is donating at no charge, at the current time, the use of 24 automated water level recorders currently being used at this site.

[14] RCRA 8 metals include arsenic, barium, cadmium, chromium, lead, mercury, selenium, and silver.

Docusign Envelope ID: 28921886-D7A5-41AB-A801-F6973BD1B3B6

Task 8 Overall Aquifer Management Plan

Periodically EGGI will prepare letters, e-mails, and supporting documentation that relates to the groundwater Monitoring Programs and the 401 Certificate. These will be submitted at various times to NHDES, City of Dover, and NH Fish & Game. EGGI will also continue to develop/update the overall Pudding Hill Aquifer Management Plan for their use relative to managing groundwater withdrawals, maximizing the use of AR, and protecting the long-term sustainability of the Aquifer.

TOTAL COSTS TASK 8..... $10,000

Task 9 Project Management, and Miscellaneous Meetings and Conference Calls

TOTAL COSTS TASK 9..... $15,000

TOTAL ESTIMATED COSTS (Tasks 1-9).....$183,000

BASIS OF BILLINGS AND BUDGET

Billings for EGGI's/GZA's professional services will be based on lump sum basis (by % complete). Our budget to complete the work described in our Scope of Services is summarized in the table below.

TASK DESCRIPTION	COST
Task 1 – Water Quality Monitoring	
Task 1a – Biannual Sampling Support of the NEMR Groundwater Management Permit	$28,800
Task 1b – Biannual Sampling Associated with the Protection of On-site Production Wells	$7,200
Task 1c – Quarterly Production Well Sampling	$4,800
Task 1d – Periodic Artificial Recharge-Related Sampling and Field Analyses	$16,000
Task 1e – Artificial Recharge-Related Sampling	$7,200
Task 1f – Analyze Water Quality Data and Prepare Data Plots/Maps/Summaries	$14,000
Total Costs for Task 1	**$78,000**
Task 2 – 401 Certification and Groundwater Discharge Permit-Related Monitoring	**$30,000**
Task 3 – Gage/Monitor Streamflow	**$7,000**
Task 4 – Purchase of Additional Water Level Monitoring Equipment and Sampling Equipment	**$5,000**
Task 5 – Bellamy River Watershed Surface Water Monitoring	**$13,000**
Task 6 – Water Level Monitoring	**$15,000**
Task 7 – Artificial Recharge Basins – Maintenance and Management	**$10,000**

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Task 8 – Overall Aquifer Management	**$10,000**
Task 9 – Project Management and Miscellaneous Meetings and Conference Calls	**$15,000**
TOTAL ESTIMATED COSTS (TASKS 1-9)	**$183,000**

Invoices for our services will be emailed to g.young@dover.nh.gov, w.roy@dover.nh.gov, k.mevrogeorge@dover.nh.gov. Should your email or mailing addresses be different than those shown herein, please notify the undersigned so that appropriate changes can be made.

SCHEDULE

EGGI/GZA is prepared to initiate work on the project upon receiving your written authorization to proceed.

CONDITIONS OF ENGAGEMENT

This proposal and the Terms and Conditions negotiated between the City of Dover and EGGI/GZA on September 18, 2020 will form the basis for engagement between the parties.

ACCEPTANCE

This proposal may be accepted by signing in the appropriate spaces and returning one complete copy (with attachments) to us. An executed proposal must be received prior to the initiation of the services described above. Issuance of a purchase order explicitly acknowledges acceptance of the Scope of Services and Conditions of Engagement. This proposal is valid for a period of 30 days from the date of issue.

We appreciate the opportunity to work with you on this project. Please contact us if you have any questions regarding this proposal.

Very truly yours,

EMERY & GARRETT GROUNDWATER INVESTIGATIONS, A DIVISION OF GZA

James M. Wieck, PG
Hydrogeologist/Senior Project Manager

James M. Emery, PG
Principal/Senior Hydrogeologist

JMW/JME:rlk

P:\Props\Proposals A-L\Dover Pudding Hill_2025-2026_33.P000036.26\Dover Pudding Hill Aquifer 2025-2026_33.P000036.26.docx

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Attachments:

Figure 1 – Dover Production Wells, 15 Monitoring Wells, and One Surface Water Station to Analyzed for Field Chemistry Under Task 1d

This Proposal for Groundwater Exploration and Development Services and the Terms and Conditions negotiated between the City of Dover and EGGI/GZA on September 18, 2020 are hereby accepted and executed by a duly authorized signatory, who by execution hereof warrants that he/she has full authority to act for, in the name of, and on behalf of the City of Dover, New Hampshire.

By: Signed by: J. Michael Joyal, Jr. 5C8342386B5E429... Title: City Manager

for the City of Dover

Typed Name: J. Michael Joyal, Jr. Date: 7/21/2025

Billing Address (if different from above): Email Invoices to: acctpay@dover.nh.gov

Docusign Envelope ID: 28921886-D7A5-41AB-A801-F6973BD1B3B6

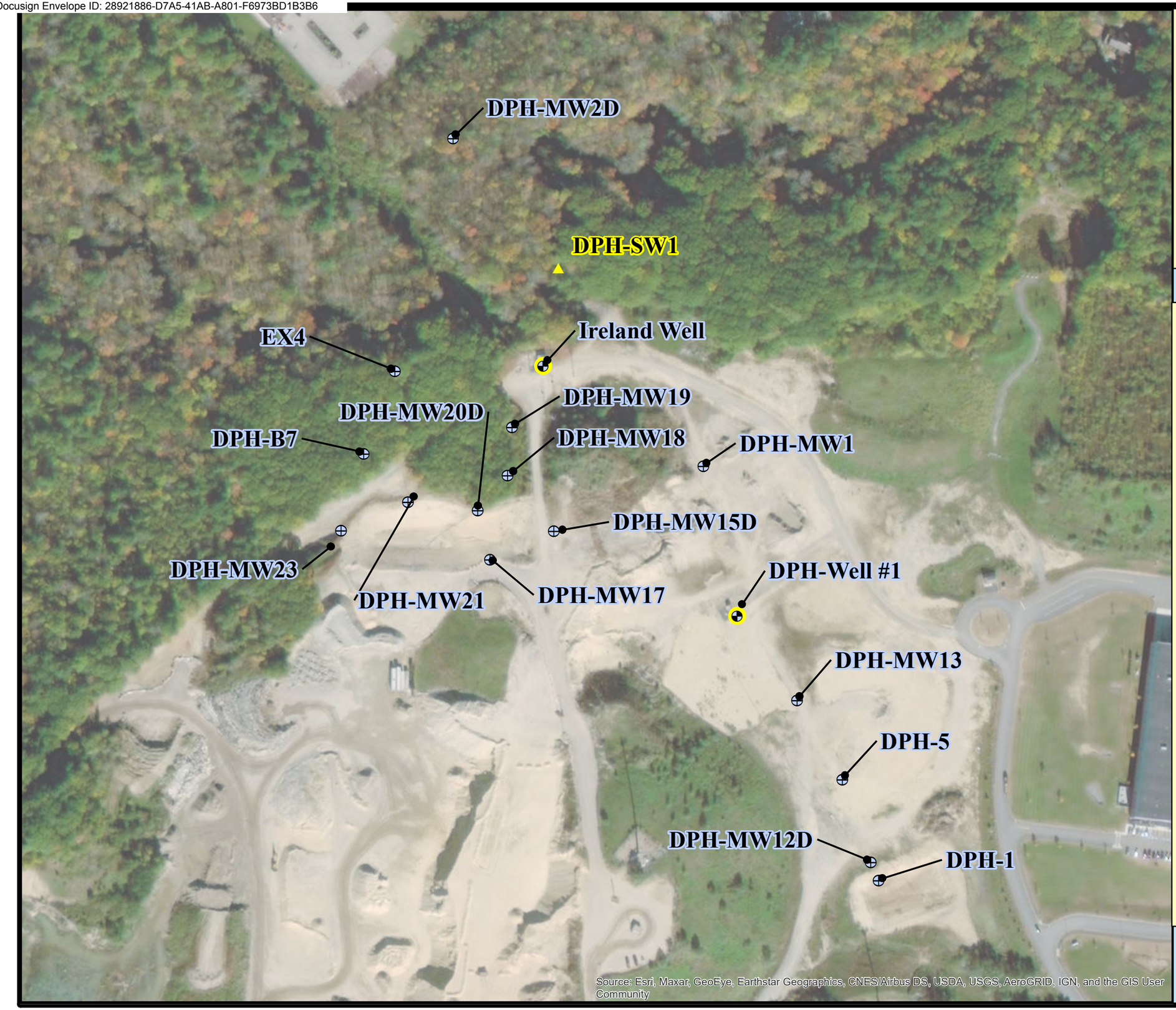


FIGURE 1

Dover Production Wells, 15 Monitoring Wells, and One Surface Water Station to be Analyzed for Field Chemistry Under Task 1d.

Proposal No. 33.P000006.25

Pudding Hill Aquifer
Dover, New Hampshire

Legend

Production Wells

- Ireland Well

Monitoring Wells

- DPH--5

Surface Water Station

- DPH-SW1

N

1:2,400

1 inch = 200 feet

0 100 200 400 Feet

FIGURE 1

Emery & Garrett
Groundwater Investigations, A division of GZA

CITY OF DOVER - RESOLUTION

Agenda Item#:13.A.4.

CITY OF DOVER

Resolution Number: **R – 2026.05.27 – 192**
Resolution Re: Authority to Release Henry Law Avenue Wetlands Permit Compensatory Mitigation Payment

WHEREAS: As part of the redevelopment process for Henry Law Avenue/Park, a New Hampshire Department of Environmental Services (NHDES) Wetlands Permit 2025-01738 was approved April 1, 2026. On April 14, 2026, NHDES issued a letter to the City; and

WHEREAS: A condition of the permit indicates the permit is not valid until a one-time payment to the New Hampshire Department of Environmental Services, currently estimated at $44,458.01 (but subject to change based on final disturbed area) to the Department of Environmental Services Aquatic Resource Mitigation Fund (ARM); and

WHEREAS: ARM manages the In-Lieu Fee (ILF) payments to meet compensatory mitigation requirements for aquatic resource losses pursuant to RSA 482-A. The loss listed is, 2,570 square feet of permanent impacts to Priority Resource Area (PRA) tidal waters/wetlands (Estuarine subtidal (E1). The amount is to calculate the cost to restore sufficient resources of the same type; and

WHEREAS: The check for the ILF is required to be submitted in the current estimated amount of $44,458.01 thereby exceeding the twenty-five-thousand-dollar threshold requiring council approval.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to the State of New Hampshire Department of Environmental Services in the amount of $44,458.01, or adjusted value based on final disturbed area. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
4021.1.300.43121.4751.03126.21	Streets Henry Law Ave	1,252,601.74	786,454.42	44,458.01

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 - RESOLUTION

Agenda Item#:13.A.4.

CITY OF DOVER

Resolution Number: **R – 2026.05.27 – 192**
Resolution Re: Authority to Release Henry Law Avenue Wetlands Permit Compensatory Mitigation Payment

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:

The pending construction work along Henry Law Avenue will include replacement and improvements to the storm water drainage system. A new outfall needs to be installed to allow drainage back to the Cocheco River after collected water flows through a gravel retention basin to be constructed beneath Henry Law Park. The installation of the outfall pipe and corresponding river bank stabilization triggers the threshold (2,000 SF) for application of compensatory mitigation.

Per RSA 482-A, 28-34, mitigation is required for impacts to wetlands, river banks and tidal buffer zones. For this permit, compensatory mitigation is proposed as a combination of on-site permittee-responsible mitigation a ILF payment of $44,458.01 into the Aquatic Resource Mitigation (ARM) Fund is required.

Award Information:
A purchase order will be issued to State of NH Department of Environmental Services to authorize expenditures as outlined in this resolution.

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

CITY OF DOVER

Resolution Number: **R – 2026.05.27 - 193**
Resolution Re: Authorization to Purchase REALITi360 Simulation System from American 3B Scientific, LP

WHEREAS: The Fire Department has identified the need to significantly enhance its Emergency Medical Services (EMS) training capabilities through the acquisition of a modern, high-fidelity clinical simulation system. This initiative is part of a broader Training & Preparedness Action Plan which focuses on strengthening the Department's two highest-risk core functions, Emergency Medical Services and Fire Suppression & Rescue; and

WHEREAS: On March 30, 2026, the City received a proposal from American 3B Scientific, LP for a simulation platform that integrates patient monitoring, defibrillation, CPR feedback, video debriefing, and electronic patient care reporting into a single, portable system, in the amount of $45,406.95; and

WHEREAS: Per 5-32 Approval of purchases by City Council. All purchases of goods and services of $25,000 or more shall be approved or rejected by majority vote of the City Council prior to the awarding of such purchases.

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

The Purchasing Agent is hereby authorized to revise a purchase order to American 3B Scientific, LP in the amount, not to exceed, of $45,406.95. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
4022.1.220.42280.4725.02205.22	Fire & Rescue Training Facility	$ 278,434.41	$ 154,161.23	$45,406.95

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.5.

Resolution Number: **R – 2026.05.27 - 193**
Resolution Re: Authorization to Purchase REALITi360 Simulation System from American 3B Scientific, LP

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:

The Department has identified the need to significantly enhance its Emergency Medical Services (EMS) training capabilities through the acquisition of a modern, high-fidelity clinical simulation system. This initiative is part of a broader Training & Preparedness Action Plan previously presented to and supported by the City Council, which focuses on strengthening the Department's two highest-risk core functions: Emergency Medical Services and Fire Suppression & Rescue.

In today's rapidly evolving emergency response environment, the margin for error is extremely small. The community expects—and deserves—exceptional performance under the most dangerous, complex, and high-stress conditions. Whether responding to a cardiac arrest, structure fire, or mass casualty incident, outcomes are often immediate and life-or-death. Achieving this level of performance requires cutting-edge, realistic training that prepares personnel to operate effectively in these conditions.

As part of this approved strategic initiative, the Department proposed the development of an Advanced Life Support (ALS) Simulation Training Lab at Fire Headquarters. This lab will transform available space into a high-fidelity, scenario-based training environment designed to replicate the stress, complexity, and unpredictability of real-world emergencies. National best practices and research demonstrate that simulation-based training significantly improves clinical performance, reduces critical errors, and can increase patient survival rates in high-risk, low-frequency events.

The simulation lab will include a high-fidelity ALS manikin, mock ambulance and residential training environments, and an audio/visual debrief system to provide real-time feedback and continuous performance improvement. This approach allows for repetitive, realistic training in a controlled setting and supports the Department's Continuous Quality Improvement (CQI) program.

To ensure the success of this initiative, the Department conducted an extensive evaluation process to identify the most appropriate simulation platform. A multidisciplinary research committee was established, consisting of members of the CQI team, company officers, and firefighters. The committee hosted vendor presentations from multiple manufacturers, evaluated system capabilities, and conducted site visits to departments currently utilizing the equipment under consideration. In addition, the Department coordinated with the City's Information Technology staff to confirm compatibility with existing infrastructure, network requirements, and data security standards.

Based on this comprehensive evaluation, the committee unanimously recommended the REALITi 360 simulation system by iSimulate. REALITi 360 is a modular, all-in-one clinical simulation platform that integrates patient monitoring, defibrillation, CPR feedback, video debriefing, and electronic patient care reporting into a single, portable system. It delivers a high level of clinical realism through customizable scenarios and supports both in-situ and lab-based training, allowing the Department to conduct realistic training in actual response environments in addition to a dedicated simulation facility.

The Department determined that this system is uniquely suited to meet the objectives of the Council-approved Training & Preparedness Action Plan. Its integrated functionality, portability, and realistic simulation capabilities directly support improved patient outcomes, enhanced provider safety, stronger interagency coordination, and continued workforce development and retention.

Further, no other vendor evaluated offered a comparable system that combines all required capabilities into a single, portable platform. Alternative systems required multiple separate components, additional infrastructure, or did not meet the Department's requirements for realism, flexibility, and ease of deployment. As such, the REALITi 360 system represents the only product that fully satisfies the Department's operational and training requirements.

This initiative is also fiscally responsible. The broader training plan was designed to maximize existing resources and utilize previously approved or unexpended funds, minimizing or eliminating additional taxpayer burden while delivering a significant enhancement to public safety services.

Accordingly, the Department is requesting approval to procure the REALITi 360 system as a sole source purchase, as it is the only solution that meets the City's operational, technical, and training requirements.

Bid Information:

Per 5-32 Approval of purchases by City Council. All purchases of goods and services of $25,000 or more shall be approved or rejected by majority vote of the City Council prior to the awarding of such purchases.

Purchasing Information:

Type:	Purchase Order	**Advertised:**	No
Invitations Mailed:	N/A	**Number of Responses:**	N/A
Warranty:	N/A	**Terms:**	Net 30, FOB Dover
Work Bonded:	No	**Contract:**	Yes
Prices will hold for:	Completion	**Estimated Delivery:**	ASAP
Recommended Award to:	American 3B Scientific, LP	**Fund:**	Fire
Other Approvals Required:	No	**References Checked:**	Satisfactory
Previously Worked for City:	No	**Reason for Council Approval:**	Purchase to exceed the $25,000 amount requiring Council approval subsequent to a bid solicitation.

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

CITY OF DOVER

Resolution Number: **R – 2026.05.27 - 194**
Resolution Re: B26013 Downtown Pedestrian and Vehicle Improvement Project CDBG – Additional SOW for Waldron Court

WHEREAS: A Request for Bid #B26013 was solicited and received on October 8th, 2025 at 2:00 p.m. for the Downtown Pedestrian and Vehicle Improvement Project; and

WHEREAS: The City received two bid responses and S.U.R. Construction, Rochester, NH was approved via R-2025.10.22-63, at a total cost of $169,595.00, which reflected a reduced scope of only one new crosswalk, and not all three as originally intended; and

WHEREAS: On April 10, 2026 the City approved the installation of a new hydrant, water main piping, and replacement sidewalk panels was approved in the amount of $18,552.50; and

WHEREAS: At the direction of City staff, SUR Construction performed additional unit price work within the project limits due to unforeseen existing conditions in the amount $35,767.50, including the installation of new electrical conduit and associated repairs to concrete and brick sidewalks.

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

The Purchasing Agent is hereby authorized to revise a purchase order to S.U.R Construction, Rochester, NH for the Downtown Pedestrian and Vehicle Improvement Project in the amount of $35,767.50. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
2100.1.180.46341.4735.06332.26	Sidewalk Crossing- Waldron & Central	$5,588.85	$5,288.50	$5,288.50
2100.1.180.46341.4835.06332.26	Grants/Subsidy-Pedestrian Sidewalk	$165,800.00	$1,272.00	$1,272.00
4025.1.180.43122.4751.03340.25	Downtown Traffic & Pedestrian Improvements	$400,000.00	$254,653.64	$29,207.00

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 - RESOLUTION

Agenda Item#: 13.A.6.

CITY OF DOVER

Resolution Number: **R – 2026.05.27 - 194**
Resolution Re: B26013 Downtown Pedestrian and Vehicle Improvement Project CDBG – Additional SOW for Waldron Court

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:

The City of Dover solicited bids from qualified contractors to perform Construction Services including constructing/reconstructing (3) pedestrian curb ramps along Central Avenue; located at Waldron Court, 1st Street, and 2nd Street. The proposed curb ramps were a result of a prior study conducted by Greenman-Pedersen, Inc. as part of a larger, holistic review of the entire Downtown area in regards to both vehicular and pedestrian accessibility, traffic, and improvements.

The intent at the 3 proposed crosswalk locations was to enhance pedestrian safety by narrowing the crossing width (thus reducing width of travel lanes) delineating clearer crossing locations with enhanced signage and markings, and adjusting grades for conformance with ADA requirements. While the intent was to tackle 3 crossings as a single project, due to a combination of federal requirements related to Community Development Block Grant (CDBG) such as Davis-Bacon wage rates, and a very tight time-frame with work required to be fully complete by end of April 2026, the initial bid proposals exceeded the limits of the available CDBG funding, which was approximately $200,000.00.

Bidders were then asked to break out the crossing at Waldron Court as a single project, which is the work scope being sought for current authorization utilizing SUR Construction. This will allow for utilization of CDBG funds for construction and should serve as a good test-case for improved pedestrian safety.

During construction, additional unit price work was required due to unforeseen existing conditions encountered, in the amount of $35,767.50. During construction, it was determined that the new decorative light location could not be fed from an existing decorative light in Waldron Court. Therefore, the electrical conduit needed to be installed back to an existing pull box within the sidewalks on Central Ave. This additional work required the concrete sidewalks on Central Ave to be removed and replaced to facilitate the new electrical conduit location, as well as, reconstruction of the brick along the concrete sidewalk.

In addition to the additional conduit and sidewalk work on west side of the crossing, the concrete driveway apron to the Mill Buildings on the east side of Central Ave was damaged during construction activities associated with installation of drainage structures, and curbing. The concrete driveway apron therefore needed to be removed and replaced with bituminous concrete pavement which is the current City standard apron.

Bid Information:
A sealed Request for Bid #B26013 was solicited and received for Downtown Pedestrian and Vehicle Improvements Project CDBG on October 8, 2025 at 2:00 p.m.

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

Purchasing Information:

Type:	Purchase Order	**Advertised:**	Yes
Invitations Mailed:	397	**Number of Responses:**	2
Warranty:	Per Manufacturer	**Terms:**	Net 30, FOB Dover
Work Bonded:	Yes	**Contract:**	Yes
Prices will hold for:	Until Delivery	**Estimated Delivery:**	ASAP
Recommended Award to:	S.U.R Construction	**Fund:**	CDBG and CIP
Other Approvals Required:	No	**References Checked:**	Satisfactory
Previously Worked for City:	Yes	**Reason for Council Approval:**	Purchase to exceed the $25,000 amount requiring Council approval.

B26013 Bid Documents

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2026.05.27 - 195**
Resolution Re: B26060 Penny Lane Drainage Improvements

WHEREAS: Sealed Bid #B26060 was requested and received for Penny Lane Drainage Improvements on April 23, 2026 at 2:00 p.m., and

WHEREAS: The City of Dover, New Hampshire was requesting bids from qualified contractors for drainage improvements on Penny Lane; and

WHEREAS: The City received Five (5) submittals and the proposal most advantageous was received by Tobey and Son Excavation, South Berwick, ME in the amount of $77,754.98; and

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Tobey and Son Excavation, South Berwick, ME for rates and scope of work in conjunction with B26060, not to exceed $77,754.98. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
1009.1.300.43121.4730.00000.24	Improvements o/t Buildings	66,401.72	35,503.98	35,503.98
1000.1.300.43121.4730.00000.00	Streets - Traffic Signals/Controls	200,000.00	96,146.34	42,251.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

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

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

Sponsored by: Mayor Dennis Shanahan, By Request

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

CITY OF DOVER

Resolution Number: **R – 2026.05.27 - 195**
Resolution Re: B26060 Penny Lane Drainage Improvements

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:

The City solicited proposals from qualified contractors to complete drainage improvements on Penny Lane. This project is intended to improve the drainage collection system along the cul-de-sac on Penny Lane.

The project includes installation of two deep sump catch basins and 12in high density polyethylene (HDPE) drain lines to collect surface runoff and direct it into the city drainage system. Test pits have been completed by city personnel prior to design in order to determine the presence and depth of existing ledge.

It is anticipated that some ledge will need to be removed to complete the drainage improvements. In addition, the work will include installation of a 6in HDPE drainage stub from proposed CB #1 to the property line of House #10 Penny Lane for future connection to a private sump drain line completed by others.

Scope of Work:
<u>Contractor work to include with project quote for consideration:</u>

- Estimated ledge removal of 20CY
- Field core existing CB #1710 for new 12in HDPE drainage pipe
- Contractor to dispose of all excess excavation material
- Contractor to restore the pavement surface to its original condition and dispose of existing pavement.
- Contractor to follow City of Dover guidelines for drain line installation and gravels in trench,

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2026.05.27 - 195**
Resolution Re: B26060 Penny Lane Drainage Improvements

Bid Information:
A sealed Request for Proposal #B26060 was issued on April 23, 2024 at 2:00 p.m. EST.

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

Type:	Purchase order	**Advertised:**	Yes
Invitations Mailed:	327	**Number of Responses:**	2
Warranty:	N/A	**Terms:**	Net 30, FOB Dover
Work Bonded:	No	**Contract:**	Yes
Prices will hold for:	Until completion	**Estimated Delivery:**	As needed
Recommended Award to:	Tobey and Son Excavation	**Fund:**	Street/Traffic Control
Other Approvals Required:	No	**References Checked:**	Satisfactory
Previously Worked for City:	No	**Reason for Council Approval:**	Purchase to exceed the $25,000 amount requiring Council approval subsequent to a bid solicitation

B26060 Bid Documents

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2026.05.27 - 196**
Resolution Re: B26067 Sand and Gravel

WHEREAS: A sealed Request for Bid #B26067 was issued and received for various types of Sand and Gravel products, on an as-needed and as-requested basis, on May 14, 2026 at 2:00 p.m. Submitted Rates will hold for one year beginning June 1, 2026 and negotiated for two (2) one-year extensions. Rate increases, if any, for year two and three will not exceed the Consumer Price Index (Boston); and

WHEREAS: The City received pricing from Brox Industries, Inc., Dracut, MA and Northeast Earth Mechanics, LLC, Pittsfield, NH and determined that both responses met the specifications outlined in Bid# B26067 with fair and reasonable rates.

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

The Purchasing Agent is hereby authorized to issue a Purchase Orders to both Brox Industries, Inc. and Northeast Earth Mechanics, LLC, as needed and as requested, for sand and gravel products at per ton prices, provided in conjunction with Bid #B26067. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Account	Description	Appropriation	Balance	Charge
xxxx.1.300.xxxxx.4652.xxxxx.xx.	FY26 – CS Maint Supplies – Impr o/t Buildings	$495,094.00	$140,367.12	$85,000.00
xxxx.1.300.xxxxx.4652.xxxxx.xx.	FY27 – CS Maint Supplies – Impr o/t Buildings	$517,000.00	$517,000.00	$114,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

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

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

Sponsored Mayor Dennis Shanahan By Request

DOCUMENT HISTORY:

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2026.05.27 - 196**
Resolution Re: B26067 Sand and Gravel

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.A.8.

Resolution Number: **R – 2026.05.27 - 196**
Resolution Re: B26067 Sand and Gravel

RESOLUTION BACKGROUND MATERIAL:

The City requested pricing for various, as needed and as requested, sand and gravel products.

Depending upon the specific need at a certain time, the availability of the product, the product costs, the vendor location and the proximity to an on-going city project, the City may elect either to pick up the sand/gravel required from the closest location if travel distance offsets cost inefficiency of driving to a more distance location or it may choose to have the product delivered.

Bid Information:
A sealed Request for Proposal #B26067 was issued on May 14, 2026 at 2:00 p.m. EST.

Award Information:

A purchase order(s) will be issued to Brox Industries, Inc. and Northeast Earth Mechanics, LLC to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	**Advertised:**	Yes
Invitations Mailed:	155	**Number of Responses:**	2
Warranty:	N/A	**Terms:**	Net 30, FOB Dover
Work Bonded:	N/A	**Contract:**	Yes
Prices will hold for:	One year	**Estimated Delivery:**	As Needed
Recommended Award to:	Brox Industries, Inc. and Northeast Earth Mechanics, LLC.	**Fund:**	FY26 and FY27 CS Maintenance Supplies
Other Approvals Required:	No	**References Checked:**	Satisfactory
Previously Worked for City:	Yes	**Reason for Council Approval:**	Purchase to exceed the $25,000 amount requiring Council approval subsequent to a bid solicitation.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2026.05.27 - 197**
Resolution Re: B25037 RFP26-005 NPDES Sewer Collection System Operations and Maintenance Manual (CMOM)

WHEREAS: A sealed Request for Qualifications #B25037 was solicited and received for on-call specialized municipal engineering services on April 29, 2025 at 2:30 p.m. for services to commence on July 1, 2025 for a four-year period. FY2025-2030 period. Rates to be fixed for the first year and will not exceed Boston CPI for subsequent years thereafter; and

WHEREAS: Nineteen (19) statements of qualifications were received and a review of qualifications was conducted by the Community Services Department to assess each firm's expertise, project successes, and the specialized services offered and all 19 firms were approved via R-2025.06.25-107; and

WHEREAS: On November 14, 2024, the City utilized Wright Pierce to provide a NPDES General Permit Review in the amount of $14,850.00; and

WHEREAS: On May 4th, 2026, the City received a proposal from Wright Pierce for Engineering Services for the development of the NPDES Sewer Collection System Operations and Maintenance Manual (CMOM) in the amount, not to exceed, $100,000.00.

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

The Purchasing Agent is hereby authorized to revise a purchase order to Wright Pierce in the amount, not to exceed, $100,000.00 in conjunction with B25037 RFP26-005. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
5320.1.300.43256.4339.00000	CS- Sewer - WWTP Consult Svcs	$100,000.00	$100.000.00	$100,000.00

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 - RESOLUTION

Agenda Item#: 13.A.9.

CITY OF DOVER

Resolution Number: **R – 2026.05.27 - 197**
Resolution Re: B25037 RFP26-005 NPDES Sewer Collection System Operations and Maintenance Manual (CMOM)

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.A.9.

Resolution Number: **R – 2026.05.27 - 197**
Resolution Re: B25037 RFP26-005 NPDES Sewer Collection System Operations and Maintenance Manual (CMOM)

RESOLUTION BACKGROUND MATERIAL:

The City's Wastewater Treatment Plant (WWTP) is subject to regulation under a National Pollutant Discharge Elimination System (NPDES) permit, which is part of the federal Clean Water Act (CWA). The CWA made it illegal to discharge any pollutant from a point source (in our case outfall pipe) unless a specific NPDES permit was issued and authorized. In New Hampshire, the Department of Environmental Services doesn't have "primacy" to oversee and manager the NPDES program, so NH permits are issued and managed by EPA Region 1 out of Boston.

The City was last issued an individual NPDES permit back in 2006, with intention it would be up for renewal or reissuance every 5 years. But lacking renewal, the old permit conditions remain applicable and enforceable. Concurrently, over the last 10+ years there has been concern with water quality within both the Piscataqua River and Great Bay Estuary. EPA Region 1 never issued an individual NPDES permit for Dover, but rather developed a comprehensive Great Bay Total Nitrogen General Permit, which had conditions applicable for Dover. That permit was issued in 2020, and remains in effect until revised or reissued.

Recently, EPA Region 1 issued Final New Hampshire Medium Wastewater Treatment Facility General Permit, as opposed to multiple individual permits. The General Permit impacts 21 separate WWTP facilities, including Dover's. The City's WWTP continues to operate very efficiently and effectively, so the General Permit didn't have an impact on operations or treatment processes. The General Permit did add sampling mandates for various PFAS compounds. The biggest impact to the City was mandate of a comprehensive operation and management plan (CMOM) in compliance with 40 CFR § 122.41 (d) and (e), which is intended to document:

- City has sufficient staff to operate and maintain the system
- City has active preventative maintenance plan
- City is controlling sources of Inflow & Infiltration and has a comprehensive plan
- Collection system & pump stations maps are updated and accurate
- Operation and Maintenance Plan is updated and addresses Overflow Emergency Response Plan

While the City has developed or addressed many of these items individually, they need to be updated and revised, and packaged as a comprehensive plan to support the NPDES permit.

Bid Information:

A sealed Request for Qualifications #B25037 was solicited and received for on-call specialized municipal engineering services on an as-needed basis on April 29, 2025 at 2:30 p.m. for services to commence on or about July 1, 2025 for a four-year period, FY2025 – FY2030.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2026.05.27 - 197**
Resolution Re: B25037 RFP26-005 NPDES Sewer Collection System Operations and Maintenance Manual (CMOM)

Purchasing Information:

Type:	Purchase Order	**Advertised:**	No
Invitations Mailed:	9	**Number of Responses:**	2
Warranty:	N/A	**Terms:**	Net 30, FOB Dover
Work Bonded:	No	**Contract:**	Yes
Prices will hold for:	Completion	**Estimated Delivery:**	As needed
Recommended Award to:	Wright Pierce	**Fund:**	Sewer
Other Approvals Required:	No	**References Checked:**	Satisfactory
Previously Worked for City:	Yes	**Reason for Council Approval:**	Purchase to exceed the $25,000 amount requiring Council approval subsequent to a bid solicitation.

B25037 RFP26-005 Bid Documents

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

CITY OF DOVER

Resolution Number: **R – 2026.05.27 - 198**
Resolution Re: B26014 Installation of Roof Mounted Solar Photovoltaic (PV) System at the WWTP – Installation of Support Beams

WHEREAS: A Request for Bid #B26014 was solicited and received on September 4, 2025 at 2:00 p.m. for the Installation of a Roof-Mounted Solar Photovoltaic (PV) System at the Waste Water Treatment Plate; and

WHEREAS: The City received two bid responses and the proposal deemed most advantageous, and awarded via R-2025.10.08-55, was from Revision Energy, Inc., Brentwood, NH at a total cost of $342,883.00; and

WHERAS: On April 28, 2026, the City received a proposal from Revision Energy, Inc. to repair support beams to the existing wall system at the Waste Water Treatment plant, in the amount of $67,500.00.

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

The Purchasing Agent is hereby authorized to revise the purchase order to Revision Energy, Inc., Brentwood, NH for repair the existing wall system in the amount of $67,500.00. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
5320.1.300.43256.4725.00000.00	CS- Sewer - WWTP Building Improv	$67,500.00	$67,500.00	$67,500.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

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

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

Sponsored by: Mayor Dennis Shanahan, By Request

Document Created by: Purchasing
Document Posted on: May 22, 2026

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2026.05.27 - 198**
Resolution Re: B26014 Installation of Roof Mounted Solar Photovoltaic (PV) System at the WWTP – Installation of Support Beams

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:

The City sought proposals from qualified firms for the assessment, design, and installation of a roof-mounted solar photovoltaic (PV) system at the Huckleberry Hill Wastewater Treatment, located at 484 Middle Road in Dover, NH. The primary goal of this project is to reduce the facility's utility costs and contribute to the City's sustainability objectives.

The Dover Wastewater Treatment Facility has two buildings suitable for rooftop solar installation, the Compost Building and the Catch Basin Cleaning Building. ReVision Energy proposed a 129.36kW DC/100kW AC array on the Catch Basin Cleaning Building and avoided the Compost Building due to concerns about the building's roof structure. The proposed system will generate an estimated 136,092kWh per year which is approximately 7% of the facilities historical annual usage. ReVision Energy will be responsible for the design, procurement, installation, and commissioning of the solar PV system including:

- Site assessment and roof evaluation
- Necessary roof repairs and structural supports
- System design and configuration
- Installation of solar panels, inverters, and all related equipment
- Connection to the existing electrical grid/system or approval for zero export option
- Ensuring compliance with local building codes and regulations
- Obtaining all necessary permits and approvals
- Post-installation testing and system performance verification

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2026.05.27 - 198**
Resolution Re: B26014 Installation of Roof Mounted Solar Photovoltaic (PV) System at the WWTP – Installation of Support Beams

On April 28, 2026, the City received a proposal from Revision Energy, Inc. to repair support beams to the existing wall system at the Waste Water Treatment plant, in the amount of $67,500.00.

This entails:

- Removal of existing pressure treated lumber and the base plates on the existing foundation wall.
- Fabrication of new base plates that will be hot-dipped galvanized and installed with stainless steel fasteners.
- Installation of new 6 x 6 3 1 pressure treated post, bolted with stainless steel bolts.
- Installation of new 2 x 12 # 1 pressure treated wall planks fastened with galvanized fasteners
- Disposal of all demolition

Purchasing Information:

Type:	Purchase Order	**Advertised:**	Yes
Invitations Mailed:	260	**Number of Responses:**	2
Warranty:	5 years	**Terms:**	Net 30, FOB Dover
Work Bonded:	Yes	**Contract:**	Yes
Prices will hold for:	Until Delivery	**Estimated Delivery:**	By December 31, 2026
Recommended Award to:	Revision Energy, Inc.	**Fund:**	Sewer
Other Approvals Required:	No	**References Checked:**	Satisfactory
Previously Worked for City:	Yes	**Reason for Council Approval:**	Purchase to exceed the $25,000 amount requiring Council approval.

B26014 Bid Documents

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

CITY OF DOVER

Resolution Number: **R – 2026.05.27 - 199**
Resolution Re: Authorization to Continue Bond Counsel Services with Devine Millimet & Branch Professional Association

WHEREAS: On October 14, 2015 the City Council approved via R-2015.10.14-134 to utilize Devine Millimet & Branch Professional Association for bond counsel legal services; and

WHEREAS: Bond Counsel legal services are a highly specialized nature of work and the importance of the City working with an expert in the field of bond issuance is critical to ensuring City bond issues meet tax exempt status. The City seeks to extend an agreement already in place with Devine Millimet & Branch PA. Devine, Millimet & Branch PA provides bond counsel services to eight of the eleven Cities in NH, all ten counties in NH and the majority of municipalities issuing debt through the NH Municipal Bond Bank; and

WHEREAS: The City has utilized Devine Millimet & Branch PA for bond counsel services for the past 10 years, and has held rates for the past 3 years, and as part of the new 10 year agreement is proposing to hold rates for the first 5 years of the agreement; and

WHEREAS: Per Administrative Code Chapter 5 Article III 5-29 C allows exemption to formal bidding when city has already committed to a certain product, manufacturer, brand, or service provider.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Devine Millimet & Branch PA for bond counsel legal services at rates provided in offer letter dated May 6, 2026. The City Manager, or designee, is hereby authorized to finalize contract language with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
1000.1.190.41991.4334.00000	Misc Gen Gov Legal Svs	35,235.00	35,235.00	35,231.50

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 - RESOLUTION

Agenda Item#: 13.A.11.

CITY OF DOVER

Resolution Number: **R – 2026.05.27 - 199**
Resolution Re: Authorization to Continue Bond Counsel Services with Devine Millimet & Branch Professional Association

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:

May 2026 $44,795,000 bond issue

Bond Amount	Rate	Cost	Notation
5,000,000	1,200.00	6,000.00	Cost for 1st $5 Million
5,000,000	975.00	4,875.00	Cost for 2nd $5 Million
34,795,000	700.00	24,356.50	Cost for each $1 Million in Excess of $10 Million
44,795,000		35,231.50	

Bid Information:
City of Dover Agreement has been in place since 2015 for bond counsel services.

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

Following City Council approval, City staff will work with the vendor to finalize the terms of the contract utilizing the City's standard agreement document.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2026.05.27 - 199**
Resolution Re: Authorization to Continue Bond Counsel Services with Devine Millimet & Branch Professional Association

Purchasing Information:

Type:	Purchase Order	**Advertised:**	No
Invitations Mailed:	NA	**Number of Responses:**	NA
Warranty:	N/A	**Terms:**	Net 30, FOB Dover
Work Bonded:	No	**Contract:**	Yes
Prices will hold for:	Years 1 through 5	**Estimated Delivery:**	As needed
Recommended Award to:	Devine Millimet & Branch PA	**Fund:**	Misc Gen Gov Legal Services
Other Approvals Required:	No	**References Checked:**	Satisfactory
Previously Worked for City:	Yes, 10 years	**Reason for Council Approval:**	Purchase to exceed the $25,000 amount requiring Council approval subsequent to a bid solicitation

Exhibit A – Letter from Devine Millimet & Branch Professional Association dated May 6, 2026

DEVINE MILLIMET

ATTORNEYS AT LAW

May 6, 2026

Renelle L. L'Huillier
T 603.410.1709
rhuillier@devinemillimet.com

Daniel R. Lynch, Finance Director
City of Dover
288 Central Avenue
Dover, New Hampshire 03820-4169

Re: Bond Counsel Services

Ladies and Gentlemen:

On behalf of Devine, Millimet & Branch Professional Association, I am pleased to submit this letter which describes our firm's ability to provide bond counsel services for the City of Dover, New Hampshire (the "City"). We have been providing services to the City pursuant to an agreement that began in 2015, as extended nine (9) times and you have requested an update to that earlier agreement. This letter furnishes you with (1) a general description of our law firm and its New Hampshire public finance practice; (2) an overview of our New Hampshire bond counsel clients; (3) information regarding our firm's offices and involved personnel; (4) a list of references; and (5) a proposed fee schedule.

1. General Overview of Devine Millimet and its Public Finance Practice

Devine, Millimet & Branch, a general practice firm with approximately 65 lawyers, has been involved in the practice of law for more than 75 years. The law firm has offices in Manchester, Portsmouth and Concord, New Hampshire. For purposes of this proposal, it is important to note that Devine Millimet is listed as "recognized bond counsel" in the Bond Buyer's "Red Book" and, as such, over the last three decades we have acquired extensive experience with a wide variety of general obligation municipal financings.

The primary focus of our municipal finance practice is acting as bond counsel to New Hampshire cities, counties, towns, school districts and village districts in connection with the issuance of general obligation bonds and tax anticipation notes. The City has been and would continue to be an important client of the firm, receiving the attention of the firm's most senior attorneys.

Largely as a result of our competitive fee structure, our accessibility and our location outside a major metropolitan area, we have developed one of the most active general obligation bond counsel practices in northern New England. In this capacity we have assisted scores of New Hampshire communities in borrowing funds to meet their operating needs and in financing a wide range of capital projects, including but not limited to (i) correctional facilities; (ii) nursing home facilities; (iii) land acquisitions; (iv) infrastructure improvements; (v) school facilities; (vi) municipal facilities; (vii) recreation and parks improvements; (viii) road reconstruction and improvements; (ix) broadband infrastructure; (x) conservation land acquisition; and (xi) miscellaneous capital expenditures.

In addition to traditional "plain vanilla" private placements, we have been involved with numerous public bond offerings and have extensive experience with insured transactions, refundings, tax increment finance district financings and other sophisticated financing techniques. We also have considerable experience working with municipal "lease purchase" transactions, acting as counsel to both participating municipalities and financing institutions.

Devine Millimet is a full-service law firm that offers the services of attorneys who are expert in the wide range of areas that may arise with the issuance of bonds. In addition to possessing the requisite expertise in the state, federal tax and securities laws applicable to municipal bonds, and being active members of the National Association of Bond Lawyers, we have practices in the areas of commercial finance, real estate and environmental law and recognize the importance of having counsel that understands the nuances and intricacies of local law. We also have unique access to and familiarity with both the New Hampshire legislative and judicial systems, a dimension that has proven to be helpful to a number of our finance clients. For example, in addition to authoring numerous special legislative acts to legalize procedurally defective bond authorizations, we served as defense counsel to a large number of New Hampshire school districts in suits brought in state and federal court attacking the New Hampshire bond voting statute on federal and state constitutional grounds, including successful arguments before the New Hampshire Supreme Court and the First Circuit Court of Appeals.

Our attorneys have developed solid working relationships with many of the major "players" in municipal finance in New England, including the financial advisory firms who are most active in the State of New Hampshire and the various community and regional banks who maintain active government banking operations in the State of New Hampshire.

2. Overview of New Hampshire Bond Counsel Clients

We have the most robust bond counsel practice in the State of New Hampshire. In this regard, it should be noted that we have acted as bond counsel to (i) the Cities of Concord, Keene, Claremont, Franklin, Berlin, Somersworth, Laconia and Rochester; (ii) all ten of New Hampshire's Counties; (iii) the vast majority of New Hampshire municipalities who have issued their debt through the New Hampshire Municipal Bond Bank; (iii) the large majority of New Hampshire municipalities who have sold their debt to the United States Department of Agriculture's Rural Development division; and (iv) scores of other New Hampshire towns, school districts and village districts who have sold their bonds or notes either publicly or privately.

3. Firm Offices; Involved Personnel

Devine Millimet has three offices in the State of New Hampshire, including an office in the City of Portsmouth, a location that is helpful in facilitating future City bond or note issues.

Bond counsel services for the City would be provided by the following individuals:

(i) **Renelle L. L'Huillier, Esquire**
Devine, Millimet & Branch Professional Association
64 North Main Street, Suite 302
Concord, New Hampshire 03301
603-410-1709 (direct dial)
rlhuillier@devinemillimet.com

Biography

Ms. L'Huillier, is a senior partner and has practiced in the public finance area for over 25 years, where her practice is focused on acting as bond counsel, borrower's counsel, bank counsel and underwriter's counsel. She is a member of the National Association of Bond Lawyers and has been engaged to speak on issues concerning municipal finance numerous times. Ms. L'Huillier received her Bachelor of Arts from the University of Vermont in 1993 and her Juris Doctor (with Honors) from Vermont Law School in 1999.

(ii) **Kayla P. Ryan, Esquire**
Devine, Millimet & Branch Professional Association
64 North Main Street, Suite 302
Concord, New Hampshire 03301
603-695-8549 (direct dial)
kryan@devinemillimet.com

Biography

Ms. Ryan, an associate at the firm, serves as bond counsel in tax-exempt bond financings for governmental entities such as counties, cities, towns, schools and villages. Ms. Ryan received her Bachelor of Arts from Simmons University in 2021 and her Juris Doctor from the University of New Hampshire Franklin Pierce School of Law in 2025.

Administrative support for Ms. L'Huillier and Ms. Ryan is provided by Andrew Russell from the Concord office. Mr. Russell has extensive experience working in the public finance area and with the involved documentation. He is also responsible for maintaining the Public Finance Group's master bond calendar.

4. References

We are pleased to provide you with the following references for municipalities for whom we have recently acted as bond counsel as well as a financial advisor and lending institutions with which we regularly work.

Holly Larsen, Finance Director
City of Berlin
168 Main Street
Berlin, New Hampshire 03570
Tel: (603) 752-6350
E-Mail: hlarsen@berlinnh.gov

Chelsey Michalski, Treasurer
City of Concord
41 Greene Street
Concord, New Hampshire 03301
Tel: (603) 230-3669
E-Mail: CMichalski@ConcordNH.gov

Kari Chamberlain, Finance Director
City of Keene
3 Washington Street
Keene, New Hampshire 03431
Tel: (603) 352-0133
E-Mail: kchamberlain@keenenh.gov

Glenn Smith, Finance Director
City of Laconia
45 Beacon Street East
Laconia, New Hampshire 03246
Tel: (603) 524-3877
E-Mail: GSmith@laconianh.gov

Tammy St. Gelais
Executive Director
New Hampshire Municipal Bond Bank
25 Triangle Park Drive, Suite 102
Concord, New Hampshire 03301
Tel: (603) 271-2595
E-Mail: tstgelais@nhmbb.com

Stephen Maceroni, Director
Public Financial Management, Inc.
100 High Street, 23rd Floor
Boston, Massachusetts 02108 02903
Tel: (617) 330-6914
E-Mail: maceronis@pfm.com

Mark Sullivan, Finance Director
City of Rochester
31 Wakefield Street
Rochester, New Hampshire 03867
Tel: (603) 335-7609
E-Mail: mark.sullivan@rochesternh.gov

Jordan Miles, Director of Finance and Administration
City of Somersworth
1 Government Way
Somersworth, New Hampshire 03878
Tel: (603) 692-9504
E-Mail: Jmiles@Somersworthnh.gov

Rena Peck, Senior Loan Specialist
United States Department of Agriculture
Rural Development
10 Ferry Street, Suite 218
Concord Center, Box 317
E-Mail: Rena.Peck@usda.gov

5. Proposed Fee Schedule

As attorneys who are active in our local communities, we understand and are responsive to the fiscal, practical and political realities faced by public officials, particularly in these difficult economic times. Our location in northern New England and the relative size of our public finance clients require us to be sensitive to the cost constraints experienced by such borrowers. As such, Devine Millimet prides itself on its ability to provide quality bond counsel services to the counties and municipalities we serve at very cost-effective rates which, in our experience, are very competitive when compared with fees charged by other bond counsel firms. In that spirit, we would be pleased to provide bond counsel services to the City at the following rates: (i) $1,200 per each million of bonds for the first $5 million; (ii) $975 per each million of bonds for the next $5 million; and (iii) $700 per each million of bonds for all bonds in excess of $10 million; provided, however, that our minimum fee for a publicly sold bond issue would be $6,500. (As an example, our fee for a $15 million bond issue would be $14,375 ($6,000+ $4,875 + $3,500)). Such fees would be inclusive of all expenses, out-of-pocket or otherwise.

For tax anticipation note (TAN) issues, our fee will be the lesser of the number of hours billed times $285 per hour or $3,250 for a $10 million privately placed TAN.

Any services performed outside of the work described in this letter shall be billed hourly at the rates below:

Attorney Renelle L. L'Huillier (partner) - $400 per hour maximum
Associate Attorneys at $275 per hour maximum

A proposal for hourly billing will be submitted to the City and require an authorized signature by the City before any work is commenced.

This agreement pursuant to this letter will be for a term of ten (10) years. We will hold the above rates for year 1 through year 5 (2026 through 2031).

We greatly appreciate the opportunity to present this information to you and would be pleased to furnish you or other interested parties with such additional information as you may require, either in person, in writing or over the phone.

Very truly yours,

DEVINE, MILLIMET & BRANCH
PROFESSIONAL ASSOCIATION

Devine, Millimet & Branch
Professional Association

AGREED TO AND ACCEPTED BY THE CITY OF DOVER, NEW HAMPSHIRE

_____

By:_____
Title: _____
Date: _____

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

CITY OF DOVER

Resolution Number: **R – 2026.05.27 - 200**
Resolution Re: B26013 Downtown Pedestrian and Vehicle Improvement Project CDBG – Addition of First and Second Street Crosswalk Repairs

WHEREAS: A Request for Bid B26013 was solicited and received on October 8th, 2025 at 2:00 p.m. for the Downtown Pedestrian and Vehicle Improvement Project; and

WHEREAS: The City received two bid responses and S.U.R. Construction, Rochester, NH was approved via R-2025.10.22-63, at a total cost of $169,595.00, which reflected a reduced scope of only one new crosswalk, and not all three as originally intended; and

WHEREAS: On April 10, 2026 the City approved the installation of a new hydrant, water main piping, and replacement sidewalk panels was approved in the amount of $18,552.50; and

WHEREAS: At the direction of City staff, SUR Construction performed additional unit price work within the project limits due to unforeseen existing conditions in the amount $35,767.50, including the installation of new electrical conduit and associated repairs to concrete and brick sidewalks; and

WHEREAS: With additional funding now secured R-2026.03.11-141, the City is requesting that SUR Construction complete the other two cross walks, at the same unit prices provided in the original proposal received October 8th, 2025, for First and Second Street(s) Crosswalk Repairs, in the amount of $327,695.00, with an added contingency allowance of $25,000.00.

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

The Purchasing Agent is hereby authorized to revise a purchase order to S.U.R Construction, Rochester, NH for the Downtown Pedestrian and Vehicle Improvement Project in the total amount not to exceed $352,695.00. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
4025.1.180.43122.4751.03340.25	Downtown Traffic Efficiency Improvements	$400,000.00	$225,446.64	$225,446.64
2240.1.300.43121.4751.03121.24	Roadway Improvements	$175,116.07	$175,116.07	$127,248.36

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 OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

CITY OF DOVER

Resolution Number: **R – 2026.05.27 - 200**
Resolution Re: B26013 Downtown Pedestrian and Vehicle Improvement Project CDBG – Addition of First and Second Street Crosswalk Repairs

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:

The City of Dover solicited bids from qualified contractors to perform Construction Services including constructing/reconstructing (3) pedestrian curb ramps along Central Avenue; located at Waldron Court, 1st Street, and 2nd Street. The proposed curb ramps were a result of a prior study conducted by Greenman-Pedersen, Inc. as part of a larger, holistic review of the entire Downtown area in regards to both vehicular and pedestrian accessibility, traffic, and improvements.

The intent at the 3 proposed crosswalk locations was to enhance pedestrian safety by narrowing the crossing width (thus reducing width of travel lanes) delineating clearer crossing locations with enhanced signage and markings, and adjusting grades for conformance with ADA requirements. While the intent was to tackle 3 crossings as a single project, due to a combination of federal requirements related to Community Development Block Grant (CDBG) such as Davis-Bacon wage rates, and a very tight time-frame with work required to be fully complete by end of April 2026, the initial bid proposals exceeded the limits of the available CDBG funding, which was approximately $200,000.00.

Bidders were then asked to break out the crossing at Waldron Court as a single project, which is the work scope being sought for current authorization utilizing SUR Construction. This allowed for utilization of CDBG funds for construction and served as a good test-case for improved pedestrian safety.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2026.05.27 - 200**
Resolution Re: B26013 Downtown Pedestrian and Vehicle Improvement Project CDBG – Addition of First and Second Street Crosswalk Repairs

The City Council authorized reprogramming of surplus funds from the recently completed 5th & Grove Street Reconstruction project R-2026.03.11-141, therefore, the City is now requesting that S.U.R. Construction complete the replacement of the two additional crosswalks, as originally outlined in B26013, in the amount of $327,695.00. Since the bid included unit-price items staff recommend including a contingency allowance of $25,000.00 to cover any additional unit-price quantities that may be required for successful completion of the work.

Concurrently, but via separate effort and contracts, the City is planning to continue work on the replacement of ornamental street lights and will install rapid-rectangular flashing beacons as an added safety feature at the proposed crosswalks.

Purchasing Information:

Type:	Purchase Order	**Advertised:**	Yes
Invitations Mailed:	397	**Number of Responses:**	2
Warranty:	Per Manufacturer	**Terms:**	Net 30, FOB Dover
Work Bonded:	Yes	**Contract:**	Yes
Prices will hold for:	Until Delivery	**Estimated Delivery:**	ASAP
Recommended Award to:	S.U.R Construction	**Fund:**	CDBG
Other Approvals Required:	No	**References Checked:**	Satisfactory
Previously Worked for City:	Yes	**Reason for Council Approval:**	Purchase to exceed the $25,000 amount requiring Council approval.

B26013 Bid Documents

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

CITY OF DOVER

Resolution Number: **R – 2026.05.27 - 201**
Resolution Re: B26066 Authorization to Purchase Two (2) Six Wheel Dump Trucks from Advantage Truck Group

WHEREAS: A sealed Request for Proposal, Bid #B26066, was issued and received for Purchase Two (2) Six Wheel Dump Trucks for Community Services on May 6th, 2026 at 2:00 p.m.; and

WHEREAS: Three (3) dealerships responded for multiple trucks at varying costs and the proposal deemed most advantageous was from Advantage Truck Group, Manchester, NH, in the amount of $165,326.00 each plus an extended warranty of $5,178.00 for each truck, for a total amount of $341,008.00; and

WHEREAS: Advantage Truck Group is offering a 2027 Western Star 47X truck and chassis, which will be upfitted separately by H.P. Fairfield of Hopkinton, NH, for full plow gear and dual-purpose live body and sander previously approved via R-2026.03.25-146.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Advantage Truck Group, Manchester, NH for Two (2) 2027 Western Star 47X cab, truck and chassis (to be upfitted separately), not to exceed, $341,008.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
4027.1.300.43121.4743.03110.27	PW Heavy Equipment	$800,000.00	$299,617.62	$299,617.62
4026.1.300.43121.4743.03110.26	PW Heavy Equipment	$301,896.93	$27,867.06	$27,867.06
1000.1.300.43121.4743.00000	Streets - Heavy Vehicles	$10,382.37	$10,382.37	$10,382.37
5320.1.300.43250.4743.00000	CS - Sewer- Heavy Vehicles	$188,609.00	$4,708.67	$3,140.95

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

Sponsored by: Mayor Robert Carrier, By Request

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

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2026.05.27 - 201**
Resolution Re: B26066 Authorization to Purchase Two (2) Six Wheel Dump Trucks from Advantage Truck Group

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The City's inventory of public works related rolling-stock, trucks, equipment and vehicles has a replacement value of nearly $9 million. As part of the City's Vehicle Replacement Program, critical vehicles or construction equipment are targeted for replacement each year. The current proposal is to replace two (2) frontline, diesel-powered, 6-wheel dump trucks used primarily for snow plowing. The units to be replaced are #72 and #77, both of which are International brand, vintage 2010, assigned to the Streets & Stormwater Division. Both the plow gear and spreaders on the existing units were previously salvaged, and their vintage dates back to pre-2000 era.

Primarily for winter snow removal operations, the City maintains up to 15 large dump trucks that get equipped with full plow, wing plow and sand/salt spreaders. During the non-winter months, several of these vehicles may sit relatively idle, with only a few dump trucks necessary to support the water, sewer, highway or storm drainage construction operations. The requested dump bodies will be equipped with a configuration that is termed "live body" which means it can easily swap back and forth from a sand/salt spreader to a conventional dump body without having to remove the spreading equipment or pulling the body itself. The proposed bodies will be equipped with a side-mounted spreader, such that the body can have a traditional rear dump-gate. Internally, the body will have fold-down plate, whereby the spreading chute and conveyor can be covered and sealed. In this fashion, an operator can isolate the spreading apparatus and load regular soil, gravel, or other material and use truck like a conventional dump body.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2026.05.27 - 201**
Resolution Re: B26066 Authorization to Purchase Two (2) Six Wheel Dump Trucks from Advantage Truck Group

The City had attempted to purchase trucks via Sourcewell cooperative, but Mack retracted their pricing. The City subsequently went out for formal bids from qualified vendors for two trucks configured for snow removal operations with single axle with front plow and single wing. Acceptable chassis were Kenworth, Peterbilt, Western Star, or Mack. Then the upfitting will hopefully occur late-fall in hopes of having equipment ready for frontline service heading into the winter season of 2026/2027.

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

Purchasing Information:

Type:	Purchase Order	**Advertised:**	Yes
Invitations Mailed:	238	**Number of Responses:**	4
Warranty:	Manufacturer	**Terms:**	Net 30, FOB Dover
Work Bonded:	No	**Contract:**	Yes
Prices will hold for:	Until Delivered	**Estimated Delivery:**	16-18 weeks
Recommended Award to:	Advantage Truck Group	**Fund:**	Various
Other Approvals Required:	No	**References Checked:**	Satisfactory
Previously Worked for City:	Yes	**Reason for Council Approval:**	Purchase to exceed the $25,000 amount requiring Council approval subsequent to a bid solicitation

B26066 Bid Document

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.05.14 - 202**

Resolution Re: FY2026 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

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

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

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

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

To address the following Special Revenue and Capital Project Funds existing and projected Fiscal Year 2026 fund deficits, the following amounts are to be appropriated from General Fund Unassigned Fund Balance and transferred to the respective Funds listed in table below.

Budget Adjustment:			Transfer
		Fund	From
Fund	Description	Deficit	General Fund
4320	Tolend Road Landfill Closure Fund	(530,501)	530,501
	Total Transfer to Other Funds		530,501

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

Sponsored by: Mayor Dennis Shanahan, By Request

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

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

Document Created by: Finance Department
Document Posted on: May 22, 2026

CITY OF DOVER	CITY OF DOVER - RESOLUTION
	Agenda Item#: 13.B.3.
	Resolution Number: **R – 2025.05.14 - 202** Resolution Re: FY2026 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor 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.		

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2025.05.14 - 202**

Resolution Re: FY2026 General Fund Unassigned Fund Balance Transfers to Certain Special Revenue and Capital Project Funds to Address Fund Deficits

RESOLUTION BACKGROUND MATERIAL:

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

Upon EPA completing the Five Year Review of the landfill post closure operations, recommendations for additional work at the former landfill including the Eastern Plume, and additional work for the Southern Plume were issued by EPA. Two new contaminants are a national concern for EPA and sampling is being required for these contaminants in the landfill and in the two extended plumes. The FY2026 City operating budget reflected an annual operating budget transfer of $475,000.00 to the Tolend Road Landfill Fund to finance the estimated annual operations and maintenance costs. However, the annual operations and maintenance costs for FY2026 are expected to be $1,005,501 for the City's obligations. This results in an operating deficit of $530,501. This resolution will appropriate and transfer the amount of $530,501 from General Fund Unassigned Fund Balance to the Tolend Road Landfill Fund to resolve the deficit for FY2026.

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

CITY OF DOVER

Resolution Number: **R - 2026.05.27 - 203**
Resolution Re: Authorization of Annual Appraisal of Real Estate for Fiscal Year 2027 (Tax Year 2026)

WHEREAS: New Hampshire statutes require real estate assessments (appraisals) be reasonably proportional each year, pursuant to RSA 75:8; and

WHEREAS: The level of assessments and uniformity are set by the State's Assessing Standards Board; and

WHEREAS: The State requires that assessments be between 90% and 110% of market value at least once in every five years, pursuant to RSA 75:8-a and State Assessing Standards Board; and

WHEREAS: It has been the practice of the City to ensure compliance to this standard every year, in an effort to avoid extraordinary changes in assessments and resulting tax bills; and

WHEREAS: Since 1998, the practice of the City has been to conduct annual appraisals of real estate to follow market trends to ensure proportionality; and

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

In accordance with New Hampshire RSA 75:8-b *Annual Appraisal; Municipalities Over 10,000*, an annual appraisal of real estate within the City of Dover for Fiscal Year 2027 (Tax Year 2026) is hereby authorized.

This Resolution requires two public hearings. Resolution to be referred to a public hearing on Wednesday July 8, 2026 and a second public hearing on Wednesday July 22, 2026. City Council vote to occur on Wednesday August 22, 2026.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

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

Recorded by: Jerrica Vansylyvong-Bizier, City Clerk

Sponsored by: Mayor Dennis Shanahan, By Request

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

CITY OF DOVER

Resolution Number: **R - 2026.05.27 - 203**

Resolution Re: Authorization of Annual Appraisal of Real Estate for Fiscal Year 2027 (Tax Year 2026)

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 Lindsay 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.		

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

CITY OF DOVER

Resolution Number: **R - 2026.05.27 - 203**
Resolution Re: Authorization of Annual Appraisal of Real Estate for Fiscal Year 2027 (Tax Year 2026)

RESOLUTION BACKGROUND MATERIAL:

In accordance with NH RSA 75:8-b *Annual Appraisal; Municipalities Over 10,000*, except when assessing real estate under NH RSA 75:8-a, any municipality with a population over 10,000 intending to appraise real estate annually at market value, shall authorize such annual appraisal by a majority vote of the governing body (City Council).

In Dover, the assessing practice has been to fully analyze and reassess all sections and classification of properties on an annual basis in order to keep all assessments proportional and within a market level of 90% to 110%.

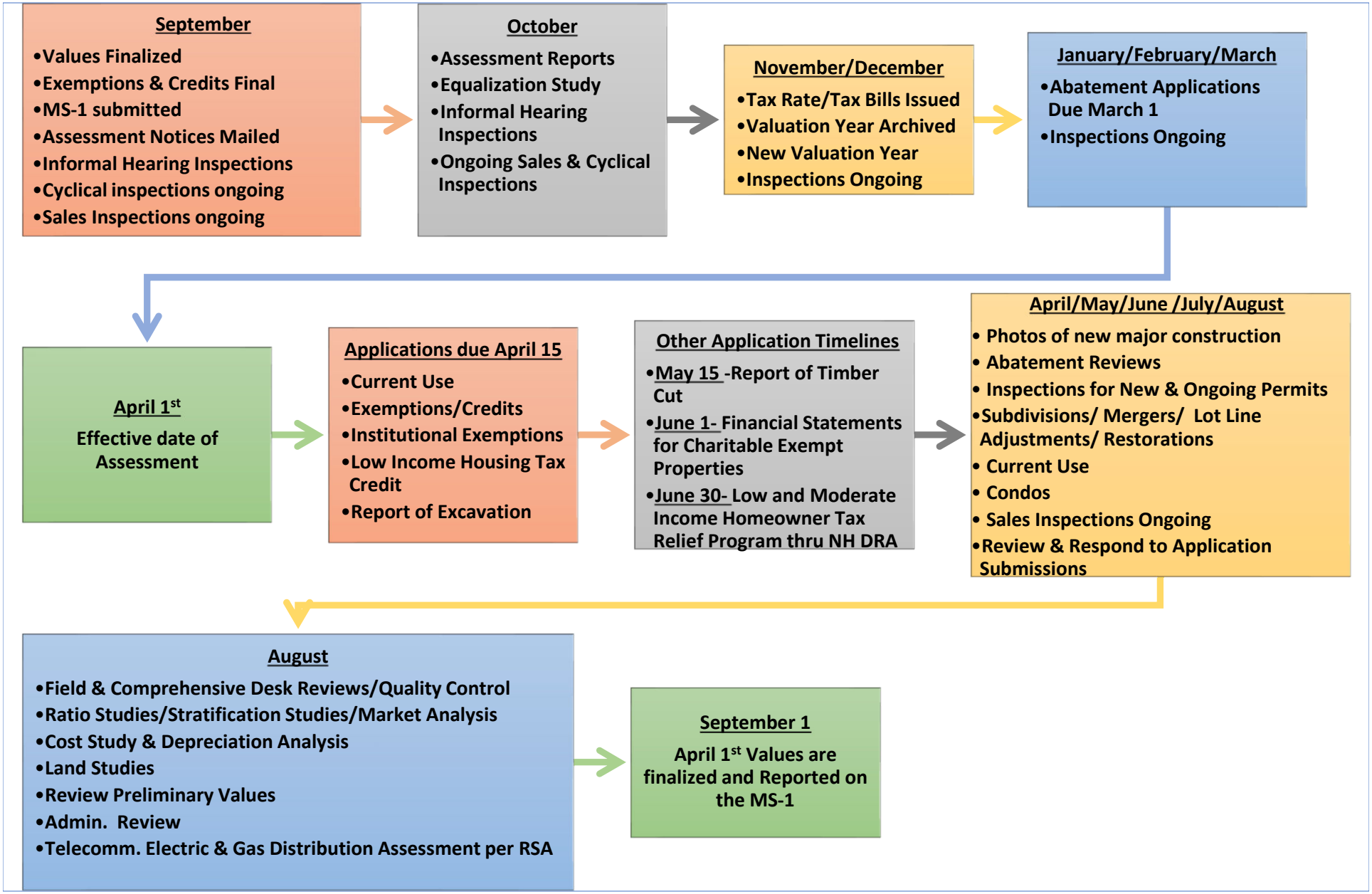
For the past several years, the City has maintained assessments within the range of 90% to 98% of market value.

Each year, beginning in March, the City Assessing Office starts to review sales data for properties within the City that have sold in the prior 6 months to determine if the market trends demonstrate a change in value. Through April to August the City Assessing Office reviews sales data to further validate market trends for the tax year.

For FY27/TY26 the City currently anticipates an increase to market values over FY26/TY25 assessments. To maintain market level and proportionality the City foresees that an update to assessments will be necessary. In the event the ratio studies completed in March 2026 and validated with April to August data determine that a full-market update is not necessary, then a City wide update to assessments will not be implemented.

A time line for the City's assessing processes is attached to this resolution for reference.

Assessing Process and Time Line



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2026.05.27- 204**

Resolution Re: Authorization for Bonding and FY2024 Capital Improvements Appropriation For Waterfront TIF Development Site Improvements – Validating, Ratifying and Adopting Resolution R-2023.03.29-051

WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds.

WHEREAS: On March 16, 2023 the City received bid responses for B23006 Cochecho Waterfront Improvement Construction; and

WHEREAS: Based on the bid results the City has determined that additional appropriations are required for the Waterfront Development project to proceed; and

WHEREAS: Resolution R–2023.03.29–051 was taken up by City Council on March 29, 2023, referred to public hearing on April 12, 2023, and adopted on April 26, 2023. However, it was recently discovered that the newspaper failed to publish the notice for the public hearing in March 2023, as procedurally required by the City Charter C 6-14 *Borrowing Procedure* and NH RSA 49-C:24 *Local Option-City Charters Borrowing Procedure*. Accordingly, the intent of this resolution is to cure that procedural error by the newspaper and validate, ratify and adopt R-2023.03.29-051.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
R-2023.03.29-051 is hereby validated, ratified, and adopted, retroactive to April 26, 2023.

AND FURTHER BE IT RESOLVED THAT:

The following capital project funding is appropriated, with estimated useful lives in excess of the length indicated, as part of the FY2024 Capital Improvements Program:

Item #	Description	Proposed Appropriation	Life/Yrs	Department	Fund
1	Waterfront Development Site Improvements	$6,000,000	20	TIF - Waterfront	TIF
	Total	$6,000,000			

AND FURTHER BE IT RESOLVED THAT:

To meet the appropriations of this resolution there is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation bonds of the City of Dover in a principal amount equal to the total of the appropriations. The full faith and credit of the City is hereby pledged for the principal and interest on said bonds. The bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the Finance Director and City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the bonds.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2026.05.27- 204**
Resolution Re: Authorization for Bonding and FY2024 Capital Improvements Appropriation For Waterfront TIF Development Site Improvements – Validating, Ratifying and Adopting Resolution R-2023.03.29-051

NOTE: This resolution requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage with the vote deferred until at least three (3) days after public hearing.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director
Sponsored by: Mayor 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.		

RESOLUTION BACKGROUND MATERIAL:

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2026.05.27- 204**

Resolution Re: Authorization for Bonding and FY2024 Capital Improvements Appropriation For Waterfront TIF Development Site Improvements – Validating, Ratifying and Adopting Resolution R-2023.03.29-051

This resolution makes appropriations for the Waterfront Development Site Improvement project as part of the FY2024 Capital Improvements Program financed by debt and authorizes the sale of bonds.

This resolution makes appropriations for the Waterfront Development project which is scheduled to be completed over multiple years. The Finance Department will coordinate with the department overseeing the project to submit cash flow requirements for the project. These cash flow projections are used to determine the amount for upcoming bond issuance. Those projects that are not financed or are only partially financed remain as authorized unissued debt and bonded (financed) when the cash need is determined.

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired**:**

	Waterfront TIF
Description	**Fund**
Pending Authorization	6,000,000
Prior FY2024 CIP Authorization	4,000,000
FY2024 Principal Retirement	227,542
Net Change	9,772,458

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of March 29, 2023. Tax increment finance districts are exempt from statutory debt limits.

	Waterfront TIF
Description	**Fund**
Debt Outstanding	4,260,704
Authorized - Unissued	13,812,500
Total Issued & Unissued	18,073,204
This Authorization	6,000,000
Grand Total	24,073,204

Waterfront Development Authorized-Unissued Debt and Available Appropriations

The following table summarizes the existing debt authorizations for the Waterfront Development project that are unissued at this time. This table also shows the available appropriations for those authorizations made for prior years' Capital Improvements Programs.

Description	Appropriations	Available Balance	Authorized Unissued Debt	CIP Authorization
Cochecho Riverbank Stabilization	$ 600,000	$ 599,500	$ -	FY2017 CIP Appropriation
Cochecho Riverfront Park Development	1,412,500	1,324,464	1,412,500	FY2018 CIP Appropriation
Waterfront Development Site Improvements	8,400,000	8,239,736	8,400,000	FY2023 CIP Appropriation
Site Improvements - Waterfront	4,000,000	4,000,000	4,000,000	FY2024 CIP Appropriation
	$ 14,412,500	$14,163,700	$ 13,812,500	

The repayment of the Waterfront TIF Fund debt obligations are to be funded through the Tax Increment retained in the TIF Fund. The Tax Increment to be retained in the TIF Fund will be generated from the growth in the retained captured assessed value resulting from the guaranteed assessed value established in the Waterfront Land Development agreement.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2026.05.27- 205**

Resolution Re: **Authorization for Bonding and FY2027 Capital Improvements Appropriation For Dover Middle School HVAC Upgrade Improvements**

WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds.

WHEREAS: The City Council has adopted three resolutions for appropriations for the Dover Middle School Roof Repairs, Geothermal and HVAC Upgrades, as noted in the background of this resolution, with a current available amount of $7,854,980.00; and

WHEREAS: Based on the work Dover School department has done with Energy Efficient Investments, Inc. to develop a comprehensive energy infrastructure modernization plan for the Dover Middle School for a cost proposal of $10,288,048.00; and

WHEREAS: On Monday May 11, 2026 the Dover School Board adopted a resolution (copied attached to this resolution) to move forward with the comprehensive plan and seek an additional $2,433,068.00 appropriation and authorization for bonding for the Dover Middle School Roof Repairs, Geothermal and HVAC Upgrades project; and

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

The following capital project funding is appropriated, with estimated useful lives in excess of the length indicated, as part of the FY2027 Capital Improvements Program:

Item #	Description	Proposed Appropriations	Life/Yrs	Department	Fund
1	DMS Geothermal HVAC Upgrade & Parking Lot Repairs	2,433,068	15	Education	General
	Total	2,433,068			

AND FURTHER BE IT RESOLVED THAT:

To meet the appropriations of this resolution there is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation bonds of the City of Dover in a principal amount equal to the total of the appropriations. The full faith and credit of the City is hereby pledged for the principal and interest on said bonds. The bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the Finance Director and City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the bonds.

NOTE: This resolution requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage with the vote deferred until at least three (3) days after public hearing.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2026.05.27- 205**

Resolution Re: **Authorization for Bonding and FY2027 Capital Improvements Appropriation For Dover Middle School HVAC Upgrade Improvements**

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.6.

Resolution Number: **R – 2026.05.27- 205**

Resolution Re: **Authorization for Bonding and FY2027 Capital Improvements Appropriation For Dover Middle School HVAC Upgrade Improvements**

RESOLUTION BACKGROUND MATERIAL:

This resolution makes appropriations for the Dover Middle School Geothermal HVAC Upgrades & Parking Lot Repairs project as part of the FY2027 Capital Improvements Program financed by debt and authorizes the sale of bonds.

This resolution makes appropriations for the Dover Middle School Geothermal HVAC Upgrades & Parking Lot Repairs project which is scheduled to be completed during FY2027 and FY2028. The Finance Department will coordinate with the school department overseeing the project to submit cash flow requirements for the project. These cash flow projections are used to determine the amount for upcoming bond issuance. Those projects that are not financed or are only partially financed remain as authorized unissued debt and bonded (financed) when the cash need is determined.

On October 26, 2022 the City Council adopted resolution R-2022.09.28-203 Appropriation for FY2024 Capital Improvements Program Non-Debt Financed projects, which contained project number 10 – DMS Roof Maintenance & Repairs for $650,000.00 to be financed from the School Facilities Capital Reserve. Currently there is $650,000.00 appropriation available from this authorization.

On July 12, 2023 the City Council adopted resolution R-2023.05.24-090 for FY2024 Capital Improvements Program Appropriation for Dover Middle School HVAC and Authorization for Bonding in the amount of $4,250,000.00. Currently there is $3,631,000.00 appropriation available from this authorization.

On October 22, 2025 the City Council adopted resolution R-2025.10.22-67 Appropriation for FY2027 Capital Improvements Program and Authorization for Bonding, which contained project number 7 – DMS Geothermal HVAC Upgrade & Parking Lot Repairs for $3,573,980. Currently there is $3,573,980 appropriation available from this authorization.

This authorization seeks to appropriate $2,433,068.00 and finance the appropriation through the issuance of Debt and make repayment of the debt over a term of 15 years.

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired**:**

Description	School
This Authorization	2,433,068
FY27 Prior Authorized	3,573,980
FY2027 Retirement	3,771,199
Net Change	2,235,849

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2026 and this authorization, against the legal debt limits.

Description	City	School	Water	Downtown TIF	Waterfront TIF	Exempt	Total
Debt Outstanding	55,745,459	70,788,459	30,967,504	6,635,000	11,238,457	26,222,753	201,597,632
Authorized - Unissued	32,444,310	26,246,980	40,450,287	3,300,000	19,212,500	28,883,965	150,538,042
Total Issued & Unissued	88,189,769	97,035,439	71,417,791	9,935,000	30,450,957	55,106,718	352,135,674
This Authorization	0	2,433,068	0	0	0	0	2,433,068
Grand Total	88,189,769	99,468,507	71,417,791	9,935,000	30,450,957	55,106,718	354,568,742
Legal Debt Limit	214,422,288	500,318,672	714,740,960	NA	NA	NA	
Unused Capacity	126,232,519	400,850,165	643,323,169				
Percent Unused	58.9%	80.1%	90.0%				

Notes: Legal debt limits are based on a percent of equalized assessed value. City 3%, School 7%, Water 10%
Exempt includes Parking, Sewer and Tolend Road Landfill debt.
Debt exempt from legal debt limits are Parking, Sewer, Tolend Road Landfill debt, Downtown TIF, Waterfront TIF

Rate Impacts

The following tables summarize the change from year to year on the Property Tax Rate, net of existing debt service and aid, related to the project proposed to be bonded in FY2027. The top table reflects the impact of this authorization only; the second table reflects the combined impact of the new authorization and anticipated debt related to prior year authorizations.

This Authorization Only			
Net Change in Property Tax Rates			
	2027	**2028**	**2029**
City	0.00	0.00	0.00
School	0.04	0.04	0.03
Total Change	0.04	0.04	0.03
Est Tax Rate	19.72	19.76	19.79
% Change City	0.00%	0.00%	0.00%
% Change School	0.41%	0.41%	0.31%
% Change Total	0.20%	0.20%	0.15%
Rate per $1,000 of Assessed Value			

Including Prior Year Authorizations			
Net Change in Property Tax Rates			
	2027	**2028**	**2029**
City	0.34	0.08	0.01
School	0.37	0.18	0.03
Total Change	0.71	0.26	0.04
Est Tax Rate	20.39	20.65	20.69
% Change City	4.92%	1.10%	0.14%
% Change School	3.78%	1.77%	0.30%
% Change Total	3.61%	1.28%	0.20%
Rate per $1,000 of Assessed Value			

The table below reflects the net change from year to year, and the total change after 3 years, for an average single-family home for taxes based on the FY26 estimated assessed value at $583,064.

Impact to Average Single Family Home				
				Change After
Description	**Yr1**	**Yr2**	**Yr3**	**3 Years**
CIP Only				
Property Tax	23	23	17	64
Total Avg SFH Impact	23	23	17	64
Including PY Authorizations				
Property Tax	414	152	23	589
Total Avg SFH Impact	414	152	23	589

Dover School Board (SAU #11)
Resolution Requesting Authorization for Additional Bonded Indebtedness and Related Capital Improvements for Dover Middle School

WHEREAS, the Dover School District (District) has identified critical infrastructure and energy improvement needs at Dover Middle School (DMS) including HVAC modernization, geothermal conversion, rooftop solar generation, roofing restoration, and related site improvements; and

WHEREAS, the Dover City Council previously appropriated and/or authorized the following funding for Dover Middle School capital improvements:

1. DMS Building Improvements (Roof Maintenance & Repairs): $650,000 financed through the School Facilities Capital Reserve;
2. DMS HVAC Improvements/Upgrades: $3,631,000 financed through bonded indebtedness with a term not to exceed twenty (20) years;
3. DMS Geothermal HVAC Upgrades and Parking Lot Repairs: $3,573,980 financed through bonded indebtedness with a term not to exceed fifteen (15) years; and

WHEREAS, the District has developed a comprehensive energy infrastructure modernization plan consisting of:

- A full-scale geothermal installation utilizing pioneering well technology developed by Dig Energy at an estimated project cost of $8,360,000 and anticipated rebate and incentive revenues estimated at approximately $3,015,400;
- A rooftop solar photovoltaic installation at an estimated project cost of $1,255,526 and anticipated rebate and incentive revenues estimated at approximately $426,879;
- Flat roof restoration work with an estimated twenty (20) year life expectancy at a projected cost of $672,522; and

WHEREAS, the District further anticipates future parking lot and driveway restoration work following completion of the geothermal installation project for the Fiscal Year 2028 Capital Improvement Plan, to be financed through a combination of:

- $200,000 from FY2025-2026 Facilities Maintenance Project #0711; and
- $295,000 from the School Facilities Capital Reserve;

for a total local contribution of $495,000; and

WHEREAS, after accounting for currently appropriated and available funding, the District estimates that approximately $8,054,980 is available toward the geothermal and solar initiatives combined; and

WHEREAS, the Dover School Board recognizes that certain rebate, grant, tax credit monetization, and energy incentive revenues associated with these projects may not be received until after project completion and financing issuance; and

WHEREAS, it is in the best interest of the District and the taxpayers of the City of Dover to authorize financing in an amount sufficient to complete the projects in advance of reimbursement and rebate proceeds, while preserving the District's ability to apply such proceeds to offset project costs and/or reduce outstanding debt obligations;

NOW, THEREFORE, BE IT RESOLVED BY THE DOVER SCHOOL BOARD:

1. **Project Authorization**
   The Dover School Board hereby requests that the Dover City Council authorize the issuance of bonds and/or notes, pursuant to applicable provisions of New Hampshire law, in an amount sufficient to finance the remaining costs associated with the Dover Middle School geothermal, solar, roofing, and related infrastructure improvement projects.

2. **Purpose of Financing**
   Bond proceeds shall be used for:
   - geothermal HVAC infrastructure and related well installation;
   - rooftop solar photovoltaic improvements;
   - flat roof restoration and associated building envelope work;
   - engineering, design, permitting, project management, contingency, and related capital costs;
   - temporary financing costs and bond issuance expenses as permitted by law.

3. **Term of Indebtedness**
   Any bonded indebtedness authorized pursuant to this resolution shall be issued for a term determined by the Dover City Council and City finance officials in consultation with bond counsel, consistent with the useful life of the underlying improvements and applicable provisions of New Hampshire municipal finance law.

4. **Application of Rebates and Incentive Revenues**
   Any rebates, grants, tax credit monetization proceeds, utility incentives, or other project-related reimbursements subsequently received by the District or City in connection with these projects may be applied:
   - to reduce net project costs;
   - to reimburse temporary financing;
   - to retire outstanding principal;
   - to offset future debt service obligations; and/or
   - for any other lawful municipal finance purpose related to the authorized projects.

5. **Parking Lot and Driveway Improvements**
   The Dover School Board acknowledges that parking lot and driveway restoration work associated with the geothermal project is anticipated to occur following project completion and is presently identified within the District's Fiscal Year 2028 Capital Improvement Plan utilizing previously appropriated local funding sources totaling $495,000.

6. **Administration**
   The Superintendent, Chief Financial Officer, and their designees are hereby authorized to work collaboratively with the Dover City Manager, Finance Department, bond counsel, and other municipal officials to finalize financing schedules, project sequencing, rebate administration, and all documents necessary to implement this resolution.

Superintendent:

Christine Boston

School Board Members:

Robin Trefethen, Chairperson

Michelle Clancy, Vice-Chairperson

Craig Flynn, Secretary

Maggie Fogarty

Elizabeth Goldman

Micaela Demeter

Seana Hallberg