

CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 9, 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 – EVAN HENNESSEY
6. APPROVAL OF AGENDA
7. PUBLIC HEARINGS

- A. CHAPTER 141, SECTIONS 14, 20, 23, 48, 51
SPONSORED BY MAYOR SHANAHAN BY REQUEST
- B. CHAPTER 85, SECTIONS 1, 2, 3, 6, 9, 10
SPONSORED BY MAYOR SHANAHAN BY REQUEST
- C. FINE SCHEDULE
SPONSORED BY MAYOR SHANAHAN BY REQUEST

8. PUBLIC FORUM

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

9. CITY MANAGER'S REPORT

10. APPROVAL OF MINUTES

- A. August 26, 2026 – Regular & Non-Public Meetings
- B. August 31, 2026 – Non-Public Meeting

11. MAYOR'S REPORT

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. CHAPTER 141, SECTIONS 14, 20, 23, 48, 51
SPONSORED BY MAYOR SHANAHAN BY REQUEST
2. CHAPTER 85, SECTIONS 1, 2, 3, 6, 9, 10
SPONSORED BY MAYOR SHANAHAN BY REQUEST
3. FINE SCHEDULE
SPONSORED BY MAYOR SHANAHAN BY REQUEST

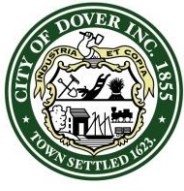
B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

1. ADOPTION OF CITY HALL TOWER LIGHTING POLICY
SPONSORED BY MAYOR SHANAHAN BY REQUEST



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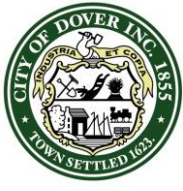
2. **B26076 AUTHORIZATION TO AWARD SALE OF 39 TOFTREE LANE DOVER PARCEL M0125-000000 TO NORTHAM PROPERTIES, LLC**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
3. **AUTHORIZATION TO RENEW REPAIR AND PREVENTATIVE MAINTENANCE SERVICE AGREEMENT TO HACH COMPANY FOR THE WATER TREATMENT PLANT – SOLE SOURCE**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
4. **AUTHORIZATION TO PURCHASE RESIDENTIAL PAY-AS-YOU-THROW TRASH BAGS FROM BOXES AND BAGS UNLIMITED**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
5. **AUTHORIZATION FOR ADDITIONAL SCOPE OF WORK FOR B25029 – DOVER PUBLIC LIBRARY RENOVATION – BONNETTE, PAGE AND STONE**
SPONSORED BY MAYOR SHANAHAN BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

1. **B26018 AUTHORIZATION OF CENTRAL AVENUE URBAN CORE WATER IMPROVEMENTS PROJECT PHASE I INCREASE OF CONTINGENCY TO SUR CONSTRUCTION**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
2. **CITYWIDE 2026-2027 GROUNDWATER MONITORING PROGRAM WITH EMERY & GARRETT GROUNDWATER INVESTIGATIONS, LLC**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
3. **PUDDING HILL AQUIFER MONITORING PROGRAM 2026-2027 WITH EMERY & GARRETT GROUNDWATER INVESTIGATIONS, LLC**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
4. **AUTHORIZATION TO REPLACE AND INSTALL TWO SODIUM HYPOCHLORITE TANKS AT THE RIVER STREET PUMP STATION – WATERLINE INDUSTRIES CORPORATION**
SPONSORED BY MAYOR SHANAHAN BY REQUEST
5. **B25044 RFP27-001 AUTHORIZATION TO WAIVE FORMAL BIDDING AND AWARD HIGHLAND & ROLLINS WATER MAIN REPLACEMENT PROJECT TO MACKINNON &**



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SONS EXCAVATING

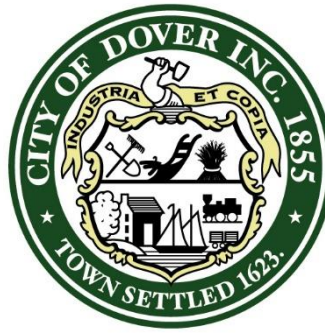
SPONSORED BY MAYOR SHANAHAN BY REQUEST

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



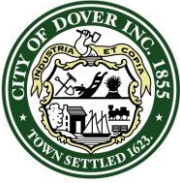
PROCLAMATION

- WHEREAS:** Evan Hennessey grew up in Dover and has maintained a strong connection to the community throughout his life and career, with his parents continuing to reside here; and
- WHEREAS:** Chef Hennessey's culinary career began locally, where his early restaurant experiences helped establish his work ethic, technical skills, and appreciation for the camaraderie of a restaurant kitchen; and
- WHEREAS:** After approximately five years in the restaurant industry, Chef Hennessey attended Le Cordon Bleu, graduating at the top of his class; and
- WHEREAS:** Chef Hennessey went on to work at several respected restaurants, including Michelin-starred establishments in New York and Chicago; and
- WHEREAS:** In 2012, Chef Hennessey opened Stages at One Washington, and establishing Stages as a dining destination attracting guests from throughout the eastern United States; and
- WHEREAS:** Chef Hennessey continued to expand his businesses and his contributions to Dover, adding The Living Room in 2021 and opening Topolino at 9 River Street in Dover's waterfront district in 2026; and
- WHEREAS:** Chef Hennessey employs many Dover residents and considers mentoring young chefs and hospitality professionals an important responsibility, with several members of his team advancing through his restaurants into leadership positions; and
- WHEREAS:** Chef Hennessey's restaurants emphasize relationships with local farmers and food producers, relationships that have shaped his cooking and taught him to view New England's growing cycle as "365 seasons in a year"; and
- WHEREAS:** Chef Hennessey has achieved distinction at the highest levels of his profession, including three victories on Food Network's *Chopped*; and
- WHEREAS:** On June 15, 2026, Chef Hennessey became the first New Hampshire chef to win the James Beard Award for Best Chef: Northeast, a regional category encompassing Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont; and
- WHEREAS:** This achievement brought significant national attention to Chef Hennessey, Stages, Dover, and New Hampshire's broader culinary community, with reservations at Stages filling almost immediately following the announcement and guests traveling to Dover with Stages as their primary destination, benefiting restaurants, shops, attractions, and businesses throughout the city and region.

NOW, THEREFORE, I, Dennis Shanahan, Mayor of the City of Dover, in the State of New Hampshire, and the entire City Council recognize and honor Chef Evan Hennessey for his exceptional culinary achievements, his commitment to hospitality, mentorship, accessibility, inclusion, local partnerships, and independent business, and, most importantly, for his continued investment in the community he calls home.

IN WITNESS WHEREOF, I have
here unto set my hand and caused
the Seal of the City of Dover to be
affixed this 9th Day of September,
2026.

Dennis Shanahan, Mayor
City of Dover, New Hampshire



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2026.08.26 - 4**
Ordinance Title: Vehicles and Transportation
Chapter: 141
Section: 14 General parking provisions
23 First notice of violation; payment tables
20 Business parking permit program
48 Schedule I: No Parking at Any Time
51 Schedule L: Parking Meter Zones

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to update and amend the parking provisions within Dover Code Chapter 141 to codify recent recommendations of the Parking Commission and the Transportation Advisory Commission, as discussed more fully in the background section below.

2. AMENDMENT

Chapter 141 entitled “Vehicles and Transportation”, is hereby amended by revising Section 141-14, “General parking provisions”, as follows:

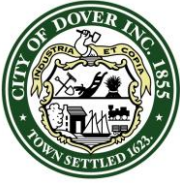
a. THE FOLLOWING ARE AMENDED:

§ 141-14. General parking provisions.

Except when necessary to avoid conflict with other traffic or in compliance with law or the direction of a police officer or official traffic control device, no person shall:

A. Stop, stand or park a vehicle:

- (1) On the roadway side of any vehicle stopped or parked at the edge or curb of a street.
- (2) On or over a sidewalk except for bicycles.
- (3) Within an intersection.
- (4) On a crosswalk.
- (5) Alongside or opposite any street excavation or obstruction when stopping, standing or parking would obstruct traffic.
- (6) Upon any bridge or other elevated structure upon a highway or within a highway tunnel, unless a parking space is specifically provided.
- (7) On any railroad tracks.
- (8) Within 20 feet of the corner of any intersecting street, unless a parking space is specifically provided.
- (9) It shall be unlawful for the owner or operator of any motor vehicle to park or allow to be parked any motor vehicle for any length of time in a designated fire lane. Violators will be subject to Table B fines under § 141-23 as set forth in the Fine Schedule as adopted



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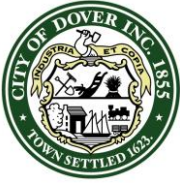
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by City Council.

- (10) At any place where official signs prohibit parking.
- (11) In any parking place, whether on public or private property, specially designated for a person with a walking disability by means of a sign, as required by RSA 265:73-a, stating that the space is reserved for a person with a walking disability or displaying the international accessibility symbol, unless that person has a special number plate, decal, or a card issued pursuant to RSA 261:86, 261:87 or 261:88, or a similar license plate, decal or card issued by another state or country displaying the international accessibility symbol and the persons who qualifies for the plate, decal or card is being transported to or from the vehicle.
- (12) In or overlapping into any access aisle. "Access aisle" shall mean a designated space for maneuvering a wheelchair or other mobility device when entering or exiting a vehicle, that is immediately adjacent to a properly designated parking space for persons with a walking disability, whether public or private property. Access aisles shall be so marked as to discourage parking in them. Violators will be subject to Table B fines under § 141-23 as set forth in the Fine Schedule as adopted by City Council.
- (13) At any place that has been posted for "Permit Parking Only" without displaying a valid permit authorized by the Chief of Police and displayed so that it is clearly visible.
- (14) Park or allow to be parked an unregistered vehicle, which has been confirmed as being unregistered, on any city-controlled street, parking lot, parking area, or public parking garage.

(a) Subsequent violations of § 141-14.A(14) that occur six or more days after a prior violation shall be subject to a fine amount as set forth in the fine table. Once the vehicle is properly registered, 141-14.A(14)(a) shall only apply if the vehicle becomes unregistered once again and a Table A violation has been issued.

- B. Stand or park a vehicle, whether occupied or not, except momentarily, to pick up or discharge a passenger or passengers:
- (1) In front of or within five feet of the edge of a public or private driveway.
- (2) Within 10 feet of a fire hydrant.
- (3) Within 20 feet of a crosswalk at an intersection.



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- (4) Within 20 feet upon the approach to any flashing signal, stop sign or traffic control signal located at the side of a roadway.
- (5) Within 20 feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within 75 feet of said entrance when properly signposted.
- (6) Adjacent to any curb painted yellow or along any curb where there is a yellow line along the pavement adjacent to said curb.
- (7) Within 20 feet of the entrance to any multifamily complex consisting of five or more units.

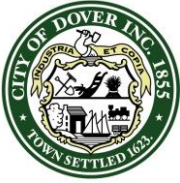
(8) On the roadway side of any vehicle stopped or parked at the edge or curb of a street.

C. Stand or park a vehicle in a roadway, other than parallel to the edge of the roadway, headed in the direction of traffic, and with the right side of the vehicle within 12 inches of the edge of the roadway, except as provided in the following subsections:

- (1) In locations where the Police Department shall have marked or cause to be marked off individual parking spaces on the public streets, public parking areas or highways of the City, in which case it shall be unlawful to park any vehicle in such a way that said vehicle shall not be entirely within the spaces so designated, unless such vehicle is too large to be confined to one such space and the vehicle is not extending into any restricted area or travel lane.
- (2) When a vehicle, truck, trailer or tractor-trailer is backed to the curb for the purpose of loading or unloading merchandise, in which case the vehicle, truck, trailer or tractor-trailer shall be turned so as to stand as near parallel to the curb as possible, and a person shall not stand or park a vehicle so as to obstruct the view of any traffic control device of other drivers traveling upon such a street.³

D. Notwithstanding the provisions of Subsection C, allow or permit a motor vehicle to stand unattended on any public highway within the City of Dover without first stopping the engine, locking the ignition and removing the key from the vehicle. Violators will be subject to Table B fines under § 141-23 as set forth in the Fine Schedule as adopted by City Council.

E. Display a disability placard issued pursuant to RSA 261:86, 261:87 or 261:88 or a similar placard issued by another state or country displaying the international accessibility symbol while parked in a metered or time-limited parking area unless the person who qualifies for the placard is being transported to or from the vehicle.



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3. AMENDMENT

Chapter 141 entitled “Vehicles and Transportation”, is hereby amended by revising Section 141-20, “Business parking permit program”, as follows:

a. THE FOLLOWING ARE AMENDED:

§ 141-20. Business parking permit program.

- A. The Police Department is authorized to sell and distribute monthly parking permits for the parking of vehicles in any business parking permit zone listed in § 141-52, Schedule M.
- B. Permits shall be valid for such periods of time, location and under such conditions as provided by the Police Department on or with such permits in the case of physically issued permits or, in the case of permits by plate, as posted on the City of Dover web site (a printed copy of which is available by request at the Parking Bureau). Any and all of the aforesaid conditions are subject to change at the discretion of Chief of Police.
- C. Parking permits are not intended for long-term storage of vehicles, and any vehicle remaining in the same space or parking garage for more than five consecutive days without notification to and the approval of the Police Department shall have its permit revoked, and the vehicle may be towed at the owner's expense.
- D. The rate for the permits shall be set and/or adjusted by the City Council during the annual Fee Schedule adoption.
- E. Business parking permit zones in the City of Dover shall be set forth in § 141-52, Schedule M, Business Parking Permit Zones, unless otherwise posted.

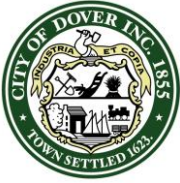
4. AMENDMENT

Chapter 141 entitled “Vehicles and Transportation”, is hereby amended by revising Section 141-23, “Business parking permit program”, as follows:

a. THE FOLLOWING ARE AMENDED:

§ 141-23. First notice of violation; payment tables.

- A. Late notice. If the fine indicated for the initial violation is not paid within 10 days, the Chief of Police shall send a late notice to the owner of the vehicle. Such notice shall be sent to the primary owner as listed with the motor vehicle department of the state in which the vehicle is



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registered. The late notice shall be sent by first class mail and shall instruct the vehicle owner that he/she may avoid further prosecution and fine by paying the City of Dover the amount in the applicable payment schedule for that violation.

B. All parking violations enumerated in §§ 141-13 through 141-38 shall be Table A violations as set forth in the Fine Schedule as adopted by City Council, except as follows:

- (1) Violations of §§ 141-13E(1), 141-13E(6) and F, 141-14A(9) and (12) and E, 141-16A and 141-31A(3)(a)(4) shall be Table B violations as set forth in the Fine Schedule as adopted by City Council.
- (2) Violations of §§ 141-13E(5) shall be subject to the specific fine amount set forth in the Fine Schedule as adopted by City Council.
- (3) Violations of §§ 141-14A(11) and F, and § 141-31E shall be Table C violations as set forth in the Fine Schedule as adopted by City Council.
- (4) Chronic offenders within the meaning of § 141-31D shall be fined in an amount as set forth in the Fine Schedule adopted by the City Council.

(5) Second violations and each subsequent violation of § 141-14 shall be fined in an amount as set forth in the Fine Schedule adopted by the City Council.

C. Parking violation Tables A, B, and C fines shall be as set forth in the Fine Schedule adopted by City Council.

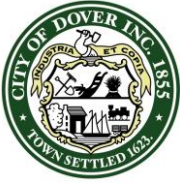
5. AMENDMENT

Chapter 141 entitled “Vehicles and Transportation”, is hereby amended by revising Section 141-48, “Schedule I: No Parking Any Time”, as follows:

a. THE FOLLOWING ARE AMENDED:

§ 141-48. Schedule I: No Parking at Any Time.

In accordance with the provisions of § 141-17, it shall be unlawful for the owner of any vehicle or any persons having custody or control of any vehicle to park it or permit it to be parked in the following locations within the City of Dover, and any vehicle found to be in violation of the aforementioned provisions may be towed by the direction of the Police Department and the expense



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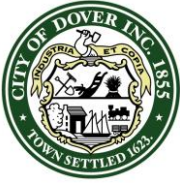
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of such towing borne by the owner of the vehicle:

Street or Location	Side or Area	Location/Date(s) If Applicable
Abbey Lane	Southerly	From the intersection with Rutland Street easterly to the end of said Abbey Lane
Abbott Street	Southerly	From the intersection with Central Avenue westerly to the intersection with Mount Vernon Street
Academy Street	Both	Northerly for a distance of 100 feet starting at the intersection of Church Street
Adelle Drive	Southerly	Southerly side from the westerly outside edge (as posted) and including both sides of the traffic circle, easterly to the end of the road including the turnaround area; between December 1 and April 1
Alumni Drive	Both	From the intersection with Bellamy Road easterly to the intersection of Durham Road
Angle Street	Northerly	From Academy Street to Central Avenue
Arch Street	Both	From the intersection with Silver Street northerly to the intersection of West Concord Street
Ash Street	Southerly	From intersection with Central Avenue westerly to the parking lot entrance in the rear of No. 678 Central Avenue
Atkinson Street	Easterly	From the intersection with Washington Street southerly to the intersection with Silver Street
Ayers Lane	Both	Entire length
Baker Street	Southerly	From the intersection of East Concord Street easterly for a distance of 300 feet



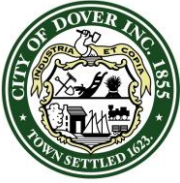
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Baker Street	Northerly	From the intersection with East Concord Street, easterly to the intersection with Broadway, between December 1 and April 1
Belknap Street	Easterly	From the intersection with Silver Street, southerly to the intersection with Fisher Street, between December 1 and April 1
Belknap Street	Easterly	From the intersection with Washington Street to the intersection with St. Thomas Street
Belknap Street	Westerly	From the intersection with Silver Street northerly to the intersection with Washington Street, between December 1 and April 1
Bellamy Road	Easterly	From Alumni Drive southerly for a distance of 440 feet
Bellamy Road	Easterly	From the intersection with Cataract Avenue southerly to Alumni Drive
Bellamy Road	Westerly	From the Bellamy River Bridge southerly to 200 feet beyond Lisa Beth Drive
Boyle Street	Northerly	From Court street Easterly for a distance of 200 feet
Brick Road	Northerly	From the intersection of Central Avenue easterly for a distance of 100 feet
Broadway	Easterly	From the PSNH Pole No. 114/25 (a point across from Florence Street) northerly to the intersection with Oak Street
Canney Lane	Northerly	Entire length
Central Avenue	Both	From the intersection with Back River Road easterly to the intersection with Stark Avenue



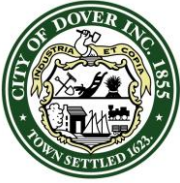
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Central Avenue	Easterly	From the intersection with Ham Street northerly for a distance of 35 feet
Central Avenue	Easterly	From the intersection with Pierce Street northerly to the driveway of 547 Central Avenue (formerly Seacoast Savings Bank)
Central Avenue	Easterly	From the intersection with Indian Brook Drive southerly to the PSNH pole number 1/71
Central Avenue	Easterly	From the intersection with South Pine Street Southerly to the PSNH pole number 1/147
Central Avenue	Easterly	From the PS Pole No. 1/1305 to the island of PS Pole No. 1/130A
Central Avenue	Easterly	From the south property line of 633 Central Avenue to the driveway of 655 Central Avenue
Central Avenue	Easterly	From the southerly driveway of 189 Central Avenue northerly to the intersection with George Street
Central Avenue	Easterly	From Washington Street north for a distance of 320 feet.
Central Avenue	Westerly	From Church Street to Silver Street, except during Sunday Religious Services at the First Parish Church
Central Avenue	Westerly	From the driveway to 146 Central Avenue southerly to a point 30 feet south of intersection with Trakey Street
Central Avenue	Westerly	From the intersection with Indian Brook Drive southerly to the intersection with Reservoir Street
Chapel Street	Both	From the intersection with Portland Avenue westerly to St. John Street



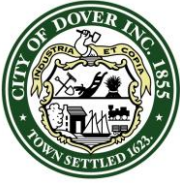
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Chapel Street	Northerly	From the intersection with Main Street easterly to St. John Street
Charles Street	Northerly	From Central Avenue easterly for a distance of 150 feet
Charles Street	Southerly	From Central Avenue easterly for a distance of 240 feet
Charles Street	Southerly	From Mill Street westerly for a distance of 70 feet
Chestnut Street	Both	From the intersection with Washington Street southerly to the intersection with St. Thomas Street
Chestnut Street	Easterly	From the intersection with Washington Street northerly to the intersection with Third Street
Chestnut Street	Westerly	From the intersection with Washington Street northerly to the intersection with Orchard Street
Chestnut Street	Westerly	From the intersection with First Street northerly to the intersection with Third Street
Chestnut Street	Westerly	From the intersection with Fourth Street northerly for 50 feet
Church Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Locust Street, except for school buses and parents picking up or discharging students or during church services at the First Parish Congregational Church. When both student pick-up/discharge and church services occur at the same time, school buses alone shall take precedence
Clifford Street	Northerly	From the intersection with Towle Avenue easterly for a distance of 30 feet



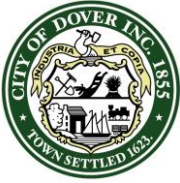
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Cohecho Street	Southeasterly	Southeasterly side from the intersection with Portland Avenue, northeasterly 200' to across from the City of Dover pumping station, 20 Cohecho Street, between December 1 and April 1
Court Street	Northerly	From Central Avenue to Boyle Street
Court Street	Northerly	From the intersection with Union Street easterly for a distance of 110 feet
Court Street	Southerly	From the intersection with Central Avenue to the intersection with Union Street
Court Street	Southerly	From South Pine Street westerly for a distance of 100 feet
Cushing Street	Easterly	The entire length, between December 1 and April 1
Dover Street	Northerly	From the easterly corner of the property at 18-20 Dover Street, westerly for a distance of 135 feet, from 7:00 a.m. to 5:00 p.m. Monday through Friday
Durham Road	Both	From the intersection of Back River Road to the intersection of Mast Road
Durrell Street	Northerly and westerly	The entire length from St. John's Street to Winter Street
East Watson Street	Both	From the intersection with Central Avenue easterly to the intersection with South Watson Lane
Elm Street	Westerly	From the intersection with Silver Street, southerly to the intersection with Fisher Street, between December 1 and April 1
Emerald Lane	Interior of circle	Even-numbered side, on the interior of the circle between 92 Emerald Lane and 216 Emerald Lane



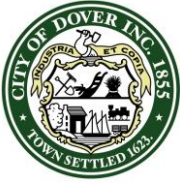
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Essex Street	Southwesterly	From the intersection with Portland Avenue northwesterly to the dead end, between December 1 and April 1
Everett Street	Westerly	From the intersection with Baker Street, southerly to the intersection with Ham Street, between December 1 and April 1
Ezra's Way	Easterly	Entire length
Fern Court	Westerly	From the intersection with Folsom Street, northerly, and then westerly to the dead end
Fifth Street	Northerly	From the intersection with Central Avenue westerly to Chestnut Street,
Fifth Street	Northerly	From the intersection with Chestnut Street westerly to the intersection with Tammany Park, between December 1 and April 1
Fifth Street		
First Street	Northerly	From the westerly driveway of 1 First Street easterly to the intersection with Central Avenue
Folsom Street	Southerly	The entire length, between December 1 and April 1
Forest Street	Northwesterly	The entire length, between December 1 and April 1
Fourth Street	Southerly	From the intersection with Chestnut Street westerly to the intersection with Grove Street, between December 1 and April 1
Fourth Street	Southerly	From the intersection with Chestnut Street westerly for a distance of 100 feet



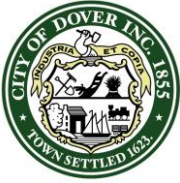
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Fourth Street	Southerly	From the intersection with Chestnut Street easterly to Public Service Pole No. 53/1A
Fourth Street	Southerly	From the Cochecho River bridge easterly to the intersection of Frances Drive, a distance of 250 feet
Freeman Court	Northerly	Entire length; between December 1 and April 1
Gage Street	Northerly	Entire length
Gage Street	Southerly	From the intersection with New Rochester Road easterly for a distance of forty (40) feet
Garrison Road	Southerly	From the intersection with Shadow Drive easterly to the intersection with Meridian Drive
George Street	Northwesterly	From the intersection with Sonnett Street to the intersection with Henry Law Avenue, except where individual parking spaces are marked by the City
George Street	Southeasterly	From the northeast corner of the property line of 233 Central Avenue northeasterly to the intersection with Sonnett Street
Greenfield Drive	Northerly	From the intersection with Garrison Road easterly to the northwest corner of Greenfield Drive traffic circle
Grove Street	Easterly side	Easterly side (odd numbered) from the intersection with Sixth Street, northerly to the intersection with Hough Street; between December 1 and April 1



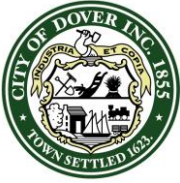
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Grove Street	Westerly side	Westerly side (even numbered) from the intersection with Hough Street, northerly to the intersection with Ash Street; between December 1 and April 1
Ham Street	Northerly	From Central Avenue to Park Street
Hampshire Circle	Northerly	From the southerly intersection with Whittier Street continuing around on that side of Hampshire Circle to the northerly intersection with Whittier Street
Hamilton Street	Northerly	From the intersection with Elm Street, westerly to the intersection with Belknap Street, between December 1 and April 1
Hancock Street	Southwesterly	The entire length, between December 1 and April 1
Hanson Street	Both	Entire length
Henry Law Avenue	Easterly	From the Maglaras Park entrance road to Browning Drive
Henry Law Avenue	Westerly	From the intersection of Browning Drive northerly for a distance of 75 feet
Henry Law Avenue	Westerly	From the intersection of George Street southerly to a point directly across from Towne Drive
Henry Law Avenue	Westerly	From the intersection with Williams Street southerly to the intersection with George Street
High Ridge Drive	Southerly	From the intersection with Floral Avenue easterly to the dead end, between December 1 and April 1



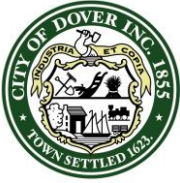
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Horne Street	Westerly	From the intersection with Glencrest Avenue southerly to the driveway of 68 Horne Street
Ivan's Lane	North	Entire length
Kirkland Street	Southerly	
Laura Lane	Easterly	From the intersection with Long Hill Road, northerly to the end of the street to include the parking pad at the end of the road
Laura Lane	Westerly	From the driveway of 18 Laura Lane, northerly to the end of the road
Lexington Street	Easterly	The entire length, between December 1 and April 1
Lincoln Street	Southerly	From the intersection with Chestnut Street, westerly to the intersection with Grove Street, between December 1 and April 1
Lisa Beth Drive		
Locust Street	Easterly	From the intersection with Silver Street southerly to the intersection with Central Avenue
Locust Street	Easterly	From the intersection with St. Thomas Street southerly to the intersection with Silver Street
Long Hill Road	Both	From the intersection with New Rochester Road (Route 108) westerly to the intersection with Old Rochester Road (Route 16B)
Main Street	Easterly	From the intersection with Washington Street northerly to the intersection with Chapel Street



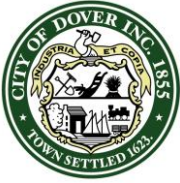
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Maple Street	Easterly	Easterly side (odd numbered) from the intersection with Sixth Street, northerly to the intersection with Ash Street; between December 1 and April 1
Mechanic Street	Both	From intersection of School Street northerly to the intersection of Chapel Street
Mill Street	Both	From a point 370 feet from Central Avenue easterly for a distance of 700 feet
Mineral Park Drive	Northerly	From the intersection with Washington Street to the intersection with Pleasant View Circle
Morin Street	Both	From the intersection with Central Avenue, westerly to PSNH Pole No. 1/18B
Mt. Vernon Street	Easterly	From the intersection with Milk Street northerly to the intersection with Hough Street; between December 1 and April 1
Nantucket	Easterly	Easterly side from the intersection with Henry Law Avenue to the end and including the turnaround area, between December 1 and April 1
Nelson Street	Southerly	From the intersection with Atkinson Street westerly to the intersection with Belknap Street
Nelson Street	Southerly	From the intersection with Locust Street westerly to the intersection with Atkinson Street, between December 1 and April 1
New York Street	Both	From the intersection with Broadway to the intersection with East Street
New York Street	Southerly	From the intersection with Central Avenue easterly to the driveway between 25 and 27 New York Street; between December 1 and April 1



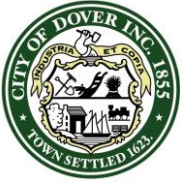
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Northway Circle	Easterly	Northerly to the end, to include the turnaround area as posted; between December 1 and April 1
Northway Circle	Southerly	From the intersection with Plaza Drive easterly to the intersection with Princeton Way; between December 1 and April 1
Old English Village Road	Southerly	From the intersection with Central Avenue easterly to the Rollinsford Town Line
Old Garrison Road	Both	Along the entire 510 foot frontage of Tax Map J, Lot 10-6, owned by State of New Hampshire Fish and Game Department
Old Rollinsford Road	Both	From the intersection with Central Avenue to the Wentworth Douglass Hospital
Orchard Street	Both	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Orchard Street Lot service road	Both	Entire length from its intersection with Orchard Street northerly, then westerly to its exit to Orchard Street Lot
Overlook Drive	Westerly	Entire length
Park Street	Easterly	From the intersection with Ham Street, northerly to the intersection with Hill Street
Park Street Park Parking Lot		No parking during the hours of 8:30 p.m. to 7:00 a.m. during the period of April 1 through September 30 and during the hours of 7:00 p.m. to 7:00 a.m. during the period of October 1 through March 31
Paul Street	Easterly	From the intersection with Henry Law Avenue, to the intersection with Wallingford Street



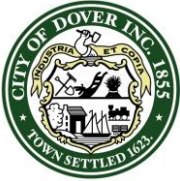
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Pierce Street	Both	Entire length
Plaza Drive	Easterly	From the intersection with Glenwood Avenue northerly to the intersection with Northway Circle
Plaza Drive	Easterly	From the intersection with Northway Circle, northerly to the end of the Street, between December 1 and April 1
Pleasant View Circle	Westerly	From the intersection with Washington Street northerly to the intersection with Whittier Street
Portland Avenue	Easterly	From the north boundary of 161 Portland Avenue southerly to the north boundary of 149 Portland Avenue
Portland Avenue	Northerly	From PSNH pole 119/3A to the entrance of the Portland Avenue Parking Lot
Portland Avenue	Northerly	From the intersection with Chapel Street to the entrance with Portland Avenue parking lot
Portland Avenue	Southerly	The intersection with Chapel Street easterly and westerly for a distance of 100 feet
Portland Avenue	Westerly	From the intersection of Oak Street southerly for a distance of 600 feet
Preble Street	Southerly	From the intersection with Central Avenue easterly then southerly along the westerly side to the intersection with Pierce Street
Quaker Lane	Westerly	Entire length
Richmond Street	Westerly	Entire length
River Street	Easterly	From the intersection with Henry Law Avenue northerly for a distance of 130 feet



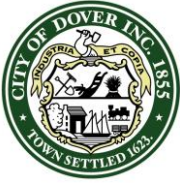
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River Street	Westerly	From the intersection with Henry Law northerly to Washington Street
Rogers Street	Southwesterly	The entire length, between December 1 and April 1
Rogers Street	Westerly	From the intersection with Cochecho Street northerly for a distance of 400 feet
Roosevelt Avenue	Northerly	From the driveway of 15 Roosevelt Avenue, westerly to the intersection with Horne Street
Royer Lane	Both	Entire length
Sandpiper Drive	Southerly	From the intersection with Watson Road to the cul-de-sac
School Street	Southerly	From the westerly entrance to the School Street Parking Lot easterly to the intersection with Mechanic Street
Shaw's Lane	Easterly	Entire length from Garrison Road to Tideview Drive
Silver Street	North	From the intersection with Central Avenue westerly to the intersection with Knox Marsh Road
Silver Street	South	From the intersection with Central Avenue westerly to the intersection with Knox Marsh Road
Smith Well Road	Westerly	From Glenwood Avenue to Barry Street
Sonnet Street	Both	From the intersection with George Street easterly to the intersection with Hanson Street
South Pine Street	North	From the intersection with Central Avenue easterly and northerly to the intersection with Court Street



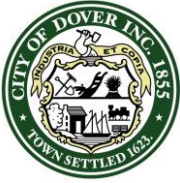
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South Pine Street	Southerly	From the intersection with Central Avenue easterly and northerly to the intersection with Court Street excluding the area between public service pole 150/4 easterly to public service pole 150/7A <u>to the driveway between 29 and 31 South Pine Street</u>
Spring Street	Northerly	From Central Avenue to Locust Street
Spruce Lane Park	All	All parking within this park, between December 1 and April 1
St. John Street	Easterly	From the intersection with Broadway southerly to the intersection with Chapel Street
St. Thomas Street	Both	From the intersection with Chestnut Street westerly to the property line between 25 and 33 St. Thomas Street except for vehicles whose driver or passenger is conducting business at the NH Circuit Court between the hours of 8 am and 5 pm, Monday through Friday
St. Thomas Street	Southerly	The angled spaces between the McConnell Center and Atkinson Street except for vehicles whose driver or passenger is conducting business at the NH Circuit Court between the hours of 8 am and 5 pm, Monday through Friday
St. Thomas Street	Northerly	From the intersection with Atkinson Street, westerly to intersection with Belknap Street, between December 1 and April 1
St. Thomas Street	Northerly	Two spaces in front of 33/35 St. Thomas Street, between December 1 and April 1



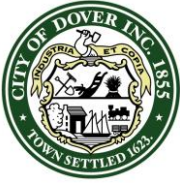
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Summer Street	Southerly	From the intersection with Central Avenue westerly to the intersection with Belknap Street, between December 1 and April 1
Susannah's Crossing	Southerly	Entire length of publicly accepted portion of the street
Sylvan Drive	Northerly	Northerly side from the westerly outside edge (as posted) and including both sides of the traffic circle easterly to the end of the road including the turnaround area; between December 1 and April 1
Third Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Third Street	Southerly	From the intersection with Grove Street, westerly to the intersection with Frances Drive, between December 1 and April 1
Third Street	Northerly	From the driveway of 33 Third Street westerly for 15 feet
Towle Avenue	Easterly	From the intersection with Clifford Street northerly for a distance of 30 feet
Towle Avenue	Westerly	From the intersection with Clifford Street northerly for a distance of 30 feet
Twombly Street	Northerly and easterly	From the intersection with Preble Street easterly and southerly to the intersection with Pierce Street
Union Street	Westerly	From the intersection with Court Street northerly to the intersection with Federal Street
Washington Street	Easterly	Between the intersection with Pleasant View Circle northerly to the intersection with Mineral Park Drive



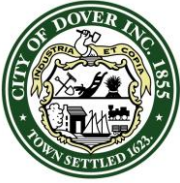
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Washington Street	Southerly	From the intersection with Locust Street westerly for a distance of 56 feet
Washington Street	Southerly	From the easterly most driveway of 150 Washington Street to Atkinson Street
Washington Street	Westerly	From the intersection of Morrison Lane northerly for a distance of 150 feet
West Concord Street	Northerly	From the intersection with Lexington Street, westerly to the intersection with Arch Street, between December 1 and April 1
Western Avenue	Southerly	From the intersection with Westgate Drive easterly to the end at Footbridge Lane to include the turnaround area as posted; between December 1 and April 1
Westgate Drive	Westerly	From the intersection with Knox Marsh Road to the southerly end, including the traffic circle; between December 1 and April 1
Whittier Street	Both	From the intersection with Mineral Park Drive northerly to the Whittier Street Bridge
Wildewood Lane	Both	From the intersection of Cottonwood Drive to the beginning of the cul-de-sac
Wildewood Lane	Northeasterly	From Sixth Street to Cottonwood Drive
Williams Street	Both	From the intersection with Central Avenue easterly to the intersection with Henry Law Avenue
Winter Street	Both	From the intersection with St. John Street easterly to the intersection with Durrell Street
Winter Street (formerly Cedar Street)	Northerly	From the intersection with Durrell Street easterly to the dead end



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Young Street	Northerly	From the intersection with Main Street and Portland Avenue easterly to the Cochecho River
Young Street	Southerly	From the intersection of Main Street easterly to the Cochecho River, between December 1 and April 1

6. AMENDMENT

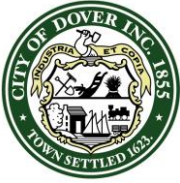
Chapter 141 entitled “Vehicles and Transportation”, is hereby amended by revising Section 141-51, “Schedule L: Parking Meter Zones”, as follows:

a. THE FOLLOWING ARE AMENDED:

§ 141-51. Schedule L: Parking Meter Zones. [Added 4-22-2015 by Ord. No. 2015.04.22-012]

Metered Parking Garage	Location
Orchard Street Parking Garage	Parking spaces on levels 1 and 2 within the parking structure which is south of Orchard Street, between Chestnut Street and Central Avenue, not including the 3 posted Police Station visitor spaces on the first floor of the parking garage unless otherwise posted

Metered Parking Lot	Location
Belknap Lot	320 Central Avenue and 18 Locust Street; southerly of Washington Street between Central Avenue and Locust Street
Fourth Street Parking Lot	East of Chestnut Street, south of Fourth Street and west of the railroad tracks. All spaces except as otherwise posted
Henry Law Avenue Recreation Parking Lot - Henry Law Avenue	6 Henry Law Avenue, easterly and then northerly of Henry Law Avenue



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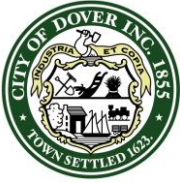
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Locust Street Lot	
Orchard Street Lot	North of Orchard Street southerly of the Cochecho River between Central Avenue and Chestnut Street not including 2 posted spaces in the northeast corner of the lot, 2 posted spaces in front of 40 Chestnut Street (Cochecho Park Apartments) that are free 15 minute limit spaces, and 2 posted Police Station visitor spaces in front of 40 Chestnut Street (Cochecho Park Apartments)
Payne Street Lot	Easterly of Payne Street
Portland Avenue Lot	Westerly side of Portland Avenue between 44 Portland Avenue and Chapel Street
Third Street Lot	North of Third Street southerly of the railroad tracks between Chestnut Street and Central Avenue
Transportation Center Lot	The entire lot at 33 Chestnut Street westerly of Chestnut Street between First Street and Third Street, with the exception of designated two-hour spaces as set forth within § 141-49B and the fifteen-minute parking set forth in § 141-49E

Metered On-Street Parking Spaces	Side	Location
Atkinson Street	Westerly	From the intersection with Washington Street, southerly to the intersection with St. Thomas Street
Broadway	Southerly	From the intersection with Central Avenue easterly to the intersection of St. John Street
Central Avenue	Easterly	From the intersection with Fourth Street southerly to the intersection with Kirkland Street



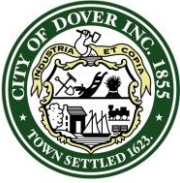
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Central Avenue	Westerly	From the intersection with Fourth Street southerly to the driveway between 236 and 240 Central Avenue
Chapel Street	Southerly	From the intersection with Central Avenue easterly to the driveway on the west side of 15 Chapel Street
Chestnut Street	Easterly	From the intersection with Fourth Street northerly to the intersection with Fifth Street
Chestnut Street	Westerly	From the intersection with Orchard Street northerly to the intersection with First Street. Metering will only be available by use of Pay-by-Phone unless and until a meter is installed.
First Street	Northerly	From the westerly edge of 1 First Street westerly to the intersection with Chestnut Street
First Street	Southerly	From the intersection with Central Avenue westerly to the end of public parking at the rear of 432 Central Avenue
Fourth Street	Both	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Grove Street	Both	From the intersection with Third Street, southerly to the end of the street.
Hale Street	Both	From the intersection with Central Avenue westerly to the intersection with Locust Street
Henry Law Avenue	Easterly	From the intersection with Washington Street southerly to George Street
Kirkland Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Academy Street
Locust Street	Both	From the intersection with Hale Street northerly to the intersection with Washington Street, unless otherwise posted



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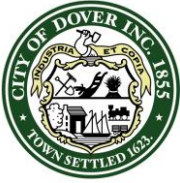
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51 Schedule L: Parking Meter Zones

Main Street	Westerly	From the intersection with Washington Street northerly to the intersection with School Street
Payne Street	Both	From the intersection with Henry Law Avenue, northerly to the intersection with Seaport Way
River Street	Both	From the intersection with Payne Street, northerly then easterly then southerly to the easterly intersection with Seaport Way
Seaport Way	Both	From the Easterly end of Makem Bridge, easterly to the easterly intersection with River Street
St. John Street	Westerly	From the intersection of Broadway southerly to the intersection with Chapel Street
School Street	Both	Both sides from the intersection with Main Street easterly to the intersection with Mechanic Street
Second Street	Both	Both sides from the intersection with Chestnut Street easterly to the intersection with Central Avenue
St. Thomas Street	Both	Both sides from the intersection with Central Avenue westerly to the intersections with Locust Street
Third Street	Southerly	Southerly side from the intersection with Chestnut Street easterly to the intersection with Central Avenue
Third Street	Both	From the intersection with Chestnut Street, westerly to the intersection with Grove Street.
Washington Street	Both	Both sides from intersection of Chestnut Street easterly to the intersection of River Street
<u>Young Street</u>	<u>Southerly</u>	<u>Southerly side from the intersection with Main Street, easterly to the end of the street.</u>

7. TAKES EFFECT



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2026.08.26 - 4**
Ordinance Title: Vehicles and Transportation
Chapter: 141
Section: 14 General parking provisions
23 First notice of violation; payment tables
20 Business parking permit program
48 Schedule I: No Parking at Any Time
51 Schedule L: Parking Meter Zones

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

REQUIRES PUBLIC HEARING

TO BE REFERRED TO PUBLIC HEARING ON SEPTEMBER 9, 2026

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

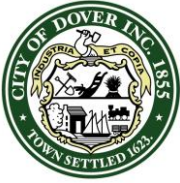
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

Document Created by: Legal
Document Posted on: September 4, 2026

O-2026.08.26 Vehicles and Transportation Chapter 141
Sections 14, 20, 23, 48, and 51
Page 26 of 27



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2026.08.26 - 4**
Ordinance Title: Vehicles and Transportation
Chapter: 141
Section: 14 General parking provisions
23 First notice of violation; payment tables
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48 Schedule I: No Parking at Any Time
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ORDINANCE BACKGROUND MATERIAL:

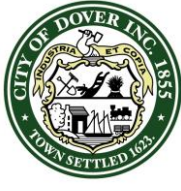
Section 141-14: The change to prohibit double parking was approved by the Parking Commission on August 18, 2026. Upon reviewing the parking ordinances, it was discovered there was no regulation for double parking in a travel lane. This wording mirrors the state statute concerning the same prohibition. The other change in this section was approved by the Parking Commission on June 16, 2026, and is intended to address persistent problems with unregistered vehicles utilizing public parking spaces. A related ordinance change to the fine schedule increasing the fine to \$100 for a second offense for parking unregistered vehicles accompanies this ordinance. RSA 261:40 requires registration of a vehicle, violation of which is fined for \$100 when a moving violation. This proposed change simply brings the local parking fine in line with the moving violation fine amount.

Section 141-20: This change was approved by the Parking Commission on August 18, 2026. This change is intended to update the ordinance provisions in light of transition to permit-by-plate, as opposed to physically issued permits. It is meant to acknowledge the transition and codify the conditions related to such permits, together with the flexibility of those conditions should the Chief of Police deem a change necessary.

Section 141-48: This change was approved by the Transportation Advisory Commission (TAC) on July 27, 2026. The change was catalyzed by concerns with garbage collection trucks being able to turn right onto South Pine Street for trash pickup. The concept was refined in light of public feedback received from certain abutters before the TAC.

Section 141-51: This change was approved by the Parking Commission on August 18, 2026. The loss of 58 parking spaces on Henry Law Avenue has increased the need for turnover customer parking in the area in support of the Children's Museum and nearby restaurants. Currently Young Street is unregulated. This area would be metered only by the ParkMobile Application and add six spaces before the former Water Street and eight after the former Water Street.

This ordinance advances City Goal #2, by ensuring quality of life, compatible parking uses, parking supply, and general public safety.

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY OF DOVER - ORDINANCE</th></tr> <tr> <td colspan="2">Agenda Item#: 12.A.2.</td></tr> <tr> <td>Ordinance Number:</td><td>O – 2026.08.26 – 5</td></tr> <tr> <td>Ordinance Title:</td><td>Food Service Establishments</td></tr> <tr> <td>Chapter:</td><td>85</td></tr> <tr> <td>Section:</td><td>1 Definitions 2 Licenses 3 Fees 6 Sanitation requirements 9 Violations and penalties 10 Service of alcoholic beverages</td></tr> </table>	CITY OF DOVER - ORDINANCE		Agenda Item#: 12.A.2.		Ordinance Number:	O – 2026.08.26 – 5	Ordinance Title:	Food Service Establishments	Chapter:	85	Section:	1 Definitions 2 Licenses 3 Fees 6 Sanitation requirements 9 Violations and penalties 10 Service of alcoholic beverages
CITY OF DOVER - ORDINANCE													
Agenda Item#: 12.A.2.													
Ordinance Number:	O – 2026.08.26 – 5												
Ordinance Title:	Food Service Establishments												
Chapter:	85												
Section:	1 Definitions 2 Licenses 3 Fees 6 Sanitation requirements 9 Violations and penalties 10 Service of alcoholic beverages												

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to update, enhance, and clarify the standards for licensing and sanitation of restaurants operating in the City of Dover.

2. AMENDMENT

Chapter 85 entitled “Food Service Establishments” is hereby amended by revising Section 85-1, “Definitions”, as follows:

a. THE FOLLOWING ARE AMENDED:

§ 85-1. Definitions.

As used in this chapter, the following terms mean:

EMPLOYEE — Any person who handles food or drink during preparation or serving or who comes in contact with any eating or cooking utensils or who is employed in a room in which food or drink is prepared or served.

HEALTH OFFICER — The Health Officer of the City of Dover or his or her designee.

PERSON — Person, firm, corporation or association.

RESTAURANT — A restaurant, coffee shop, cafeteria, short-order cafe, luncheonette, tavern, sandwich stand, soda fountain, mobile lunch cart and all other eating or drinking establishments, as well as kitchens or other places in which food or drink is prepared for sale elsewhere.

TEMPORARY FOOD SERVICE ESTABLISHMENT — One operating for a temporary period (one day up to six months) in connection with a fair, carnival, circus, public exhibition or other similar gatherings.

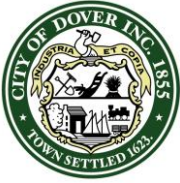
UTENSILS — Includes any kitchenware, tableware, glassware, cutlery, utensil containers or other equipment with which food or drink comes in contact during storage, preparation or serving.

3. AMENDMENT

Chapter 85 entitled “Food Service Establishments” is hereby amended by revising Section 85-2, “Licenses”, as follows:

a. THE FOLLOWING ARE AMENDED:

Document Created by: Legal Document Posted on: September 4, 2026	O-2026.08.26 Chapter 85 Food Service Establishments, Sections 1, 2, 3, 6, 9 and 10 Page 1 of 10
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CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2026.08.26 – 5**
Ordinance Title: Food Service Establishments
Chapter: 85
Section: 1 Definitions
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9 Violations and penalties
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§ 85-2. Adoption of Food Code and Licensing Requirements~~Licenses~~.

A. The City of Dover hereby adopts and incorporates by reference the United States Food and Drug Administration (FDA) Food Code, as currently adopted (and as may be amended from time to time) by the State of New Hampshire Department of Health and Human Services, including any amendments thereto, as the minimum standards governing restaurants within the City of Dover.

A.B. It shall be unlawful to operate a restaurant in the City of Dover without a license. Licenses shall be posted in a conspicuous place.

B.C. The ~~Health Officer~~Board of Health is authorized to suspend or revoke a license. Applicants who are denied a license and license holders who are the subject of administrative action shall be entitled to notice and an appeal hearing before the Board of Health.

C.D. All restaurant licenses of the City of Dover shall expire on the 31st day of May annually. A person conducting a temporary food service establishment shall be required to secure a license.

4. AMENDMENT

Chapter 85 entitled “Food Service Establishments” is hereby amended by revising Section 85-3, “Fees”, as follows:

a. THE FOLLOWING ARE AMENDED:

§ 85-3. Fees.

Annual license fees shall be in accordance with the current Fee Schedule as adopted by the City Council.
The license shall be renewed annually prior to its expiration date.

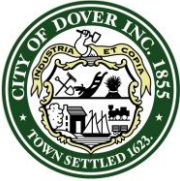
5. AMENDMENT

Chapter 85 entitled “Food Service Establishments” is hereby amended by revising Section 85-6, “Sanitation Requirements”, as follows:

b. THE FOLLOWING ARE AMENDED:

§ 85-6. ~~Sanitation requirements.~~ Suspension/Revocation/Denial of License.

A. The Health Officer shall, by written notice outlining all reasons along with notice of rights of appeal, deny an application or suspend a license issued to a restaurant if:



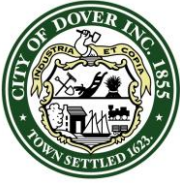
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2026.08.26 – 5**
Ordinance Title: Food Service Establishments
Chapter: 85
Section: 1 Definitions
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- (1) The operation of the licensed restaurant violates the Food Code and immediately endangers public health or safety;
- (2) An applicant or licensee has failed to timely pay any applicable fee or any fine imposed;
- (3) After being notified of and given an opportunity to supply missing information, an applicant or licensee fails to submit an application that meets the requirements of this chapter;
- (4) An applicant, licensee, or any representative or employee of the applicant or licensee:
- a. Provides false or misleading information to the Health Officer;
 - b. Prevents or interferes, or fails to cooperate with any inspection or investigation conducted by the Health Officer; or
 - c. Fails to provide, upon request, information or documents to the Health Officer;
- (5) There is a deficiency identified in the inspection report and the applicant or licensee does not either correct it or complete a corrective action plan satisfactory to the Health Officer;
- (6) The licensee fails to implement or continue to implement an accepted corrective action plan;
- (7) The licensee is cited 2 or more times under the Food Code and/or this chapter for the same violation within the last 12 months; or
- (8) Other good cause involving substantial and imminent threat to public health and safety as reasonably determined by the Health Officer;
- B. For serious or repeated violations of any of the requirements of this chapter or for interference with the Health Officer in the performance of his/her duties, a restaurant license may be temporarily or permanently revoked and suspended. If a license is so revoked by the department, then the restaurant shall cease operation immediately after receipt of the revocation notice
- C. An applicant or licensee shall have 10 calendar days after receipt of the notice of either an enforcement action to request in writing an appeal hearing before the Board of Health to contest the action. If a written request for an appeal hearing is not timely filed, the applicant or licensee irrevocably waives his right to any appeal and the action of the Health Officer shall become final.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

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D. If a license is suspended or revoked by the Health Officer, the restaurant shall cease operation immediately after receipt of the suspension or revocation notice. The filing of a timely appeal shall normally temporarily stay the suspension or revocation, but shall not stay the accrual of fines for ongoing violations. Notwithstanding the foregoing, the filing of an appeal shall not temporarily stay the suspension or revocation in situations where the Health Officer has sought and obtained emergency or immediate injunctive relief from a Court pursuant to the paragraph below.

E. Where the Health Officer conducts an investigation and/or inspection and finds good cause for violations of this chapter that pose a substantial and imminent threat to public health, the Health Officer may petition a Court with jurisdiction for emergency or immediate injunctive relief.

F. A licensee shall immediately discontinue operations and notify the Health Officer (or if after hours or during weekend/holidays, City dispatch) if an imminent health hazard shall exist because of an emergency such as those set forth below. In such case, the licensee shall not resume operations until receiving approval of the Health Officer or designee:

(1) Interruption of water service that lasts for 2 or more hours;

(2) Whenever a drinking water sample is found to have E. coli bacteria or exceed the MCL for nitrates or nitrites described by N.H. Code of Admin. Rules He-P 2304.06(f);

(3) A failed sewer system or a sewage backup into the food establishment;

(4) Interruption of electrical service for 2 or more hours;

(5) A fire affecting a food establishment;

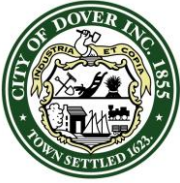
(6) Flooding in a food establishment;

(7) Chemical exposure in a food establishment;

(8) Any other natural disaster or catastrophic event that could result in contamination of the food supply;

(9) An employee has been found to be infected with a communicable disease as described in Food Code subparagraph 2-201.11 (A)(2); or

(10) Any other severe unsanitary conditions that threaten to contaminate the food establishment and its food supply.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

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~~Floors. The floors of all rooms in which food or drink is stored, prepared or served or in which utensils are washed shall be of such construction as to be easily cleaned, shall be smooth and shall be kept clean and in good repair.~~

~~A. Walls and ceilings. Walls and ceilings of all rooms shall be kept clean and in good repair. All walls and ceilings of rooms in which food or drink is prepared or utensils are washed shall have a smooth, washable surface up to the level reached by splash or spray.~~

~~A. Doors and windows. When flies are prevalent, all openings into the outer air shall be effectively screened and doors shall be self-closing, unless other effective means are provided to prevent the entrance of flies.~~

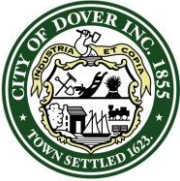
~~A. Lighting. All rooms in which food or drink is stored or prepared or in which utensils are washed shall be well-lighted.~~

~~A. Ventilation. All rooms in which food or drink is stored, prepared or served or in which utensils are washed shall be well-ventilated.~~

~~A. Toilet facilities. Every restaurant shall be provided with adequate and conveniently located toilet facilities for its employees and patrons conforming to the ordinances of the City of Dover. Rooms in which toilet facilities are provided shall not open directly into any room in which food, drink or utensils are handled or stored. Separate toilet rooms for each sex shall be provided for patrons of any restaurant designed to seat 25 or more patrons at one time or for patrons of any food establishment where alcoholic beverages are served. The doors of all toilet rooms shall be self-closing. Toilet rooms shall be kept in a clean condition, in good repair, well-lighted and ventilated. The floor of toilet rooms shall be of nonabsorbent materials or covered with such materials and made watertight with a suitable waterproofing material. The requirement of providing toilet facilities for patrons shall not apply to stores serving lunches, roadside refreshment booths or to places of temporary character serving food, and one conveniently located toilet shall be deemed adequate for employees.~~

~~A. Water supply. Running water under pressure shall be easily accessible to all rooms in which food is prepared or utensils are washed, and the water supply shall be adequate and of a safe, sanitary quality.~~

~~A. Lavatory facilities. Adequate and convenient hand washing facilities shall be provided for employees, including hot and cold running water and soap from a dispenser and approved sanitary towels. The use of a common towel and drinking cup is prohibited. No employees shall~~



CITY OF DOVER

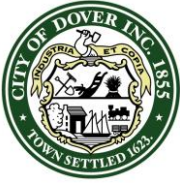
CITY OF DOVER - ORDINANCE

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~~resume work after using the toilet room without first washing their hands, and a sign shall be posted in each toilet room used by employees instructing the same.~~

- ~~A. Construction of utensils and equipment. All multi-used utensils and all show and display cases or windows, counters, shelves, tables, refrigerating equipment, sinks and other equipment or utensils used in connection with the operating of a restaurant shall be so constructed as to be easily cleaned and shall be in good repair. Chipped or cracked glasses, dishes and utensils shall not be used in any establishment. Such articles in the condition described above are to be discarded immediately.~~
- ~~A. Cleansing and bactericidal treatment of utensils and equipment. All equipment, including display cases or windows, counters, shelves, tables, refrigerators, stoves, hoods, sinks and other equipment used with the operation of a restaurant, shall be kept clean and free from dust, dirt, insects and other contaminating material. All cloths used by waiters, chefs and other employees shall be clean. Single service containers shall be used only once. All multi-use eating and drinking utensils shall be thoroughly cleaned and effectively subjected to one of the following approved bactericidal processes after each usage:~~
- ~~(0) Immersion for at least two minutes in clean, hot water at a temperature of not less than 170° F. or for at least 1/2 minute in water at the full boiling temperature. The pouring of scalding water over the washed utensils shall not be accepted as satisfactory compliance.~~
 - ~~(0) Exposure in a steam cabinet at a temperature of not less than 170° F. for not less than 15 minutes or not less than 200° F. for at least five minutes.~~
 - ~~(0) Exposure in a hot air oven at a temperature of not less than 180° F. for not less than 20 minutes.~~
 - ~~(0) Immersion for at least two minutes in a lukewarm chlorine bath containing in excess of 50 parts per million of available chlorine.~~
 - ~~(0) Immersion for at least two minutes in a rinse containing a bactericidal agent whose concentration and composition have been approved by the State Department of Health and Human Services. All multi-use utensils used in the preparation or serving of food and drink shall be thoroughly cleaned and subjected to an approved bactericidal process immediately following the day's operation. Drying cloths, if used, shall be clean and shall be used for no other purpose. No article, polish or other substance containing any cyanide preparation or other poisoning material shall be used for the cleaning or polishing of utensils.~~
- ~~A. Storage and handling of utensils and equipment. After bactericidal treatment, utensils shall be stored in a clean, dry place protected from flies, dust and other contamination and shall be handled in such a manner as to prevent contamination as far as practicable. Single service utensils shall be~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2026.08.26 – 5**
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~~purchased only in sanitary containers, shall be stored therein in a clean, dry place until used and shall be handled in a sanitary manner. All ice cream scoops or other utensils for the dispensing of ice cream shall be kept in a container supplied with constant running water.~~

~~A. Disposal of waste. All waste shall be properly disposed of, and all garbage and trash shall be kept in metal waste cans provided with tightly fitting covers, which shall be kept covered at all times when not in use. The ground area around cans shall be free of rubbish at all times.~~

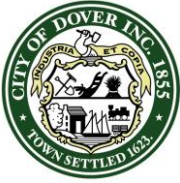
~~A. Refrigeration. All readily perishable food and drink shall be kept at or below 40° F. except when being prepared or served. Wastewater from refrigeration equipment shall be properly disposed of.~~

~~A. Wholesomeness of food and drink. All food and drink shall be clean, wholesome, free from spoilage and so prepared as to be safe for human consumption. All milk, fluid milk products, ice cream and other frozen desserts served shall be pasteurized and shall be from an approved source. Milk and fluid milk products shall be served in the individual original containers as delivered to the dispenser by the dairy plant or from an approved dispensing device in preparing flavored milk drinks, provided that this requirement shall not apply to cream, which may be served from the original bottle or from an approved dispenser for such service. All oysters, clams and other shellfish shall be from approved sources and bear such identification as required by the State Department of Health and Human Services and, if shucked, shall be kept until used in the containers in which they were placed at the shucking plant or bear identification as to their origin.~~

~~A. Storage, display and serving of food and drink. All food and drink shall be stored, displayed and served as to be protected from dust, flies, vermin and pollution by rodents, unnecessary handling, droplet infection, overhead leakage and other sources of contamination. No animals or fowls shall be kept or allowed in any room in which food or drink is prepared or stored. All means necessary for the elimination of flies, roaches and rodents shall be used. All parts of a restaurant used for preparing or storage of food shall be satisfactorily ratproofed.~~

~~A. Cleanliness of employees. All employees shall wear clean outer garments and shall keep their hands clean at all times while engaged in handling food, drink, utensils or equipment.~~

~~A. Miscellaneous. The premises of all restaurants shall be kept clean and free of litter and rubbish. None of the operation connected with a restaurant shall be conducted in any room used as living or sleeping quarters. Adequate lockers or dressing rooms shall be provided for employees' clothing. Garments to be worn while preparing or serving food shall not be stored in toilet rooms. Soiled linens, coats and aprons shall be stored in containers provided for this purpose.~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2026.08.26 – 5**
Ordinance Title: Food Service Establishments
Chapter: 85
Section: 1 Definitions
2 Licenses
3 Fees
6 Sanitation requirements
9 Violations and penalties
10 Service of alcoholic beverages

6. AMENDMENT

Chapter 85 entitled “Food Service Establishments” is hereby amended by revising Section 85-9, “Violations and penalties”, as follows:

a. THE FOLLOWING ARE AMENDED:

§ 85-9. Violations and penalties.

Any person violating any provision of this chapter shall be guilty of a violation and, upon conviction, shall be fined as provided in the City Fine Schedule, and each day of such violation or failure to comply shall constitute a separate offense. A restaurant operator’s violation of the provisions of this chapter shall also be cause to take other enforcement actions as deemed necessary by the Health Officer, up to and including legal action for injunctive and other relief.

7. AMENDMENT

Chapter 85 entitled “Food Service Establishments” is hereby amended by revising Section 85-10, “Service of alcoholic beverages”, as follows:

b. THE FOLLOWING ARE AMENDED:

§ 85-10. Service of alcoholic beverages.

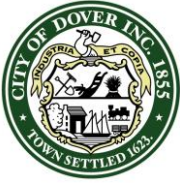
Any restaurant as defined in this chapter which is duly authorized and licensed by the State of New Hampshire to sell alcoholic beverages for this purpose may also apply to the City Licensing Board for a permit to sell and serve alcoholic beverages on a City sidewalk immediately adjacent to said restaurant, or any outdoor dining area as permitted by Chapter 125, Streets and Sidewalks, § 125-20, in conjunction with the service of bona fide meals. The City Licensing Board shall be responsible to ensure that the placement of tables and chairs for this purpose does not obstruct the free passage of pedestrians.

8. TAKES EFFECT

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

REQUIRES PUBLIC HEARING

TO BE REFERRED TO PUBLIC HEARING ON SEPTEMBER 9, 2026



CITY OF DOVER

CITY OF DOVER - ORDINANCE

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Ordinance Number: **O – 2026.08.26 – 5**
Ordinance Title: Food Service Establishments
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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

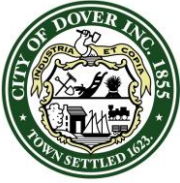
Recorded by: Jerrica Vansylvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

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ORDINANCE BACKGROUND MATERIAL:

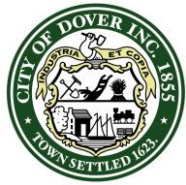
The purpose of this ordinance is to update, enhance, and clarify the local ordinances governing restaurant licensing and sanitation in the City of Dover. The State of New Hampshire, through its Department of Health and Human Services, adopts and follows what is generally known as the “Food Code”, which is a series of standards and rules developed by the United States Department of Health and Human Services, Public Health Services, Food and Drug Administration. The “Food Code” is codified in New Hampshire by administrative rule, *see* N.H. Code of Admin. Rule He-P 2300 (“Sanitary Production and Distribution of Food”), available at https://gc.nh.gov/rules/state_agencies/he-p2300.html.

While the State issues licenses and enforces the Food Code for many jurisdictions in New Hampshire, the City of Dover is what is known as a self-inspecting jurisdiction, meaning the State leaves the licensing and enforcement activities to local officials. In reviewing the City’s ordinances, it recently came to staff’s attention that the City would be best served by expressly adopting the Food Code, so as to clarify standards for restaurants in the City and bring the City of Dover in line with other communities.

This ordinance also updates and clarifies certain provisions concerning suspension and revocation of licenses. These updates to Dover Code Chapter 85 are generally consistent with the State’s enforcement program.

In terms of enabling authority, RSA 47:17, IV enables the City to establish regulations for restaurants. *Cf.* RSA 147:1, II (applicable to towns). The proposed changes in this ordinance has been reviewed and approved by the City’s Health Officer.

This ordinance advances City Council Goal #2 by ensuring quality of life and public safety.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O – 2026.08.26 – 6**

Ordinance Title: **Fine Schedule**

The City of Dover Ordains:

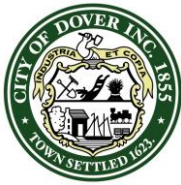
1. PURPOSE

The purpose of this ordinance is to amend the existing Fine Schedule comprising part of the City of Dover's Code. An edited fine schedule with strikethrough/underlining is attached to, and accompanies, this ordinance, and is incorporated by reference and made a part hereof.

2. AMENDMENT

The Fine Schedule comprising part of the City of Dover's Code is hereby amended by increasing certain fines for Table A and Table B violations of Dover Code 141-23 as shown below:

SECTION 23 First notice of violation; payment tables	
Table A Violations:	
First Notice, subject to increase per provisions below * Per Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$25.00
Late Notice (10 days after violation) * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$35.00
14 days after Late Notice * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$55.00
After notification to a collections agency * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$60.00
Minimum Court Fine * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$100.00
Table B Violations:	
First Notice, subject to increase per provisions below * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$60.00
Late Notice (10 days after violation) * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$75.00
14 days after Late Notice * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$100.00



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O – 2026.08.26 – 6**
Ordinance Title: **Fine Schedule**

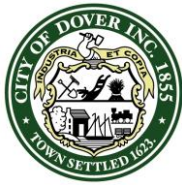
After notification to a collections agency * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$120.00
Minimum Court Fine * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$150.00
Table C Violations:	
First Notice, subject to increase per provisions below * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$250.00
Late Notice (10 days after violation) * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$250.00
14 days after Late Notice * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$250.00
After notification to a collections agency * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$300.00
Minimum Court Fine * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$300.00
Section 23.B.2 Violations:	
* Dover Code Section 141-23(B)(2) (see also Section 141-13(E)(5)) ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$100.00
Section 23.B.5 Violations:	
* <u>Dover Code Section 141-23(B)(5) (see also Section 141-14)</u> ** <u>Adopted by City Council</u> *** <u>Administrative penalty for violation of Dover City Code</u>	<u>\$100.00</u>

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

TO BE REFERRED TO PUBLIC HEARING ON SEPTEMBER 9, 2026



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O – 2026.08.26 – 6**
Ordinance Title: Fine Schedule

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

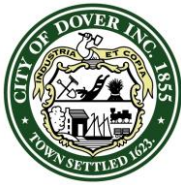
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward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

ORDINANCE BACKGROUND MATERIAL:

This ordinance is a companion to a fee schedule amendment also being presented to City Council. The increased fine amount was recommended and approved by the Parking Commission at its June 16, 2026 meeting. The fine is comparable in amount to the State fine for moving violations related to unregistered vehicles. See [RSA 261:40](#).

Document Created by: Legal
Document Posted on: September 4, 2026

O-2026.08.96 Fine Schedule
Page 3 of 4



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O – 2026.08.26 – 6**
Ordinance Title: Fine Schedule

This ordinance advances City Council Goal #2 by promoting public safety and quality of life in Dover.

FINE SCHEDULE (Rev. Oct <u>Sep.</u> 2024 <u>2026</u>)	ADOPTED FINE
CITY CODE	
CITY CHARTER	
C11-13 Violations and Penalties	
All willful violations of provisions of the Charter and all violations of City Ordinances for which no other punishment is provided shall be punishable by a fine of up to \$500	Up to \$500.00
CHAPTER 17 - Election Procedures	
SECTION 7. Violations and penalties.	
Any person found in violation of this article may be subject to a fine of up to \$1,000.	Up to \$1000.00
SECTION 11. Violations and penalties.	
Failure of any candidate or member of a committee to comply with the provisions of this article shall be a violation under New Hampshire law. Failure of the candidate to file on a continuing basis after notice of a violation of this article shall constitute a continuing offense resulting in daily violations and daily fines until the disclosure statement is properly filed.	Up to \$1000.00
CHAPTER 29 - Property, City	
SECTION 5 - Storage of sludge on City property prohibited.	
Any person, firm or corporation violating this provision shall be guilty of a violation and, upon conviction, fined not less than \$500 nor more than \$1,000 for each day sludge is stored on City property.	Not less than \$500.00 nor more than \$1,000.00
SECTION 8. Violations and penalties.	
Any person, firm or corporation violating any provisions of this article shall be deemed guilty of a violation and shall, upon conviction, be subject to a fine of up to \$500.	Up to \$500.00
SECTION 14. Violations and penalties.	
Any person violating any of the provisions of this article shall be deemed guilty of a violation and shall, upon conviction, be subject to a fine of up to \$100.	Up to \$100.00
CHAPTER 41 - Adult-Oriented Establishments	
SECTION 6. Violations and penalties.	
Any person, firm or corporation violating any of the provisions of this article shall be guilty of a violation and subject to a fine of up to \$1,000, no portion of which may be suspended. The store's license shall be subject to suspension for the first offense and revocation for a subsequent conviction.	Up to \$1000.00
SECTION 11. Violations and penalties.	
Any person, firm or corporation violating any provision of this article shall be fined not less than \$500 nor more than \$1,000 for each offense. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.	Not less than \$500.00 nor more than \$1,000.00
CHAPTER 45 - Alarms and Security	
SECTION 16- Violations and penalties.	
Any person who violates any provision of this article shall be guilty of a violation and, upon conviction, shall be fined not less than \$50 nor more than \$100. Each day that the violation remains in effect shall constitute a separate violation.	Not less than \$50.00 nor more than \$100.00
SECTION 22. (B) Required Inspections.	
If one of these persons is found to have purposely or knowingly revealed the information contained in an alarm user permit application or in correspondence or communications with an alarm user to any person for any purpose not related to this article or official law enforcement matters or without the express written consent of the alarm user supplying such information, he shall be guilty of a violation and shall be fined \$100.	\$100.00

FINE SCHEDULE	ADOPTED FINE
SECTION 23. (A) Operation without permit; violations and penalties.	
Any alarm system user who operates an alarm system without first obtaining a permit as required by this article or who operates an alarm system when such permit has expired shall be guilty of a violation and, upon conviction, shall be fined not less than \$50 nor more than \$100.	Not less than \$50.00 nor more than \$100.00
SECTION 23. (B) Operation without permit; violations and penalties.	
Any alarm system user who, after having a permit revoked and after exhausting his right to a hearing, fails to disconnect his alarm system shall be guilty of a violation and, upon conviction, shall be fined \$100.	\$100.00
SECTION 24. (B) False alarms; violations and penalties.	
Except during the first thirty-day period following the installation of an alarm system, there shall be a service charge of \$75 for each false alarm received in excess of three in a calendar year.	\$75.00
SECTION 24. (C) False alarms; violations and penalties.	
In any case when an alarm is received at police headquarters and the Police Department is unable to locate or make contact with the persons responsible for the alarm systems, as designed by the alarm user on the application form, or in case the persons responsible do not expeditiously respond when notified, the City of Dover, its officers, agents, servants and employees shall be exempt from any and all liability for any claim or loss or damage, personal or property, which may result, and a shall be a service charge of \$30 shall be paid to the City of Dover by the alarm user.	\$30.00
SECTION 30. Violations and penalties.	
Unless otherwise provided, any person, firm or corporation within the boundaries of the City of Dover who violates any provision of this article shall be guilty of a violation and, upon conviction, shall be punished by a fine of \$100. Each day during which a violation continues shall be considered a separate offense.	\$100.00
SECTION 33. Fire alarm malfunction; responsibility of owner.	
Failure to return an affidavit of service/repair within said fifteen-day period which is satisfactory to the enforcement official will result in the assessment against the owner of a fine of \$275, or the sum of the total fiscal year operating budget divided by 8760 (the average Fire and Rescue Service operating cost for one hour), whichever is more, for the fire alarm malfunction.	\$275.00
CHAPTER 49 - Amusements	
SECTION 10. Violations and penalties.	
Any person or organization violating the provisions of this article shall be guilty of a violation and be subject to a fine of up to \$500.	Up to \$500.00
CHAPTER 53 - Bicycles and Play Vehicles	
SECTION 6.(A) Violations and penalties.	
Any person 16 years of age or older found violating this chapter shall be guilty of a violation and shall be fined no more than \$50 for a first offense and no more than \$100 for subsequent offenses.	\$50.00/1st offense no more than \$100.00/subsequent offenses
CHAPTER 61 - Building Demolition	
SECTION 3. Violations and penalties.	
Any person, firm or corporation violating any provisions of this chapter shall be fined not less than \$500 per offense, and each day of such violation or failure to comply shall constitute a separate offense.	Not less than \$500/per offense
CHAPTER 65 - Cemeteries	
SECTION 6. Violations and penalties.	
Any person violating the terms of this chapter shall constitute a violation subject to the penalties of state law.	No less than \$100/ per Violation per RSA 289

FINE SCHEDULE	ADOPTED FINE
CHAPTER 69 - Dogs	
SECTION 6.(C) Penalty for unlicensed dogs.	
A fine not to exceed \$25 shall be imposed for an offense.	\$25.00
SECTION 13. Violations and penalties.	
Any owner found violating any provisions of this Article II shall be guilty of a violation and, upon conviction thereof, shall be punished by a fine of not less than \$25 for a first offense and, upon a second or subsequent conviction within 12 months of a violation of this article, a fine of not less than \$50.	\$25.00 for first offense/\$50.00 for second or subsequent offenses
SECTION 17.(A) Violations and penalties	
Any person convicted of a violation of this Article III shall be fined not more than \$50, except that fines for "at large" violations of RSA 466:30 and Section 69-14 shall be not more than \$25.	Not more than \$50.00, and \$25.00 for "at large" violation.
CHAPTER 81 - Fire Prevention and Life Safety	
SECTION 12.(A) Violations and penalties.	
Any person who shall violate any of the provisions of Dover Code Chapter 81, Article I, as hereby adopted or fail to comply therewith or who shall violate or fail to comply with any order made thereunder or who shall build in violation of any detailed statement of specifications or plan submitted and approved thereunder and from which no appeal has been taken or who shall fail to comply with such an order as affirmed or modified by the Chief of the Fire and Rescue Service or by a court of competent jurisdiction, within the time fixed herein, shall severally, for each and every violation and noncompliance respectively, be guilty of a misdemeanor, punishable by a fine of not less than \$275 nor more than \$500 for each offense. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue, and all such persons shall be required to correct or remedy such violations or defects within a reasonable time, and when not otherwise specified, each day that prohibited conditions are maintained shall constitute a separate offense.	Not less than \$275.00 nor more than \$500.00 for each offense
SECTION 21. Violations and penalties	
Any person, persons, firm, corporation or partnership who or which shall violate any provisions of this article shall be guilty of a violation punishable by a fine of not less than \$275.00 or not more than \$500. Each day that a violation continues to exist shall constitute a separate offense	Not less than \$275.00 or not more than \$500.00
SECTION 22. Inspection of certain public spaces.	
All public halls or other rooms or buildings used, wholly or in part, for theatrical or other entertainment or for exhibits of any nature or in which people assemble for dancing or for other social or recreational purposes shall be subject to inspection at any and all times by the Fire Chief or the Chief of Police, and any and all mandates or orders issued by said officials, or either of them, in the interest of fire protection or for the safety of the public, shall be obeyed forthwith by any owner or lessee of such hall or building upon whom such notice may be served, and any attempt to obstruct either of said officials in the discharge of his duty hereunder or any violation of the order formally issue by either of said officials under the provisions of this section shall subject the offender to a fine of not less than \$275 or such other penalty as the court having jurisdiction may impose.	Not less than \$275

FINE SCHEDULE	ADOPTED FINE
SECTION 26.(A) Violations and penalties.	
Any person, persons, firm, corporation or partnership who or which shall violate any provision of this article shall be guilty of a violation punishable by a fine of not less than \$275 or not more than \$500. Each day that the violation continues to exist shall constitute a separate offense.	Not less than \$275.00 or not more than \$500.00
SECTION 29. Violations and penalties.	
Any person, persons, firm, corporation or partnership who or which shall violate any provisions of this article shall be guilty of a violation punishable by a fine of not less than \$275 nor more than \$500. Each day that a violation continues to exist shall constitute a separate offense.	Not less than \$275.00 or not more than \$500.00
SECTION 40. Violations and penalties.	
Any person, persons, firm, corporation or partnership who or which shall violate any provision of this article shall be guilty of a violation punishable by a fine of not less than \$275 or not more than \$500. Each day that the violation continues to exist shall constitute a separate offense.	Not less than \$275.00 or not more than \$500.00
CHAPTER 85 - Food Service Establishments	
SECTION 9. Violations and penalties.	
Any person violating any provision of this chapter shall be guilty of a violation and, upon conviction, shall be fined up to \$275, and each day of such violation or failure to comply shall constitute a separate offense.	Up to \$275.00
CHAPTER 89 - Health and Sanitation	
SECTION 11. Violations and penalties.	
Any person or persons, company or corporation who or which shall violate or cause to be violated, by agent or otherwise, any or either of the sections of this chapter or any or either of the provisions thereof or any or either of the orders, rules or regulations of the Board of Health, legally promulgated, or who or which shall fail or neglect to comply with any or either of the requirements thereof, by agent or otherwise, shall, upon conviction thereof before the Municipal Court or other court of competent jurisdiction, be subject to a fine of up to \$1,000, with the costs of prosecution, for each offense, except in cases where the punishment is made and provided for under the laws of the state, in which case the penalties so prescribed shall be imposed.	Up to \$1,000.00
CHAPTER 93 - Housing Standards	
SECTION 33. Violations and penalties.	
Any person who shall violate any provision of this chapter or any provision of any rule or regulation adopted by the Health Officer pursuant to authority granted by this chapter shall, upon conviction, be punished by a fine not to exceed \$275. Each day's failure to comply with any such provision shall constitute a separate violation.	Not to exceed \$275
CHAPTER 101 - Manufactured Home Parks	
SECTION 11. Violations and penalties.	
Any permittee who violates any requirement of this chapter shall, upon conviction, be fined a sum of at least \$275 for each offense. Each day in which a violation is proved to exist shall constitute a separate offense under this section.	At least \$275 for each offense

FINE SCHEDULE	ADOPTED FINE
CHAPTER 105 - Peace and Good Order	
SECTION 5.(F) Facilitation of drug or underage alcohol party.	
Any person who violates Subsection A shall be guilty of a violation and shall be fined a minimum of \$300 for a first offense and \$500 for a second or subsequent violation.	Minimum of \$300 for first offense and \$500 for second or subsequent
SECTION 6.(B) Motor vehicles on school property and park grounds.	
Any person violating the provisions of this section shall be subject to a maximum fine of up to \$250.	Up to \$250.00
SECTION 8. Operation of boats and vehicles on Willand Pond restricted.	
Any person violating the provisions of this section shall be guilty of a violation and shall, upon conviction, be subject to a fine of up to \$1,000.	Up to \$1,000.00
SECTION 15.(B) Safe storage of firearms.	
Any person violating the provisions of this section shall be subject to a fine of up to \$1,000.	Up to \$1,000.00
SECTION 16.(C) Hunting on City property.	
Any person violating the provisions of this section shall be subject to a fine of up to \$1,000 per offense.	Up to \$1,000.00
SECTION 17.(B) Rolling papers.	
Any person violating the provisions of this section shall be subject to a fine of up to \$100.	Up to \$100.00
SECTION 18.(C) Henry Law Park, school grounds and athletic fields.	
Any person violating the provisions of this section shall be subject to a fine of up to \$50 for a first offense and up to \$100 for a second or subsequent offense.	Up to \$50 for first offense and up to \$100 for second or subsequent offense
SECTION 19.(C) McConnell Center and Dover Public Library.	
Any person violating the provisions of this section shall be subject to a fine of up to \$50 for a first offense and up to \$100 for a second or subsequent offense.	Up to \$50 for first offense and up to \$100 for second or subsequent offense
SECTION 20.(B) Use of electronic nicotine delivery systems restricted.	
Any person violating the provisions of this section shall be subject to a fine of up to \$50 for a first offense and up to \$100 for a second or subsequent offense.	Up to \$50 for first offense and up to \$100 for second or subsequent offense
SECTION 21.(D) Purchase, use and possession of tobacco products.	
Any person violating the provisions of this section shall be subject to a fine of up to \$50 for a first offense and up to \$100 for a second or subsequent offense.	Up to \$50 for first offense and up to \$100 for second or subsequent offense

FINE SCHEDULE	ADOPTED FINE
CHAPTER 109 - Peddlers and Vendors	
SECTION 8. Violations and penalties.	
Any person, firm or corporation violating any provisions of this chapter shall be guilty of a violation and be subject to a fine of at least \$275.	\$275.00
CHAPTER 117 - Scenic Roads	
SECTION 4. Violations and penalties.	
Any person, firm or corporation violating any provisions of this chapter shall, upon conviction, be subject to a maximum fine of \$1,000. Each day of said violation shall be construed as a separate offense. Said violator shall be held responsible for the restoration of the stone wall or tree.	\$1,000.00
CHAPTER 121 - Sewers and Water	
SECTION 11.(B) Violation and penalties.	
Any person who shall continue any violation beyond the time limit provided for in Subsection A of this section shall be fined in the amount not exceeding \$10,000 for each violation. Each day in which any such violation shall continue shall be deemed a separate offense.	\$10,000.00
SECTION 35. Violations and penalties.	
Any person, firm or corporation violating any provisions of this article shall, upon conviction, be subject to a fine of up to \$10,000 for each violation. Each day in which any such violation shall continue beyond the time limit shall be deemed a separate violation.	\$10,000.00
SECTION 48. Violations and penalties.	
Violation of this article shall be punishable by a fine of \$250 for each violation.	\$250.00
SECTION 52. Violations and penalties.	
Violation of this article shall be punishable by a fine of \$100 for the first offense and a fine of \$250 for each subsequent offense.	\$100 for first offense and \$250 for each subsequent offense
SECTION 60. Violations and penalties.	
Violation of this article shall be punishable by a written warning for the first offense, a fine of \$100 for the second offense, and a fine of \$250 for each subsequent offense	\$100 second offense/\$250 for each subsequent offense
CHAPTER 125 - Streets and Sidewalks	
SECTION 32. Violations and penalties.	
Violations, of any provision of this Chapter shall be subject to a fine.	\$250.00 1st Violation \$500.00 2nd Violation \$1,000.00 each successive violation (each day to be a separate offense)
CHAPTER 133 - Trees and Vegetation	
SECTION 11. Violations and penalties.	
Violations of any provision of this chapter shall be subject to a maximum fine of \$250.	\$250.00

FINE SCHEDULE	ADOPTED FINE
CHAPTER 141 - Vehicles and Traffic	
SECTION 5.(B)(5) Travel restrictions.	
Violations of this section shall be punishable by the imposition of a citation of \$150 for the first offense. Repeat offenders may be punished by the imposition of citations to \$250 for each offense.	\$150.00 first offense/\$250 for each repeat offense
SECTION 12 Violations and Penalties	
Violations of this section shall be punishable by the imposition of a citation of \$150 for the first offense. Repeat offenders may be punished by the imposition of citations to \$250 for each offense. These amounts apply unless a more specific fine is provided elsewhere.	\$150.00 first offense/\$250 for each repeat offense
SECTION 23 First notice of violation; payment tables	
Table A Violations:	
First Notice, subject to increase per provisions below * Per Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$25.00
Late Notice (10 days after violation) * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$35.00
14 days after Late Notice * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$55.00
After notification to a collections agency * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$60.00
Minimum Court Fine * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$100.00
Table B Violations:	
First Notice, subject to increase per provisions below * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$60.00
Late Notice (10 days after violation) * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$75.00
14 days after Late Notice * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$100.00
After notification to a collections agency * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$120.00
Minimum Court Fine * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$150.00

FINE SCHEDULE	ADOPTED FINE
Table C Violations:	
First Notice, subject to increase per provisions below * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$250.00
Late Notice (10 days after violation) * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$250.00
14 days after Late Notice * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$250.00
After notification to a collections agency * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$300.00
Minimum Court Fine * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$300.00
Section 23.B.2 Violations:	
* Dover Code Section 141-23(B)(2) (see also Section 141-13(E)(5)) ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$100.00
Section 23.B.5 Violations:	
* Dover Code Section 141-23(B)(5) (see also Section 141-14) ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$100.00
SECTION 141-31 Unlawful acts; separate violations	
Chronic Meter Offense - 5+ on street meter violations * Dover Code Section 141-31(D) ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$100.00
Late Notice (10 days after violation) * Dover Code Section 141-31(D) ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$120.00
14 days after Late Notice * Dover Code Section 141-31(D) ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$150.00
SECTION 39(D) Weight limits established	
Violations of this section shall be punishable by the imposition of a citation of \$100.	\$100
CHAPTER 145 - Waste Management	
SECTION 15.(A) Enforcement; violations and penalties.	
Any person, firm or corporation found to be in violation of any provision of this article shall be assessed an administrative fine of \$100, except where otherwise provided.	\$100.00
SECTION 16.(F) Composting facilities.	
Penalties. Any person, corporation, partnership or any other legal entity who or which fails to comply with any of the provisions of this section or any of the regulations in pursuance thereof shall be guilty of a violation and, upon conviction thereof, may be fined not more than \$1,000. Every act of violation and every day upon which a violation occurs shall be considered a separate offense. The City may exercise cease and desist remedies under RSA 676:17-a for repeat offenders.	Not more than \$1,000
CHAPTER 153 - Site Review Regulations	

SECTION 20. Enforcement; violations and penalties.	
If, after an occupancy permit, temporary or permanent, has been issued and the building or buildings are occupied and/or used, the Planning Board finds that any of the conditions of an approved final site review application are in violation, the Planning Board, or its authorized representative, shall order the owner to make such corrections as it deems necessary to bring the use and operation into conformity with the provisions of such approval. Such order shall be complied with within a period of time extending not more than 30 days from the original notice. Where the owner fails to comply with the notice of the Planning Board, a fine not to exceed \$100 per day may be levied against said owner, and the certificate of occupancy shall be revoked as per RSA 676:4-a.	\$100.00 per day



City Manager's Report

Executive Department

September 9, 2026

Reporting on: August 2026

J. Michael Joyal, Jr.
City Manager

Office of Business Development

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

Monthly Business Assistance Comparison

Monthly Comparison	Businesses Reached Out for Assistance	Business Visitations Performed	Businesses Connected to Business Assistance Resources	New Businesses Contacted to Locate in Dover
February 2026	38	13	42	5
March 2026	40	18	36	15
April 2026	29	13	34	18
May 2026	38	02	28	18
June 2026	32	09	30	18
July 2026	30	24	72	19
August 2026	26	25	70	18

ECONOMIC TRENDS & NEWS

The Federal Reserve Bank of Boston visited Dover in August to visit several local businesses and to host a roundtable about economic conditions facing local businesses. A writeup of the visit is available on their website, and findings may be used to inform the Boston Fed's analysis in their Beige Book commentary on economic conditions due out on September 2.

The article sites housing costs and labor shortages and continued concerns for both large and small companies. One Dover business is used as a case study for the difficulties many small businesses face securing the financing they need to grow.

A July report from the Boston Fed found that New England's economy is dependent upon small businesses for a larger percentage of overall employment than the rest of the country. 18.6% of New Hampshire's businesses have 19 or fewer employees, compared to 16.7% nationally.

Roundtable participants shared mixed reviews of AI technology. CEOs of larger organizations described AI as a tool to boost productivity and quality of services without cutting staff, while a local lender expressed concern about receiving extensive AI-written business plans from prospective entrepreneurs who weren't able to explain their projections independently.

OTHER BUSINESS DEVELOPMENT ACTIVITIES

OBD staff submitted a nomination for the Opportunity Zone 2.0 program on August 27th. Dover's nomination will be considered by the Governor's Office, who will submit final designations to the IRS by September 28th. DBIDA and Strafford Regional Planning Commission provided endorsements for this nomination. If designated, the new opportunity zone would take effect on January 1, 2027.

OBD has received several inquiries from businesses hoping to expand. We are in regular contact with property owners and realtors regarding available locations, but currently there is not enough inventory available to satisfy all needs.

HOUSING MARKET

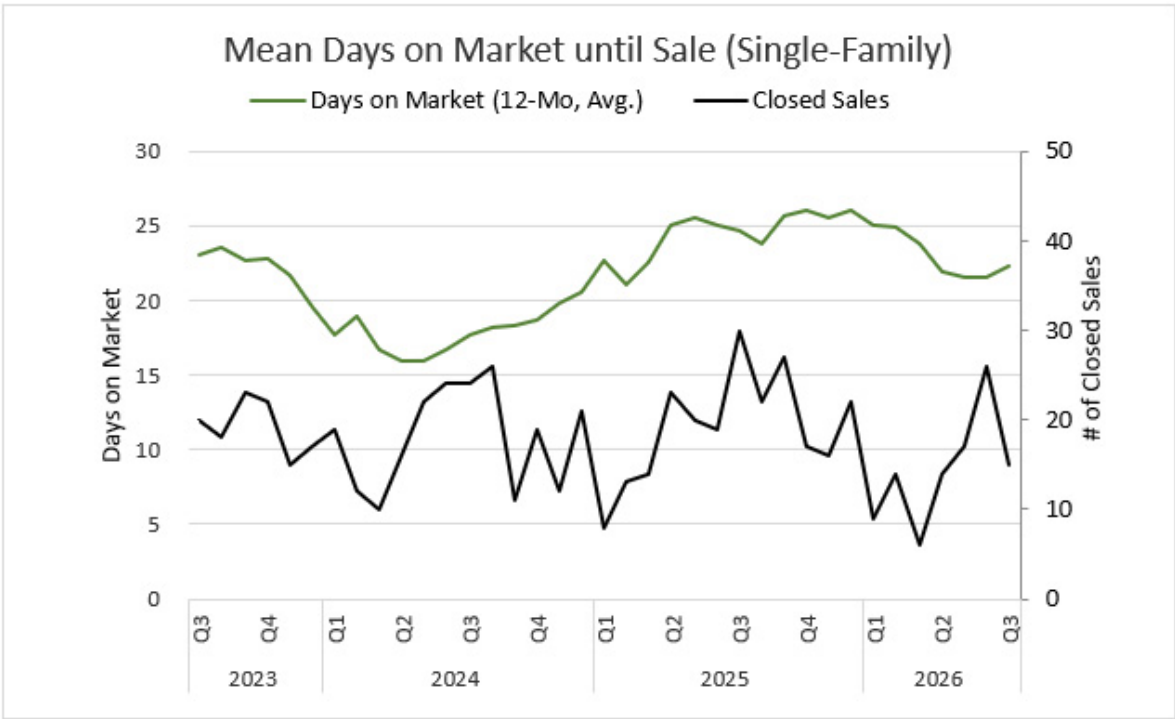
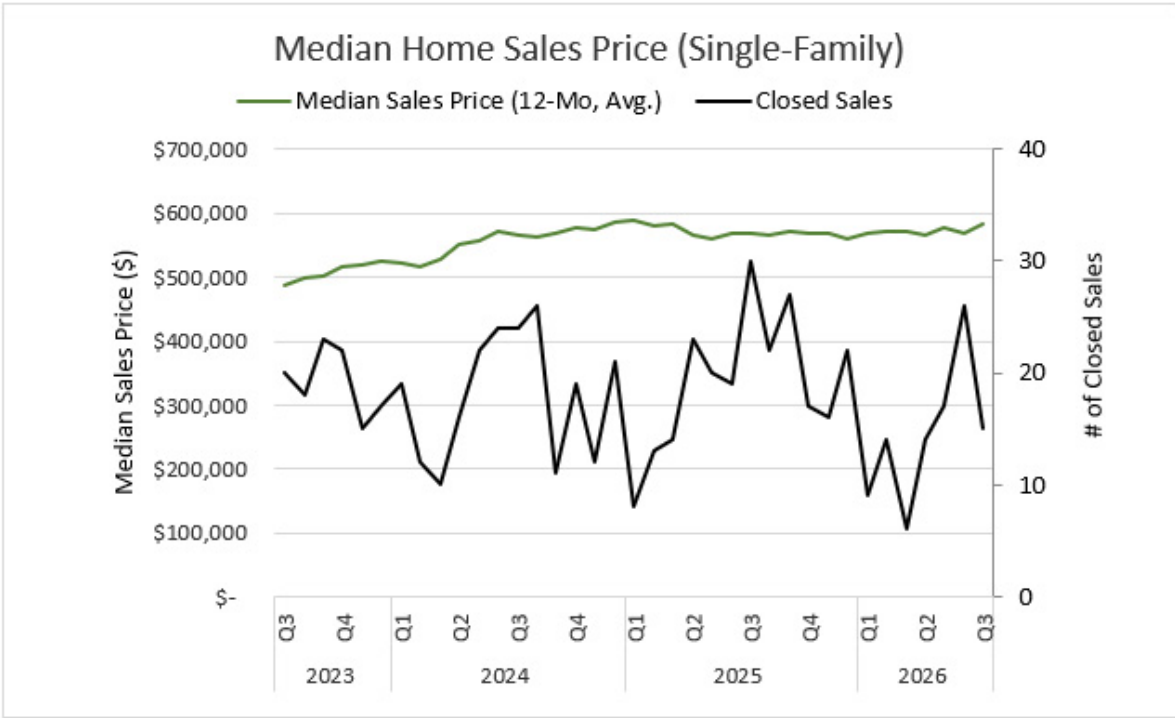
	March 2025	March 2026	12 Month Average
Median Sales Price	\$602,000	\$591,750	\$571,188
Days on the Market	33	20	24

	April 2025	April 2026	12 Month Average
Median Sales Price	\$625,000	\$543,850	\$564,425
Days on the Market	36	13	22

	May 2025	May 2026	12 Month Average
Median Sales Price	\$521,000	\$680,000	\$577,675
Days on the Market	20	15	21

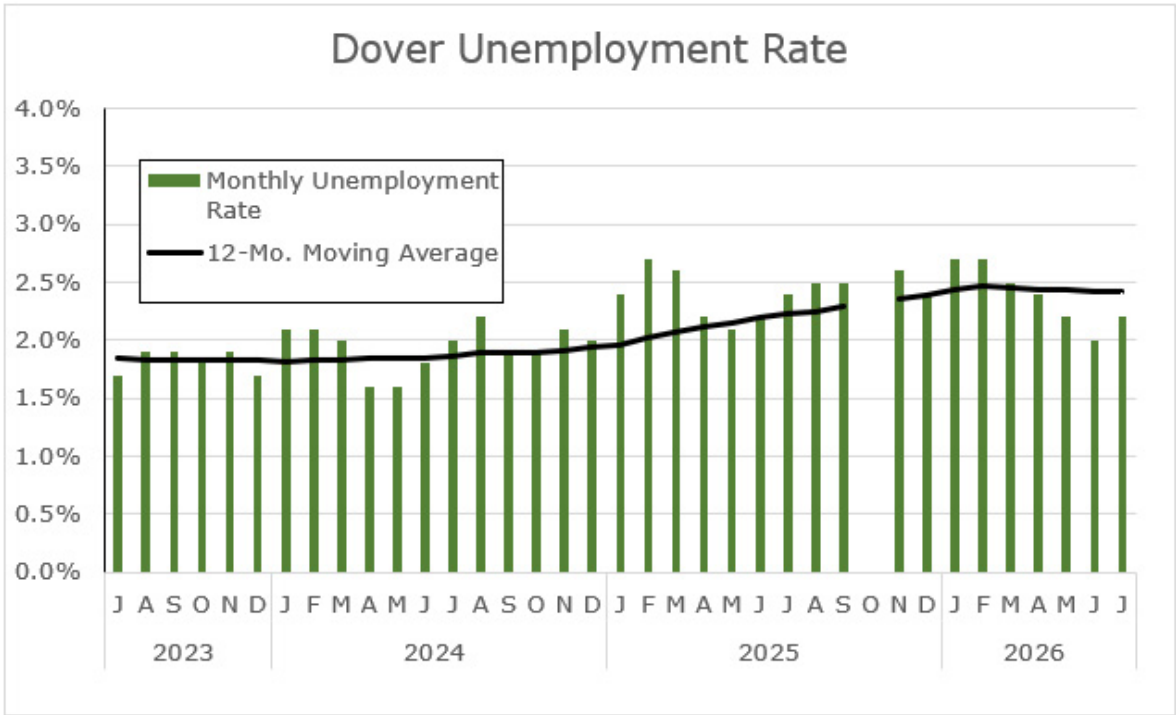
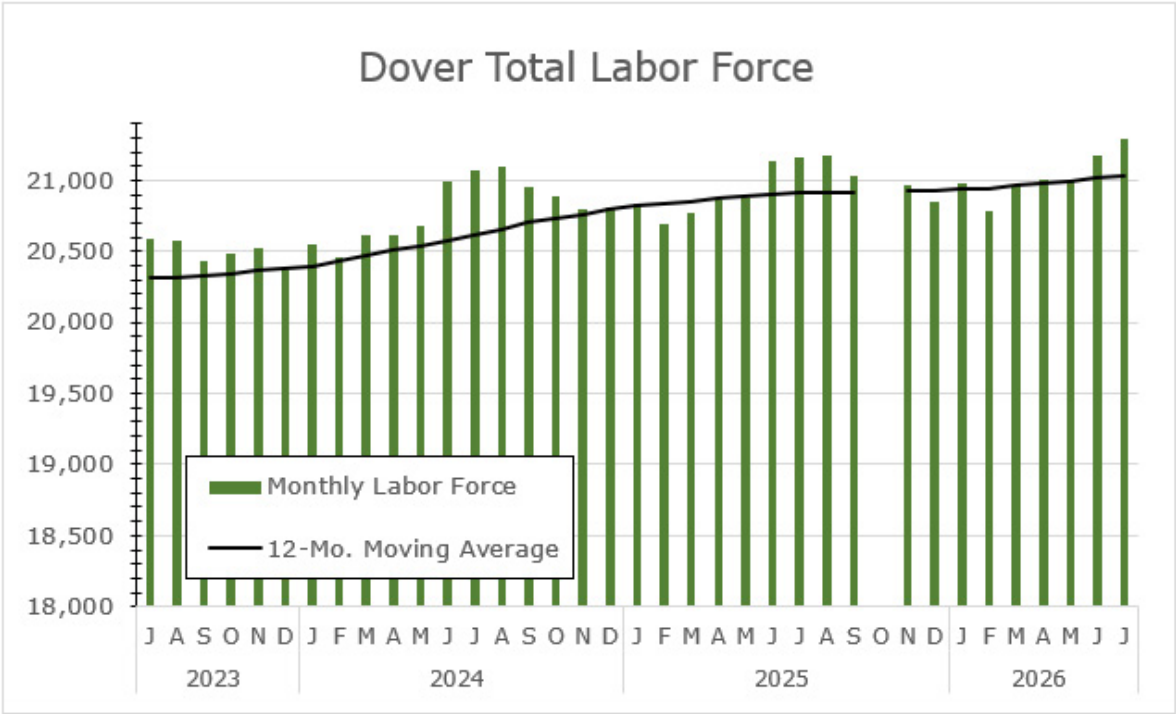
	June 2025	June 2026	12 Month Average
Median Sales Price	\$714,000	\$604,750	\$568,571
Days on the Market	12	13	22

	July 2025	July 2026	12 Month Average
Median Sales Price	\$505,000	\$667,500	\$582,738
Days on the Market	14	22	22



LABOR MARKET

	July 2025	July 2026	12-Mo. Avg.
Total Labor Force	21,164	21,290	21,033
Unemployment Rate	2.4%	2.2%	2.43%



The Waterfront

Construction at the Cochecho Waterfront Development is limited to Pavilion Building and Building F, which continue to advance steadily. Installation of security cameras and related systems at the Pavilion is currently underway. Landscaping and planting work by Cameron's is scheduled for September and October to coincide with the optimal seasonal planting window. Landscaping maintenance practices are also being refined as the remaining design details for the Nebi Park area are finalized. General punch-list work and project closeout activities remain ongoing throughout the active construction areas.



Office of the City Attorney

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

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

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

The Office also conducted normal review of applicable decisions of the New Hampshire Supreme Court, the United States District Court for the District of New Hampshire, and the United States First Circuit of Appeals (our federal circuit), and the United States Supreme Court, whose term and opinions typically close out in June of each year. Note that federal cases do affect City operations in a variety of ways, including interpretation of federal constitutional requirements and federal statutory and regulatory requirements relating to City operations. The Office reviewed professional journals such as the International Municipal Lawyers Association (IMLA), publications by NHMA, and periodic review of federal legal developments in the field of education, labor, and other matters. Cases of potential impact or relevance to City or School operations are timely provided to personnel along with explanation of the new legal development.

Tracked Utilization Data for the Month of August

	For Month	FY27 YTD	FY26	FY25	FY24	FY23
Legal Matters/Questions Handled	157	311	1,091	909	1,072	1,061
Review Existing Legal Contracts & Draft Memo	5	7	63	123	156	153
Legal Contracts/Memo Created	11	50	286	247	213	201
Right to Know Requests Processed	8	25	116	85	81	100
Resolutions	8	10	55	46	72	70
Ordinances	3	3	7	9	16	17
Leases	1	1	8	9	10	4
Primex Auto Claims Handled	3	7	96	49	59	80
Primex Liability Claims Handled	5	10	48	49	56	67
Primex Property Claims Handled	1	3	43	53	52	54

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

- Retained Equity, LLC– Request for uncashed checks from 01/01/2021 thru March 1, 2026.
- Timothy Jones – Request for assessing records, floor plans and building permits for 104 Washington Street (The Orpheum Apartments) showing the unit mix and the number of bedrooms in each residential unit.
- KPMG Global Services – Request for unclaimed outstanding checks for the period January 1, 2000 thru May 30, 2026.
- GZA GeoEnvironmental – Request for environmental documents and development permit applications for Map G, Lots 2-3 and 2-4, Dover, NH.
- Hayden Calaguero – Request for City of Dover Landlord/Property Owner Registration records.
- PSTA Records – Request for all City of Dover full-time employee information including name, hire date, department, job title, job description, salary range, annualized salary, year to date earnings, bonus amount, car allowance, cell phone allowance certification pay.
- SitusAMC – Request for building permits, code compliance, zoning violations for property at 15 Hemlock Forest, Dover, NH.
- Ann Labrie – Request for all documentation relating to the purchase and burial rights to the grave purchased and then allegedly resold to another individual.

Interdepartmental Assistance

Community Services Department: Assisted with property rights acquisitions related to public works projects. Assisted with contract administration as requested. Assisted with assessing proposed monitoring wells. Assisted with on-call construction RFQ and drafting customized template contract for same. Assisted with EV vehicle repurchase by manufacturer. Assisted with real estate title research.

Dover School District: Assisted with personnel matters as requested. Assisted with HB 1300 matter. Assisted with JBC Athletic Field inquiries and drafting. Assisted with contract review. Assisted with revising and updating purchasing policy.

Executive Department: Assisted with purchase and sale agreement administration; assisted with policy review. Assisted with waterfront development inquiries. Assisted with Enterprise Park HOA creation. Assisted with 9/11 memorial easement.

Finance Department: Assisted with tax deeding; assistance with tax collection in relation to orphan lot and contacting heirs related to same; assisted with purchasing inquiries and purchasing code compliance. Assisted with disposition of tax-deed property.

Fire & Rescue: Review of fire truck price-fixing litigation. Assistance with final adoption of COOP and LEOP.

Planning: Assisted with major revision to local food code ordinances. Assisted with enforcement as requested. Reviewed progress drafts of certain zoning amendments.

Police: Assisted with opioid abatement report. Assisted with parking code changes. Assisted with review of recent legislation. Assisted with responding to subpoenas.

Public Library: Assisted with development of policies. Assisted with sewer backup issues.

Public Welfare: Assisted with ongoing process of updating local guidelines in light of changes to state law.

Recreation: Assisted with Jenny Thompson Pool sand infiltration issue.

Staff Development



The Office of the City Attorney places significant importance on professional development in areas germane to the City's needs. The City Attorney and Deputy City Attorney attended the NHMA Legislative Wrap Up webinar hosted by the New Hampshire Municipal Association. The City Attorney attended an NHMA webinar on Class VI road issues.

Pending Litigation Updates



Opioid Epidemic Litigation

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

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

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

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

Richard Hamor & John Wyeth v. City of Dover:

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

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

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

NEA-NH, Dover School District et al v. John Formella et al.:

This federal action challenges the constitutionality of recent state laws addressing diversity, equity, and inclusion ("DEI") initiatives. The Court issued a preliminary injunction in 2025. Over the ensuing months, the parties are expected to now engage in summary judgment briefing seeking final judgment on the merits.

Dover School District et al. v. New Hampshire School Health Care Coalition d/b/a SchoolCare, #219-2026-CV-00194:

In April 2026, the Dover School District and Dr. Christine Boston filed an action in Strafford County Superior Court seeking a preliminary injunction and permanent relief concerning SchoolCare's threat to stop paying covered health claims of the District's employees, spouses, dependents, and retirees. SchoolCare filed a motion to dismiss for lack of jurisdiction and an objection to the plaintiffs' motion for preliminary injunction. The New Hampshire Secretary of State filed a motion to intervene and a motion to dismiss for lack of jurisdiction. NEA-NH filed a motion to intervene on behalf of unionized school employees. The City of Portsmouth filed a motion for leave to file an amicus brief. HealthTrust filed a motion for leave to file an amicus brief. On April 24, 2026, the Superior Court (Curran, J.) held a preliminary injunction hearing. On April 30, 2026, the Court granted the plaintiffs' request for a preliminary injunction. The two motions to dismiss remain pending. In May 2026, the plaintiffs issued a set of discovery requests to SchoolCare and a set of discovery requests to the Secretary of State (intervenor). In June 2026, the Court issued an Order denying the motion to dismiss filed by SchoolCare as well as the motion to dismiss filed by the New Hampshire Secretary of State (Intervenor). Thereafter, the Secretary of State and SchoolCare each moved for reconsideration, to which the plaintiffs have objected. **Case is currently awaiting disposition of the reconsideration motions.**

In re Will of Jeremy Belknap Guppy, New Hampshire Circuit Court, 7th Circuit Probate Division, #319-2026-EQ-555.

In July 2026, the City of Dover and City of Dover Board of Trustees filed a Petition for Approval of Nonjudicial Settlement Agreement requesting approval of use of funds from the sale of Rollinsford property conveyed to the City through the Will of Jeremy Belknap Guppy. The Court is processing intake paperwork and the City Attorney is awaiting Court-docketed papers to serve on the parties. **The Charitable Trusts Director has accepted service. The Court is expected to take up a status conference or schedule Order as a next step.**

Kozlowski v. Building Official:

A building permittee has appealed certain alleged actions of the Building Official in the course of issuing a Building Permit. The appeal is pending before the New Hampshire Building Code Review Board, who has designated a presiding officer, a briefing schedule, and a hearing to occur in August 2026. **Soon after the Building Code Review Board issued a written decision affirming the Building Official's interpretation of the state fire code.**

Abatement for Tax Year 2024

Beverly A. Bruce Trust: A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. A Report of Settlement Meeting & Order received and meeting must take place by April 7, 2026. Report of Settlement was received on March 10, 2026 and was to be filed with the BTLA by Beverly A Bruce Trust. A hearing date is scheduled for November 18, 2026.

Dover Lodge of Elks #184: A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. A hearing has been scheduled for February 12, 2026. Motion to Continue filed on December 5, 2025. Joint Status Report to be filed by March 12, 2026 updating the Board on any settlement. If not resolved, Board will reschedule the hearing. The parties met twice in February 2026 to discuss possible settlement but were unable to private resolve the matter. A report of settlement meeting & order was filed with the BTLA on March 6, 2026 requesting the scheduling of a final hearing. A hearing is scheduled for August 20, 2026. **Awaiting decision from the BTLA.**

Round Eight Holdings, LLC: A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. A Report of Settlement Meeting & Order received and meeting must take place by April 7, 2026. Report of Settlement was received on March 10, 2026 and was to be filed with the BTLA by Round Eight Holdings, LLC. This property has been combined with Beverly A Bruce Trust and Zimmon, Andrew J. & Carmella C. Mutassi Trust matters. A hearing date is scheduled for November 18, 2026.

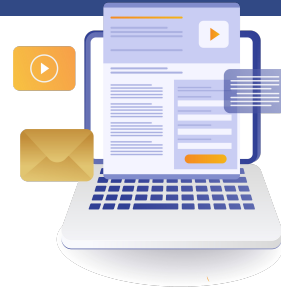
Zimmon Andrew J & Carmella C. Mutassi Trust: A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. A Report of Settlement Meeting & Order received and meeting must take place by April 7, 2026. Report of Settlement was received on March 10, 2026 and was to be filed with the BTLA by Andrew Zimmon & Carmella Mutassi Trust. This property has been combined with Beverly A Bruce Trust and Round Eight Holdings, LLC matters. A hearing date is scheduled for November 18, 2026.

Abatements for Tax Year 2025

180 Central Ave, LLC: A taxpayer has filed a property tax abatement action with the Board of Tax and Land Appeals. Awaiting further information/Orders from the BTLA. **On August 18, 2026 a Settlement Agreement was executed and a Notice to Withdraw was sent to the BTLA.**

Office of the City Manager

Michael Joyal, City Manager; Colleen Ahern, Executive Assistant



Beyond day-to-day operations and routine support for employees and citizens, the office staff also managed the following tasks this month:

The City Manager's Assistant handles the reporting of all Workers' Compensation Claims for the City. There were 4 workplace injuries in July which were a combination of medical and records only. The CMA continued to act as a liaison between the injured worker and Primex and to monitor and update all open claims.

During the month, the City Manager's Assistant gathered information from various departments and processed 11 job postings on JazzHR. Part of this process is making sure the hiring teams for each posting are continuing to monitor applicants as they come in and that positions are being closed out properly when an applicant is hired. At the time of this report there are 20 open positions that the City is recruiting for.

The City Manager's Assistant monitored new position and/or new hire physicals and background/motor vehicle checks for 1 employee. This oversight ensures all eligible employees and/or applicants are able to move on in the hiring process with the Human Resources Division.

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

There were two Department Head meetings this month. Department Heads and executive division heads gather to update each other on significant happenings in their department/division. This meeting is crucial for staff to get first hand information and it allows collaboration between departments to take place.

There was no Coordinating meeting this month due to various planned vacations. This is typically a more technical project meeting where the City Manager is able to review projects with the Deputy City Manager, Planning Director, Community Services Director and City Engineer.

Other meetings that took place in the City Manager's Office this month were department head evaluations and meetings surrounding employee negotiations.

Office of Human Resources

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



Employee Anniversaries September 2026		
Employee Name	Department	Length of Service
Maxfield, James	Planning	32
Berry, Lisa	Recreation	29
Ahern, Colleen	Executive	28
Hilton, Warren	CS	26
Meyers, Kathleen	Executive	24
Treadwell, Cynthia	Finance	22
Nadeau, Mark	Police	17
Mitrushi, Alexander	Police	14
Simmons, Patrick	Fire	14
Carpenter, David	Planning	11
Mitchell, Casey	CS	11
Moran, Kelly	Library	11
Neenan, Ryan	CS	10
Chambers, Jordan	CS	7
Gore, Bryon	Police	6
Jalbert, Molly	Police	6
Reno, Kayla	Fire	6
West, Robert	Fire	6
Greene, Scott	CS	5
Harding, Dawn	Police	4
Baker, Annie	Finance	3
Parker, Cody	Police	3
Edgecomb, Makayla	Planning	2
Gann, Meagan	Police	2
Puls, Timothy	CS	2
Walden, Stephanie	Planning	2

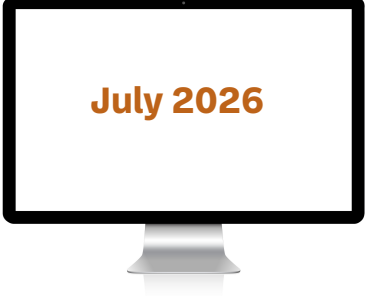


Employee Name	Department	Length of Service
Lynch, Daniel	CS	1
Moylan, Nicole	Finance	1
Sanschagrin, Brandon	CS	1
Scott, Jordan	Fire	1

August Employment Statistics			
Employment Separations = 5		Employment New Hires = 9	
Finance	1	Community Services	2
Library	1	Fire	1
Planning	1	Library	1
Police	1	Police	3
Public Welfare	1	Recreation	2

Office of Information Technology

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



July 2026

Asset Management IT Administrator holds meeting to review GIS features that are classified as public versus private data with internal Planning, Community Services and the Office of the City Attorney.

Purchase order provided to vendor to complete firmware upgrades for traffic signal communications devices.

Nebi Park Pavilion wiring work begins. See City of Dover resolution R – 2026.06.10 – 214, B25053 Municipal Facility Wiring – Nebi Park Pavilion.

Alarm upgrades completed at Indoor Pool and Dover Public Library.

Office of IT received or created 97 IT Support Requests in July 2026. The Dover Police Department had the most requests. The greatest category of was User Account Maintenance.

Oversight and work on the rollover from FY2026 to FY2027 for financial system completed by Enterprise Systems IT Administrator.

Asset Management IT Administrator, Assessor and IT Director meet with CAMA vendor to detail land value scripting work with PO sent to vendor. FBLA and Recroom fixes tested and implemented. Multiple photo fix successfully tested.

Deputy IT Director provides networking support for Office of Media Services new broadcast equipment installation.

Utility Systems IT Administrator, Utility Systems IT Technician and IT Director attend four-day Industrial Control Systems security training at no cost to the City of Dover. Training provided by Idaho National Labs and hosted at NH Primex in Manchester, NH.

Office of IT assigned personnel attend kick-off meeting for security awareness program. First baseline security test is sent to all employees as well as public body members that have a municipal email box.

Public Safety IT Administrator coordinates kick-off of automated time entry, leave request and scheduling tools for Dover Police and Fire & Rescue Departments.

IT Director trains assigned Community Services employee on the archival of permits.

Deputy IT Director holds monthly Tech Staff meeting for Enterprise and Public Safety teams.

Utility Systems IT Administrator holds monthly SCADA operations meeting with appropriate Community Services divisions.

Office of Media Services

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



In August, Media Services provided numerous updates on a variety of city and school projects, public services, and current events. These included special events, weather updates, construction and infrastructure projects, and previews of upcoming meetings of public bodies. These initiatives directly support the City Council's goal ensuring Dover is informed and civically engaged by working to improve citywide communications, remaining factual, clear, and accessible.

Media Services also released additional episodes of the "At Your Service" video series in August, including a new episode focusing on speed and traffic enforcement. The 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. This initiative serves as a direct extension of the Council goal that city government is innovative, forward-thinking, specifically enhancing transparency and highlighting the high-quality delivery of public services.

Work continued on two major internal initiatives that align with the Council's goal to utilize modern integrated technologies to improve operational efficiency. The first project, a complete redesign and overhaul of the city's public-facing website, moved into the RFQ review phase. Concurrently, the installation of the new broadcast system was mostly completed in August. A final phase of equipment upgrades will occur in the coming months to complete the transition, along with the migration of the video archive of public meetings.

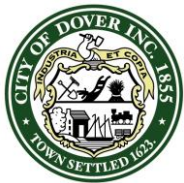
As part of its ongoing newsletter work, Media Services prepared and distributed the weekly Dover Download newsletter, keeping residents informed about public meetings, community milestones and events, ongoing infrastructure work, and summer events like the Cochecho Arts Festival and National Night Out.

Media Services also worked with Dover's public schools to release video updates and other content about the new school year.

Media Services produced several episodes of the Dover Download podcast in August, directly supporting the goal to ensure Dover is informed and civically engaged. Hosted by Deputy City Manager Christopher Parker, the podcast provides a weekly, in-depth look at city programs and projects. Topics included:

- My Friend's Place: A nonprofit spotlight with Susan Ford discussing the Washington Street shelter, its recent kitchen expansion, the root causes of homelessness, and how the organization provides dignity and life skills to residents.
- Right-to-Know Law: A conversation with Deputy City Attorney Jennifer Perez explaining how Dover handles public records requests under RSA 91-A, emphasizing the city's guiding principle of transparency rather than technicality.
- Back to School: An update with Superintendent of Schools Dr. Christine Boston previewing the 2026-2027 school year, including the introduction of new teachers and administrators, enrollment trends driven by strong CTE programs, and the success of the school device ban.
- August City Boards Wrap-Up: A monthly recap with Media Services Director Mike Gillis detailing recent City Council approvals (including a new 1.5-megawatt solar array, a highway safety grant, and the adoption of the Local Emergency Operations Plan), along with Planning Board and School Board updates.

In addition, Media Services produces video previews of select public meetings, including the Planning Board and Zoning Board of Adjustment. The team provided live and taped televised and/or multimedia coverage of public meetings throughout August, including the Planning Board, School Board, and City Council, ensuring residents have transparent and uninterrupted access to the proceedings of their local government. Page 15 of 15



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 26, 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

Councilor Carmichael led the pledge of allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Richer (Excused), Councilor Retrosi (Excused)

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

5. PROCLAMATIONS/AWARDS – Constitution Week & National Service Dog Month

Mayor Shanahan presented a proclamation recognizing September as National Service Dog month.

Mayor Shanahan also presented a proclamation recognizing September 17th to September 23rd as Constitution Week.

6. APPROVAL OF AGENDA

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

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.

Frank Santin, Dover Elks Director, spoke about his concerns with the Dover Elks being denied a charitable exemption.

1. CITY MANAGER'S REPORT

City Manager Joyal went over the report he submitted to the Council in writing.

2. APPROVAL OF MINUTES

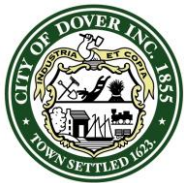
A. August 5, 2026 – Workshop & Non-Public Meeting

B. August 12, 2026 – Regular Meeting

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

3. MAYOR'S REPORT

Mayor Shanahan gave an overview of the most recent meetings and events he attended. The Mayor asked that with the acceptance of the Mayor's report that the Councilor approve illuminating the clock tower on City Hall blue for the month of September to recognize National Service Dog Month.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 26, 2026**
Meeting Time: **7:00 pm**

Deputy Mayor Williams moved to accept the Mayor's report, with the approval of lighting the clock tower in blue, seconded by Councilor Robison.

Vote: 8-0.

4. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. AUTHORIZATION OF ANNUAL APPRAISAL OF REAL ESTATE FOR FISCAL YEAR 2027 (TAX YEAR 2026)

SPONSORED BY MAYOR SHANAHAN BY REQUEST

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

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

Roll Call Vote: 7-0.

13. NEW BUSINESS

A. CONSENT CALENDAR

1. APPROVING AMENDMENTS TO TRANSPORTATION ADVISORY COMMISSION (TAC) OPERATING RULES

SPONSORED BY MAYOR SHANAHAN BY REQUEST

2. APPROVING AMENDMENTS TO ENERGY COMMISSION OPERATING RULES

SPONSORED BY MAYOR SHANAHAN BY REQUEST

3. B14074 DESIGN ENGINEERING SERVICES FOR LITTLEWORTH ROAD AND OLD LITTLEWORTH ROAD – UNDERWOOD ENGINEERING

SPONSORED BY MAYOR SHANAHAN BY REQUEST

4. B26013 DOWNTOWN PEDESTRIAN AND VEHICLE IMPROVEMENT PROJECT CDBG – ADDITIONAL SCOPE OF WORK FOR HANDICAP PARKING

SPONSORED BY MAYOR SHANAHAN BY REQUEST

5. AUTHORIZATION TO PURCHASE EXACOM HINDSIGHT VIA 2-WAY COMMUNICATIONS SERVICE, INC. FOR DISPATCH AUDIO RECORDING – SOLE SOURCE

SPONSORED BY MAYOR SHANAHAN BY REQUEST

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

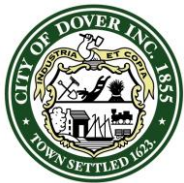
Mayor Shanahan asked if any Councilors would like to pull any resolutions, Councilor Veitch asked to pull item 13.A.5.

Roll Call Vote on items 1-4, 7-0.

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

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

Roll Call Vote: 7-0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 26, 2026**
Meeting Time: **7:00 pm**

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 (Carmichael)
7. Recreation Advisory (Retrosi)
8. Energy Commission (Veitch)
9. Parking Commission (Cullen)
10. Legislative Liaison (Shanahan)
11. Committee for Racial Equity & 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 (Robison)
18. Cochecho Waterfront 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 Robison gave an overview of the most recent Arts Commission meeting.

Councilor Williams gave an overview of the most recent Conservation Commission meeting.

Deputy Mayor Williams presented Appointments Committee recommendations to the Council:

New Appointments:

Judith Tasker – Cemetery Board – Alternate Member (term: 8/26/2026 to 2/22/2029)

Robert Carrier – Planning Board – Alternate Member (term: 8/26/2026 to 4/23/2028)

Ryan Smith – Open Lands Committee – Regular Member (term: 8/26/2026 to 12/14/2028)

Change in status:

Jamie Tymann – Cemetery Board – Alternate to Regular Member

Resignations:

Aleka Munroe – Arts Commission

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

Vote: 7-0.

Councilor Robison gave an overview of the most recent Planning Board meeting.

Councilor Carmichael gave an overview of the most recent School Board meeting.

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

Councilor Cullen gave an overview of the most Parking Commission meeting.

B. RESOLUTIONS

1. **ACCEPTING DEDICATION OF DOVER HOUSING AUTHORITY ROADS KNOWN AS MINERAL PARK DRIVE, PLEASANT VIEW CIRCLE, AND HAMPSHIRE CIRCLE**
SPONSORED BY MAYOR SHANAHAN BY REQUEST

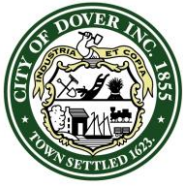
Deputy Mayor Williams moved to approve the resolution, seconded by Councilor Veitch.

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

Councilor Granfield recused himself from the vote due to conflict.

Roll Call Vote: 6-1, with Councilor Granfield recused.

2. **B25037 RFP27-001 AUTHORIZATION TO AWARD SEWER HYDRAULIC MODELING TO WOODARD AND CURRAN**
SPONSORED BY MAYOR SHANAHAN BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 26, 2026**
Meeting Time: **7:00 pm**

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

3. AUTHORIZATION TO AWARD B27010 HOT BITUMINOUS PAVING (ASPHALT) LAID IN PLACE TO CONTINENTAL PAVING, INC.

SPONSORED BY MAYOR SHANAHAN BY REQUEST

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

C. ORDINANCES IN 1ST READING

**1. CHAPTER 141 ORDINANCE, SECTIONS 14, 23, 20, 48, 51
(TO BE REFERRED TO A PUBLIC HEARING & VOTE ON SEPTEMBER 9, 2026)**

SPONSORED BY MAYOR SHANAHAN BY REQUEST

Deputy Mayor Williams moved to refer the ordinance to a public hearing, seconded by Councilor Carmichael.
Vote: 7-0.

**2. CHAPTER 85 ORDINANCE, SECTIONS 1, 2, 3, 6, 9, 10
(TO BE REFERRED TO A PUBLIC HEARING & VOTE ON SEPTEMBER 9, 2026)**

SPONSORED BY MAYOR SHANAHAN BY REQUEST

Deputy Mayor Williams moved to refer the ordinance to a public hearing, seconded by Councilor Veitch.
Vote: 7-0.

**3. FINE SCHEDULE
(TO BE REFERRED TO A PUBLIC HEARING & VOTE ON SEPTEMBER 9, 2026)**

SPONSORED BY MAYOR SHANAHAN BY REQUEST

Deputy Mayor Williams moved to refer the ordinance to a public hearing, seconded by Councilor Carmichael.
Vote: 7-0.

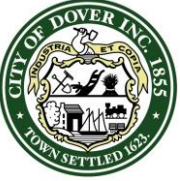
14. COUNCIL MATTERS OF INTEREST

Councilor Carmichael shared that September 1st is the last day to vote in the City Clerk's office, the office will be open until 6:00 PM that night. There is still the option to register to vote on Election Day at the polling places. Councilor Carmichael also shared that the Clerk's office will be open from 1:00 PM to 5:00 PM on Monday, September 7th to accept and distribute absentee ballots. Lastly, Mr. Carmichael reminded folks that the State Primary Election will be held on Tuesday, September 8th and the polls will be open from 7:00 AM to 7:00 PM.

Councilor Carmichael also shared that he is interested to see the rise in manufacture homes in other communities.

15. ADJOURN

Councilor Carmichael moved to adjourn, seconded by Councilor Granfield.
Vote: 7-0.
Meeting adjourned at 7:56 PM.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Non-Public Session Meeting Location: City Manager's Office Meeting Date: Wednesday, August 26, 2026 Meeting Time: 5:30 pm
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The City Council will meet in a Public Meeting to enter a Non-public Session to discuss the following topic:

1. The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
2. The hiring of any person as a public employee.
3. Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. (This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.)

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

Mayor Shanahan called the meeting to order at 5:30 PM.

Roll Call

Present: Councilor Richer (telephone); Councilor Cullen, Councilor Veitch, Councilor Carmichael, Councilor Robison, Deputy Mayor Williams, Mayor Shanahan

Absent: Councilor Retrosi

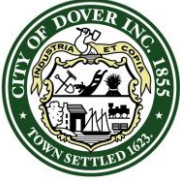
Also Present: City Manager Joyal; City Attorney Wyatt

For the record, Councilor Richer identified she needed to participate remotely because she is traveling, and that she is in a vehicle with earbuds in.

Councilor Carmichael moved to go into non-public per NH RSA 91-A:3 II(a)(b)(c), seconded by Councilor Robison.

Roll Call Vote: 8-0.

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan	X	
Deputy Mayor Lindsey Williams	X	
Councilor S. April Richer, Ward 1	X	
Councilor Lucas Veitch, Ward 2	X	
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4	X	
Councilor Richard Robison, Ward 5	X	
Councilor Fergus Cullen, Ward 6	X	
Councilor Bret Carmichael, At Large	X	
Total Votes:	8	
Motion does does not pass.	Pass	



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Non-Public Session**
Meeting Location: **City Manager's Office**
Meeting Date: **Wednesday, August 26, 2026**
Meeting Time: **5:30 pm**

[Nonpublic Discussion]

Councilor Carmichael moved to seal the minutes, as discussion of the matter in public would render the proposed action ineffective and divulgence may adversely affect a person who is not a member of the body, seconded by Councilor Robison.

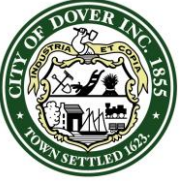
Roll call Vote: 8-0.

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan	X	
Deputy Mayor Lindsey Williams	X	
Councilor S. April Richer, Ward 1	X	
Councilor Lucas Veitch, Ward 2	X	
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4	X	
Councilor Richard Robison, Ward 5	X	
Councilor Fergus Cullen, Ward 6	X	
Councilor Bret Carmichael, At Large	X	
Total Votes:	8	
Motion does does not pass.	Pass	

Councilor Carmichael moved to adjourn, seconded by Granfield.

Hand Vote: 8-0 unanimous approved.

Meeting adjourned at 6:51 PM.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Non-Public Session Meeting Location: City Manager's Office Meeting Date: Wednesday, August 31, 2026 Meeting Time: 9:45 a.m.
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The City Council will meet in a Public Meeting to enter a Non-public Session to discuss the following topic:

1. The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
2. The hiring of any person as a public employee.
3. Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. (This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.)

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

Mayor Shanahan called the meeting to order at 9:50 a.m.

Roll Call

Present: Councilor Cullen, Councilor Veitch, Councilor Carmichael, Councilor Robison, Deputy Mayor Williams, Mayor Shanahan, Councilor Retrosi (Remote)

Absent: Councilor Richer

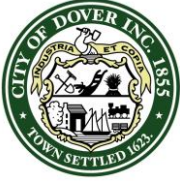
For the record, Councilor Retrosi identified he needed to participate remotely because he is traveling and was in his private room.

Councilor Richer joined/arrived at 9:52 a.m.

Councilor Granfield moved to go into non-public per NH RSA 91-A:3 II(a)(b)(c), seconded by Councilor Robison.

Roll Call Vote: 9-0.

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan	X	
Deputy Mayor Lindsey Williams	X	
Councilor S. April Richer, Ward 1	X	
Councilor Lucas Veitch, Ward 2	X	
Councilor Anthony Retrosi, Ward 3	X	
Councilor Timothy Granfield, Ward 4	X	
Councilor Richard Robison, Ward 5	X	
Councilor Fergus Cullen, Ward 6	X	
Councilor Bret Carmichael, At Large	X	
Total Votes:	9	
Motion does does not pass. Pass		



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Non-Public Session**
Meeting Location: **City Manager's Office**
Meeting Date: **Wednesday, August 31, 2026**
Meeting Time: **9:45 a.m.**

Councilor Granfield moved to seal the minutes, as discussion of the matter in public would render the proposed action ineffective and divulgence may adversely affect a person who is not a member of the body, seconded by Councilor Veitch.

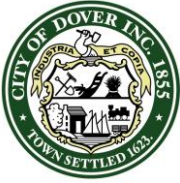
Roll call Vote: 8-0.

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan	X	
Deputy Mayor Lindsey Williams	X	
Councilor S. April Richer, Ward 1	X	
Councilor Lucas Veitch, Ward 2	X	
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4	X	
Councilor Richard Robison, Ward 5	X	
Councilor Fergus Cullen, Ward 6	X	
Councilor Bret Carmichael, At Large	X	
Total Votes:	8	
Motion does does not pass.	Pass	

Councilor Carmichael moved to adjourn, seconded by Councilor Robison.

Hand Vote: 8-0 unanimous approved.

Meeting adjourned at 1:10 PM.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2026.08.26 - 4**
Ordinance Title: Vehicles and Transportation
Chapter: 141
Section: 14 General parking provisions
23 First notice of violation; payment tables
20 Business parking permit program
48 Schedule I: No Parking at Any Time
51 Schedule L: Parking Meter Zones

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to update and amend the parking provisions within Dover Code Chapter 141 to codify recent recommendations of the Parking Commission and the Transportation Advisory Commission, as discussed more fully in the background section below.

2. AMENDMENT

Chapter 141 entitled “Vehicles and Transportation”, is hereby amended by revising Section 141-14, “General parking provisions”, as follows:

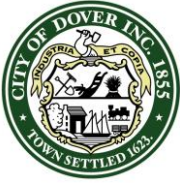
a. THE FOLLOWING ARE AMENDED:

§ 141-14. General parking provisions.

Except when necessary to avoid conflict with other traffic or in compliance with law or the direction of a police officer or official traffic control device, no person shall:

A. Stop, stand or park a vehicle:

- (1) On the roadway side of any vehicle stopped or parked at the edge or curb of a street.
- (2) On or over a sidewalk except for bicycles.
- (3) Within an intersection.
- (4) On a crosswalk.
- (5) Alongside or opposite any street excavation or obstruction when stopping, standing or parking would obstruct traffic.
- (6) Upon any bridge or other elevated structure upon a highway or within a highway tunnel, unless a parking space is specifically provided.
- (7) On any railroad tracks.
- (8) Within 20 feet of the corner of any intersecting street, unless a parking space is specifically provided.
- (9) It shall be unlawful for the owner or operator of any motor vehicle to park or allow to be parked any motor vehicle for any length of time in a designated fire lane. Violators will be subject to Table B fines under § 141-23 as set forth in the Fine Schedule as adopted



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

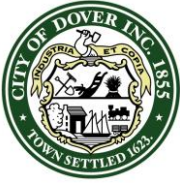
Ordinance Number: **O – 2026.08.26 - 4**
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by City Council.

- (10) At any place where official signs prohibit parking.
- (11) In any parking place, whether on public or private property, specially designated for a person with a walking disability by means of a sign, as required by RSA 265:73-a, stating that the space is reserved for a person with a walking disability or displaying the international accessibility symbol, unless that person has a special number plate, decal, or a card issued pursuant to RSA 261:86, 261:87 or 261:88, or a similar license plate, decal or card issued by another state or country displaying the international accessibility symbol and the persons who qualifies for the plate, decal or card is being transported to or from the vehicle.
- (12) In or overlapping into any access aisle. "Access aisle" shall mean a designated space for maneuvering a wheelchair or other mobility device when entering or exiting a vehicle, that is immediately adjacent to a properly designated parking space for persons with a walking disability, whether public or private property. Access aisles shall be so marked as to discourage parking in them. Violators will be subject to Table B fines under § 141-23 as set forth in the Fine Schedule as adopted by City Council.
- (13) At any place that has been posted for "Permit Parking Only" without displaying a valid permit authorized by the Chief of Police and displayed so that it is clearly visible.
- (14) Park or allow to be parked an unregistered vehicle, which has been confirmed as being unregistered, on any city-controlled street, parking lot, parking area, or public parking garage.

(a) Subsequent violations of § 141-14.A(14) that occur six or more days after a prior violation shall be subject to a fine amount as set forth in the fine table. Once the vehicle is properly registered, 141-14.A(14)(a) shall only apply if the vehicle becomes unregistered once again and a Table A violation has been issued.

- B. Stand or park a vehicle, whether occupied or not, except momentarily, to pick up or discharge a passenger or passengers:
- (1) In front of or within five feet of the edge of a public or private driveway.
- (2) Within 10 feet of a fire hydrant.
- (3) Within 20 feet of a crosswalk at an intersection.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2026.08.26 - 4**
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- (4) Within 20 feet upon the approach to any flashing signal, stop sign or traffic control signal located at the side of a roadway.
- (5) Within 20 feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within 75 feet of said entrance when properly signposted.
- (6) Adjacent to any curb painted yellow or along any curb where there is a yellow line along the pavement adjacent to said curb.
- (7) Within 20 feet of the entrance to any multifamily complex consisting of five or more units.

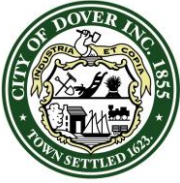
(8) On the roadway side of any vehicle stopped or parked at the edge or curb of a street.

C. Stand or park a vehicle in a roadway, other than parallel to the edge of the roadway, headed in the direction of traffic, and with the right side of the vehicle within 12 inches of the edge of the roadway, except as provided in the following subsections:

- (1) In locations where the Police Department shall have marked or cause to be marked off individual parking spaces on the public streets, public parking areas or highways of the City, in which case it shall be unlawful to park any vehicle in such a way that said vehicle shall not be entirely within the spaces so designated, unless such vehicle is too large to be confined to one such space and the vehicle is not extending into any restricted area or travel lane.
- (2) When a vehicle, truck, trailer or tractor-trailer is backed to the curb for the purpose of loading or unloading merchandise, in which case the vehicle, truck, trailer or tractor-trailer shall be turned so as to stand as near parallel to the curb as possible, and a person shall not stand or park a vehicle so as to obstruct the view of any traffic control device of other drivers traveling upon such a street.³

D. Notwithstanding the provisions of Subsection C, allow or permit a motor vehicle to stand unattended on any public highway within the City of Dover without first stopping the engine, locking the ignition and removing the key from the vehicle. Violators will be subject to Table B fines under § 141-23 as set forth in the Fine Schedule as adopted by City Council.

E. Display a disability placard issued pursuant to RSA 261:86, 261:87 or 261:88 or a similar placard issued by another state or country displaying the international accessibility symbol while parked in a metered or time-limited parking area unless the person who qualifies for the placard is being transported to or from the vehicle.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2026.08.26 - 4**
Ordinance Title: Vehicles and Transportation
Chapter: 141
Section: 14 General parking provisions
23 First notice of violation; payment tables
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48 Schedule I: No Parking at Any Time
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3. AMENDMENT

Chapter 141 entitled “Vehicles and Transportation”, is hereby amended by revising Section 141-20, “Business parking permit program”, as follows:

a. THE FOLLOWING ARE AMENDED:

§ 141-20. Business parking permit program.

- A. The Police Department is authorized to sell and distribute monthly parking permits for the parking of vehicles in any business parking permit zone listed in § 141-52, Schedule M.
- B. Permits shall be valid for such periods of time, location and under such conditions as provided by the Police Department on or with such permits in the case of physically issued permits or, in the case of permits by plate, as posted on the City of Dover web site (a printed copy of which is available by request at the Parking Bureau). Any and all of the aforesaid conditions are subject to change at the discretion of Chief of Police.
- C. Parking permits are not intended for long-term storage of vehicles, and any vehicle remaining in the same space or parking garage for more than five consecutive days without notification to and the approval of the Police Department shall have its permit revoked, and the vehicle may be towed at the owner's expense.
- D. The rate for the permits shall be set and/or adjusted by the City Council during the annual Fee Schedule adoption.
- E. Business parking permit zones in the City of Dover shall be set forth in § 141-52, Schedule M, Business Parking Permit Zones, unless otherwise posted.

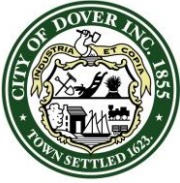
4. AMENDMENT

Chapter 141 entitled “Vehicles and Transportation”, is hereby amended by revising Section 141-23, “Business parking permit program”, as follows:

a. THE FOLLOWING ARE AMENDED:

§ 141-23. First notice of violation; payment tables.

- A. Late notice. If the fine indicated for the initial violation is not paid within 10 days, the Chief of Police shall send a late notice to the owner of the vehicle. Such notice shall be sent to the primary owner as listed with the motor vehicle department of the state in which the vehicle is



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

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registered. The late notice shall be sent by first class mail and shall instruct the vehicle owner that he/she may avoid further prosecution and fine by paying the City of Dover the amount in the applicable payment schedule for that violation.

B. All parking violations enumerated in §§ 141-13 through 141-38 shall be Table A violations as set forth in the Fine Schedule as adopted by City Council, except as follows:

- (1) Violations of §§ 141-13E(1), 141-13E(6) and F, 141-14A(9) and (12) and E, 141-16A and 141-31A(3)(a)(4) shall be Table B violations as set forth in the Fine Schedule as adopted by City Council.
- (2) Violations of §§ 141-13E(5) shall be subject to the specific fine amount set forth in the Fine Schedule as adopted by City Council.
- (3) Violations of §§ 141-14A(11) and F, and § 141-31E shall be Table C violations as set forth in the Fine Schedule as adopted by City Council.
- (4) Chronic offenders within the meaning of § 141-31D shall be fined in an amount as set forth in the Fine Schedule adopted by the City Council.

(5) Second violations and each subsequent violation of § 141-14 shall be fined in an amount as set forth in the Fine Schedule adopted by the City Council.

C. Parking violation Tables A, B, and C fines shall be as set forth in the Fine Schedule adopted by City Council.

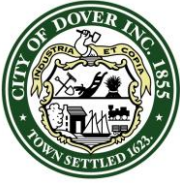
5. AMENDMENT

Chapter 141 entitled “Vehicles and Transportation”, is hereby amended by revising Section 141-48, “Schedule I: No Parking Any Time”, as follows:

a. THE FOLLOWING ARE AMENDED:

§ 141-48. Schedule I: No Parking at Any Time.

In accordance with the provisions of § 141-17, it shall be unlawful for the owner of any vehicle or any persons having custody or control of any vehicle to park it or permit it to be parked in the following locations within the City of Dover, and any vehicle found to be in violation of the aforementioned provisions may be towed by the direction of the Police Department and the expense



CITY OF DOVER

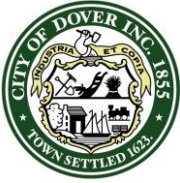
CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2026.08.26 - 4**
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of such towing borne by the owner of the vehicle:

Street or Location	Side or Area	Location/Date(s) If Applicable
Abbey Lane	Southerly	From the intersection with Rutland Street easterly to the end of said Abbey Lane
Abbott Street	Southerly	From the intersection with Central Avenue westerly to the intersection with Mount Vernon Street
Academy Street	Both	Northerly for a distance of 100 feet starting at the intersection of Church Street
Adelle Drive	Southerly	Southerly side from the westerly outside edge (as posted) and including both sides of the traffic circle, easterly to the end of the road including the turnaround area; between December 1 and April 1
Alumni Drive	Both	From the intersection with Bellamy Road easterly to the intersection of Durham Road
Angle Street	Northerly	From Academy Street to Central Avenue
Arch Street	Both	From the intersection with Silver Street northerly to the intersection of West Concord Street
Ash Street	Southerly	From intersection with Central Avenue westerly to the parking lot entrance in the rear of No. 678 Central Avenue
Atkinson Street	Easterly	From the intersection with Washington Street southerly to the intersection with Silver Street
Ayers Lane	Both	Entire length
Baker Street	Southerly	From the intersection of East Concord Street easterly for a distance of 300 feet



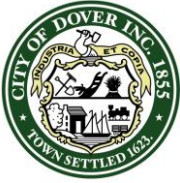
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Baker Street	Northerly	From the intersection with East Concord Street, easterly to the intersection with Broadway, between December 1 and April 1
Belknap Street	Easterly	From the intersection with Silver Street, southerly to the intersection with Fisher Street, between December 1 and April 1
Belknap Street	Easterly	From the intersection with Washington Street to the intersection with St. Thomas Street
Belknap Street	Westerly	From the intersection with Silver Street northerly to the intersection with Washington Street, between December 1 and April 1
Bellamy Road	Easterly	From Alumni Drive southerly for a distance of 440 feet
Bellamy Road	Easterly	From the intersection with Cataract Avenue southerly to Alumni Drive
Bellamy Road	Westerly	From the Bellamy River Bridge southerly to 200 feet beyond Lisa Beth Drive
Boyle Street	Northerly	From Court street Easterly for a distance of 200 feet
Brick Road	Northerly	From the intersection of Central Avenue easterly for a distance of 100 feet
Broadway	Easterly	From the PSNH Pole No. 114/25 (a point across from Florence Street) northerly to the intersection with Oak Street
Canney Lane	Northerly	Entire length
Central Avenue	Both	From the intersection with Back River Road easterly to the intersection with Stark Avenue



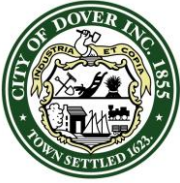
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Central Avenue	Easterly	From the intersection with Ham Street northerly for a distance of 35 feet
Central Avenue	Easterly	From the intersection with Pierce Street northerly to the driveway of 547 Central Avenue (formerly Seacoast Savings Bank)
Central Avenue	Easterly	From the intersection with Indian Brook Drive southerly to the PSNH pole number 1/71
Central Avenue	Easterly	From the intersection with South Pine Street Southerly to the PSNH pole number 1/147
Central Avenue	Easterly	From the PS Pole No. 1/1305 to the island of PS Pole No. 1/130A
Central Avenue	Easterly	From the south property line of 633 Central Avenue to the driveway of 655 Central Avenue
Central Avenue	Easterly	From the southerly driveway of 189 Central Avenue northerly to the intersection with George Street
Central Avenue	Easterly	From Washington Street north for a distance of 320 feet.
Central Avenue	Westerly	From Church Street to Silver Street, except during Sunday Religious Services at the First Parish Church
Central Avenue	Westerly	From the driveway to 146 Central Avenue southerly to a point 30 feet south of intersection with Trakey Street
Central Avenue	Westerly	From the intersection with Indian Brook Drive southerly to the intersection with Reservoir Street
Chapel Street	Both	From the intersection with Portland Avenue westerly to St. John Street



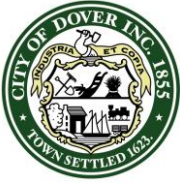
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Chapel Street	Northerly	From the intersection with Main Street easterly to St. John Street
Charles Street	Northerly	From Central Avenue easterly for a distance of 150 feet
Charles Street	Southerly	From Central Avenue easterly for a distance of 240 feet
Charles Street	Southerly	From Mill Street westerly for a distance of 70 feet
Chestnut Street	Both	From the intersection with Washington Street southerly to the intersection with St. Thomas Street
Chestnut Street	Easterly	From the intersection with Washington Street northerly to the intersection with Third Street
Chestnut Street	Westerly	From the intersection with Washington Street northerly to the intersection with Orchard Street
Chestnut Street	Westerly	From the intersection with First Street northerly to the intersection with Third Street
Chestnut Street	Westerly	From the intersection with Fourth Street northerly for 50 feet
Church Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Locust Street, except for school buses and parents picking up or discharging students or during church services at the First Parish Congregational Church. When both student pick-up/discharge and church services occur at the same time, school buses alone shall take precedence
Clifford Street	Northerly	From the intersection with Towle Avenue easterly for a distance of 30 feet



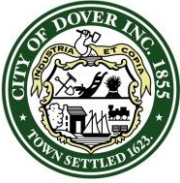
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Cohecho Street	Southeasterly	Southeasterly side from the intersection with Portland Avenue, northeasterly 200' to across from the City of Dover pumping station, 20 Cohecho Street, between December 1 and April 1
Court Street	Northerly	From Central Avenue to Boyle Street
Court Street	Northerly	From the intersection with Union Street easterly for a distance of 110 feet
Court Street	Southerly	From the intersection with Central Avenue to the intersection with Union Street
Court Street	Southerly	From South Pine Street westerly for a distance of 100 feet
Cushing Street	Easterly	The entire length, between December 1 and April 1
Dover Street	Northerly	From the easterly corner of the property at 18-20 Dover Street, westerly for a distance of 135 feet, from 7:00 a.m. to 5:00 p.m. Monday through Friday
Durham Road	Both	From the intersection of Back River Road to the intersection of Mast Road
Durrell Street	Northerly and westerly	The entire length from St. John's Street to Winter Street
East Watson Street	Both	From the intersection with Central Avenue easterly to the intersection with South Watson Lane
Elm Street	Westerly	From the intersection with Silver Street, southerly to the intersection with Fisher Street, between December 1 and April 1
Emerald Lane	Interior of circle	Even-numbered side, on the interior of the circle between 92 Emerald Lane and 216 Emerald Lane



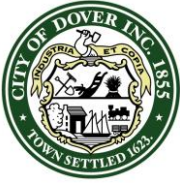
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Essex Street	Southwesterly	From the intersection with Portland Avenue northwesterly to the dead end, between December 1 and April 1
Everett Street	Westerly	From the intersection with Baker Street, southerly to the intersection with Ham Street, between December 1 and April 1
Ezra's Way	Easterly	Entire length
Fern Court	Westerly	From the intersection with Folsom Street, northerly, and then westerly to the dead end
Fifth Street	Northerly	From the intersection with Central Avenue westerly to Chestnut Street,
Fifth Street	Northerly	From the intersection with Chestnut Street westerly to the intersection with Tammany Park, between December 1 and April 1
Fifth Street		
First Street	Northerly	From the westerly driveway of 1 First Street easterly to the intersection with Central Avenue
Folsom Street	Southerly	The entire length, between December 1 and April 1
Forest Street	Northwesterly	The entire length, between December 1 and April 1
Fourth Street	Southerly	From the intersection with Chestnut Street westerly to the intersection with Grove Street, between December 1 and April 1
Fourth Street	Southerly	From the intersection with Chestnut Street westerly for a distance of 100 feet



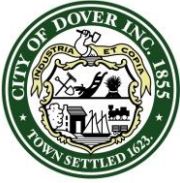
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Fourth Street	Southerly	From the intersection with Chestnut Street easterly to Public Service Pole No. 53/1A
Fourth Street	Southerly	From the Cochecho River bridge easterly to the intersection of Frances Drive, a distance of 250 feet
Freeman Court	Northerly	Entire length; between December 1 and April 1
Gage Street	Northerly	Entire length
Gage Street	Southerly	From the intersection with New Rochester Road easterly for a distance of forty (40) feet
Garrison Road	Southerly	From the intersection with Shadow Drive easterly to the intersection with Meridian Drive
George Street	Northwesterly	From the intersection with Sonnett Street to the intersection with Henry Law Avenue, except where individual parking spaces are marked by the City
George Street	Southeasterly	From the northeast corner of the property line of 233 Central Avenue northeasterly to the intersection with Sonnett Street
Greenfield Drive	Northerly	From the intersection with Garrison Road easterly to the northwest corner of Greenfield Drive traffic circle
Grove Street	Easterly side	Easterly side (odd numbered) from the intersection with Sixth Street, northerly to the intersection with Hough Street; between December 1 and April 1



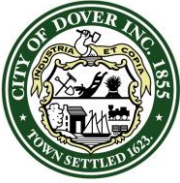
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Grove Street	Westerly side	Westerly side (even numbered) from the intersection with Hough Street, northerly to the intersection with Ash Street; between December 1 and April 1
Ham Street	Northerly	From Central Avenue to Park Street
Hampshire Circle	Northerly	From the southerly intersection with Whittier Street continuing around on that side of Hampshire Circle to the northerly intersection with Whittier Street
Hamilton Street	Northerly	From the intersection with Elm Street, westerly to the intersection with Belknap Street, between December 1 and April 1
Hancock Street	Southwesterly	The entire length, between December 1 and April 1
Hanson Street	Both	Entire length
Henry Law Avenue	Easterly	From the Maglaras Park entrance road to Browning Drive
Henry Law Avenue	Westerly	From the intersection of Browning Drive northerly for a distance of 75 feet
Henry Law Avenue	Westerly	From the intersection of George Street southerly to a point directly across from Towne Drive
Henry Law Avenue	Westerly	From the intersection with Williams Street southerly to the intersection with George Street
High Ridge Drive	Southerly	From the intersection with Floral Avenue easterly to the dead end, between December 1 and April 1



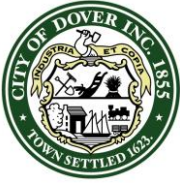
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Horne Street	Westerly	From the intersection with Glencrest Avenue southerly to the driveway of 68 Horne Street
Ivan's Lane	North	Entire length
Kirkland Street	Southerly	
Laura Lane	Easterly	From the intersection with Long Hill Road, northerly to the end of the street to include the parking pad at the end of the road
Laura Lane	Westerly	From the driveway of 18 Laura Lane, northerly to the end of the road
Lexington Street	Easterly	The entire length, between December 1 and April 1
Lincoln Street	Southerly	From the intersection with Chestnut Street, westerly to the intersection with Grove Street, between December 1 and April 1
Lisa Beth Drive		
Locust Street	Easterly	From the intersection with Silver Street southerly to the intersection with Central Avenue
Locust Street	Easterly	From the intersection with St. Thomas Street southerly to the intersection with Silver Street
Long Hill Road	Both	From the intersection with New Rochester Road (Route 108) westerly to the intersection with Old Rochester Road (Route 16B)
Main Street	Easterly	From the intersection with Washington Street northerly to the intersection with Chapel Street



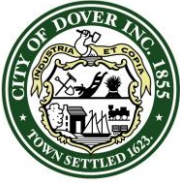
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Maple Street	Easterly	Easterly side (odd numbered) from the intersection with Sixth Street, northerly to the intersection with Ash Street; between December 1 and April 1
Mechanic Street	Both	From intersection of School Street northerly to the intersection of Chapel Street
Mill Street	Both	From a point 370 feet from Central Avenue easterly for a distance of 700 feet
Mineral Park Drive	Northerly	From the intersection with Washington Street to the intersection with Pleasant View Circle
Morin Street	Both	From the intersection with Central Avenue, westerly to PSNH Pole No. 1/18B
Mt. Vernon Street	Easterly	From the intersection with Milk Street northerly to the intersection with Hough Street; between December 1 and April 1
Nantucket	Easterly	Easterly side from the intersection with Henry Law Avenue to the end and including the turnaround area, between December 1 and April 1
Nelson Street	Southerly	From the intersection with Atkinson Street westerly to the intersection with Belknap Street
Nelson Street	Southerly	From the intersection with Locust Street westerly to the intersection with Atkinson Street, between December 1 and April 1
New York Street	Both	From the intersection with Broadway to the intersection with East Street
New York Street	Southerly	From the intersection with Central Avenue easterly to the driveway between 25 and 27 New York Street; between December 1 and April 1



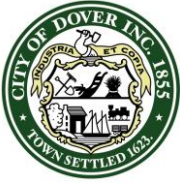
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Northway Circle	Easterly	Northerly to the end, to include the turnaround area as posted; between December 1 and April 1
Northway Circle	Southerly	From the intersection with Plaza Drive easterly to the intersection with Princeton Way; between December 1 and April 1
Old English Village Road	Southerly	From the intersection with Central Avenue easterly to the Rollinsford Town Line
Old Garrison Road	Both	Along the entire 510 foot frontage of Tax Map J, Lot 10-6, owned by State of New Hampshire Fish and Game Department
Old Rollinsford Road	Both	From the intersection with Central Avenue to the Wentworth Douglass Hospital
Orchard Street	Both	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Orchard Street Lot service road	Both	Entire length from its intersection with Orchard Street northerly, then westerly to its exit to Orchard Street Lot
Overlook Drive	Westerly	Entire length
Park Street	Easterly	From the intersection with Ham Street, northerly to the intersection with Hill Street
Park Street Park Parking Lot		No parking during the hours of 8:30 p.m. to 7:00 a.m. during the period of April 1 through September 30 and during the hours of 7:00 p.m. to 7:00 a.m. during the period of October 1 through March 31
Paul Street	Easterly	From the intersection with Henry Law Avenue, to the intersection with Wallingford Street



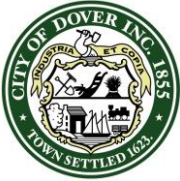
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Pierce Street	Both	Entire length
Plaza Drive	Easterly	From the intersection with Glenwood Avenue northerly to the intersection with Northway Circle
Plaza Drive	Easterly	From the intersection with Northway Circle, northerly to the end of the Street, between December 1 and April 1
Pleasant View Circle	Westerly	From the intersection with Washington Street northerly to the intersection with Whittier Street
Portland Avenue	Easterly	From the north boundary of 161 Portland Avenue southerly to the north boundary of 149 Portland Avenue
Portland Avenue	Northerly	From PSNH pole 119/3A to the entrance of the Portland Avenue Parking Lot
Portland Avenue	Northerly	From the intersection with Chapel Street to the entrance with Portland Avenue parking lot
Portland Avenue	Southerly	The intersection with Chapel Street easterly and westerly for a distance of 100 feet
Portland Avenue	Westerly	From the intersection of Oak Street southerly for a distance of 600 feet
Preble Street	Southerly	From the intersection with Central Avenue easterly then southerly along the westerly side to the intersection with Pierce Street
Quaker Lane	Westerly	Entire length
Richmond Street	Westerly	Entire length
River Street	Easterly	From the intersection with Henry Law Avenue northerly for a distance of 130 feet



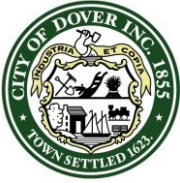
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River Street	Westerly	From the intersection with Henry Law northerly to Washington Street
Rogers Street	Southwesterly	The entire length, between December 1 and April 1
Rogers Street	Westerly	From the intersection with Cochecho Street northerly for a distance of 400 feet
Roosevelt Avenue	Northerly	From the driveway of 15 Roosevelt Avenue, westerly to the intersection with Horne Street
Royer Lane	Both	Entire length
Sandpiper Drive	Southerly	From the intersection with Watson Road to the cul-de-sac
School Street	Southerly	From the westerly entrance to the School Street Parking Lot easterly to the intersection with Mechanic Street
Shaw's Lane	Easterly	Entire length from Garrison Road to Tideview Drive
Silver Street	North	From the intersection with Central Avenue westerly to the intersection with Knox Marsh Road
Silver Street	South	From the intersection with Central Avenue westerly to the intersection with Knox Marsh Road
Smith Well Road	Westerly	From Glenwood Avenue to Barry Street
Sonnet Street	Both	From the intersection with George Street easterly to the intersection with Hanson Street
South Pine Street	North	From the intersection with Central Avenue easterly and northerly to the intersection with Court Street



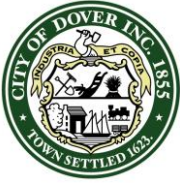
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South Pine Street	Southerly	From the intersection with Central Avenue easterly and northerly to the intersection with Court Street excluding the area between public service pole 150/4 easterly to public service pole 150/7A <u>to the driveway between 29 and 31 South Pine Street</u>
Spring Street	Northerly	From Central Avenue to Locust Street
Spruce Lane Park	All	All parking within this park, between December 1 and April 1
St. John Street	Easterly	From the intersection with Broadway southerly to the intersection with Chapel Street
St. Thomas Street	Both	From the intersection with Chestnut Street westerly to the property line between 25 and 33 St. Thomas Street except for vehicles whose driver or passenger is conducting business at the NH Circuit Court between the hours of 8 am and 5 pm, Monday through Friday
St. Thomas Street	Southerly	The angled spaces between the McConnell Center and Atkinson Street except for vehicles whose driver or passenger is conducting business at the NH Circuit Court between the hours of 8 am and 5 pm, Monday through Friday
St. Thomas Street	Northerly	From the intersection with Atkinson Street, westerly to intersection with Belknap Street, between December 1 and April 1
St. Thomas Street	Northerly	Two spaces in front of 33/35 St. Thomas Street, between December 1 and April 1



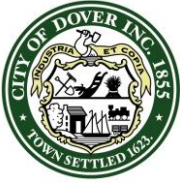
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Summer Street	Southerly	From the intersection with Central Avenue westerly to the intersection with Belknap Street, between December 1 and April 1
Susannah's Crossing	Southerly	Entire length of publicly accepted portion of the street
Sylvan Drive	Northerly	Northerly side from the westerly outside edge (as posted) and including both sides of the traffic circle easterly to the end of the road including the turnaround area; between December 1 and April 1
Third Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Third Street	Southerly	From the intersection with Grove Street, westerly to the intersection with Frances Drive, between December 1 and April 1
Third Street	Northerly	From the driveway of 33 Third Street westerly for 15 feet
Towle Avenue	Easterly	From the intersection with Clifford Street northerly for a distance of 30 feet
Towle Avenue	Westerly	From the intersection with Clifford Street northerly for a distance of 30 feet
Twombly Street	Northerly and easterly	From the intersection with Preble Street easterly and southerly to the intersection with Pierce Street
Union Street	Westerly	From the intersection with Court Street northerly to the intersection with Federal Street
Washington Street	Easterly	Between the intersection with Pleasant View Circle northerly to the intersection with Mineral Park Drive



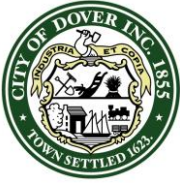
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Washington Street	Southerly	From the intersection with Locust Street westerly for a distance of 56 feet
Washington Street	Southerly	From the easterly most driveway of 150 Washington Street to Atkinson Street
Washington Street	Westerly	From the intersection of Morrison Lane northerly for a distance of 150 feet
West Concord Street	Northerly	From the intersection with Lexington Street, westerly to the intersection with Arch Street, between December 1 and April 1
Western Avenue	Southerly	From the intersection with Westgate Drive easterly to the end at Footbridge Lane to include the turnaround area as posted; between December 1 and April 1
Westgate Drive	Westerly	From the intersection with Knox Marsh Road to the southerly end, including the traffic circle; between December 1 and April 1
Whittier Street	Both	From the intersection with Mineral Park Drive northerly to the Whittier Street Bridge
Wildewood Lane	Both	From the intersection of Cottonwood Drive to the beginning of the cul-de-sac
Wildewood Lane	Northeasterly	From Sixth Street to Cottonwood Drive
Williams Street	Both	From the intersection with Central Avenue easterly to the intersection with Henry Law Avenue
Winter Street	Both	From the intersection with St. John Street easterly to the intersection with Durrell Street
Winter Street (formerly Cedar Street)	Northerly	From the intersection with Durrell Street easterly to the dead end



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Ordinance Number: **O – 2026.08.26 - 4**
Ordinance Title: Vehicles and Transportation
Chapter: 141
Section: 14 General parking provisions
23 First notice of violation; payment tables
20 Business parking permit program
48 Schedule I: No Parking at Any Time
51 Schedule L: Parking Meter Zones

Young Street	Northerly	From the intersection with Main Street and Portland Avenue easterly to the Cochecho River
Young Street	Southerly	From the intersection of Main Street easterly to the Cochecho River, between December 1 and April 1

6. AMENDMENT

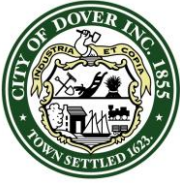
Chapter 141 entitled “Vehicles and Transportation”, is hereby amended by revising Section 141-51, “Schedule L: Parking Meter Zones”, as follows:

a. THE FOLLOWING ARE AMENDED:

§ 141-51. Schedule L: Parking Meter Zones. [Added 4-22-2015 by Ord. No. 2015.04.22-012]

Metered Parking Garage	Location
Orchard Street Parking Garage	Parking spaces on levels 1 and 2 within the parking structure which is south of Orchard Street, between Chestnut Street and Central Avenue, not including the 3 posted Police Station visitor spaces on the first floor of the parking garage unless otherwise posted

Metered Parking Lot	Location
Belknap Lot	320 Central Avenue and 18 Locust Street; southerly of Washington Street between Central Avenue and Locust Street
Fourth Street Parking Lot	East of Chestnut Street, south of Fourth Street and west of the railroad tracks. All spaces except as otherwise posted
Henry Law Avenue Recreation Parking Lot - Henry Law Avenue	6 Henry Law Avenue, easterly and then northerly of Henry Law Avenue



CITY OF DOVER

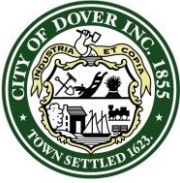
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Locust Street Lot	
Orchard Street Lot	North of Orchard Street southerly of the Cochecho River between Central Avenue and Chestnut Street not including 2 posted spaces in the northeast corner of the lot, 2 posted spaces in front of 40 Chestnut Street (Cochecho Park Apartments) that are free 15 minute limit spaces, and 2 posted Police Station visitor spaces in front of 40 Chestnut Street (Cochecho Park Apartments)
Payne Street Lot	Easterly of Payne Street
Portland Avenue Lot	Westerly side of Portland Avenue between 44 Portland Avenue and Chapel Street
Third Street Lot	North of Third Street southerly of the railroad tracks between Chestnut Street and Central Avenue
Transportation Center Lot	The entire lot at 33 Chestnut Street westerly of Chestnut Street between First Street and Third Street, with the exception of designated two-hour spaces as set forth within § 141-49B and the fifteen-minute parking set forth in § 141-49E

Metered On-Street Parking Spaces	Side	Location
Atkinson Street	Westerly	From the intersection with Washington Street, southerly to the intersection with St. Thomas Street
Broadway	Southerly	From the intersection with Central Avenue easterly to the intersection of St. John Street
Central Avenue	Easterly	From the intersection with Fourth Street southerly to the intersection with Kirkland Street



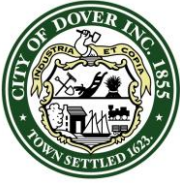
CITY OF DOVER

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Central Avenue	Westerly	From the intersection with Fourth Street southerly to the driveway between 236 and 240 Central Avenue
Chapel Street	Southerly	From the intersection with Central Avenue easterly to the driveway on the west side of 15 Chapel Street
Chestnut Street	Easterly	From the intersection with Fourth Street northerly to the intersection with Fifth Street
Chestnut Street	Westerly	From the intersection with Orchard Street northerly to the intersection with First Street. Metering will only be available by use of Pay-by-Phone unless and until a meter is installed.
First Street	Northerly	From the westerly edge of 1 First Street westerly to the intersection with Chestnut Street
First Street	Southerly	From the intersection with Central Avenue westerly to the end of public parking at the rear of 432 Central Avenue
Fourth Street	Both	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Grove Street	Both	From the intersection with Third Street, southerly to the end of the street.
Hale Street	Both	From the intersection with Central Avenue westerly to the intersection with Locust Street
Henry Law Avenue	Easterly	From the intersection with Washington Street southerly to George Street
Kirkland Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Academy Street
Locust Street	Both	From the intersection with Hale Street northerly to the intersection with Washington Street, unless otherwise posted



CITY OF DOVER

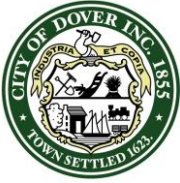
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Main Street	Westerly	From the intersection with Washington Street northerly to the intersection with School Street
Payne Street	Both	From the intersection with Henry Law Avenue, northerly to the intersection with Seaport Way
River Street	Both	From the intersection with Payne Street, northerly then easterly then southerly to the easterly intersection with Seaport Way
Seaport Way	Both	From the Easterly end of Makem Bridge, easterly to the easterly intersection with River Street
St. John Street	Westerly	From the intersection of Broadway southerly to the intersection with Chapel Street
School Street	Both	Both sides from the intersection with Main Street easterly to the intersection with Mechanic Street
Second Street	Both	Both sides from the intersection with Chestnut Street easterly to the intersection with Central Avenue
St. Thomas Street	Both	Both sides from the intersection with Central Avenue westerly to the intersections with Locust Street
Third Street	Southerly	Southerly side from the intersection with Chestnut Street easterly to the intersection with Central Avenue
Third Street	Both	From the intersection with Chestnut Street, westerly to the intersection with Grove Street.
Washington Street	Both	Both sides from intersection of Chestnut Street easterly to the intersection of River Street
<u>Young Street</u>	<u>Southerly</u>	<u>Southerly side from the intersection with Main Street, easterly to the end of the street.</u>

7. TAKES EFFECT



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

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

REQUIRES PUBLIC HEARING

TO BE REFERRED TO PUBLIC HEARING ON SEPTEMBER 9, 2026

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

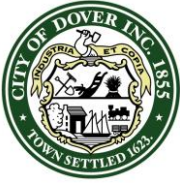
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

Document Created by: Legal
Document Posted on: September 4, 2026

O-2026.08.26 Vehicles and Transportation Chapter 141
Sections 14, 20, 23, 48, and 51
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CITY OF DOVER - ORDINANCE

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ORDINANCE BACKGROUND MATERIAL:

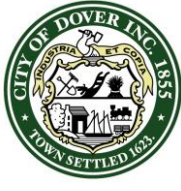
Section 141-14: The change to prohibit double parking was approved by the Parking Commission on August 18, 2026. Upon reviewing the parking ordinances, it was discovered there was no regulation for double parking in a travel lane. This wording mirrors the state statute concerning the same prohibition. The other change in this section was approved by the Parking Commission on June 16, 2026, and is intended to address persistent problems with unregistered vehicles utilizing public parking spaces. A related ordinance change to the fine schedule increasing the fine to \$100 for a second offense for parking unregistered vehicles accompanies this ordinance. RSA 261:40 requires registration of a vehicle, violation of which is fined for \$100 when a moving violation. This proposed change simply brings the local parking fine in line with the moving violation fine amount.

Section 141-20: This change was approved by the Parking Commission on August 18, 2026. This change is intended to update the ordinance provisions in light of transition to permit-by-plate, as opposed to physically issued permits. It is meant to acknowledge the transition and codify the conditions related to such permits, together with the flexibility of those conditions should the Chief of Police deem a change necessary.

Section 141-48: This change was approved by the Transportation Advisory Commission (TAC) on July 27, 2026. The change was catalyzed by concerns with garbage collection trucks being able to turn right onto South Pine Street for trash pickup. The concept was refined in light of public feedback received from certain abutters before the TAC.

Section 141-51: This change was approved by the Parking Commission on August 18, 2026. The loss of 58 parking spaces on Henry Law Avenue has increased the need for turnover customer parking in the area in support of the Children's Museum and nearby restaurants. Currently Young Street is unregulated. This area would be metered only by the ParkMobile Application and add six spaces before the former Water Street and eight after the former Water Street.

This ordinance advances City Goal #2, by ensuring quality of life, compatible parking uses, parking supply, and general public safety.

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY OF DOVER - ORDINANCE</th></tr> <tr> <td colspan="2">Agenda Item#: 12.A.2.</td></tr> <tr> <td>Ordinance Number:</td><td>O – 2026.08.26 – 5</td></tr> <tr> <td>Ordinance Title:</td><td>Food Service Establishments</td></tr> <tr> <td>Chapter:</td><td>85</td></tr> <tr> <td>Section:</td><td>1 Definitions 2 Licenses 3 Fees 6 Sanitation requirements 9 Violations and penalties 10 Service of alcoholic beverages</td></tr> </table>	CITY OF DOVER - ORDINANCE		Agenda Item#: 12.A.2.		Ordinance Number:	O – 2026.08.26 – 5	Ordinance Title:	Food Service Establishments	Chapter:	85	Section:	1 Definitions 2 Licenses 3 Fees 6 Sanitation requirements 9 Violations and penalties 10 Service of alcoholic beverages
CITY OF DOVER - ORDINANCE													
Agenda Item#: 12.A.2.													
Ordinance Number:	O – 2026.08.26 – 5												
Ordinance Title:	Food Service Establishments												
Chapter:	85												
Section:	1 Definitions 2 Licenses 3 Fees 6 Sanitation requirements 9 Violations and penalties 10 Service of alcoholic beverages												

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to update, enhance, and clarify the standards for licensing and sanitation of restaurants operating in the City of Dover.

2. AMENDMENT

Chapter 85 entitled “Food Service Establishments” is hereby amended by revising Section 85-1, “Definitions”, as follows:

a. THE FOLLOWING ARE AMENDED:

§ 85-1. Definitions.

As used in this chapter, the following terms mean:

EMPLOYEE — Any person who handles food or drink during preparation or serving or who comes in contact with any eating or cooking utensils or who is employed in a room in which food or drink is prepared or served.

HEALTH OFFICER — The Health Officer of the City of Dover or his or her designee.

PERSON — Person, firm, corporation or association.

RESTAURANT — A restaurant, coffee shop, cafeteria, short-order cafe, luncheonette, tavern, sandwich stand, soda fountain, mobile lunch cart and all other eating or drinking establishments, as well as kitchens or other places in which food or drink is prepared for sale elsewhere.

TEMPORARY FOOD SERVICE ESTABLISHMENT — One operating for a temporary period (one day up to six months) in connection with a fair, carnival, circus, public exhibition or other similar gatherings.

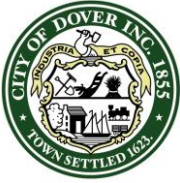
UTENSILS — Includes any kitchenware, tableware, glassware, cutlery, utensil containers or other equipment with which food or drink comes in contact during storage, preparation or serving.

3. AMENDMENT

Chapter 85 entitled “Food Service Establishments” is hereby amended by revising Section 85-2, “Licenses”, as follows:

a. THE FOLLOWING ARE AMENDED:

Document Created by: Legal Document Posted on: September 4, 2026	O-2026.08.26 Chapter 85 Food Service Establishments, Sections 1, 2, 3, 6, 9 and 10 Page 1 of 10
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CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2026.08.26 – 5**
Ordinance Title: Food Service Establishments
Chapter: 85
Section: 1 Definitions
2 Licenses
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6 Sanitation requirements
9 Violations and penalties
10 Service of alcoholic beverages

§ 85-2. Adoption of Food Code and Licensing Requirements~~Licenses~~.

A. The City of Dover hereby adopts and incorporates by reference the United States Food and Drug Administration (FDA) Food Code, as currently adopted (and as may be amended from time to time) by the State of New Hampshire Department of Health and Human Services, including any amendments thereto, as the minimum standards governing restaurants within the City of Dover.

A.B. It shall be unlawful to operate a restaurant in the City of Dover without a license. Licenses shall be posted in a conspicuous place.

B.C. The ~~Health Officer~~Board of Health is authorized to suspend or revoke a license. Applicants who are denied a license and license holders who are the subject of administrative action shall be entitled to notice and an appeal hearing before the Board of Health.

C.D. All restaurant licenses of the City of Dover shall expire on the 31st day of May annually. A person conducting a temporary food service establishment shall be required to secure a license.

4. AMENDMENT

Chapter 85 entitled “Food Service Establishments” is hereby amended by revising Section 85-3, “Fees”, as follows:

a. THE FOLLOWING ARE AMENDED:

§ 85-3. Fees.

Annual license fees shall be in accordance with the current Fee Schedule as adopted by the City Council.
The license shall be renewed annually prior to its expiration date.

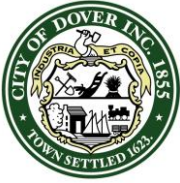
5. AMENDMENT

Chapter 85 entitled “Food Service Establishments” is hereby amended by revising Section 85-6, “Sanitation Requirements”, as follows:

b. THE FOLLOWING ARE AMENDED:

§ 85-6. ~~Sanitation requirements.~~ Suspension/Revocation/Denial of License.

A. The Health Officer shall, by written notice outlining all reasons along with notice of rights of appeal, deny an application or suspend a license issued to a restaurant if:



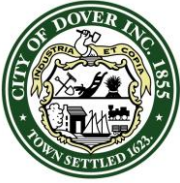
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- (1) The operation of the licensed restaurant violates the Food Code and immediately endangers public health or safety;
- (2) An applicant or licensee has failed to timely pay any applicable fee or any fine imposed;
- (3) After being notified of and given an opportunity to supply missing information, an applicant or licensee fails to submit an application that meets the requirements of this chapter;
- (4) An applicant, licensee, or any representative or employee of the applicant or licensee:
- a. Provides false or misleading information to the Health Officer;
 - b. Prevents or interferes, or fails to cooperate with any inspection or investigation conducted by the Health Officer; or
 - c. Fails to provide, upon request, information or documents to the Health Officer;
- (5) There is a deficiency identified in the inspection report and the applicant or licensee does not either correct it or complete a corrective action plan satisfactory to the Health Officer;
- (6) The licensee fails to implement or continue to implement an accepted corrective action plan;
- (7) The licensee is cited 2 or more times under the Food Code and/or this chapter for the same violation within the last 12 months; or
- (8) Other good cause involving substantial and imminent threat to public health and safety as reasonably determined by the Health Officer;
- B. For serious or repeated violations of any of the requirements of this chapter or for interference with the Health Officer in the performance of his/her duties, a restaurant license may be temporarily or permanently revoked and suspended. If a license is so revoked by the department, then the restaurant shall cease operation immediately after receipt of the revocation notice
- C. An applicant or licensee shall have 10 calendar days after receipt of the notice of either an enforcement action to request in writing an appeal hearing before the Board of Health to contest the action. If a written request for an appeal hearing is not timely filed, the applicant or licensee irrevocably waives his right to any appeal and the action of the Health Officer shall become final.



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D. If a license is suspended or revoked by the Health Officer, the restaurant shall cease operation immediately after receipt of the suspension or revocation notice. The filing of a timely appeal shall normally temporarily stay the suspension or revocation, but shall not stay the accrual of fines for ongoing violations. Notwithstanding the foregoing, the filing of an appeal shall not temporarily stay the suspension or revocation in situations where the Health Officer has sought and obtained emergency or immediate injunctive relief from a Court pursuant to the paragraph below.

E. Where the Health Officer conducts an investigation and/or inspection and finds good cause for violations of this chapter that pose a substantial and imminent threat to public health, the Health Officer may petition a Court with jurisdiction for emergency or immediate injunctive relief.

F. A licensee shall immediately discontinue operations and notify the Health Officer (or if after hours or during weekend/holidays, City dispatch) if an imminent health hazard shall exist because of an emergency such as those set forth below. In such case, the licensee shall not resume operations until receiving approval of the Health Officer or designee:

(1) Interruption of water service that lasts for 2 or more hours;

(2) Whenever a drinking water sample is found to have E. coli bacteria or exceed the MCL for nitrates or nitrites described by N.H. Code of Admin. Rules He-P 2304.06(f);

(3) A failed sewer system or a sewage backup into the food establishment;

(4) Interruption of electrical service for 2 or more hours;

(5) A fire affecting a food establishment;

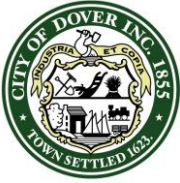
(6) Flooding in a food establishment;

(7) Chemical exposure in a food establishment;

(8) Any other natural disaster or catastrophic event that could result in contamination of the food supply;

(9) An employee has been found to be infected with a communicable disease as described in Food Code subparagraph 2-201.11 (A)(2); or

(10) Any other severe unsanitary conditions that threaten to contaminate the food establishment and its food supply.



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~~Floors. The floors of all rooms in which food or drink is stored, prepared or served or in which utensils are washed shall be of such construction as to be easily cleaned, shall be smooth and shall be kept clean and in good repair.~~

~~A. Walls and ceilings. Walls and ceilings of all rooms shall be kept clean and in good repair. All walls and ceilings of rooms in which food or drink is prepared or utensils are washed shall have a smooth, washable surface up to the level reached by splash or spray.~~

~~A. Doors and windows. When flies are prevalent, all openings into the outer air shall be effectively screened and doors shall be self-closing, unless other effective means are provided to prevent the entrance of flies.~~

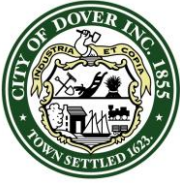
~~A. Lighting. All rooms in which food or drink is stored or prepared or in which utensils are washed shall be well-lighted.~~

~~A. Ventilation. All rooms in which food or drink is stored, prepared or served or in which utensils are washed shall be well-ventilated.~~

~~A. Toilet facilities. Every restaurant shall be provided with adequate and conveniently located toilet facilities for its employees and patrons conforming to the ordinances of the City of Dover. Rooms in which toilet facilities are provided shall not open directly into any room in which food, drink or utensils are handled or stored. Separate toilet rooms for each sex shall be provided for patrons of any restaurant designed to seat 25 or more patrons at one time or for patrons of any food establishment where alcoholic beverages are served. The doors of all toilet rooms shall be self-closing. Toilet rooms shall be kept in a clean condition, in good repair, well-lighted and ventilated. The floor of toilet rooms shall be of nonabsorbent materials or covered with such materials and made watertight with a suitable waterproofing material. The requirement of providing toilet facilities for patrons shall not apply to stores serving lunches, roadside refreshment booths or to places of temporary character serving food, and one conveniently located toilet shall be deemed adequate for employees.~~

~~A. Water supply. Running water under pressure shall be easily accessible to all rooms in which food is prepared or utensils are washed, and the water supply shall be adequate and of a safe, sanitary quality.~~

~~A. Lavatory facilities. Adequate and convenient hand washing facilities shall be provided for employees, including hot and cold running water and soap from a dispenser and approved sanitary towels. The use of a common towel and drinking cup is prohibited. No employees shall~~



CITY OF DOVER

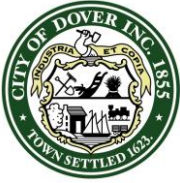
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~~resume work after using the toilet room without first washing their hands, and a sign shall be posted in each toilet room used by employees instructing the same.~~

- ~~A. Construction of utensils and equipment. All multi-used utensils and all show and display cases or windows, counters, shelves, tables, refrigerating equipment, sinks and other equipment or utensils used in connection with the operating of a restaurant shall be so constructed as to be easily cleaned and shall be in good repair. Chipped or cracked glasses, dishes and utensils shall not be used in any establishment. Such articles in the condition described above are to be discarded immediately.~~
- ~~A. Cleansing and bactericidal treatment of utensils and equipment. All equipment, including display cases or windows, counters, shelves, tables, refrigerators, stoves, hoods, sinks and other equipment used with the operation of a restaurant, shall be kept clean and free from dust, dirt, insects and other contaminating material. All cloths used by waiters, chefs and other employees shall be clean. Single service containers shall be used only once. All multi-use eating and drinking utensils shall be thoroughly cleaned and effectively subjected to one of the following approved bactericidal processes after each usage:~~
- ~~(0) Immersion for at least two minutes in clean, hot water at a temperature of not less than 170° F. or for at least 1/2 minute in water at the full boiling temperature. The pouring of scalding water over the washed utensils shall not be accepted as satisfactory compliance.~~
 - ~~(0) Exposure in a steam cabinet at a temperature of not less than 170° F. for not less than 15 minutes or not less than 200° F. for at least five minutes.~~
 - ~~(0) Exposure in a hot air oven at a temperature of not less than 180° F. for not less than 20 minutes.~~
 - ~~(0) Immersion for at least two minutes in a lukewarm chlorine bath containing in excess of 50 parts per million of available chlorine.~~
 - ~~(0) Immersion for at least two minutes in a rinse containing a bactericidal agent whose concentration and composition have been approved by the State Department of Health and Human Services. All multi-use utensils used in the preparation or serving of food and drink shall be thoroughly cleaned and subjected to an approved bactericidal process immediately following the day's operation. Drying cloths, if used, shall be clean and shall be used for no other purpose. No article, polish or other substance containing any cyanide preparation or other poisoning material shall be used for the cleaning or polishing of utensils.~~
- ~~A. Storage and handling of utensils and equipment. After bactericidal treatment, utensils shall be stored in a clean, dry place protected from flies, dust and other contamination and shall be handled in such a manner as to prevent contamination as far as practicable. Single service utensils shall be~~



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~~purchased only in sanitary containers, shall be stored therein in a clean, dry place until used and shall be handled in a sanitary manner. All ice cream scoops or other utensils for the dispensing of ice cream shall be kept in a container supplied with constant running water.~~

~~A. Disposal of waste. All waste shall be properly disposed of, and all garbage and trash shall be kept in metal waste cans provided with tightly fitting covers, which shall be kept covered at all times when not in use. The ground area around cans shall be free of rubbish at all times.~~

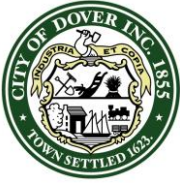
~~A. Refrigeration. All readily perishable food and drink shall be kept at or below 40° F. except when being prepared or served. Wastewater from refrigeration equipment shall be properly disposed of.~~

~~A. Wholesomeness of food and drink. All food and drink shall be clean, wholesome, free from spoilage and so prepared as to be safe for human consumption. All milk, fluid milk products, ice cream and other frozen desserts served shall be pasteurized and shall be from an approved source. Milk and fluid milk products shall be served in the individual original containers as delivered to the dispenser by the dairy plant or from an approved dispensing device in preparing flavored milk drinks, provided that this requirement shall not apply to cream, which may be served from the original bottle or from an approved dispenser for such service. All oysters, clams and other shellfish shall be from approved sources and bear such identification as required by the State Department of Health and Human Services and, if shucked, shall be kept until used in the containers in which they were placed at the shucking plant or bear identification as to their origin.~~

~~A. Storage, display and serving of food and drink. All food and drink shall be stored, displayed and served as to be protected from dust, flies, vermin and pollution by rodents, unnecessary handling, droplet infection, overhead leakage and other sources of contamination. No animals or fowls shall be kept or allowed in any room in which food or drink is prepared or stored. All means necessary for the elimination of flies, roaches and rodents shall be used. All parts of a restaurant used for preparing or storage of food shall be satisfactorily ratproofed.~~

~~A. Cleanliness of employees. All employees shall wear clean outer garments and shall keep their hands clean at all times while engaged in handling food, drink, utensils or equipment.~~

~~A. Miscellaneous. The premises of all restaurants shall be kept clean and free of litter and rubbish. None of the operation connected with a restaurant shall be conducted in any room used as living or sleeping quarters. Adequate lockers or dressing rooms shall be provided for employees' clothing. Garments to be worn while preparing or serving food shall not be stored in toilet rooms. Soiled linens, coats and aprons shall be stored in containers provided for this purpose.~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2026.08.26 – 5**
Ordinance Title: Food Service Establishments
Chapter: 85
Section: 1 Definitions
2 Licenses
3 Fees
6 Sanitation requirements
9 Violations and penalties
10 Service of alcoholic beverages

6. AMENDMENT

Chapter 85 entitled “Food Service Establishments” is hereby amended by revising Section 85-9, “Violations and penalties”, as follows:

a. THE FOLLOWING ARE AMENDED:

§ 85-9. Violations and penalties.

Any person violating any provision of this chapter shall be guilty of a violation and, upon conviction, shall be fined as provided in the City Fine Schedule, and each day of such violation or failure to comply shall constitute a separate offense. A restaurant operator’s violation of the provisions of this chapter shall also be cause to take other enforcement actions as deemed necessary by the Health Officer, up to and including legal action for injunctive and other relief.

7. AMENDMENT

Chapter 85 entitled “Food Service Establishments” is hereby amended by revising Section 85-10, “Service of alcoholic beverages”, as follows:

b. THE FOLLOWING ARE AMENDED:

§ 85-10. Service of alcoholic beverages.

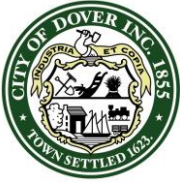
Any restaurant as defined in this chapter which is duly authorized and licensed by the State of New Hampshire to sell alcoholic beverages for this purpose may also apply to the City Licensing Board for a permit to sell and serve alcoholic beverages on a City sidewalk immediately adjacent to said restaurant, or any outdoor dining area as permitted by Chapter 125, Streets and Sidewalks, § 125-20, in conjunction with the service of bona fide meals. The City Licensing Board shall be responsible to ensure that the placement of tables and chairs for this purpose does not obstruct the free passage of pedestrians.

8. TAKES EFFECT

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

REQUIRES PUBLIC HEARING

TO BE REFERRED TO PUBLIC HEARING ON SEPTEMBER 9, 2026



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2026.08.26 – 5**
Ordinance Title: Food Service Establishments
Chapter: 85
Section: 1 Definitions
2 Licenses
3 Fees
6 Sanitation requirements
9 Violations and penalties
10 Service of alcoholic beverages

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

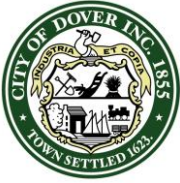
Recorded by: Jerrica Vansylvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2026.08.26 – 5**
Ordinance Title: Food Service Establishments
Chapter: 85
Section: 1 Definitions
2 Licenses
3 Fees
6 Sanitation requirements
9 Violations and penalties
10 Service of alcoholic beverages

ORDINANCE BACKGROUND MATERIAL:

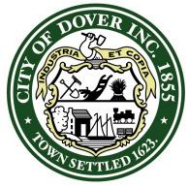
The purpose of this ordinance is to update, enhance, and clarify the local ordinances governing restaurant licensing and sanitation in the City of Dover. The State of New Hampshire, through its Department of Health and Human Services, adopts and follows what is generally known as the “Food Code”, which is a series of standards and rules developed by the United States Department of Health and Human Services, Public Health Services, Food and Drug Administration. The “Food Code” is codified in New Hampshire by administrative rule, *see* N.H. Code of Admin. Rule He-P 2300 (“Sanitary Production and Distribution of Food”), available at https://gc.nh.gov/rules/state_agencies/he-p2300.html.

While the State issues licenses and enforces the Food Code for many jurisdictions in New Hampshire, the City of Dover is what is known as a self-inspecting jurisdiction, meaning the State leaves the licensing and enforcement activities to local officials. In reviewing the City’s ordinances, it recently came to staff’s attention that the City would be best served by expressly adopting the Food Code, so as to clarify standards for restaurants in the City and bring the City of Dover in line with other communities.

This ordinance also updates and clarifies certain provisions concerning suspension and revocation of licenses. These updates to Dover Code Chapter 85 are generally consistent with the State’s enforcement program.

In terms of enabling authority, RSA 47:17, IV enables the City to establish regulations for restaurants. *Cf.* RSA 147:1, II (applicable to towns). The proposed changes in this ordinance has been reviewed and approved by the City’s Health Officer.

This ordinance advances City Council Goal #2 by ensuring quality of life and public safety.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O – 2026.08.26 – 6**
Ordinance Title: **Fine Schedule**

The City of Dover Ordains:

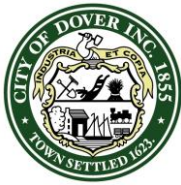
1. PURPOSE

The purpose of this ordinance is to amend the existing Fine Schedule comprising part of the City of Dover's Code. An edited fine schedule with strikethrough/underlining is attached to, and accompanies, this ordinance, and is incorporated by reference and made a part hereof.

2. AMENDMENT

The Fine Schedule comprising part of the City of Dover's Code is hereby amended by increasing certain fines for Table A and Table B violations of Dover Code 141-23 as shown below:

SECTION 23 First notice of violation; payment tables	
Table A Violations:	
First Notice, subject to increase per provisions below * Per Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$25.00
Late Notice (10 days after violation) * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$35.00
14 days after Late Notice * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$55.00
After notification to a collections agency * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$60.00
Minimum Court Fine * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$100.00
Table B Violations:	
First Notice, subject to increase per provisions below * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$60.00
Late Notice (10 days after violation) * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$75.00
14 days after Late Notice * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$100.00



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O – 2026.08.26 – 6**
Ordinance Title: **Fine Schedule**

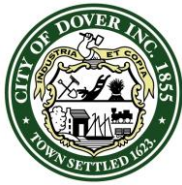
After notification to a collections agency * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$120.00
Minimum Court Fine * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$150.00
Table C Violations:	
First Notice, subject to increase per provisions below * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$250.00
Late Notice (10 days after violation) * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$250.00
14 days after Late Notice * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$250.00
After notification to a collections agency * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$300.00
Minimum Court Fine * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$300.00
Section 23.B.2 Violations:	
* Dover Code Section 141-23(B)(2) (see also Section 141-13(E)(5)) ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$100.00
Section 23.B.5 Violations:	
* <u>Dover Code Section 141-23(B)(5) (see also Section 141-14)</u> ** <u>Adopted by City Council</u> *** <u>Administrative penalty for violation of Dover City Code</u>	<u>\$100.00</u>

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

TO BE REFERRED TO PUBLIC HEARING ON SEPTEMBER 9, 2026



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O – 2026.08.26 – 6**
Ordinance Title: Fine Schedule

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

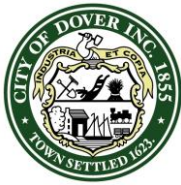
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward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

ORDINANCE BACKGROUND MATERIAL:

This ordinance is a companion to a fee schedule amendment also being presented to City Council. The increased fine amount was recommended and approved by the Parking Commission at its June 16, 2026 meeting. The fine is comparable in amount to the State fine for moving violations related to unregistered vehicles. See [RSA 261:40](#).

Document Created by: Legal
Document Posted on: September 4, 2026

O-2026.08.96 Fine Schedule
Page 3 of 4



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O – 2026.08.26 – 6**
Ordinance Title: Fine Schedule

This ordinance advances City Council Goal #2 by promoting public safety and quality of life in Dover.

FINE SCHEDULE (Rev. Oct <u>Sep.</u> 2024 <u>2026</u>)	ADOPTED FINE
CITY CODE	
CITY CHARTER	
C11-13 Violations and Penalties	
All willful violations of provisions of the Charter and all violations of City Ordinances for which no other punishment is provided shall be punishable by a fine of up to \$500	Up to \$500.00
CHAPTER 17 - Election Procedures	
SECTION 7. Violations and penalties.	
Any person found in violation of this article may be subject to a fine of up to \$1,000.	Up to \$1000.00
SECTION 11. Violations and penalties.	
Failure of any candidate or member of a committee to comply with the provisions of this article shall be a violation under New Hampshire law. Failure of the candidate to file on a continuing basis after notice of a violation of this article shall constitute a continuing offense resulting in daily violations and daily fines until the disclosure statement is properly filed.	Up to \$1000.00
CHAPTER 29 - Property, City	
SECTION 5 - Storage of sludge on City property prohibited.	
Any person, firm or corporation violating this provision shall be guilty of a violation and, upon conviction, fined not less than \$500 nor more than \$1,000 for each day sludge is stored on City property.	Not less than \$500.00 nor more than \$1,000.00
SECTION 8. Violations and penalties.	
Any person, firm or corporation violating any provisions of this article shall be deemed guilty of a violation and shall, upon conviction, be subject to a fine of up to \$500.	Up to \$500.00
SECTION 14. Violations and penalties.	
Any person violating any of the provisions of this article shall be deemed guilty of a violation and shall, upon conviction, be subject to a fine of up to \$100.	Up to \$100.00
CHAPTER 41 - Adult-Oriented Establishments	
SECTION 6. Violations and penalties.	
Any person, firm or corporation violating any of the provisions of this article shall be guilty of a violation and subject to a fine of up to \$1,000, no portion of which may be suspended. The store's license shall be subject to suspension for the first offense and revocation for a subsequent conviction.	Up to \$1000.00
SECTION 11. Violations and penalties.	
Any person, firm or corporation violating any provision of this article shall be fined not less than \$500 nor more than \$1,000 for each offense. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.	Not less than \$500.00 nor more than \$1,000.00
CHAPTER 45 - Alarms and Security	
SECTION 16- Violations and penalties.	
Any person who violates any provision of this article shall be guilty of a violation and, upon conviction, shall be fined not less than \$50 nor more than \$100. Each day that the violation remains in effect shall constitute a separate violation.	Not less than \$50.00 nor more than \$100.00
SECTION 22. (B) Required Inspections.	
If one of these persons is found to have purposely or knowingly revealed the information contained in an alarm user permit application or in correspondence or communications with an alarm user to any person for any purpose not related to this article or official law enforcement matters or without the express written consent of the alarm user supplying such information, he shall be guilty of a violation and shall be fined \$100.	\$100.00

FINE SCHEDULE	ADOPTED FINE
SECTION 23. (A) Operation without permit; violations and penalties.	
Any alarm system user who operates an alarm system without first obtaining a permit as required by this article or who operates an alarm system when such permit has expired shall be guilty of a violation and, upon conviction, shall be fined not less than \$50 nor more than \$100.	Not less than \$50.00 nor more than \$100.00
SECTION 23. (B) Operation without permit; violations and penalties.	
Any alarm system user who, after having a permit revoked and after exhausting his right to a hearing, fails to disconnect his alarm system shall be guilty of a violation and, upon conviction, shall be fined \$100.	\$100.00
SECTION 24. (B) False alarms; violations and penalties.	
Except during the first thirty-day period following the installation of an alarm system, there shall be a service charge of \$75 for each false alarm received in excess of three in a calendar year.	\$75.00
SECTION 24. (C) False alarms; violations and penalties.	
In any case when an alarm is received at police headquarters and the Police Department is unable to locate or make contact with the persons responsible for the alarm systems, as designed by the alarm user on the application form, or in case the persons responsible do not expeditiously respond when notified, the City of Dover, its officers, agents, servants and employees shall be exempt from any and all liability for any claim or loss or damage, personal or property, which may result, and a shall be a service charge of \$30 shall be paid to the City of Dover by the alarm user.	\$30.00
SECTION 30. Violations and penalties.	
Unless otherwise provided, any person, firm or corporation within the boundaries of the City of Dover who violates any provision of this article shall be guilty of a violation and, upon conviction, shall be punished by a fine of \$100. Each day during which a violation continues shall be considered a separate offense.	\$100.00
SECTION 33. Fire alarm malfunction; responsibility of owner.	
Failure to return an affidavit of service/repair within said fifteen-day period which is satisfactory to the enforcement official will result in the assessment against the owner of a fine of \$275, or the sum of the total fiscal year operating budget divided by 8760 (the average Fire and Rescue Service operating cost for one hour), whichever is more, for the fire alarm malfunction.	\$275.00
CHAPTER 49 - Amusements	
SECTION 10. Violations and penalties.	
Any person or organization violating the provisions of this article shall be guilty of a violation and be subject to a fine of up to \$500.	Up to \$500.00
CHAPTER 53 - Bicycles and Play Vehicles	
SECTION 6.(A) Violations and penalties.	
Any person 16 years of age or older found violating this chapter shall be guilty of a violation and shall be fined no more than \$50 for a first offense and no more than \$100 for subsequent offenses.	\$50.00/1st offense no more than \$100.00/subsequent offenses
CHAPTER 61 - Building Demolition	
SECTION 3. Violations and penalties.	
Any person, firm or corporation violating any provisions of this chapter shall be fined not less than \$500 per offense, and each day of such violation or failure to comply shall constitute a separate offense.	Not less than \$500/per offense
CHAPTER 65 - Cemeteries	
SECTION 6. Violations and penalties.	
Any person violating the terms of this chapter shall constitute a violation subject to the penalties of state law.	No less than \$100/ per Violation per RSA 289

FINE SCHEDULE	ADOPTED FINE
CHAPTER 69 - Dogs	
SECTION 6.(C) Penalty for unlicensed dogs.	
A fine not to exceed \$25 shall be imposed for an offense.	\$25.00
SECTION 13. Violations and penalties.	
Any owner found violating any provisions of this Article II shall be guilty of a violation and, upon conviction thereof, shall be punished by a fine of not less than \$25 for a first offense and, upon a second or subsequent conviction within 12 months of a violation of this article, a fine of not less than \$50.	\$25.00 for first offense/\$50.00 for second or subsequent offenses
SECTION 17.(A) Violations and penalties	
Any person convicted of a violation of this Article III shall be fined not more than \$50, except that fines for "at large" violations of RSA 466:30 and Section 69-14 shall be not more than \$25.	Not more than \$50.00, and \$25.00 for "at large" violation.
CHAPTER 81 - Fire Prevention and Life Safety	
SECTION 12.(A) Violations and penalties.	
Any person who shall violate any of the provisions of Dover Code Chapter 81, Article I, as hereby adopted or fail to comply therewith or who shall violate or fail to comply with any order made thereunder or who shall build in violation of any detailed statement of specifications or plan submitted and approved thereunder and from which no appeal has been taken or who shall fail to comply with such an order as affirmed or modified by the Chief of the Fire and Rescue Service or by a court of competent jurisdiction, within the time fixed herein, shall severally, for each and every violation and noncompliance respectively, be guilty of a misdemeanor, punishable by a fine of not less than \$275 nor more than \$500 for each offense. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue, and all such persons shall be required to correct or remedy such violations or defects within a reasonable time, and when not otherwise specified, each day that prohibited conditions are maintained shall constitute a separate offense.	Not less than \$275.00 nor more than \$500.00 for each offense
SECTION 21. Violations and penalties	
Any person, persons, firm, corporation or partnership who or which shall violate any provisions of this article shall be guilty of a violation punishable by a fine of not less than \$275.00 or not more than \$500. Each day that a violation continues to exist shall constitute a separate offense	Not less than \$275.00 or not more than \$500.00
SECTION 22. Inspection of certain public spaces.	
All public halls or other rooms or buildings used, wholly or in part, for theatrical or other entertainment or for exhibits of any nature or in which people assemble for dancing or for other social or recreational purposes shall be subject to inspection at any and all times by the Fire Chief or the Chief of Police, and any and all mandates or orders issued by said officials, or either of them, in the interest of fire protection or for the safety of the public, shall be obeyed forthwith by any owner or lessee of such hall or building upon whom such notice may be served, and any attempt to obstruct either of said officials in the discharge of his duty hereunder or any violation of the order formally issue by either of said officials under the provisions of this section shall subject the offender to a fine of not less than \$275 or such other penalty as the court having jurisdiction may impose.	Not less than \$275

FINE SCHEDULE	ADOPTED FINE
SECTION 26.(A) Violations and penalties.	
Any person, persons, firm, corporation or partnership who or which shall violate any provision of this article shall be guilty of a violation punishable by a fine of not less than \$275 or not more than \$500. Each day that the violation continues to exist shall constitute a separate offense.	Not less than \$275.00 or not more than \$500.00
SECTION 29. Violations and penalties.	
Any person, persons, firm, corporation or partnership who or which shall violate any provisions of this article shall be guilty of a violation punishable by a fine of not less than \$275 nor more than \$500. Each day that a violation continues to exist shall constitute a separate offense.	Not less than \$275.00 or not more than \$500.00
SECTION 40. Violations and penalties.	
Any person, persons, firm, corporation or partnership who or which shall violate any provision of this article shall be guilty of a violation punishable by a fine of not less than \$275 or not more than \$500. Each day that the violation continues to exist shall constitute a separate offense.	Not less than \$275.00 or not more than \$500.00
CHAPTER 85 - Food Service Establishments	
SECTION 9. Violations and penalties.	
Any person violating any provision of this chapter shall be guilty of a violation and, upon conviction, shall be fined up to \$275, and each day of such violation or failure to comply shall constitute a separate offense.	Up to \$275.00
CHAPTER 89 - Health and Sanitation	
SECTION 11. Violations and penalties.	
Any person or persons, company or corporation who or which shall violate or cause to be violated, by agent or otherwise, any or either of the sections of this chapter or any or either of the provisions thereof or any or either of the orders, rules or regulations of the Board of Health, legally promulgated, or who or which shall fail or neglect to comply with any or either of the requirements thereof, by agent or otherwise, shall, upon conviction thereof before the Municipal Court or other court of competent jurisdiction, be subject to a fine of up to \$1,000, with the costs of prosecution, for each offense, except in cases where the punishment is made and provided for under the laws of the state, in which case the penalties so prescribed shall be imposed.	Up to \$1,000.00
CHAPTER 93 - Housing Standards	
SECTION 33. Violations and penalties.	
Any person who shall violate any provision of this chapter or any provision of any rule or regulation adopted by the Health Officer pursuant to authority granted by this chapter shall, upon conviction, be punished by a fine not to exceed \$275. Each day's failure to comply with any such provision shall constitute a separate violation.	Not to exceed \$275
CHAPTER 101 - Manufactured Home Parks	
SECTION 11. Violations and penalties.	
Any permittee who violates any requirement of this chapter shall, upon conviction, be fined a sum of at least \$275 for each offense. Each day in which a violation is proved to exist shall constitute a separate offense under this section.	At least \$275 for each offense

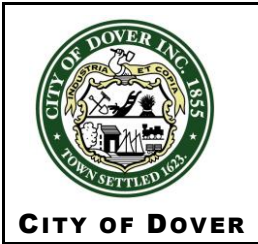
FINE SCHEDULE	ADOPTED FINE
CHAPTER 105 - Peace and Good Order	
SECTION 5.(F) Facilitation of drug or underage alcohol party.	
Any person who violates Subsection A shall be guilty of a violation and shall be fined a minimum of \$300 for a first offense and \$500 for a second or subsequent violation.	Minimum of \$300 for first offense and \$500 for second or subsequent
SECTION 6.(B) Motor vehicles on school property and park grounds.	
Any person violating the provisions of this section shall be subject to a maximum fine of up to \$250.	Up to \$250.00
SECTION 8. Operation of boats and vehicles on Willand Pond restricted.	
Any person violating the provisions of this section shall be guilty of a violation and shall, upon conviction, be subject to a fine of up to \$1,000.	Up to \$1,000.00
SECTION 15.(B) Safe storage of firearms.	
Any person violating the provisions of this section shall be subject to a fine of up to \$1,000.	Up to \$1,000.00
SECTION 16.(C) Hunting on City property.	
Any person violating the provisions of this section shall be subject to a fine of up to \$1,000 per offense.	Up to \$1,000.00
SECTION 17.(B) Rolling papers.	
Any person violating the provisions of this section shall be subject to a fine of up to \$100.	Up to \$100.00
SECTION 18.(C) Henry Law Park, school grounds and athletic fields.	
Any person violating the provisions of this section shall be subject to a fine of up to \$50 for a first offense and up to \$100 for a second or subsequent offense.	Up to \$50 for first offense and up to \$100 for second or subsequent offense
SECTION 19.(C) McConnell Center and Dover Public Library.	
Any person violating the provisions of this section shall be subject to a fine of up to \$50 for a first offense and up to \$100 for a second or subsequent offense.	Up to \$50 for first offense and up to \$100 for second or subsequent offense
SECTION 20.(B) Use of electronic nicotine delivery systems restricted.	
Any person violating the provisions of this section shall be subject to a fine of up to \$50 for a first offense and up to \$100 for a second or subsequent offense.	Up to \$50 for first offense and up to \$100 for second or subsequent offense
SECTION 21.(D) Purchase, use and possession of tobacco products.	
Any person violating the provisions of this section shall be subject to a fine of up to \$50 for a first offense and up to \$100 for a second or subsequent offense.	Up to \$50 for first offense and up to \$100 for second or subsequent offense

FINE SCHEDULE	ADOPTED FINE
CHAPTER 109 - Peddlers and Vendors	
SECTION 8. Violations and penalties.	
Any person, firm or corporation violating any provisions of this chapter shall be guilty of a violation and be subject to a fine of at least \$275.	\$275.00
CHAPTER 117 - Scenic Roads	
SECTION 4. Violations and penalties.	
Any person, firm or corporation violating any provisions of this chapter shall, upon conviction, be subject to a maximum fine of \$1,000. Each day of said violation shall be construed as a separate offense. Said violator shall be held responsible for the restoration of the stone wall or tree.	\$1,000.00
CHAPTER 121 - Sewers and Water	
SECTION 11.(B) Violation and penalties.	
Any person who shall continue any violation beyond the time limit provided for in Subsection A of this section shall be fined in the amount not exceeding \$10,000 for each violation. Each day in which any such violation shall continue shall be deemed a separate offense.	\$10,000.00
SECTION 35. Violations and penalties.	
Any person, firm or corporation violating any provisions of this article shall, upon conviction, be subject to a fine of up to \$10,000 for each violation. Each day in which any such violation shall continue beyond the time limit shall be deemed a separate violation.	\$10,000.00
SECTION 48. Violations and penalties.	
Violation of this article shall be punishable by a fine of \$250 for each violation.	\$250.00
SECTION 52. Violations and penalties.	
Violation of this article shall be punishable by a fine of \$100 for the first offense and a fine of \$250 for each subsequent offense.	\$100 for first offense and \$250 for each subsequent offense
SECTION 60. Violations and penalties.	
Violation of this article shall be punishable by a written warning for the first offense, a fine of \$100 for the second offense, and a fine of \$250 for each subsequent offense	\$100 second offense/\$250 for each subsequent offense
CHAPTER 125 - Streets and Sidewalks	
SECTION 32. Violations and penalties.	
Violations, of any provision of this Chapter shall be subject to a fine.	\$250.00 1st Violation \$500.00 2nd Violation \$1,000.00 each successive violation (each day to be a separate offense)
CHAPTER 133 - Trees and Vegetation	
SECTION 11. Violations and penalties.	
Violations of any provision of this chapter shall be subject to a maximum fine of \$250.	\$250.00

FINE SCHEDULE	ADOPTED FINE
CHAPTER 141 - Vehicles and Traffic	
SECTION 5.(B)(5) Travel restrictions.	
Violations of this section shall be punishable by the imposition of a citation of \$150 for the first offense. Repeat offenders may be punished by the imposition of citations to \$250 for each offense.	\$150.00 first offense/\$250 for each repeat offense
SECTION 12 Violations and Penalties	
Violations of this section shall be punishable by the imposition of a citation of \$150 for the first offense. Repeat offenders may be punished by the imposition of citations to \$250 for each offense. These amounts apply unless a more specific fine is provided elsewhere.	\$150.00 first offense/\$250 for each repeat offense
SECTION 23 First notice of violation; payment tables	
Table A Violations:	
First Notice, subject to increase per provisions below * Per Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$25.00
Late Notice (10 days after violation) * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$35.00
14 days after Late Notice * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$55.00
After notification to a collections agency * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$60.00
Minimum Court Fine * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$100.00
Table B Violations:	
First Notice, subject to increase per provisions below * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$60.00
Late Notice (10 days after violation) * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$75.00
14 days after Late Notice * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$100.00
After notification to a collections agency * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$120.00
Minimum Court Fine * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$150.00

FINE SCHEDULE	ADOPTED FINE
Table C Violations:	
First Notice, subject to increase per provisions below * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$250.00
Late Notice (10 days after violation) * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$250.00
14 days after Late Notice * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$250.00
After notification to a collections agency * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$300.00
Minimum Court Fine * Dover Code Section 141-23 ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$300.00
Section 23.B.2 Violations:	
* Dover Code Section 141-23(B)(2) (see also Section 141-13(E)(5)) ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$100.00
Section 23.B.5 Violations:	
* Dover Code Section 141-23(B)(5) (see also Section 141-14) ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$100.00
SECTION 141-31 Unlawful acts; separate violations	
Chronic Meter Offense - 5+ on street meter violations * Dover Code Section 141-31(D) ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$100.00
Late Notice (10 days after violation) * Dover Code Section 141-31(D) ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$120.00
14 days after Late Notice * Dover Code Section 141-31(D) ** Adopted by City Council *** Administrative penalty for violation of Dover City Code	\$150.00
SECTION 39(D) Weight limits established	
Violations of this section shall be punishable by the imposition of a citation of \$100.	\$100
CHAPTER 145 - Waste Management	
SECTION 15.(A) Enforcement; violations and penalties.	
Any person, firm or corporation found to be in violation of any provision of this article shall be assessed an administrative fine of \$100, except where otherwise provided.	\$100.00
SECTION 16.(F) Composting facilities.	
Penalties. Any person, corporation, partnership or any other legal entity who or which fails to comply with any of the provisions of this section or any of the regulations in pursuance thereof shall be guilty of a violation and, upon conviction thereof, may be fined not more than \$1,000. Every act of violation and every day upon which a violation occurs shall be considered a separate offense. The City may exercise cease and desist remedies under RSA 676:17-a for repeat offenders.	Not more than \$1,000
CHAPTER 153 - Site Review Regulations	

SECTION 20. Enforcement; violations and penalties.	
If, after an occupancy permit, temporary or permanent, has been issued and the building or buildings are occupied and/or used, the Planning Board finds that any of the conditions of an approved final site review application are in violation, the Planning Board, or its authorized representative, shall order the owner to make such corrections as it deems necessary to bring the use and operation into conformity with the provisions of such approval. Such order shall be complied with within a period of time extending not more than 30 days from the original notice. Where the owner fails to comply with the notice of the Planning Board, a fine not to exceed \$100 per day may be levied against said owner, and the certificate of occupancy shall be revoked as per RSA 676:4-a.	\$100.00 per day



CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2026.09.09 – 275**

Resolution Re: Adoption of City Hall Tower Lighting Policy

WHEREAS: The City Hall building at 288 Central Avenue is now equipped with colored illumination that can be programmed for different colors by City staff; and

WHEREAS: The City Council wishes to formalize the policy and procedures for its governmental speech through the colored illumination of City Hall.

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

The policy accompanying this resolution entitled “City of Dover Policy, City Hall Light Display” is hereby approved and adopted. This policy shall remain in effect until further action of the City Council.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

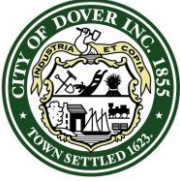
Recorded by: Jerrica Vanslyvong-
Bizier
City Clerk

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.1.

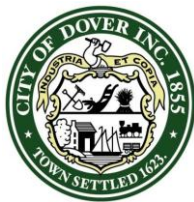
Resolution Number: **R – 2026.09.09 – 275**

Resolution Re: Adoption of City Hall Tower Lighting Policy

RESOLUTION BACKGROUND MATERIAL:

Attached is the “City of Dover Policy, City Hall Light Display”.

This resolution advances City Council Goal #2 by contributing to Dover as a welcoming place for all residents, as well as City Council Goal #5 through civic engagement and public communication of important City Council speech.



City of Dover Policy

CITY HALL LIGHTS DISPLAY

1. PURPOSE

It is the intent of the City of Dover to establish a uniform policy governing the colored illumination of the City Hall tower. The tower is a prominent feature of a City-owned governmental building. Its illumination communicates messages selected and adopted by the City and is governmental speech expressing the views, priorities, commemorations, and values of the City of Dover.

This policy is intended to preserve the City's control over that message, provide a fair and orderly process for considering requests, protect the historic character and safe operation of City Hall, and clarify that the tower is not a public forum or a forum for private expression.

This policy is meant to be complimentary to the Flag Display policy. In order to avoid visual clutter and preserve the professional and civic look of City Hall, wherever possible there should be reduced overlap of displays, deferring to flags where they already are on the standing list.

2. REFERENCE

This policy shall be interpreted consistently with the First Amendment to the United States Constitution; Part I, Articles 6 and 22 of the New Hampshire Constitution; applicable provisions of the Dover City Charter and Administrative Code governing City property and municipal administration; RSA chapter 91-A (governmental records and meetings); and RSA chapter 33-A (municipal records retention).

Relevant government-speech decisions include *Pleasant Grove City v. Summum*, 555 U.S. 460 (2009), and *Shurtleff v. City of Boston*, 596 U.S. 243 (2022). *Summum* recognizes that government may select the messages it conveys through its own property. *Shurtleff* emphasizes that government must actively control and take responsibility for a message if it intends the display to remain government speech rather than become private speech in a public forum.

3. APPLICATION

This policy applies only to the exterior architectural lighting installed for the City Hall tower and to all City officials, employees, contractors, and volunteers who request, approve, program, operate, maintain, or publicize that lighting. It does not authorize private persons

Adopted _____

Revised _____

to install, control, project, or display lights, images, words, logos, signs, or other material on City Hall.

Routine white illumination, darkness caused by maintenance or operational needs, seasonal civic decorations separately authorized by the City, emergency lighting, and lighting required for safety or compliance are not Special Tower Lightings under this policy.

4. DEFINITIONS

Special Tower Lighting means a temporary departure from the City's routine tower illumination through the use of one or more colors to recognize an approved observance, event, accomplishment, or governmental message.

Requester means a person or organization submitting a written request for a Special Tower Lighting. Submission of a request does not create a right to use City property or to have the requested lighting approved.

5. GUIDANCE

- a. Governmental Speech and City Control: All illumination of the City Hall tower is selected, controlled, installed, programmed, and presented by the City as governmental speech. The City does not accept tower-lighting requests on a first-come, first-served, open-access, or viewpoint-neutral forum basis. No approval transfers control of the tower or its lighting equipment to a requester, and no private ceremony, sign, projection, or branding is included unless separately authorized by the City Council for a governmental purpose.
- b. Approval Authority: A Special Tower Lighting may occur only after prior approval by vote of the Dover City Council. Requests shall be submitted in writing to the City Council through the City Manager's Office at least sixty (60) calendar days before the proposed lighting date, when practicable. The request shall state:
 - i. the proposed date or dates and requested color or colors;
 - ii. the occasion, event, cause, or governmental message to be recognized;
 - iii. the connection of the requested recognition to Dover or to a legitimate municipal interest;
 - iv. the requesting individual or organization and a responsible contact person; and
 - v. any requested public statement or explanatory language.

The City Council may approve, deny, modify, consolidate, or defer a request in its discretion. Prior approval of the same or a similar request does not require future approval and does not establish a public forum, precedent, entitlement, or standing approval.

- c. Criteria for Consideration: In deciding whether a proposed Special Tower Lighting

expresses an appropriate City message, the City Council may consider whether the lighting meets one or more of the following criteria:

- i. recognizes an official federal, State of New Hampshire, or City of Dover observance, proclamation, or action;
- ii. commemorates an event, anniversary, or accomplishment of historical or civic significance to Dover;
- iii. supports a City program, public-service objective, public-health initiative, or public-safety message;
- iv. recognizes a local organization or partnership that has made a substantial contribution to the public good in Dover;
- v. promotes unity, inclusion, civic participation, or community connection consistent with the City's adopted goals and values;
- vi. marks a relationship with another municipality, state, country, or governmental jurisdiction; or
- vii. recognizes another positive civic interest or value that the Council determines is worthy of governmental expression.

The City Council may also consider the clarity of the intended message, local relevance, proximity to the event, competing requests, frequency and duration of prior displays, technical feasibility, cost, staffing, energy use, public safety, and the historic and architectural character of City Hall.

- d. Limitations: The City will not approve a Special Tower Lighting that:
- i. is principally commercial advertising, product promotion, sponsorship recognition, or fundraising;
 - ii. supports or opposes a candidate, political party, ballot question, or campaign;
 - iii. recognizes a private birthday, wedding, anniversary, memorial, or other primarily personal event;
 - iv. would reasonably be understood as threatening, harassing, defamatory, obscene, or promoting unlawful conduct or discrimination;
 - v. uses or imitates emergency-service colors or patterns in a manner that could cause confusion or create a safety risk;
 - vi. requires a logo, seal, words, image, animation, flashing effect, or equipment not approved for the tower;
 - vii. conflicts with law, City policy, a previously approved governmental message, or the operational needs of the City; or
 - viii. cannot be implemented safely, reliably, or within available City resources.

These limitations guide the City's selection of its own message; they do not create a forum for private speech. Religious subjects require particular legal review to ensure compliance with the federal and State constitutions while preserving the City's control of its governmental message.

- e. Duration, Scheduling, and Operation:
 - i. Unless the City Council determines otherwise, a Special Tower Lighting shall be displayed for no more than seven (7) consecutive nights. The City Council may approve a shorter or longer period when warranted by the governmental message, but no approval shall extend beyond thirty (30) consecutive nights.
 - ii. The City Manager, or designee, shall schedule and implement approved lighting. The City may delay, shorten, suspend, modify, or cancel a display because of equipment failure, maintenance, weather, emergency conditions, public safety, legal concerns, conflicting governmental needs, or other operational reasons. The City does not guarantee that approved colors will appear precisely as requested under all viewing and weather conditions.
 - iii. Unless otherwise authorized by the City Council, the City shall bear only ordinary programming and operating costs. Any unusual cost or equipment need must be identified before approval and accepted by the City in accordance with applicable budgeting, procurement, and gift-acceptance requirements.
- f. Communications and Records: For each approved Special Tower Lighting, the City shall publish or otherwise maintain a brief statement identifying the date, colors, and governmental purpose of the display. The City Manager's Office shall maintain requests, approvals, denials, schedules, and related communications as municipal records in accordance with RSA chapters 91-A and 33-A and the City's records-retention schedule.
- g. Standing Approvals: Appendix A lists Special Tower Lightings granted standing approval by the City Council and, when applicable, their annually recurring dates and colors. Staff may implement a standing approval without a new Council vote, subject to operational feasibility and any conditions stated in Appendix A. The City Council may add, modify, suspend, or remove a standing approval by vote.

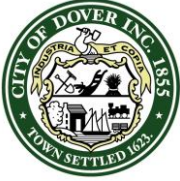
6. EFFECTIVE DATE AND AMENDMENTS

This policy shall take effect upon passage by the Dover City Council. Any amendments to this policy must be approved by vote of the Dover City Council.

Appendix A

Schedule of Special Tower Lighting with Standing Approval

Observance	Date/Rule	Color(s)	Duration	Conditions
Martin Luther King Day	MLK Day	Red/Black/Green	1 night	—
Black History	February 11	Red/Black/Green	7 nights	
President's Day	President's Day	Red/White/Blue	1 night	
Woman's History	March 1	Purple/Green/White	7 nights	
Mental Health Awareness	May 1	Green	7 nights	
Memorial Day	Memorial Day	Red/White/Blue	1 night	
Juneteenth	June 19 th	Red/Black/Green	1 night	
4 th of July	July 1	Red/White/Blue	31 nights	
Labor Day	Labor Day	Red/White/Blue	1 night	
9/11	9/11	Blue	1 night	
Breast Cancer Awareness	October 1	Pink	7 nights	
Veteran's Day	November 11	Red/White/Blue	1 night	
Holiday	Thanksgiving	Green/Red/White	New Year's Eve	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

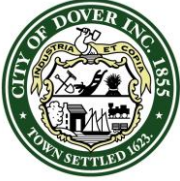
Resolution Number: **R - 2026.09.09 – 276**

Resolution Re: B26076 Authorization to Award Sale of 39 Toftree Lane
Dover Parcel M0125-00000 to Northam Properties, LLC

- xWHEREAS: On May 5, 2026, City Council approved Resolution [R-2026.05.13-185](#), which included a list of City parcels, directing the City Manager to take actions recommended by Council to dispose of; and
- WHEREAS: As a result, a sealed Request for Proposal (RFP) #B26076 was issued and received for the sale of 39 Toftree Lane, Dover Parcel M0125-00000 on August 24, 2026, at 2:00 p.m.; and
- WHEREAS: A site visit was conducted by the City staff on July 28, 2026, at 2:00 p.m. at 39 Toftree Lane with 3 interested parties in attendance. Due to the condition of the structure, attendees were required to sign a Release of Liability to enter the building; and
- WHEREAS: One response was received and reviewed. The offer consisted of the \$32,400.00 deposit and comprehensively rehabilitating and improving the existing residential property so as to return it to productive residential use. It is the recommendation to award to Northam Properties, LLC in the offered amount of \$324,000.00; and
- WHEREAS: Ordinance §29-6 establishes a structured process for the disposal of surplus City-owned real estate. §29-6-H. states “unless authorized by the City Council, sealed bids with a minimum bid prices of 80% of the current appraised value will be solicited for all City owned real-estate property authorized to be sold”. Whereas the RFP did state this 80% minimum, the tendered offer by Northam Properties, LLC does not meet the 80% threshold, though the RFP notified bidders that the City “reserves the right to waive defects . . . of the Proposal.” It is requested to waive this 80%-minimum requirement as it is believed to be in the best interest of the city to award sale to Northam Properties, LLC in keeping with its proposal. However, it is further recommended that instead of conveying the property to Northam Properties, LLC at closing via a normal Quitclaim Deed, the subject property should be conveyed via either a Release Deed or, alternatively, a Quitclaim Deed disclaiming any warranty or representation of title with respect to any claims, demands, actions, or asserted rights arising out of or in relation to the tax deeding actions of the City pursuant to RSA chapter 80 or related New Hampshire law governing the handling of sale proceeds from same.

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

The City Manager is authorized to sell/convey the City property known as 39 Toftree Lane, Dover and identified as Parcel ID M0125-000000 on the Dover Tax Map, consistent with the terms of the RFP solicitation except as stated in the recitals above, and to finalize all documents necessary to complete the transaction on terms mutually satisfactory to both parties consistent with this resolution. For avoidance of doubt, the 80% minimum price is waived but the conveying deed from the City shall be limited to either a Release Deed or, alternatively, a Quitclaim Deed disclaiming any warranty or representation of title with respect to any claims, demands, actions, or asserted rights arising out of or in relation to the tax deeding actions of the City pursuant to RSA chapter 80 or related New Hampshire law governing the handling of sale proceeds from same.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R - 2026.09.09 – 276**
Resolution Re: B26076 Authorization to Award Sale of 39 Toftree Lane
Dover Parcel M0125-00000 to Northam Properties, LLC

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

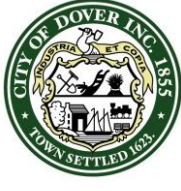
Recorded by: Jerrica Vansylyvong-Bizier
City Clerk

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.A.2. Resolution Number: R - 2026.09.09 – 276 Resolution Re: B26076 Authorization to Award Sale of 39 Toftree Lane Dover Parcel M0125-00000 to Northam Properties, LLC
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RESOLUTION BACKGROUND MATERIAL:

The submitting firm is a local property investor and small business owner with experience acquiring, improving, and managing distressed residential properties. Northam Properties, LLC intends to make substantial investments in 39 Toftree Lane’s current deferred maintenance and repair condition, to improve its appearance and condition, and restore it as a safe, attractive and well-maintained home. This work will be done in accordance to applicable City of Dover land use, zoning, building, fire, and permitting requirements.

Certified mailings were sent to 15 abutters, with 2 being returned for “refusal,” as well as certified mailing of the RFP to the daughter of the deceased prior owner. This solicitation was also placed in the newspaper and sent through Constant Contact to all that have signed up under “Sale of Surplus Property” category.

Council Goals #1 Supporting Housing Needs: Disposing of surplus City property advances Council goals by reallocating underutilized assets toward higher-value public outcomes, such as housing, economic development, or conservation. It also supports efficient infrastructure and fiscal management by reducing maintenance burdens and enabling strategic reinvestment aligned with community priorities. Disposing of surplus property is consistent with the Master Plan because it aligns land use with community priorities and ensures that underutilized parcels are redirected toward higher-value outcomes such as housing, economic activity, or conservation. It supports the Plan’s emphasis on efficient land use, infill development, and strategic growth management, while also enabling the City to leverage public assets to implement planning objectives rather than leaving land idle or misaligned with long-term goals.

Bid Information:

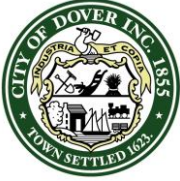
A sealed Request for Proposal (RFP) #B26076 was issued and received for the sale of 39 Toftree Lane, Dover Parcel M0125-00000 on August 24, 2026, at 2:00 p.m.

Purchasing Information:

Type:	P/S Agreement	Advertised:	Yes
Invitations Mailed:	195 & 16 Certified	Number of Responses:	1
Warranty:	NA	Terms:	60 days Closing
Work Bonded:	NA	Contract:	Yes
Prices will hold for:	Until P/S Signed	Estimated Delivery:	60 Days
Recommended Award to:	Northam Properties, LLC	Fund:	CC/Tax Collector Sale of Surplus Property Revenue
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	NA	Reason for Council Approval:	Council approval required subsequent to an RFP solicitation

[B26076 RFP Documents](#)

Document Created by: Finance Document Posted on: September 4, 2026	R-2026.09.09 B26076 Authorization to Award Sale of 39 Toftree Lane Dover Parcel M0125-00000 to Northern Properties, LLC Page 3 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2026.09.09 – 277**
Resolution Re: Authorization to Renew Repair and Preventative Maintenance Service Agreement to Hach Company for the Water Treatment Plant – Sole Source

WHEREAS: The recently constructed Pudding Hill Water Treatment Plant and other renovated water supply wells or treatment plants have been equipped with Hach brand chlorine and fluoride sensors. Since 2021 the City has contracted directly with Hach for regular maintenance and calibration of the various online analyzers; and

WHEREAS: On July 14, 2026, the City received a proposal from Hach Company for Repair and Preventative Maintenance Agreement for 4 different supply or treatment locations in the amount of \$25,840.00.

WHEREAS: Per 5-29C. Exemption to Formal Bidding. Formal bidding shall not apply to Sole-Source purchases where the proposed purchase is manufactured or provided by only one entity, and/or the 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 Hach Company of Loveland, CO in the amount of \$25,840.00 for a repair and preventative maintenance service agreement. 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
5300.1.300.43320.4433.00000.00.000	CS - Water- Maint Chrgs	\$76,303.83	\$61,160.00	\$25,840.00

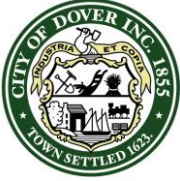
AUTHORIZATION

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 Vanslyvong-
Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

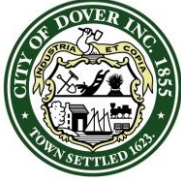
Resolution Number: **R – 2026.09.09 – 277**
Resolution Re: Authorization to Renew Repair and Preventative
Maintenance Service Agreement to Hach Company for the
Water Treatment Plant – Sole Source

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.3. Resolution Number: R – 2026.09.09 – 277 Resolution Re: Authorization to Renew Repair and Preventative Maintenance Service Agreement to Hach Company for the Water Treatment Plant – Sole Source	

RESOLUTION BACKGROUND MATERIAL:

The City has utilized Hach Company for all of our continuous online analyzers since 2021. These analyzers provide real-time data for most of our chemical dosing, including chlorine, fluoride, etc.

The contract includes a Hach technician providing services to the following pump stations: Calderwood, Pudding Hill, Lowell and French Cross, twice a year to replace all wear items in the analyzers and perform certified calibrations. In addition, if a component fails inside one of the analyzers, Hach will either ship the replacement part to us at no charge for us to install ourselves or send a technician to repair the analyzer and return it to service.

In prior years, the proposals had not met the requirement for council approval.

Council Goal:

Incorporate environmental and social sustainability goals into infrastructure planning where appropriate and feasible to promote resilient growth that protects natural resources and enhances quality of life for future generations.

Bid Information:

Per 5-29C. Exemption to Formal Bidding. Formal bidding shall not apply to Sole-Source purchases where the proposed purchase is manufactured or provided by only one entity, and/or the City has already committed to a certain product, manufacturer, brand, or service provider.

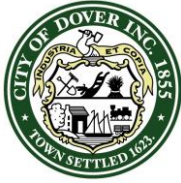
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	ASAP
Recommended Award to:	Hach Company	Fund:	WTP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000

Document Created by: Purchasing Document Posted on: September 4, 2026	R-2026.09.09 Authorization to Renew Repair and Preventative Maintenance Service Agreement for the Water Treatment Plant to Hach Company, LLC – Sole Source Page 3 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2026.09.09 – 278**

Resolution Re: Authorization to Purchase Residential Pay-As-You-Throw
Trash Bags from Boxes and Bags Unlimited

WHEREAS: A sealed Request for Bid #B23083 was requested and received for Pay as You Throw Trash (PAYT) Bags on July 6, 2023 at 2:00 p.m.; and

WHEREAS: Four proposals were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services and it was the recommendation to award this to Boxes & Bags Unlimited of Lewiston Maine, for a one-year term with the option to renew for two additional one-year terms, at mutually negotiated rates, not to exceed Boston CPI; and

WHEREAS: On August 9, 2023 via [R-2023.08.09-125](#) Council approved Boxes & Bags Unlimited of Lewiston, Maine for FY24 to produce the bags at \$77.88 per case for the 30 gallon and \$57.60 per case for the 15-gallon bags and in FY25 agreed to keep the same pricing; and

WHEREAS: The City is seeking approval to extend the contract with Boxes and Bags for one additional year. On September 1, 2026, the City received a quote from Boxes and Bags at \$92.16 each for the 30 gallon bags and \$67.77 per case for the 15-gallon bags, for a total amount of \$96,066.00. The city is also requesting a contingency allowance of \$25,000 to purchase any additional bags that may be required to last until June 30, 2027.

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 Boxes and Bags Unlimited of Lewiston, ME for residential pay-as-you-throw drawstring trash bags, not to exceed, \$121,066.00. 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
1000.1.300.43230.4612.00000.00	Operating Supplies	\$140,000.00	\$123,237.84	\$121,066.00

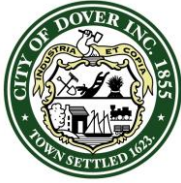
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2026.09.09 – 278**
Resolution Re: Authorization to Purchase Residential Pay-As-You-Throw
Trash Bags from Boxes and Bags Unlimited

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.		

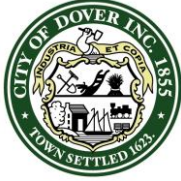
RESOLUTION BACKGROUND MATERIAL:

The City has executed a contract agreement with its current curbside collections contractor (Waste Management) for both solid waste and recycling to implement a new collection program beginning July 1, 2027. At that time, residents will be provided with toter-bins for both solid waste and recycling. The toters in turn will be collected by Waste Management trucks with automated arm-loaders. As such, the need for green-color, City labeled, Pay As You Throw Bags will end upon completion of FY27 (June 30, 2027).

The current challenge will be to monitor inventory of bags and current customer demand to make sure we reach June 30, 2027 without running out of bags, but also ensuring we don't have a surplus remaining in inventory. Historically, the City has struggled with various suppliers of the PAYT bags, but have been very pleased with the quality and consistency of the bags provided by Boxes & Bags Unlimited. The request is to extend current agreement with Boxes & Bags to finish current FY27.

City Council Goal:

Community Services Strategic Plan, Part B. Product & Process, which focuses on “continued, uninterrupted service of core public works operations”. Residents and businesses need an available and reliable supply of trash bags in order to maintain solid waste collection



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2026.09.09 – 278**

Resolution Re: Authorization to Purchase Residential Pay-As-You-Throw
Trash Bags from Boxes and Bags Unlimited

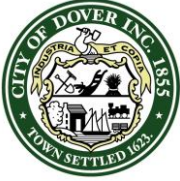
Award Information:

A purchase order will be issued to Boxes and Bags Unlimited to authorize expenditure outlined in this resolution.

Purchasing Information:

Type:	Purchase order	Advertised:	Yes
Invitations Mailed:	142	Number of Responses:	4
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Per Current Orders	Estimated Delivery:	As Needed
Recommended Award to:	Boxes and Bags Unlimited	Fund:	General
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B23083 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2026.09.09 – 279**

Resolution Re: Authorization for Additional SOW for B25029 – Dover
Public Library Renovation – Bonnette, Page and Stone

WHEREAS: Request for proposal B25029 was submitted to 4 pre-qualified firms (B24005) for the Dover Public Library Renovation; and

WHEREAS: On October 31, 2024, the City conducted a pre-bid meeting/walkthrough of the Dover Public Library and two of the pre-qualified firms attended. Bid opening took place on December 17, 2024 at 2:00 p.m. EST. The City received one proposal, submitted by Bonnette, Page and Stone, prior to the required date and time, and one proposal was submitted after the required date and time, which was not considered; and

WHEREAS: On December 19, 2024, the evaluation team met with Bonnette, Page & Stone (BP&S) and the result was the City was satisfied with the proposal and BP&S was awarded via Council resolution [R-2025.01.15-7](#); and

WHEREAS: On June, 30, 2025, the City received a proposal from BP&S to replace all the windows at the Dover Library in the amount of \$499,307.00 approved via [R-2025.08.13-25](#); and

WHEREAS: On September 15, 2025, the City received a proposal from BP&S to install concrete sidewalks and light poles at the Dover Library in the amount of \$29,266.00, approved via [R-2025.10.08-51](#); and

WHEREAS: On June 26, 2026, the City received proposals from BP&S, for carpentry and electrical needs, sewer replacement, VRF and elevator repair, for the total amount of \$52,825.81.

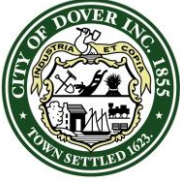
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to revise a Purchase Order Revision to Bonnette, Page & Stone Corp., Laconia, NH for the Dover Library not to exceed \$52,825.81. The City Manager, or designee, is hereby authorized to contract with the vendors consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
1009.1.390.45500.4725.00000.26.000.000	Building Improvements	\$72,209.00	\$72,209.00	\$52,825.81



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2026.09.09 – 279**

Resolution Re: Authorization for Additional SOW for B25029 – Dover
Public Library Renovation – Bonnette, Page and Stone

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

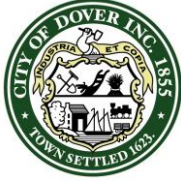
Recorded by: Jerrica Vanslyvong-Bizier
City Clerk

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.5. Resolution Number: R – 2026.09.09 – 279 Resolution Re: Authorization for Additional SOW for B25029 – Dover Public Library Renovation – Bonnette, Page and Stone
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RESOLUTION BACKGROUND MATERIAL:

The Dover Library is currently undergoing a substantial renovation and expansion project to modernize the historic facility and meet the evolving needs of the community.

The project involves a major renovation of the existing structure, originally built in 1905 with an addition completed in 1988. The new addition will significantly enhance accessibility and functionality by housing a new elevator, updated restrooms, and an improved stairway. These structural changes are essential to accommodate current library needs, including expanding programming and improving overall building flow.

Beyond the expansion, the renovation includes numerous aesthetic upgrades and critical, code-required improvements to enhance the safety and functionality of the space for both staff and patrons.

These necessary change orders included overhauling the sewer, drainage, and electrical services. As part of this work, BP&S replaced 25 feet of old sewer service in the front of the library and the existing life safety lighting needed repair. In addition, there were additional carpentry services required to add cubbies and rework the Welcome Desk. VRF repair and replacing the exiting wall mounted split in Room 208 was needed. Lastly, an elevator operator was needed to run the elevator for the book movers prior to final inspection.

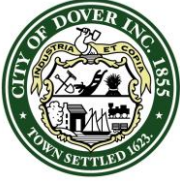
Council Goal:

Continue to Invest in Infrastructure

Type:	Purchase order	Advertised:	No
Invitations Mailed:	n/a	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	TBD
Recommended Award to:	Bonnette, Page & Stone	Fund:	General Fund
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B25029 Bid Documents](#)

Document Created by: Purchasing Document Posted on: September 4, 2026	R-2026.09.09 R-2026.09.09 B25029 Dover Public Library Renovation Authorization for Addl SOW Bonnette Page and Stone Page 3 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2026.09.09 – 280**
Resolution Re: B26018 Authorization of Central Avenue Urban Core
Water Improvements Phase I Increase of Contingency to
SUR Construction

WHEREAS: A sealed Request for Proposal #B26018 was issued and received for the Central Avenue Urban Core Water Improvements Phase I Project on December 18, 2025, at 2:00 p.m. The scope of work lists construction of approximately 5700 feet of 16-inch ductile iron water main on Central Ave from the intersection of Broadway to the Garrison Hill Water Storage Reservoir on Abby Sawyer Memorial Drive; and

WHEREAS: The offer deemed most advantageous came from the low bidder, SUR Construction, Inc. of Rochester, NH. City Council approved via resolution [R-2021.11.10-186](#) to award the project to SUR Construction, Inc in the bid amount of \$6,975,450.00 plus a contingency amount of \$400,000.00 for a total project cost of \$7,375,450.00; and

WHEREAS: The City has experienced some unforeseen conditions on the Urban Core Project described below and, in the background, that may result in costs exceeding our current contingency, thereby the need of an additional \$300,000.00 in contingency to address these potential cost overruns. This request would be above the original \$7,375,450.00 total project value and assumes that all previously budgeted contingency funds will be utilized. Additionally, the project would forgo cold planning and machine paving of the trenches with the intent that final paving would be completed under a future project.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The Purchasing Agent is hereby authorized to issue a purchase order revision to SUR Construction, Inc. of Rochester, NH, in the contingency amount of \$300,000.00 for the Central Avenue Urban Core Water Improvements Phase I project. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the purchase order revision authorized herein.

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

Financing

Account	Description	Appropriation	Balance	Charge
5300.1.300.43320.4757.03568.22	Central Ave Watermain Replacement	\$1,900,000.00	\$24,648.15	\$24,648.15
5300.1.300.43320.4757.03568.26	Central Ave Watermain Replacement	\$6,812,661.00	\$490,649.10	\$275,351.85

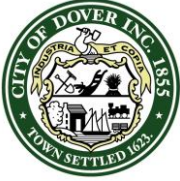
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

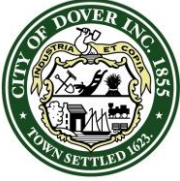
Resolution Number: **R – 2026.09.09 – 280**
Resolution Re: B26018 Authorization of Central Avenue Urban Core
Water Improvements Phase I Increase of Contingency to
SUR Construction

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.1.

Resolution Number: **R – 2026.09.09 – 280**
Resolution Re: B26018 Authorization of Central Avenue Urban Core
Water Improvements Phase I Increase of Contingency to
SUR Construction

RESOLUTION BACKGROUND MATERIAL:

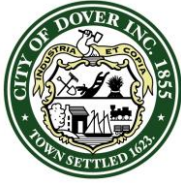
Council Goal #2 Investing in Infrastructure: The water main replacement project is part of a long-term, phased Capital Improvements Project to replace and upgrade a critical water main along Central Avenue. The existing water main within Central Avenue dates back to the 1880's and has experienced internal corrosion and reduced flow capacity.

The overall projected budget is funded, in part, in the amount of \$3,452,972.00, covered with acceptance of the EPA CDS grant award approved by Council [R-2025.10.08-56](#). Additionally, the City also qualified for additional grant assistance of \$859,689 as part of a State of NH Housing Champions grant approved by Council via [R-2025.04.23-62](#), as the project supports additional residential growth within the City.

Contingency Increase Justification:

- **Ledge Removal** – From Bradley Commons north, the new water main was proposed to be installed within the existing trench. A narrow cut had been made through the existing ledge when the existing main was installed in the late 1800s. Additional ledge removal was required to provide safe access for the contractor and to achieve the required bedding. Additional areas of ledge are anticipated farther north along Central Avenue.
- **Concrete Panel Removal** – Underwood's design anticipated encountering the concrete panel subbase from Preble Street south to Broadway, and it was anticipated that no concrete panels would be encountered north of Preble Street. As the project has progressed north, excavation to expose the existing water main has determined that the concrete subbase extends across the full width of Central Avenue to the curb line, resulting in a significant additional volume of concrete panels requiring removal.
- **Crushed Gravel** – Based on the available soil boring data, Underwood assumed that the concrete panel subbase was located at a sufficient depth below the asphalt to allow the existing pavement materials to be reclaimed and reused. Reclaiming and reusing the existing gravel would have eliminated the need to truck in additional gravel to reconstruct the road base within the main line trench. During excavation, it was determined that the existing pavement bears directly on the concrete panels, eliminating the ability to reclaim and reuse the existing gravel. As a result, the contractor was required to import new crushed gravel to construct the road base within the trenches.
- **Contaminated Soil** – Petroleum-contaminated soil was encountered in the areas of Preble Street, Hough Street, and Oak Street, where former filling stations were located. These findings have resulted in additional costs associated with the management and disposal of contaminated soil and the management of contaminated groundwater.
- **Overlay** - In regards to final paving overlay, the scope of work for the Central Ave Urban Core water project only required milling, patching and repaving of the existing trenches. The current intent is to use allocated CIP funding to rehab the existing storm drainage system, which is expected to be accomplished by installing synthetic liners within the existing drainage piping, but will require some open-trenching work for various 'spot' repairs, or the install new drainage basins or manholes, or to install new cross-road service laterals. The proposed drainage work (and subsequent paving) is outside of the scope of the current water main project, but the intent is to complete the required drainage rehabilitation such that the entire width of Central Ave (curb line to curb line) can be milled and repaved.

[B26018 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2026.09.09 – 281**

Resolution Re: Citywide 2026-2027 Groundwater Monitoring Program with
Emery & Garrett Groundwater Investigations, LLC

WHEREAS: Emery and Garrett Groundwater Investigations, LLC (EGGI) was the awarded firm through Sealed Bid #[B13043](#) for hydrogeological consulting services, exploration and development of replacement groundwater supply. EGGI has been the ongoing consultant for various other groundwater projects for the City throughout the years; and

WHEREAS: On August 7, 2026, the City received a scope of work from (EGGI) for the current 2026-2027 citywide groundwater monitoring program at a cost totaling \$186,500.00. Due to their vast experience in this field, it is the recommendation to award the continued groundwater monitoring project to EGGI in the amounts outlined in this resolution; and

WHEREAS: Per 5-28.B Formal Bidding Purchases; Waiver. Formal bidding may be waived by majority vote of the City Council, which may be done at the time of making the award.

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 Emery and Garrett Groundwater Investigations, LLC for additional scope of work applicable to Expansion of Groundwater Exploration Program for additional well supply or capacity, not to exceed, \$186,500.00. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement 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
5300.1.300.43320.4757.03571.24	Water Exploration	\$85,309.75	\$85,309.75	\$85,309.75
5300.1.300.43320.4757.03571.25	Water Exploration	\$100,000.00	\$100,000.00	\$100,000.00
5300.1.300.43320.4757.03571.26	Water Exploration	\$100,000.00	\$100,000.00	\$1,190.25

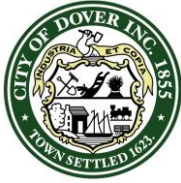
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2026.09.09 – 281**
Resolution Re: Citywide 2026-2027 Groundwater Monitoring Program with
Emery & Garrett Groundwater Investigations, LLC

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

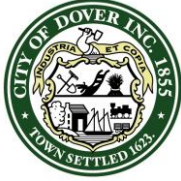
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Dennis Shanahan		
Deputy Mayor Lindsey Williams		
Councilor S. April Richer, Ward 1		
Councilor Lucas Veitch, Ward 2		
Councilor Anthony Retrosi, Ward 3		
Councilor Timothy Granfield, Ward 4		
Councilor Richard Robison, Ward 5		
Councilor Fergus Cullen, Ward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

RESOLUTION BACKGROUND MATERIAL:

In response to a City request, Emery & Garrett Groundwater Investigations, LLC (EGGI) has proposed continuation of a citywide long-term groundwater monitoring program initiated in 2016 for the monitoring year of 2026-2027. The monitoring work includes sampling and testing at 13 different monitoring wells located in strategic points of the City water supply aquifers. Testing will also occur from all 11 public water supply wells. Sampling will focus on testing for 16 different PFAS compounds, and also the presence of any naturally occurring arsenic. Expanded contaminant sampling will occur at the Pudding Hill aquifer to include contaminants such as VOC's, 1,4-dioxane, metals, chloride, sodium, etc. Sampling will meet the reporting requirements for NH DES's Large Groundwater Withdrawal Permits.

EGGI will also help with aquifer water level monitoring. They have multiple water level transducers installed in various aquifer monitoring wells. The level monitoring will help guide aquifer management decisions in terms of limiting production from aquifer.

Extra sampling and monitoring work will occur for the Smith & Cummings wells, as these are located within more of the City's urbanized areas, and have previously been monitored for increasing chloride levels. In addition to the previous City-wide PFAS sampling mentioned above, sampling will also focus on volatile organic compounds (VOC's).



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2026.09.09 – 281**

Resolution Re: Citywide 2026-2027 Groundwater Monitoring Program with
Emery & Garrett Groundwater Investigations, LLC

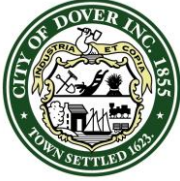
An allowance is provided for as-requested services that could arise in response to the planned Brox quarry expansion, change in chloride levels, or any general water-quality or aquifer-capacity related issue.

Council Goal:

Supports Community Services Strategic Plan – Outcome B: Product & Process related to continued, uninterrupted service of core public works operations, with emphasis to assure we have no water quality violations

The summary of EGGI's scope of services is as follows:

Task 1 – Water Quality Sample Collection & Analysis	\$47,900
Task 2 – Aquifer Level Monitoring	\$31,900
Task 3 – LGWP Production Well Reporting	\$41,000
Task 4 – Presentation of Groundwater Data to City Staff or Council	\$ 3,500
Task 5 – Smith/Cummings Water Level & Water Quality Monitoring	\$ 8,700
Task 6 – General Hydrogeological Consulting Services and Contingency	\$20,000
Task 9- Brox Quarry Expansion and Pike Quarry Technical Support	\$10,000
Task 8 – Chloride Monitoring and Technical Support	\$24,000
Task 9 – Data Management and Visualization Planning	\$3,500
Total Costs for Tasks 1 through 9	\$186,500



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2026.09.09 – 282**

Resolution Re: Pudding Hill Aquifer Monitoring Program 2026-2027 with
Emery & Garrett Groundwater Investigations, LLC

WHEREAS: Emery and Garrett Groundwater Investigations, LLC (EGGI) was the awarded firm through Sealed Bid #[B13043](#) for hydrogeological consulting services, exploration, and development of replacement groundwater supply. EGGI has been the ongoing consultant for various other groundwater projects for the City throughout the years; and

WHEREAS: The City received a scope of work from (EGGI) for the current 2026-2027 Pudding Hill Aquifer Monitoring Program as related to the adverse impacts associated with elevated PFAS, 1,4 dioxane and MtBE in the DPH#1, Ireland and Griffin production wells at a cost totaling \$202,600.00. Due to their vast experience in this field, it is the recommendation to award the continued groundwater monitoring project to EGGI in the amounts outlined in this resolution; and

WHEREAS: Per a Settlement Agreement with New England Metal Recycling (NEMR), formerly called Schnitzer Industries and now Radius Recycling, there was a provision that NEMR would contribute to an expanded aquifer monitoring plan during the first three years of operation of the new Pudding Hill Water Treatment Plant. The exact level of funding has yet to be settled, but negotiations will remain ongoing; and

WHEREAS: Per 5-28 B. Formal Bidding Purchases; Waiver. Formal bidding may be waived by majority vote of the City Council, which may be done at the time of making the award.

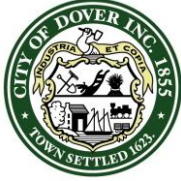
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a Purchase Order to Emery and Garrett Groundwater Investigations, LLC for the Pudding Hill Aquifer monitoring program for 2026-2027 in the amount not to exceed \$202,600.00. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement 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
5300.1.300.43320.4341.00000.00.300	Pudding Hill Aquifer	\$555,258.86	\$229,770.07	\$202,600.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2026.09.09 – 282**

Resolution Re: Pudding Hill Aquifer Monitoring Program 2026-2027 with
Emery & Garrett Groundwater Investigations, LLC

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk

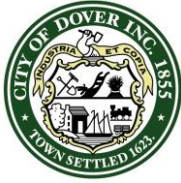
DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2026.09.09 – 282**

Resolution Re: Pudding Hill Aquifer Monitoring Program 2026-2027 with
Emery & Garrett Groundwater Investigations, LLC

RESOLUTION BACKGROUND MATERIAL:

In December of 2021 the City executed a Settlement Agreement with NEMR/Schnitzer Industries for construction contributions and funding towards the Pudding Hill Water Treatment Plant (WTP). The WTP is now substantially complete and in operation.

Part of the Settlement Agreement called for NEMR/Schnitzer to contribute toward an expanded aquifer monitoring program during the first three years of operation of the new WTP. It is expected that NEMR's funding will cover 10 selected wells (exclusive of Ireland, DPH-1, and Griffin) selected for quarterly monitoring, along with water level data to support optimization of artificial recharge.

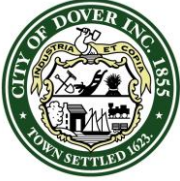
On August 7, 2026, the City received a proposal from Emery & Garrett for 2026-2027 Pudding Hill Aquifer Monitoring Program Services to support the City in the management of contamination within the Dover Pudding Hill Aquifer related to historical releases from the New England Metals Recycling (NEMR) facility site during the monitoring year of 2026-2027.

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 facility.

Council Goal:

Supports Community Services Strategic Plan – Outcome B: Product & Process related to continued, uninterrupted service of core public works operations, with emphasis to assure we have no water quality violations.

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	\$9,600
Task 1c Quarterly Production Well Sampling	\$4,800
Task 1d Artificial Recharge-Related Sampling	\$7,200
Task 1e Analyze Water Quality Data and prepare Data Plots/Maps/Summaries	\$14,000
Task 2 - 401 Certification & Groundwater Discharge Permit-related Monitoring	\$57,200
Task 3 Gage/Monitor Streamflow	\$9,000
Task 4 Purchase of Additional Water Level Monitoring & Sampling Equipment	\$8,500
Task 5 Bellamy River Watershed Surface Water Monitoring	\$13,500
Task 6 Water Level Monitoring	\$15,000
Task 7 Artificial Recharge Basins-Maintenance & Management	\$10,000
Task 8 Overall Aquifer Management	\$10,000
Task 9 Project Management, Miscellaneous Meetings/Conference calls	\$15,000
Total Costs for Tasks 1 through 9	\$202,600



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2026.09.09 – 283**

Resolution Re: Authorization to Replace and Install Two Sodium Hypochlorite Tanks at the River Street Pump Station - Waterline Industries Corporation

WHEREAS: A sealed Request for Proposal #B23040 was issued and received for River Street Pump Station Upgrade on June 29, 2023, at 2:30 p.m. and;

WHEREAS: Four bid responses were received and reviewed for necessary qualifications, experience, understanding of project scope, approach for completing the work, certification to design, deliver, support and manage proposed solution and the offer deemed most advantageous came from the low bidder Waterline Industries Corporation, Seabrook NH. It was approved via Council Resolution [R-2023.07.12-113](#) to Waterline Industries Corporation in the amount of \$8,397,677.00 Base Bid and \$8,482,177.00 Base Bid plus Alternates. In addition, based upon a recommendation by the design engineer, a construction contingency allowance of approximately 5%, or \$425,000.00 was approved and held in contingency fund for the project; and

WHEREAS: In August of 2026, it was determined that the two existing 2500-gallon Sodium Hypochlorite tanks utilized for odor and hydrogen sulfide control at River Street Pump Station were leaking and needed to be replaced. Since Waterline was completing the pump station renovation it was determined that it was in the best interest of the City to have them supply and install the new tanks; and

WHEREAS: On September 1, 2026, the City received a proposal from Waterline Industries, Corporation in the amount of \$256,677.00.

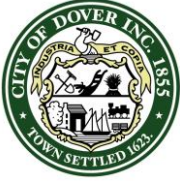
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a purchase order to Waterline Industries Corporation, not to exceed \$256,677.00, for the purchase and installation of two new chlorine storage tanks at River Street Pump Station. 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
5320.1.300.43250.4741.04594.24	WWTP- River Street Pump Station Upgrade	\$810,675.69	\$443,380.68	\$256,677.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2026.09.09 – 283**
Resolution Re: Authorization to Replace and Install Two Sodium Hypochlorite Tanks at the River Street Pump Station - Waterline Industries Corporation

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

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

Recorded by: Jerrica Vanslyvong-Bizier
City Clerk

DOCUMENT HISTORY:

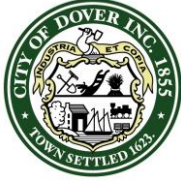
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

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 utilizes sodium hypochlorite at the River Street Pump Station to help control odors, and prevent degradation of the concrete force main by targeting sulfate-reducing bacteria that generate hydrogen sulfide gas. In a typical year, a volume of 60,000 gallons might be used. For onsite storage, there are two separate 2500-gallon storage tanks. During the ongoing renovation of the River Street Pump Station, the plans did not include replacement of the tanks, as they appeared to be in decent shape. But recently, leaks were noticed, so the City explored replacement options. Waterline Industries Corporation provided a proposal to replace the two existing 2500-gallon Sodium Hypochlorite chemical tanks with direct replacement, double wall tanks.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.4. Resolution Number: R – 2026.09.09 – 283 Resolution Re: Authorization to Replace and Install Two Sodium Hypochlorite Tanks at the River Street Pump Station - Waterline Industries Corporation
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Using provided tank drawings and field discussions on replacing the failed chemical tanks, Waterline Industries submitted a proposal to furnish and install two new 2500-gallon tanks for Sodium Hypochlorite, and the removal and disposal of the existing tanks. The tank ladders, securement clips, and existing carrier piping will be reused. The fill lines and vent lines will be reconnected to the new tanks. The existing level instruments and leak detection for the tanks will be reused.

The City will drain the tanks to as low as possible for removal of the existing tanks. Any remaining Sodium Hypochlorite will be pumped into an appropriate container, for use or disposal by the City. The existing chemical feed system will need to be shut down for the entirety of this work.

Waterline will provide all appropriate labor to remove any and all components for re-use. Installation of the new tanks will occur after delivery. Lead time is estimated to be 6-8 weeks after approval

The total cost for this proposal is \$256,677.00.

Council Goal:

Supports Community Services Strategic Plan – Outcome B: Product & Process related to continued, uninterrupted service of core public works operations, with emphasis to assure we have no water quality violations.

Award Information:

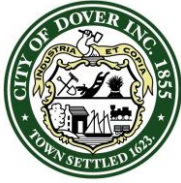
A purchase order will be issued to the vendor selected to authorize future expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	701	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	2026
Recommended Award to:	Waterline Industries Corporation	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

[B23040 Bid Documents](#)

Document Created by: Purchasing Document Posted on: September 4, 2026	R-2026.09.09 - Authorization to Replace and Install Two Sodium Hypochlorite Tanks at the River Street Pump Station - Waterline Industries, Corporation Page 3 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2026.09.09 – 285**
Resolution Re: B25044 RFP27-001 Authorization to Waive Formal Bidding and Award Highland & Rollins Water Main Replacement Project to MacKinnon & Sons Excavating

- WHEREAS: A sealed Request for Proposal #B25044 was issued and received for Construction Equipment Rentals on March 14, 2025, at 2:00 p.m., and the City received eight (8) responses meeting specifications for both different and similar types of construction equipment with varying hourly rates. The City reviewed for necessary experience, equipment type, as well as cost, and all were approved by Council per [R-2025.03.26-35](#); and
- WHEREAS: On August 12, 2026, the city solicited proposal, B25044 RFP27-001, to all pre-approved contractors for labor, equipment, and supervision to complete a water main replacement on Highland & Rollins; and
- WHEREAS: On September 1, 2026, the City received one proposal from MacKinnon and Sons Excavating, who provided a quote in the amount of \$425,000.00; and
- WHEREAS: The City is seeking approval to award to MacKinnon & Sons Excavating for Highland & Rollins Water Main Replacement in the amount of \$425,000.00.

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 MacKinnon & Sons Excavating in the amount of \$425,000.00 at rates provided in conjunction with Bid #B25044. 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
5300.1.300.43320.4757.03526.26	Sewer Main Replacement	\$584,900.00	\$561,440.07	\$425,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dennis Shanahan
By Request

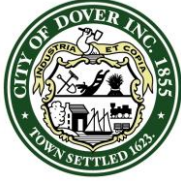
Approved as to Legal
Form and Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Jerrica Vansylyvong-Bizier
City Clerk

DOCUMENT HISTORY:

Document Created by: Purchasing
Document Posted on: September 4, 2026

B25044 RFP27-001 Authorization to Waive Formal Bidding and Award Highland & Rollins Water Main Replacement Project to MacKinnon & Sons Excavating
Page 1 of 4



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2026.09.09 – 285**

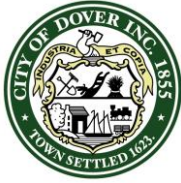
Resolution Re: B25044 RFP27-001 Authorization to Waive Formal Bidding and Award Highland & Rollins Water Main Replacement Project to MacKinnon & Sons Excavating

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2026.09.09 – 285**
Resolution Re: B25044 RFP27-001 Authorization to Waive Formal Bidding and Award Highland & Rollins Water Main Replacement Project to MacKinnon & Sons Excavating

RESOLUTION BACKGROUND MATERIAL:

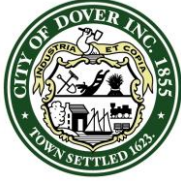
The City sought proposals from pre-approved contractors to provide construction labor, equipment, and supervision to complete a water main replacement project on Rollins Road and Highland Avenue in Rollinsford, NH.

The project area is located within the Town of Rollinsford under the City of Dover water system franchise service area. The City of Dover owns and operates the public water infrastructure within this area pursuant to an existing franchise agreement with the Town of Rollinsford. Scope of work shall be:

1. Install new 12" water main along Rollins Rd from Oak St to Highland Ave.
2. Install new 8" water main and two (2) new hydrants along Highland Ave from Rollins Rd.
3. Provide excavation, trucking, labor, and compaction as required.
4. Reset curbing impacted by work.
5. Temporary pavement patches shall be installed as required to maintain a safe travel surface. The contractor shall procure hot mix asphalt from the City's designated supplier under the City's account and shall be responsible for the pickup, hauling, placement, compaction, and maintenance of all temporary patches. Along Rolling Road, temporary hot mix patches shall be installed by the end of each work day unless otherwise directed by the Engineer. Permanent pavement, sidewalk, and surface restoration will be performed by others unless directed otherwise.
6. Restore roadway shoulder with crushed gravel and restore lawn areas to correct grade with mulch, tackifiers, and loam.

Materials and Responsibilities

1. City of Dover will provide:
 1. All permanent project materials, including pipe, fittings, bedding, structures, insulation, precast items, and related appurtenances, shall be provided by the City. Materials will be made available at a City facility and/or designated laydown area.
 2. Traffic control during construction. The City will provide flaggers as required.
 3. Operation of existing water system valves shall be performed by City personnel only.
2. Contractor will be responsible for:
 1. Hauling and disposal of all excess excavation material.
 2. Dewatering operations.
 3. Compliance with City of Dover Utility Installation Guidelines and trench backfill requirements.
 4. As-built GIS data submission upon completion.
 5. Obtaining Dig Safe clearance prior to excavation.
 6. Contractor shall perform pressure testing, chlorination, and flushing of the completed water main installation. Bacteriological testing shall be performed by the City.
 7. Contractor shall coordinate traffic control requirements with the City. Contractor shall provide all required traffic barricades and signage.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2026.09.09 – 285**
Resolution Re: B25044 RFP27-001 Authorization to Waive Formal Bidding and Award Highland & Rollins Water Main Replacement Project to MacKinnon & Sons Excavating

8. Rollins Road is an NHDOT roadway. Contractor shall complete trench pavement restoration following utility installation by the end of each work day. Additional pavement restoration requirements shall be as shown on the project drawings. Contractor shall also restore disturbed lawn areas with loam and seed.
9. Insurance and bonding requirements shall be as required by City code requirements and the applicable master agreement.

Existing water services shall be transferred to the new main and abandoned in place thereafter. No temporary water services are anticipated. Existing curb stops within the project limits shall be replaced as part of the work. Water service shutoffs and transfers shall be coordinated with the City of Dover.

Council Goal:

Replacement of the old, undersized, galvanized-iron water main supports the City Council Goal #3: Continue to Invest in Infrastructure, more specifically goal 3-C to strengthen operational reliability and to ensure uninterrupted service of drinking water.

Bid Information:

A sealed Request for Proposal #B25044 was issued and received for Construction Equipment Rentals on March 14, 2025, at 1:00 p.m.

Award Information:

A purchase order will be issued on an as-needed basis to vendors selected to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	5	Number of Responses:	1
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Completion	Estimated Delivery:	ASAP
Recommended Award to:	MacKinnon & Sons Excavation, LLC	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.

[B25044 RFP27-001 Bid Documents](#)