



CITY OF DOVER

CITY COUNCIL - AGENDA

REVISED

Meeting Type: **Special Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, December 2, 2020**
Meeting Time: **7:00 pm**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PUBLIC HEARINGS**
 - A. AUTHORIZATION FOR ISSUANCE OF TAX ANTICIPATION NOTE FOR FISCAL YEAR 2021**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 6. UNFINISHED BUSINESS**
 - A. AUTHORIZATION FOR ISSUANCE OF TAX ANTICIPATION NOTE FOR FISCAL YEAR 2021**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 7. NEW BUSINESS**
 - A. ACCEPTANCE AND EXPENDITURE OF THE NEW HAMPSHIRE HOUSING FINANCE AUTHORITY GRANT FOR STRAFFORD COUNTY REGIONAL EMERGENCY EXTREME WEATHER WARMING CENTER**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. AUTHORIZATION TO ACQUIRE AND ACCEPT A DEED FOR 30 WILLAND DRIVE, SOMERSWORTH FOR USE AS AN EMERGENCY EXTREME COLD WEATHER WARMING CENTER**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 8. ADJOURN**



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 6.A.

Resolution Number: **R – 2020.11.18 – 193**

Resolution Re: Authorization for Issuance of Tax Anticipation Note for
Fiscal Year 2021

WHEREAS: Each fiscal year the City issues the first half tax bill in November with a due date in December, and issues the second half tax bill in May with a due date in June, resulting in first half tax bill collections being six-months after the start of the fiscal year, and the second half tax bill collections being at the end of the fiscal year; and

WHEREAS: Each December the City has two significant payments to made from the City treasury, a payment to the County for their annual property tax apportionment to the City being \$9,562,961 for the current fiscal year, and the City's mid-year debt service payments being \$4,060,576 for the current fiscal year; and

WHEREAS: The City has not received a certified property tax rate for fiscal year 2021 (tax year 2020) from the New Hampshire Department of Revenue Administration, and it appears that sufficient property tax collections will not occur by December 15th to make debt service payments and County property tax payment; and

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

In accordance with the Municipal Finance Act, the provisions of RSA 33:7 *Tax Anticipation Notes* and RSA 33:9, *City Bonds* (and tax anticipation notes), the City is hereby authorized to borrow \$17,000,000 (Seventeen Million) to meet its cash flow needs by issuing tax anticipation notes for fiscal year 2021 tax levy and to authorize the City Manager and City Treasurer to issue such tax anticipation notes, with the notes to be signed by the City Manager and countersigned by the City Treasurer and with the Finance Director and the City Treasurer having the discretion of fixing the date, maturities, denominations, place of payment, interest rate or discount rate and other terms as are deemed to be in the best interests of the City and to provide for the sale of the notes.

AND FURTHER BE IT RESOLVED THAT:

The General Fund budget is hereby amended to make an appropriation for repayment of the Tax Anticipation Note as follows:

Budget Amendment		Adopted	Budget	Revised
Account	Description	Budget	Amendment	Budget
1000.1.500.47100.4920.00000.00.000.000.920	Principal Payments - Tax Anticipation Notes	\$0.00	\$17,000,000.00	\$17,000,000.00
	Total Appropriations	\$0.00	\$17,000,000.00	\$17,000,000.00
1000.1.500.47100.3934.00000.00.000.000.R90	Proceeds from Tax Anticipation Notes	\$0.00	(\$17,000,000.00)	(\$17,000,000.00)
	Total Revenues	\$0.00	(\$17,000,000.00)	(\$17,000,000.00)

NOTE: This resolution requires a public hearing and 2/3 favorable vote of all members for passage.



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Resolution Re: Authorization for Issuance of Tax Anticipation Note for
Fiscal Year 2021

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti, Ward 2		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



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CITY OF DOVER - RESOLUTION

Agenda Item#: 6.A.

Resolution Number: **R – 2020.11.18 – 193**

Resolution Re: Authorization for Issuance of Tax Anticipation Note for
Fiscal Year 2021

RESOLUTION BACKGROUND MATERIAL:

In accordance with RSA 33:7 *Tax Anticipation Notes*, the City may incur debt in anticipation of the taxes of the fiscal year in which the debt is incurred, in order to pay current maintenance and operation expenses, and may issue notes therefor to an aggregate principal amount not exceeding the total tax levy during the preceding fiscal year. RSA 33:9 requires a 2/3 vote of the members to authorize a tax anticipation note.

In fiscal year 2020 the City received the certified tax rate on November 18th. The first half tax bill was issued on November 27th with a due date of December 27th, 2020. That first half tax billing was for \$45,682,217, of which 68.4% of that amount or \$31,283,917 had been collected by December 17th, 2020. This allowed for regular operation expenses, as well as mid-year debt service payments, and the County's property tax apportionment to be paid timely. Only 22.2% or \$10,181,187 had been collected by December 14th.

It is forecasted that the earliest Dover will receive a certified tax rate from the New Hampshire Department of Revenue Administration is November 30th, 2020. This would result in fiscal year 2021 first half tax bill being issued December 9th, 2020 with a due date of January 11th, 2021. Provided property tax collections are consistent with prior years there will be insufficient tax collections to make timely payment of operation expenses, mid-year debt service payments due December 15th, and the County's property tax apportionment due December 17th.

City of Dover			
Cashflow Analysis			
Month	Actual/Estimated Receipts	Actual/Estimated Payments	Cumulative
Cash on Hand			
January 2020	38,400,380		
January	2,517,077	13,048,110	27,869,347
February	5,499,661	9,233,510	24,135,498
March	4,511,867	13,556,038	15,091,327
April	5,911,732	9,880,726	11,122,334
May	36,963,198	14,695,373	33,390,159
June	16,406,107	18,622,368	31,173,898
July	4,777,510	13,380,609	22,570,799
August	5,060,400	9,559,925	18,071,274
September	6,202,045	9,708,702	14,564,617
October	3,733,955	13,474,136	4,824,436
November	8,296,077	13,375,105	-254,592
December	13,270,352	29,962,504	-16,946,744

Repayment of interest on the Tax Anticipation Note will be made from existing appropriations in the budget for bond issuance costs.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.A.

Resolution Number: **R – 2020.12.02 – 194**
Resolution Re: Acceptance and Expenditure of the New Hampshire
Housing Finance Authority Grant for Strafford County
Regional Emergency Extreme Weather Warming Center

WHEREAS: The Dover City Council, in a majority vote accepts the terms of the New Hampshire Housing Finance Authority Grant for Strafford County Regional Emergency Extreme Weather Warming Center via the Governor's Office for Emergency Relief and Recovery (GOFERR) as presented. The grant funds must be used exclusively providing extreme cold weather relief for the homeless population in the Tri-City region of Dover, Somersworth and Rochester; and

WHEREAS: The council acknowledges that the initial amount of the grant budget is \$975,240.00 with no city match required and that the grant may be amended to a higher amount to accommodate costs that may be greater than initial estimates as noted in the current grant budget. City Council previously approved, via resolution [R-2020.05.13-073](#), to accept and expend unanticipated revenue due to COVID-19 emergency response in accordance with RSA21-P:43; and

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

The City Manager is authorized to accept the New Hampshire Housing Finance Authority Grant and any amendments to the grant for the Strafford County Regional Emergency Extreme Weather Warming Center subject to the requirements of the grant, to sign all necessary paperwork and grant agreements, and to expend such grant funds without further action of the City Council for the purposes set forth in the grant agreement.

AND, FURTHER BE IT RESOLVED THAT:

The Purchasing Agent is hereby authorized to issue necessary Purchase Orders for equipment and/or services for the purpose of acquiring and operating an emergency extreme cold weather warming center related to COVID-19 Emergency as set forth in the duties and responsibilities of Dover Code Chapter V Article III, Purchasing Procedures. The City Manager, or designee, is hereby authorized to contract with vendors, consistent with the Purchase Orders authority herein. The amount of this authorization shall be limited so as not to exceed available funding.

AND, FURTHER BE IT RESOLVED THAT:

The City Manager is hereby authorized to enter into agreement(s) with Integrated Delivery Network administered by the Strafford County, for the staffing and operation of the center through this winter. The amount of this authorization shall be limited so as not to exceed available funding.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.A.

Resolution Number: **R – 2020.12.02 – 194**
Resolution Re: Acceptance and Expenditure of the New Hampshire
Housing Finance Authority Grant for Strafford County
Regional Emergency Extreme Weather Warming Center

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.A.

Resolution Number: **R – 2020.12.02 – 194**
Resolution Re: Acceptance and Expenditure of the New Hampshire
Housing Finance Authority Grant for Strafford County
Regional Emergency Extreme Weather Warming Center

RESOLUTION BACKGROUND MATERIAL:

As the area's homeless population has increased, the City has experienced a corresponding increase in need for Emergency Cold Weather relief at a rate that has outpaced capacity to handle these requests. Due to the precautions required to minimize the spread of the Covid-19 virus, previously utilized spaces are no longer available in the capacity required to serve everyone in need. This need is in large part because area partners are experiencing longer wait lists for admission due to the COVID related social distancing precautions that limit safe census levels just as COVID related economic impacts increase housing instability. Historically, the City of Dover has provided short term warming relief to citizens through the availability of Municipal spaces that are normally staffed 24/7 (Police and Fire Stations), and through general use areas during daytime hours (McConnell Center Cafeteria and Public Library) under a low barrier to access model.

In support of the Tri-City Partnership's effort to locate a suitable warming center facility this coming winter, the City of Dover sought to obtain emergency grant funding in order to acquire and supply an existing building for the sole purpose of providing extreme cold weather relief for the homeless population in the Tri-City region (Dover, Rochester and Somersworth). The building to be purchased has turn-key availability, with ample space for social distancing arrangements, office space for supervisory staff, and meets all applicable life safety requirements.

The development and predicted staffing plan for this site will provide for emergency extreme cold weather relief beginning December 20, 2020 and continuing for a minimum use rate of approximately 60 days, through April 30. The City has identified partner agencies and additional grant funds that will support the operational needs of the facility and allow for additional service days if necessary, upon procurement of this space.

The original grant request and subsequent award reflect the City's intent to support the Tri-City Partnership's objective for providing emergency extreme weather relief for homeless citizens from the Tri-City communities, as well as the ability to transport clients to/from the site and other service/transportation providers to access other homeless support resources that are available during the day in the areas they typically reside in.

The grant award is sufficient to purchase the property and procure all necessary operational supplies/services for the facility. Per discussions with the New Hampshire Housing Finance Authority, the grant may be amended to accommodate costs that may be greater than initial estimates outlined below.

ESTIMATE BUDGET: \$975,240

Building/Land @ \$749,900

Equipment/Supplies/Appraisal/Title and Closing Costs @ \$204,140

Staff @ \$21,200



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.B.

Resolution Number: **R – 2020.12.02 - 195**
Resolution Re: Authorization to Acquire and Accept a Deed for 30
Willand Drive, Somersworth for Use as an Emergency
Extreme Cold Weather Warming Center

- WHEREAS: The Tri-City Partnership, led by the mayors of the cities of Dover, Rochester and Somersworth, has been seeking a suitable location for an Emergency Extreme Cold Weather Warming Center in the area in order to provide for the welfare of those in need and meet safety needs related to COVID-19; and
- WHEREAS: A building and land currently used as a fitness center located at 30 Willand Drive in the City of Somersworth, which property is known as Map 4, Lot 1-H (“Property”), has been advertised for sale by the current owner, B Well Fitness, L.L.C; and
- WHEREAS: City staff have reviewed the Property and determined it would be well suited to serve as an Emergency Extreme Cold Weather Warming Center; and
- WHEREAS: On November 20, 2020, the City of Dover, through the City Manager, offered to purchase the Property at the listed price of \$749,900, contingent on, among other things, receipt of grant funding and City Council authorization; and
- WHEREAS: On that day, the City of Dover had received conditional approval for a grant to fully fund the purchase of the Property for use as an emergency cold weather warming center, the acceptance which is the subject of a companion resolution on the City Council’s current agenda;
- WHEREAS: Also on that same day, the seller accepted the City of Dover’s offer and countersigned the Purchase and Sale Agreement;

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

The City Manager is authorized to complete the purchase and acquire 30 Willand Drive, Somersworth, N.H., Map 4, Lot 1-4 in the name of the City of Dover, to take or do such other acts as necessary to clear all contingencies, conditions, and due diligence in the Purchase and Sale Agreement dated November 20, 2020, to procure and have a deed executed and recorded conveying same to the City of Dover, and to file any necessary accompanying documents or returns with the Strafford County Registry of Deeds and/or the New Hampshire Department of Revenue Administration.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

Document Created by: Legal
Document Posted on: November 25, 2020

R-2020.12.02 Authorization to Purchase of 30 Willand Drive, Somersworth
for Use as an Emergency Extreme Cold Weather Warming Center
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.B.

Resolution Number: **R – 2020.12.02 - 195**
Resolution Re: Authorization to Acquire and Accept a Deed for 30
Willand Drive, Somersworth for Use as an Emergency
Extreme Cold Weather Warming Center

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.B.

Resolution Number: **R – 2020.12.02 - 195**
Resolution Re: Authorization to Acquire and Accept a Deed for 30
Willand Drive, Somersworth for Use as an Emergency
Extreme Cold Weather Warming Center

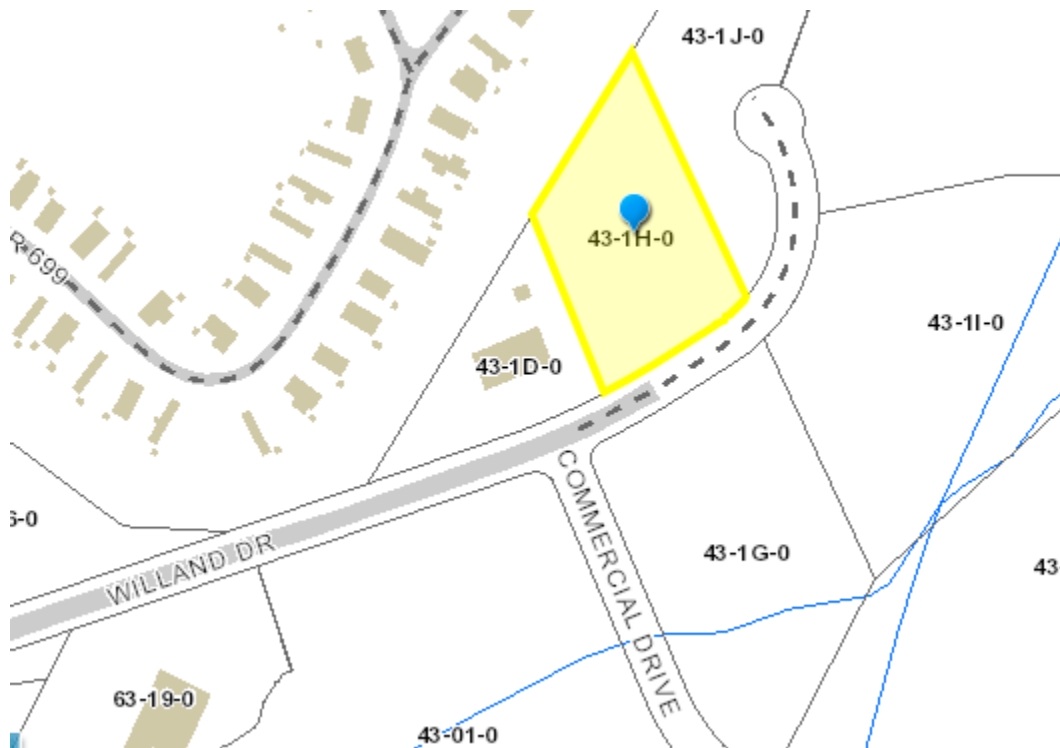
RESOLUTION BACKGROUND MATERIAL:

This resolution relates to the property acquisition itself. The deed for the Property will convey to the City of Dover. Pursuant to RSA 47:5, the City Council is the public body within the City of Dover empowered to purchase and acquire real property for the use of the City. The statute is reproduced below for reference:

RSA 47:5 City Property. – The city councils shall have the care and superintendence of the city buildings, all city property and all public squares and streets; and the power to sell or let what may be legally so disposed of, and to purchase property, real or personal, for the use of the city, whenever the interests or convenience of the city shall require it.

The acceptance and expenditure of the grant funds, which will cover the entire purchase price, is the subject of a separate resolution being presented to the City Council alongside this resolution.

Attached is a flyer provided by the seller's agent. Below is an excerpt of the GIS map for the Property:



Newer Construction, Versatile Commercial Flex Space Property for Sale



30 Willand Drive

Somersworth, NH

Property Features

- 6,720± SF Building on 1.73± Acres
- Ample paved on-site parking
- Public Water and Sewer
- Forced Hot Air Propane Heat
- Central Air Conditioning
- Athletic and fitness facilities, medical, dental services, research and development personal services establishments (i.e. hair salons, photography studios, spas, copy centers, light industrial, daycares and many more.

Sale Price: \$749,900

[Click here for more information.](#)

Deana Arden

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30 Willand Drive Somersworth, NH



Now available for sale is a 6,720± SF newer construction commercial building. Currently being used as a TaeKwon Do / martial arts facility this property offers ADA compliant bathrooms and parking, and manicured grounds. Interior boasts 2 levels of gleaming hardwood floors, high ceilings, multiple bathrooms, office area and two changing rooms. Located in the Commercial / Industrial zone, this property lends itself to several uses such as athletic/gyms, office, research and development and many more. Just minutes from shopping, dining and highways. Property is located in a Economic Revitalization Zone (ERZ) which makes the buyer/tenant eligible for significant financial tax incentives from the State of NH.

Sale Price: \$749,900



NAINorwood Group

The information contained herein is deemed reliable, we have no reason to doubt its accuracy, but we do not guarantee it. All information should be verified prior to purchase or lease.

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