

CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, March 10, 2021**
Meeting Time: **7:00 pm**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**

A. CHAPTER 9, SECTION 2 – BOARD OF HEALTH
SPONSORED BY COUNCILOR THIBODEAUX

8. CITIZEN'S 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.

Email correspondence must be directed to CityCouncil-All@dover.nh.gov, Voicemails must be left at (603) 516-6338, and written letters or correspondence must be directed to City of Dover, ATTN: City Council, 288 Central Avenue, Dover, NH 03820.

Correspondence that does not state the individual's name and Dover address shall not be placed on file with the Council public meeting record.

- 9. CITY MANAGER'S REPORT**
- 10. APPROVAL OF MINUTES**

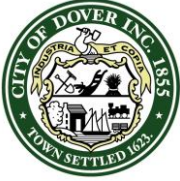
- A. February 24, 2021 – Regular Meeting**
B. March 3, 2021 – Workshop Session

11. MAYOR'S REPORT

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

- 1. CHAPTER 9, SECTION 2 – BOARD OF HEALTH**
SPONSORED BY COUNCILOR THIBODEAUX



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B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

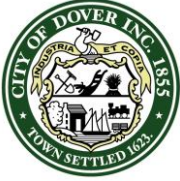
13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. B11001 WRIGHT-PIERCE ADDITIONAL SCOPE OF WORK #6 FOR ENGINEERING CONSTRUCTION ADMINISTRATION SERVICES FOR THE STARK AVENUE & DOWNTOWN SEWER REHABILITATION PROJECT-PHASE A**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. B21044 REAL ESTATE SERVICES FOR ENTERPRISE PARK**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. B21059 BUILDING MATERIALS AND HARDWARE – STATE OF NH CONTRACT WITH AUBUCHON HARDWARE**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. B21063 MISCELLANEOUS FASTENERS AND MATERIAL REPAIR/OPERATION AND INDUSTRIAL SUPPLIES – STATE OF NH CONTRACT WITH FASTENAL COMPANY**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 5. B21064 BUILDING MATERIALS & HARDWARE AND PLUMBING & FIXTURE REPAIR PARTS – STATE OF NH CONTRACTS WITH F.W. WEBB COMPANY**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

1. School Board
2. Planning Board
3. Appointments Committee
4. Arena Commission
5. Arts Commission
6. Conservation Commission
7. Downtown TIF Advisory Board
8. Energy Commission
9. Heritage Commission
10. Legislative Liaison
11. Library Board of Trustees
12. McConnell Center Advisory Committee
13. Ordinance Committee
14. Parking Commission
15. Pool Advisory Committee
16. Racial Equity and Inclusion Ad-Hoc Committee
17. Recreation Advisory Board
18. Solid Waste Advisory Commission
19. Stormwater and Flood Resilience Funding Ad-Hoc Committee
20. Transportation Advisory Commission
21. Waterfront TIF Advisory Board
22. City Council / School Board Collaborative Committee
23. Joint Building Committee – Dover High School and Regional Career Technical Center
24. COAST
25. Cocheco Waterfront Development Advisory Committee
26. Dover Main Street
27. Strafford Regional Planning Commission



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B. RESOLUTIONS

- 1. SUBMISSION OF LIST OF CITY OWNED REAL ESTATE FOR DISPOSAL
PURSUANT TO DOVER CODE SECTION 29-6
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 2. ACCEPTANCE OF THE FY21 ACTION PLAN AND THE EXPENDITURES FOR
FEDERAL FISCAL YEAR 2021 CDBG ENTITLEMENT FUNDS
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 24, 2021.)
SPONSORED BY DEPUTY MAYOR CIOTTI AS PLANNING BOARD
REPRESENTATIVE**
- 3. APPROVAL OF THE CDBG CITIZEN PARTICIPATION PLAN AMENDMENT
(TO BE REFERRED TO PUBLIC HEARING ON MARCH 24, 2021.)
SPONSORED BY DEPUTY MAYOR CIOTTI AS PLANNING BOARD
REPRESENTATIVE**

C. ORDINANCES IN 1ST READING

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

CITY MANAGER'S REPORT

March 10, 2021

Reporting On:
February 2021

By: J. Michael Joyal, Jr.
City Manager

Legal Department

Joshua Wyatt, City Attorney

The Office of General Legal Counsel provides legal support to the City Council, City Manager, city staff and volunteers on boards, commissions and committees of the City of Dover to assist efforts in providing services to our constituents and/or customers. In addition, legal support is also provided to the Dover School Board and Superintendent of Schools.

	For Month	FY21	FY20	FY19
Legal Matters/Questions Handled	65	483	466	342
Document Creation & Review Including Contracts	23	210	256	269
Right to Know Requests Processed	03	38	49	41
Resolutions	09	51	75	53
Ordinances	01	12	10	18

Customer Focused Outcomes: Right to Know

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

- Dover Police Department Records
- SAU Terminix Invoices (11/20 – 1/21)
- SAU Terminix Invoices (2015 – 2019)

**Product & Process Outcomes:
Assistance to City Departments**

City Council & City Boards	Attention to resolutions and ordinances as needed or requested by City Council. Assistance with ad hoc committees and rules. Assistance with Charter amendment process. Assistance with RSA chapter 91-A compliance questions, including impact of COVID-19, as requested by City bodies/boards; Assistance to DBIDA with respect to purchase and sale agreement;
Community Services	Assistance with Great Bay Draft Permit and related issues; Assistance with Broadway culvert project; Assistance with code enforcement; Assistance with water/sewer issues; Assistance with road acceptance issues; Assistance with sewer easements; Assistance with road acceptance issues; Assistance with sureties; Assistance with personnel matters;
Executive	Assistance with personnel matters;
Fire & Rescue	Assistance with compliance inquiries; Assistance with contracts;
Finance	Prepare and review various contracts; Track and file City claims with Primex; Assistance with grant agreement; Assistance with procurement and use of grant funds; Assistance with City Clerk inquiries; Assistance with review of pending legislation.
Planning	Assistance with development-related contracts; assistance with ordinances and re-zoning; assistance with enforcement issues; assistance with CDBG program;
Police	None
Public Library	None
Public Welfare	Assistance with general inquiries;
Recreation	None
School	Assistance with Right to Know requests; Assistance with contracts;

Financial Outcomes: Litigation

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.

McQuade Realty, Inc v. JAD Investments LLC & City: City Attorney filed an Answer and Appearance. File sent to outside counsel. Plaintiff and defendant filed settlement agreement (between them) awaiting Court approval—the City did not object.

Mary Hebbard v. City of Dover, John & Karen Brough and Ryan Colbath: Discovery is complete. Case is scheduled for possible trial in June and July 2021. Partial summary judgment rulings received in February 2021.

Mary & Rick Hebbard v. City: Complaint filed in October 2019 concerning drainage in the Tanglewood Subdivision. Discovery is complete. Case is scheduled for possible trial in April 2021. Partial summary judgment rulings received in February 2021.

Stergiou et. al. v. City of Dover: Planning Board appeal filed in August 2020 by certain abutters. The City accepted service in September 2020. In October 2020, the City Attorney filed an appearance, certified record, and answer to the Complaint. The applicant has retained counsel and intervened. The Court has denied a motion to dismiss and found that the Court does not have jurisdiction. Plaintiff and intervenors have each moved for reconsideration. A final hearing on the merits has not yet been scheduled.

Town of Durham et al v. Consolidated Communications: This PUC docket was initiated in July 2020. The City of Dover is a party and the City Attorney has appeared. Several Seacoast communities have filed a joint complaint about the backlog of “double poles” in their communities. These are poles that have been replaced, but the old pole has not yet been removed. A formal adjudication has commenced in the PUC. The first substantive hearing was held on October 6, 2020. The case is now undergoing settlement discussions.

The use of outside counsel to handle specialty matters continues and consists of environmental matters and labor negotiations. There are a small number of attorneys hired on a variety of smaller matters.

Dover Business & Industrial Development Authority

by Daniel Barufaldi

Leadership & Governance Outcomes:

Summary:

Economic activity continued to expand in Dover through February. The downtown restaurants that reopened with outside seating, the relaxation of indoor capacity utilization with social distancing and barriers are now facing the onset of cold weather, snow removal issues and increasing dependency on takeout business. This is important to all downtown businesses as the restaurants attract customers to all other downtown merchants. The Dover unemployment rate, in steady decline since August, paused at 3.4% in February. At the height of the initial pandemic peak, Dover's unemployment rate was 17.3 %. At the end of November, it had declined to 3.5%. One significant effect was the resurgence of the restaurant sector due to the extraordinary efforts of the City of Dover to provide outdoor table seating with delivery of water filled Jersey barriers, allowing overhead covers and parking space conversion where necessary. That benefit has been significantly attenuated by the onset of winter weather. Dover's hotels that were doing better than expected enjoying an average occupancy rate of 75% have recently seen that decline to the 30 – 40% occupancy level. The corporate guest market had declined but the trades, utilities and medical markets had hereto for filled the gap. These segments have now also declined but to a lesser extent. We are beginning to see increased vacancies developing in leased office space and expect to see more as leases expire. Surprisingly, we have not yet seen office space lease rates decline. These vacancies are due to the realization that remote working works for some firms and the overhead expense of office space can be eliminated.

The NH MSRP 2.0 support program has provided some relief to small businesses as a bridge during the second federal stimulus program roll out. The most recent delay brought on by the new President's call for \$2,000 stimulus checks versus the \$600 amount agreed by Congress and the more recent issue of a mandated \$15 minimum wage has further delayed issuance of critical small business support. It is expected to cause some Dover small businesses to close to save operating costs during the lean months until warmer weather arrives.

The stock market, though somewhat volatile in the oil and commodities sectors in February, has shown enough strength to increase consumer spending and has raised people's confidence going forward despite sharply rising gasoline cost. It is anticipated that some volatility will continue through Q2. The durable goods sector reported some significant sales gains after the previous sales declines. Dealerships are trying to sell cars on line and are experiencing some success with substantially lower pricing. Significant auto overstock still exists. The manufacturing sector, including capital goods and aircraft related parts, continues to show declines including some major layoffs due to the economic paralysis engendered by the coronavirus in international trade and tourism and the Boeing MAX problems. . Most downtown retailers are on reduced hours and staffing. Staffing firms reported a small but persistent rising tide of employment until the most recent pause. Commercial real estate activity continues strong despite very high labor and materials for projects. A number of new commercial/ industrial projects were greenlighted in February. Residential real estate markets saw some major increases in closed single family home sales at sustained high prices and multifamily residential apartment projects continue strong for the moment. Most recently the US economy was growing at a

record pace (GDP growth at 2.6% over Q2, 2019 but declining to a recessionary state at least up to the beginning of the third quarter of 2020. It is now projected to reach a 6.4% GDP growth in the next quarter. Mortgage interest rates most recently increased to just under 2% spurred on by the rise in the 10 year bond rate. Lending rates are still a great value but bank lending restrictions have tightened.

Selected Business Services:

Demand for consulting and advertising is down sharply over last year at this time. Software and IT services providers are experiencing a pause in activity. Some consolidation is now being experienced in the institutional healthcare sector. Wentworth Douglas Hospital's merger with Mass General and possibly Exeter is part of an overall consolidation trend in institutional healthcare. This is expanding the range of medical specialties available to the Dover market. WDH has opened a medical practice facility at the Pease Development Authority and has another urgent care center planned on a Dover Point Rd. site. Portsmouth Regional Hospital has opened a stand-alone ER building at Exit 7 in Dover. Tele-med service is expanding and may become a more permanent segment of medical services after the pandemic abates. Wages, while historically up significantly in critical skill areas have flattened with the loss of elective procedures during the pandemic. Increased health insurance costs remain a concern with the uncertainty of the future reform of the Affordable Care Act and the challenge of being able to increase pricing to cover the increased cost.

Predictions for 2021 revenue growth in the services sector are now less sanguine.

Commercial Real Estate:

Non-residential commercial real estate sales activity is growing at about 75% of the previous rate locally, and with flat activity in the Portland markets and declines in Connecticut. Boston and Rhode Island markets in this period. New build costs for needed 20,000 SF – 30,000 SF manufacturing/ assembly/ warehouse/ office spaces at Enterprise Park are causing sticker shock for several prospects and delaying project initiation but with two breakthrough projects beginning to be initiated this coming month. The lack of at site utilities on Innovation Way has limited the developments considering that location. Accelerator units of 1,200 – 2,500 SF are sorely needed to house small post startup companies to get underway and to grow in Dover. The Orpheum co-worker space will help alleviate this problem to a very small degree. Office leasing was non-existent this month. The lending environment remains highly favorable to brave borrowers, with historically low interest rates but with somewhat tighter lending standards. The flow of investment capital declined for commercial lease properties across the Seacoast, sourced from private equity firms, pension funds, foreign investors, REITS and high net worth individuals. Leverage ratios are on the rise among some investors, but remain low in absolute terms. Local multi-family and mixed use construction remains active so far with local inventory in this category rising rapidly. The outlook remains cloudy across the region so far in this sector. Forecasts call for more uncertainty in fundamentals moving forward. Fiscal policy and uncertainty around the business and employment effects of the pandemic uncertainty at both the state and federal levels are causing some reluctance to commit assets until things calm down. .

See Local Major Development Projects at end of report.

Residential Real Estate:

Residential real estate markets are now contributing strong performance on the Seacoast. Home buyer confidence still appears to be there for higher priced homes which seems counter intuitive unless these are investments in non-monetary assets in anticipation of rising inflation as the Treasury prints money to pay off Federal deficits with cheap dollars. Completed sales of single family homes increased year-over-year in Q1 with Strafford County single family home inventory increasing by 1.4 % for the first time in the last few years. 2020 unit sales declined slightly due to lack of inventory. Rising prices are convincing sellers to put homes on the market. Median selling prices continue to rise locally and are up double digit % year-over-year 2019-2020. Condo sales though somewhat mixed regionally, are up locally as well as condo pricing and pending sales. Median sale prices in NH and in Dover increased again in the period for single family homes to the \$367,000 range. Pending sales suggest the markets for high-end single family houses and condo's will continue, though abated, throughout 2021 with a probable pause in growth in late 2021 or early 2022. Realtors are having more luck trying to sell homes on-line.

Manufacturing & Related Services:

Most local manufacturers supplying domestic and international markets are now reporting expanding sales results. Exceptions are aerospace and commercial airplane and parts suppliers. One point-of-purchase systems supplier is experiencing sales decreases significant enough to require an 80% layoff and downsizing out of Dover to their MA HQ. Local manufacturing has grown 400 jobs this year but last quarter Safran and Albany International announced some layoffs due to the airline problems mentioned above. ACLARA in Somersworth has closed the former GE meters plant and is changing their business model to outsource production. Measured Progress has been sold and will be moved to the buyer's HQ in the South. The Phase 1 Chinese trade agreement is not expected to have a substantive positive effect as tensions between the U.S. and China continue to mount. The one exception is some soybean products being purchased to offset crops lost to flooding in China. Manufacturing firms reporting on inventory levels are citing higher levels. Most contacts in the manufacturing sector indicate that both staffing levels and wage growth have now stabilized and are once again growing. Capital investment is stable locally and we have several expansion projects either underway or about to get underway. Foreign investment in the US is growing rapidly due to the uncertainties rampant in the Chinese, Brazilian, Venezuelan and European economies. The Silver Square development is now making Phase II progress on this \$50 million dollar development.

Regional manufacturers are now gaining in confidence and are again contemplating expansions due to business growth.

Labor demand has been strong in IT and software, electronics, engineering, quality assurance tech and legal skills. Talks with the Chamber of Commerce Education Committee, Dover High School CTC, Great Bay Community College, Somersworth High School CTC and UNH for BIZEDConnect have now resumed but have been slowed by schools switching to remote learning. Recent reductions in the NH BPT and EPT are being maintained by the Governor's veto so far. The FY2021 property tax increase, with the over tax cap budget from the School District, is causing concern at several local businesses when combined with high electric energy costs and water processing costs and their concerns about their survivability. New Hampshire has the 6th best total tax burden in the U.S. and far better than the other New England states. This is partially offset by the high energy and water processing costs.

Retail & Tourism:

Due to the limits on gatherings necessitated by the pandemic and the fear surrounding it, local retail and tourism activities are highly curtailed. Local hotels having gone from an occupancy rate of just under 90% to 30% occupancy with several postponed weddings, are now back to an average of 30-40% occupancy. One hotel has converted a part of their spaces to homeless housing being managed by Community Action Partners. On-line shopping has prospered due to the brick and mortar small retail closings and customer needs for non-exposure to others. Many regional malls are being repurposed to other uses and many national/international retail chains have closed in the US, Canada and worldwide. Many large retailers are making infrastructure investments to participate more fully in on-line sales with on-site drive through pick up points and deliveries to your door. It is anticipated that some of the big box medium sized chain stores in neighboring municipalities will close when their leases expire. Large big box chains are expected to continue to do well.

Local retailers and all local businesses have been informed of the recent SBA Emergency loans and grants programs, SELF Program and most recently, the GAP Program, and NH Chamber Relief Program as well as the DoverCARES Emergency Loan Fund. All have now been informed of the available programs including the latest landlord mailings to provide delinquent renter relief.

Employment and Wages:

Local labor market pressure initially collapsed with the widespread business closures and layoffs. It is estimated by EMSI Data Analytics that of Dover's 3.4% unemployment rate, 2.0% is directly related to the effects of COVID-19. Wages for wait staff and experienced retail workers have begun to move upward but the \$600 a week addition to unemployment checks was pulling wait staff out of the labor market as they made a lot more money staying home. Now extended by Congress, for \$600 extra per week in the subsequent presidential executive order. It remains to be seen what the final support package will be. The anticipated stimulus package is expected to raise the unemployment monthly amount and extend the weeks paid by another 11 weeks. It also remains to be seen what the fate of the proposed \$15 minimum wage will be and its potential for increasing unemployment at the lower end of the wage scale.

In the higher skill set categories, doctors, paramedics, physician's assistants and nurses are no longer in short supply as elective procedures suspended in anticipation of COVID-19 surges that didn't materialize in the magnitude anticipated in NH are no longer at peak levels with fewer hospitalizations. NH hospitals are in deficit and some doctor and nurse layoffs are expected as elective procedures are back on track again locally for the time being but not in heavily infected states.

Local Major Development Projects:

- First Street Development Phase 2 (River Mark) is nearing completion.
- Third Street Development (Changing Places) is complete.
- Silver Square Development: Phase 1 completion, Phase 2 underway.
- 49,000 SF at 27 Production Drive has been sold and has two occupants.
- Cathartes Project (Orpheum) Occupied.

- Well over \$100,000,000 in Dover development underway.
- Fosters Building sold for \$1.5 million / Kostis Brothers (renovation in process).
- The old courthouse building on First and Second has a buyer and has entered into an agreement to buy and renovate.
- 6 Grove St. Project is once again.
- The Fosters building on Venture Dr. New owner (Index Packaging) is expanding the building by 67,000 SF. Birch Hill Armory on Industrial Park Dr. is completed and open.
- The H. Morris building on Venture Dr. is near completion.
- Several mixed use and multi-family residential projects are at the TRC stage and heading for Planning Board approval, including some workforce housing.

Parking Division

Meter Activity

	January 2021	January 2020	January 2019
Meter Transactions – City Total	25,553	49,908	35,099
Income from Meters – City Total	\$46,161	\$89,705	\$49,808
Meter Days	24	25	21
Average Meter Transactions Per Day	1,065	1,996	1,671

	Fiscal YTD 2021	Fiscal Year 2020	Fiscal Year 2019
Meter Transactions – City Total	207,809	443,018	467,734
Income from Meters – City Total	\$365,380	\$792,054	\$672,945
Meter Days	175	290	253
Average Meter Transactions Per Day	1,187	1,528	1,849

Meter Activity – Parking Garage

	January 2021	January 2020	January 2019
Meter Transactions - Garage	2,765	4,659	3,168
Income from Meters - Garage	\$6,193	\$11,244	\$5,520
Meter Days	24	25	21
Average Meter Transactions Per Day-Garage	115	186	151

	Fiscal YTD 2021	Fiscal Year 2020	Fiscal Year 2019
Meter Transactions - Garage	11,599	36,219	36,749
Income from Meters - Garage	\$29,568	\$88,142	\$61,468
Meter Days	175	292	249
Average Meter Transactions Per Day-Garage	66	124	148

Parking Ticket Activity

	January 2021	January 2020	January 2019
Parking Tickets Issued - Total	612	899	469
Accessible Space Parking Tickets Issued	0	10	6
Winter Restriction Parking Tickets Issued	99	31	0
Parking Ticket Income	\$13,474	\$16,605	\$14,942

	Fiscal YTD 2021	Fiscal Year 2020	Fiscal Year 2019
Parking Tickets Issued - Total	694	7,881	8,236
Accessible Space Parking Tickets Issued	43	47	77
Winter Restriction Parking Tickets Issued	651	169	223
Parking Ticket Income	\$22,725	\$180,148	\$168,062

Parking Permit Activity

	January 2021	January 2020	January 2019
Parking Permits Issued - Total	694	603	580
Residential Permits Issued	43	41	41
Business Permits Issued	651	562	539
Permit Income	\$22,725	\$18,890	\$16,242

	Fiscal YTD 2021	Fiscal Year 2020	Fiscal Year 2019
Parking Permits Issued - Total	4,917	6,809	6,767
Residential Permits Issued	282	441	637
Business Permits Issued	4,635	6,499	6,130
Permit Income	\$164,208	\$246,485	\$232,682

Electric Vehicle Charging Stations

	January 2021	January 2020
Charging Stations - Times Used	4	25
Charging Station - Income	\$32	\$82

	Fiscal YTD 2021	Fiscal Year 2020
Charging Stations – Times Used	67	215*
Charging Station - Income	\$312	\$822*

*Totals from October 2019 to June 2020, when metrics first tracked.

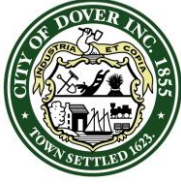
COAST

Ridership Activity

New Coast routes began end of June 2020. Those pertaining to Dover are below:

Month	Route 1 Dover/Somersworth/ Berwick	Route 13 Dover/Somersworth	Route 33 Downtown Dover/County Complex/Portland Ave	Route 34 Downtown Dover/Knox Marsh Rd
July 2020	3,103	2,313	1,042	133
August 2020	2,812	2,484	1,040	178
September 2020	3,225	2,577	1,011	271
October 2020	3,331	2,700	1,148	266
November 2020	2,942	2,148	1,121	327
December 2020	3,003	2,254	1,119	451
January 2020	2,927	2,126	979	325

J. MICHAEL JOYAL, JR.
CITY MANAGER

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1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor O'Connor led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Ciotti, Councilor Cullen, Councilor Gasses, Councilor O'Connor, and Councilor Shanahan. Councilor Muffett-Lipinski, Councilor Thibodeaux and Councilor Williams attended virtually.

Also Present: City Manager Joyal, City Attorney Wyatt, and City Clerk Mistretta.

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Ciotti moved to approve the Agenda as presented; seconded by Councilor O'Connor.

Roll Call Vote: 9/0.

7. PUBLIC HEARINGS

A. REVIEW AND APPROVAL OF RSA 79-E APPLICATION OF CHINBURG MANAGEMENT, LLC SPONSORED BY MAYOR CARRIER BY REQUEST

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

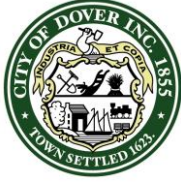
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Mayor Carrier, seeing no one wishing to speak, closed the Citizen's Forum.

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9. CITY MANAGER’S REPORT

City Manager Joyal submitted his report in writing to the Council. He gave an overview of a few items: snow removal impact on the budget; update on Arena operations; and January employee anniversary dates.

Deputy Mayor Ciotti moved to accept the City Manager’s Report; seconded by Councilor Shanahan.

Roll Call Vote: 9/0.

10. APPROVAL OF MINUTES

A. February 10, 2021 – Regular Meeting

Deputy Mayor Ciotti moved to approve the Minutes; seconded by Councilor Gasses.

Roll Call Vote: 9/0.

11. MAYOR’S REPORT

Mayor Carrier introduced NH District 2 Executive Councilor Cinde Warmington and invited her to speak to the Council.

Councilor Warmington gave an overview of the Executive Council activities to the Council.

Mayor Carrier listed the events and meeting he has attended.

Councilor Shanahan gave an overview of the Mayor’s Roundtable meeting he attended.

Mayor Carrier gave a shout out for restaurants and for citizens to support these businesses.

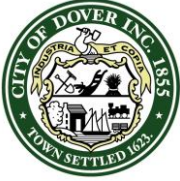
Deputy Mayor Ciotti moved to accept the Mayor’s Report; seconded by Councilor O’Connor.

Roll Call Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, February 24, 2021**
Meeting Time: **7:00 pm**

C. RESOLUTIONS

1. REVIEW AND APPROVAL OF RSA 79-E APPLICATION OF CHINBURG MANAGEMENT, LLC
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Shanahan.
City Manager Joyal gave an overview of the Resolution to the Council.
Assistant City Manager Parker gave an overview of the development project to the Council.
Roll Call Vote: 9/0.

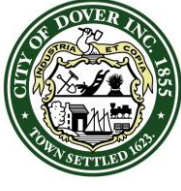
13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. APPROVAL AND AUTHORIZATION TO EXECUTE LIMITED ACCESS RIGHT OF WAY AGREEMENT WITH STATE OF NEW HAMPSHIRE, DEPARTMENT OF TRANSPORTATION**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. ACCEPTANCE AND AUTHORIZATION OF THE FOLLOWING INSTRUMENTS IN RELATION TO POINTE PLACE: (I) SEWER EASEMENTS TRANSFERRED TO THE CITY OF DOVER AND (II) ISSUANCE OF SIGN AND MAINTENANCE LICENSE BY THE CITY OF DOVER**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. EXTENSION OF R-2020.05.13- 072 AND CITY MANAGER'S AUTHORITY TO WAIVE FEES DUE TO HARDSHIP OR COVID-19**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

- | | |
|---|--|
| 1. School Board | 16. Racial Equity and Inclusion Ad-Hoc Committee |
| 2. Planning Board | 17. Recreation Advisory Board |
| 3. Appointments Committee | 18. Solid Waste Advisory Commission |
| 4. Arena Commission | 19. Stormwater and Flood Resilience Funding Ad-Hoc Committee |
| 5. Arts Commission | 20. Transportation Advisory Commission |
| 6. Conservation Commission | 21. Waterfront TIF Advisory Board |
| 7. Downtown TIF Advisory Board | 22. City Council / School Board Collaborative Committee |
| 8. Energy Commission | 23. Joint Building Committee – Dover High School and Regional Career Technical Center |
| 9. Heritage Commission | 24. COAST |
| 10. Legislative Liaison | 25. Cocheco Waterfront Development Advisory Committee |
| 11. Library Board of Trustees | 26. Dover Main Street |
| 12. McConnell Center Advisory Committee | 27. Strafford Regional Planning Commission |
| 13. Ordinance Committee | |
| 14. Parking Commission | |
| 15. Pool Advisory Committee | |

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY COUNCIL - MINUTES</th></tr> <tr> <td>Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>City Hall, Council Conference Room</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, February 24, 2021</td></tr> <tr> <td>Meeting Time:</td><td>7:00 pm</td></tr> </table>	CITY COUNCIL - MINUTES		Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Conference Room	Meeting Date:	Wednesday, February 24, 2021	Meeting Time:	7:00 pm
CITY COUNCIL - MINUTES											
Meeting Type:	Regular Meeting										
Meeting Location:	City Hall, Council Conference Room										
Meeting Date:	Wednesday, February 24, 2021										
Meeting Time:	7:00 pm										

Deputy Mayor Ciotti moved to adopt the Consent Calendar; seconded by Councilor O'Connor. Mayor Carrier asked the Council if they had items they would like pulled for further discussion. Roll Call Vote: 9/0.

Councilor Shanahan gave an overview of the Stormwater and Flood Resilience Funding Ad-Hoc Committee Report to the Council.

Deputy Mayor Ciotti gave an overview of the Transportation Advisory Commission Report to the Council.

Mayor Carrier gave an overview of the Joint Building Committee – Dover High School and Regional CTC Report to the Council.

Councilor Shanahan gave an overview of the COAST Report to the Council.

B. RESOLUTIONS

**1. CITY COUNCIL OPPOSITION TO CURRENT DRAFT OF HOUSE BILL 315 –
RELATIVE TO THE AGGREGATION OF ELECTRIC CUSTOMERS
SPONSORED BY COUNCILOR THIBODEAUX**

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Thibodeaux. Councilor Thibodeaux gave an overview of the Resolution to the Council. Councilor O'Connor recused himself. Roll Call Vote: 7/1; Passed. Councilor Cullen was opposed. Councilor O'Connor recused himself.

C. ORDINANCES IN 1ST READING

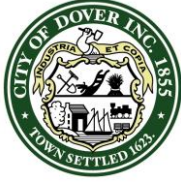
**1. CHAPTER 9, SECTION 2 – BOARD OF HEALTH
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 10, 2021)
SPONSORED BY COUNCILOR THIBODEAUX**

Deputy Mayor Ciotti moved to refer to a Public Hearing on March 10, 2021; seconded by Councilor Thibodeaux. Roll Call Vote: 9/0.

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Williams recognized City Staff for their work on the Recycling Center.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Conference Room Meeting Date: Wednesday, February 24, 2021 Meeting Time: 7:00 pm
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Deputy Mayor Ciotti asked about status of the lighting projects for the Garrison Elementary School.

City Manager Joyal said he will follow up on this issue and get back to the Council.

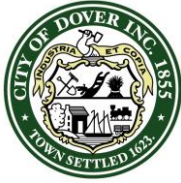
Councilor Cullen spoke in support of Charter Schools.

Councilor Gasses spoke about Dover Public School and the need to get the kids back to school and up to speed.

16. ADJOURN

Councilor O'Connor moved to adjourn; seconded by Deputy Mayor Ciotti.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, March 3, 2021**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Shanahan led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Ciotti, Councilor Cullen, Councilor O'Connor, Councilor Shanahan, and Councilor Williams. Councilor Gasses, Councilor Muffett-Lipinski, and Councilor Thibodeaux attended virtually.

Also Present: Assistant City Manager Parker and City Clerk Mistretta.

5. CITIZEN'S FORUM

Citizens are invited to speak on the subject matter of the Workshop. Statements shall be limited to five minutes.

Jean Pardin, 117 Martha's Way: She spoke in favor of affordable housing in Dover.

Mayor Carrier, seeing no one else wishing to speak, closed the Citizen's Forum.

6. DISCUSSIONS

A. WATERFRONT UPDATE

Assistant City Manager Parker introduced Mr. Dana Lynch, Cocheco Waterfront Development Advisory Committee to the Council.

Mr. Lynch and City Planner Bird gave an overview on the Waterfront Development project to the Council.

B. MASTER PLAN OVERVIEW

Assistant City Manager Parker gave an overview of the Master Plan to the Council.

C. ONGOING AFFORDABLE HOUSING STRATEGIES

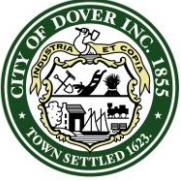
Assistant City Manager Parker gave an overview of the City's affordable housing strategies.

Councilor Muffett-Lipinski left the meeting at 9:00 pm.

7. ADJOURNMENT

Councilor O'Connor moved to adjourn; seconded by Deputy Mayor Ciotti.

Vote: 7/0.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Agenda Item#: 12.A.1. Ordinance Number: O – 2021.02.24 - 001 Ordinance Title: Boards, Commissions and Committees Chapter: 9 Section: 2	

The City of Dover Ordains:

1. PURPOSE

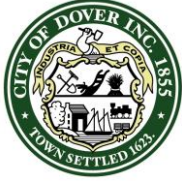
The purpose of this ordinance is to amend Chapter 9 Boards, Commissions, and Committees, Section 2, Board of Health, to revitalize the Board of Health and update the Chapter to align with statutory requirements.

2. AMENDMENT

Chapter 9 entitled “Boards, Commissions, and Committees” is hereby amended by revising Section 9-2, “Board of Health” as follows:

§ 9-2. Board of Health.

- A. Membership. The Board of Health shall consist of five members, including a physician who lives or practices in the City of Dover, a dentist who lives or practices in the City of Dover, a citizen of the City of Dover with relevant qualifications or experience in public health, an *ex officio* City Councilor, and the Health Officer. Pursuant to RSA 128:3, the Health Officer shall act as Chair and Secretary.
- B. Terms of members. Members shall be appointed to terms of three years.
- C. Authority and duties. The Board of Health shall perform the following functions:
 - (1) The Board of Health shall study, consider and recommend to the City Council and the City Manager, or designee, general policies for public health in the City of Dover.
 - (2) As authorized by RSA 147:1, and with the consultation of the ~~The Board of Health, the Health Officer~~ may make such rules and regulations for the prevention and removal of nuisances, for the control and restriction of infections and contagious disease and such other regulations relating to the public health as, in ~~its~~ his/ her judgment, the health and safety of the people may require, which shall take effect when approved by the City Council and published in one or more newspapers of the City. The members of the Board, except the Health Officer, shall serve without pay.
 - (3) The Board of Health shall meet at such times and places as it may deem necessary for the consideration of matters relating to the public health; it shall investigate, inquire into and advise in all cases referred to it for such purpose by the Health Officer. In case the Health Officer is unable to act as the executive officer of the Board through sickness or other good cause, the Board may elect from its membership ~~appoint~~ a suitable person to act temporarily ~~in his stead as Chair of the Board for the purposes of conducting necessary meetings or proceedings. Said person shall, while so acting, possess all the authority and receive the same compensation which the Health Officer would otherwise receive under the provisions of the City ordinances.~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2021.02.24 - 001**
Ordinance Title: Boards, Commissions and Committees
Chapter: 9
Section: 2

~~(4) The Board of Health shall provide itself with such blanks and record books, at the expense of the City, as are necessary and shall promptly, at the close of each fiscal year, report in writing to the City Manager, giving a classification of all complaints made to it, together with such suggestions pertaining to the health of the City as it may deem expedient to present; so much of the vital statistics as is necessary; the cause of death, so far as possible; and such other sanitary information as may be called for by the City Manager.~~

~~— The Board of Health shall prescribe a blank form upon which a complete record of the inspections made by the Health Officer shall be entered. A record shall also be kept by the Health Officer of all complaints made to him or to the Board, of all orders issued, notices served and nuisances abated. All records kept by the Health Officer shall be submitted to the Board of Health whenever called for and shall at the end of each fiscal year be placed in the hands of the City Clerk.~~

3. TAKES EFFECT

This ordinance shall take effect upon passage and publication of notice as required by RSA 47:18.

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Councilor Deborah Thibodeaux, Ward 3
Approved as to Legal Form and Compliance:	Joshua M. Wyatt City Attorney		
Recorded by:	Susan Mistretta City Clerk		

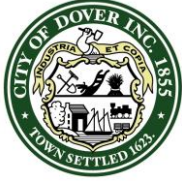
DOCUMENT HISTORY:

First Reading Date:	02/24/2021	Public Hearing Date:	03/10/2021
Approved Date:		Effective Date:	

DOCUMENT ACTIONS:

VOTING RECORD

Document Created by: Legal	O-2021.02.24-Chapter 9 Boards, Commissions and Committees
Document Posted on: February 25, 2021	Page 2 of 4



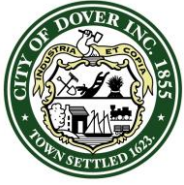
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2021.02.24 - 001**
Ordinance Title: Boards, Commissions and Committees
Chapter: 9
Section: 2

Date of Vote:	YES	NO
Mayor Robert Carrier		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, 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 - ORDINANCE	
	Ordinance Number: O – 2021.02.24 - 001 Ordinance Title: Boards, Commissions and Committees Chapter: 9 Section: 2	Agenda Item#: 12.A.1.

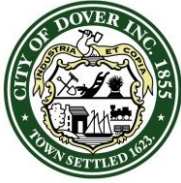
ORDINANCE BACKGROUND MATERIAL:

Dover’s local Board of Health has experienced reductions in membership in recent years. Dover is not alone in this regard. This ordinance seeks to revitalize the Board of Health and clarify its membership and role in the City, as well as streamline the duties of the Board.

The membership of the Board of Health begins with a review of state statutes. RSA Chapter 128 governs local health officers. The appointment of local health officers must be approved by the municipality as well as the Commissioner of the Department of Health and Human Services. *See* RSA 128:1. Pursuant to RSA 128:3 the appointed health officer “shall be the secretary and executive officer of, and, with the selectmen, shall constitute the local board of health for the town.” *See also* RSA 47:13 (investing powers of selectmen in City Council).

The City of Dover has created and delegated its authority to a Board of Health within Dover Code Chapter 9 Section 2, composed of various medical professionals. Dover’s Board of Health has not been active in recent years. An active Board of Health is an important resource for providing oversight and guidance with public health priorities for the City, as well as performing other administrative functions. Important roles for the Board of Health include reviewing, proposing, and revising public health regulations, recommending public health policies and priorities, collaborating with other health departments for strategic public health plans, assisting the Health Officer, restaurant licensure duties (*see* [Dover Code § 85-2](#)), and other duties in set forth in the provisions of [Dover Code Chapter 89](#).

Finally, this ordinance also makes certain revisions to bring the Code into alignment with state statutes. For example, the Code currently provides the appointment of a person to serve in the role as Health Officer should the appointed person be unable to serve, but, by statute, such an appointment would probably require going through the process for appointing a Deputy Health Officer, which includes City Council approval and the approval of the Commissioner of the Department of Health and Human Services. *See* RSA 128:5-b. In addition, the Code currently provides for the Board of Health making regulations, but, pursuant to RSA 147:1, the health officer has the authority to promulgate such regulations, subject to other approvals.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2021.03.10 – 028**
Resolution Re: B11001 Wright-Pierce Additional Scope of Work #6 for Engineering Construction Administration Services for the Stark Avenue & Downtown Sewer Rehabilitation Project-Phase A

WHEREAS: A sealed (RFQ) Request for Qualifications #B11001 was issued and received for Professional Engineering Services for the Waste Water Treatment Facilities Plan on August 23, 2010 at 2:00 PM; and

WHEREAS: Wright-Pierce was awarded Phase I design of equipment upgrades and plant processes phase via resolution [R-2012.07.25-96](#) in the amount of \$496,500.00, as well as five subsequent additional scopes of work as outlined in the background section of this resolution; and

WHEREAS: The City received an additional scope of work #6 for construction administration services, resident engineering and supporting staff, supervision of initial start-up and operation of the project, manual preparation, and record drawings for the Stark Avenue and Downtown Area Sewer Rehabilitation Project-Phase A in the amount of \$120,000.00 contingent upon final approval by the NH Department of Environmental Services.

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

Upon receipt of approval of the NH Department of Environmental Services, the Purchasing Agent is hereby authorized to issue a Purchase Order to Wright-Pierce of Portsmouth, NH for engineering construction administration services for the Stark Avenue and Downtown Area Sewer Rehabilitation Project-Phase A in the amount not to exceed \$120,000.00. 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
5320.1.300.43250.4757.04560.21	Utility Systems	1,185,000	1,184,692

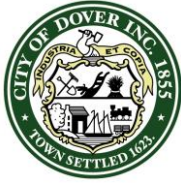
AUTHORIZATION

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

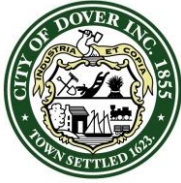
Resolution Number: **R – 2021.03.10 – 028**
Resolution Re: B11001 Wright-Pierce Additional Scope of Work #6 for Engineering Construction Administration Services for the Stark Avenue & Downtown Sewer Rehabilitation Project-Phase A

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 Marcia Gasses, 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#: 13.A.1.

Resolution Number: **R – 2021.03.10 – 028**
Resolution Re: B11001 Wright-Pierce Additional Scope of Work #6 for Engineering Construction Administration Services for the Stark Avenue & Downtown Sewer Rehabilitation Project-Phase A

RESOLUTION BACKGROUND MATERIAL:

Wright-Pierce Engineers completed a Comprehensive Wastewater Treatment Facilities Plan for the City in March 2012. The plan was necessary because the Wastewater Facility went on line in June of 1991, and although the facility has been maintained extremely well, many of the operating components of the facility were in need of an upgrade.

In 2012, the City entered into an agreement with Wright Pierce Engineers for the engineering design phase for equipment upgrades and plant processes to meet new NH Department of Environmental Services (NHDES) parameters. Wright Pierce was awarded Phase I design of equipment upgrades and plant processes phase via council resolution [R-2012.07.25-96](#) in the amount of \$496,500.00.

The City received very favorable pricing for the construction of the Phase I upgrades, thereby allowing the City to continue the design services for upgrades needed and identified in the City's Waste Water Facility Plan. City Council approved Additional Scope of Work #1 for additional design services in the amount of \$110,600.00 via council resolution [R-2014.04.09-024](#).

Additional Scope of Work #2 adding \$9,925.00 for conceptual design services of the wet well/catch basin work was accepted in March 2016 and Additional Scope of Work #3 in the amount of \$256,800.00 for (IPP) Industrial Pretreatment Program study and catch basin screening facility design services was approved by NHDES and via council resolution [R-2017.04.12-033](#).

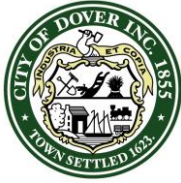
Additional Scope of Work #4 adding \$81,900.00 for engineering services related to the design of the aeration blower and emergency generator work. Wright Pierce will perform evaluation, design, and provide bid specifications/consulting for the work, as well as construction oversight was approved via council resolution [R-2018.05.09-046](#).

Additional Scope of Work #5 adding \$379,276.00 for construction administration services, resident engineering and supporting staff, supervision of initial start-up and operation of the project, manual preparation, and record drawings for the new catch basin and wet well cleanings treatment facility was approved by NHDES and via council resolution [R-2020.10-28-183](#).

Additional Scope of Work #6 is being requested for construction administration services, resident engineering and supporting staff, supervision of initial start-up and operation of the project, manual preparation, and record drawings for the Stark Avenue and Downtown Area Sewer Rehabilitation Project – Phase A in the amount of \$120,000.00 contingent upon final approval by NHDES.

Bid Information:

A sealed (RFQ) Request for Qualifications #B11001 was issued and received for Professional Engineering Services for the Waste Water Treatment Facilities Plan on August 23, 2010 at 2:00 PM.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2021.03.10 – 028**
Resolution Re: B11001 Wright-Pierce Additional Scope of Work #6 for Engineering Construction Administration Services for the Stark Avenue & Downtown Sewer Rehabilitation Project-Phase A

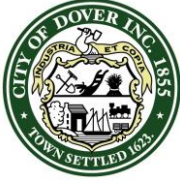
Award Information:

A purchase order will be issued to the vendor selected to authorize expenditures as outlined in this resolution. Approval of the Additional Scope of Work (aka Engineering Construction Phase Contract for Professional Services for Treatment Works) is also required by the NH Department of Environmental Services.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	117	Number of Responses:	8
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	As needed
Recommended Award to:	Wright-Pierce	Fund:	CIP
Other Approvals Required:	Yes, NHDES	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B11001 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2021.03.10 – 029**

Resolution Re: B21044 Real Estate Services for Enterprise Park

WHEREAS: A sealed Request for Proposal #B21044 was issued and received from qualified State of New Hampshire licensed Commercial Real Estate Brokers and their designated agent(s) for Real Estate Services for Enterprise Park on February 16, 2021 at 2:00 PM on behalf of and at the request of the Dover Business and Industrial Development Authority (DBIDA) and the City of Dover. Rates to hold for one (1) year, with the option to renew for three (3) additional one-year terms subject to annual review, funding availability and vendor satisfaction; and

WHEREAS: The City received one bid reply from the City's current vendor, Colliers International of Portsmouth, NH, which was reviewed for necessary experience, technical and professional qualifications, possession of a satisfactory record of performance, as well as cost; and

WHEREAS: The Dover Business and Industrial Development Authority (DBIDA) reviewed and unanimously approved Colliers International's proposal on March 4, 2021. It is the recommendation to accept the proposal deemed most advantageous to the City submitted by the City's current vendor, Colliers International of Portsmouth, NH.

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

The Purchasing Agent is hereby authorized to issue purchase orders as deemed necessary to Colliers International at the given fee schedule provided in conjunction with Request for Proposal #B21044. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

The fee paid to Colliers International for the sale of property located at Enterprise Park will be issued as a percentage of the purchase price paid through sale proceeds deducted as closing costs.

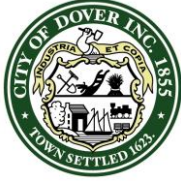
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

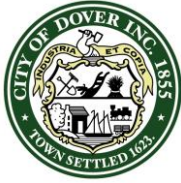
Resolution Number: **R – 2021.03.10 – 029**
Resolution Re: B21044 Real Estate Services for Enterprise Park

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 Marcia Gasses, 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#: 13.A.2.

Resolution Number: **R – 2021.03.10 – 029**

Resolution Re: B21044 Real Estate Services for Enterprise Park

RESOLUTION BACKGROUND MATERIAL:

The selected vendor shall review and assist in the marketing of the remaining property at Enterprise Park located off Sixth Street in Dover, NH; shall determine the type of owner(s) and recommend to DBIDA and City staff those that would be a good match for the Park's development objectives and existing owners; shall work closely with the DBIDA on pre-qualifying suitable, potential new owners for Enterprise Park; shall provide advice regarding the real estate market, represent the DBIDA and the City of Dover in selling, as well as advise of various options or approaches to achieve the desired results and goals; and shall promote the property to include advertising through various methods to include, but are not limited to, online representation, real estate magazines, and on-site signage. Colliers International of Portsmouth, NH is the current provider of these services and their proposed fee schedule is as follows.

Sale or Inclusion in any kind of partnership, syndication or corporation of real property:	
Up to \$500,000	10%
\$500,001 - \$1,000,000	8%
Over \$1,000,000	7%
Land	10%

The fee paid to Colliers International for the sale of property located at Enterprise Park will be issued as a percentage of the purchase price paid through sale proceeds deducted as closing costs.

Bid Information:

Sealed Request for Proposal #B21044 was issued and received for Real Estate Services for Enterprise Park on February 16, 2021 at 2:00 PM.

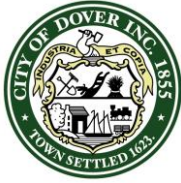
Award Information:

A purchase order will be issued as deemed necessary to the vendor selected to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	97	Number of Responses:	1
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One Year	Estimated Delivery:	As Needed
Recommended Award to:	Colliers International	Fund:	Various
Other Approvals Required:	DBIDA approved 3/4/2021	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase may exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B21044 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2021.03.10 – 030**
Resolution Re: B21059 Building Materials and Hardware – State of NH
Contract with Aubuchon Hardware

WHEREAS: There are several State of New Hampshire contract pricing schedules available for municipal use with various vendors that participate. Aubuchon Hardware in Dover, NH is an authorized vendor with the State of New Hampshire for building materials and hardware with whom the City does a significant amount of business; and

WHEREAS: Aubuchon Hardware offers a discount of 10% off regular list price or sale price of consumable items where any non-profit, county, city, town, school district or any other governmental organization is eligible to participate. The City has been very pleased with the availability, service and pricing structure offered by this vendor; and

WHEREAS: The discounted pricing schedule for Aubuchon Hardware is April 15, 2019 through February 28, 2022, it seems to be financially prudent for the City to take advantage of the discounts that shall remain firm for the entire term of the contract; and

WHEREAS: Per 5-29B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing through the State of New Hampshire or at State bid prices.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to Aubuchon Hardware of Dover, NH for the purchase of building materials and hardware at discounted rates. 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
xxxx.1.xxx.xxxxx.4612.xxxxx.xx	Operating Supplies	827,737	254,158
xxxx.1.xxx.xxxxx.4651.xxxxx.xx	Maintenance Supplies - Building	82,242	34,327
xxxx.1.xxx.xxxxx.4652.xxxxx.xx	Maintenance Supplies - Improv o/t Building	388,100	65,614

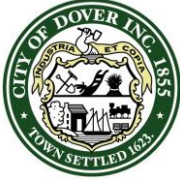
AUTHORIZATION

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

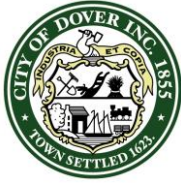
Resolution Number: **R – 2021.03.10 – 030**
Resolution Re: B21059 Building Materials and Hardware – State of NH
Contract with Aubuchon Hardware

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 Marcia Gasses, 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#: 13.A.3.

Resolution Number: **R – 2021.03.10 – 030**
Resolution Re: B21059 Building Materials and Hardware – State of NH
Contract with Aubuchon Hardware

RESOLUTION BACKGROUND MATERIAL:

There are several State of New Hampshire contract pricing schedules available for municipal use with various vendors that participate. Aubuchon Hardware in Dover, NH is an authorized vendor with the State of New Hampshire for building materials and hardware with whom the City does a significant amount of business.

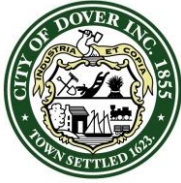
The City has been very pleased with the availability, service and pricing structure offered by this vendor and wishes to continue with their current discounted pricing schedules. The pricing and terms and conditions are extended to non-profits, counties, cities, towns, school districts, special district or precinct, or any other governmental organization, but does not lock them into only purchasing from Aubuchon Hardware. Total City expenditures for FY2020 were approximately \$24,000.00.

Per 5-29B Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing through the State of New Hampshire or at State bid prices. As the estimated expense may exceed the \$25,000.00 threshold, Council approval is required.

PURCHASING INFORMATION:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes/State of NH
Prices will hold for:	Through 2/28/2022	Estimated Delivery:	As needed
Recommended Award to:	Aubuchon Hardware	Fund:	Various
Other Approvals Required:	State of NH Contract No. 8002524, Approved 4/15/19-2/28/2022	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase may exceed the \$25,000 amount requiring Council approval.

[B21059 - State of NH Bid #2200-19 Results](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2021.03.10 – 031**
Resolution Re: B21063 Miscellaneous Fasteners and Material
Repair/Operation and Industrial Supplies – State of NH
Contract with Fastenal Company

WHEREAS: There are several State of New Hampshire contract pricing schedules available for municipal use with various vendors that participate. Fastenal Company in Dover, NH is an authorized vendor with the State of New Hampshire for miscellaneous fasteners (i.e., hex cap screws and nuts, flat washers), as well as material repair and operation (MRO) and industrial supplies with whom the City does a significant amount of business; and

WHEREAS: Fastenal Company offers various discounts between 27% - 59% off regular list prices where any non-profit, county, city, town, school district or any other governmental organization is eligible to participate. The City has been very pleased with the availability, service and pricing structure offered by this vendor; and

WHEREAS: The discounted pricing schedule for Fastenal Company is December 18, 2018 through June 30, 2023 for miscellaneous fasteners and March 25, 2019 through June 30, 2023 for MRO and industrial supplies, it seems to be financially prudent for the City to take advantage of the discounts that shall remain firm for the entire term of the contract; and

WHEREAS: Per 5-29B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing through the State of New Hampshire or at State bid prices.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to Fastenal Company of Dover, NH for the purchase of miscellaneous fasteners and MRO and industrial supplies at discounted rates. 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
xxxx.1.xxx.xxxxx.4612.xxxxx.xx	Operating Supplies	827,737	254,158
xxxx.1.xxx.xxxxx.4651.xxxxx.xx	Maintenance Supplies - Building	82,242	34,327
xxxx.1.xxx.xxxxx.4652.xxxxx.xx	Maintenance Supplies - Improv o/t Building	388,100	65,614

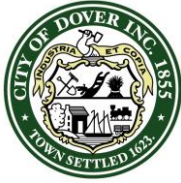
AUTHORIZATION

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

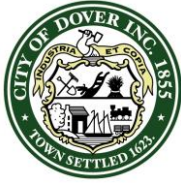
Resolution Number: **R – 2021.03.10 – 031**
Resolution Re: B21063 Miscellaneous Fasteners and Material
Repair/Operation and Industrial Supplies – State of NH
Contract with Fastenal Company

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 Marcia Gasses, 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#: 13.A.4.

Resolution Number: **R – 2021.03.10 – 031**
Resolution Re: B21063 Miscellaneous Fasteners and Material
Repair/Operation and Industrial Supplies – State of NH
Contract with Fastenal Company

RESOLUTION BACKGROUND MATERIAL:

There are several State of New Hampshire contract pricing schedules available for municipal use with various vendors that participate. Fastenal Company in Dover, NH is an authorized vendor with the State of New Hampshire, contract #8002443 for miscellaneous fasteners (i.e., hex cap screws and nuts, flat washers), as well as contract #8002346 for material repair and operation (MRO) and industrial supplies with whom the City does a significant amount of business.

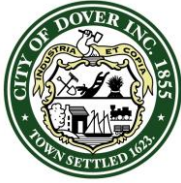
The City has been very pleased with the availability, service and pricing structure offered by this vendor and wishes to continue with their current discounted pricing schedules. The pricing and terms and conditions are extended to non-profits, counties, cities, towns, school districts, special district or precinct, or any other governmental organization, but does not lock them into only purchasing from Fastenal Company. Total City expenditures for FY2020 were approximately \$32,000.00.

Per 5-29B Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing through the State of New Hampshire or at State bid prices. As the estimated expense may exceed the \$25,000.00 threshold, Council approval is required.

PURCHASING INFORMATION:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes/State of NH
Prices will hold for:	Through 06/30/2023	Estimated Delivery:	As needed
Recommended Award to:	Fastenal Company	Fund:	Various
Other Approvals Required:	State of NH Contract No. 8002443 by NH RFQ, approved 12/18/18-6/30/23; State of NH Contract No. 8002346 through NASPO agreement #8497, approved 3/25/19-6/30/23	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase may exceed the \$25,000 amount requiring Council approval.

B21063 - State of NH Contracts



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2021.03.10 – 032**
Resolution Re: B21064 Building Materials & Hardware and Plumbing & Fixture Repair Parts – State of NH Contracts with F.W. Webb Company

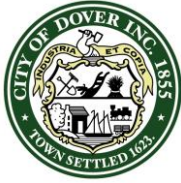
- WHEREAS: There are several State of New Hampshire contract pricing schedules available for municipal use with various vendors that participate. F.W. Webb Company in Dover, NH is an authorized vendor with the State of New Hampshire for building materials and hardware, as well as plumbing and fixture repair parts with whom the City does a significant amount of business; and
- WHEREAS: F.W. Webb Company offers various product discounts between 10% - 92% where any non-profit, county, city, town, school district or any other governmental organization is eligible to participate. The City has been very pleased with the availability, service and pricing structure offered by this vendor; and
- WHEREAS: The discounted pricing schedule for F.W. Webb Company is March 12, 2019 through February 28, 2022 for building materials and hardware and December 1, 2020 through November 30, 2023 for plumbing and fixture repair parts, it seems to be financially prudent for the City to take advantage of the discounts that shall remain firm for the entire term of the contract; and
- WHEREAS: Per 5-29B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing through the State of New Hampshire or at State bid prices.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to F.W. Webb Company of Dover, NH for the purchase of building materials and hardware, as well as plumbing and fixture repair parts at discounted rates. 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
xxxx.1.xxx.xxxxx.4612.xxxxx.xx	Operating Supplies	827,737	254,158
xxxx.1.xxx.xxxxx.4651.xxxxx.xx	Maintenance Supplies - Building	82,242	34,327
xxxx.1.xxx.xxxxx.4652.xxxxx.xx	Maintenance Supplies - Improv o/t Building	388,100	65,614



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2021.03.10 – 032**
Resolution Re: B21064 Building Materials & Hardware and Plumbing & Fixture Repair Parts – State of NH Contracts with F.W. Webb Company

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

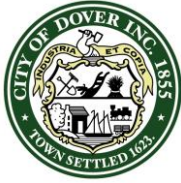
Recorded by: Susan Mistretta
City Clerk

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 Marcia Gasses, 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#: 13.A.5.

Resolution Number: **R – 2021.03.10 – 032**
Resolution Re: B21064 Building Materials & Hardware and Plumbing & Fixture Repair Parts – State of NH Contracts with F.W. Webb Company

RESOLUTION BACKGROUND MATERIAL:

There are several State of New Hampshire contract pricing schedules available for municipal use with various vendors that participate. F.W. Webb Company in Dover, NH is an authorized vendor with the State of New Hampshire, contract #8002501 for building materials and hardware, as well as contract #8002791 for plumbing and fixture repair parts with whom the City does a significant amount of business.

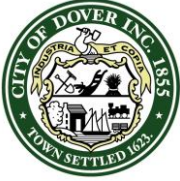
The City has been very pleased with the availability, service and pricing structure offered by this vendor and wishes to continue with their current discounted pricing schedules. The pricing and terms and conditions are extended to non-profits, counties, cities, towns, school districts, special district or precinct, or any other governmental organization, but does not lock them into only purchasing from F.W. Webb Company. Total City expenditures for FY2020 were approximately \$25,000.00.

Per 5-29B Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing through the State of New Hampshire or at State bid prices. As the estimated expense may exceed the \$25,000.00 threshold, Council approval is required.

PURCHASING INFORMATION:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes/State of NH
Prices will hold for:	Through 2/28/2022 and 11/30/2023	Estimated Delivery:	As needed
Recommended Award to:	F.W. Webb Company	Fund:	Various
Other Approvals Required:	State of NH Contract No. 8002501, Bid#2182-19 approved 03/12/19-2/28/22; State of NH Contract No. 8002791, Bid #2361-21 approved 12/01/20-11/30/23	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase may exceed the \$25,000 amount requiring Council approval.

B21064 - State of NH Contracts



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2021.03.10 – 033**

Resolution Re: Submission of List of City Owned Real Estate for Disposal
Pursuant to Dover Code Section 29-6

WHEREAS: [Dover Code Section 29-6](#) states the Finance Department shall annually prepare a list of real estate owned by the City, and forward same to the City Manager and City Council; and

WHEREAS: The Code further provides that the City Manager shall evaluate the properties and recommend for sale those properties that do not have a present or reasonably foreseeable use; and

WHEREAS: Upon receiving the City Manager's list of recommended sales, the City Council May then authorize the City Manager to dispose of such property in such manner as the Council deems appropriate; and

WHEREAS: The current list of City-owned properties with the City Manager's recommendations for sale is attached to this resolution.

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

In accordance with Dover Code § 29-6(C) and (J), the City Manager is authorized to market for sale those real properties owned by the City that are recommended for sale in the list referenced in the background of this resolution and attached hereto.

AND, FURTHER BE IT RESOLVED THAT:

In connection with marketing and soliciting offers for the aforesaid properties for sale to potential buyers, should the City Manager determine a need for real estate agent or broker services, the Purchasing Agent is authorized to engage a real estate agent or broker to be paid on a commission basis, with such commission to be paid from proceeds at closing.

AND, FURTHER BE IT RESOLVED THAT:

In receiving offers for the sale of real property, the City Manager shall determine the offer most advantageous to the City and is authorized to negotiate and enter into a purchase and sales agreement, subject to final City Council approval, that provides for a quitclaim deed, inclusive of any related rights, easements, infrastructure, and appurtenances deemed necessary to retain by the City and/or convey to the purchaser.

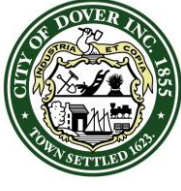
AUTHORIZATION

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.1. Resolution Number: R – 2021.03.10 – 033 Resolution Re: Submission of List of City Owned Real Estate for Disposal Pursuant to Dover Code Section 29-6
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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, 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.		

RESOLUTION BACKGROUND MATERIAL:

Attached is the list of City owned real property and the City Manager's recommendation of properties to be sold as required by Dover Code § 29-6(A) and (B).

Document Created by: Legal Document Posted on: March 5, 2021	R-2021.03.10 Submission of List of City Owned Real Estate for Disposal Pursuant to Dover Code Section 29-6 Page 2 of 2
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City of Dover, NH
List of Real Estate Owned by City
As of March 4, 2021

Parcel ID	St Num	Street Name	Acres	Specific Use/Location	City Manager Recommendation for Sale
17081-000000		SOUTH WATSON LN	0.14	ROW to 3 landlocked houses off South Watson Ln	Consider offers from abutters
33058-000000		WASHINGTON ST	0.52	Unbuildable lot with unnamed cemetery at end of parcel	Consider offers from abutters
33110-000000		ARCOLA ST	0.09	Unbuildable lot beyond end of ROW	Consider offers from abutters
33111-000000		ARCOLA ST	0.05	Unbuildable lot beyond end of ROW	Consider offers from abutters
33112-000000		ARCOLA ST	0.17	Unbuildable lot beyond end of ROW	Consider offers from abutters
39020-000000		NEWTON ST	0.12	Unbuildable lot	Consider offers from abutters
H0038-A00000		KNOX MARSH RD	0.16	Unbuildable Lot	Consider offers from abutters
I0083-003000		SPRUCE LN	0.23	Unbuildable Lot (sewer main)	Consider offers from abutters
33109-000000		ARCOLA ST	0.28	Buildable lot	Consider offers from abutters and/or bid
M0084-001000		DOVER POINT RD	23.00	Buildable lot (high voltage lines)	Consider offers from abutters and/or bid
C0020-000000		GLEN HILL RD	38.00	Buildable land - former Minachello property/building location	Consider offers to sell for economic development
D0005-A00000		SIXTH ST	17.95	Woodland adjacent to Spaulding Tpk and Enterprise Business Park	Consider offers to sell for economic development
D0011-001000		VENTURE DR	36.19	Buildable Land in Enterprise Business Park	Consider offers to sell for economic development
D0011-006000		QUALITY WY	2.61	Buildable Land in Enterprise Business Park	Consider offers to sell for economic development
D0011-006SND		QUALITY WY	1.21	Unbuildable Sending Area Land for Enterprise Park	Consider offers to sell for economic development
D0011-007000		QUALITY WY	3.49	Buildable Land in Enterprise Business Park	Consider offers to sell for economic development
D0011-007SN1		QUALITY WY	0.98	Unbuildable Sending Area Land for Enterprise Park	Consider offers to sell for economic development
D0011-007SN2		QUALITY WY	0.94	Unbuildable Sending Area Land for Enterprise Park	Consider offers to sell for economic development
D0011-008000		QUALITY WY	8.61	Buildable Land in Enterprise Business Park	Consider offers to sell for economic development
D0011-008SN1		QUALITY WY	0.55	Unbuildable Sending Area Land for Enterprise Park	Consider offers to sell for economic development
D0011-008SN2		QUALITY WY	0.80	Unbuildable Sending Area Land for Enterprise Park	Consider offers to sell for economic development
D0011-008SN3		QUALITY WY	1.83	Unbuildable Sending Area Land for Enterprise Park	Consider offers to sell for economic development
D0014-000000		VENTURE DR	5.02	Buildable Land in Enterprise Business Park	Consider offers to sell for economic development
G0032-C00000		CROSBY RD	5.01	Buildable lot	Consider offers to sell for economic development
G0035-D00000		LITTLEWORTH RD	49.90	Buildable lot (sewer main)	Consider offers to sell for economic development
H0002-000000	275	DURHAM RD	13.92	Buildable lot near high voltage lines	Consider offers to sell for economic development
H0011-A00000		DURHAM RD	0.38	Buildable lot adjacent to Bellamy River	Consider offers to sell for economic development
02001-000000	288	CENTRAL AV	1.29	City Hall	
02013-000000	320	CENTRAL AV	0.12	Front portion of Belknap Parking Lot	
02015-000000	18	LOCUST ST	0.05	Rear portion of Belknap Parking Lot	
02083-000000	46	CHESTNUT ST	1.26	Police Station and Parking Garage	
02083-001000		ORCHARD ST	1.85	Orchard St Parking Lot	
03023-001000		MAIN ST	0.06	Immigrants Park	
03025-000000	8	SCHOOL ST	0.16	School St Parking Lot (CDBG Purchase & DTC Lease)	
03026-000000		SCHOOL ST	0.22	School St Parking Lot (CDBG Purchase & DTC Lease)	
03027-000000	2	MECHANIC ST	0.22	School St Parking Lot (CDBG Purchase & DTC Lease)	
03055-000000	13	BROADWAY	0.12	Central Fire Station Parking Lot	
03056-000000	9	BROADWAY	0.12	Central Fire Station	
06054-A00000		THIRD ST	0.35	Third St Parking Lot (remaining portion)	
06054-C00000		FOURTH ST	0.42	Chestnut St Parking Lot	
08019-000EMT	12	LEIGHTON RD	0.00	Easement for Sewer Pump Station	
08037-000000	10	WENTWORTH TR	0.23	Wentworth Terrace Pump Station	
08039-B00000		DOVER POINT RD	0.07	Unbuildable lot for utility access under Spaulding Tpke	
09057-000000	61	LOCUST ST	3.40	McConnell Center	
09059-000000	22	ATKINSON ST	0.09	McConnell Center day care related play area	
10034-000000		ALONG B & M RR	1.61	Landlocked, abuts RR with Cocheco River frontage	
10040-000000		WASHINGTON ST	1.46	Community trail - Trestle Bridge to Washington St	
12126-000000		FISHER ST	2.60	Community trail urban portion - Silver to Fisher	
12126-A00000		SILVER ST	0.45	Community trail urban portion - Silver St Tunnel	
13004-000000	11	TOWLE AV	8.08	Woodman Park School and park/ballfield	
16030-A00000	60	MILL ST	0.02	Mill St Sewer Pump Station	
18001-000000		EAST WATSON ST	42.00	Pine Hill Cemetery "New Section"	
19052-001000	131	CENTRAL AV	33.00	Pine Hill Cemetery "Old Section"	
21026-054000		BACK RD	2.37	Woodland/Drainage Area for Mt Pleasant Development	
21026-055000	18	BACK RD	0.01	Back Rd Sewer Pump Station	
22001-000000	31	RIVER ST	23.39	Cocheco Landing - Waterfront Development	
22042-000000		TOWNE DR	28.40	Maglaras Park/ballfield	
23015-000000	6	WASHINGTON ST	6.50	Indoor Pool and Former Gym/Armory	
24057-000000		PORTLAND AV	0.29	Waldron Cemetery	
24078-000000		HANCOCK ST	0.73	Hancock Park	
24095-000000		PORTLAND AV	0.84	Arena Park & Ride Parking Lot (State DOT)	
24105-A00000	20	COCHECO ST	0.16	Cocheco St Sewer Pump Station	

City of Dover, NH
List of Real Estate Owned by City
As of March 4, 2021

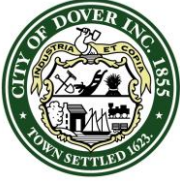
Parcel ID	St Num	Street Name	Acres	Specific Use/Location	City Manager Recommendation for Sale
25022-000000		FAIRVIEW AV	0.19	Amanda Howard Park	
25023-000000		FAIRVIEW AV	0.19	Amanda Howard Park	
25034-000000		ELMWOOD AV	0.12	Amanda Howard Park	
26001-000000	140	PORTLAND AV	0.34	Guppy Park ballfield	
26002-000000	100	PORTLAND AV	39.00	Guppy Park Pavilion, Arena and Jenny Thompson Pool	
27112-000000	45	PARK ST	1.07	Park St Park	
28032-000000	10	ABBEY SAWYER MEMORIAL	11.00	Garrison Hill Park	
28034-A00000		FLORAL AV	0.08	Unbuildable lot opposite High Ridge Dr	
31003-A00000		FOURTH ST	2.04	Along Cocheco River Fourth to Transportation lot	
31004-B00LSE	33	CHESTNUT ST	0.30	Transportation Center (School St lot lease agreement)	
32039-B00000		FOURTH ST	4.30	Along Cocheco River behind Cederbrook Dr properties	
33059-A00000		AVON AV	0.09	Unbuildable lot adjacent to cemetery	
34020-B00000		WHITTIER ST	14.00	Cassidy conservation land (LCHIP purchase)	
34021-000000		AUTUMN ST	8.40	Cassidy conservation land (LCHIP purchase)	
34022-000000		HILLSIDE DR	8.08	Parking area adjacent to Cassidy Land and Beckwith Field	
36030-000000	78	HORNE ST	13.60	Horne Street School and Park	
37018-000000		HALL ST	0.09	Unnamed Cemetery	
37035-A00000		PAGE AV	1.00	Woodland adjacent to Lowell Ave Water Treatment Plant	
37040-000000	11	LOWELL AV	6.30	Lowell Ave Water Treatment Plant	
37053-000000		PAGE AV	0.08	Woodland adjacent to Lowell Ave Water Treatment Plant	
39015-000000		WILLAND POND RD	1.18	Willand Pond Park (Willand Pond Rd entrance)	
40010-000000		LAKEVIEW DR	0.18	Along Willand Pond - Future recreation access	
40010-A00000		LAKEVIEW DR	0.54	Along Willand Pond - Future recreation access	
40013-000000		EARLE ST	0.17	Unbuildable lot with access to Willand Pond Park land	
40017-000000	24	HOOVER DR	8.28	Willand Pond Park and well house (Rt 108 entrance)	
40043-A00000	56A	NEW ROCHESTER RD	0.06	New Rochester Rd Sewer Pump Station	
A0023-002000		BLACKWATER RD	11.60	Future Cotton well site along Blackwater Rd	
A0029-A00001		SPAULDING TRNPK	42.26	Future Cotton well site adjacent to Spaulding Tpk	
A0043-D00000	308	LONG HILL RD	4.50	Northend water tower	
B0004-000000		COTTONWOOD DR	0.33	Alden Woods Playground	
C0005-000000		COUNTY FARM RD	0.46	Along Cocheco River at pedestrian/pipe bridge (former covered bridge)	
C0007-000000		ROCHESTER NECK RD	21.00	Hoppers - aquifer recharge basin from Isinglass River pumphouse	
C0008-000000	110	GLEN HILL RD	9.00	Calderwood Well pumphouse	
C0012-000000	140	GLEN HILL RD	12.00	Campbell Well pumphouse	
C0015-000000		TOLEND RD	1.00	Woodland near Tolend Landfill along Green Hill Rd	
C0016-000000		TOLEND RD	11.00	Woodland adjacent to Tolend Landfill along Green Hill Rd	
C0017-000000		TOLEND RD	3.40	Woodland adjacent to Tolend Landfill along Green Hill Rd	
C0018-000000	610	TOLEND RD	42.00	Tolend Landfill - Superfund site	
C0019-000000		TOLEND RD	8.00	Woodland opposite Green Hill Rd	
C0021-000000		TOLEND RD	23.00	Open Space Land along Cocheco River	
C0022-000000		GLEN HILL RD	5.00	Woodland w/ frontage on Tolend Rd and Glen Hill Rd	
C0024-000000		TOLEND RD	21.00	Woodland adjacent to Tolend Landfill	
C0025-000000		TOLEND RD	4.00	Woodland adjacent to Tolend Landfill	
C0027-000000		TOLEND RD	34.00	Woodland adjacent to Tolend Landfill	
C0028-A00000		TOLEND RD	3.42	Woodland adjacent to Tolend Landfill	
C0031-000000		TOLEND RD	26.00	Woodland near Tolend Landfill	
C0032-000000		TOLEND RD	16.20	Woodland near Tolend Landfill (acquired from Souther)	
C0041-000000		TOLEND RD	0.69	Woodland along Cocheco River (landlocked?)	
C0046-000000		TOLEND RD	37.00	Woodland - deeded recreation use	
D0001-000000	40	SMITH WELL RD	45.22	Smith Cummings well house	
D0005-000000		SULLIVAN DR	26.37	Sullivan Drive ball field (LWCF Protected)	
D0005-033000	31	SULLIVAN DR	1.63	Sullivan Drive sewer pump station	
D0007-000000		SULLIVAN DR	1.63	Woodland adjacent to Enterprise Business Park	
D0010-A00000	32	LONG HILL RD	14.26	Long Hill Park (LWCF Protected)	
D0061-A00000	16	CRANBROOK LN	0.11	Cranbrook Ln Sewer Pump Station	
E0020-D00000		GLENWOOD AV	1.45	Woodland - future Northend Fire overflow lot	
E0024-001000	262	SIXTH ST	3.00	Northend Fire Station	
F0014-000000	104	FRENCH CROSS RD	25.50	Bouchard Water Treatment Plant	
F0015-000TOT		EMERALD LN	0.04	Emerald Woods Park	
F0042-000000	19	OLD STAGE RD	10.00	Hughes Well pumphouse	
F0064-000000		FRENCH CROSS RD	0.94	Adjacent to Bouchard Well Treatment Plant	
G0019-B00000		TOLEND RD	14.22	Woodland adjacent to Spaulding Tpk and Stocklan Circle (sewer main)	

City of Dover, NH
List of Real Estate Owned by City
As of March 4, 2021

Parcel ID	St Num	Street Name	Acres	Specific Use/Location	City Manager Recommendation for Sale
H0011-001000	16	DALEY DR	20.03	Dover Middle School	
H0011-B00000	25	DURHAM RD	0.91	Southend Fire Station	
H0012-000000	25	ALUMNI DR	24.83	Dover High School	
H0017-000000		BELLAMY RD	30.00	Bellamy Park	
H0018-D00000	19	BELLAMY RD	1.15	Adjacent to Bellamy Park	
H0056-000000		BELLAMY RD	5.40	Former Gravel Pit adjacent to Ireland Well and along Bellamy River	
H0058-000000	271	MAST RD	57.28	Community Services Facility	
H0063-000000		MAST RD	11.00	Woodland along Bellamy River	
I0002-G00000	50	GARRISON RD	19.00	Garrison Elementary School and park (portion LCWF purchase)	
I0002-G00001		GARRISON RD	2.88	Shaw's Lane Parking Lot	
I0002-H00000	32	SHAWS LN	6.60	Shaw's Lane concession building and softball fields	
I0028-000EMT	5	SPRUCE DR	0.00	Spruce Drive Sewer Pump Station (easement)	
I0032-A00000	135	MAST RD	0.21	Mast Rd Sewer Pump Station	
I0036-000000		SPRUCE LN	1.28	Woodland adjacent to Spruce Ln park	
I0036-U00000		SPRUCE LN	0.45	Unbuildable Lot	
I0037-000000		SPRUCE LN	0.98	Spruce Lane Park	
I0047-002000		DANIELLE LN	7.89	Pedestrian Walkway Danielle Dr to Backriver Rd	
I0071-000000	14	GARRISON RD	7.50	Shaw's Lane soccer fields	
I0072-000000		BACK RIVER RD	4.00	Shaw's Lane upper field and parking area	
I0075-000000		GARRISON RD	1.81	Unbuildable Lot - former stump dump	
I0086-000000	156	BACK RIVER RD	0.40	Veteran's Building	
I0091-000000		PISCATAQUA RD	0.30	Unbuildable Lot - winter salt/sand pile (high voltage lines)	
I0130-000000	29	RIVERDALE AV	2.91	Morningside Drive Park	
J0003-000000		GARRISON RD	24.00	Open Space and along Bellamy River (sewer main)	
K0004-C00000		HENRY LAW AV	5.68	Woodland adjacent to Maglaras Park (high voltage lines)	
K0015-000000		HUBBARD RD	4.00	Woodland adjacent to Pine Hill Cemetery - "New Section"	
K0018-A00010		APPLEVALE DR	5.26	Applevale Drive Park	
K0051-000000		APPLEVALE DR	0.29	Applevale Drive Sewer Pump Station	
L0058-D00000		DOVER POINT RD	3.36	Woodland along Piscatqua River - future river access	
L0109-000000		DOVER POINT RD	0.15	Old Fire Station - Dover Point	
M0047-B00000	87A	GERRISH RD	0.95	Gerrish Rd Sewer Pump Station	
M0057-A00000	484	MIDDLE RD	35.86	Wastewater Treatment Plant	
M0083-030000		OVERLOOK DR	0.27	Overlook Drive Park	
M0084-G00001		DOVER POINT RD	1.57	Unbuildable Lot	
M0090-D00013	22A	ISAAC LUCAS CR	0.04	Isaac Lucas Cir Sewer Pump Station	

City Owned Real Property in Other Communities

I-19A	Bellamy Reservoir, Madbury	53.10	Woodland adjacent to Tolend Landfill (aquired from Souther)
I-32	Bellamy Reservoir, Madbury	45.50	Woodland adjacent to Tolend Landfill
I-45	Bellamy Reservoir, Madbury	0.50	Woodland adjacent to Tolend Landfill
3-57	French Cross Road, Madbury	1.00	Adjacent to Bouchard Well Treatment Plant
9-65	355 Mast Road, Madbury	2.82	Griffin Well Treatment Plant
3-52-	19 Old Stage Road, Madbury	12.00	Hughes well house and Barbadoes Pond access
0268-0001-000	422 Rochester Neck Rd, Rochester	1.00	Isinglass River Hopper Aquifer Recharge Pump Station
1-14-1	Shady Lane, Rollinsford	8.50	Wetlands below Garrison Hill Park (Sledding Hill)
1-14	Shady Lane, Rollinsford	28.00	Garrison Hill Park (Sledding Hill)
3.9.0	Old Mill Lane, Rollinsford	10.00	Woodland beyond Fairway estates (CTC building trades)
40-40	Willand Pond, Somersworth	3.60	Willand Pond park (Willand Pond Rd entrance)
40-61	Willand Pond, Somersworth	11.80	Willand Pond park (northeast side High Street Entrance)
43-1	Willand Drive, Somersworth	57.88	Willand Pond park (north side adjacent Garabedian land)
41-9	Willand Pond, Somersworth	7.13	Willand Pond park and well house (Rt 108 entrance)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: R – 2021.03.10 – 034
Resolution Re: Acceptance of the FFY21 Action Plan and the expenditures for Federal Fiscal Year 2021 CDBG Entitlement Funds

WHEREAS: The City of Dover will have available funds for appropriation from the FFY21 CDBG Entitlement year, including program income; and

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

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

WHEREAS: Administration and the Planning Board have reviewed the proposals and derived a recommended expenditure plan; and

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

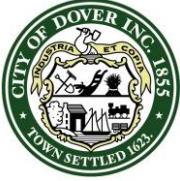
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Action Plan is adopted and the City Manager is authorized to enter into sub-recipient contracts as part of this Annual Plan for expenditure of FY2022 Community Development Block Grant funds.

AND, FURTHER BE IT RESOLVED;

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

This resolution requires public hearing prior to City Council vote. Resolution to be referred to public hearing on March 24, 2021 with vote to occur on that date.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: R – 2021.03.10 – 034
Resolution Re: Acceptance of the FFY21 Action Plan and the expenditures for Federal Fiscal Year 2021 CDBG Entitlement Funds

Financing Estimated

Account	Description	Appropriati
2100.1.180.46311.3311.06311.22.000.000.R30	FY22 Federal Grant	\$287,718.00
2115.1.180.46525.3599.00000.00.000.000.R90	FY21 Economic Loan Program Income	\$27,000.00
2100.1.180.46311.3421.06311.21.000.000.R40	FY21 School Street Parking Income	\$4,000.00
TOTAL		\$318,718.00

Financing Appropriations

Account	Description	Appropriation
2100.1.180.46348.4835.06367.22.000.000.800	AIDS Response	\$6,500.00
2100.1.180.46348.4835.xxxxx.22.000.000.800	Alliance for Community Transportation	\$4,000.00
2100.1.180.46348.4835.06333.22.000.000.800	Community Partners	\$5,500.00
2100.1.180.46348.4835.06377.22.000.000.800	Cross Roads House	\$9,000.00
2100.1.180.46348.4835.06360.22.000.000.800	Dover Welfare Sec Deposit	\$3,000.00
2100.1.180.46348.4835.06380.22.000.000.800	Homeless Center for Strafford County (HCSC)	\$7,500.00
2100.1.180.46348.4835.06342.22.000.000.800	My Friends Place (MFP)	\$11,000.00
2100.1.180.46348.4835.xxxxx.22.000.000.800	Strafford Nutrition Meals on Wheels	\$0.00
2115.1.180.46525.4835.xxxxx.00.000.000.800	Dover Economic Loan Program – Loan Pool	\$16,618.00
2100.1.180.46323.4835.06335.22.000.000.800	CAP Weatherization	\$40,000.00
2100.1.180.46341.4835.xxxxx.22.000.000.800	HCSC New Shelter External Improvements	\$0.00
2100.1.180.46341.4835.06346.22.000.000.800	My Friends Place Windows	\$25,000.00
2100.1.180.46341.4835.06388.22.000.000.800	City Hall Barrier Removal FY22	\$70,000.00
2100.1.180.46341.4835.06388.22.000.000.800	Rental Unit Rehab FY22	\$46,000.00
2100.1.180.46311.4110.06311.22.000.000.800	General Administration	\$60,600.00
2100.1.180.46525.4110.06621.22.000.000.800	Econ Dev Admin & Servicing	\$3,000.00
2100.1.180.46323.4110.06314.22.000.000.100	Weatherization Activity Delivery	\$3,000.00
2100.1.180.46341.4110.06314.22.000.000.100	Public Facility Activity Delivery	\$4,000.00
2100.1.180.46341.4110.06314.22.000.000.100	Rental Unit Rehab Activity Delivery	\$4,000.00
TOTAL		\$318,718.00

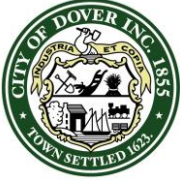
AUTHORIZATION

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

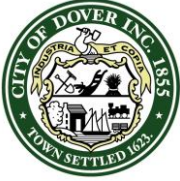
Resolution Number: R – 2021.03.10 – 034
Resolution Re: Acceptance of the FFY21 Action Plan and the expenditures for Federal Fiscal Year 2021 CDBG Entitlement Funds

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 Marcia Gasses, 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:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: R – 2021.03.10 – 034
Resolution Re: Acceptance of the FFY21 Action Plan and the expenditures for Federal Fiscal Year 2021 CDBG Entitlement Funds

RESOLUTION BACKGROUND MATERIAL:

FFY21 Action Plan

The Action Plan (AP) identifies the Activities that will receive CDBG funding for the next fiscal year.

PUBLIC SERVICES

Aids Response Seacoast: \$10,000.00

Recommended Allocation: \$6,500.00

Partially support the salaries and benefits of Case Management Department staff consisting of a Program Manager, Medical Case Managers and a Financial Administrator.

Alliance for Community Transportation: \$4,000.00

Recommended Allocation: \$4,000.00

Operate TriLink, a regional transportation call center; operate Community Rides, a free service providing transportation to healthcare for seniors and individuals with disabilities; provide staffing for Regional Coordination Council to provide greater access to community transportation resources.

Community Partners: \$10,080.00

Recommended Allocation: \$5,500.00

Funds to provide security deposits, rental assistance, utilities assistance and basic necessities to individuals and families in Dover with mental illness or a developmental disability who are in threat of becoming homeless.

Cross Roads House: \$16,000.00

Recommended Allocation: \$9,000.00

To provide emergency shelter and supportive services for families and individuals from Dover who are experiencing homelessness.

Dover Welfare: \$10,000.00

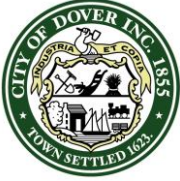
Recommended Allocation: \$3,000.00

To help the people of Dover move into apartments when they cannot afford to or to place Dover residents who are homeless into motels until shelter space is available

Homeless Center for Strafford County: \$9,000.00

Recommended Allocation: \$7,500.00

Provide sheltering and programming for those experiencing homelessness in Strafford County with primary support to Dover and Rochester residents. Move family and individuals into permanent housing.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: R – 2021.03.10 – 034
Resolution Re: Acceptance of the FFY21 Action Plan and the expenditures for Federal Fiscal Year 2021 CDBG Entitlement Funds

My Friend's Place: \$25,000.00

Recommended Allocation: \$11,000.00

Emergency Shelter and Transitional housing for single men, women and families.

Strafford Nutrition & Meals on Wheels: \$3,000.00

Recommended Allocation: \$0.00

Help provide approximately 3,000 meals to homebound, elderly & low-income disabled Dover residents.

ECONOMIC DEVELOPMENT

City of Dover - Economic Development Activities: \$16,618.00

Recommended Allocation: \$16,618.00

Staff is recommending that funds be allocated to the Dover Economic Loan Program (DELP) to be used for business assistance loans made through DELP.

PUBLIC FACILITIES PROJECTS

Community Action Partnership of Strafford County: \$40,000.00

Recommended Allocation: \$40,000.00

Funding to supplement the Weatherization Assistance Program for low income Dover residents.

Homeless Center for Strafford County: \$40,000.00

Recommended Allocation: \$0.00

Installation of fence, surface, wood supports and basketball hoops for playground at new shelter.

My Friend' Place: \$23,360.00

Recommended Allocation: \$25,000.00

Replacement of 24 windows at the 368 Washington Street location.

City of Dover – City Hall Barrier Removal FY22: \$70,000.00

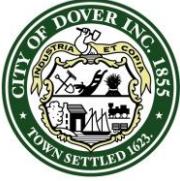
Recommended Allocation: \$70,000.00

Renovations to City Hall, including first floor bathrooms, in order to address applicable ADA/Barrier Removal requirements.

City of Dover – Rental Unit Rehab FY22: \$46,000.00

Recommended Allocation: \$46,000.00

A rehab program that provides funding that would be used to bring existing rental units up to certain housing quality standards that then make the units eligible for housing voucher or similar programs for moderate, low or very low income households.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

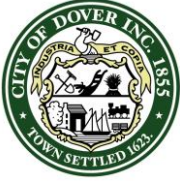
Resolution Number: R – 2021.03.10 – 034

Resolution Re: Acceptance of the FFY21 Action Plan and the expenditures for Federal Fiscal Year 2021 CDBG Entitlement Funds

CONSOLIDATED PLAN GOALS

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

- | | | |
|----------|-------------------------|--|
| 1 | Goal Name | Access to Services |
| | Goal Description | To provide increased opportunities to residents of the City who require education, health, recreation, shelter, transportation and related human services. |
| 2 | Goal Name | Renter and Homeowner Assistance |
| | Goal Description | Weatherization and energy efficiency, Housing unit rehab, security deposit assistance, Lead based paint hazard. |
| 3 | Goal Name | Public Improvements |
| | Goal Description | Development and improvements related to facilities and housing units utilized by qualifying populations and individuals. |
| 4 | Goal Name | Economic Development |
| | Goal Description | Improvements, and the support of efforts, intended to promote economic development and to enhance economic opportunities for qualifying business, populations and individuals. |
| 5 | Goal Name | Accessibility and Transportation |
| | Goal Description | Access to social services and employment and removal of architectural barriers. |



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: R – 2021.03.10 – 035
Resolution Re: Approval of the CDBG Citizen Participation Plan
Amendment

- WHEREAS: The City of Dover operates a Community Development Block Grant Program; and
- WHEREAS: The City of Dover is required to maintain a Citizen Participation Plan that provides operational protocols for the Dover CDBG program; and
- WHEREAS: The Planning Department is required by HUD to update, and the Governing Body to adopt revisions to, the Citizen Participation Plan to maintain compliance with applicable CDBG requirements; and
- WHEREAS: The Planning Board has reviewed a proposed amendment to the Citizen Participation Plan, which is attached to this resolution, and has held a public hearing for the purpose of obtaining citizens' viewpoints, on the Plan; and
- WHEREAS: The recommended amendment has been reviewed for compliance with HUD statutory requirements and for meeting national objectives;

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

The amendment to the CDBG Citizen Participation Plan referenced above and in the background of this resolution is hereby adopted.

PUBLIC HEARING REQUIRED—TO BE REFERRED TO PUBLIC HEARING ON MARCH 24, 2021

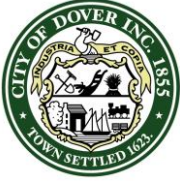
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Dennis Ciotti, Deputy Mayor

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

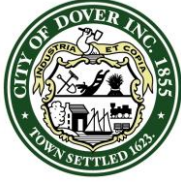
Resolution Number: R – 2021.03.10 – 035
Resolution Re: Approval of the CDBG Citizen Participation Plan
Amendment

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 Marcia Gasses, 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:		
Ordinance does does not pass.		

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.3. Resolution Number: R – 2021.03.10 – 035 Resolution Re: Approval of the CDBG Citizen Participation Plan Amendment
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RESOLUTION BACKGROUND MATERIAL:

Attached is a copy of the Proposed Amendment. By way of further background, below is additional information relating to the amendment.

CONSOLIDATED PLAN

In 2019, the City adopted a new CDBG Consolidated Plan. The Consolidated Plan serves as a strategic plan for addressing issues such as homelessness, housing, public services, community development needs and expanding economic opportunities. One of the elements of the Consolidated Plan is the Citizen Participation Plan.

CITIZEN PARTICIPATION PLAN - AMENDMENT

The Dover CDBG Citizen Participation Plan (CPP) provides CDBG program requirements such as citizen engagement, public review periods and plan amendment procedures that are to be followed when implementing the CDBG program.

When adopted in 2019, Section: XI of the CPP did not include the required public notice procedure and public comment period to be followed when conducting a Substantial Amendment to the Consolidated Plan during “Crisis Events”. The proposed amendment clarifies the public notice requirement and public comment period following the City Council’s final decision on a Substantial Amendment to the Consolidated Plan during “Crisis Events”. The proposed amendment is shown below *underlined Italic.*

SECTION XI PROCEDURES DURING CRISIS EVENTS – SUBSTANTIAL AMENDMENT

During crisis event periods, the required public engagement and notice procedures provided elsewhere in this document shall be superseded as provided below. Crisis event periods include natural disasters and significant local, regional, national or global events. For purposes of this section, examples of significant events include, but are not limited to, impacts resulting from:

- Disease outbreaks
- Health related events, scenarios or clusters
- Human actions such as acts of terrorism or arson
- Disruptions in critical supply chain.

During crisis event periods, the following applies:

- Publication on the City’s website
- Notice of publication in a local paper
- A public review and comment period for 5 days before each public hearing
- *A 5-day public review and comment period after the final local decision has been posted. Posting shall be by public notice in a local paper and on the City Website. The notice shall include a description of the action taken, where the amendment can be viewed, how comment can be provided and by what date comments must be received in order for the comments to be included with information sent to HUD for their review.*
- Virtual public hearings, in lieu of traditional public hearings, may be held by the Planning Board and City Council.

City of Dover, NH

Community Development Block Grant

Citizen Participation Plan



Proposed Amendment

City of Dover, NH Citizen Participation Plan - FFY20-24

Approved City Council: June 24, 2020

Note: Proposed amendment to Citizen Participation Plan identified in grey highlighted italics

I. INTRODUCTION

The Regulations governing administration of the Community Development Program require preparation and publication of a local citizen's participation plan. This plan must indicate how the community is going to pass on information about the program to its citizens, public agencies, and other interested parties; when public hearings will be held; how citizens will have an opportunity to participate in the development of the Consolidated Plan; how technical assistance will be provided; and how citizens will be involved in future amendments and/or future applications for block grants by the community. It is in conformance with the aforementioned requirements, and with an understanding of the importance of realistic and meaningful citizen participation, that the following plan is set forth and adopted by the Dover City Council.

II. ORGANIZATION:

One of the most important elements of any successful citizen participation process is that it have clear and direct linkage with the legislative decision makers. This linkage will be achieved in Dover by having the Planning Board act as the entry point for citizen participation in the Community Development Program.

The Planning Board will hear citizens, organizations and interested parties comments on the Performance Report, Proposed Consolidated Plan and Substantial Program Amendments. The recommendations of the Board for the Proposed Plan and Program Amendments will be passed on to the City Council for consideration and the final decision.

Planning and Community Development staff are responsible for disseminating information to citizens, organizations and interested parties, including amounts available, the range of activities that may be undertaken, including amounts that will benefit low and moderate income persons and preparation of the Proposed and Final Consolidated Plan for the City.

III. FUNCTION:

One of the duties of the Planning Board is to function as the prime vehicle for citizen input concerning Dover's application for, and participation in the Community Development Program as authorized by the Housing and Community Development Act of 1974.

The Planning Board will serve as the initial clearing house for all requests for Community Development Funds, whether those requests originate from citizens, municipal departments, or other groups and organizations. The Board will receive all such requests and would formulate a one (1) year Action Plan based upon the City's Consolidated Plan, their perception of the community's needs, and the public hearing process. The recommendations of the Board will be forwarded to the City Council for consideration and final decision.

IV. OPERATION:

a. In adequate time prior to application deadlines, the Planning Board will meet to familiarize themselves with the provisions of the Housing and Community Development Program and the Consolidated Plan process. This meeting will include a workshop style meeting, during which the staff will remind Board members of the goals of the program and Consolidated Plan.

Technical assistance in this process and any related research desired by the Board or other groups will be provided by the staff of the Planning and Community Development Department. When the Board is familiar with the Act and its application, it will hold a minimum of one (1) public hearing to obtain the opinions from and learn the desires of their respective constituents. At these meetings, the Board shall also receive testimony from representatives of other public and semi-public groups and organizations in the City, municipal departments and the general public. Planning Board meetings shall be conducted in an open manner with freedom of access for all interested persons.

Furthermore, the Planning Board will allow comment on the Action and Consolidated Plans at any time during a regularly scheduled "Citizen's Forum" agenda item on each Planning Board meeting agenda.

b. Planning and Community Development staff will consult with the Dover Housing Authority, Public and assisted housing developments, and other residents around the developments in the process of developing and implementing the Consolidated Plan. Notices will be placed on the bulletin board at the DHA concerning the plan and public hearings to be held. Notices will also be placed in City Hall and the Dover Public Library.

c. Involvement shall be encouraged on the part of low and moderate income persons, members of minority groups, residents of areas where a significant amount of activity is proposed or ongoing, the elderly, the handicapped, the business community, and civic groups who are concerned about the program.

d. All Public Service grant applications will be rated for priority by the Planning Department before being forwarded to the Planning Board for a recommendation to the City Council.

V. TECHNICAL ASSISTANCE:

As stated in Article IV (1) of this document, technical assistance in securing and maintaining full citizen participation will be provided by the staff of the Planning and Community Development Department. Assistance shall be provided to both the Planning Board, as described in Article IV, and to groups, representative of low and moderate income persons and groups of residents of blighted neighborhoods which request assistance in developing proposals and statements of views. A notice for low to moderate income groups or organizations requiring technical assistance for preparing a proposal will be placed in the newspaper before the Consolidated Plan is started.

In addition to those activities enumerated in Article IV, technical assistance shall include, but not be limited to:

a. The provision of program information, at the time the City begins planning for the next program year including:

i. The total amount of funds available for community development and housing activities,

ii. The range of eligible activities that may be undertaken with these funds and the kinds of activities previously funded in the City,

- iii. The processes to be followed in preparing and approving the application and the schedule of meetings and hearings.
- iv. A summary of other program requirements.
- v. A summary of how the total amount of funds was calculated.

VI. PROGRAM INFORMATION

Access to Records: Citizens, public agencies and interested parties shall have access to information and records relating to the Consolidated Plan and Dover's use of assistance for the preceding five (5) years. Documents relevant to the program shall be available at the Planning office in the Municipal Building during normal working hours for citizen review upon request. A copy of the proposed Consolidate Plan, when completed, will be available in the Dover Public Library.

Documents shall include:

- a. all mailings and promotional material,
- b. records of hearings,
- c. key documents, including all prior applications, letters of approval, grant agreements, the Citizen Participation Plan, performance reports, Proposed and Final Consolidated Plans, other reports required by HUD, and Program Amendments.
- d. copies of the regulations and issuance's governing the program,
- e. documents regarding other important program requirements, such as contracting procedures, environmental policies, displacement information, etc.

Special arrangements will be made to provide the above stated information to persons with disabilities by the Planning Office, upon request. All current information shall be accessible 24 hours a day on the City of Dover website.

VII. SUBSTANTIAL PROGRAM AMENDMENTS:

The following criteria will require will constitute a Substantial Amendment and will require public engagement and notices pursuant to Articles I-X of this Citizen Participation Program:

- A change in allocation priorities or a change in the method of distribution of funds from one eligible activity to another.
- Funding an Activity not previously described in the an action plan.
- A change in the purpose, scope, location, or beneficiaries of an activity.
- An increase in allocation to an Activity that is greater than 25% off the total amount of the current year's regular CDBG allocation.

VIII. PUBLIC NOTICES AND COMMENT PERIODS:

The scheduling of sufficient public hearings to obtain citizens views and to respond to citizen proposals and questions at various stages of the program shall be held by the Planning Board. The hearings shall be held at convenient times and locations to encourage the broadest range of citizen participation. Hearings shall include:

- a. Pre-submission hearings. One hearing prior to development of the Consolidated Plan to obtain views on Community Development and housing needs, and past program performance; The second for specific grant requests; The third hearing will be held before the City Council to obtain views of citizens on the proposed application prior to submission of the application to HUD.
- b. Notification: Two (2) weeks prior to each public hearing, the City of Dover shall publish a notice in easily readable type in the non-legal section of a local newspaper of general circulation. This notice shall indicate the date, time, place, and procedures of the hearing and topics to be considered.
- c. Comment Period: Upon completion of the Proposed Consolidated Plan, citizen's will have thirty (30) days in which to comment in writing on the Proposed Plan. All comments in writing will be considered in preparing the Final Consolidated Plan.
- d. Substantial Program Amendments: Citizens will be given up to thirty (30) days to respond in writing after notification of a Program Amendment, before such amendment takes place. The City of Dover shall publish a notice of the Program Amendment in easily readable type in the non-legal section of a local newspaper of general circulation. All comments in writing will be considered before preparing the Program Amendment. All comments not accepted shall be attached & submitted with the Program Amendment along with an explanation of why they were not accepted.
- e. Performance Report: Citizens will be given up to fifteen (15) days to respond in writing after the completion of the Annual Performance Report. The City of Dover shall publish a notice of the completion of the Annual Performance Report in easily readable type in the non-legal section of a local newspaper of general circulation.

All comments in writing will be considered before preparing the Performance Report. All comments not accepted shall be attached and submitted with the Program Amendment along with an explanation of why they were not accepted.
- f. Citizens will be given up to thirty (30) days to respond in writing after notification of the Final Consolidated Plan completion before it is submitted to HUD. The City of Dover shall publish a notice of the completion of the Final Consolidate Plan in easily readable type in the non-legal section of a local newspaper of general circulation.

IX. PROGRAM COMPLAINTS:

Complaints: Any written complaints concerning the Consolidated Plan, Program amendments or the Performance Report shall be addressed to Director of Planning and Community Development, 288 Central Avenue Dover, NH 03820. All written complaints shall receive a response within fifteen (15) working days.

X. DISPLACEMENT:

The City will try to minimize displacement of persons brought about by projects funded through the Community Development Program. Any persons temporarily or permanently displaced by a project funded through the C.D. program will be provided assistance as outlined in the "City of Dover Community Development Tenant Assistance Policy" and HUD's Uniform Relocation Assistance and Real Property Acquisition Policies Act. (49 CFR Part 24)

XI PROCEDURES DURING CRISIS EVENTS – SUBSTANTIAL AMENDMENT

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